

PSYCHOLOGY DEPARTMENT
RESEARCH PARTICIPANT POLICY

1. Experimenters will submit Human Research Approval forms for review To the University IRB or to the Department Review Committee. Included in this package should be a Sign-up Sheet with the "Description of Study" section filled in. When the Sign-up Sheet is signed as "Approved" by the Chair of the Psychology Department Review Committee, the experimenter will post the Sign-up Sheet on the bulletin board across from the Psychology Office.
2. The Sign-up Sheet has spaces for the date, time, and location of the study; the participant's name; the course number, and instructor of the course for which the participant wants to receive credit. These Sign-up Sheets are available in the department. The experimenter will note how many participants will be needed by drawing a limit line on the Sign-up Sheet and crossing off any spaces which should not be used. If the experimenter wants to restrict the participants in some way (e.g., "males only" or "freshmen only") that should be clearly noted on the Sign-up Sheet.
- 3a. The experimenters will be responsible for keeping track of who shows up through the use of "Authorization for Research Credit" cards. All of the information to be filled out on the cards will be available on the Sign-up Sheets. The experimenter will fill out a card for every individual who signs up for the study and will give the card to the participant at the conclusion of the session. Participants are encouraged to provide notification if they need to cancel, by phoning or e-mailing the experimenter.
- 3b. In the event that experimenters cannot meet with their participants, they should ensure that a note is posted on the sign-up board and the scheduled room. In the event that the experimenter does not notify participants, arrangements should be made to provide "Authorization for Research Credit" cards to those participants. Sign-up Sheets should be carefully monitored to prevent late sign-ups.
4. Each psychology faculty will be responsible for establishing a research credit policy for students in his or her courses and for conveying that policy to the students in each course. In addition, faculty should inform students that they may sign up for research participation opportunities as they are posted on the bulletin board across from the department office. Individual faculty policies should specify how many points can be earned for participation, and how many research studies each student may participate in.
5. Faculty who supervise student research are responsible for seeing that experimenters have copies of these policies and understand their responsibilities for monitoring Sign-up Sheets and preparing Authorization cards.