THE UNIVERSITY OF
WESTERN AUSTRALIA

PROCEDURES FOR EXPERIMENTERS – COMMUNITY POOL

1. Collect Form G.17 from General Office or download from
    http://www.psychology.uwa.edu.au/students/program-guides-and-forms. All researchers wishing to
    recruit students from community participant pool must complete form G.17.

2. Fill in Form G.17. Please note that you are required by the UWA Human Research Ethics
    Committee to:
    2.1. Lodge your experiment to the General Office regardless whether it is advertised or not.

    2.2. Attach:

    > The approved Information Sheet for all participants. This Information Sheet must list
    > the title of the experiment; provide information about the procedures; your contact
    > details and the contact details of your supervisor.

    > Provide a copy of the Ethics Approval from the UWA Human Research Ethics
    > Committee that includes your ethics approval expiry date (must have at least 6 months
    > remaining).

3. Participants receive $10 reimbursement per hour for time and travel spent. No half hour only slots (min = 1
    hour). However, 1.5, 2.5 etc hour slots can be administered.

4. The original ethics application for the study in question would need to include approval for $10 per hour
    reimbursement for time and travel spent to be given to potential participants.

5. **Staff** can use the community pool at any time throughout the year with grant money (including PRA).
    Staff can also use their grant money for the community pool for a **PhD student** project if they choose.
    PHD students may also use the community pool at any time throughout the year with money that is
    allocated to them for their PhD project from the school (i.e., PhD project funding or PRA).

6. In addition, out of semester time, **PhD students** can trade the credits they have in the undergraduate
    SONA pool system to use in reimbursing participants registered in the community pool. For example, if
    they had 150 credits left in the undergraduate pool, and trade 50 credits for the community pool (the
    School would give the PhD student $500 to reimburse participants), they would have 100 credits left in
    the undergraduate pool for the rest of their candidature.

7. You must either sign the G.15 form (staff) or obtain your supervisor's signature (students). The
    supervisor will ensure that all ethical requirements have been satisfied and will attest to this fact
    through his/her signature.

8. To account for the potential short fall in credits in 2015 due to a smaller PSYC1101 and PSYC1102
    cohort, the School has agreed to allow PhD students to pay for Community Research Pool participants
    when 50% of the undergraduate student availability has been exhausted (to maintain participant
    availability for Honours students).

9. Further to this, the School has authorized a temporary increase of PRA matching from 1:1 to 2:1 for
    payment of CRP participants, during first semester 2015 (potentially extendable to second semester).

10. You must submit one copy General Office and you will keep one copy.

11. Once your completed G.15 form has been submitted, the General Office will create an account for you on the School's SONA system https://uwacommunity.sona-systems.com

    11.1. Your account ID will be the same as your staff or student ID and your login details will be automatically emailed to your @uwa/ @student email address. SONA will then generate a password for you (it will be different from your Pheme password but you can adjust this once you've logged in for the first time).

    11.2. Once you have your login details you will be able to access SONA and "Add a new study".

    11.3. The details you will be asked to enter when setting up the study must mirror those provided in the G.17 form. In particular, it is important that the title is the same as on the form so that the Admin Assistant can find your study in the system to approve and that the Ethics Approval Code and Expiration date. **These details will be checked by Admin before a study is approved.**

    11.4. Once your study details have been entered you can then submit your study for approval. Depending on the workload of the General Office, approval will generally be granted within 24 hrs.

12. Testing subjects

    12.1. Once your study has been approved it will be viewable by participants within the system and they will be able to start choosing available timeslots.

    12.2. The system will notify both patties (participant and researcher) once a timeslot has been filled.

    12.3. The SONA community research participation pool allows for some pre-screening. These questions will be basic. Some researchers may want to use community pool for special populations were potential participants need to fill out more lengthy questionnaires. These researchers will need to get together and reimburse participation at $10 per hour for the pre-screening questionnaire itself.