

INSTRUCTIONS FOR RESEARCH PARTICIPATION

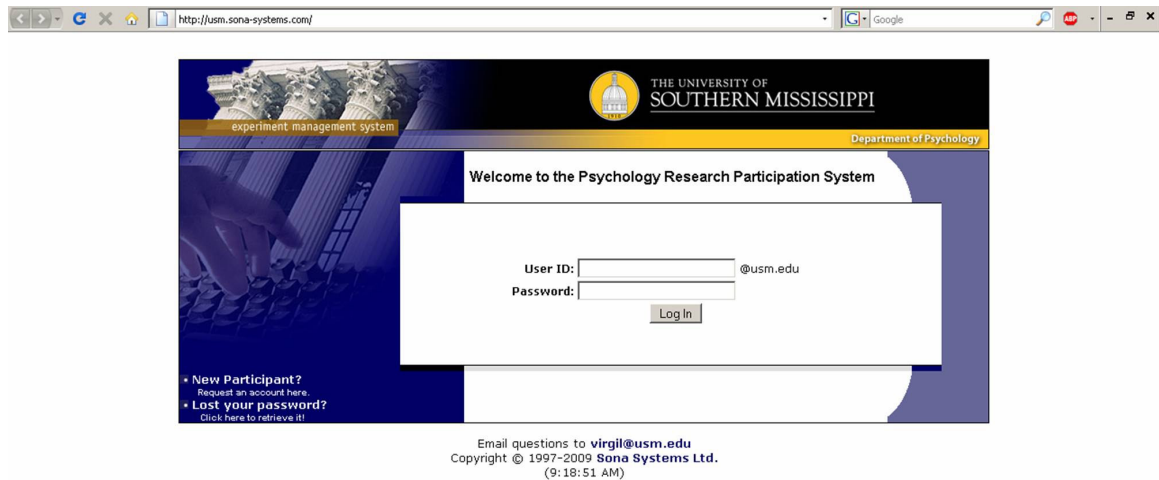
PROCEDURES FOR STUDENT PARTICIPATION IN PSYCHOLOGY RESEARCH:

You are responsible for learning the ground rules listed below. You should have no trouble with the research participation requirement if you read carefully before signing up for any research session. Your full cooperation will be to the advantage not only of those conducting research, but also for your own enjoyment and learning experience.

CREDITS: When you elect to participate in psychological research, you will earn research credit that corresponds to the amount of time required for the study (i.e., studies requiring more time are worth more credits) and the type of study (i.e., laboratory-based studies that require students to schedule appointments and come to campus are worth more credits than internet-based studies that can be completed without coming to campus). The number of credits associated with each study will be clearly indicated as you browse the list of available studies.

HOW TO SIGN-UP FOR RESEARCH: USM uses an online, web-based system (called Sona) to register participants for research sessions and to assign credit for participation. The web address is <http://usm.sona-systems.com/>. Before you can sign up to participate in research studies, you must go to the Sona website and register.

REGISTERING YOUR SONA ACCOUNT: To complete your one-time registration to set up your Sona account, simply go to <http://usm.sona-systems.com/>. You will see the following screen:



In the menu on the left side of the screen, click “New Participant? Request an account here.” This will take you to a new screen, asking for your Name, Student ID Number,

email address, and telephone number. NOTE: You must enter a User ID that maps to your valid @usm.edu email address (e.g., Bob.Jones@usm.edu). It is not necessary to type in "@usm.edu" when entering your User ID. In addition, you will be asked to select the course/s for which you will be earning research credits (hold the Ctrl or Apple key and click for multiple courses).

Department of Psychology

Request an Account

Using this form, you may request a participant account on the system. Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from usa-edu1n@sona-systems.net, as emails from the system will often be sent from that address.

This form should only be used by participants. Researchers will have their accounts created for them automatically.

You must enter a User ID that maps to your valid @usm.edu email address. It is not necessary to type in "@usm.edu" when entering your User ID.

All fields are required unless marked otherwise.

Account Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
User ID	<input type="text"/> @usm.edu
User ID (re-enter for verification)	<input type="text"/> @usm.edu
Student ID Number	<input type="text"/>
Telephone	<input type="text"/>
Course(s)	<input type="text" value="Select a Course"/> PSY 110-1 PSY 110-2 (hold the Ctrl or Apple key and click for multiple courses)

(Your request may take a moment to process. Please click the Request Account button only once.)

Once you have entered the required information, click the "Request Account" button. Once you do this, a new page should come up, confirming that you are registered. Once you have registered, CHECK YOUR USM EMAIL within the next couple of hours for your Login and Password.

ONCE YOU HAVE REGISTERED YOUR SONA ACCOUNT: Once you have registered, and received the email with your Login and Password, go to the Sona website, enter your user name and password, and click "Log In". When you log in, you'll see a screen like the one below (except you should see your name as the Participant in the black bar at the top left of the screen):



Once you have logged in for the first time, there are a couple of things you should do before you sign up for research studies (you will see how to sign up for research studies in the next section).

First, you will probably want to change your password to something that you can easily remember. You can change your password by clicking on “My Profile” from the menu on the bottom. This will open up a new screen with your profile information. At the center of the screen, you will see a place to enter your current password, and a place to enter your new password twice. Once you enter this information, just click the “Update” button at the bottom of the page. On this same page, you can also enter an alternative email address (such as a yahoo or hotmail address). If you enter an alternative email address and hit “Update,” your reminders for experiments you have signed up for will be mailed to both addresses.

Second, you need to make sure that you have told Sona which Psychology courses you are enrolled in so that your research credits may be assigned to those courses. You were prompted to make your course selection when you registered, but if you need to modify those selections you can click the link on the “My Profile” page that says “Change Courses”. Scroll down and find your course, making sure to find the one specifically for your Section number and Instructor name (hold the Ctrl or Apple key and click for multiple courses). Click in the small box on the bottom of the course listing, and then click the “Save Changes” button. Now you are ready to sign up to participate in research studies.

SIGNING UP TO PARTICIPATE IN RESEARCH STUDIES: Once you have registered your Sona account, and followed the preliminary steps described above, simply log in to your account and click on “Study Sign-up,” to browse the available research studies.

You'll see a list of studies with available timeslots. If you wish to search for available timeslots on a specific day, simply select a month and day, then click "GO".

The screenshot shows the 'Studies' page of the experiment management system. At the top, there is a navigation bar with 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. Below this, the user 'Jane Smith' is identified as a 'Participant'. The main content area is titled 'Studies' and includes a search filter: 'Currently Viewing: All Studies' and 'View studies with available timeslots on: December 5, 2009'. A table lists the available studies:

Available?	Study Information	Eligibility
Timeslots Available	379 (2 Credits) OMH 136	Must be 18 years old

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 (10:18:49 AM)

If you meet the eligibility requirements for an experiment and wish to sign up, simply click either the link that says "Timeslots Available" or click on the experiment number. You will then see a screen that tells you everything you need to know about the experiment including a short description, eligibility requirements, duration of the session, number of credits you will earn, researchers, and deadlines for sign-up and cancellation. If you wish to sign-up for this experiment, simply click the link at the bottom of the page that says "View Time Slots for This Study."

The screenshot shows the 'Study Information' page for study 379. The navigation bar is the same as in the previous screenshot. The user 'Jane Smith' is identified as a 'Participant'. The main content area is titled 'Study Information' and provides the following details:

- Study Name:** 379
- Abstract:** OMH 136
- Description:** Participation in this study will consist of a 30-minute laboratory session in which participants will be asked to complete measures regarding personality. Participants who complete the study will receive 1 credit.
- Eligibility Requirements:** Must be 18 years old
- Duration:** 30 minutes
- Credits:** 2 Credits
- Researchers:** Erin Myers (Email: erin.myers@usm.edu), Virgil Zeigler-Hill (Email: virgil@usm.edu)
- Deadlines:** Sign-Up: 24 hour(s) before the appointment; Cancellation: 24 hour(s) before the appointment (Deadlines that occur on a Saturday or Sunday will be moved back to Friday)

At the bottom of the page, there is a link: **• View Time Slots for This Study**

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The screenshot shows the 'Timeslots for Study' page. At the top, there is a header for 'THE UNIVERSITY OF SOUTHERN MISSISSIPPI' and 'Department of Psychology'. Below the header, there are navigation links: 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The main content area is titled 'Timeslots for Study' and contains a table with the following data:

Timeslots	Date	Location	Sign Up?
	Monday, December 7, 2009 10:00 AM - 10:30 AM	OMH 136	Sign Up

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 (10:21:15 AM)

At this point, click the “Sign Up” button. A new window will come up confirming that you are registered, and it will give you the Experiment number, date, and time again. You are now signed up for a study!

The screenshot shows the 'Study Signup Completed' page. At the top, there is a header for 'THE UNIVERSITY OF SOUTHERN MISSISSIPPI' and 'Department of Psychology'. Below the header, there are navigation links: 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The main content area is titled 'Study Signup Completed' and contains a system message: 'System Message: Signup Successful'. Below the message, it says 'Your signup has been completed. Please copy down the following information:'. The information is presented in a table format:

Signup Information	
Study Name	379
Date	December 7, 2009 10:00 AM - 10:30 AM
Location	OMH 136
Eligibility Requirements	Must be 18 years old
Brief Description	OMH 136
Detailed Description	Participation in this study will consist of a 30-minute laboratory session in which participants will be asked to complete measures regarding personality. Participants who complete the study will receive 1 credit.
Researcher	Virgil Zeigler-Hill Email: virgil@usm.edu Erin Myers Email: erin.myers@usm.edu

If you have any further questions, you may contact the researcher.

The system will also automatically send you an email confirming your registration, and will also include the date, time, and location of the study. BE SURE TO WRITE DOWN THIS IMPORTANT INFORMATION!

HOW TO KEEP TRACK OF YOUR APPOINTMENTS: Click on the link at the top of the screen that says “My Schedule/Credits” for information regarding your credit

information, study sign-ups, and credits earned per course. PLEASE NOTE THAT CREDIT MUST BE ASSIGNED MANUALLY BY THE EXPERIMENTERS. Please allow up to one week for your credit to appear in your account.

The screenshot shows a web interface for a participant named Jane Smith. The page title is "My Schedule and Credits". It is divided into three main sections:

- Credit Information:** A box showing "Overall Credits Earned: 0" and "Overall Credits Requirements: 10".
- Study Sign-Ups:** A table with columns: Study, Time, Location, Credit Status, Course, Comments, and Cancel?. One entry is shown:

Study	Time	Location	Credit Status	Course	Comments	Cancel?
379 (2 Credits)	December 7, 2009 10:00 AM - 10:30 AM	OMH 136	Awaiting action from researcher.	PSY 110-2		Too Late to Cancel
- Credits Earned per Course:** A table with columns: Course, Credits Earned. One entry is shown:

Course	Credits Earned
PSY 110-2	0

Below the sign-up table, there is a note: "You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. Weekends are not included when determining if it is too late to cancel. Any penalties accrued are deducted from your Credits earnings." Below the credits earned per course table, there is a note: "If there is a discrepancy between overall Credits earned and the sum of Credits earned per course, it is because penalties are applied at a course level when computing Credits earned per course."

HOW TO CANCEL YOUR APPOINTMENT: If you must cancel an appointment, go to the Sona website, log in, and click on “My Schedule/Credits” at the top of the screen. If the study is still more than 24 hours away, there will be a button at the far right side of the screen you can click to cancel. Note: if the study is less than 24 hours away, it will say “Too Late to Cancel,” in which case you will need to contact the person listed as the Contact for the study at the email address listed (you can find this information by clicking on the experiment number).

PENALTIES: If you miss an appointment (or you are too late for the experimenter to allow you to begin), then you will receive a 1 credit penalty. If you are penalized, you will need to earn additional credits to compensate for these penalties.

IF THE EXPERIMENTER DOES NOT ARRIVE FOR YOUR APPOINTMENT: In the event that your experimenter does not show up for the study, you should do the following: 1) verify that you are at the correct location on the correct date at the correct time; 2) wait at least 10 minutes; and 3) you MUST contact your experimenter to explain the situation. If you were in the correct location on the correct date and time, and the experimenter did not show up, you are still entitled to your research credits. You will have to contact the experimenter to arrange for your credits. If the situation is not resolved, you should speak to your instructor about the matter or contact Dr. Alen Hajnal (Alen.hajnal@usm.edu).

