

PSYC101 Research Participant Procedures

Eligibility

Any faculty member or student who wants to collect data from PSYC101 research participants must have completed and passed the Human Research Test/Tutorial offered by the Office of Grants & Contracts at CSUF. Your research project also must have an approval from the Institutional Review Board (IRB) before collecting any data. Refer to the document “Research Procedures with Human Participants” for these items.

Requesting the Use of PSYC101 Research Participants

If you want to use PSYC101 research participants, submit a completed form for Request for PSYC101 Research Participant Hours during the first two weeks of the semester (by Friday, 5:00PM of the second week) to the Chair of the Research Committee. You need to do this if you want to collect data any time during the semester, even if you have not obtained the IRB approval yet, because the Research Committee needs to know the total demand for hours before disbursing any. If you submit the request after obtaining the IRB approval, you are likely to receive the hours you requested on Sona-Systems promptly. If you submit the request before obtaining the IRB approval, then after you receive the approval please submit a copy of the approval letter to the Research Committee Chair to register your study on Sona-Systems

Use of the Sona-Systems Psychology Research Participation System

1. When your participant request is approved, a researcher account will be created for you on Sona-Systems and you will be allotted the specified hours. A user ID and password will be emailed to you when your account is created.
2. Create postings and add timeslots for your study on the system. You must include your IRB approval number when creating a study on the system. If a special room is required for the research, make a room reservation with Mr. Terry Jones (H-616, 278-3562) **before** you post the timeslots. To create a new study choose “Add a Study” and enter all of the required information. Note that creating a study does not create specific experimental sessions; this must be done separately by choosing “Add Timeslots.”
3. Following an experimental session you will have 48 hours to assign credit to your participants or penalize no-shows. If you do NOT assign credit/penalty within 48 hours, credit will automatically be assigned to all participants signed up for that session. To assign credit/penalties, log in to the system, choose “My Studies”, and find the timeslot needing attention. Choose “Modify” to see a list of participants signed up for the study, including a set of credit options for each participant.
4. Participants who fail to show up for a study are penalized for a single hour of credit regardless of the length of the study.
5. When you complete the data collection, follow the university IRB procedures that apply to the completed research project data collection phase.