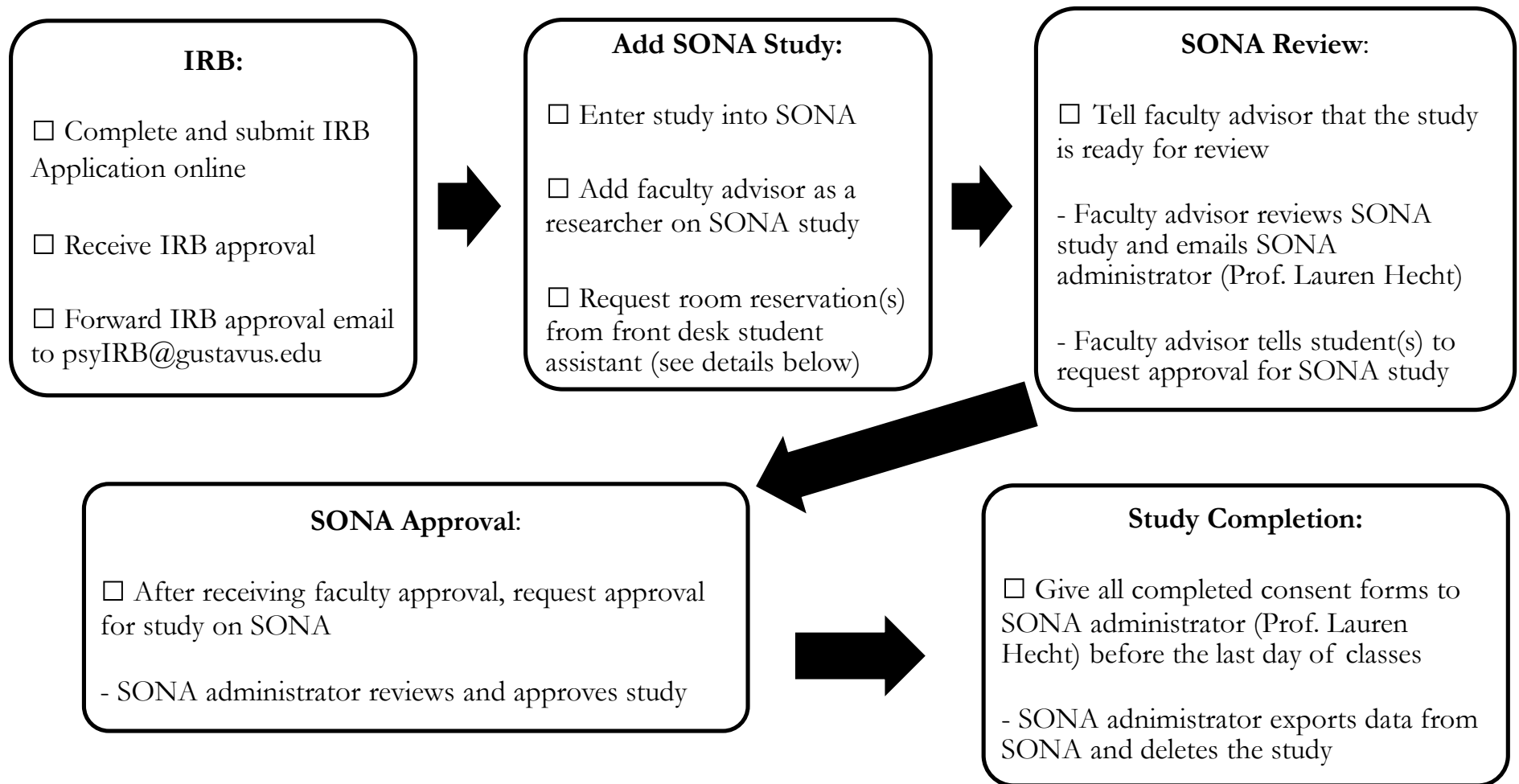


# Steps for Conducting Psychological Science Research at GAC

(using the General Psychology Participant Pool)



**Tip:** SONA study titles do not need to start with “A” – the list of studies with timeslots available is randomized.

**Room Reservation(s):** To reserve Beck 203, 211-217, or 271, email [psyresearch@gustavus.edu](mailto:psyresearch@gustavus.edu) or meet with Heather Ungerer on the following days at the Psychological Science Department Office (Beck 252): M–F 8–9 am, 11 am–4:30 pm. **Reservations are not final until Heather contacts you directly**; sending an email does not guarantee a room reservation. To reserve large classrooms (e.g., Beck 201), contact the Registrar. To reserve a small lab space, speak with the faculty member(s) who use that space.

## DETAILED INSTRUCTIONS FOR CONDUCTING PSYCHOLOGICAL SCIENCE RESEARCH AT GAC (USING THE GENERAL PSYCHOLOGY PARTICIPANT POOL)

- ☐ Complete an IRB Application (<https://gustavus.edu/instresearch/irbapplication.php>)
- ☐ Receive IRB Approval via e-mail.
- ☐ Forward IRB approval email to [psyIRB@gustavus.edu](mailto:psyIRB@gustavus.edu)
- ☐ Create a new study on the Gustavus Experiment Management System (SONA; <http://gustavus.sona-systems.com>) and fill in your study information.
  - **Add your faculty advisor/instructor as one of your researchers.**
  - Add your IRB Approval Number (found in the IRB Approval e-mail).  
The IRB Approval expires in 1 year from the date the e-mail was sent.
  - Add your data collection times (date(s)/time(s)/room information) as timeslots for your study on the SONA system.
- ☐ Reserve a location to conduct your research.
  - To reserve classroom space (Beck 203 or 211-217) or the Psychological Science Interaction Room (Beck 271) email [psyresearch@gustavus.edu](mailto:psyresearch@gustavus.edu)
  - To reserve a large classroom (e.g., Beck 201), contact the Registrar.
  - To reserve a small lab space, speak with the faculty member(s) who use that space.
  - Campus Safety requires that students have a Beck Hall building admittance pass in their possession if the study is run during the evenings or on weekends.  
**Request the pass when you are making the room reservation.**
- ☐ Tell faculty advisor that the study is ready for review
  - **Do not request approval for your SONA study until your faculty advisor/instructor tells you to do so.**
- ☐ When you receive approval from your faculty advisor/instructor, submit an approval request for your SONA study. He/she will tell you how to do this.
  - You will receive a notification e-mail when the SONA system administrator approves the study.
- ☐ Sign in to the SONA system and confirm that the study posting is active and able to receive participant sign-ups.
- ☐ Give all completed consent forms to the SONA system administrator (Prof. Lauren Hecht) at the conclusion of the study (and in all cases, prior to the last day of classes at the end of the academic year).
  - A consent form template is provided on the next page

### **Awarding Experiment Points:**

At the end of each data collection day, researchers must login to the SONA study and post a positive or negative attendance response for each participant who was registered for that day. Failure to do this in a timely, accurate manner may jeopardize one's use of the General Psychology Participant Pool.

## CONSENT FORM

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SONA Study Title:

We are interested in learning about \_\_\_\_\_. For this reason we are asking you to participate in this experiment where you will \_\_\_\_\_. The entire procedure should take no more than \_\_\_\_\_ and you will earn one credit point for your participation. Your involvement in this study is entirely up to you. You will not be penalized in any way if you decide not to participate. If you do decide to participate, you are free to stop at any time. This project has been approved by the Gustavus Adolphus College Institutional Review Board, IRB # \_\_\_\_\_.

If you have any questions about this work you may contact \_\_\_\_\_ by phone (933-\_\_\_\_\_) or by e-mail ( \_\_\_\_\_@gustavus.edu).

.....

I would like to participate in this project and understand what my participation involves. I realize that I may stop at any time without penalty.

\_\_\_\_\_  
Participant's Printed Name

\_\_\_\_\_  
Researcher's Printed Name

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Researcher's Signature

\_\_\_\_\_  
Date