# Researcher Guidelines: Commonwealth Campus Psychology Participant Pool (CCPPP)

## 1. Principal Investigator (PI) Accounts and Allotments

Only psychology faculty may receive Principal Investigator (PI) accounts and subject hour allotments.

Every study in the subject pool system will be associated with a PI and may in addition be associated with one or more additional Researchers. The PI listed must be the Psychology faculty member who is responsible for the study. The PI is the person listed as the Principal Investigator on the IRB application and in the CATS IRB system, who turns the application into the IRB, and is responsible for all research related issues for the study. For more information on PI responsibilities, please see PSU Policy RP03, "The Use of Human Participants in Research", located at https://policy.psu.edu/policies/rp03.

Each faculty member requesting use of the subject pool will have a PI account and be assigned a Principal Investigator ID, which will be their PSU email ID. Faculty members who are also instructors of courses participating in the subject pool will receive separate Instructor IDs to allow them to view participation records of their students.

Faculty PIs automatically receive their own Researcher accounts.

As of Fall 2024, there are no specified allotments.

## 2. Researcher Accounts

ALL individuals with researcher accounts listed in the subject pool system must have completed the IRB web-based training from the CITI human subjects research courses as required by the IRB (see instructions here: https://researchsupport.psu.edu/orp/education/citi/citi-instructions/).

Requests for researcher accounts can be submitted by the faculty member/PI at any time. Researchers may be graduate students, undergraduate students, or laboratory staff members. To request researcher accounts, send the following information to the Subject Pool Administrator, Amy Camodeca (asc19@psu.edu):

- Researcher name (first and last)
- Researcher's PSU email ID
- Researcher's phone number
- Researcher's campus

The researcher will receive an email with their initial password, which they may change when they log in to the system.

A researcher may work with several faculty PIs, but their name should appear on the list of researchers approved by each faculty member they work with. Thus, if you are a PI and want a student to work on one of your projects, you must submit her/his information even if she/he already has a subject pool account because she/he works with another faculty member.

### 3. How to Add Studies to the System

New studies are added to the subject pool by PIs or by researchers, but a new study will not be active or visible to participants until it has been approved by the IRB. PIs and Researchers must create their study in the system prior to requesting activation. All studies must have a faculty PI. For a study to be approved, the following materials must be on file with the Subject Pool Administrator, Dr. Camodeca:

- IRB Approval
- Consent Form
- Study Title used in Subject Pool
- Debriefing form

Once the information for a new study has been entered into the system by a PI/Researcher, The researcher must contact Dr. Camodeca to request approval. Assuming the above listed required materials are on file, approval will normally take no more than 24 hours (but I am not available reliably on Fridays). If you are adding a study with a pending IRB approval, you can enter the information into the system, but please contact the administrator for approval only after a copy of the IRB approval has been submitted.

Screening questions

- o It is possible to include pre-screening questions that relate to study eligibility (e.g., if you want to limit it to students in a certain age group) in the Sona-systems software. Any pre-screening questions must be approved as such by the IRB and sent to Dr. Camodeca (asc19@psu.edu) with your study approval request. Please allow at least 5 business days for study approval if your study requires prescreening questions.

<u>Basic Steps for Adding New Studies:</u>

Step 1: Log in and choose "Add a New Study."

Step 2: Add your study and create the appropriate settings/restrictions/credits/slots.

- The study and your personnel
  - o Add a brief description of the study that will explain what the study will entail. You can include a webpage link.
  - o Select the correct PI and any other researchers.
- Restrictions for Minors
  - o Set "pretest restrictions"
    - ▪ Click "yes"
    - ▪ Mark "status"
    - ▪ Mark "I am 18 or older and have no objection to research participation."
  - o This restricts your study to eligible subject pool participants.
  - o You can have minors in your study, but minors cannot be recruited for your study through the subject pool. If you would like to include individuals under the age of

18 in your study, your IRB application will need to describe how individuals under the age 18 will be recruited, consented, compensated, etc. outside of the subject pool.

- Course Selections
    - Add the courses you want. You can change this at any time during the term.
    - Don't forget—if you are an in-person (non-zooming, non-online) study, you should restrict it to your own campus. If you don't, you will definitely get people from different campuses wanting to do your study and being very confused when you don't show up.
    - If the study is online or otherwise available to everyone (e.g., you are zooming interviews), you can leave the default (all courses will be able to participate in your study).
- Credits and timeslots
    - Create timeslots for whatever days/times you want.
    - 1 credit = 30 minutes of participation. We discourage studies that take substantially less than 30 minute increments. There are no half credits. For the timeslot/credit purposes on the website, please round up to match the next highest credit. Put the actual time in your description.
    - Examples:
        - Up to 30 min=1 credit, (post 30 min and 1 credit)
        - 31-60 min=2 credits (post 60 minutes and 2 credits)
        - 61-90 min=3 credits (post 90 minutes and 3 credits)

Step 3: Ask to make the study approved (visible to students)

- When you are ready to make the study active and visible for participant signup, click the **contact administrator** link near the bottom of the **add study** page. This will send an email to Dr. Camodeca letting us know you have a study ready for approval. Note that if you do not have timeslots available, students will not be able to sign up.
- Dr. Camodeca will check that an IRB approval, consent form, and debriefing form are on file. Make sure that we have the information to make this check, by (a) providing the IRB approval number in the system, and (b) emailing Dr. Camodeca at asc19@psu.edu with the above-listed required documentation.
- Dr. Camodeca will also check the description provided in the system to make sure it contains nothing inappropriate, before approving the study to make it visible to participants. She will make every effort to approve studies within 24 hours, but it is better to allow more time.

Researchers and PIs may add new studies at any point during the term using the above process.

## 4. IRB info: Minors, debriefing, and consent form wording

All studies using the subject pool must have IRB approval.

*Minors*

As indicated above, the CCPPP only allows for participation of people over 18 in subject pool research studies. You, as a researcher, can allow for participation of minors (individuals under the age of 18) in your study. However, your IRB application will need to describe how individuals under the age 18 will be recruited, consented, compensated, etc. outside of the subject pool.

*Debriefing*

All participants must receive an "educational debriefing" that describes the purpose of the study at a level that is appropriate for introductory psychology students (regardless of the level of the course). Note that educational debriefing is required for all subject pool participants, regardless of whether the IRB requires debriefing for your study. Thus, a debriefing form will need to be submitted to the IRB with your study protocol for IRB review and approval regardless of the IRB debriefing requirement for your study. The debriefing should provide contact information in case the participant has questions. Generally, participants should receive a written copy of the debriefing at completion of the study; exceptions to this must be approved in advance by Dr. Camodeca.

*Consent form wording*

In the 'Recruitment Process' section of the application, you should state that "The experiment is planning to use participants in the Commonwealth Campus Psychology Participant Pool".

For expedited/full board research studies, use HRP-580 and write the following statements in the specific sections of the consent form noted below:

- What other options are available instead of being in this research study?
    - Since the Commonwealth Campus Psychology Participant Pool will be used to recruit participants, you will receive course credit for participating as specified in the syllabus provided by your instructor. Alternative means for earning this course credit are available as specified in the syllabus.

- Will I be paid to take part in this research study?
    - You will receive course credit for participating as specified in the syllabus provided by your instructor.

For studies determined to be exempt, use HRP-584 and include the following statement ($9^{th}$ bulleted item that discusses compensation):

- Since the Commonwealth Campus Psychology Participant Pool will be used to recruit participants, you will receive course credit for participating as specified in the syllabus provided by your instructor. Alternative means for earning this course credit are available as specified in the syllabus.

As PIs/researchers have access to student names associated with timeslots for a study in order to provide credit, the protocol must clearly indicate the study team will have access to identifiers and what identifiers they will have access to. In Sona-systems, this would include the student's full name and email address. The recruitment materials and consent form must <u>not</u> tell subjects that participation is anonymous; rather, participation is confidential.

## 5. Reactivating Existing Studies

The subject pool is not active between semesters. I will do end-of-semester maintenance after finals week for each semester. This will reset all credits to 0, but will retain study participation and account information.

PIs/Researchers must request that existing studies already in the system be made visible for the current semester. To make an existing study visible, PIs/Researchers must ensure the most current versions of the following materials are on file with Dr. Camodeca:

- IRB approval
- Consent form for the study
- Study debriefing
- Study title being used in the subject pool

If there are no changes to an existing study and your IRB approval is still current, email your request to Dr. Camodeca confirming this to be the case.

## 6. Electronic Management of Studies

PIs/Researchers are responsible for managing studies. This includes creating the studies, setting up time slots for participant sign up, and recording participant credits and no-shows within 48 hours of participation.

Any number of researchers may be associated with a study, and all researchers associated with the study will have the same privileges for editing study information, managing timeslots, and recording credits/no-shows.

Researchers or PIs may add time slots for an ongoing approved study at any point as long as subject hours remain in the PIs subject pool allotment. To add time slots your study must be "active." You can make it active yourself. Approval and administrator action is needed to make it "visible." If there are time slots already set up when the study is made visible, they will appear almost immediately. If you are adding time slots to a study that is already visible, they will appear almost immediately after you finish creating and verifying them.

Study information may be edited at any time (for example, to add researchers) but if the study name, abstract, eligibility requirements, or description fields are changed, the study will need to be re-approved by the administrator before it is visible to participants.

Recording Credits and No-Shows: There are no paper credit receipts in the new subject pool system. Participants can view their account to find out their credit status for particular studies. Credit must be updated within 48 hours of the experimental session. The administrator will automatically receive email notification when this is not done, and then I will have to email you, so just do it and save the trouble later.

The "48-hour rule" includes Web-based studies. Granting credit is especially important for web-based studies, as many students are asking how they can know that their responses have really been received and recorded. Please update credit status on a regular basis, so that the subject pool administrators aren't swamped with emails asking, "when will my credit appear?"

## OTHER FEATURES OF THE SUBJECT POOL

**System-generated email from "Commonwealth Campus Psychology Participant Pool"**

- PARTICIPANTS will receive automatic email:
  - with their login information when they create their accounts
  - with confirmation when they sign up for a study or cancel an appointment
  - as a reminder the day before their session is scheduled
  - with confirmation when they receive credit for a study
  - when a researcher cancels an appointment (MUST be done 24 hours in advance)
- PIs and RESEARCHERS will receive automatic email:
  - with their login information when their account is created
  - as a reminder of their appointments for the next day (researchers may turn off this feature)
- In addition, special announcements may occasionally be sent to groups (e.g., all instructors, all researchers) by the CCPPP administrator.