**Faculty of Business Administration**

**Researcher Application for Access to Participant Pool**

In order to employ the participant pool, researchers must complete a Participant Pool Application Form.

Participant Sign-Up Procedure: Once a researcher has submitted a Participant Pool Application Form and received approval from the Participant Pool Coordinator to employ the Participant Pool, he or she can access the Experiment Management System (EMS: See the attachment to this application for instructions how to do this). Interested students will access the EMS to sign-up for the experiment. All room booking are coordinated through the secretaries in the Psychology Department Main Office. Room bookings will be arranged only following approval for use of the participant pool.

**Please provide your uregina.ca e-mail address with your application.**

Research Session: For face-to-face studies, once a participant has entered a research session, they will be asked to complete an informed consent document (Note: The description of the research in the informed consent should be exactly the same as the description on the sign-up sheet) or will receive oral introduction to the research session. Once the participant has begun the study, they may stop at any time (as specified by the informed consent and/or oral introduction) and will receive their credit. Participants who do not sign the consent form, or who do not remain in the session until the completion of the oral introduction, will not be given experimental credit (some exceptions may apply). Please provide participants with a copy of the informed consent form as proof of their participation in the research. The awarding of credits is done through the EMS.

For on-line studies, apply to the Participant Pool Coordinator in the same manner as above for face-to-face studies. Please provide the website address for your study to the Participant Pool Coordinator. The website should be functional when the study is approved. In addition to your U of R User ID, include an active e-mail address in your application so that participants (and the Participant Pool Coordinator) can contact you if there are any difficulties with your website. If there is a technical problem with an on-line study (whether the fault of the researcher or the participant or an act of nature), the participant must receive credit for time spent. The website should be constructed so that a participant can save their work every so often so that if something goes wrong, they do not need to start again from scratch. Researchers with on-line studies need to have some mechanism to provide participants with proof of their participation. This could be a page that participants are given instructions to print (but recognize that many participants will not have access to a printer). A better option would be a webpage participants could e-mail to themselves as proof of participation. Instructions as to how to e-mail the last webpage to themselves could be provided to participants. **You will also need to instruct participants to contact you after they have consented and/or completed the study in order to receive credit.** This instruction should appear on a screen following the screen on which consent is given.

**Participant Pool Researcher Application**

Name of Researcher:

Researcher E-mail Address:

Researchers’ U of R User ID (e.g., smith23k):

Name of Supervisor (if applicable):

Title of Research:

Description of Research:

Participant time commitment (as indicated on your consent form and sign-up materials):

Number of research credits to be awarded per participant (based on time spent):

Total Number of Credits Requested:

(note: if demand for participants becomes high enough, a maximum credit limit may be established per researcher per term):

Website Address [if online study]:

Access to the Participant Pool will not be granted until ethical approval has been granted.

**Please attach a copy of the Ethics Approval.**

Educational Debriefing: All researchers employing the participant pool must include a copy of the written educational debriefing which they will distribute to participants at the completion of the study session. This debriefing should be written in an easily understood, non-technical style, which is comprehensible by the participants. This debriefing will also be employed by the participant to complete the research feedback sheet.

**Please attach a copy of your Educational Debriefing.**

**Please submit your completed application (preferably as a single PDF document) via email to** [**business.participant.pool@uregina.ca**](mailto:business.participant.pool@uregina.ca) **to the Participant Pool Coordinator (currently Dr. Lisa Watson).**