

## Participant Instructions - Signing Up for Studies

Remember: you are only able to earn a **maximum of two (2)** research credits in each research eligible course you are enrolled in. If you allocate more than two (2) credits to a single course and do not reallocate them at least one week before the last day of classes for that term, you will earn the maximum two (2) research credits toward that course and any remaining research credits put toward that course will be forfeit. It is up to you to ensure that you allocate your credits accordingly.

### Studies

Within the system, you may view studies and sign up for those that interest you. You may cancel your sign-up through the system as well. You may see some studies that are online studies. Other studies will require you to attend a session held somewhere at the University of Regina.

To view a list of studies, click on *Studies* from the top toolbar. Each study will be described briefly as well as any special requirements that may restrict your eligibility to participate.

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to log on to the system a few days later to see if new timeslots have been added.

Two-part studies that require you to sign up for both parts of the study at once will be clearly marked.

### Signing up for studies

To sign up to participate in a study, find the study you would like to participate in by viewing the list of studies. Click on the study name for more information. You will see a list of any restrictions or eligibility requirements. You may sign up for any study for which you are eligible.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur and you cannot sign up for two studies at the same appointment time.

Click on *View Timeslots For a Study* to see the available times. Choose a timeslot that is convenient for you and click *Sign Up*. After you click sign up, you will see information displayed confirming the time and location of the study you plan to participate in. You are now signed up for the study.

### Cancelling a sign up

If you need to cancel a timeslot you have signed up for, you can do this from the *My Schedule and Credits* page. You will see listed all the studies you have signed up for as well as those you have completed. Studies you have signed up for that you are allowed to cancel will have a *Cancel* button. You must cancel no later than 2 hours before the time slot is scheduled to begin;

if you must cancel with less than 2 hours before your study begins, please contact the researcher (not the participant pool coordinator) to do so. You will see a confirmation page. Click Yes to cancel your sign up and the sign up will be cancelled immediately.

If you cancel the first part of a two part study, the second part will also be cancelled. If you cancel the second part of a two part study, the first part will not be cancelled, but you will need to ask the researcher to sign you up for the second part again if you would like to participate at a later date.

**Tracking your progress.** You may track your progress at any time by choosing the *My Schedule/Credits* option from the top of the tool bar.

**Reassigning credits.** If you belong to multiple classes in the pool, you may reassign a credit from one class to another. To do this, use the *Reassign* link that appears when you view your progress. The link appears under the class entry for each item in your progress listing. **You may only reassign credits within a specific term and by no later than one week before the last day of classes in a term.** Should this system become too difficult to administer, the credit reassignment option will be revoked.

**If you have any questions about the Participant Pool, please contact the Participant Pool Coordinator. The coordinator's address is [business.participant.pool@uregina.ca](mailto:business.participant.pool@uregina.ca).**