

GUIDELINES FOR THE USE OF THE PSYCHOLOGY DEPARTMENT SUBJECT POOL

These guidelines are for all researchers who use the Psychology Department Subject Pool. The policies and procedures exist to assure that human subjects are treated with respect and that departmental educational goals are met.

All researchers must abide by the guidelines and procedures governing the use of the Psychology Department Subject Pool. They also must comply with all University policies, procedures and guidelines relating to the use of human subjects in research. Investigators who violate any policies and procedures will lose the privilege of using the Psychology Department Subject Pool for a period of time determined by the Subject Pool Committee, and also may be subject to sanctions imposed by the Institutional Review Board.

Questions, comments, or suggestions may be directed to the Subject Pool Committee: Eric Landrum, Charles Honts, Diana Dumas.

I. THE ASSURANCE OF VOLUNTARY PARTICIPATION BY HUMAN SUBJECTS

- A. Instructors who include in their course designs opportunities for students to participate in research experiments as human subjects must make such participation voluntary by providing the students with at least two other "equitable alternative activities" which satisfy similar learning objectives.
- B. Examples of "equitable alternative activities" include, but are not limited to:
 - * preparing a brief paper on a research topic
 - * preparing a report on observations made in a natural environment
 - * submitting a journal prepared in a systematic way
 - * developing and submitting a simple research proposal
 - * participating in a special project
- C. To qualify as "equitable" (to participating in a research experiment as a subject), alternative activities must involve similar time, effort and benefit to the students.
- D. To monitor compliance with this standard, the Subject Pool Committee will review the course syllabi of those instructors including voluntary human subject opportunities in their course designs. This review will occur the first week of each semester.
- E. Instructors bear the responsibility for creating two or more additional "equitable alternative activities" in their course designs if an out-of-class activity is required and the opportunity to participate in experimental research as a human subject satisfies the requirement.

II. OBTAINING SUBJECTS FROM THE PSYCHOLOGY DEPARTMENT SUBJECT POOL

- A. Research conducted by BSU faculty, staff and students involving the use of human subjects must be reviewed and approved by the BSU Institutional Review Board prior to the initiation of such research. Copies of the Guidelines & Procedures: Research and Research Related Activities Involving Human Subjects and the appropriate protocol forms can be obtained from the Office of Research Administration (B-319).
- B. Only full-time faculty in the Psychology Department have routine access to the Subject Pool. With the co-sponsorship of a Psychology Department faculty

member, adjunct investigators outside the department may address requests for the use of the Subject Pool to the Subject Pool Committee after their research has been approved by the IRB.

- C. Early each semester, researchers estimate the number of subject hours they will need during the semester. The Subject Pool Committee coordinates these estimates with the anticipated number of students who will likely volunteer as human subjects.
- D. Requests for subjects can be made only through sign-up sheets posted on the bulletin board outside the Psychology Department on the 6th floor of the Education Building. If exceptional circumstances indicate any other method of recruiting subjects from the Psychology Department Subject Pool, researchers may petition the Subject Pool Committee.
- E. The Psychology Department Subject Pool may not be used as an extra credit option for a course.

III. ORIENTATION FOR STUDENT RESEARCH ASSISTANTS

- A. The Subject Pool Committee provides an orientation for student research assistants. The session reviews the Guidelines for the Use of the Psychology Department Subject Pool.
- B. All student research assistants must complete an orientation session to be authorized to conduct research and/or sign Research Participation Receipts.
- C. Instructors and faculty researchers are welcome to review the orientation materials.
- D. Research assistants are selected and supervised by faculty members.
- E. Research assistants are generally sophomores, juniors or seniors who have successfully completed courses in statistics and research methods and show interest and aptitude in research.
- F. All students who work on research projects involving human subjects will be required to complete the National Institutes of Health (NIH) online tutorial, Human Participant Protections: Education for Research Teams, and present a Completion Certificate to their supervising faculty member. The NIH course can be accessed on the WWW at <http://69.5.4.33/c01/>
- G. Instructions given to students: At this web site and its subsequent pages, you will be required to register for the course, but there is no cost. It will take approximately 2 hours to complete the course. The course is organized in modules of instruction followed by tests. You need not complete all of the modules in one setting. That is, you can log off and restart at any time and your previous scores are maintained. When you finish you receive a Completion Certificate that you will need to print. A copy of that Certificate must be on file with the Psychology Department before you begin collecting data as a Research Assistant. Students should also keep a printed copy of the Completion Certificate.

IV. SIGN UP SHEETS AND PROCEDURES

- A. Sign-up sheets are a form of subject recruitment. Any information provided should conform to item VI.B. Advertising for Subjects, of the BSU Guidelines & Procedures: Research and Research Related Activities Involving Human Subjects. Copies of such advertisements (recruiting tools) are to be

submitted to the IRB, along with the research protocol, for review and approval.

- B. Each sign-up sheet should contain sufficient information to allow students to determine whether participating in the study is of interest to them. A brief description of the procedures and task should be provided.
- C. The Research Participation Sign-Up Sheets are color coded by researcher at the beginning of each semester to help students remember which studies they have participated in.
- D. Sign-up sheets all designate the building, room, date and time of an experiment.
- E. Students print their name, sign their name, and provide the course section number on a Sign-Up Sheet that specifies a date and time. A student's signature constitutes an agreement to appear.
- F. Cards color-matched to each Sign-Up Sheet are available for students to keep as reminders. The cards have blanks on which students may note the place, date and time of the research study they signed up for.
- G. All relevant blanks on each sign-up sheet must be completed by the researcher before it is posted. If an experiment involves multiple sessions, all sessions to be completed by a given subject should be listed together. The typical duration of the appointment should be designated, rounding up any fraction of an hour to the next greater whole number.
- H. All studies posted on the bulletin board are open to students whose instructors are including participation in the Psychology Department Subject Pool as an outside of class activity option.
 - 1. Researchers may only restrict participation based on pre-existing physical limitations (e.g. ability to hear or see). They may NOT restrict participation to "Native English Speakers" or "U.S. Citizens". All students who are potential human subjects in the Psychology Subject Pool must be given every opportunity to participate in research.
 - 2. If data from such subjects cannot be used, researchers nevertheless must test them if they sign up and simply discard the data from such subjects later.
 - 3. Only if there is a significant loss of time or subjects due to this provision does the Subject Pool Committee consider providing an exception for a specific study. Researchers must petition the Subject Pool Committee if they wish to be granted such an exception.
 - 4. Likewise, instructors may not restrict research participation by designating researchers for whom his or her students may or may not serve as subjects.
- I. A photocopy of each sign-up sheet prominently indicating COPY must be posted on the bulletin board until after subjects' appointment times have passed so that subjects may refer to it. The original sign-up sheet should be retained by the experimenter as a record of those students who signed up.
- J. The Subject Pool is not available after the last full week of class in the semester, or during the examination period.

V. PROCEDURES FOR ASSIGNING RESEARCH CREDITS

- A. Research Assistants complete the following sections of a Research Participation Receipt to verify a student's participation in research.

1. On the upper receipt: student name, PSYC 101 section number (from the sign-up sheet), date, time, color, and the investigator's signature or initials.
 2. On the lower receipt: student name, date, time, color, and investigator's signature or initials.
- B. For each hour or fraction thereof of research participation the student receives one research participation receipt (e.g. 50 minutes of participation = 1 receipt; 65 minutes of participation = 2 receipts).
- C. Each student should participate in only one study of a given color. This prevents a student from volunteering for the same experiment twice. If multiple hours are involved for participation for a study, the student receives multiple receipts, one for each hour's participation. If in the course of a semester a student signs up for more than one study of a given color, the student's instructor becomes aware of this fact by examining the student's record of research participation.
- D. Students are to keep the bottom portion of the Research Participation Receipt throughout the semester. Researchers retain the top portion of each Research Participation Receipt for entry into the research participation database.
- E. All subjects must read and sign an "Informed Consent" form unless this has been deemed unnecessary for the experiment by the IRB. Should any student decline to participate in the experiment, he/she should be gracefully excused and given one receipt, despite not having participated. This procedure is mandated by the American Psychological Association.
- F. Any subject has the right to withdraw from an experiment at any time without penalty. He/she should be gracefully excused from the experiment and given receipt(s) for having participated until that time as described in V. B. This procedure is mandated by the American Psychological Association.
- G. Researchers should strive to conduct their studies on the planned date and time; every effort should be made to avoid the necessity of rescheduling study sessions. Any of the following conditions will be considered as valid reasons for rescheduling a student participant in an experiment. In any case, the experimenter will notify the student's instructor and work with the student participant in rescheduling the experiment. If a mutually agreeable rescheduling time cannot be accomplished and if conditions 1-4 are the reasons for rescheduling, the student will receive research participation receipts equal to the value of the study.
1. Equipment failure.
 2. More subjects than are necessary for a group experiment have arrived.
 3. Experimenter has rescheduled session after giving participants appropriate notice.
 4. Experimenter fails to appear within 5 minutes of the beginning of the scheduled session.
 5. Student participant gives appropriate notice to the experimenter, at least one day before the scheduled session.
- H. For experiments involving multiple testing sessions:
1. If after being instructed for the first session the subject declines to participate further, the subject is given one research receipt.

2. If a subject participates in one (or more) session(s), but fails to appear for the remaining one(s), his or her instructor is notified of this fact (see I. below).
 3. One research participation receipt for each hour's credit, should be given to each subject in an experiment involving multiple testing sessions.
- I. Subjects who fail to appear or are more than 5 minutes late for an experiment will be considered "no shows". Experimenters will provide notification to the student's instructor using the reporting mechanisms in place.
- J. Experimenter "No Shows"
1. If an experimenter fails to appear within 5 minutes of the beginning of a testing session, student(s) who have arrived on time for the appointment notify the Department secretary and/or their instructor of the experimenter's absence. Upon notification and verification, the experimenter must complete Research Participation Receipts for such students, thereby verifying research participation as would have been verified had the experimenter appeared. The experimenter should write "No experimenter" across the top of the receipt(s) so that the student's instructor becomes aware of that fact.
 2. If the experimenter is aware he/she cannot appear for a testing session, he/she should, if possible, leave a note for the subject(s) on the laboratory door and notify the Department secretary. The note should inform the student(s) that, as soon as possible, the experimenter will provide the research participation receipt(s) to the appropriate instructor. The notation across the top of the receipt(s) should be "No experimenter."
 3. If the experimenter successfully reschedules the subject for the experiment, he/she must again give the subject a Research Participation Receipt upon completion of the testing session.
- K. Experimenter Reporting of Student Research Participation to Instructors
1. Each study done using the PSYC 101 subject pool must use the Excel template to track research participation. Please do not alter the spreadsheet in any way (e.g., moving columns around, etc.). At the end of the semester all the spreadsheets from all the researchers will be merged into one master spreadsheet, then sorted and distributed to PSYC 101 instructors.
 2. Entering data in your particular spreadsheet will seem redundant at times ("we're always the red study"), but it is necessary to complete every column because of the master spreadsheet to be completed at the end of the semester.
 3. The Psychology Department usually will close data collection 1-2 weeks prior to the end of the semester. Researchers should expect to submit their excel data one week after the last day of data collection. The master spreadsheet will be distributed to instructors as soon as possible. This allows for time at the end of the semester for students to ensure that all their research credits are recorded accurately.
 4. Given that a student can sign up for research, no show, and then sign up again, it is possible that you will have the same student entered in

your database more than once. This is OK. It is preferable to have all of this information available.

5. We continue to use the two-part research receipts this semester, but in a different fashion. You complete both the top and bottom portions, but give the student only the bottom portion as their receipt. Keep the top portion, and use this data to enter information into the excel file. You should keep research receipts for one semester after the study is completed; after that time we will rely on the electronic files and the spreadsheet.
6. While the spreadsheet is mostly self-explanatory, here is a review the columns and how to use them:
 - a. Last Name, First Name. Please spell these as accurately as possible. Students don't always write legibly, but instructors need to have accurate information for their gradebooks.
 - b. Section Number. This is critical information. After the master database is created, it will be sorted on this field. If students get this information incorrect, it will take instructors extra effort to ensure that they get the correct grade. Please make every effort to get this one correct. If a student leaves it blank, be sure to get this information from the student prior to giving them their research receipt. Students should know their own section numbers; there is also a posting on the participant sign-up board.
 - c. Faculty Researcher. Please put the last name of the faculty researcher here. If the project is a student project, please put the name of his/her faculty supervisor.
 - d. Date of Study. Put the date of the study here. If the study takes place across multiple dates, please put the first date of the study here.
 - e. Time of Study. Put the start time of the study in this field.
 - f. Color of Study. Put your study color here (the color of the sign-up sheets you posted on the sixth floor sign-up board).
 - g. Completed or No Show? This is vitally important information for PSYC 101 instructors. They will use the data in this field to determine the amount of credit received for their class. Please use the words Completed or No Show, exactly. Note: If a student first no-shows for your study, he/she is still eligible to sign up again. Thus, you may have two or more entries of the same student in your own file (for example, one line showing a no-show, and the next line showing the actual date and time of participation).
 - h. Number of Credit Hours/Penalty. Most studies are for 1 hour (or part of an hour). Use +1. If it is a two-hour study, or a one-hour study on two days and they

complete both days, use +2. If they missed their one hour study, use -1. PSYC 101 instructors will use this tally across researchers to determine if the credit hour requirement for their course was met.

- i. Investigator Initials. Please put the faculty member or student's initials of those entering the data into the spreadsheet into this field. This allows for easy clarification of questions and provides some accountability for the process.

VI. EXPLAINING THE PURPOSE OF THE EXPERIMENT

In order to maintain research participation as an educational experience, it is necessary that students be educated in some way about research in general and/or about the specific research in which they have just participated. Therefore:

- A. It is the experiment's obligation to explain clearly the specific purposes and procedures of the experiment to the subject at the end of the testing session.
- B. If, for the purpose of maintaining the experimental naivete of future subjects, a full explanation is not possible at that time, the experimenter must explicitly arrange to provide such an explanation at a later time. If such deception is needed to maintain the integrity of the study, the principal investigator needs to include this information in the protocol submitted for IRB approval, plus the procedure for the debriefing process.
- C. All experimenters should always provide the subject with a general idea of what the experiment was about and why it is of importance (theoretically, practically, or both) at the end of the testing session(s).

VII. MAINTAINING CONFIDENTIALITY

- A. The following principles are excerpted from the American Psychological Association's Ethical Principles. For more information about these principles and to see the entire code, go to www.apa.org/ethics.
 1. 4.01 Maintaining Confidentiality. Psychologists have a primary obligation and take reasonable precautions to protect confidential information obtained through or stored in any medium, recognizing that the extent and limits of confidentiality may be regulated by law or established by institutional rules or professional or scientific relationship.
 2. 8.02 Informed Consent to Research. (a) When obtaining informed consent as required in Standard 3.10, Informed Consent, psychologists inform participants about (1) the purpose of the research, expected duration, and procedures; (2) their right to decline to participate and to withdraw from the research once participation has begun; (3) the foreseeable consequences of declining or withdrawing; (4) reasonably foreseeable factors that may be expected to influence their willingness to participate such as potential risks, discomfort, or adverse effects; (5) any prospective research benefits; (6) limits of confidentiality; (7) incentives for participation; and (8) whom to contact for questions about the research and research participants' rights. They provide opportunity for the prospective participants to ask questions and receive answers. (b) Psychologists

conducting intervention research involving the use of experimental treatments clarify to participants at the outset of the research (1) the experimental nature of the treatment; (2) the services that will or will not be available to the control group(s) if appropriate; (3) the means by which assignment to treatment and control groups will be made; (4) available treatment alternatives if an individual does not wish to participate in the research or wishes to withdraw once a study has begun; and (5) compensation for or monetary costs of participating including, if appropriate, whether reimbursement from the participant or a third-party payor will be sought.

- B. The following are guidelines that specifically apply to research in the Department of Psychology at Boise State University:
 - 1. The informed consent form is approved by the IRB before a study begins.
 - 2. Any violation of confidentiality beyond that to which the participant has agreed will result in loss of the privilege of using the Subject Pool. Such violations will also be subject to sanctions of the IRB.

VIII. EVALUATION OF ETHICAL TREATMENT OF SUBJECTS

- A. To ensure that subjects consistently are treated with respect, are debriefed, etc., a brief assessment should be administered to approximately 10% of the subjects after the experiment (ideally, every tenth subject).
- B. Assessment forms are provided to research supervisors at the beginning of the semester.
- C. Research supervisors must collect the completed forms and submit them to any member the Subject Pool Committee within two weeks of the date of completion as a condition of use of the Subject Pool.

IX. THE RELATION BETWEEN INSTRUCTORS AND THE SUBJECT POOL

Early in the semester the Subject Pool Committee contacts each instructor who has indicated an interest in allowing his or her students to participate in the Subject Pool to suggest the maximum number of hours of participation each student be allowed.

Revised: October 2000; August 2004

Research Assistant Signature Page

As a research assistant for the Psychology Department during the 2004-2005 Academic Year, my signature below indicates that:

- (1) I have carefully reviewed to the materials presented for Research Assistant Orientation;
- (2) I understand as a Research Assistant;
- (3) I agree to adhere to the rules of the Subject Pool Committee as set forth in these documents;
- (4) I understand that failure to adhere to these rules will result in disciplinary action.
- (5) I have completed the NIH Online Ethics Training, attaching a copy of the Completion Certificate to this signature page.

PRINTED Name: _____

SIGNED Name: _____

Date: _____