**INSTRUCTIONS FOR USING GENERAL PSYCHOLOGY PARTICIPANT POOL**

**Steps required to recruit participants:**

1. Complete an IRB Application (<https://gustavus.edu/instresearch/irbapplication.php>) and receive IRB Approval via e-mail.
2. Reserve a location to conduct your research.
	* To reserve classroom space (Beck 203 or 211-217) or the Psychological Science Interaction Room (Beck 271) see the Department Administrative Assistant:
	Nicole Goebel, Beck 252.
	* To reserve a large classroom (e.g., Beck 201), contact the Registrar.
	* To reserve a small lab space, speak with the faculty member(s) who use that space.
	* Campus Safety requires that students have a Beck Hall building admittance pass in their possession if the study is run during the evenings or on weekends**.
	Request the pass when you are making the room reservation.**
3. Complete the Record of Experiment Form (see Psych Science website).
4. Forward the IRB approval e-mail to your faculty advisor/instructor **with** your Record of Experiment form **attached** to the e-mail.
5. Create a new study on the Gustavus Experiment Management System (SONA; <http://gustavus.sona-systems.com>) and fill in your study information.
	* **Add your faculty advisor/instructor as one of your researchers**.
	* Add your IRB Approval Number (found in the IRB Approval e-mail).
	The IRB Approval expires in 1 year from the date the e-mail was sent.
	* Add your data collection times (date(s)/time(s)/room information) as timeslots for your study on the SONA system.
	* **Do not request approval for your SONA study until your faculty advisor/instructor tells you to do so.**
6. When you receive approval from your faculty advisor/instructor, submit an approval request for your SONA study. He/she will tell you how to do this.
* You will receive a notification e-mail when the SONA system administrator approves the study.
1. Sign in to the SONA system and confirm that the study posting is active and able to receive participant sign-ups.

**Awarding Experiment Points:**

At the end of each data collection day, researchers must login to the SONA study and post a positive or negative attendance response for each participant who was registered for that day. Failure to do this in a timely, accurate manner may jeopardize one's use of the General Psychology Participant Pool.

**Consent Form for General Psychology Student Participants:**

Researchers must obtain a signed consent form for each Research Participant.

BOTH THE NAME OF THE RESEARCHER AND PARTICIPANT NEED TO BE PRINTED LEGIBLY ON THIS FORM.

**All signed consent forms must be retained by the researcher(s) and turned in to the Department Administrative Assistant (Nicole Goebel, Beck 252) at the conclusion of the study (and in all cases, prior to the final day of classes at the end of the academic year).**

A consent form template is provided on the next page.

**CONSENT FORM**

SONA Study Title:

We are interested in learning about . For this reason we are asking you to participate in this experiment where you will . The entire procedure should take no more than and you will earn one credit point for your participation. Your involvement in this study is entirely up to you. You will not be penalized in any way if you decide not to participate. If you do decide to participate, you are free to stop at any time. This project has been approved by the Gustavus Adolphus College Institutional Review Board, IRB #     .

If you have any questions about this work you may contact by phone (933-)or by e-mail(     @gustavus.edu).

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I would like to participate in this project and understand what my participation involves. I realize that I may stop at any time without penalty.

Participant’s Printed Name

Participant’s Signature Date

Researcher’s Printed Name

Researcher’s Signature Date