

2019 Procedures for researchers to recruit undergraduate participants

The School of Psychological Science provides an opportunity for undergraduate students to participate in research conducted within the School. This has two complementary purposes. Undergraduate students have the opportunity to experience research from the participant's perspective. They gain important insight into what experiments entail and how they contribute to answering research questions. Researchers in the School of Psychological Science gain access to sufficient numbers of participants. The students that are offered this opportunity include:

PSYC1101 and PSYC2203 students in first semester (25 February – 24 May); and

PSYC1102 students in second semester (29 July – 25 October).

PSYC1101 and PSYC1102 receive 6% of their unit grade once they have completed 5 credit points worth of experiments. PSYC2203 receive 5% of their unit grade once they've completed 3 credit points worth of experiments.

A credit is the equivalent of 1 hour of testing (e.g. 1-30 mins = 0.5 credits; 31-60 mins = 1 credit). Staff, HDR and Honours students receive the following quota of credit points to allocate to undergraduate students:

- Staff: 100 credits per year;
- ERA[^]: 50 credits per year

[^] This is subject to provision of documents demonstrating ethics approval. The sponsoring staff member must also sign off to confirm that use of undergraduate research participants is appropriate.

- Honours and Masters: 50 credits in total;
- PhD: 270 over three years.

Staff members; please note that your 100 credits are inclusive of any testing your research assistants complete. That is, you do not get 100 credits for every research assistant you have. If you have a grant or PRA funds you can underwrite yourself or any of your students to use more credits than your quota. Please note that you may have to pay the School \$10 for every credit used over your quota if more than 80% of the available undergraduate participant credit is used.

Where staff and/or students combine their testing, credits can be transferred from one account to another with approval from all involved. Please email admin-sps@uwa.edu.au with details of the transfer and cc'ing all account holders and relevant supervisors.

Important dates

PSYC1101 and PSYC2203 students will be able to accrue credits from 25 February to 24 May. PSYC1102 students can accrue credits from 29 July to 25 October. The opportunity for research participation closes during the semester break and at the end of Semester 2. No

further testing should be undertaken. The SONA system (<https://uwapsychology.sona-systems.com/>) is used to manage timeslot allocations, communication between researchers and students and to collect data regarding credit. Please note that SONA will remain accessible for some time after the dates below so that students can view their credits earned. This does not mean that it is available for use. If you wish to continue testing please arrange an account through the School's Community Participant pool. Students will be encouraged to use the Community Pool during breaks.

Testing using PSYC1101 and PSYC2203 students MUST stop on Friday 24 May.

The opportunity for research participation will be closed and no credits can be earned during semester break (27 May and 14 June).

All testing MUST stop on Friday 25 October.

There is a high demand from students for timeslots in the final week of each semester (starting 20 May and 21 October). To encourage researchers to make timeslots available during this time, no credits will be charged to researcher accounts during these weeks. This is not an automated process. If you have run out of credits or have an insufficient number for your planned testing, you must email admin-sps@uwa.edu.au no later than Friday 10 May and 11 October. Researchers must keep track of the number of credits allocated. A request to have the credits reimbursed must then be made to admin-sps@uwa.edu.au by the end of the exam period.

Free testing weeks start Monday 20 May and 21 October.

Additional credit requests must be submitted by Friday 10 May and 11 October.

Credit reimbursements must be submitted by Friday 21 June and 22 November.

It is particularly important that you quickly allocate credits completed during this time within 24 hours as student marks are calculated the following Monday (4 June and 4 November).

Credit allocations MUST be done in a timely fashion!

Application to Recruit Undergraduate Research Participants

This form is available for download at <http://www.psychology.uwa.edu.au/students/program-guides-and-forms>.

All researchers wishing to recruit students from PSYC1101, PSYC1102 and/ or PSYC2203 as participants are required to complete this form. Please make sure that you include your mobile phone number so that you can be contacted by the Admin Team. You must sign the 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.

Additionally, you must provide a copy of:

- Information Sheet. This must list the title of the experiment; provide information about the procedures; your contact details and the contact details of your supervisor.
- Ethics Approval. This will be a letter from the UWA Human Research Ethics Office approving the experiment. If this letter doesn't list the projects expiry date then this

information **MUST** be included on the application form. Importantly, your ethics approval **MUST** be valid for the duration of the testing.

- **De-Brief Sheet.** It is very important to provide a debriefing sheet to every participant in your experiment in order for them to have an appropriate educational experience (although they are free to decline the sheet when offered). This is a key requirement to maintaining the undergraduate participation system that is currently in place. These sheets can be identical for PSYC1101/1102 and PSYC2203, or two different sheets may be created.
- **PSYC2203:** The debrief sheet for PSYC2203 students **MUST** include three multiple choice questions (each with four response options) that can be answered using the information provided. Answers **MUST** be included. To provide appropriate educational opportunities for PSYC 2203 participants, the multiple choice questions should focus on simple research design and statistical issues relating to your research (see Appendix 1 for examples). Multiple choice questions/ answers will be reviewed by PSYC2203 Unit Coordinator before an account is created. This may take up to a week.

Using SONA

Once you have submitted your form and associated documents, the Front Office will create an account for you on the School's SONA system <http://uwapsychology.sona-systems.com>. For PSYC1101 or PSYC1102 applications, accounts will typically be created within two days but will depend on Front Office workloads.

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.

Your password will be the same as your staff or student ID. Please change this the first time you login.

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

You MUST nominate the correct unit/s (e.g. PSYC1101, PSYC1102, PSYC2203) when creating your study.

The title, student unit, ethics code and expiry date will be checked by the Admin Team before a study is approved.

Once you have created your study you can then submit it through SONA for approval. SONA will send an automatic email to the Front Office. As with the application, approval (or request for further information) will typically be granted within **five working days** but will depend on Front Office workloads. **If your study or your application is missing any information that may result in further delay approving them.**

Changes to the details of your study will require approval from the Admin Team:

- Minor changes (e.g. changing a word in the description or title) can be approved by the Admin Team within 5 working days, subject to workload; but
- Major changes (e.g. a substantial change to the text and meaning of the description) student researchers must provide evidence of approval from their supervisor.

The transition from Semester 1 to Semester 2 does not require a new form. Instead, researchers should email admin-sps@uwa.edu.au to say that they wish to test PSYC1102 students and that their ethics approval covers this. Relevant supervisors and/ CIs on ethics

should be cc'd and the title of the study included. The researcher must then log in to their study on SONA and add the PSYC1102 unit. The Admin Team will check your ethics approval is still current and confirm that they have received an email before approving the change.

Testing participants

Once your study has been approved it will be viewable (if this option was selected) by participants within the system and they will be able to start choosing available timeslots. The system will notify both parties (participant and researcher) once a timeslot has been filled.

If you are using the questionnaire experience instruments administered in 1st and 2nd year laboratories, you will need to provide participants with a unique sign up code that will allow them to sign up for your specific study. It is crucial that you use the correct questionnaire experience data set as you risk complaints to the Human Research Ethics Office which could jeopardise the whole undergraduate research participation system.

Researchers MUST use the correct questionnaire experience data. If testing after 26 July only use the PSYC1102 data.

During semester break (27 May to 26 July) you MUST only contact students who have consented to this and these participants will need to be paid.

Researchers are reminded not to contact students directly unless they have ethics approval to do so.

Where students have included a phone number in their SONA profile, this number is ONLY to be used to contact participants to remind them about scheduled testing, or to alert them in the case that a testing session must be cancelled or moved.

When a timeslot has passed the researcher is then responsible for "actioning" it within SONA. That is, as soon as possible after the testing session has occurred, the researcher must select the timeslot within SONA and indicate whether the participant (a) attended (credit), (b) was an excused no-show, or was an (c) unexcused no-show. You would choose 'excused no-show' if the participant has contacted you before or within 24 hours after the experimental session.

Any reason provided by the student is legitimate because their participation is completely voluntary.

Actioning feeds directly into the participant's credit requirements, so it is important that it is done promptly. Delays in actioning timeslots are escalated within the system and automated suspension of studies can be implemented. Given the simplicity of the system, there should be no reason for completed timeslots to remain "un-actioned" for more than 24 hours. It is the responsibility of the researcher to ensure that credits are allocated in a timely manner.

All credits MUST be allocated by COB on Friday 31 May and Friday 1 November.

Appendix 1 – Sample PSYC2203 De-Brief Sheet Questions

1. (One of) the independent variable(s) in this experiment is:
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

2. (One of) the dependent variable(s) in this experiment is:
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

3. One possible hypothesis of this experiment is that:
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

4. What statistical procedure could you use to determine if Group A and Group B perform differently?
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

5. What statistical procedure could you use to determine if Groups A, B, and C perform differently?
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

6. What statistical procedure could you use to determine if Variable A and Variable B are related?
 - a. XXXX
 - b. XXXX
 - c. XXXX
 - d. XXXX

7. Which groups of individuals comprise the sample used in this experiment?

- a. XXXX
- b. XXXX
- c. XXXX
- d. XXXX

8. Which group would be the intended population studied in this experiment?

- a. XXXX
- b. XXXX
- c. XXXX
- d. XXXX