

POLICY ON THE RESEARCH PARTICIPATION SYSTEM

Created: January 9, 2006

Last Edited: April 8, 2015

The Department's Research Participation System (RPS) is an online system for managing research studies involving Psychology-student participants. Faculty and student researchers benefit from the RPS by gaining access to a large pool of student participants. Student participants acquire important experiential learning opportunities from the RPS and learn firsthand about research in psychology in exchange for course credit.

Policies and Procedures for the RPS

1. The RPS shall be managed by at least one faculty member (Faculty Coordinator) appointed by the Head, and one support staff member. The Faculty Coordinator shall review and handle all RPS applications. The Faculty Coordinator shall consult with the chair of the Department of Psychology Research Ethics Board on ethics-related issues involving the RPS. The Faculty Coordinator shall consult with the Department Executive Committee on resource-related issues involving the RPS. The support staff member shall handle the management of the online RPS during the term and shall generate credit reports for course instructors at the end of each term.
2. Studies may be posted on the RPS for course credit, or for payment and/or lottery, after receiving appropriate ethics approval and RPS approval.
3. At instructors' discretion, students in their psychology courses can participate in ethics-approved studies in exchange for credit toward their final grades. A maximum of two credits (2%) per course may be added to a student's final grade. Students in Fall/Winter sections of Psyc 200 and 201 (not including weekend university sections) and Psyc 203 are required to complete a Research-Participation/Article-Evaluation Course Component (4% of grade).
4. The portion of the RPS policy regarding participation (see below) shall be made accessible on the RPS to both researchers and students.
5. Each year in August, the Faculty Coordinator of the RPS shall provide a report on the RPS to the Head of the Department of Psychology. The final report will be submitted to the Chair of the Conjoint Faculties Research Ethics Board.

Policies and Procedures for Researchers using the RPS

1. To post a study on the RPS, researchers must first obtain the appropriate ethics approval. Once the appropriate ethics approval is obtained, researchers must submit an RPS application (plus supporting documents) for review by the Faculty Coordinator. A study can be posted on the RPS only after the Faculty Coordinator has approved the RPS application. Only studies with valid, non-expired ethics approval can be posted on the RPS.
2. RPS approval for credit studies is contingent, in part, on researchers demonstrating that participants will receive an educational learning experience in exchange for receiving credit.

3. Web-based studies can be posted on the RPS, subject to the appropriate ethics and RPS approvals. For security and study management reasons, researchers are encouraged to use the RPS's built-in web-survey software.
4. For credit studies, researchers must provide sufficient justification if more than 100 hours of timeslot usage is requested. If necessary due to resource demands, studies may initially be restricted to a maximum of 100 hours, and additional timeslot usage shall be granted by the Faculty Coordinator only if the demand for timeslots by participants exceeds the supply provided by researchers.
5. The RPS is exclusively for research conducted by and for Department of Psychology faculty and adjunct faculty in conjunction with their graduate and undergraduate students. Researchers in other departments cannot access the RPS.
6. The onus is on researchers to ensure that the studies they conduct on the RPS conform to the appropriate ethics standards, and that their research protocols match those in their approved ethics applications. Researchers who do not comply with the RPS policy and with the RPS application approval terms shall have their RPS account suspended by the Faculty Coordinator until those issues are resolved.
7. Once a study is completed, the researcher shall email the RPS Administrator and indicate whether the study should be archived (made invisible, but can still be used to set restrictions on participation in other studies in the future) or deleted (removed from the RPS entirely).

Policies and Procedures Regarding Participation in Credit Studies

1. The demand for timeslots may exceed the supply in a given term. Thus, students are not guaranteed that there will be enough studies available to them to meet their credit requirements. Students should seek studies early in the term and should frequently check for open timeslots.
2. The credit value listed for a given study is based on the modal participation time, which includes informed consent and debriefing (30 minutes = .5 credit, 60 minutes = 1.0 credit, 90 minutes = 1.5 credit, 120 minutes = 2.0 credit). Students shall receive .5 credits for each full 30 minutes of participation (or .5 credit if a study takes less than 30 minutes to complete). Students who attend an appointment but opt to withdraw prior to signing the consent form shall receive .5 credit. Students who withdraw from a study after signing the consent form shall receive the full credit value of the study.
3. Students can sign-up or cancel an appointment online within their RPS account provided they do so at least 24 hours before their scheduled appointment; if necessary, appointments can also be cancelled by contacting the researcher by email, phone, or in person. Students who cancel their appointment within 24 hours of the time of their appointment without a medical note, or who arrive for their appointment 5 minutes late or more, shall be classified as a "no show". Students who are classified as "no shows" for more than 2 appointments in a given term shall have their RPS access suspended and will thus not be able to participate in studies for credit for the remainder of that term. Students who are classified as "no shows" for more than 2 appointments per term in more than 1 term shall have their RPS access permanently suspended and will thus no longer be able to participate in studies for credit. Students who do not meet the eligibility requirements posted on the RPS for a given study will not be tested and will not receive credit.
4. Researchers who fail to arrive on time for a credit-based study appointment shall award the student the full credit value of the study. Whenever possible, the student should also be given another opportunity to participate in the study for credit. Researchers who miss more than two appointments in a given term shall have their RPS account suspended for the remainder of that term.
5. Researchers can cancel an appointment with a student without awarding credit, provided the student is given 24 hours notice. Students given less than 24 hours notice of a cancellation shall receive full credit. Whenever

possible, the student should also be given another opportunity to participate in the study for credit. Researchers who cancel appointments late or for non-essential reasons may have their RPS account suspended.

6. Researchers shall credit or classify a student as a no-show within 48 hours of the appointment. Researchers who are tardy in awarding credits may have their RPS account suspended.