

## **INSTRUCTIONS FOR USING GENERAL PSYCHOLOGY PARTICIPANT POOL**

### **Steps required to recruit participants:**

- 1) Complete the Record of Experiment form (see below) which requires the following:
  - an IRB approval number
  - Preliminarily posting experiment information, including the name of the advisor/instructor, on the Gustavus Experiment Management System (Sona) website at [<http://gustavus.sona-systems.com>].
  - approval of a faculty advisor/instructor who has reviewed the on-line posting and signed the Record of Experiment form.
- 2) Turn in the completed and signed Record of Experiment form, along with a copy of the IRB e-mail authorization to Lee Sande, administrative assistant, SSC 04. (Plan to make this contact before 2:45 p.m. Monday through Friday.)
- 3) Classroom reservation location and time can be arranged with Lee once the Record of Experiment form has been completed.
- 4) Researcher adds date/time/classroom information to the Experiment posted on Sona.
- 5) Researcher signs on to the system the following day to confirm that the experiment posting is active and receiving participant sign-ups.

### **Awarding Experiment Points:**

At the end of each experiment day, the Researcher must post to the Experiment site 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 and Receipt for General Psychology Student Participants:**

Researchers must obtain a signed consent form for each Research Experiment Participant. All signed consent forms must be retained by the researcher and turned in to the Department Administrative Assistant (Lee Sande, SSC 04) at the conclusion of the Experiment.

Researchers must provide participants with a receipt that verifies participation in the experiment. This receipt must include:

- the signature of the experimenter
- the signature of the participant
- title of the experiment
- the experiment tracking number

General Psychology student participants are instructed to retain these receipts as proof of their participation. A sample of the consent form and receipt are attached (and available online). Researchers are encouraged to use the language in these forms with any modifications necessary to fit their experiment.

### **Room Reservations:**

Reserving a location to run experiments is the responsibility of the researchers. See the attached list of room possibilities and methods of reservation.

**Record of Experiment Form**  
Sona Experiment Management -- Fall 2008

The website for Gustavus Psychology research submission is: <http://gustavus.sona-systems.com/>

This **Record of Experiment** form will need to be:

- Completed by the Experimenter and attached to a copy of the IRB Approval e-mail.
- Signed by the Methods Instructor or Faculty Supervisor after the Methods Instructor or Faculty Supervisor has reviewed the experiment submission on-line.
- Turned in to the Administrative Assistant in SSC 04 (Lee Sande). Lee will assist with room reservations at this time.

IRB Number \_\_\_\_\_ Tracking Number \_\_\_\_\_ (assigned by Lee)

Experiment Title: \_\_\_\_\_

Brief description of what participants will be asked to do:

\_\_\_\_\_  
\_\_\_\_\_

Number of points to be awarded: \_\_\_\_\_

Experimenter names: \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_

Estimated total # of participants: \_\_\_\_\_

**Signature needed:** \_\_\_\_\_  
**Methods Instructor or Faculty Supervisor (after reviewing on-line)**

Sample

CONSENT FORM

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Experiment Title

(This form is to be retained by Experimenter and submitted to the administrative assistant in Psychology, SSC 04 at the conclusion of experiment)

I am interested in learning about the factors that influence college student's memory for complex events. For this reason I am asking you to participate in this experiment where you will first watch a video and then answer some questions. The entire procedure should take no more than 60 minutes 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 Gus Davis by phone (933-xxxx) or by e-mail (xxx@gac.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. I also understand that I will be provided a receipt of participation.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Experimenter's signature

\_\_\_\_\_  
Date

## RECEIPT FOR PARTICIPANT

General Psychology Participants are instructed to retain this receipt as proof of their participation.

Experiment #: \_\_\_\_\_

Experiment Title:

\_\_\_\_\_

Experimenter Name(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participant's Name **Printed**

\_\_\_\_\_

Participant's Instructor and Section

\_\_\_\_\_

Participant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Experimenter's Signature

\_\_\_\_\_

Date

**Psych Student Experiments - Room Reservations - Fall 2008**

Room to Reserve	Time/Day	Contact Person	Phone #	Contact Office Location
<b>SSC 07</b>	Day & Evening/Weekends with authorization from Dr. Walker	Dr. Walker, Lee Sande	x7413	SSC 04
<b>SSC 08</b>	Day & Evening/Weekends with authorization from Dr. Ackil	Dr. Ackil, Lee Sande	x7413	SSC 04
<b>SSC 26</b>	By Arrangement	Dr. Kruger	<a href="mailto:mgk@gustavus.edu">mgk@gustavus.edu</a>	SSC 16
<b>SSC 27</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>SSC 27</b>	After 7:00 PM & on Weekends	Lee Sande	x7413	SSC 04
<b>SSC 28</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>SSC 28</b>	After 4:30 PM & on Weekends	Lee Sande	x7413	SSC 04
<b>SSC 31D</b>	Day & Evening/Weekends	Lee Sande	x7413	SSC 04
<b>SSC 202</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>SSC 202</b>	After 4:30 PM & on Weekends	Lee Sande	x7413	SSC 04
<b>SSC 203</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>SSC 203</b>	After 4:30 PM & on Weekends	Lee Sande	x7413	SSC 04
<b>Other rooms in SSC</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>Other rooms in SSC</b>	After 4:30 PM & on Weekends	Jane Chouanard	x7414	SSC Econ/Mgt Office
<b>Confer/Vickner</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>Confer/Vickner</b>	After 4:30 PM & on Weekends	Jennifer Tollefson	x7391	Confer 231
<b>Olin</b>	Before 4:30 PM	Registrar	x7495	Admin Bldg
<b>Olin</b>	After 4:30 PM & on Weekends	Linda Hewitt	x7483/7308	Olin

\*Evening and Weekend Reservations require a gold student building pass (Lee, SSC 04)

\*\*Experimenters will need to contact Safety & Security x8809 to arrange after-hours building and classroom access.