Researcher Study Registration and Checklist

for use of the
Introductory Psychology Research Participation Pool

All the following information MUST be completed when building an experiment on Etrak.

Experiment Number: __ __ __ __ - __ __
[You get this from Pam; for example: SP05-02; make sure you have 2 digits after the hyphen. If you need equal numbers of men and women, you will need to build two studies. The one for women should have an A after it and the one for men should have a B; for example: SP05-02 (A) and SP05-02 (B)]

Title:
[This is how your experiment will be browsed and identified by participants. If is gender specific, include the (A) or (B) at the end.]

Experimenter(s):
[You need to first Register as a Researcher before building an experiment. ALWAYS select the “Supervising Researcher” as well.]

Duration: __________ minutes.
[How long will the study take. Duration has to be in 30 minute increments to match the credits that the study is worth (1 credit = 1 hour).]

Close Time: __________
[How many hours before a test time should sign-ups stop. This allows you to print an attendance list and prepare for participants. We recommend a minimum of 2 hours closing time. NOTE: Participants can cancel themselves up to 4 hours before a session, after that they must call or email you.]

Credits: __ .5  __ 1.0  __ 1.5  __ 2.0 __ 2.5 __ 3.0
[Note: you need to be VERY accurate on this; try out your procedures beforehand to be as precise as possible. Credit is given on the half hour. If a study takes 25 minutes, participants get a half hour of credit; if a study takes 32 minutes, they must get 1 hour of credit. If your study does take 32 minutes, either speed it up to under 30 minutes or slow it down – add things – so that it takes almost the entire hour. For studies longer than 2 hours, you will need special permission from the RPP Committee.]

Supervisor:
[List the Faculty Supervisor, if any.]

Contact Name:
[Who will participants call if they need to speak with someone about this experiment.]

Contact Phone:
[What is the phone number of the primary contact person above. All effort should be made to provide a local number with voice-mail or an answering machine.]

Contact Email __________
[What is the email address of the primary contact person above. Note: This email address is never revealed to participants; it is used to direct a form-based message.]

Description:
[Describe the experiment as you want the participants to see it.]

Selection:
[Are there any selection criteria or instructions, such as “Bring corrective lenses if required,” or “Be on time, and bring a pencil.”]

Pre-Qualifier Exp #: ______________
[Is there an experiment participants should complete before this one.]

Non-qualifier Exp #: ______________
[Is there an experiment that participants should NOT complete before this one, list it here. If you are building a gender specific experiment, non-qualify the other study. For example, if you’re building SP05-02 (A), you non-qualify SP05-02 (B) and vice-versa. You will need to go back after one of these has been built and change the settings to non-qualify the first study built.]

Have at least initial test time ready: Date _____, Time ______, Room number _____. How many participants: _______.
(Use military time)