

Subject Pool Information for Researchers

The UNLV Department of Psychology offers undergraduates the opportunity to earn course credit by participating in psychology experiments or by completing article summaries. Below are guidelines for researchers who wish to use the Subject Pool to conduct experiments. If you have questions, visit the [Subject Pool website](#) or contact the [Subject Pool Coordinator](#).

Simple Guidelines to Remember

- 1) Researchers are UNLV Psychology faculty and students under their supervision
- 2) Experiments must have IRB approval & experimenters must complete the CITI course
- 3) Use Sona to advertise your study & post appointments
- 4) Participants go through the consent process
- 5) Assign credits within 24 hours (30 min = 0.5 credit, 60 min = 1 credit, etc.)
- 6) Participants can drop-out at any point – if they do, assign partial credit
- 7) If the experimenter is a no-show, participants get full credit
- 8) If a participant does not show, they do not receive any credit.
- 9) Participants should be debriefed at the conclusion of the experiment
- 10) Deadlines are posted on the Subject Pool website

Detailed Steps to Using the Subject Pool

- 1) All researchers must be UNLV Psychology faculty or students under their supervision. If you are not in the UNLV Department of Psychology, contact the Subject Pool Coordinator.
- 2) Before starting, all experiments must be approved by the Institutional Review Board (IRB). Forms and procedures can be obtained from the Office for the Protection of Research Subjects. All researchers, experimenters, and lab assistants must complete the CITI ethics course before working with participants or data.
- 3) To set up an experiment in Sona, log-in with your lab account, click “Add New Study”, and fill in all of the requested information (except the IRB code). Please list the duration in intervals of 30 minutes so that it is consistent with the number of credits it is worth (e.g., if your experiment lasts 45 minutes and is worth 1 credit, please round up to 60 minutes). When finished, please email the Subject Pool Coordinator a copy of your IRB approval and let him/her know that your experiment is ready to be made visible to students.
- 4) The Subject Pool Coordinator will make classroom visits to answer questions and to encourage students to participate. We will also send reminder emails to students. We do this to promote participation in general, rather than specific studies. Researchers are discouraged from contacting instructors to promote their study or to collect data in class (however, it is ultimately up to each instructor as to whether they allow this). Remember that students may feel pressure to participate in a promoted study; they may think that the instructor is endorsing that study. Also, the Subject Pool is already taking steps to encourage students to complete the research activity.
- 5) All participants in experiments should receive a copy of the consent form. Keep the signed copy for your records and provide them with a blank one. Researchers should assign credits in Sona within 24 hours after a student has participated.
- 6) Please remember that participants are allowed to drop-out of a study at any point. If they choose to do so, assign partial credit for the time that they participated.

- 7) If you are unable to attend an appointment, do the following (under “My Studies” click on the timeslot links to see your specific appointments. (a) If no one signed up, simply cancel the appointment. (b) If people have signed up, email them as soon as possible (double click names), then remove their appointments (email BEFORE removing the appointment, or you will lose their email addresses). (c) Finally, if possible, have someone meet the subjects (in case they didn’t get the email) or at least post a note on the door. If you cannot provide at least 12 hours notice, then you must assign full credit.
 - 8) If a participant signs up for an experiment but does not show up, do not assign any credit.
 - 9) Upon completion of the experiment, please debrief participants as to the purpose of the study, the expected results, the general setup of the experiment, and whether any deception was involved. Also, please answer any questions that participants have about the study – remember, this should be a learning experience.
 - 10) Deadlines for the current semester can be found on the Subject Pool website. All credits must be entered within 24 hours of the deadline – this is important because instructors need to get their class lists for assigning grades. If it takes more than one semester to collect your data, please notify the Subject Pool Coordinator at the beginning of each semester.
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NOTE: Before conducting research with human subjects, researchers should be familiar with the APA's Ethical Principles in the Conduct of Research with Human Participants (1982) and its 2001 revision. Researchers are required to treat participants with respect, obtain informed consent, ensure participants’ privacy, and provide an educational experience for them. Remember, this research is dependent on the cooperation and understanding of participants.

If you have questions, you can:

- a) Visit the [Subject Pool website](#)
- b) Contact the [Subject Pool Coordinator](#)