Vanderbilt Psychology Department (A & S) Research Subject Pool

RESEARCHER DOCUMENTATION
for using the
SONA SYSTEM
EXPERIMENT MANAGEMENT SYSTEM
http://vanderbilt.sona-systems.com/

(Version Date August 24, 2004)

Introduction

The department of psychology maintains a human subjects pool for IRB-approved research studies. Rules for accessing the subject pool are included in the appendix to this document. The Experiment Management System is used for the scheduling and management of the subject pool. Students and paid participants, researchers, principal investigators, and instructors all use the system for their respective purposes. As a researcher, you can list your studies in the system, schedule the sessions (timeslots) when subjects may participate, and grant or revoke credit after the session. All of this is handled through a simple web-based interface that you can access at any time, from any web browser.

System Basics

In the system, you create studies. Each study may have a number of timeslots, which are the times when you plan to run the study. Participants sign up for the timeslots by viewing a list of studies and available timeslots.[1]

Principal Investigator Special Note

This documentation applies to both researchers and principal investigators (PIs). A PI can perform all the same functions on a study as a researcher. This allows a PI to operate in an oversight role and monitor the progress of their studies, and step in on behalf of the researcher when necessary. Because the privileges are the same, throughout this documentation, the term “researcher” can be used interchangeably with “principal investigator” except where otherwise noted

Getting Started

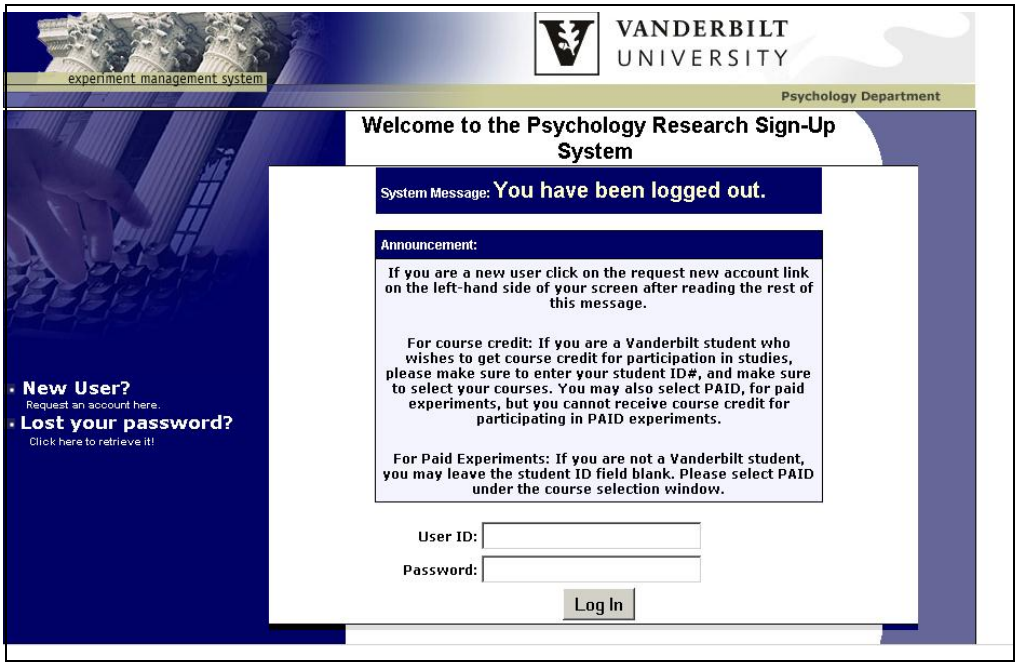
The system works best if you use a web browser that is less than 2 years old. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers and with older version of Internet Explorer and Netscape, however the layout may not be as clean. No functionality will be lost by using an older web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate to anywhere on the site.

Logging In

Login at http://vanderbilt.sona-systems.com/

[1] On August 13, 2004, Sona Systems released a new version of their software, at which point they modified the nomenclature for the system slightly. We have tried to use the new nomenclature throughout this document. However, it is possible that there may be some places where the old nomenclature remains either in this manual or on the system itself. The following words may be considered synonymous: researcher = experimenter; study = experiment; timeslot usage limit = course credit limit.

If you do not already have an account, you must request one from the webmaster (**shannon.cain@vanderbilt.edu**). Make sure to indicate to him that you are a researcher and who your PI is. When you go to the front page of the site (the login page), you may see a link to request an account. This form is *only* for participants. Do not use this form to request an account, as participant accounts have an entirely different set of privileges, and those privileges are not appropriate for a researcher.



After logging in, you will come to the main menu page.

Logging Out

When you are done using the system, choose **Logout** from the top toolbar to log out. It is always a good security practice to close all your web browser windows as well, especially if you are using a computer that is shared by others.

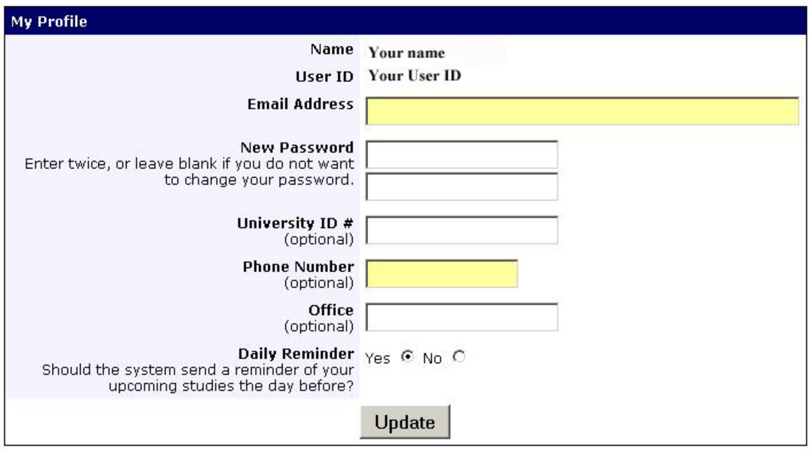
Your session will expire after a certain period of inactivity. This is done for security purposes. If this happens, you can always login again. When you are done using the system, it is better to explicitly logout, to prevent any problems that may arise if someone uses your computer before the session expires.

Retrieving a Lost Password

If you have forgotten or do not have your password, then you may choose to have your password emailed to you. You will see an option on the bottom left of the main login page to do this. Your password will be emailed after you submit the form and should arrive in your email box momentarily.

Enter information about yourself and change your password and other information

The first time you login, go to the **My Profile** section and add your phone # and office information/lab location. You do not need to enter a University ID# (indeed this data input row may not show up on your screen). If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you do not want to change your password, simply leave the box empty.



It is important that you provide your phone number and office location, because this information needs to be available to research participants. If you are a researcher, this contact information will be displayed to participants when they view information about the study. If you are a principal investigator, only your name will show (since the researcher is the primary point of contact for a study).

Email Notifications

There are certain events in the system that will cause an email notification to be sent to you. Most often, these are notifications that a participant has signed up or cancelled their sign-up for your studies but there are a few other cases where it may be used as well. The email address is also displayed to the participant when they view information about the study, in case they need to contact you with questions.   By default, all Researcher accounts are set to receive a daily reminder (by email) with information about all of your study sessions scheduled for the following day. The last item in the **My Profile** section, gives you the option to turn this function off.

Working with Studies

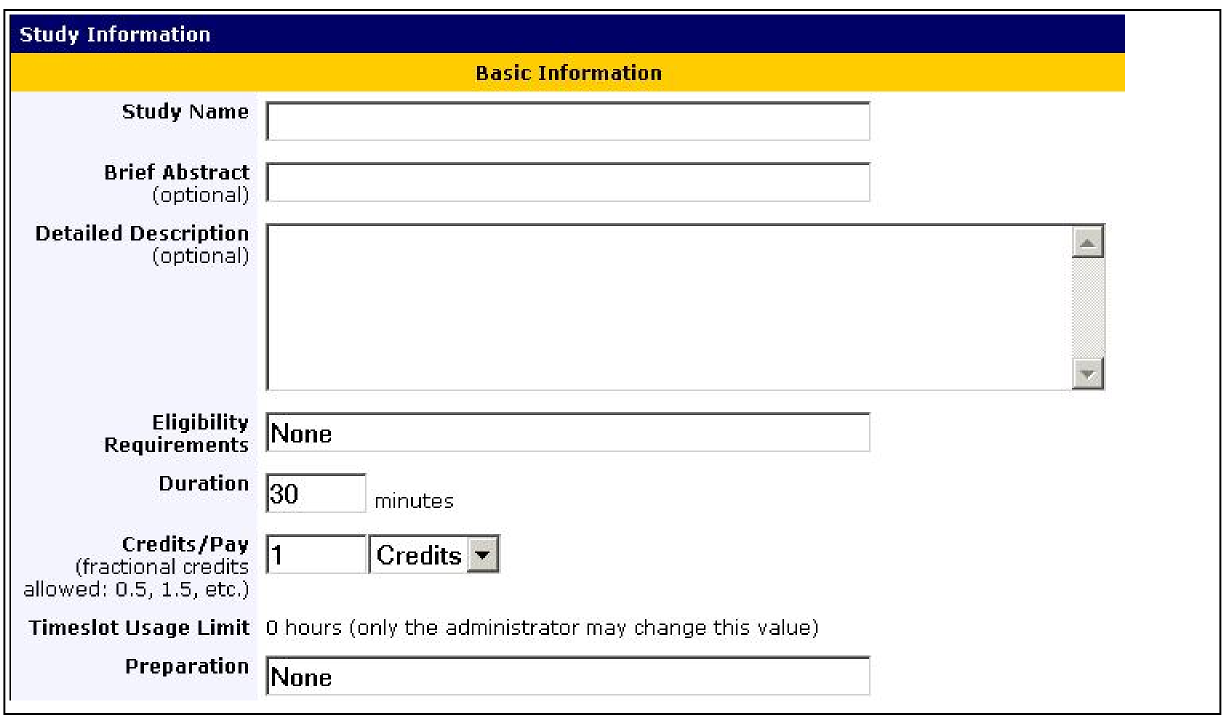
You can create a new study at any time. However, the studies remain invisible to the participants until the website administrator approves them. After you have created the study, you will need to send the website administrator (**shannon.c.cain@vanderbilt.edu**) an email. You need to provide the website administrator the following information:

1. The title of the study;
2. The PI;
3. The IRB # and expiration date; and,
4. The number of credit hours requested.

Note regarding credit hours: You must tell Shannon how many credit hours you wish to have. Labs within Wilson Hall automatically get 400 course credits to work with per semester (a credit is worth a ½ hour of time). We can typically provide more credits than this on an as needed basis during the fall, but not in the spring (see appendix for details). PIs who lack primary appointments in A & S psychology must speak with the Subject Pool Czar (**david.zald@vanderbilt.edu**) before requesting credits (see appendix for details). There are no credit limits for paid studies (which do not count towards a lab's course credit hours). However, investigators still need to notify Shannon before they can display any time slots. During the summer, we are usually limited to For Pay studies only.

Adding a Study

To add a study, choose the **Add New Study** option from the top toolbar or the main menu. You will need to fill out a number of fields, which are explained in the following table. All fields must be filled out unless otherwise noted.



Field	Explanation
Study Name	This is how the study is identified throughout the system. The system is configured so studies show in a random order to participants (choose **Your Studies** on the toolbar and it will state at the bottom of the resulting page if they are displayed in random order), so there is no advantage in choosing a study name that might put it at the top of an alphabetical list. Experiment names must be unique and you will be prevented from adding a study if there is already a study on the system that has the same name you are trying to enter.
Short Description	This is a short one or two line description of the study. This short description will be displayed to the participants when they view the entire list of studies, so you may want to list the most pertinent details here. **For-Pay studies must start with the words <u>PAID EXPERIMENT</u>**:
Long Description	This can be a rather lengthy description about the study, and it will show if a participant clicks on the study to get more information, before signing up. You may include basic HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes). This field is optional.
Eligibility Requirements	If there are restrictions on who may participate that are not covered by the pretest, list them here. Otherwise, leave the field as-is. If you list any restrictions, these will be displayed on the list of studies. The system does not enforce these restrictions, but it is expected a participant will only sign up for a study in which they are qualified, since they would otherwise fail to receive credit. In most cases, you will leave this field as-is and set pretest participation restrictions, which you can do after you add the study.
Duration	The amount of time, in minutes, that each study session will take. This can be a range.
Credits/Pay (see note below)	Select whether the study is for credit or for pay*, and indicate the number of credits or amount of compensation for the study. A value of “0” is acceptable, and may be desired in cases where the study is part of a set of studies, where only the final study is credit-earning (but this must be explained to the subjects. If the study has a credit value, you may specify a fractional credit value up to one decimal point of accuracy (e.g. 0.5, 1.5, etc.).

* If you wish to pay some subjects and give credit to others on the same protocol, you will need to list this as two separate studies on the system.

Timeslot Usage Limit	This specifies the maximum number of credit hours available to this study. This value is set by the administrator and only the administrator can adjust it. To determine the current session usage for a study, go to the **Add A Timeslot** page for the study, and the usage will be listed there.
Preparation	Enter any advanced preparation a participant must do here (e.g. "do not eat 2 hours before session"). If there are no preparation requirements, leave this field as-is.
Researcher(s)	Select the researcher for this study. Most likely, this is you, and your name will automatically be selected. If you are a researcher, then you may not change who the researcher is (the PI for the study, as well as the administrator, can change the researcher). You can specify multiple researchers for a study. If you specify multiple researchers, each researcher has full control over the study. The pulldown box lists only users who are researchers.
Principal Investigator	Select the Principal Investigator for this study. The person you select will have full access to the study. If you see this option, then you must select a PI. The pull-down box lists only users who are principal investigators. If the PI is not in the list, contact the system administrator.
IRB Approval Code	Enter the IRB approval code here. This field is displayed to the administrator to help them keep track of studies. We require this to be filled in before the study is posted.
Visible to Students? Active Study?	**If this is a new study, leave this set to NO. The administer will set it to yes, when he/she assigns you credit hours.** Once set to **Yes** the study will show up on the list of studies which participants may sign up for. A study must be **Visible** and **Active** to show up on the list of studies that participants may sign up for. If you select **No**, the study will not be visible to participants.

Advanced Settings

Pre-Requisites	If there are any studies a participant must participate in before participating in your study, choose them here. You may select multiple studies, by holding down the **Ctrl** key and clicking the desired studies.*

*The system is currently set to enforce pre-requisites in a lenient fashion. In lenient enforcement mode, the participant must only be *scheduled* to participate in the pre-requisite studies (it is assumed they will go on to complete the pre-requisite studies). If a participant cancels a necessary pre-requisite for your study they are warned of this situation. If you have configured your study so that the researcher will receive notifications of cancellations or sign-ups, then the researcher will receive notification of the pre-requisite problem and can contact the participant if necessary.

Disqualifiers (this feature might be disabled on your system)	If there are any studies a participant must *not* have participated in, please select them here. You may select multiple studies. The system will handle enforcements of the restriction during the sign-up process.
Sign-Up Password	If you would like to have a special sign-up password for this study, enter it here. This is a password just for this study and participants must know the password to sign up. This is often used in cases where the researcher wants to personally select participants, so the researcher only provides the password to the desired participants. If you do not need a sign-up password, leave this field blank.
Is this a web-based study?	This should almost always be answered **No**. If this is indeed a web-based (online) study, choose **Yes**. Anyone doing a web-based study needs to speak with the subject pool czar to receive specific instructions.
Experiment URL	The URL (web address, usually starting with http://) for your study. This is optional for most studies but essential for web-based studies.
Participant Sign-up Deadline	Number of hours before the study after which the subject cannot sign-up
Participant Cancellation Deadline	Number of hours before the study after which the subject cannot cancel using the system. (Most common value = 12 hours)
Should the Researcher receive an email notification when a participant signs up or cancels?	If set to **Yes**, the researcher for this study will receive an email notification whenever a participant signs up or cancels their sign-up for this study. If set to **Yes**, researchers will also receive a notification if the system is in lenient pre-requisite enforcement mode and a participant cancels a study that was a pre-requisite for the current study. Read the section on **Pre-Requisites** in this table for more information about this situation. Emails are sent to all researchers specified for the study. **Note**: For large studies this can end up generating a lot of email.
Can a participant sign up for this study more than once? (at different times).	**No**, for most studies, **yes** for studies with repetitions, but have not listed the study as a two-part study (see below).

Make sure to hit add study when done.

Two-Part Study Settings

Is this a 2-part study? (see note below)	Select **Yes** or **No** if this is a 2-part study. **NOTE:** You can only decide this when creating a study (not when editing it), and this setting may not be changed after the study is created. See “Two-Part Studies” for more information.

You may create a two-part study in the system. Often, these are studies involving memory research, where the participant must return a specified number of days after the first session. When creating a study, you may specify the day range for the second part of the study (e.g. 7 to 10 days after the first part). Participants are required to sign up for both sessions at the same time, to reduce the chance they will forget to sign up for the second part. Each part of a two-part study may have a different credit value but both are the same duration (in time).

You should ensure there are enough available timeslots for both parts of the study or participants will be prevented from signing up for either part. Participants may cancel either part of their sign-up if necessary. If they cancel the first part, the second part is automatically cancelled as well. If they cancel only the second part and the first part has already occurred, and they would like to participate in the second part later, you will need to manually sign them up for the second part (if you are allowed to do so), or ask the administrator to handle this.

Credits/Pay, Part 2	Enter the number of credits or compensation for part 2 of the study, if this is a two-part study (the value is ignored otherwise). A value of “0” is acceptable and may be desired in cases where the study is part of a set of studies, where only the final study is credit-earning.
Part 2 Duration	Can be different than Part 1 duration
Part 2 Scheduling Range	Specify the number of days (as a range) after part 1 is scheduled, that part 2 should be scheduled. This setting only applies to two-part studies. The range may be the same value (e.g. “between 7 and 7 days”) if desired, but must be a whole number.

Make Sure to hit add study when done.

Studies with more than 3 or more session: If your study has more than two parts, there are several possibilities. First, you may have a separate study listed for each session, but with each subsequent study using the earlier study/studies as a prerequisite for signing up. Alternatively, you could ask subjects to participate in an initial study, and then have a second study listed which either requires a password or requires a the first study as a prerequisite, AND allows subjects to sign up for the same study multiple times. This second option may be easier from a management standpoint in that you would not have to juggle more than two studies on the systems.

Updating a study

You may update any of your studies at any time. To do so, choose **My Studies** from the top toolbar and you will see a list of your studies. Click on the desired study. If you scroll to bottom of the page, underneath the study information, you will see options which depending upon the studies status, may include **administer timeslots**, **change study information**, **contact participants**, and **delete study**.

Choose the **Change Study** Information link.

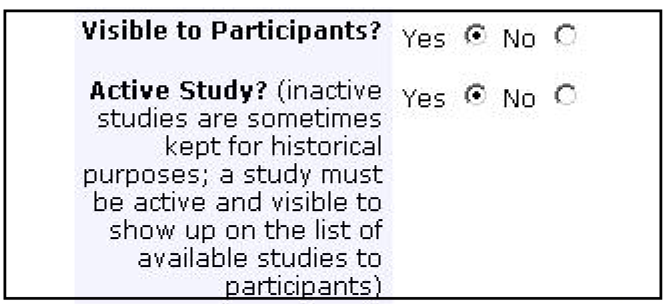
You will see a form remarkably similar to the one you used to *add* the study. A few options may no longer be changeable depending on the status of the study (e.g., if participants have already signed up for it). The fields shown are all the same as when you added the study.

The changes you make will take effect immediately after they are saved. If you need to change the credit value for a study, and there is no option to do so, this means the study already has at least one participant signed up for it. You cannot change the credit value when a study is in this situation, because there is no easy way to handle past credits for the same study (in other words old credit grants for the same study would be adjusted to reflect the new credit value). If the study is nearing the end of its run, then the easiest solution is to add a note in the study description regarding the modified value, and then grant the new credit value to the new study participants using the variable credit option in the modify (administer timeslots screen (see Giving and Revoking credit below). If you prefer that the credit value is changed for the entire study, contact the administrator, who will contact Sona Systems technical support and make this change for you.

Note: With the latest version of the software, once the initial study has been made visible by the administrator it will stay visible even if you make modifications. However, you need to notify the administrator if you make a radical change (such as IRB # etc.). Also, only the administrator can alter the total number of credit hours allotted to a study.

Making a Study invisible or inactive and Deleting a study

To make a study invisible to students after it has previously been visible, select the study from the **My Studies** menu. Click on it, scroll to the bottom of the study information and choose **Change Study Information**. Near the bottom of the study information page is an option to make a study invisible to students. This option is useful in two situations. One, if you do not plan to use this study for a while, or two if you have completed running subjects in the study.



You may **delete a study** only if participants have not signed up for it. If you already have had subjects sign-up, you should make it **Inactive** instead, if you do not want it to be visible to participants. Studies that have had participants in them will only be deleted after the end of a semester.

To delete a study that has not had subjects in it, choose **My Studies** from top toolbar, click on the desired study, then choose the **Delete Experiment** option. You will see a confirmation page. Choose **Yes** (at the bottom of the page) to delete the study.

NOTE: Once a study is deleted, it cannot be restored, so use this feature very carefully.

Pretest Participation Restrictions

The system contains an online pretest that participants must complete. You may place participation restrictions on your study based on pretest responses. Students are unaware which restrictions are placed on any given study. These restrictions are never listed to them. If they do not qualify to participate in a study because they do not meet the pretest participation restrictions, then the study will simply not be listed to them. This is important to note – participants never know why a study was or was not listed to them.

All studies should have a pretest restriction for item 1, so that participants who are only interested in paid studies, do not see for credit studies listed and participants who are only interested in for credit studies do not see paid studies listed.

You may restrict a study on any question or questions on the pretest. When you restrict on multiple questions, it is the same as a logical "AND." For example, if you setup the pretest restrictions so that participants must have answered "18-25 years old" to the "How old are you?" question AND "Left-handed" to "Are you right handed, left handed, or ambidextrous" then they must meet *both* requirements to participate. In other words, only participants who are left-handed *and* aged 18-25 are eligible. There is no support for a logical "OR" restriction across multiple questions. Within individual questions, you may restrict to one or multiple answers. For instance, on item 1, if you want to get all participants who are interested in for credit studies, you should indicate that you want both subjects who say they are "only interested in for credit studies" AND subjects who say they are interested in "both for credit and paid studies".

To set participation restrictions, go to **My Studies**, and click on your study. Click on the **View/Modify Restrictions** option, which appears just under the study description**.** You will see a list of eligible questions that you may use for your restrictions.

Section 1

- ☐ The experiment scheduling system is used by students receiving credit for classes and subjects who a...
- ☐ No experiments offer both course credit and pay for the same session. However, a few studies may off...
- ☐ Some of the experiments listed on this system are multi-session studies. Are you interested in parti...
- ☐ Are you male or female?
- ☐ Are you right handed, left handed or ambidextrous?
- ☐ How old are you?

Section 2

You will now be asked some questions about your health. You may skip any of these questions if you do not feel comfortable answering them, but a failure to respond may exclude you from certain experiments.

- ☐ Have you ever had any neurological problems, such as seizures, multiple sclerosis or head trauma?
- ☐ Do you have a history of major depression, anxiety disorders, substance dependence, attention defici...
- ☐ Are you currently taking any prescribed psychotropic medications. By psychotropic medications we mea...
- ☐ Some of the experiments listed on this system involve magnetic resonance imaging (MRI). Because of t...
- ☐ Several additional situations may cause you to be excluded from MRI studies. First, people with seve...
- ☐ Thank you for answering the above questions. Sometimes experimenters request that the system send a ...

Section 3

We will now ask you a few questions about your vision, hearing and language abilities.

- ☐ Do you have 20-20 vision (or close to 20-20 vision)?
- ☐ Are you color blind?
- ☐ Do you have any hearing- or speech-related problems?
- ☐ Are you a native English speaker?

(Note in the actual pretest, subjects see what is labeled section 3 before section 2, but for some odd reason it shows up reversed when the experimenter views the pretest).

If the study already has some restrictions, those will be checked. Choose the questions you would like to restrict upon (and keep the existing checked restrictions checked, unless you want to remove that restriction), and click on the **Set Restrictions** button. On the subsequent page, you can select each value that is acceptable for each question you have chosen. Once you have selected all the acceptable values, save your changes and they will take effect immediately. **It is important to note: if you change the restrictions, it will *not* remove the study sign-ups for participants who qualified under the previous set of restrictions.** For this reason, you should probably decide on your restrictions before making the study available to participants.

2 Important Notes regarding the pretest:

-Do not employ restrictions that you do not have IRB approval for. For instance, if you did not specify that taking psychotropic medications was an exclusion criterion, you should not place this as a restriction on the pretest. Placing such a restriction would be a violation of your IRB approval. However, if you are recruiting both males and females, and you have already reached your quota of female subjects, it would be reasonable to use the pretest to only recruit male subjects.

-**Under no circumstances may you view an individual subject's pretest responses**. The system is setup to specifically keep this information confidential. If you placed restrictions based on the pretest, then you can assume that your subjects had certain characteristics, based on the fact that they could sign up for your study. However, you cannot go back to their pretest to directly verify their responses. In the unlikely case that you ever see a link to a subjects pretest response, report it to both the system administrator and the subject pool czar immediately, because this would indicate a severe breach of security.

Group Emails to subjects with certain pretest responses:

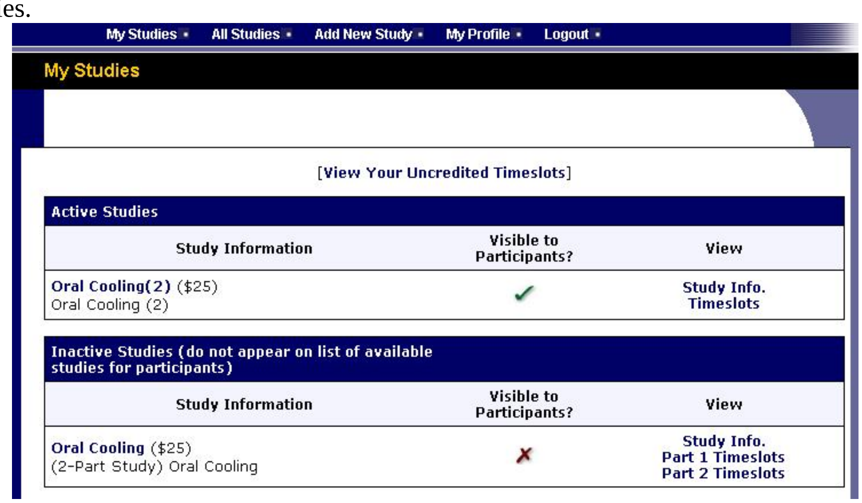
If you are trying to specifically recruit subjects with specific characteristics and are having trouble recruiting them, you may contact the administrator or the subject pool czar, and request that they have the system send out a blind email to all people in the system that meet certain criteria (for instance all left-handed women over 25 years old). We will consider each request on a case-by-case basis.

Analysis of Pretest responses.

It is sometimes useful for investigators to find out how many participants meet particular pretest criteria within the subject pool (for instance, how many participants are left-handed). If you would like this information, please feel free to contact the administrator or the subject pool czar.

Viewing Your Studies

To view your studies (and not the studies of others), choose the **My Studies** option on the top toolbar. The system will list all your studies in alphabetical order by study name, grouped by studies that are active, then inactive studies.



Viewing Other Studies

To view all studies that are visible to participants, choose **the All Studies** option from top toolbar. You will see a list first of all active studies. These studies will show up to participants on the list of available studies. The next group of studies (if there are any) is Inactive studies. These will *not* show up on the list of available studies (to participants), but participants can access information about these individual studies on links from the page with their progress (if they participated in the study) or if another study has the Inactive study listed as a prerequisite or disqualifier.

Working with Timeslots (Sessions)

Timeslots (also referred to as Sessions) are the available times when a participant may participate in the study. Timeslots allow you to specify a date, time, location, and maximum number of participants for a session. If you are setting up timeslots for a web-based study, please see the administrator. All others see below.

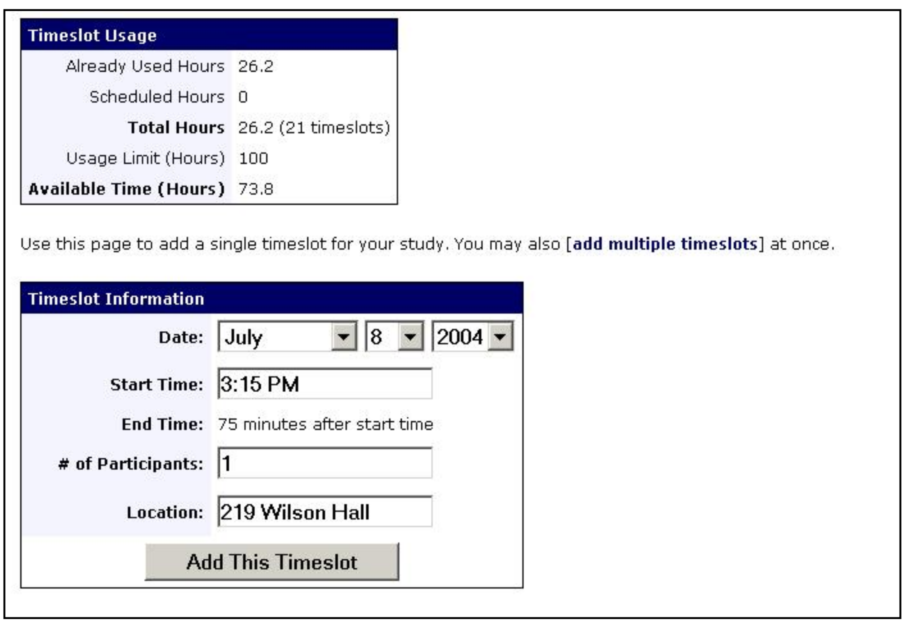
Timeslot Usage Restrictions

You may find there is a limit to the amount of time available for scheduling timeslots. This usage is computed by adding up all the past timeslots where credit was granted, and then adding all timeslots in the future, regardless of credit status. You may find that the usage goes down over time, as time progresses and timeslots that were in the future had no participants signing up for them. The usage and limit is listed whenever you add a timeslot, if usage restrictions apply

Creating Timeslots

To add a timeslot for a study, you must first choose the study that you would like to add a timeslot for. To view your studies, choose the **My Studies** option on the top toolbar. Click on the desired study, and choose the **Timeslots** option in the **view** column.

You will see a list of any existing timeslots, and the **Add A Timeslot** option at the bottom of the page. Click on **Add A Timeslot.**

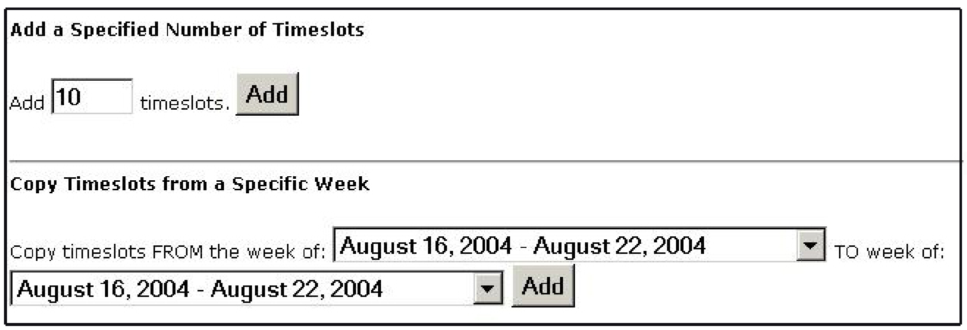


Your current timeslot usage will be listed, and you will be prevented from adding a timeslot that would exceed you timeslot usage time limit. To ease data entry, the system will automatically fill in the date, time, and location based on the ending time of the last timeslot for this study.

If you add a timeslot at the same time as another timeslot (for any study that occurs at the same location), you will receive a warning (but the addition will be allowed).

Creating Multiple Timeslots

If you would like to add multiple timeslots at once, choose the **Multiple Timeslots** link from the page where you add a single timeslot (in blue between the Timeslot Usage and Timeslot Information windows). There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate the timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over from that given week. This is particularly helpful, if you want to create a regular schedule in which you routinely have a given number of timeslots open.



Modifying and Deleting Timeslots

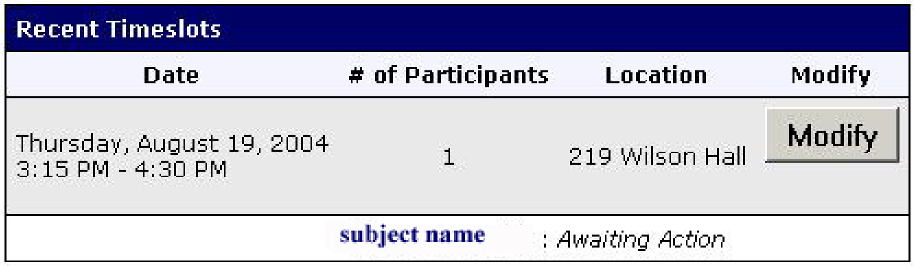
To modify or delete a timeslot for a study, you must first choose the study that you would like to deal with. To view your studies, choose the **My Studies** link from the top toolbar. Choose the **View** option in the timeslots column for the desired study. You will see a list of all recent timeslots. To work with timeslots more than a few days old, you will see a link to view all timeslots for the study. Select the timeslot you would like to deal with, and click the **Modify** button. If the timeslot has no participants signed up for it, you will see a **Delete** button. You may not delete a timeslot that has participants signed up for it. If you would like to delete the timeslot, click the **Delete** button, and you will see a confirmation page. Choose **Delete** again to delete the timeslot.

If you need to modify the timeslot, modify the desired information and click the **Update** button just below the timeslot information. It should be noted that participants will *not* be notified (by email) of any changes you make to the timeslot, so you should contact them if information needs to be passed on to them (a link is provided on the same page to do so). Also, if you change the maximum number of participants to a lower number than before, the system will *not* cancel the sign-ups for any participants who are over the new limit of participants. Generally, researchers only update timeslots with sign-ups to update the location, if it was not available when the timeslot was originally created.

If the study is for course credit, the system will enforce timeslot usage limits, and prevent you from increasing the number of participants in a timeslot if that would result in exceeding the timeslot usage limit.

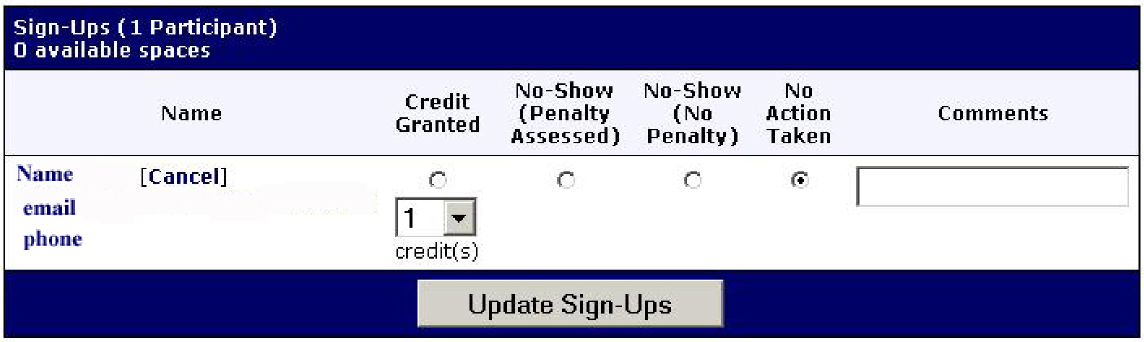
Viewing the Participant List

To view the list of participants who have signed up for your study, you must first select the study and timeslot you wish to see. To view your studies, choose the **My Studies** option from the top toolbar. Click on the **Timeslot** option on the **View** column for the desired study. (In the example below there is only a single timeslot, but you could see many).



Recent Timeslots			
Date	# of Participants	Location	Modify
Thursday, August 19, 2004 3:15 PM - 4:30 PM	1	219 Wilson Hall	Modify
	subject name	: Awaiting Action	

Select the timeslot you would like to see details on, and click the **Modify** button. The participant's name, email and phone number will be shown.



Sign-Ups (1 Participant)
0 available spaces

	Name	Credit Granted	No-Show (Penalty Assessed)	No-Show (No Penalty)	No Action Taken	Comments
Name email phone	[Cancel]	1 credit(s)				

Update Sign-Ups

Granting or Revoking Credit

The system is set up to automatically grant credit during the evening, on the day following the study. If you must change the amount of credit given from the default setting (variable credit studies) or if a subject no-shows for a study, it is critical that you submit this information within 24 hours of the session.

To grant or revoke credit for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the **My Studies** option from the top toolbar. Click on the **Timeslots** link in the **View** column for the desired study, then select the timeslot you would like to see, and click the **Modify** button.

You will see a list of participants, identified by name. If the participant properly participated in the study, click the **Credit Granted** button next to their name. If the participant did not appear for the timeslot, choose the **Student No-Show** button. For credit studies, you should see two "No-Show" options. One option allows you to assess a penalty, and the other does not. Studies that are for pay only will always have only one type of No-Show option. You may choose not to assess a penalty in the rare situation in which the participant had an acceptable reason for failing to attend the study.

Variable Credit: If the study is for credit there will also be an option to grant a credit value that is different from the standard credit grant. This is useful when you want to grant a participant a lower credit value because they left the study early (if they deserve a lower credit grant), or a higher credit value if the study ran longer than expected. The default value that is selected is the study's standard credit value. When giving a different credit value than the default, you may enter from .5 credits (the minimum, equivalent to 15 minutes of subject time) to twice the default value for the study. If your study has highly variable completion time, we suggest list in the description a range of values, so that subjects are not misled about the amount of time or credits associated with the study.

If desired, enter any comments about the session in the **Comments** section (generally, this is used to indicate the reason for denying credit). Participants will see anything you enter in the **Comments** section for their sign-up, and these comments will be included in the email sent to participants when a credit grant/revocation occurs.

Click on the **Update Sign-Ups** button at the bottom of the list of sign-ups to save your changes. Credit will be granted or a penalty assessed as necessary. The participant(s) receive an email when you do this.

If you leave any sign-up for a timeslot that in the “No Action Taken” stage, the system will warn you upon your next login about the offending timeslot that has not been dealt with yet. This is usually not a major concern, because the system automatically will grant credit to participants for timeslots that are more than an administrator-specified number of hours old, and where the researcher has taken no action. You can change the automatic credit grant later if it was in error.

Canceling a Sign-Up

In rare occasions, you may need to cancel a participant’s sign-up. If you go to the timeslot in question, an option to cancel appears after the participant’s name. The system should automatically send the subject an email. However, it does not provide the participant with any information about why the study was cancelled (which is sort of rude), so we recommend that you first send them an email explaining why you are canceling the study (see below). If you must cancel the timeslot less than 24 hours before the study, we recommend also phoning the subject.

Emailing Participants

If you wish to contact participants in a particular timeslot for any reason, you may click on the **Contact** link that will appear next to each participant’s name to contact an individual participant. If you have multiple participants for the same timeslot you can send them a bulk email by clicking the **Contact All Students** choice at the bottom of the **Modify Timeslot** page for that timeslot.

You will be taken to a page where you can fill out a message that the system will send to the selected participants. The message is auto-filled with some basic information about the study, so participants are aware of which study you are referring to. You may remove this information if desired.

Note: Participants will already be receiving a reminder about upcoming studies the day before they are scheduled to participate. Ask your administrator for more information.

Viewing Uncredited Timeslots

You may view a list of all your completed timeslots that have not been credited yet by choosing the **View Uncredited Timeslots** option from the **My Studies** page (it is near the top of the page) Click the **View** button to deal with any of the timeslots listed. (See administrator for special instructions regarding online studies.

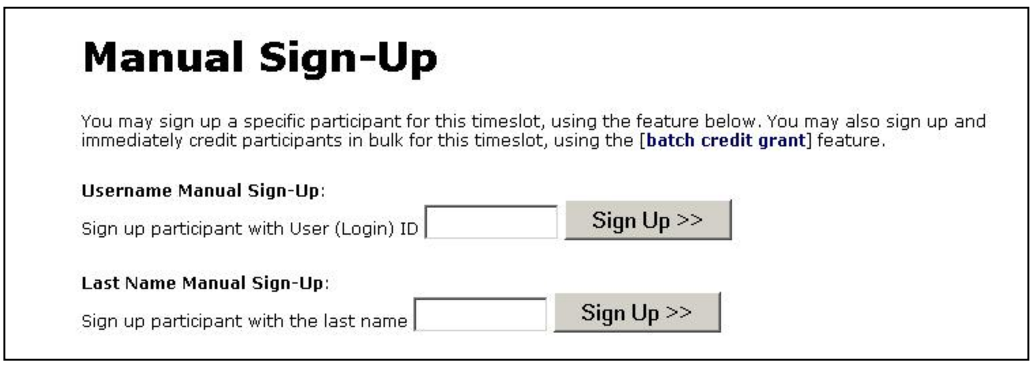
Manual Sign-Up

You may manually sign up participants for your study. There are a number of situations where this is desirable. If the participant happens to show up for a timeslot they were not signed up for, and you elect to let them participate, you can sign them up on the spot for the timeslot. The participant in many cases cannot sign up on their own in this situation, because the sign-up deadline has passed. You may also sign up a participant for a study that has already occurred, if necessary.

A manual sign-up overrides any restrictions you have placed on the study (e.g. pre-requisites), though you will be warned if you are overriding any restrictions. The participant will receive an email when you sign them up for a study. You may only sign up participants for your own study.

To sign up a participant for a timeslot, you must first create or find the desired study and timeslot. Choose the **My Studies** option from the top toolbar. Click on **Timeslots** in the **View** column for the desired study, then select the timeslot you would like to deal with, and click the **Modify** button.

At the bottom of the page, you will see a **Manual Sign-Up** option. You can sign the subject up using either the participant's **User ID** or their last. After submitting the form, you will see a confirmation page that also lists any restrictions on the study. Choose **Sign Up** to complete the sign-up.



Appendix: Subject Pool Rules

1. Who is in the human subjects pool?

There are 3 principle groups of subject who participate in the pool.

a) Students in intro Psych. (101 and 115) who must meet a 12 credit (6 hour) research participation requirement

b) Students in other Psychology classes who are participating to receive extra credit for their classes

c) Paid research subjects who are recruited from the general Vanderbilt or Nashville community

2. Who may access the subject pool?

The pool is open to all department faculty, their graduate students, and post-doctoral fellows. Investigators with secondary appointments in the department may also access the pool, although they have less priority than individuals with primary appointments. Individuals who are not directly working with a member of the psychology department faculty may not access the pool of subjects receiving course credit. However, upon permission of the subject pool czar (david.zald@vanderbilt.edu) they may post For Pay studies.

3. Credit Distribution:

The total number of subjects in the pool is variable. In the past we have been able to guarantee at least 400 credits (1 credit = a half hour of student time) per Wilson Hall lab. Larger labs (those with more graduate students and post-docs) may request more than 400 credits, and these will be granted presuming the subject pool for the semester can handle it. However, the subject pool director may hold off freeing up the additional credits until the middle of the semester depending upon the level of demand within the subject pool.

Individuals with secondary appointments in the department can access the pool, but the number of credits is limited by the current demands on the subject pool. In the fall, we can often be more generous than in the spring, because our enrollment is greater in the fall. If you have a secondary appointment, you should speak to the subject pool czar directly if you or your graduate students wish to access the pool. In contrast to the For Credit subject pool, we will be much more liberal in allowing access to the For Pay subject pool. Depending upon demand, we may in the future request that in return for accessing the pool, researchers outside of the department of psychology (A & S) help defray the cost of advertising for the subject pool.

4. Feedback requirement (for credit studies)

Researchers **must** provide their for credit participants with feedback about the nature of the experimental question after the study is complete. This is a critical component of the student's learning and therefore it is essential that we provide this information. You may ask the student not to divulge the nature of the experiment to their classmates if you are concerned about the experiment becoming compromised.

5. Missed appointments

Please try to not miss appointments. Subjects may be awarded 1 credit if they show up for a study and the researcher fails to show up within 15 minutes of the scheduled appointment.

6. Closing Dates. Each semester has a closing date by which all for credit studies must be completed. For Fall 2004, the closing date is **Dec. 9th at 6 PM**. No studies should be scheduled after this date and time.

7. Credit Slips

After every for credit session, researchers should give their subjects a credit slip. This provides the students with documentation in case any disputes emerge regarding if they earned credit and how much credit they earned. (a sample sheet of credit slips is provided below).

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________

- -

Study Name ____________________ # of Units: ______ Date: _______________________
Subject Name: _____________________________Researcher: ___________________________