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**Psychology Human Subjects Pool Experimenter Guidelines**

2019-2020 Human Subjects Pool Coordinator: Dr. Kristen Tooley

Email: Psy-Research@txstate.edu

Phone: 512-245-4384

The Psychology Department has established a Human Subjects Pool to: (a) foster a consistent approach to the participation of students in psychological research, (b) increase students’ understanding of psychological research while enrolled in PSY 1300, and (c) enhance the research process for Psychology faculty and graduate students by providing a stable and adequate supply of potential research participants. When the purposes of a study are primarily pedagogical, such as would be the case with undergraduate research methods courses, sources of subjects other than the PSY 1300 Human Subjects Pool should be utilized. This restriction is imposed partly to insure ample supplies of subjects for bona fide research, as opposed to class projects where the main purposes are to learn skills and techniques of experimentation.

Researchers (i.e., Psychology faculty and graduate students) wishing to use the Human Subjects Pool are responsible for following the guidelines in this document. The basic procedure for obtaining access includes the following steps:

1. All prospective users of the Human Subjects Pool must first submit a proposal to the Texas State University Institutional Review Board (IRB) at <https://www.osp.txstate.edu/irb/>. The IRB will review it to insure that the project meets ethical standards for human subjects research. A copy of the IRB approval form must accompany the application for use of the Human Subjects Pool. The human subjects pool coordinator will review the materials.
2. The primary researcher (i.e., faculty member or supervised graduate student) must complete an application to use the Human Subjects Pool, which can be found at: <http://www.psych.txstate.edu/research/SubjectsPool/>. The completed application form and a copy of the IRB approval form should be submitted as email attachments to:

Psy-Research@txstate.edu.

1. If approved, the primary researcher will be notified via email. The researcher can then begin recruiting participants using the web site: <http://txstate.sona-systems.com/>. If the application is not approved, an explanation will be provided via email.

The Human Subjects Pool can support experiments up to three hours long, conducted over 1 or 2 sessions, and conducted on campus or via the internet. Researchers are responsible for following all procedures outlined in the Texas State IRB application, and for **recording subjects’ research attendance or absence in the SONA web-based system within 24 hours of the session(s)**. For additional information, see <http://www.psych.txstate.edu/research/SubjectsPool/> or send email to Psy-Research@txstate.edu.