

## University of Washington – Department of Psychology

### **Information about the Psychology Research Pool: Information for Students**

The Psychology Research Pool (PRP) is an administrative mechanism that (a) offers a convenient way for undergraduate students enrolled in psychology courses to gain experience with a broad range of psychological research, and (b) furnishes faculty and graduate students in the Psychology Department with participants for their research projects. The PRP is designed to make participation by the students as easy and educational as possible. Every research study in the PRP must be individually approved by a UW Institutional Review Board committee, or it must receive approval for exempt status from UW Human Subjects Division staff.

The PRP is managed by the Research Pool Manager and by the Human Subjects Coordinator (a faculty member, who oversees the operation). The PRP homepage is on the Psychology Department website ((<http://www.psych.uw.edu/psych.php?p=326>)).

Students in psychology courses may voluntarily participate in the PRP in return for extra credit in that class. Students enroll in a web-based Participant Registry, after which they may sign up for research sessions on the PRP's Online Research Pool Program (ORPP). Study information including study name, description, credit amount, and investigator are provided on the ORPP. The online program allows students to pick and choose the studies they would like participate in and allows for easy sorting of research sessions based on their availability. It is accessible 24 hours a day and offers online cancellation and up to date viewing of credit earned throughout the quarter. Further, the ORPP provides participants with the contact information of researchers conducting particular studies and sends reminder emails for scheduled research sessions.

This document is a guide to help psychology students navigate the ORPP. If your questions cannot be answered after reading it and other information provided on the PRP homepage, please email the Research Pool Manager at [psypool@uw.edu](mailto:psypool@uw.edu), or see the Research Pool Manager during office hours listed on the PRP homepage.

## I. Getting Started

The ORPP is a web-based program used to track research conducted through the PRP.

- Students in designated classes are considered eligible for the PRP. To see if you are a member of an eligible class, please visit that link on the PRP homepage.
- If you are eligible, you may volunteer to participate in psychology studies through the ORPP, thereby obtaining additional points toward your course grade.
- You can receive up to .3 grade points for participating in research studies. This is equivalent to 6 hours of actual participation in these studies (i.e., for every 2 hours you participate, you receive .10 grade points).
- Participation credit is not rounded up.
- The ORPP allows you to sign up for studies (offered at different times and dates), track the amount of credit you have received, and receive reminders about studies you are scheduled to participate in.
- Your instructor will explain further how the extra-credit points are allocated.
- If you do not wish to participate in research studies, please contact the Research Pool Manager at [psypool@uw.edu](mailto:psypool@uw.edu) to get more information about other extra-credit options. You must contact the Research Pool Manager at the beginning of the quarter if you do not wish to participate in research studies.

### *Step 1: Logging on to the ORPP for the First Time*

If you are eligible to participate in the PRP:

- You will receive an email from the Research Pool Manager alerting you to logon to the ORPP.
- The link to the ORPP log-on page can be found on the PRP homepage (see above).
- Your logon is your UWN Net ID, your UW email address username ([username@uw.edu](mailto:username@uw.edu)).
- Click Get My Password to receive an email that provides your temporary password for the ORPP.
- After you click Get My Password, you will be prompted to read and acknowledge an Information Statement regarding the PRP Participant Registry.
- The first time you successfully log into the system, you will be asked to fill out a brief demographic survey that should take less than 5 minutes. After completing this survey, you will then be taken to the Participant Main Screen.

### *Step 2: Viewing the Participant Main Screen and Selecting a Study to Participate In*

The Participant Main Screen has all the resources you need to sign up and manage and track your participation in research studies.

- You may choose to view the Study Sign-Up, My Schedule & Credits, or My Profile.
- By choosing the Study Sign-Up section, you view a page of potential research studies. Also, you can narrow your search by selecting a date with the drop down menu in the right-hand corner of the screen. Some studies may be available only to students who completed the Psychology Screening Survey (PSS). Study availability is listed next to the study name as well as any study restrictions, such as “Must be current smoker to participate.”
- Once you find a study you are interested in, you can click the study name to view more detailed information about the study. Study information including study name, description, duration, credit amount, and investigator are listed. To inquire further about a study or research session click on the “purple envelope” next to a researcher’s name to send them an email. If you are still interested, you may click View Time Slots for This Study.



### *Step 3: Selecting Study Timeslots*

The [View Time Slots for This Study](#) screen allows you to view various Timeslots (i.e., dates, times, location, and availability).

- You can sign-up for a Timeslot up to 1 hour before that particular Timeslot.
- When you find a Timeslot that fits your schedule, select the [Sign Up](#) button next to the desired date and time.
- You will then receive an email with study information.

### *Step 4: Showing up for a Study at the Timeslot You Selected*

It is important that you arrive for your study Timeslot on time and in the right location.

- You will receive a reminder email the day before the study Timeslot you volunteered for. This email will provide reminder information about the location and time of your study.
- You must arrive 5 minutes early for your study.
- If you are late, the researcher probably already began the study and does not have to accept you for that Timeslot.

### *Step 5: Checking Your Credit Totals*

If you want to check on your credit awarded status:

- You can click [My Schedule & Credits](#) from the [Participant Main Screen](#).
- The [My Schedule & Credits](#) screen displays all relevant information including overall credits earned, overall credits possible, study information for all study Timeslots you have participated in and are signed up for, and the credits earned.
- You may not be awarded credit immediately for your research participation. Please give the researchers at least 3 business days to enter your credit.

## **II. Further Information about Timeslots**

### *Study Timeslots are not Available Throughout the Quarter*

Please see the [Research Pool Announcements](#) on the PRP homepage for specification of the first day and last day of the quarter you may participate in research studies. The last day to participate is the last day of classes. Do not wait until the last minute to sign up, as participation opportunities may be limited due to high demand.

### *Cancelling a Study Timeslot*

If you would like to cancel your participation, you can do so by selecting [My Schedule & Credits](#) and clicking the [Cancel](#) button next to the particular Timeslot you wish to cancel. You are asked to cancel at least a day in advance, but may cancel up to 3 hours before a particular Timeslot. Some studies require expensive staffing and have limited access to research equipment; early cancelations help avoid wasted expenses. You cannot cancel by contacting the Research Pool Manager.

### *If You were Not Met for a Study Timeslot*

If you sign up for a study Timeslot and are not met by the researcher, you have the right to the credit that your participation would have earned. You must arrive 5 minutes early and wait at least 15 minutes past the time the study was supposed to begin. Before submitting a complaint, please check to make sure that you waited at the right time and place for the study Timeslot. One way to tell if you were not met is if other students are milling around and are not met for the same study. To receive the credit, you should forward your study Timeslot reminder email to the Research Pool Manager with a note stating that you were not met. The Manager will then verify

with the researcher that you were not met and email you back to let you know whether you will be granted credit or not granted credit (e.g. in the case that other students for the designated Timeslot were successfully met).

### **III. Other Important Information**

#### *Viewing and Updating Your Profile*

You may also change your personal information by selecting the My Profile button on the Participant Main Screen or on the top menu bar. This area allows you to change your password, corresponding email address, phone number, as well as review your name, student ID, user ID and the number of credits earned and necessary for a course. To change your course, please email the Research Pool Manager.

#### *Don't Know or Lost your Logon or Password*

Your logon is your UW Net-ID, or your UW email address username (username@uw.edu). If you have forgotten or do not have your password, then you may chose to have a new password emailed to you. You will see this option on the ORPP login page (see *Step 1* above for link). Your password will be emailed after you submit the form, and should arrive in your email box momentarily. If you provide an alternate email address in Your Profile, it will be sent there. Otherwise the new password will be sent to your UW email address. The email will come from [psypool@uw.edu](mailto:psypool@uw.edu), so be sure to configure your junk-mail filters to allow email from that address.

#### *Logging Out*

When you are done using the system, chose Log Out from the toolbar on the left side. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.