

Guidelines

For Conducting Behavioral Research Using SJSU College of Business Participant Pool and Research Facility

Overview

This document provides information about using the following Office of Behavioral Research resources that are available to all College of Business faculty:

- A research participant pool provides student participants for faculty research approved the university Institutional Review Board.
 - ♦ Students in several courses are required to complete 2 hours of research participation (or complete an alternative assignment) to receive course credit.
 - ♦ The college has licensed a Web-based system from SONA Systems for recruiting and crediting to sign up for experiments. Descriptions of your research studies using participants from the pool are posted on this website. The system provides functionality for posting, recruiting, scheduling, and crediting participants for Web-based and laboratory-based studies.
- A dedicated research facility located in BT050 supports data acquisition using computerized, face-to-face experimental, and online research methods.
 - ♦ 5 Windows computers (CPU, monitor, keyboard, mouse) equipped with standard software to allow experimental data collection.
 - ♦ This facility is reserved through the SONA Systems webpage

Researchers who wish to use these resources should complete the following steps:

1. Obtain IRB approval for the research
2. Submit a request for participant hours to the pool coordinator by the appropriate due date: September 4, 2009
3. After being notified of the number of participant hours assigned, reserve the facility (if needed) and post the study on the College of Business SONA Systems web site so students can sign up to participate.
4. Credit students who have participated in the study so they can receive course credit

Each step is described in more detail below.

Using the Participant Pool and Research Facility

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Step 1. Obtaining IRB Approval

University policy *requires* that researchers who use the pool obtain Institutional Review Board approval of all studies. Researchers can obtain a human subjects application at <http://www.sjsu.edu/gradstudies/irb/>. Researchers must have IRB approval for all research conducted using the Participant Pool or the Research Facilities.

Step 2. Submitting Participant Hour Requests to Participant Pool Coordinator

Complete the Participant Hours Request Form (available from the Pool Coordinator). Submit a digital copy of the form, as well as a hard copy with the IRB approval letter to the Participant Pool Coordinator at researchadmin.cob@gmail.com.

Prior to the beginning of each semester, the Pool Coordinator will ask faculty to submit requests for hours. If new studies, not covered by the original participant hours request, are to be run, a copy of the IRB approval letter must be submitted to the Participant Pool Coordinator one week before posting any studies on SONA.

Participant hours will be allocated to researchers using the following guidelines developed by the Office of Behavioral Research Steering Committee composed of representatives from each department.

- Hours will distributed among researchers based upon requested need, with priority given to requests submitted prior to the start of the semester.
- If requested hours exceed the number available, hours will be equally distributed. Should this be problematic, the Steering Committee will allocate available hours to researchers.
- If the number of hours requested at the beginning of the semester are less than the number of available hours, the coordinator will issue a second call for requests during the semester.
- Researchers working with master's students doing theses may request additional hours for those students.
- Depending on distribution between on-line and in-lab hours request, in-lab studies may be allowed to post sooner than on-line studies, and depending on requirements of studies.
- All research must be completed by the week before classes end. This will allow sufficient time to ensure that course instructors can be notified of student completion of the participation requirement.

Step 3. Posting the Study on SONA Systems

Once you have received your allocation of hours from the pool coordinator, post your study on SONA Systems. After you complete the following steps, the pool coordinator will release the study so participants can sign up for your research.

- i. Go to the following web site: <http://cobsjsu.sona-systems.com/>
- ii. To use the system, you will need to create an experimenter account. Email the Pool Coordinator to receive an account. The Participant Pool Coordinator will grant you access within 48 hours.
- iii. After you receive access, enter your studies into the system, using specific experiment names. To do so, follow the instructions in the help document available from the SONA

systems web site. Please also remember to post your IRB approval note to the bottom of your long experiment description.

- iv. Reserve an experiment time using the Web calendar and make your experiment available for participants.

For in-person data collection using the research facility:

- ◆ For studies to be conducted in the facility, you need to reserve lab time using the Web calendar, and then make your experiment available to participants for discrete times using the study system. (If you plan on using another location, please make those arrangements. Please be sure to specify the location when you post your study.) Participants can sign up for a specific time slot and then come to the study location at that time. The following are guidelines for reserving the behavioral research facility:
 - You can reserve hours in the facility only three weeks in advance.
 - You can reserve hours in the facility on-line using SONA. Researchers are requested to limit their reservations to 3 hour time increments, with a limit of 12 hours per week.
 - Any time available in the facility within the upcoming one-week is considered “residual” and researchers may reserve an additional 10 of these residual hours.
 - If your study in the research facility is canceled for any reason, it is the your responsibility to notify participants and place a sign on the door of the laboratory.

For on-line data collection:

- ◆ Researchers can use any on-line program that they would like. The College has a license for Qualtrics, which is one of the most popular programs used for survey research. Please see the SONA documentation for information on using Qualtrics with SONA. You can access Qualtrics at:
sjsu.qualtrics.com
- ◆ For web-based studies, there are no restrictions on how far in advance researchers may post a session, though, of course, one may not post so many sessions that, were each session to be filled, one’s allocation would be exceeded.

Researchers are encouraged to make an appointment with the pool coordinator the first time they post an experiment.

Step 4. Assign Credit to Students Who Have Participated in Your Study

Once participants have completed your study, you need to record that they have participated. Please do so **within 24 hours** of completion of the study.

Login to the system using your experimenter account and follow the instructions to credit participants.

Please note the following guidelines regarding assigning credit:

- **Equipment failures.** In the event of equipment failure, etc., or if participants elect to discontinue their participation, they shall be awarded full credit for participating in the study. These regulations are in place to ensure that participants who have taken the time to sign up and arrive on time for a study are given the credit that they have been promised for doing so.
- **Participant no-shows.** Participants who fail to appear at the appointed time without notifying the researcher at least 24 hours in advance are considered “no-shows,” and will be assessed a penalty equivalent to the number of hours missed on the SONA Systems website within 24 hours of the no-show.
- **Researcher no-shows.** Should a researcher fail to appear at the appointed time without notifying participants 24 hours in advance, participants shall be given twice as much credit as normally awarded for the study. Participants must allow 5 minutes past the start of the experimental session to ensure that the experimenter is not there; at that point they may leave a note at the Department of Organization and Management noting the date, time, and name of researcher.

Just a reminder: All research must be completed by the week before classes end – **December 5th, 2009**. This will allow sufficient time to ensure that course instructors can be notified of student completion of the participation requirement.

If you have a specific question about the study system itself, you are asked to please consult the help documents posted on the SONA System website before contacting the Pool Coordinator.