GUIDELINES FOR
STUDENT RESEARCH PARTICIPATION

Texas State University
Department of Psychology

Policy Presented by the Human Participants Committee
Policy Approved by the Faculty on December 5, 2005

Table of Contents

Protection and Education of Participants .............................................................. 2
Participant Pool .................................................................................................. 2
   Human Participants Committee’s responsibilities .......................................... 2
   Researchers’ responsibilities ......................................................................... 3
   Students’ responsibilities ............................................................................. 4
   Instructors’ responsibilities .......................................................................... 5
“Researchers’ Request to Utilize the Participant Pool” Form ................................. 6
“Researchers’ Acknowledgement of Guidelines” Form .......................................... 7

Any researchers, instructors, students, or concerned individuals who have questions about the following guidelines and procedures are invited to contact Dr. Joe Etherton, Chair of the Human Participants Committee, at je27@txstate.edu.
PROTECTION AND EDUCATION OF PARTICIPANTS

To ensure the protection and education of participants, all faculty and students, who conduct research through the Department of Psychology, must obtain approval of their research from the University Institutional Review Board (IRB), and must do the following.

a) Prior to conducting the study, researchers must complete a “Researchers’ Acknowledgement of Guidelines” form (page 7 of this document), promising (1) to obtain participants’ signatures on the consent forms (or to provide participants with consent statements, if approved by the IRB) prior to participation, and (2) to debrief participants on the purpose and results of the study as soon as all data have been collected for the study. Researchers must submit this form, along with a copy of the consent form/statement, to the Chair of the Human Participants Committee.

b) Upon completion of the study, researchers must submit a debriefing paragraph (including a description of the study’s purpose and a summary of the findings) online at http://www.psych.txstate.edu/research/debrief.php. If the study is not completed by the last day of classes in the semester in which students participated in the research, researchers must post a message indicating that the study is not complete and including the researcher’s email address.

PARTICIPANT POOL

The Department of Psychology has an increasing need for a formal research participant pool, but will move slowly toward that goal. An online research participation system (http://www.psych.txstate.edu/research/prs.php) and the following guidelines will be tested during the Spring 2007 semester and will go into effect during the Fall 2007 semester.

a) Human Participants Committee’s responsibilities.

i) The Human Participants Committee is responsible for the following.

(1) At least one month prior to the start of each semester, the Committee must assess how many students are needed for out-of-class research and how many students are needed for in-class research during the following semester. Based on those numbers, the Committee must identify particular Introduction to Psychology sections and arrange with the instructors either to require a 1-study research participation requirement worth 5% of the course grade, or to allow a designated class day during which researchers may administer their surveys.

ii) The Chair of the Human Participants Committee is also responsible for the following.

(1) The Chair must maintain a log of all studies in which the participant pool is utilized, and must keep a file of all corresponding “Researchers’ Acknowledgement of Guidelines” forms and consent forms/statements.

(2) The Chair must post a list of designated journal articles, selected by the researchers as alternatives to participation, at http://www.psych.txstate.edu/research.shtml. If an article is unavailable full-text online through the library’s website, the Chair must place a copy of the article on reserve in the library.

(3) The Chair must resolve all problems that arise with the participant pool.
b) Researchers’ responsibilities.

i) All researchers using the participant pool are responsible for the following.

(1) At least one month before the start of the semester in which participants are needed, each researcher must submit a completed “Researchers’ Request to Utilize the Participant Pool” form (page 6) to the Chair of the Human Participants Committee.

(2) Prior to either posting their study on the online research participation system at http://www.psych.txstate.edu/research/prs.php (for out-of-class research) or administering their surveys to the students (for in-class research), each researcher must obtain approval of their research from the IRB, and must submit a completed “Researchers’ Acknowledgement of Guidelines” form (page 7), along with a copy of the consent form/statement, to the Chair of the Human Participants Committee.

(3) Each researcher must provide the same number of participation opportunities as the number of participants they requested for that semester. Each researcher, who needs more participants for their research than they originally requested, may recruit additional participants from courses other than Introduction to Psychology courses, with approval from the instructors of those courses.

(4) By the last day of classes in the semester in which students participated in the research, each researcher must submit a debriefing paragraph online at http://www.psych.txstate.edu/research/debrief.php. If the study is not completed by this date, the researcher must post a message indicating that the study is not yet complete and including the researcher’s email address.

ii) For out-of-class research, researchers are also responsible for the following.

(1) Prior to posting their study, each researcher must select a relevant journal article, so that students may write a summary of this article and submit the article summary to this researcher as an alternative means of obtaining credit. To be both educational and manageable in content, this journal article must contain one and only one research study. In addition, articles that are available full-text online through the library’s website are preferred. A copy of this article must be submitted to the Chair of the Human Participants Committee.

(2) Each researcher must ensure that credit is granted online in a timely manner. For participants, credit must be granted within 5 working days after the student’s data have been collected. For students who submitted an acceptable article summary, credit must be granted within 5 working days after the article summary has been submitted; unacceptable summaries must be returned to the student for revision.

(3) Each researcher must not recruit participants after the Friday before the last week of classes in the semester.

iii) For in-class research, researchers are also responsible for the following.

(1) Each researcher must administer their own surveys to the classes on the dates designated by the course instructors. On these dates, each researcher must arrive to the classroom 10 minutes before the start of class, and must have enough surveys for all students to complete. Furthermore, each researcher must not take more time to administer their surveys than the amount of time they initially requested.
c) **Students’ responsibilities** (for the research participation requirement only).

i) All students are responsible for the following.

(1) To complete this requirement, the student must either participate in one of the approved studies posted at [http://www.psych.txstate.edu/research/prs.php](http://www.psych.txstate.edu/research/prs.php) or write a summary of one of the designated journal articles posted at [http://www.psych.txstate.edu/research.shtml](http://www.psych.txstate.edu/research.shtml). If the student fails to complete the requirement by the Friday before the last week of classes, his or her course grade will be reduced by 5% or one-half of a letter grade.

(2) The student must check the online system to ensure that credit is granted for either participating in a study or writing an article summary. The student must report any discrepancies to the researcher by the Monday of the final week of classes.

ii) Students participating in an approved study are also responsible for the following.

(1) When the student signs up for a study but is unable to attend, he or she must cancel it at least 24 hours before scheduled to participate.

(2) Failure to attend a study without canceling it at least 24 hours before the start of the study will result in a negative participation credit for each study that is missed. For each negative credit, the student must participate in one additional study to fulfill the research participation requirement.

(3) To appeal this penalty, within two weeks of the missed study, the student must submit a written request to the Chair of the Human Participants Committee. In the request, the student must include his or her name, Texas State ID, email address, details of the study that was missed (study name, date, and time), and reason for missing the study. The request must include official documentation (e.g., accident reports, physician’s note) of any incidents that the student wishes to argue caused him or her to miss the study.

(4) If the student shows up for a study but the researcher is not there, the student must check that he or she went to the correct location at the correct time, and wait at least 10 minutes past the scheduled time. If the researcher does not show up by then, the student must immediately email the researcher, and will receive credit when the researcher verifies that he or she failed to show.

iii) Students writing a summary of a designated article are also responsible for the following.

(1) The student’s article summary must be typed; must be 200-250 words in length; and must contain a paraphrased summary of the purpose, method/procedure, major results, and major conclusions of the research. At the top of the article summary, the student must include his or her name, Texas State ID, email address, instructor’s name, and the title of the article that was summarized.

(2) The student’s article summary must be submitted to the appropriate researcher, indicated at [http://www.psych.txstate.edu/research.shtml](http://www.psych.txstate.edu/research.shtml).

(3) Unacceptable article summaries will be returned to the student for revision. Students who submit summaries that violate the University or Departmental Policy on Academic Dishonesty will be subject to disciplinary action, and will not be allowed any further opportunities to complete this requirement.
d) Instructors’ responsibilities.

i) Instructors including a research participation requirement in their course are responsible for the following.

(1) Instructors must include on their syllabus a statement about the research participation requirement and it being worth 5% of the course grade. Instructors must also give the students and go over with the students an addendum to the syllabus (http://www.psych.txstate.edu/research/studentrequirement2006.doc), which details this requirement.

(2) By the last day of classes before the final exam, instructors must access the online system at http://www.psych.txstate.edu/research/prs.php to determine whether or not each student completed the research participation requirement. The course grade of students who did not complete the requirement must be reduced by 5% or one-half of a letter grade.

ii) Instructors allowing a class day for survey research are responsible for the following.

(1) Instructors must designate a class day during the final third of the semester, on which researchers may administer their surveys to the students. Because of the possible lack of attendance, instructors must not inform their students of this survey day prior to administration of the surveys.
RESEARCHERS’ REQUEST TO UTILIZE THE PARTICIPANT POOL

Semester/Year (in which use of the participant pool is requested): __________/__________

Purpose of research:

☐ Faculty research
☐ Graduate student research
☐ Masters thesis research
☐ PSY 5320 (statistics) research
☐ PSY 5391 (methods) research
☐ PSY 5366 (independent) research
☐ Other: ______________________
☐ Undergraduate student research
☐ Honors thesis research
☐ PSY 3301 (statistics) research
☐ PSY 3302 (methods) research
☐ PSY 4395 (independent) research
☐ Other: ______________________

Type of research:

☐ In-class survey research
   Number of participants requested: __________
   Amount of time required to complete survey: __________
☐ Out-of-class experimental research
   Number of participants requested: __________
   Amount of time required to complete experiment: __________

Principal investigator/ Faculty advisor:  Additional researcher (if any):
   Name: ____________________________  Name: ____________________________
   Email: ____________________________  Email: ____________________________
   Phone: ____________________________  Phone: ____________________________

Date: ____________________________

Submit one completed form for each survey/experiment to Dr. Joe Etherton, Chair of the Human Participants Committee in the Department of Psychology.
RESEARCHERS’ ACKNOWLEDGMENT OF GUIDELINES
FOR STUDENT RESEARCH PARTICIPATION

Semester/Year: __________/__________

Title of Study: ____________________________________________________________

IRB Reference Number: __________

IRB Approval Date: __________

By signing below, I am promising (1) to obtain participants’ signatures on the consent forms (or provide participants with consent statements, if approved by the IRB) prior to participation in the study, and (2) to debrief participants on the purpose and results of the study as soon as all data have been collected for the study.

Principal Investigator/ Faculty Advisor:

Name: ______________________________
Signature: __________________________
Email: ______________________________
Phone: ______________________________

Additional Researcher (if any):

Name: ______________________________
Signature: __________________________
Email: ______________________________
Phone: ______________________________

Date: ______________________________

Submit one completed form for each study, along with a copy of the consent form/statement, to Dr. Joe Etherton, Chair of the Human Participants Committee in the Department of Psychology.