

# Psychology Research Pool - Guidelines for Participants

Faculty members and student researchers in the Psychology Department conduct research projects to advance knowledge in various subfields of psychology. The psychology research pool is an integral component of the department's research efforts. By participating in the research pool, students will learn more about the process of conducting psychological research, and may be inspired to conduct their own research during their undergraduate studies. As such, we highly encourage students to participate in research studies that appeal to their interests.

## **What is the Psychology Research Pool?**

The Psychology Research Pool is an online management system that allows researchers to access Kwantlen students as human participants. It is a secure online system where all confidential information, such as personal details of participants, is kept on Canadian servers. Promoting research studies, recruiting participants, recording participation credits and booking research space are the primary tasks of the psychology research pool managed by psychology labs. All studies under the Psychology Research Pool have been approved by the Research Ethics Board at Kwantlen. The Psychology Research Pool retains the records of students who participated in research, ensuring that their participation credits are added onto their final grades at the end of the semester.

## **Advantages of the Psychology Research Pool:**

- For student participants:

Participating in different research studies will give students valuable, first-hand experience with psychological research, furthering their understanding of psychological methodologies. Research participation can also give students an opportunity to meet potential research supervisors, and brainstorm ideas for their own future research projects. In addition, most introductory psychology courses offer bonus points for participation. This information is posted under the Psychology Research Pool website: <http://www.kpu.ca/arts/psychology/research-pool>.

- For research supervisors, researchers and research assistants:

The Psychology Research Pool provides a large and easily accessible sample of human participants within the university, facilitating the timely completion of research projects. It allows the psych labs to manage all student participation records electronically, therefore saving research assistants' time in communicating with course instructors and filing records.

## **Where is the Psychology Research Pool?**

The Psychology Research Pool is managed by the psychology labs located at the Surrey campus (Room: Fir 214, Tel: 604-599-2161), and the Richmond campus (Room: 2400, Tel: 604-599-2527). Please feel free to call or visit during hours of operation, which are regularly updated on the department website: <http://www.kpu.ca/arts/psychology/psyc-lab>

## **Information for Participants:**

### ***How to Start:***

#### **First Time User:**

- 1) Visit <http://kwantlen.sona-systems.com>
- 2) Click on “**New Participant?**”
- 3) Enter the information requested by the online form. A few notes:

##### **User ID**

- Please use your student ID number as your account user ID
- Any account that is registered using a different format for user ID will be changed to the student ID number by the administrator

##### **Email Address**

- Be sure to enter an email address that you actually use and have access to. After you submit this form, a randomly-generated password will be emailed to that address. You may change your password after you log in.

##### **Course(s)**

- You must select at least one course in order to create an account. Select the course(s) you are participating in research studies for.

#### **Return User:**

If you already have an account, you do not need to sign up for a new one. Please note that your student ID number is now also your online user ID, regardless of what user ID you chose when you originally registered for an account.

Once you log in for the first time this semester, you will have to re-select the courses you are enrolled in.

#### **What are some features of the online system?**

- Signing up for studies
- Email reminders sent before your study appointment
- Tracking your progress
- Reassigning credit from one course to another

#### **How do I participate in a study?**

Most studies require you to sign up ahead of time. You will be able to view all the available timeslots for a study, and select one that is convenient for you. Usually, the latest you can sign up for a study is at 2pm, the day before it begins.

#### ***Cancellation Procedure***

The latest you can cancel a study is also at 2pm, the day before your scheduled time. Please note that if you have **3 unexcused no-shows for a study appointment**, you will **no longer be able to participate** in any more studies for the current semester. Depending on the circumstances, your privileges may be reinstated.

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You will not be able to participate in the same study twice and receive credit for both times. If you are not sure whether you've already participated in a particular study, feel free to contact either of the psychology labs.

### ***Cancellation Procedure***

If cancellation is necessary, a one-business day notice is required. You can send your cancellation notice by email or phone to the corresponding location (Surrey/Langley campus: [spsychlab@kwantlen.ca](mailto:spsychlab@kwantlen.ca) or 604-599-2161, Richmond campus: [rpsychlab@kwantlen.ca](mailto:rpsychlab@kwantlen.ca) or 604-599-2527)

### ***Research Participants' Rights and Responsibilities***

#### ***Rights***

- Participation is completely voluntary and your written consent must be provided prior to the start of the research session.
- When a study has begun, you are free to withdraw from the study at any point without any penalties. You will still receive your participation credit regardless.
- After you complete the study, if you feel uncomfortable about your data being included in the analyses, you can request to have it removed. You will still receive your participation credit regardless.
- If the researcher misses the appointment, you will still receive your participation credit (provided that you signed up for the study by 2pm, the day before it begins).
- If you have any complaints regarding the study that you participated in, please forward your concerns to the research pool management team ([psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca)). Your complaints will be kept confidential.
- If you are opposed to participating in research for any reason, you may still earn participation credits through the alternative options provided by the Psychology Research Pool (please see section: *Alternatives to Research Studies Participation*).

#### ***Responsibilities***

- It is crucial to be punctual for your research study appointment. The researcher is not obligated to run the study if you are more than 5 minutes late.
- A missed appointment without prior notice is a serious waste of valuable time and resources, and will inconvenience the researcher. If, during a semester, you miss three research appointments without notice or supporting documentation (e.g. doctor's note with date), you will **not** be eligible to sign up for any research studies (including research alternatives) for that semester.
- To protect the confidentiality of ongoing research studies and to prevent invalid results, please do not share any details of the study with your classmates and friends.
- It is your responsibility to provide correct information (e.g. name, student ID, course, and section) on the credit sheet to ensure that you receive your participation credits.
- Participation credit will be given only for studies that have been registered with the Psychology Research Pool.
- Each participation credit can only be assigned to **one of the courses** you are **currently** enrolled in. Credit cannot be transferred to future semesters.

### ***What to Expect on the Appointment Day***

- Arrive at the psychology labs at least 5 minutes before the start of the research study. The lab assistant will confirm the location of the study.
- The research assistant will provide you with a credit sheet asking for your name, student ID, and course information. This will allow the research pool to make a record of your participation.
- Before the study can begin, your written consent must be provided.
- After the completion of the study, a written/oral debriefing will be given by the research assistant.

### **Alternatives to Participating in Research Studies**

If for any reason you are unable/unwilling to participate in research studies, alternative options are available:

- If you don't want to participate in a research study as a subject, but are interested in learning about the study, you may contact the research assistant to walk you through the experiment. He/she will introduce the procedure and some information about the research study. You should expect to spend an equal amount of time as those who participate in the study. You will still receive your full participation credit.
- Read an article from an approved Journal and write an article summary report. The list of approved Journals and article summary report forms are available in the labs and on the Psychology Research Pool website: (<http://www.kpu.ca/arts/psychology/research-pool/alternatives-to-research-study-participation>). Completed reports must be handed in to the psychology labs by the research pool deadline. Each report is worth 0.5%.
- Other alternatives might be given by your course instructor (e.g. colloquium, KPS guest lecture etc.).