**DEPARTMENT OF PSYCHOLOGY**

**RESEARCH PARTICIPATION POLICIES AND PROCEDURES**

TO: Students enrolled in Psychology 1000, Spring 2024

FROM: Research Participation Pool, Department of Psychology

The Department of Psychology requires that all students in General Psychology become familiar with the nature of psychological research through personal experience. Direct experience with psychological research will allow you to evaluate claims concerning psychological issues in an informed and educated fashion. In addition, participation in research can offer you the chance to make a long-lasting contribution to the science of psychology by allowing you to provide your own perceptions and experiences.

Research participation constitutes a portion of your grade. ***It may negatively affect your grade if not completed.***There are two ways to satisfy this requirement. First, you may serve as a research participant in studies conducted by members of the Psychology Department. Second, you may read assigned articles and take quizzes that will familiarize you with the nature of psychological research. Each of the options is described below.

**A. THE EXPERIMENT PARTICIPATION OPTION**

1. **Credit for Participation in Research**

The participation requirement is a total of **6 hours** per person **although the instructor of your section may provide credit for additional research hours**. One credit point is awarded for each hour that you participate. Studies vary in length, and credit will be awarded based on half-hour increments. For example, participating in a study that lasts between 40 minutes and 1 hour gives you 1 experimental credit. Participating in an experiment that lasts 2.5 hours gives you 2.5 credits. However, if an experiment lasts less than half an hour, you will still receive a 0.5 hour credit.

Also note that research activities include both in-person and hybrid (mixture of in-person and Zoom) projects as well as purely online research. Given that a primary goal of research participation is to familiarize students with the nature of psychological research through experiential learning, **individuals are limited to a maximum of 5 hours of online research.** At least some portion of required participation should include involvement in in-person research.

1. **Online Pretest Survey**

An online “Pretest” survey will be available to you from **Monday, January 29th at 8am to Sunday, February 11th at 9pm**. During the survey, you will be asked to provide some preliminary information by filling out questionnaires. MOST of the research projects conducted at UW make use of this information in some way and will invite participants for their experiment based on information collected in the survey. Completing the online Pretest will ensure you are eligible for as many studies as possible. **The online Pretest will count as 1 hour of experimental credit toward your 6 hour requirement.** **If you do not complete the Pretest during the time it is available, you will have an additional study to complete.** Although the Pretest is not required for the research participation option, failure to complete it will make it extremely difficult to earn the full 6 hours of credit. Therefore, we **STRONGLY** encourage you to complete the Pretest when it is available.

**NOTE:** If you are unsure about whether to participate in research studies or take quizzes, it is recommended that you create a research account and participate in the online Pretest session.

**Participating in Studies**

**Step One: Getting started**

You will need to create your own User ID and password for the UW Research Participation system. To do this, complete the following steps:

1) Go to the Research Participation website: <http://uwyo.sona-systems.com>

2) Click on “Request Account” on the right-hand side of the page.

3) Enter your Name (First and Last), User ID (you choose this), and email address into the lines provided.

NOTE: Only *one* User ID may be assigned to an email account.

4) Select the course(s) you are completing the research for from the “Available Courses” and make sure they are then listed in the “Selected Courses” box.

5) Then press “Request Account.”

6) Your User ID and new password (randomly generated) will be sent to the email address you listed.

7) Retrieve your password and use it, along with your User ID, to log-in to the SONA System.

**Step Two: How to sign up for experiments**

1) Log in to the system (<http://uwyo.sona-systems.com>) using your User ID and password.

2) Click on the STUDY SIGN-UP icon to search experiments that are currently available for participation.

3) Click on an experiment of interest. *Before signing up for an experiment, read the description of the study and any information concerning participation restrictions.* For example, an experimenter may wish to study only males or females, or may exclude those who have participated in another specified study. If the research has restrictions and you fit the special requirements, then you may sign up. The experimenter will have indicated a day, time, and room for each TIME SLOT. Pick one that you are sure you can attend. *Do not sign up unless you are sure you can make that appointment.*

**VERY IMPORTANT –** The online sign-up system will email you a reminder regarding the *study, day,* and *time* for which you have signed up. It may also contain information about “where” the study is located (e.g., in a physical room or at a specific link). This is your reminder slip so that you will know when and where to go for the research. If you forget the time, date, or location of the research DO NOT call the psychology office, your instructor, or the research pool coordinator for this information. They do not know this information. You will need to log in to the system (<http://uwyo.sona-systems.com>) and find out this information under the MY SCHEDULE/CREDITS icon.

**Step Three: What to do when you get to the experiment session**

Unless the experiment description stated differently, you are not required to bring anything to the experiment. If there is a scheduled time for the study, show up on time; experimenters must follow tight schedules. **You may not be admitted if you are late***.* Someone will greet you and explain the study. Your only duty is to try to the best of your abilities. Most experiments present little to no risk. However, you are the one with control over your participation. If you feel that the experimenter is making unjustifiable demands on you or asking you to do something that violates your principles, then **it is your right to stop the session.**

You will not know what the research entails until you show up for the experiment session. Psychology experiments vary considerably from one to the next. You may be asked to fill out questionnaires, work on problems or puzzles, or interact with other people in groups. Some experiments require the activity may be recorded. These recordings will never be used without your consent.

*What if I am there, but there is no experimenter?*

Wait at least 10 minutes after the time of your appointment. If no one has greeted you by this time (e.g., at a physical room or in a Zoom meeting room), then double-check your information about place/time. If the experimenter does not show up, email the research participation pool coordinator to verify that you did arrive at the scheduled time and place. If this is confirmed, you will receive credit for the study.

*What if I realize more than 24 hours* ***before*** *the experiment that I have to be somewhere else and cannot be at the experiment?*

Using the online system (<http://uwyo.sona-systems.com>), under the MY SCHEDULE/CREDITS icon, you may cancel your appointment. If you do not show up, you are taking spots away from your fellow students. You are also significantly inconveniencing the experimenter. **Please** change your appointment **at least** 24 hours before the appointment so that the appointment can be filled by someone else.

**Three-Strike Rule: *If you fail to show up for 3 studies and fail to change your appointment an absolute minimum of 1 hour ahead of time through SONA for those missed studies, you will no longer be able to participate in ANY studies.***

**Step Four: Getting credit for participation**

When the record of your participation is entered into the online system you will receive an email notifying you of the credit. You may track your participation records by logging in (<http://uwyo.sona-systems.com>) and clicking the MY SCHEDULE/CREDITS icon. Records of your research participation are kept here. If you have questions about your research hours record you can contact the research coordinator via email: Olivia Grella (ogrella@uwyo.edu). **Your email notices are your insurance if someone makes a mistake with your records.**

YOU MAY PARTICIPATE IN A GIVEN STUDY ONLY ONCE. If you participate more than once, you *will not receive credit for both occasions.*

**IMPORTANT DEADLINES AND INFORMATION**

**LAST DAY TO PARTICIPATE IN RESEARCH: *Friday, May 3rd, 2024***

Questions? Please contact Olivia Grella via email: ogrella@uwyo.edu

Additional copies of the “Research Participation Policies and Procedures” are available on the UW Psychology Department webpage (<http://www.uwyo.edu/psychology/undergraduate/sonainfo.html>) or may be obtained electronically from the research pool coordinator.

The University of Wyoming Department of Psychology experiment management system: <http://uwyo.sona-systems.com>

**FINAL REMINDER:** If you have signed-up for a research study and cannot make the appointment, **please** change your appointment **at least** 24 hours before the appointment.

**Three-Strike Rule: *If you fail to show up for 3 studies and fail to change your appointment an absolute minimum of 1 hour ahead of time through SONA for those missed studies, you will no longer be able to participate in ANY studies.***

**B. THE RESEARCH ALTERNATIVE: QUIZZES ABOUT SPECIFIED ARTICLES**

Six articles have been posted in .pdf form on the Psychology Department web page in the “Research Participation for Students” section under the PSYC 1000 Quizzes section (<http://www.uwyo.edu/psychology/undergraduate/sonainfo.html>). These articles are for students who choose to fulfill their research requirement by reading articles and taking quizzes. You may not substitute other articles. Each article presents some issue in psychological research. Reading them and taking the quizzes will familiarize you with psychological research. You must pass the quiz with 70% or better in order to receive credit. The questions consist of short-answer and essay items.

**YOU *MUST* READ THE ARTICLE BEFORE THE QUIZ**

**Quizzes will be administered from 11:00am-12:00pm on the following dates in Biological Sciences, Room 310:**

|  |  |
| --- | --- |
|  | DATE |
| Quiz 1 | February 12th |
| Quiz 2 | February 26th |
| Quiz 3 | March 4th |
| Quiz 4 | March 25th |
| Quiz 5 | April 8th |
| Quiz 6 | April 29th |

**NOTE:** Quizzes will not be administered ***after*** the scheduled time and date. You must read the appropriate article to receive credit at the quiz session.

**Pretest Survey Log-In Instructions**

**Pretest surveys MUST be completed by 9pm on Sunday, February 11th, 2024. The survey will be unavailable after that time.**

**IMPORTANT:** These instructions assume that you have already created your User ID and have obtained your password (see p. 2 of this document).

1. Go to the Research Participation homepage: <http://uwyo.sona-systems.com>
2. Using the User ID you chose, and password emailed to you by the system (check your email if you don’t already have this information), enter your User ID and password in the appropriate locations and select “Log In.”
3. Read the introductory text to the Pretest. This describes the Pretest, your rights and responsibilities, and what will be done with the data collected from your responses. If you agree to participate in the Pretest session, you must complete the test. Your ability to participate in studies throughout the semester may be determined by your responses on the Pretest. Therefore, it is important that you answer all questions.

1. Begin the Pretest
2. At the end of each section, you will be asked to save your responses before the next section is displayed. Make sure to save your work early and often. Before the final submission of your test responses, you will have an opportunity to review your answers and correct any errors.

For questions that require a free (typed) response and do not apply to you, simply type “none,” “does not apply,” “N/A,” or “0” as your response.

**If, during testing, you decide to discontinue the Pretest, log out of the system *before* the final review and submission of your test. None of your responses will be saved for data collection. If you elect to discontinue the Pretest, you will not receive credit for your participation (i.e., no partial credit is awarded for the Pretest).**

**Frequently Asked Questions**

***What are my rights as a research participant?***

Before each experiment, you will be given a brief description of the study. You will then be asked if you still wish to participate. This procedure is called “informed consent.” If you find nothing objectionable in the description, then you will be asked to indicate that you agree to participate. This does not mean you have signed away your rights, however. *You are free to stop the session at any point.* You will still be given full credit for participating.

***How do I get a copy of my User ID and password if I forget them?***

Go to the Research Participation homepage (<http://uwyo.sona-systems.com>) and click on “Click Here to Retrieve It” located beneath the “Lost your password?” icon in the lower left hand corner of the screen. The dialog box will prompt you to enter your User ID (if you know it) or your email address. The system will email your log-in information (User ID and password) to that email address if it matches the one used to create your profile. Then check your email to retrieve your information.

***What if the email I used to create my profile is not my preferred email address?***

If you can access that email address for your log in information, you can change your contact email address under “My Profile” once you are logged-in.

***What if the email I used to create my profile is wrong or misspelled?***

If this occurs, you will need to re-create your account with a new User ID. Make sure to type in the correct email address and you should be able to create another account without difficulty. If this happens, contact the research pool coordinator Olivia Grella (ogrella@uwyo.edu) and let her know that one of your accounts is wrong (make sure to identify the correct email address and User ID).

If you are still unable to access the system or were not able to create a new account, contact the research pool coordinator as soon as possible.

***What if I do not create my account before the Pretest? Will I still be able to participate in research studies and create an account for the research pool?***

If you do not create your account in time to take the Pretest, you will still be able to create a user account and sign up for experiments using the online system, although your eligibility for experiments could be significantly reduced. Follow the instructions listed above.

***Can I access the SONA system on my cellphone?***

Yes! SONA released a mobile phone application at the beginning of 2013. It is currently available for Android and iOS operating systems. The mobile app works much like the full website, except that two-part studies are not currently supported. For this reason, it is recommended that you continue to check the full website for study opportunities if you do not find anything via the mobile application.