

In order to log into the Psychology and Neuroscience Experiment Sign-up Program (ESP) as a Researcher (commonly grad students, lab managers or undergraduates) or a Principal Investigator (the Faculty Member under whom the research is being done), you must request an account through the Human Subjects Coordinator, Brooke Boyle. See below for details.

### **Subject Pool Rules and Procedures for Experimenters**

For the Spring 2008 semester, 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 Experiment Sign-up Program (ESP)*. Sona-Systems bought Experimentrix two years ago and will be switching all users to the new web application in the near future. We have decided to do it now because Sona offers some immediate advantages:

- (1) we can administer group testing online, allowing us to track automatically who has completed it, eliminates data entry on your end, and allows systematic selection of participants based on prequalifiers set by you,
- (2) students can declare online whether they are doing the paper option, eliminating all of those forms and allowing the system administrator to see easily who has not declared,
- (3) researchers can administer studies on-line and automatically track participation, and
- (4) the system admin has more control over various options than at present.

The annual cotss are the same as Experimentrix, and the user-end is similar to, if not easier than Experimentrix.

This page describes the rules and procedures for experimenters who wish to conduct research in collaboration with the Subject Pool. In addition, 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.

### **IRB Approval**

A copy of your IRB approval for your experiment must be submitted to the Human Subjects Coordinator, Brooke Boyle, in order for your study to be made visible to students for sign-up through ESP. **NO EXCEPTIONS.**

University Human Subjects Committee (IRB) Form. Copies of the application form are available from Office of Research Support, 327 North Building. The form, due dates, and IRB meeting dates also can be found on the ORS website ([www.ors.duke.edu](http://www.ors.duke.edu)). Send to: Office of Research Support (ORS), 327 North Bldg. (684-3030).

## **Request for ESP Account**

Requests for a PI or Researcher Account should be submitted in writing to Brooke Boyle at [brooke.boyle@duke.edu](mailto:brooke.boyle@duke.edu). Requests must include the following:

- The principal investigator (as listed on the IRB form): name, phone, Duke UserID and preferred e-mail address
- Any researchers associated with this faculty member (i.e., those who will be responsible for running the study): name, phone, Duke UserID, and preferred e-mail address

You will be sent your login and password via email. At which point you may begin login online at <http://duke.sona-systems.com> to create your prescreen or experiments in the ESP.

*If you were approved to conduct an experiment through the Subject Pool last semester you must re-apply for this semester.*

## **Spring 2008 Calendar**

- Jan. 3-5 Brooke Boyle available for consultation on using new system
- Jan. 7-8 Brooke Boyle available for consultation on using new system
- Jan. 8 Prescreen questionnaires** must be completed in ESP and IRB approval forms must be submitted by **5pm** for review and compilation by Human Subjects Coordinator
- Jan. 9 Classes Begin – information regarding ESP included in syllabi
- Jan. 14 Students declare experiment or paper option through ESP, begin taking online Prescreen, and begin participation in research
- Jan. 25 Student declaration of Experiment or Paper option and Online Prescreen due @ 5pm
- April 23 ESP and all experiments close with the end of classes at 5pm

## **General Information**

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.

*Debrief (at the end of the experiment):* 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.

*Credit Reporting:* 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. **Note that students are penalized one half-hour for a No Show**, but they have the right to cancel their appointment up until 24 hours before the appointment.

*Multiple experimenters:* Be sure each experimenter who is working with your study has a copy of these rules. 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 Human Subjects Coordinator

Brooke S. Boyle  
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660-5793  
Brooke.Boyle@duke.edu