

Guidelines for Using Participants from the SIUE Department of Psychology Participant Pool

(Revised 9/27/2006)

- Participant recruitment
 - Researchers must use the provided recruitment forms
 - Forms will be posted only on the provided recruitment boards in the main hall of the psychology department.
 - No undue inducement or enticements for participants are allowed on the recruitment forms. For example, phrases like "Only 10 minutes" or "Easy Experiment!" are not allowed. This is to ensure voluntary participation.
 - Include all the information that is asked for on the cover sheet and the sign up sheets
 - If you are not going to use one of the sign up slots on the sign up sheet, cross it out rather than leave it blank
 - The contact information you provide must be accurate. If you prefer not to give out your personal phone number or e-mail address, you must make an effort to actively follow up on any messages or e-mails sent to whatever addresses you provide.
 - Sign up sheets and cover sheets must stay on the recruitment board until after the experiment has been run. If you need to have access to them during your experiment, make a copy for yourself and leave the originals on the board.
 - You may expect to have full access to the participant pool until the 14th week of the semester. After that, psychology classes participate in the pool at the discretion of the instructor.

- Procedure for awarding credit
 - You must award the amount of credit for participation as specified by the participant pool coordinator
 - Experiment cards will be given to psychology 111 students the first week of class. These cards are used to keep track of the credit they receive from participating in experiments. It is their responsibility to keep track of these cards.
 - Once a participant has signed an informed consent form, you should stamp their card (using the stamp provided to you) next to the row on the card for your experiment. Do not stamp a blank row. Participants should fill in the study number, date, time, place, and # of credits before you stamp their card.
 - Though it may seem odd, we are required to provide credit to the participants before they actually participate in the experiment. This prevents them from feeling pressured to stay in the experiment if they feel uncomfortable at any time.
 - Please sign your name over the stamp
 - If a participant does not have their card, you may stamp anything that contains all the information provided above. Additional cards can be obtained in the main Psychology Department office (AH-0118).
 - Lost cards should be held until your experiment is finished. If they have not been claimed by that time, please bring them to the participant pool coordinator's office. (Dr. Dudley, AH-0129a)
 - **At the end of your experiment, you must return the stamp to the coordinator's office, along with the appropriate stamp return form that is included with these materials. Experiment stamps are a limited commodity, and we must manage them responsibly. If you lose a stamp, you will be asked to replace it.**

- Missed Appointments by Participants (Reporting Penalties)
 - Researchers are required to keep track of participants who do not show up for their experiments. A penalty equal to the amount of credit awarded by your experiment will be imposed for an unexcused absence
 - An absence is excused if the participant canceled the experiment either by crossing out their name on the sheet or by contacting the experimenter at least one hour in advance. Thus, it is critical that participants be able to contact experimenters at any time.
 - A list of cancellations is kept in the main psychology office at the student assistant's desk. A resource center worker will check this list weekly before issuing penalties to ensure that the penalty is warranted.
 - A form has been provided for you to keep track of penalties. Once a week while your experiment is being run, fill out this form and turn it in to the student working in the psychology resource center (AH 0302a). The resource center is only open Monday thru Thursday. All penalties must be turned in not later than Thursday of each week. You may put them in the Subject Pool mailbox that is in AH-0118 if a resource center worker is not available.
 - The student receiving the penalty will have the name, course instructor, date of study, and study number put in an excel spreadsheet by the RC assistants. At the end of each working week of the RC (Thursday), the working RC assistant will sort the spreadsheet by course instructor, selectively print out the list of students for each instructor, place each individual list in the mailbox of the appropriate instructor, and carbon copy each list to the human participant pool coordinator.

- Missed appointments by Experimenters
 - If for any reason you must cancel an experimental session, it is your responsibility to personally contact each participant who had signed up for your experiment as soon as possible (at least 24 hrs. in advance).
 - If you cannot talk to a real person (not just leave a message) before the scheduled time of the experiment, **you are responsible for giving full credit to the participant if they actually show up for the experiment.** You should arrange for someone else to be at the experiment to inform those who show up that the experiment has been canceled, and to get their information so you may award them credit at a later date.
 - This is not the responsibility of the psychology department- you must arrange for this circumstance if you must cancel a session.
 - Collecting data from the participant pool is a privilege, not a right, and we must treat the participants with the same amount of respect that we wish to be treated with as experimenters.

- Other Responsibilities
 - Experimenters are expected to maintain appropriate appearance and conduct when interacting with participants.
 - Adherence to all human participant guidelines and IRB regulations is required.
 - A thorough debriefing of participants must be conducted for all studies.
 - Careful training and monitoring of all student assistants and others who will be coming in contact with human research participants must be done by the principle investigator for the project.

Failure to adhere to department policies regarding use of the participant pool will result in loss of access to the pool for a duration to be decided by the participant pool coordinator and the department chair