Psychology Department Human Subjects Pool

Policies and Procedures

University of Missouri – St. Louis

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1. Overview of Purpose and Objectives

Research Activity

The purpose of the human subjects pool (HSP) is to facilitate research in the department. Experimenters who wish to use the HSP must be affiliated with the Department of Psychology at the University of Missouri-St. Louis (UMSL).

Researchers who use the HSP to collect data for research projects must be one of the following three parties: (1) Psychology department faculty members at UMSL, (2) graduate students currently enrolled in a Psychology degree program at UMSL, or (3) undergraduate declared Psychology majors at UMSL. All students (graduate and undergraduate) must be supervised by a faculty member in the Psychology department to use the HSP. Specific responsibilities for researchers are outlined in section 2 of this manual.

Instructors in the Department of Psychology at UMSL may choose to use the HSP as a component of their classes, either as a course requirement or for extra credit purposes. Specific information for instructors is outlined in section 3 of this manual.

Students of courses in the Department of Psychology may participate in research studies either as part of a requirement or extra credit in a course, or for voluntary participation. Specific information for participants is outlined in section 4 of this manual.

Policies in this manual are enforced by the Director of the Human Subjects Pool and the Subject Pool Assistant, as outlined in sections 5 and 6 of this manual.

As of Fall 2009, the HSP has adopted Sona Systems Inc. as a research management program. All HSP users are responsible for using this system. Quick notes for using this system are outlined in appendices A, B, and C of this manual.

Ethical Guidelines

By instituting these policies, the HSP aims to uphold ethical principles in conducting research as outlined by the APA Ethical Principles of Psychologists and Code of Conduct (updated 1 June 2002), as well as Title 45 CFR Part 46 (updated 23 June 2005), and the Belmont Report (18 April 1979). In particular the following *concepts* guide these policies:

- Confidentiality
- Deception and Debriefing
- Competence and Delegation of work to others
- Informed consent
- Offering of inducements for research participation
- Pedagogical emphasis of research participation

The HSP is not responsible for researchers' actions regarding the conduct of ethical research. However, the HSP expects that ethical principles will be upheld, and is structured to facilitate ethical behavior.

Departmental Requirements

As of Fall 2009, all 1000-level Psychology courses will require research participation from students. Specific information will be posted on course syllabi. Alternative assignments will be posted and available for download if students prefer not to participate or are not eligible for any active studies.

2. Use of Human Subject Pool: Information for Researchers

Institutional Policies and Procedures: Steps for Utilizing the Subject Pool

PRIOR TO EXPERIMENTATION
1. Seek IRB (institutional review board) approval
2. Seek appropriate training (Department Workshop on the use of the Human Subjects Pool).
3. Arrange meeting with the Director of the Human Subjects Pool (DHSP).
4. Researcher should provide to DHSP:
   a. Proof of adequate training (workshop and NIH approval or equivalent)
   b. IRB approval or the equivalent
   c. Signed *Subject Pool Use Agreement* form (Faculty and Student if student research)
   d. Approved *informational sheet* for Sona Systems posting.
   e. Sign-up procedures to be used via Sona Systems (real-time completion or sign-up sheet for a later date).

Experimenter's Duties and Responsibilities

1. Maintain **strict confidentiality** of research participants
2. Use appropriate sign-up procedures and confirm appointments via email.
3. Ensure **informed consent**, maintain copy if applicable
4. Log adequate *credit* promptly and provide a *receipt* for participation to participant (give 1 portion of receipt to participant on paper or email and 1 to SPA – Subject Pool Administrator).
5. Ensure reasonable steps made to conduct research in a professional manner (show up!, treat participants ethically, etc)
6. Provide debriefing to participant as specified by APA ethical guidelines
7. Check with DHSP before contacting instructors about your study.
8. Notify DHSP:
   a. when no longer accepting participants, and
   b. when data collection is complete

Credit Values for Studies

One participation credit is equivalent with one hour of participation in a study. The increments listed below should be used for assigning study credit.

Time	Credits	Time	Credits
0 – 30 min	0.5	121 – 150 min	2.5
31 – 60 min	1	151 – 180 min	3
61 – 90 min	1.5	181 min and beyond	Speak with Director
91 – 120 min	2		Of HSP

3. Use of Human Subject Pool: Information for Instructors

Instructors' (providing participants) responsibilities

Instructors will be contacted once before the beginning of the semester to obtain whether or not they will be participating in the subject pool.

 With the implementation of Sona Systems, instructors will now have access to their own course files and are free to edit information accordingly (i.e., deadlines for receiving credit). If instructors wish to have the HSP assistant edit class rosters, please contact us through psyc_spa@umsl.edu.

If instructors do not wish to use Sona directly, the following information will be requested:
1. Spreadsheet with class list (e.g., exported gradesheet from MyGateway)
2. Preference as to whether instructor allows experimenters access to their class (e.g., announce experiments, conduct relevant survey during class)
3. Preference as to frequency of update of research credits and method (i.e., paper copy versus *.csv file to be imported into MyGateway).

4. Use of Human Subject Pool: Information for Participants

Responsibilities of individual participants

(This is to be posted on Research participation website *and possibly advised by individual instructors*)

    a. Do not query instructors about specific details of individual research projects
    b. Find projects in which to participate and follow instructions on flyer for sign-up (e.g., use sign up sheet, contact experimenter via email)
    c. Participate with informed consent and assurance of confidentiality unless otherwise stated
    d. Fill out receipt form provided by experimenter. Get form signed by experimenter. Maintain personal copy as a fail-safe in the event of a discrepancy with SPA
    e. Do not divulge specifics of any experiment (i.e., following debriefing of a study involving deception or study hypotheses).
    f. Maintain confirmation email from experimenter (if applicable). Some studies may be anonymous, such as a web-based survey, and this would not apply.

Dealing with No-Shows

The following procedures pertain to the possibility that either the participant or the experimenter fails to keep a *confirmed* appointment without reasonable notification (i.e., at least 24 hours prior to session).

1. *Participant no show* … experimenter logs a 'no show' in the system if participant does not cancel at least 24 hours before participation and reasonable arrangements were not made to reschedule. This practice is to determine if a pattern emerges. Instructors have discretion for enforcement. Typically, little can be done, but if a participant is repeatedly not showing up for experiments they may not be allowed to continue to register for experiments. Experimenters would not know what course the student is taking. The SPA, upon receiving two no-shows for an individual, will notify any and all instructors for which the student appears on their role. Instructors will not be notified in which experiments the student was expected to participate.

2. *Experimenter no show* … reasonable accommodations must be made by the experimenter in the event of extreme emergencies. If an experimenter does not show up for a scheduled session and rescheduling was not attempted or possible, the participant should receive credit. For a grievance, the participant must first contact the experimenter – the experimenter is then expected to provide credit or reasonable cause as to why credit should not be granted. Participant may contact DHSP or SPA to register a complaint.

5. Responsibilities of Director of Human Subjects Pool

Director of Human Subjects Pool responsibilities

1. Governs policies and procedures within this document
2. Institutes workshop on the use of human subjects – the workshop will provide an introduction to use of the HSP, its policies, and use of *Sona Systems* for research participation.
3. Monitors activities of SPA
4. Maintains *Sona Systems* experiment management system for Psychology Department use
5. Keeps updated documentation for posting on department website
    a. Contains information on why we do research and why students may be involved as participants
    b. Contains contact info of current DHSP and SPA
    c. Contains instructions and troubleshooting for use of *Sona Systems* software

6. Responsibilities of Human Subjects Pool Administrator

Subject Pool Administrator's responsibilities

  a. Maintain **strict confidentiality** of research participants
  b. Coordinates alternative assignment credit provided from participants as it is turned in
  c. Answers questions from study participation and assists participants in signup issues
  d. When instructor cannot view information in Sona Systems, sends to each instructor (on a timeline they wish) a spreadsheet containing students' total number of research credits earned – but NOT in which studies the participant was involved
  e. Maintains records periodically on HSP use, credits, no-shows and other important information
  f. Serve as first line contact for grievance issues.

Appendix A: Sona Systems Quick-Start Instructions for Researchers

Quick – Start Guide:

1. First be sure you have completed the HSP training (offered once each year).
2. If you are a new user, please email the subject pool assistant (psyc_spa@umsl.edu). You will be emailed a login name and password for your account.
3. Go to https://umsl.sona-systems.com/ and log in
4. Click "Add New Study"

Setting up a standard study (in physical lab)

5. Click "Standard Study"
6. Complete fields as requested. Please adhere to HSP policies regarding credits and click "Add This Study"
7. Email the Director of the HSP to have study approved for posting.
8. After approval (and on the next page), click "View / Administer Time Slots"
9. Here you can add timeslots. To add a single timeslot, click "Add a Timeslot", then choose a date, the duration, the maximum number of participants allowed, and state the location. If you have the same times and location on multiple days, click "Add Multiple Timeslots". Participants will now be able to sign up for your study.
10. Once a session's date has passed, you may click on the session to issue credit for participation. You will see a list of names of participants that signed up. Issue credit or a no-show this way. Please do this within 24 hours of completion of the session.

Setting up a web-based study (internal)

5. Click "Online Survey Study", read the disclaimer and continue.
6. Complete fields as requested. Please adhere to HSP policies regarding credits and click "Add This Study"
7. Email the Director of the HSP to have study approved for posting.
8. Click "Update Online Survey". Follow the instructions and create your survey. When you are finished, click "Final Review".
9. After approval (and on the next page), click "View / Administer Time Slots"
10. Create a single timeslot on the last date you wish to collect data for the semester, and indicate the maximum number of participants you will allow to participate. Check with the HSP closing date – do NOT schedule your session after this date.
11. Credits will be automatically awarded when the participant saves their responses.

Setting up a web-based study (external)

5. Click "Online External Study"
6. Complete fields as requested. Please adhere to HSP policies regarding credits and click "Add This Study"
7. Email the Director of the HSP to have study approved for posting.
8. You must include the study's URL when posting it.

9. Make sure you ask for an identifier (i.e., their UMSL email address) so you can award credit after they have participated.
10. You must manually award credit afterwards just like a standard study. You will see a list of names of participants that signed up. Issue credit or a no-show this way. Please do this within 24 hours of completion of the session.

Appendix B: Sona Systems Quick-Start Instructions for Instructors

Quick – Start Guide:

1. Email the subject pool assistant (psyc_spa@umsl.edu) to update your course information for the semester. If you are a new user, please indicate this in your message. You will be emailed a login name and password for your account.
2. Each semester, you will need to complete the course information form (also available on http://www.umsl.edu/divisions/artscience/psychology/Psych_Research.html).
3. Go to https://umsl.sona-systems.com/ and log in
4. Click "Course Reports" on the main menu. You will see a list of all the courses you are teaching
5. You will now be able to generate a report and see which students have participated in research for credit in your course

Appendix C: Sona Systems Quick-Start Instructions for Participants

Quick – Start Guide:

1. Go to https://umsl.sona-systems.com/
2. At the bottom left corner of the page, see the area entitled "New Participant?" and click "Request an account here": https://umsl.sona-systems.com/student_new_user.asp
3. Read the instructions carefully. Enter your first and last name, your UMSL email address, and select the courses in which you are currently enrolled. Please make sure you note the proper section(s) of your courses, otherwise your credit may not be awarded to you.
4. Click "Study Sign Up", and you will see a list of studies for which you are eligible. Click the link and follow the instructions for participation.
5. If you have any problems signing up, first email the researcher associated with the study. If they are not responsive, please contact the subject pool assistant at psy_spa@umsl.edu.