**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, stop by the Psychological Science Department Office (Beck 252): M–F 10:30 am–4:30 pm and speak with Amy Mukamuri. You can also e-mail her to set up a reservation at [amukamur@gustavus.edu](mailto:amukamur@gustavus.edu) or call 507-933-7413. ***Reservations are not final until Amy 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) please see Amy Mukamuri by stopping by Beck Hall 252, or e-mail her with your request for space at [amukamur@gustavus.edu](mailto:amukamur@gustavus.edu) or contact her at extension 7413. Please note that your reservation is not confirmed until you receive a response from Amy verifying that the rooms are available for your use.
  + 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**.   
    Amy will provide that pass to you when the room reservation is confirmed.**
* Tell faculty advisor that the study is ready for review
  + **If/When faculty advisor/instructor approves the study, he/she will send notification to the SONA administrator and you will receive a message indicating the study is approved directly from SONA.**

\*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). You can also drop all completed consent forms off with Amy in Beck Hall 252.
  + 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.

**SAMPLE CONSENT FORM**

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).

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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