

Duke Psychology and Neuroscience

Course Research Requirement

PI and researcher information

IMPORTANT DATES/DEADLINES FOR SPRING 2019

Monday	December 17	12:00 Noon	Deadline for Subject Pool hours requests
Wednesday	January 2	11:59 PM	All questions for the Prescreen must have been entered into Sona
Wednesday	January 16	9:00 AM	Sona Studies Begin; Prescreen Activated
Wednesday	January 23	11:59 PM	Drop / Add ends
Wednesday	April 24	5:00 PM	LDOC All studies must end (no timeslots posted later than 5 pm)
Thursday	April 25	1:00 PM	All credits must have been 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 can be provided with an individual account to which his/her allotted hours will be posted or have the allotted hours added to the PI account. 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.

Sona Systems Experiment SignUp 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 **Department of Psychology and Neuroscience PSY Credit Experiment Sign-up Program (ESP)**.

Go to: <http://psychandneuro.duke.edu/undergraduate/subject-pool>

there is detailed "how to" 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 SonaSystems 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 (as in Duke's HR system), 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 email address

You will be sent your login and password via email from “PSY Credit Experiment Sign-up Program <duke-psy-credit-admin@sona-systems.net>”. 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 when each semester ends.

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 one hour, enter 60 minutes and 1 credit. If your study is 10-35 minutes long, enter 30 minutes and give the student .5 credits. If your study is 36-60 minutes, enter 60 minutes and give 1 hour credit.

Prescreen

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

This questionnaire/survey must be approved by the IRB and its inclusion in the Prescreen clearly noted. If you will need demographic information included in the results – race, primary language, religion, gender, handedness, class standing or place of birth - 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.

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. Prescreen Restrictions can only be set from Multiple Choice answers.

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

If you create an online study, within Sona, students are instantly credited upon completing the survey and time slots are much easier to administer. You must create a time slot for online studies in order for students to participate. Enter the last date that students may participate in the study. No timeslots later than 5:00 PM, April 25th.

Online studies outside of Sona

Many researchers use 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 students you wish to participate in your survey.

Not all students will actually take your survey. They 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. 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.

OR
You may program outside surveys (Qualtrics, Survey Monkey, etc.) to link to Sona to grant credit when the student completes the online Questionnaire. See Sona instructions for Researcher/PI on our website.

Credits/ Pay

Although the 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 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 Phone: 919-684-3030 Fax: 919-684-2418
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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 anytime 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. 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 on or prior to October 15th in Fall or March 15th in Spring. 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 students 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:

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