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)