

Procedures Concerning Administration of the PSY 120 Pool
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Updated 8.18.21

As used in this document, the term “PI” refers to the principal investigator listed on the IRB-approved protocol and must be a faculty member with a primary or secondary appointment in the Department of Psychological Sciences at the West Lafayette campus.

The Head (or more usually the person designated by the Head, such as the Sona Coordinator) will interpret and administer all aspects of these procedures, keeping in mind that the PSY 120 pool exists first and foremost as an educational resource: Participating in studies provides PSY 120 students with first-hand experience of how research is conducted, much like a lab component in a traditional chemistry or biology course.

The procedures concerning the administration of the PSY 120 pool are intended to achieve three closely related goals: (1) the studies that are approved for use with the PSY 120 pool must contribute to the educational nature of the research requirement; (2) each student should become acquainted with research on different topics in psychology; and (3) there should be a sufficient variety of studies that students truly have a choice of studies in which they choose to participate.

Section I. General Procedures

The general procedures for having a study on Sona for use with the PSY 120 pool are:

1. Only studies that are directly related to topics within psychology are eligible to use the PSY 120 pool. Studies better described as belonging to other disciplines (e.g., sociology, political science) are not permitted, as they do not contribute to the educational purpose of the study participation requirement.
2. It is up to the Head (or Sona Coordinator) to determine whether a study is appropriate. PIs can conduct research with subjects from the PSY 120 pool only when the research protocol involves no more than minimal risk. It is possible that some studies that meet Federal, State, and University guidelines for expedited review and minimal risk will be judged unsuitable for PSY 120 students. Under no circumstances may students be exposed to potentially distressing situations. Studies that use deception will require extraordinary protections, including exceptionally detailed and carefully constructed written debriefings. Sona studies that use deception MUST use the IRB-required deception debrief consent form AND the Department’s required Educational Debrief form.
3. An online web-based program (Sona) allows PSY 120 students to select from a list of approved experiments the ones in which they want to participate to fulfill their research requirement. For each study, the program provides a descriptive title and a short paragraph including further details so that students can decide whether they would like to participate. This description is considered part of the informed consent process.
4. All information presented to students must be written in a professional, clear, and accurate manner. Titles of studies and descriptions may not be written in a way designed to encourage a

student's decision to participate. For example, a description may not state or imply that the study is more interesting than others, or that there will be additional compensation.

5. Studies may restrict participation only if such restrictions do not limit the options of the students to participate in as wide a variety of studies as possible. For example, a study could restrict participation to English-Spanish bilingual students because the vast majority of studies desire monolingual subjects. Studies may not exclude non-native speakers of English.
6. Some students enrolled in PSY 120 are not yet 18 years old. Like all other PSY 120 students, these students can choose to participate as PSY 120 subjects or to complete an alternative project to satisfy the course's study requirement. PIs can NOT restrict their studies to age 18 and above in the Sona pool. However, all PSY 120 subjects can be asked to report their age, and experimenters can discard the data of students less than 18 years old.
7. Students participating in PSY 120 studies may not be compensated with money. The only form of compensation allowed is PSY 120 credits. The only exception to this rule is a raffle, which is subject to University, State, and Federal laws and guidelines. For more information, please see this document:
https://www.purdue.edu/hr/buspur/supportingDocs/humansubjectpaymentsguidelines_Current.doc
8. PSY 120 students who elect to participate in studies to fulfill the research component of the course are required to obtain 15 credits. One credit is awarded for each half hour (or part thereof) of participation. PIs may not award more credit than is earned.
9. Given the educational foundation of PSY 120 study participation, the number of credits needed to fulfill this requirement will not be increased to accommodate increased demand by researchers. The only acceptable adjustment to the number of credits required of students is the following:

At the beginning of each semester (including the summer session), faculty eligible to use the PSY 120 pool will request credits and an estimate of the total number of credits available (the number of students enrolled multiplied by 15) will be calculated. If the number of credits requested by faculty is *less* than the number of credits available, the number of credits required of students will be decreased for that semester to a level that ensures that students have a true choice of which studies to select. The goal is to have the number of credits requested exceed the number of credits available.
10. No one study may award more than 8 credits. It is desirable for students to participate in a variety of studies from a variety of different labs.
11. Students may earn up to 8 credits through ONLINE studies; the rest must come from in-person studies.
12. Bonus credit for the purpose of enticing attendance may be awarded only in multi-session studies and the bonus is limited to a maximum of 1 credit. Bonus credit is that which is beyond what would be required for the study, such as giving 2 credits for Part 2 of a study, when only 30 minutes is needed.
13. With one exception, the only way PIs can recruit PSY 120 students is via the PSY 120 study tracking web site. The one exception is that PIs may ask a PSY 120 student who was recruited via the PSY 120 study tracking web site for permission to contact the student in the future to see if the student would be interested in participating in another study. For example, a PI may

administer a personality questionnaire and then wish to further test a subset of students with particular scores. In such a case, the IRB-approved protocol must explicitly mention this second form of recruiting. The PI must obtain written permission from the student and the PI must explicitly state the method of contact (e.g., phone call, email). The permission form must also explicitly state that there is no obligation to participate in future studies and that there is no penalty for choosing not to participate.

14. If circumstances dictate the allocation of credits to labs in a certain semester (to be determined by the Head and/or the Sona Coordinator) the following rules will apply:
 - a. Credits will be allocated once at the beginning of the semester. Once the credits have been allocated, no new allocations are possible.
 - b. Credits are allocated only to PIs. It is up to each PI to determine how best to use his or her allotment (i.e., whether it is for the faculty member's own research, for a graduate student's dissertation research, etc.). There are two exceptions. One is that a certain number of credits will be reserved for use by students in the research-focused honors program. These credits will not count against the student's faculty advisor. Second, separate requests may be made for postdoctoral researchers in a PI's lab. The rationale is that postdocs often introduce additional lines of research to a lab, sometimes they come with their own funding and research funds, and they are coming to this institution with PhDs and the expectation that they can get research done and build their vitas.
 - c. PIs are obligated to use all of their credits in an appropriate way (i.e., by having approved studies ready for PSY 120 student participation). Specifically, PIs may not simply dispense study credit to use their allotment without having the credited students participate in an approved study. PIs who use less than their allotted number of credits, or who simply dispense credits without providing an appropriate educational experience (1) may be limited to a very small number of credits in following semesters or (2) may be given no credits in following semesters.
 - d. PIs using more than their allocated number of credits without prior written approval (1) may be limited to a very small number of credits in following semesters or (2) may be given no credits in following semesters. The phrase "prior written approval" means that approval was requested and given before subject recruitment began.
 - e. Given that the desired situation is more requests for credits than available credits, credits will be distributed to faculty according to the following policy.
 - i. No one PI may be allocated more than 10% of the total credits available. This value (10%) may be adjusted depending on the number of PIs requesting credits and the total number of requested credits.
 - ii. If at all possible, all requests of up to 400 credits will be granted.
 - iii. Should the number of requested credits greatly exceed the number of available credits in a particular semester, the number of credits requested over 400 will be reduced proportionally. Options include
 1. Perhaps the requested credits over 400 will be reduced by 25% for all PIs;
 2. Perhaps only PIs without full-time primary appointments in the Department of Psychological Sciences will have their requests reduced proportionally; or
 3. Perhaps PIs without full-time primary appointments in the department of Psychological Sciences will have their credit requests reduced by 50%, whereas PIs with full-time primary appointments will have their credit requests of over 400 reduced by only 25%.

Section II. Recruiting and Conducting Studies

The procedures for recruiting and conducting studies with students in the PSY 120 pool include the following:

1. At the beginning of each semester students are invited to participate in an online mass testing (Prescreen). This involves completing questionnaires submitted by a variety of researchers. Students who participate are assigned an ID code and can be invited to participate in future studies based on responses to the mass testing, still maintaining anonymity. The mass testing is only available during the first few weeks of the semester. The Sona TA will solicit items for the Prescreen prior to the beginning of every semester from each PI's lab.
2. When students arrive at the location for a study, they are given an informed consent document that includes a description of the specific procedures for the study, a statement about the voluntary nature of participation, and a statement that students can withdraw from the study at any time without penalty. Students who choose to withdraw receive credit for the time spent in the session, allocated in half-hour increments.
3. Students who decide to participate sign two copies of the form, which is countersigned by the PI/research assistant. The student keeps one copy and the PI keeps the other copy for a minimum of 3 years after the termination of the protocol.
4. For completely online Sona studies, it is necessary to provide consent information at the beginning of the study and to use a waiver of signed consent. Students will be informed that by initiating the study they are giving their consent to participate. There will also be a debriefing form displayed at the end of the study.
5. When students complete a study, they are given a debriefing document. This document answers questions about the purpose and design of the study, and it indicates that students can find more information about the research topic in their PSY 120 textbook and in journal articles. Time is also available for students to ask questions and make comment about the study. For example, a session that is said to last 1 hour will include as part of that hour time for a student to ask questions or make comments.
6. Students may not participate in any study more than once.
7. Students may cancel their appointment to participate in an study without penalty up to 1 hour prior to the start of the study.
8. Students may withdraw from an study at any time without penalty and will receive credit for the time spent in the study (i.e., up to ½ hour = 1 credit).
9. Students who fail to show for a study, or who show in an inappropriate condition (e.g., intoxicated) will receive an "unexcused no show". After three "no shows", students are removed from the Sona system and can no longer sign up for studies. Students who do not cancel, but who fail to show due to an acceptable reason (e.g., medical problem) will not be penalized after providing appropriate documentation (they can then receive an "excused no show").

10. It is possible that sometimes a student cannot participate in a scheduled study due to reasons beyond everyone's control (e.g., a loss of power in the building, a tornado alert). Under these conditions, the PI must award the subject credit.
11. Under no circumstances may a PI cancel a session if one or more students have signed up for that session.
12. A PI can refuse to grant credit for participation if the student participant clearly provides invalid responding during the study. The situation under which credit will not be granted would have to be strictly laid out in the IRB protocol application and included in the consent form.