

Researcher Procedures for Using the Research Pool

1. Obtain ethics approval for each study from EIU's Internal Review Board (IRB: 581-2125) or from your Instructor.
2. Fill out an "Ethics Verification" form (see attached).
3. Meet with Department designee (currently Pam) to get an Experiment Number and reserve a room for testing—bring the COMPLETED "Ethics Verification" form with you.
4. Fill out a "Researcher Study Registration and Checklist" form (see attached).
5. Register on Experimentrak (Etrak) as a Researcher
 - Go to <http://columbus.eiu.edu>, click on the "Researchers" tab at the top of the page, enter the requested information, check the "Yes" box at the bottom on the page (there currently is no Research Policy available on the site, and Submit Registration).
 - The Etrak system administrator will have to approve you as a researcher. Let them know you have registered by sending an email to eiu_psy_research@yahoo.com.
6. Schedule a meeting with the Etrak system administrator (get contact info from Pam or email Dr. Brito).
 - Bring the COMPLETED "Researcher Study Registration and Checklist" form to the meeting.
 - Build an Etrak experiment with the assistance of the system administrator.
7. Monitor email and phone for messages from participants; update Etrak experiment with cancellations.
8. Update the Etrak experiment by deleting and/or adding sessions when needed.
9. Print an attendance list of participants before each test time, but after the Closing Time for the experiment.
10. Make sure that each participant signs his or her name on the attendance list as proof of participation.
11. Keep track of No-Shows (students who did not notify the researchers that they would be unable to make it to the study session) and non-registered participants (students that show up and aren't on the attendance list). No-Shows should be highlighted and marked N/S on the attendance list, whereas non-registrants should be added to the list.
 - If a participant has questions or indicates problems with No-Show penalties, in all cases, Faculty Sponsors, not student researchers, should determine whether a No-Show should be issued or waived for the student.
12. Update Etrak experiment with no-shows (participants are assigned a zero), non-registrants, and last minute or after-the-fact accepted cancellations ASAP after testing (within 96 hours whenever possible).
 - The system administrator will provide assistance with these tasks if needed. You may be able to just give the administrator your attendance list with the noted information and he or she will update the experiment for you—please ask about this option if you don't have time to update the experiment yourself.
 - Keep attendance lists until the end of the semester in case disputes arise.
13. Fill out an "Experimentrak Change Slip"(see attached) and give it to the system Administrator when corrections to the experiment are needed.
14. Test participants only through the 2nd to last week of classes — do not test during the last week of classes or Finals Week.