

PREP RESEARCHER'S HANDBOOK

Important Note: Read the following document very carefully. Failure to follow the guidelines contained below could result in suspension of your researcher privileges.

Getting Started

Before you are able to access PREP as a researcher, you must have a researcher's account, which will give you different system options than a participant account.

The PREP administrators will be able to create an account for you; however, before they can do so, you must have first completed the tutorial on the Tri-Council Policy Ethics. Everyone must complete this tutorial to ensure that they are knowledgeable about the guidelines for conducting ethical research involving humans.

The **TCPS 2: CORE** tutorial can be found here:

<http://www.pre.ethics.gc.ca/english/tutorial/>

Once the tutorial has been completed, you are awarded a certificate which must be submitted via an e-mail attachment to the PREP TA's (prep@wlu.ca) along with your researcher account request.

To request a researcher's account, contact the PREP TAs at prep@wlu.ca. Please provide your full name, Laurier student ID number, your main email address (the one you are likely to check the most), and the name of your supervisor. A TA will create your ID and you will receive an automated e-mail with your User ID and password.

If you already have a participant ID and password, the two accounts will NOT be combined, your participant login will be separate from your researcher login; you will now have two sets of login information.

Once you have your login information, you are now ready to access the PREP website. **The website can be found here:**

<http://wlu-psych.sona-systems.com/>

Alternatively, you can access the PREP website from the psychology main webpage by clicking on the PREP Research Pool link located on the left sidebar.

A new window will open to the PREP webpage (see image below). In the center of the page is a box labeled "Announcement." Please pay attention to this box

throughout the term because the PREP TAs will post important information from time to time (e.g., the date that the subject pool is closing for the term). Ignore the login instructions, these instructions are for participants. Enter the User ID and password given to you by the PREP TAs.

LAURIER

Psychology Department Psychology Research Experience Program

PSYCHOLOGY RESEARCH EXPERIENCE PROGRAM

User ID

Password

Log In

Announcement
First time logging in?
Your User ID is your Student ID number
Your Password has been e-mailed to your MyLaurier e-mail account

NOTES:

1. If you are unable to log in or require a new account, please include the following information when contacting the PREP TAs: First and last name, course and section, WLU E-mail address and student ID number.
2. For Waterloo campus studies, there is ONE waiting area unless otherwise stated in study posting. It is located in front of the Psychology Main Office (N2006) in the Science Building (Click here for map). The researcher will meet you there at the specified time. The only exception is for Waterloo studies conducted at the Northdale Campus. If the study is being conducted at Northdale Campus, this will be stated in the study description and you must go there directly (Click here for map). It is your responsibility to note the correct study location and show up to the appropriate location. For Brantford campus studies, go to the location indicated when you sign up for study.
3. New studies will be added periodically so please check back often.
4. The deadline to participate in studies is the last day of class for the term (Fall term: December 3rd, 2014, Winter term: April 6th, 2015)
5. As an alternative to participating in studies, you can earn credit by writing critical reviews of journal articles. Click here for instructions. The deadline for the alternative assignment is the last day of class for the term (Fall term: December 3rd, 2014, Winter term: April 6th, 2015).
6. For more PREP information, click here to access the PREP Startup Guide for Students and click here to access the PREP Presentation for Students.

The Psychology Research Experience Program is separate from the School of Business and Economics Research participation system. Click here if you are taking an eligible business class and wish to participate in studies.

Forgot Password?

E-mail questions to prep@wlu.ca
Copyright © 1997-2015 Sona Systems Ltd.
(12:25 PM)

For more information on research ethics see the following websites:

National Council on Ethics in Human Research (NCEHR)
<http://www.ncehr-cnerh.org/>

Laurier Office of Research Ethics
http://www.wlu.ca/homepage.php?grp_id=157

Adding a Study

Note: if you are a research assistant, the study may already have been added on PREP by your supervisor. If they have added you as a researcher on the study, the study name should appear under “My Studies.” If you see the message “No studies found” then contact your supervisor to add you as a researcher.

Now that you have a researcher’s account, your next step is to add your study. To do this, use the following procedure:

1. Click on “Add a New Study”
2. Select the correct type of study

- a. If you are not sure of which type, ask your supervisor for help
 - b. The most common type is the “Standard Study”
 - i. A standard study is a typical “in lab” study
 - c. The second most common type is the “Online External Study”
 - i. An online external study is where you would add a study link (e.g., Qualtrics)
 - d. Sometimes, studies require participants to take do multiple sessions (two times in lab). If this is the case chose “Two-Part Standard Study”
 - e. The “Online Survey Study” option is rarely used. You can administer an online study directly through the PREP system (i.e., no external link required) but the PREP system is limited to very straight forward questionnaires (e.g., you cannot have multiple conditions)
3. Fill out the study information:
- a. All studies must include a detailed description including the number of participants you need for your study and the meeting area for your study (see Adding Timeslots 5.i).
For Brantford-based in-lab studies, please make it very clear in your study title and information that the study will be running on the Brantford campus.
 - b. Credits:
 - i. .5 credits for every ½ hour in lab study (or .25 credits for every 15 minutes – ex. 75 minute in lab study = 1.25 credit)
 - ii. .25 credits for every ½ hour online study
 - c. Automatic Credit Granting:
 - i. You can chose whether the system automatically assigns credit to participants or not (the default is yes). There are two things to keep in mind here:
 - 1. If you select “yes” you must manually change participants’ status when they fail to appear for your study
 - 2. If you select “no” you must manually assign credit to participants’ who take part in your study
 - d. Important for online studies:
 - i. Study URL: It is very important that you copy the correct URL into this field. When participants sign up for your study, they will be directed to the study website automatically by the system.
 - e. Class restrictions:
 - i. **If you are conducting an on campus study, you will need to restrict classes to include only the courses running on your campus**
 - For Waterloo campus studies: you will need to restrict classes to include only the Waterloo campus classes. Brantford classes contain the letters BR in the name. This prevents Brantford campus students from accidently signing up for Waterloo campus studies. Do this under “course restrictions” – select all except classes with BR in their name.

- For Brantford campus studies: you will need to follow the same procedure, but select the Brantford campus courses only.
4. Active Study?
 - a. It is very important that you select “yes” for this option. If not, the study will not be visible to students.
 5. Click “Add This Study”
 6. You should see the system message “Study Added” at the top of the screen
 7. Even though you have added your study to the system, there is one more important step before participants can sign-up. You need to have the PREP administrators approve your study.
 - a. Beside “Study Status” click on “Send a Request”
 - b. If there are any issues with your study, the PREP TAs will email you
 - c. Otherwise, your study will be approved within 24 hours of submitting a request

Adding Timeslots

For participants to take part in your study, you will have to post timeslots for them to sign-up. To post timeslots, follow the steps below:

1. Click on “My Studies”
2. Click on “Timeslots” beside the appropriate study
3. Click on “Add a Timeslot”
4. Online studies
 - a. Even though participants are not signing up for a particular session for online studies, you still need to post a timeslot in order for the study to be visible to participants.
 - b. Post a single timeslot for the final date of participation
 - i. E.g., if you want your study to be available for 2 weeks, post a single timeslot for 2 weeks from today.
 - c. Under “# of participants”, list the total number of people you require for your study.
 - i. Once the final participation date, or required number of participants, has been reached, the study will end.
5. In-lab (on campus) studies
 - a. Select the date and time you would like to schedule your session.
 - b. Enter the maximum number of participants you would like to have in your study
 - i. Enter the location

For Waterloo campus studies, enter the following location for all in-lab studies: “PREP waiting area: outside of the Psychology Main office (N2006), on the second floor of the science building”. Enter this location exactly as shown in the quotation. The department wants all researchers on Waterloo campus to use this same waiting area in order to

to minimize confusion and questions at main office. Waterloo campus exception: studies run in the Northdale Campus. Please enter the following: “Northdale Campus room ___ (a north building in the Waterloo campus). Please see the following campus map: <http://web.wlu.ca/maps/northdale.php>”

For Brantford campus studies another location may be entered.

Running Participants

When you schedule a session, it is your responsibility to show up and be on time. Any scheduled sessions that you can't make must be cancelled at least 24 hours before the scheduled time. If you were to cancel a session within 24 hours of the scheduled time, participants may not have a chance to check their email and will not be aware that the session has been cancelled.

For Waterloo campus studies: In addition to emailing the participant, also email Lucy Carreiro at lcarreiro@wlu.ca and CC Rita Sharkey at rsharkey@wlu.ca.

For Brantford campus studies: In addition to emailing the participant, also email Kristina Huff-Malecki at krhuff@wlu.ca.

Before meeting your participants, make sure you know their full names. Meet your participants in the appropriate location and don't be late. When calling out your participants names, be sure to use their first and last (e.g., there may be more than one Brittney in the waiting area).

From time to time, participants will arrive late for a session. If you are running a session with a group of participants, only wait a few minutes for late comers. It would be unfair to make the rest of your participants wait any longer. If you are running a session with a single participant wait for at least 10 minutes before leaving.

Dealing with No-Shows

Occasionally, students will not show up for their scheduled session. PREP has a system in place to deal with these situations.

Avoid missing participants: If you show up on time, wait a reasonable amount of time for latecomers.

If you are sure that a participants has missed a session:

PREP has a built in system to discourage participants from missing scheduled sessions. If a participant misses an in lab session, they receive an “unexcused no-show”. If a student is assigned 2 unexcused no-shows then they will be locked out of the system for the rest of the term. As a researcher, it is important that you apply penalties appropriately.

If a participant misses a session use the following steps:

- a. Click on “My Studies”
- b. Click on “Timeslots” beside the appropriate study name
- c. Locate the correct timeslot
- d. Click on “Modify”
- e. Locate the participant’s name
- f. Select the radial button under “Unexcused No-Show”
- g. You may add a short comment if you like
- h. Click “Update Sign-Ups”

It is the participant’s responsibility to e-mail the researcher should they miss a study. If a participant contacts you requesting a penalty to be cancelled because of a justifiable reason, such as:

- ...sickness, family issues, health emergency, waited in the wrong place, etc:
 - o Change their experiment status to “Excused No-Show” and email them explaining that you’ll give them the opportunity to sign up again for the same study within the next week
 - o If they sign up again and come to the next appointment – give credit
 - o If they do not sign up again – reverse the experiment status back to “Unexcused No-Show”
- ...double-booking with another appointment, not actually needed the credit:
 - o Apply an unexcused no-show – these are not good reasons to miss an appointment
 - o But also give the student an explanation why this is not a good reason and encourage them to sign up again
- ...snow day, school is officially closed
 - o Don’t give penalty or credit (Excused No-Show); ask them to sign up again

Missed Online Studies

Participants are not penalized credits for missing online studies, they would just not receive credit for the missed study. If a participant fails to complete your online study, follow the same steps as above with one exception:

- i. Select the radial button under “Excused No-Show”

Updating Participant Credits

After participants take part in your study, you will need to assign them credits. You can do this using the following procedure:

1. Click on “My Studies”
2. Locate the correct study and click in “Timeslots”, beside the study name
3. Find the correct timeslot and click on “Modify”

4. Find the participant's name and click on the radial button located below "Participated"
5. Click on "Update Sign-Ups"

It is your responsibility to keep up-to-date with assigning participants' credits. Apply credits promptly – Please make sure that the credits are applied within one week of the participation date.

Participant Limits for Studies

Each study has been approved to collect a certain number of participants. Monitor your study carefully to be sure that you don't exceed this number. The PREP administrators will also monitor the number of participants that have been run through each study. When the approved limit has been reached, the PREP administrators may disable the study. This is because many different studies need participants throughout the year and we need to make sure there are enough participants to go around.

If you are approaching your required limit and you feel as though you need to collect a few more participants, with good reason, contact the PREP administrators for approval. For Waterloo-based studies, contact prep@wlu.ca. For Brantford-based studies, contact Dr. Chris Alksnis at calksnis@wlu.ca.

Once you have completed data collection, please make the study "inactive".

End of Term

The last day for students to participate in PREP studies in any given term is the last day of classes for the term. The PREP TAs will send a reminder e-mail to researchers close to that date. To ensure that students have the credits assigned as part of their course grade, you need to have all the credits for your studies updated by the date specified in the e-mail.

Responsible Usage of Pool

To date there is not a limit on the number of participants allotted to specific researchers. However, it is important to remember that the PREP pool is a shared resource that is vital to many researchers within the department. Typically there are not enough participants to meet all researchers' needs. Please keep this in mind, and make responsible decisions about how many participants to include in studies and how many studies to post.

The PREP pool is not intended for studies that offer participants a monetary payment, or any other form of compensation than the PREP credits. If you believe there are exceptional circumstances for which alternate compensation is appropriate, you should contact the PREP TAs to request approval.

Also researchers should NOT use the PREP email function to recruit students for a specific study, or ask course instructors to advertise a specific study to their students. If there are exceptional circumstances that require the targeted recruitment of participants (e.g., selection criteria that leave few students eligible to participate), contact the PREP TAs to request approval.