Department of Psychology
Application for Participant Pool

In order to employ the participant pool, researchers must complete a Participant Pool Application Form. Once completed, the form should be e-mailed to the participant pool coordinator. **The coordinator's address is partpool@uregina.ca**

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

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). 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.

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 Application

Name of Researcher:

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

Title of Research (max 100 characters):

Name of Supervisor (if applicable):

Participant Pool Study Description (note: this description is intended for student viewing and should provide the students with a brief description of your study. Descriptions of estimated duration must be in terms of <60, >60, or >120 minutes):

Number of Credits Requested (note: you may request more than 60 credits, but you will only receive these credits in increments of 60; you will need to contact the participant pool coordinator to receive each subsequent allotment of 60):

Number of Credits to be awarded for participation (1 credit for <60, 2 credits for >60, and 3 credits for >120):

Website Address (if applicable):

Researcher E-mail Address (required):

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.