Duke Psychology and Neuroscience Course Research Requirement

PI and Researcher information

IMPORTANT DATES FOR SPRING 2024

Wednesday	December 20	11:59 AM	Deadline for Subject Pool hours requests
Thursday	January 8	11:59 AM	All questions for the Prescreen must have been entered into Sona
Wednesday	January 10	8:30 AM	First Day of Class – Monday class schedule
Wednesday	January 24	11:59 PM	Drop/Add ends
Thursday	January 25	9:00 AM	Sona Studies begin/Prescreen & Participant accounts Activated
Wednesday	April 24	5:00 PM	All studies end (no timeslots posted later than 5 pm), LDOC
Thursday	April 25	1:00 PM	All credits must be entered into Sona by researchers

Who can use the Subject Pool?

Core faculty members in P&N, faculty members in other departments with a joint (not secondary) appointment in P&N, and faculty members in other departments who contribute to the pool, but only during the semester they contribute.

Graduate students working with faculty who are neither core members of P&N or who do not hold a joint appointment will apply for hours on an individual basis.

Graduation with Distinction (GwD) students who plan to collect data from the pool. Each student will be provided with hours, which will be added to the PI allotted hours. A set number of hours will be divided among GwD during spring semester only, unless the student is ready to run subjects by Fall mid-semester.

Just to give you an idea of how hours distribution works:
In Fall 2019, 18 researchers requested 3400 subject hours.
There were ~2700 subject hours available. (# of hours students required to earn) (2595 hours earned overall)
If split evenly, each of the 18 researchers would have received 150 subject hours.
Some researchers request 50-100 hours, but some request as much as 300 subject hours. You may be granted a small amount of hours at the beginning of the semester (around 100), but more hours will be added as they become available.
Closer to the beginning of the term, I will know how many hours we will be working with. As you estimate the number of hours you will need, please consider the limitations of this resource.

Sona Systems Experiment Sign-Up Program

The management of your experiments and use of the Subject Pool will be conducted using a web-based service managed by Sona-Systems. This online application is called the Psychology and Neuroscience PSY Credit Experiment Sign-up Program (ESP). https://duke-psy-credit.sona-systems.com/
At https://psychandneuro.duke.edu/undergraduate/psychology/current-students/subject-pool , there is detailed documentation for you to download in a pdf format or to review online regarding:
- how to get your experiment online,
- how to see what the students see from their view

- how to give students credit
- how to set up an online study or use the online prescreen, etc.
- Request for Sona Systems ESP Account

Requests for a PI or Researcher Account should be submitted via email to Robin Dunn at robin.dunn@duke.edu. Requests must include the following:

1) The principal investigator (as listed on the IRB form): name, phone, Net ID, Duke Unique ID and Duke email address.

2) Any researchers associated with this faculty member (i.e., those who will be responsible for running the study): name, phone, Net ID, Duke Unique ID, and Duke e-mail address

You will be sent your login ID and password via email from "PSY Credit Experiment Sign-up Program", at which point you may begin login online at https://duke-psy-credit.sona-systems.com/ to create your prescreen or experiments in the ESP. This must be done each semester as all accounts and studies are disabled to conduct site maintenance.

Handy Tips for Sona: Some information that is not in the guide

Number of hours and credits: Sharing the subject pool means close records are kept on how many subject hours are used by each study and researcher. Due to the way Sona calculates this, it is important to enter the duration of your study in increments of 0.5 credit. If your study is 40-65 minutes, enter 60 minutes duration and 1 credit. If your study is 5-35 minutes long, enter 30 minutes duration and 0.5 credit.

Prescreen

If you are going to submit questions for the Prescreen, you must do this by entering an online study through Sona. Name the prescreen something other than just "prescreen." "Your Lab Name Prescreen" would be acceptable. The duration of the study should be 1 min. The credits should be set to 0.

This questionnaire/survey must be approved by the IRB and its inclusion in the Prescreen clearly noted. Make sure you submit your proposal at least 2 weeks prior to submitting the Prescreen questions in Sona in order to give the IRB time to review and approve. If you will need demographic information included in the results – race, primary language, religion, gender, handedness, class standing - this must also be noted in your study's IRB. You will not need to ask these questions, they are asked in a demographic section of the Prescreen.

The Prescreen is NOT intended for running studies - it is really to help select potential participants from the Subject Pool for your studies within the pool.

The total number of questions for the entire Prescreen is 300, and it should take less than hour for students to complete. This 300 question, 1 hour limit is split among many labs and researchers, so your surveys should be short with multiple choice or Likert scale questions. Avoid free response questions that would require students to enter more than a word or two.

Sharing Data

You may not share the results of collected data with other labs or researchers without approval of the IRB. Both the giver and receiver of data must include the intent to share information in their IRB proposal or amendment.

Online studies (STUDIES ARE IN-PERSON AND ON-LINE THIS SEMESTER; if this changes, we will adjust)

If you create an online study (within the system) in Sona, students are instantly credited upon completing the survey and time slots are easy to administer.

You must create a time slot for online studies in order for students sign up to participate. Enter the last date that students may participate in the study. Please note that **no timeslots** later than 5:00 PM, Wednesday, April 26, should be posted.

Some information from Sona about online studies:

Online study support. We've added integrations for PsychoPy (Pavlovia) and Labvanced, and also added instructions on how to chain together multiple Qualtrics surveys so participants receive credit in Sona only after completing the final survey in a chain of Qualtrics surveys. You can read more about the more than 15 products we integrate with here: https://urldefense.com/v3/__https://www.sona-systems.com/help/__;!!OToaGQ!-xb5NG7zNL3VPuB2fsakgV0M8S80KcZILGIV7N2zS5OiwUmzVVgKrK-gqAV5L4iUmA$

We also added more features to help with running research online, and to help transition back to lab studies later. The Copy Study feature now allows a researcher to convert an external web study to a lab study during the copy process. You can read about all our features for transitioning to online research and back here:

https://urldefense.com/v3/__https://www.sona-systems.com/remote-transition.aspx__;!!OToaGQ!-xb5NG7zNL3VPuB2fsakgV0M8S80KcZILGIV7N2zS5OiwUmzVVgKrK-gqAVH6x5ayg$

Online studies outside of Sona

Many researchers have used Qualtrics or others for online studies. Here are some important details.

When you enter your study in Sona, you will need to create ONE timeslot and enter the number of participants you wish to participate in your survey.

Not all students will actually take your survey. Some sign up and then don't follow through. This means that you will need to get IDENTIFYING INFORMATION in your survey so that you can credit the student. Ask for their Identity Code (5-digit number) or check the information under Entering Studies in documentation to program the code into your survey.

You will need to have your data connected to the identifying information for a short time so that you can credit the students for their participation. After you credit them, if you do not want to connect that identifying information with your data, please delete that information or store it separately from the data. You must have IRB approval in order to do this, though.

**You can and should program outside surveys (Qualtrics, Survey Monkey, etc.) to link to Sona to grant credit when the participant completes the online questionnaire. Detailed instructions listed in Sona. See Sona instructions for Researcher/PI on our website.

Credits/ Pay

Although the Sona manual says that studies can be for either pay or credit, this is just a system option. Studies using this website can only be CREDIT studies. Studies for pay must be conducted at the IBRC lab

using a different Sona supported site.

IRB Approval

A copy of your IRB approval email for your experiment must be submitted to the Human Subjects Coordinator, Robin Dunn, in order for your Prescreen to be activated or for your study to be made visible to students for sign-up through Sona. NO EXCEPTIONS.

University Human Subjects Committee (IRB) Form. Copies of the application form are available from:

Office of Research Support Suite 710 Erwin Square 2200 W. Main St. Durham, NC 27705	Office of Research Support https://campusirb.duke.edu/campus-institutional-review-board Phone: 919-684-3030 Fax: 919-684-2418

Important Details

Before the study
When conducting an experiment through the Subject Pool, all participants must sign IRB-approved individual consent forms for each experiment. During the experiment, be sure to allow and encourage participants to ask questions about the procedure and make sure they know they may leave at any time without penalty.

After the study
Debrief: Be sure to provide a simple, clear, and informative explanation of the experiment's purpose and the methods that were used. Remember that the primary rationale for the Subject Pool is to teach students about psychological research. Ask for and answer students' questions. In rare cases where it is not possible to provide feedback/debriefing at the end of a particular session, you must make arrangements to do so before the end of the semester and/or get students' addresses or e-mail addresses and send them a written debriefing.

Credits
You will be required to record each student's participation in your experiment through the ESP. Participation in experiments must be recorded on a daily basis. Students have the right to cancel their appointment up until 24 hours before the appointment. You can change this setting if you like. Students may also decline to participate without penalty after having arrived for the appointment and read the consent form for the study.

Penalties: There are none.
If a student does not show up for a scheduled appointment and does not contact you within 24 hours of his or her appointment, please document this as an Unexcused No-Show. If a student is late to an appointment and the study cannot be carried out, you may consider this an Unexcused NO-SHOW. If a student contacts you with a legitimate excuse for missing or cancelling the appointment, please encourage him/her to reschedule the appointment. You may mark this as an Excused NO-SHOW. You may wish to note their excuse in the comments section.

If a student has two unexcused NO-SHOWS, his/her account will be disabled leaving "The Paper Option" as the only choice for completing the research requirement.

Participants Under 18
Studies will not be approved for students under the age of 18. These students must complete the Paper Option instead, unless their 18th Birthday falls prior to semester end. Once they reach the age of 18, they can then participate.

Multiple researchers
Be sure each experimenter who is working with your study has a copy of this document. Monitor their work, especially to ensure that participants receive credit via the ESP as well as feedback/debriefing after the experiment. Undergraduate students who are assisting you in conducting experiments must be in Independent Study and should be closely supervised.

Without the good will of the students, there would be no Subject Pool. Therefore, make each experiment an interesting, educational experience for students.

If any questions or problems arise, please contact the Department of Psychology and Neuroscience Human Subjects Coordinator:

Robin Dunn
(919) 660-5793
robin.dunn@duke.edu