Psychology 1001 Human Research

Information for Researchers

Fall 2024

Overview

The research Participant Pool supports human research and training conducted in the Department of Psychology and Neuroscience. This includes support for theses, dissertations, student research projects, faculty research and class projects. Because the Participant Pool is an essential and important resource to the department, it is important to maintain fair and optimal use of the pool. The following procedures have been established in an attempt to meet the research needs of the department while also ensuring that (a) students benefit from their participation, (b) requirements placed on students are fair and reasonable, and (c) researchers have fair and equal access to subjects.

Schedule

For all schedule dates and deadlines, see the main HRC webpage:
https://www.colorado.edu/psych-neuro/subject-pool-information

Questions

If you have questions, please contact the Department Human Research Committee (HRC) Coordinator. This account is referenced several times in the document below:
hrcoord@colorado.edu

Guideline Sections

This guideline for researchers is organized into the following sections:

1. Using the Sona system (general guidance)
2. Online studies
3. Requesting visibility for your study (for in-person and online studies)
4. General policies

Section 1. Getting started with the Sona system

The Sona system is a scheduling and credit-granting site used by researchers as well as students in the Introductory Psychology class. To access the Sona system, you'll need to request a researcher's account. To correctly set up your study and navigate the Sona system, it is essential that you review the information below.

You can download a searchable copy of the Sona Researchers' Manual using the following link: http://www.sona-systems.com/support/docs/ems_docs.pdf

Requesting a researcher account

Using your official CU email (this address will be entered into the system), please write to the HRC coordinator to request an account (see email address, above). Include your first and last name and your identikey user name. Also include the name and email of the faculty member with whom you work. Please also cc this faculty member, so that we can verify the request.

Section 2. Setting up an in-person study

Continuing experiments

Contact the HRC coordinator to have experiments from last term made visible again. See checklist below.

New experiments

You may set up your study on the Sona system before you have IRB approval. It will not be visible until you request visibility. Before requesting visibiltiy, please go through the checklist below.

To Add a standard (in-person) lab Study in SONA:

- Log in, then choose Add New Study from the top toolbar. Choose Standard Study (unless you plan to do an online study or a two-part study).
- On the Study Information page, fill in windows as follows:
    - Study Name: Fill in with a temporary name, which you will tell the HRC when you ask for visibility. When your study is made visible, I'll change your temporary name to an Expt. #
    - Brief Abstract: Leave blank
    - Detailed Description: Leave blank except for:
        - Unusual information that would help students decide if they want to participate, such as "we'll be putting electrode gel in your hair"

        - Directions to your study if you’re off-campus or in an unfamiliar part of Muenzinger (like the 00 level)
        - Information on any eligibility screenings prior to your study (or online survey) so students will be informed that they will only get credit if eligible.
        - NOTE: Abstract and Description sections are left blank to support random sampling of students and to maintain a fair playing field for all experiments.
    - Eligibility Requirements: Note any study restrictions or requirements such as “Must be right-handed.”
    - Duration: Note the number of minutes for your study. The maximum number of minutes allowed is 30 minutes per credit. Anything over that and you’ll need to bump up to the next credit value. The minimum number of minutes allowed is 5 minutes less than the expected minutes per credit total (for example, 25 minutes is minimum allowable for 1 credit, 55 minutes is minimum for 2 credits, 85 minutes is minimum for 3 credits, etc.)
    - Credits: Note number of credits (one credit equals 30 minutes) to match your duration.
    - Preparation: Information that is essential for students to know to prepare for your study, such as “bring your glasses”
    - Researcher: Choose the names of all researchers (and RAs) who should have access to your study on the Sona site. If you don’t find your RA’s name on the list, let the HRC know their name and email address to add them as researchers.
    - Principal Investigator: Choose the name of your faculty sponsor in our department (not necessarily listed as PI on your protocol).
    - IRB Approval Code: Though noted on the Study Info page as optional, this is required for visibility. Fill in this window with your IRB protocol number.
    - Approved: This is Sona system lingo for “make visible,” which you will never do yourself. For future reference, after your study has been made visible once, the Sona system gives you the capacity to approve (or make visible) your study in future semesters, but our department does not allow this, so NEVER click “Yes” for “Approved.” Always ask the HRC for visibility (i.e., study “approval”)
    - Active Study: Leave this as “No.”
- Advanced Settings
    - Pre-Requisites and Disqualifiers: List any studies that fall under these categories
    - Invitation Code: Use if participants need a special password to sign up for the study. Fill in with the password that you’ll give to them.
    - Participant Sign-Up Deadline: Timeslots that occur before your deadline will not be visible to participants. Most researchers choose a short deadline (e.g., 3, 6, 12, or at most 24 hours) depending on how often they want to check their emails for sign-ups. A shorter deadline encourages more sign-ups since timeslots are visible to participants for a longer period.
    - Should the researcher receive email notification of sign-ups and cancellations? You can choose your preference, but know that all researchers on your drop-

down list will receive notification if that's what you choose. Most researchers choose to receive email notification of sign-ups and cancellations.
  - Researchers at Timeslot-Level: If you have several researchers and want to assign time slots to specific people, check "yes."
  - Private Comments: You can add any comments about your study here which will not be visible to participants.
- Choose Add this Study.

Setting up timeslots

- Once your study is added, you can find it under My Studies on the top toolbar. Choose your study name.
- From the menu below the Study Information page, choose View/Administer Timeslots. Choose Add a Timeslot. Add timeslot information in windows.
- If location is in a building other than Muenzinger, add Building Name and room number under Location (also, be sure to add directions to another building under the Description section on the Study Information page).
- Choose Add This Timeslot.

Providing credit

- Find your study under My Studies on the top toolbar. Choose View/Administer Timeslots.
- Find timeslot you want to credit and click on Modify.
- Under Sign-Ups, find the participant and click on appropriate button:
- Participated: . If you need to, you can change the credit value (using whole numbers ONLY) if a participant takes longer to complete your study than the expected duration. Unexcused No-Show: Use if participant did not show up
- Excused No-Show: Use if participant had a valid excuse for not showing up (such as being sick, missing a bus if study is off-campus, etc.).
- No Action Taken: You are required to give credit or no-show within 48 hours of the session. No timeslot should be in this status after that time period.
- Note: You can change your credit/no-show selections at any time, for example, if a no-show participant informs you later that he was sick (change from unexcused to excused absence).

Section 3. Setting up an online study

General information for online studies

- The Sona system allows you to link your Study Info page on Sona to an external survey tool like Qualtrics so students can take your survey directly from your Study Info page.
- For an online external study on Sona, you'll need to set up and test systems for automatic credit granting and for granting credit to participants who decline to provide consent.
- Rules for setting up timeslots for online studies are different than for standard studies. See instructions, below.
- The "Checklist for Online Studies" below will help ensure that you have completed all the necessary components before you ask for visibility.

General Requirements

- Feedback Sheet: The feedback sheet is an educational document that must be given to all participants; for online surveys, it must be placed at the end of the survey. You can find information about feedback sheet requirements in the General Pool Procedures document.
- IRB Approval: IRB approval for your online study is required before your study can be made visible. Before requesting visibility, make sure your IRB approval code (i.e., IRB protocol number) is in place in the window labeled "IRB Approval Code" on the Study Information page.

New online experiments

You may set up your online study on the Sona system before you have IRB approval since it will not be visible until you request visibility. You'll need to ask the HR coordinator for visibility when you receive IRB approval and are ready for your study to be viewed.

To add a study

- Log in, then choose Add New Study from the top toolbar. Choose Online External Study. On the Study Information page, fill in details as follows:

- Study Name: Fill in with a temporary name, which you will specify when you ask for visibility. When we make your study visible, we'll change your temporary name to an Expt. #
- Brief Abstract: Leave blank
- Detailed Description: With the following exceptions, this section must be left blank to support random sampling of students and to maintain a fair playing field for all experiments. For online studies, however, you should add the following information: "After signing up for this timeslot, you can take the survey any time BEFORE the timeslot deadline date and time. You will not be able to take the survey at or after the timeslot date and time."
- Eligibility Requirements: Note any study restrictions or requirements such as "Females Only" or "Must be fluent in English."
- Add information on any eligibility screenings prior to or at the beginning of your online study; participants should get credit for any work they perform.
- Only add information about the nature of your online study if it is potentially disturbing, so that students can decide whether or not to participate.
- Duration: Note the number of minutes for your study. The maximum number of minutes allowed is 30 minutes per credit. Anything over that and you'll need to bump up to the next credit value. The minimum number of minutes allowed is 5 minutes less than the expected minutes per credit total (for example, 25 minutes is minimum allowable for 1 credit, 55 minutes is minimum for 2 credits, 85 minutes is minimum for 3 credits, etc.)
- Credits: Note number of credits (one credit equals 30 minutes) to match your duration.
- Preparation: Usually left blank other than information that is essential for students to know to prepare for your study.
- Researcher: Choose the names of all researchers (and RAs) who should have access to your study on the Sona site. If you don't find your RA's name on the list, let me know their name and email address and the HRC will add them as researchers.
- Principal Investigator: Choose the name of your faculty sponsor in our department (not necessarily listed as PI on your protocol). We use this section simply to track which faculty is sponsoring you in the Participant Pool, even if you're the only one listed as PI on your protocol.
- IRB Approval Code: Though noted on the Study Info page as optional, this is required for visibility. Fill in this window with your IRB protocol number. You may fill this in before you receive IRB approval.
- Approved: This is Sona system lingo for "make visible" which you will never do, yourself. For future reference, after your study has been made visible once, the Sona system gives you the capacity to approve (or make visible) your study in future semesters, but our department does not allow this, so NEVER click "Yes" for "Approved." Always ask the HR coordinator for visibility (i.e., study "approval")
- Active Study: Leave this as "No." We will make studies visible and active upon request.

- Advanced Settings on the Sona Information Page:
    - Pre-Requisites and Disqualifiers: List any studies that fall under these categories.
    - Invitation Code: Use if participants need a special password to sign up for the study. Fill in with the password that you'll give to them.
    - Study URL: See information on "external study credit granting" below.
    - Participant Sign-Up Deadline: Since no delay is needed between sign-up and your final participation date and time (as noted on your timeslot), reset the number of hours to "0"
    - Private Comments: You can add any comments about your study here (helpful if you're tracking multiple studies on the system). These comments will not be visible to participants.
- Choose "Add this Study." Once your study is added, you can find it again under My Studies on the top toolbar.

Adding a Timeslot for Your Study

For online studies, the timeslot functions as a deadline date and time after which students can no longer participate. Your timeslot must be in place before asking for visibility. Set up one timeslot with multiple # of participants noted on that timeslot. You can add additional timeslots if you need to after your first timeslot date passes.

To create a timeslot:

- Under My Studies on the top toolbar choose your temporary study name.
- From the menu below the Study Information page, choose View/Administer Timeslots.
- Choose Add a Timeslot.
- Add information in description section about timeslot deadline: "After signing up for this timeslot, you can take the survey any time BEFORE the timeslot deadline date and time. You will not be able to take the survey at or after the timeslot date and time."
- Choose Add This Timeslot

Dates for the timeslot

When setting the date for your timeslot, you must consider the extra credit deadline if your study is visible before that date, or the last day that the Participant Pool runs if your study is made visible after the extra credit deadline. (The extra credit deadline and final Participant Pool deadline each act as a cut-off date on your timeslot so that student credit info can be gathered for instructors at that time.)

The date and time on your timeslot might be the last date and time that students can participate: the extra credit deadline date or the last day that the Participant Pool runs. It's wise to set your timeslot time to 3:00pm on the specified date to allow yourself time to deal with unexcused absences before 5:00pm.

Note that, if you choose a date that is far in the future, a participant may claim one of the slots for your study (making that slot unavailable for other participants) but wait until the deadline to actually do the study.

Providing credit in Sona

Online studies should be set to automatically credit participants who complete the research, and to give one credit to participants who decline to provide consent. Instructions on how to set up an automatic credit granting system are available in several places.

First, go to your Study Info face page and click on “Detailed Help” in the Website window. For instructions on how to test your credit granting system, go to the bottom of the “Detailed Help” page to the sentence that says, “The Integration Testing Instructions can be found here.” Be sure to successfully test your credit granting system before asking for visibility.

SONA has also developed clear and detailed explanations of the process, which are available for a variety of platforms: https://www.sona-systems.com/help/

For Qualtrics

See guidance from SONA: https://www.sona-systems.com/help/qualtrics.aspx

For Psychopy / Pavlovia

See guidance from SONA: https://www.sona-systems.com/help/psychopy.aspx

For JATOS

Note that this overview is predicated on the idea that you have some familiarity with JATOS. This description is not intended to teach you how to build a JATOS study, only how to link an existing study back to SONA.

- SONA requires a URL for the online study

  In the "Website" section of the study information page, SONA gives instructions for adding the base URL (which points to the external online study) as well as a completion code.

  First, let’s consider the base URL, which for JATOS might be something like

  https://psych-srv2.colorado.edu/publix/999/start?batchId=999

  Using http machinery very similar to the way you would do it for Qualtrics, we can modify this base URL by adding a completion code. This parameter gets passed to the target website (just like batchid gets passed to the website in the example above). To create a new parameter called sonaCode, one might amend the base URL above and build the following:

https://psych-srv2.colorado.edu/publix/999/start?batchId=999&sonaCode=%SURVEY_CODE%

SONA will send the new portion (&sonaCode=%SURVEY_CODE%) to the JATOS program. When a participant follows the link from SONA to JATOS, the text, %SURVEY_CODE%, will be replaced with an actual code that identifies the session (e.g., 12345).

- The JATOS program needs to extract and store the code. In JATOS, we can store information for a particular participant from the URL in the study session data:

```
// Grab the SONA code
var uPars = jatos.urlQueryParameters;
var sonaCode = typeof(uPars.sonaCode)!='undefined' ? uPars.sonaCode : 'none';
jatos.studySessionData.sonaCode = sonaCode;
```

This javascript code needs to appear in the first component that runs when the study is started. The first line grabs the code from the URL, the second line deals with the edge case where it is not sent, and the third line stores the data in the variable that is accessible for the rest of the study.

- When the study ends, the JATOS program needs to build a SONA URL that includes the completion code. The base “redirect” URL is generated by SONA and shown on the study info page. For example:

https://ucboulder.sona-systems.com/webstudy_credit.aspx?experiment_id=999&credit_token=999&survey_code=

JATOS must add the SONA code that it extracted and stored. Here is an example:

```
var baseURL = 'https://ucboulder.sona-systems.com/webstudy_credit.aspx?experiment_id=999&credit_token=999&survey_code=' ;
        var realURL = baseURL + jatos.studySessionData.sonaCode;
        jatos.endStudyAjax(
                true, "Ended at max index in study flow.",
                onSuccess=function ()  {window.location=realURL},
                onError=function ()  {window.location=realURL}
        );
```

There is some additional documentation for a process using Open Sesame. This was developed by researchers at Plymouth University, so the URLs need to be modified to refer to CU’s systems (e.g., https://ucboulder.sona-systems.com/).

Credit for participants who decline to provide consent

In accordance with department policy, your study must give one credit to students who “show up” for online experiments but decline to sign the consent form.
For example, in Qualtrics, you might use “skip logic” to send people to the end of the survey if they say they decline to participate. That way everyone ends up at the end of the survey (with the custom SONA link), whether they agree to participate or not. If your study is a one-credit study, you can send them to the standard end-of-survey redirect page for your study (giving the participant one credit). If your study is a multi-credit study, we do not currently have a way to alter the number of credits granted in SONA, which means that the participants may end up with full credit for simply declining consent. One alternative is to direct the participant to contact the researcher and inform him/her of a decision not to consent. The researcher could then manually grant a single credit. Because this approach deviates from the general end-of-survey routine (as specified in the checklist, below), please contact hrcoord@colorado.edu to discuss it.

Marking Unexcused Absences for Students who did not Participate

Once the date of your study arrives, you must manually change all students who did not participate by that date / time to unexcused absence status.

If your timeslot is set for the extra credit deadline or the last day of the Participant Pool, status should be finalized by 5:00pm. If your timeslot occurs on any date other than the extra credit deadline or last day of the Participant Pool, you must mark unexcused absences within 48 hours after the timeslot date / time has passed.

Section 4. Requesting visibility

Before you request visibility, please go through the relevant checklist (in-person or online), below.

Checklist for In-Person Studies

1. Ensure that the study’s abstract is blank
2. Ensure that the study’s detailed description only includes critical information (as described above)
3. Add your IRB protocol number in the Sona window marked “IRB Approval Code”

Checklist for Online Studies

1. Include feedback sheet at the end of your survey
2. Set up and test automatic credit granting system
3. Set up and test automatic credit granting for declined consent

4. Add info in description section about timeslot deadline ("After signing up for this timeslot, you can take the survey any time BEFORE the timeslot deadline date and time. You will not be able to take the survey at or after the timeslot date and time.")
5. Reset Participant Sign-Up Deadline (under Advanced Settings) to "0"
6. IRB protocol number must be in place in the "IRB Approval Code" window
7. Set up timeslot deadline date / time and # of participants
8. Set a reminder for yourself to change status to "unexcused" for all participants who do not complete the study by that date / time.
9. Ensure that the study's abstract is blank
10. Ensure that the study's detailed description only includes critical information (as described above)

Email to request visibility

You should request visibility only after you have completed the checklist. You can send your request via email to hrcoord@colorado.edu. Please include the following in your email.

When you are ready for visibility, please send an email to hrcoord@colorado.edu with:
1. The current/temporary name of your experiment
2. A pdf of your IRB approval
3. Confirmation that you set up and tested automatic crediting (online studies only)
4. Confirmation that you set up and tested declined consent crediting (online studies only)
5. Confirmation that feedback sheet is in place at the end of your online survey (online studies only)

(You can also use the "send request" button from within Sona, which appears for new studies. If you do so, we will contact you to request the information above.)

Section 5. General Guidelines

Requesting Credit Allocations

In order to use the research Participant Pool, you must be a faculty member or be sponsored by a faculty member in the Psychology department (usually your faculty advisor). The faculty member will need to complete the Credit Allocations Request Form to request credits for themselves and/or for their lab members.

Credit allocation requests are solicited at the beginning of each semester. Determine the number of credit hours you need based on 1 credit per subject for each 30 minutes of your study. Any requests submitted after the deadline may be denied.

Distribution of allocations will also be based on the total number of credits requested throughout the department, the number of students in the Participant Pool, and the nature of the research (dissertations, masters theses, etc.). In order to support accurate credit allocations, do not request more credit hours than you are certain you will complete, and be as accurate as possible in your estimate of the credit hours requested.

Here are definitions for the three project types that most often get confused:
1. Dissertation Research = post-proposal only
2. Master's Research = thesis only (post-proposal or post-approval)
3. Grad Project = preparation for dissertation or thesis; or other, unrelated research

IRB Guidelines: Recruiting Particular Participant Populations

According to IRB guidelines for equal accessibility of research to participants, researchers can only place restrictions on potential participants if such is justified given the question under investigation. In keeping with these guidelines, researchers will need to have explicitly requested and had approved an IRB protocol restricted to a particular category if they wish to restrict to a specific participant population. Otherwise, you will be asked to place no restrictions on the experiment and to run all persons who sign up.

One exception: if you collect data from two or more categories of people and need to do so in separate experimental sessions, IRB approval for this restriction is not required. In that case you can simply set up separate experiments, one for each category (e.g., males and females).

Recruiting Subjects via the Sona System

PSYC 1001 students are typically required to complete 12 experimental credit hours (6 credits hours in Summer terms) unless they choose the option of writing papers instead. During the first week of classes in the Fall and Spring semesters, subjects are given the opportunity to take a prescreen survey composed of questions generated by various researchers (the prescreen is not done during the Summer terms). The Sona system has the capacity to limit experiments to subjects who give certain responses in the prescreen, if the researcher so chooses. An email will be sent prior to the beginning of each semester giving researchers the opportunity to include their questions in the prescreen.

In Fall and Spring semesters, the Participant Pool opens approximately 2 weeks after the first day of classes (during Summer A and B terms, the Pool typically opens on the first day of class). You can request that your study be made visible to subjects after this date and any time during the semester (guidance for these requests is listed above).

Recruitment Restrictions

When using students in the credit-based Participant Pool as research subjects, you may not engage in any recruitment practices for those students other than the standard Sona system procedure. This is to ensure that all researchers have equal access to subjects in the Participant Pool. Participants may complete other follow-up studies outside of the Participant Pool if IRB approval was obtained for this. However, this must not be included in the recruitment practice for the SONA system to avoid unduly competition with other posted studies.

Requesting Credit Allocations

Keeping in mind the recruitment restrictions, if you have IRB approval, you can send up to 2 email invitations to qualifying participants. The emails must not contain text that incentivizes participants or attempts to convince them to participate. Sona will suggest language for your email. Please stick close to the suggested text, which is very minimal.

To send emails, it is critical that you set one of your criteria based on the last question in the prescreen (which is designated, “Ivit Email”). This question asks students whether they are willing to receive invitation emails. You must select only the students who have answered “yes” to this question.

You can send one email prior to the extra-credit deadline, and one after. This is a tentative policy. If researchers begin to (collectively) send an excessive number of emails, the committee will revisit and restrict these invitations, so please use the system judiciously.

Feedback sheet

A feedback sheet must be given to each subject after they complete their participation in your study. The feedback sheet should summarize: a) the purpose of the study, b) the methods/procedures used, c) how the data will be dealt with and d) implications of results.

Be sure to include an educational section in your feedback sheet in which you explain what you're investigating in theoretical terms. The idea of the feedback sheet is to support the educational aspect of this experience for students (since they're earning credit for a psychology class), so whatever you can come up with that would enhance their knowledge of your area of interest would be helpful. Usually, the educational section of the feedback sheet is at least one or two paragraphs long. You must also add contact information in case students have any questions. That could be your own email address (and/or phone number) or your faculty sponsor's, depending on whom you want to direct students to.

The feedback sheet does NOT need to be submitted to IRB for approval. However, if you are submitting a debriefing form for IRB approval, you may combine the educational information of the feedback sheet with the debriefing form information.

Granting Credit to Participants

You are required to give credit on the Sona system for all students who participate in your study. If a student signs up but does not show up, or shows up too late to participate in your study, you need to mark them as an “unexcused absence.” The participation requirement for students who elect the experiment option is 12 experiment credits. Credit is assigned as follows:

Expt. Duration (mins.)	Duration of Posted Time Slots (not less than mins)*	Credit	Credit for Experimenter No-show
≤30	25	1	1
31 - 60	55	2	2
61 - 90	85	3	2
91 - 120	115	4	2
121 - 150	145	5	2
etc.	etc.	etc.	etc.

For example, if you think your experiment will take 40 min., you are required to post it at a minimum of 55 min., not 40. Setting a 55 min. expectation is better because it reduces the chance that students will rush through the experiment in order to leave early.

A few points to keep in mind:

- Assign appropriate credit based on actual study length: Please be careful to base the credit you assign to an experiment on the length of time it takes most people to finish.
- You must offer the few people who might take 5 or 10 minutes longer than the allotted time one extra credit if they run over.
- Give Subjects Credit as Soon as Possible: Since the Psyc 1001 students may check their credit balance at any time, it is VERY IMPORTANT that you give them credits as soon as possible after a session (ideally within 1-2 days)
- Two-Session and Multiple-Session Experiments: For multiple session experiments, credits must be granted after each session is completed, and must be proportional to time spent in the session.
- Crediting Subjects who Decline Further Participation: Credit must be given for participation that has been completed if a subject withdraws from a study.

Tracking Credit Usage

Credit usage is on the honor system. To comply with your credit allocation, you'll need to track your credit usage on the Sona system. Among the links at the bottom of your Study Information page, select Timeslot Usage Summary. Information on the Timeslot Usage Summary page is for the life of the study. If your Expt. # continues over semesters, you should record data from the Timeslot Usage Summary before adding new timeslots and subtract that data from your new totals each semester.

Subject Cancelations

A subject can cancel their sign-up directly on the Sona system up to 11pm the night before the experiment, which will delete their sign-up.

Unexcused Absences

If a student is more than 10 minutes late or fails to show up for a session, they are considered a "no show" and should not be given credit. Please click on “Unexcused Absence” for such a student. Students who accrue two unexcused absences will not be able to sign up for any more experiments, and will need to finish their outstanding credits using the paper option. However, they will still be able to participate in and get credit for any experiments they had previously signed up for.

Students with two unexcused absences will not be able to sign up for any more experiments, and will need to finish their outstanding credits using the paper option. However, they will still be able to participate in and get credit for any experiments they had previously signed up for. To help enforce this policy, you are required to enter credits or no-shows within 48 hours of your session. Granting credits as soon as possible is important since students check their accounts frequently for their credit totals and are concerned when credits don’t appear soon after a session.

Excused Absences

Excuses such as illness, family emergency and circumstances beyond a participant's control qualify as "excused absences." Excuses do not need to be verified; we generally want to give students the benefit of the doubt, especially if the student makes the effort to contact you within a few days of the absence. Certain situations may occur with students that require a judgment call to be made about whether to give credit, excused absence or unexcused absence. Please contact hrcoord@colorado.edu to discuss these situations further or have the student involved contact hrcoord@colorado.edu.

Right to Terminate Participation without Penalty

Remember that a student has the right to terminate their participation at any time during the experiment without prejudice. If a student terminates their participation during the experiment, they should receive either pro-rated or full credit, depending on what is specified in your IRB protocol. If a student shows up for the experiment but declines to sign the consent form, they should receive 1 credit as per department policy. However, if a student simply does not show up for an experiment, you should mark them as an “unexcused absence”.

Experimenter Cancelations

If you know by 11 p.m. the night before an experiment session is to take place that you will not be able to run the session, then you may cancel the appointments using the website. If you are not able to cancel by 11 p.m. or if you are more than 10 minutes late for a scheduled appointment, it is considered an "experimenter no-show" and you are required to give the credit listed on the above chart to everyone who signed up. You should still email students to let them know not to come to the session.

Credit Deadlines

It is important to keep track of two deadlines for entering credits during the Fall and Spring semesters: the extra credit deadline and the last day of classes. (NOTE: There is no extra credit deadline during the Summer terms but you'll still need to keep track of the last day of Summer classes.) The extra credit deadline for Fall and Spring is mid-semester (check the HRC website for the exact date). If students complete all required credits by this date, they will receive extra credit in the class. It is essential that you enter all credits or indicate no shows on Sona by 5:00pm on that date to ensure accuracy of the credit list that goes to instructors on the follow day. This is true for the end of the semester as well, when you'll need to enter all credits and no shows by 5:00pm on the last day of classes.

IMPORTANT: All timeslots must END by 5:00pm on the day of the extra credit deadline and the last day of classes. Other than those two dates, there are no time restrictions for timeslots.

Handling Conflicts

If a participant has a complaint or question or conflict, researchers will be the first point of contact. Further, researchers should be aware that — in cases where there is ANY doubt — they should simply give the participant credit and let it go. In general, researchers should make every effort to resolve the issue themselves. If the participant and researcher can't sort things out, then the participant will be instructed to contact hrcoord@colorado.edu to step in as needed.