

Psychology Subject Pool – Information for Researchers

The UNLV Department of Psychology offers undergraduates the opportunity to earn course credit by participating in psychology research studies or by completing article summaries. Below are guidelines for researchers who wish to use the Subject Pool to conduct studies. For more information, visit our [website](https://www.unlv.edu/psychology/sona): <https://www.unlv.edu/psychology/sona>. If you have questions, you can also email the Subject Pool (psychologysubjectpool@unlv.edu) or the faculty director.¹

Simple Guidelines to Remember (#1-6)

1. Researchers are UNLV Psychology faculty and students under their supervision.
2. Studies must have IRB approval.
3. All members of the research team must complete the CITI course.
4. Use Sona to advertise your study & post appointments.
5. Please assign credits within 48 hours after participants complete your study.
6. Deadlines are posted on the Subject Pool website.

Detailed Steps to Using the Subject Pool (#1-10)

1. All researchers must be UNLV Psychology faculty or students under their supervision. If you are not part of UNLV Psychology, contact the Subject Pool Coordinator.
2. All studies must be approved by the UNLV Institutional Review Board (IRB). All researchers (professors, grad students, undergrad lab assistants) must complete the CITI ethics course before working with participants or data.
3. To set up a study in Sona, log-in with your lab account, click “Add New Study”, and fill in all of the requested information. When finished, please email the Subject Pool a copy of your IRB approval and let them know that your study is ready to be made visible to students.
4. Please list the duration of your study in intervals of 30 minutes, rounding up to the closest 30-minute time block. For example, if your study lasts 20 minutes, list it in Sona as 30 minutes; if your study lasts 35 minutes, list it as 60 minutes.
5. Determine the amount of credit by using the following guidelines:
 - a. For **online studies**, students should earn 0.5 credits for every half hour of participation. For example, a 30-minute study would be worth 0.5, a 60-minute student would be worth 1.0, and a 90-minute study would be worth 1.5 credits.
 - b. For **in-person studies**, follow the same procedure, BUT also add 0.5 to the total (to account for travel time to/from the study). For example, a 30-minute in-person

¹ **New Psychology Faculty Members:** Please email the Subject Pool or the faculty director right away to create a Sona login for your research team/lab.

study would be worth 1.0, a 60-minute in-person study would be worth 1.5, and a 90-minute in-person study would be worth 2.0 credits.

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6. Researchers are strongly discouraged from contacting PSY 101 instructors to promote their study or to collect data in class. This practice is discouraged because:
 - a. Students may feel pressure to participate in a promoted study.
 - b. Students may think that the instructor is endorsing that study.
 - c. Other researchers may then feel pressure to promote their studies as well, and then many researchers will be bothering instructors with these requests.
 - d. The Subject Pool is already taking steps to encourage students to participate.
7. Researchers should assign credits in Sona as soon as possible after a student has participated – ideally within 48 hours. After completing a study, please debrief participants and answer participants' questions about the study – remember, this should be a learning experience.
8. Participants are allowed to drop out of a study at any point – assign partial credit for the time that they participated in the study. If a participant signs up for a study but does not show up, do not assign any credit.
9. If an experimenter is unable to attend a study appointment, please cancel any open times. If students have already signed up, email them right away to reschedule. Please know that if you cannot provide at least 12 hours of notice for cancellation or rescheduling, then you must assign full credit to those students.
10. All deadlines for the current semester can be found on the [Subject Pool website](#). Please do not post any appointment times after the final experiment deadline.

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, research is dependent on the cooperation and understanding of participants.

QUESTIONS?

- Visit the [Subject Pool website](#).
- Email the Subject Pool (psychologysubjectpool@unlv.edu) or the faculty director.