

Psychology Participant Pool



Participating in the Participant Pool Tutorial

Pool Administration Team

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Overview

- Purposes of the Pool
- Participant Compensation
- Participant Responsibilities
- Current Policies
- Tips

Purposes of the Pool

1. Educational Benefit

- Provide students with an opportunity to learn about psychological research
- Researchers gain training and experience conducting research studies
- Contribute to knowledge and real-world applications.

2. Facilitate recruitment for completion of studies

Participant Compensation

Bonus Points Towards Selected Courses

- $\frac{1}{2}$ credit hour = $\frac{1}{2}$ bonus point
 - All studies posted in $\frac{1}{2}$ hr increments ($\frac{1}{2}$, 1, $1\frac{1}{2}$, etc.)
 - Maximum 180 minutes = 3 bonus points

Note: In-lab studies are worth an additional 0.5 credit for travel time

Participant Compensation

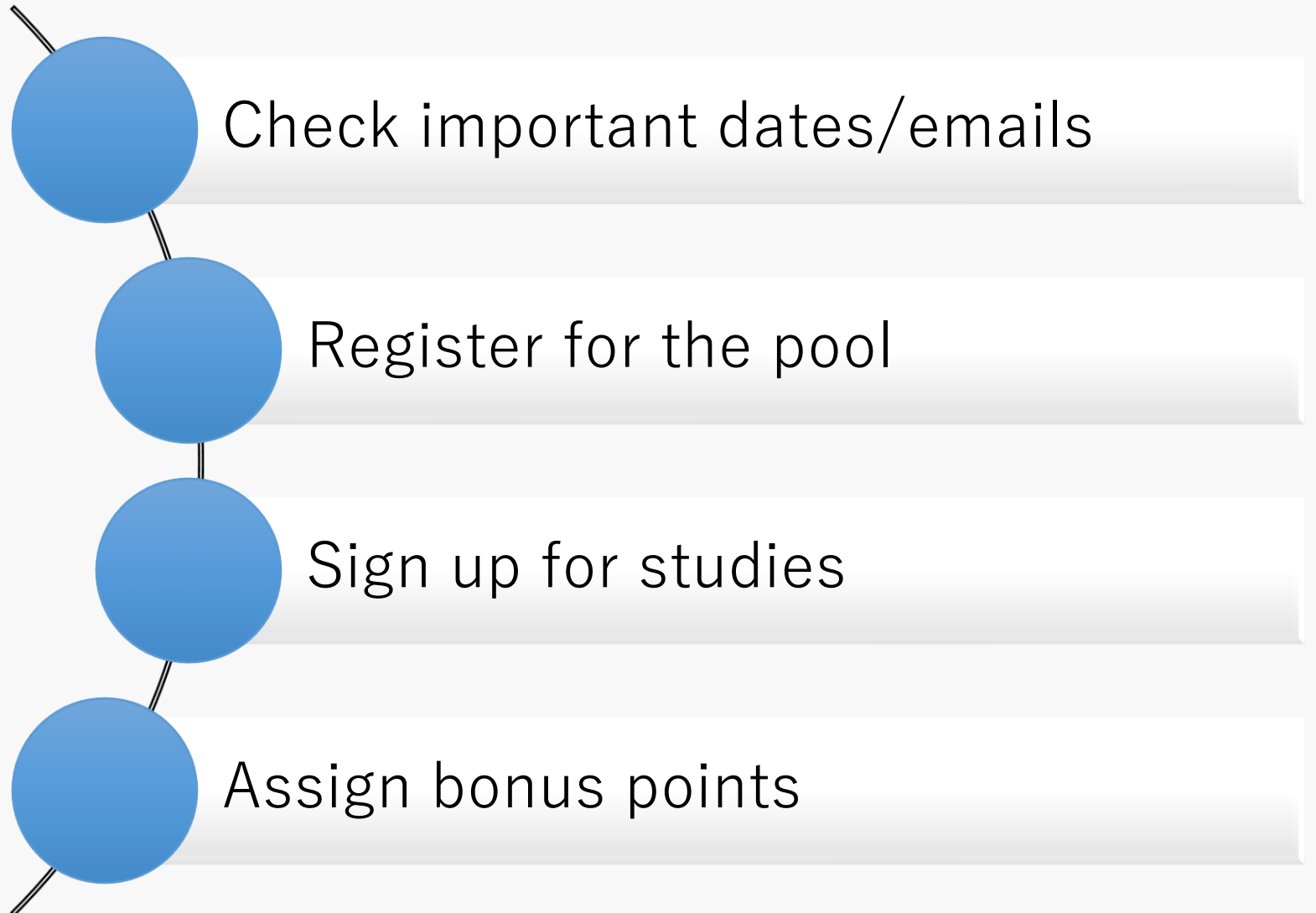
Participation affects your marks

- Bonus points increase your mark by $X\%$
 - $X = \#$ of bonus points earned
 - Maximum $\#$ \rightarrow determined by course instructor

Example:

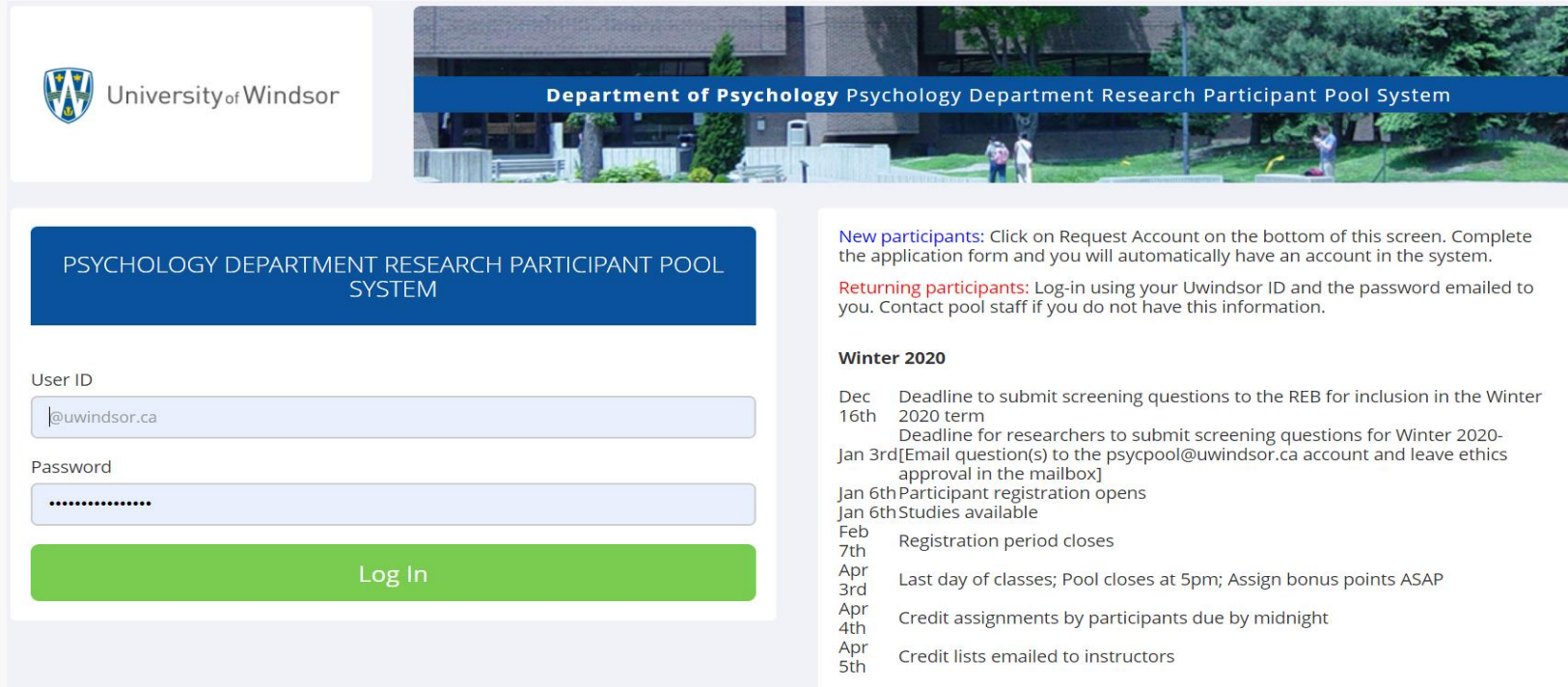
- Participant A final mark was 78%
- Participant A completed 180 minutes (3 credits) of research studies
- Participant A final mark (78%) + bonus marks (3) = **81%**

Participant Responsibilities



Website:

<http://uwindsor.sona-systems.com>



The screenshot shows the homepage of the Psychology Department Research Participant Pool System. At the top left is the University of Windsor logo. A banner image of a campus scene is at the top right, with the text "Department of Psychology Psychology Department Research Participant Pool System" overlaid. Below the banner, on the left, is a login section with a blue header "PSYCHOLOGY DEPARTMENT RESEARCH PARTICIPANT POOL SYSTEM". It contains fields for "User ID" (with "@uwindsor.ca" as a placeholder) and "Password" (masked with dots), followed by a green "Log In" button. On the right, there is a text area with instructions for new and returning participants, and a "Winter 2020" section listing key dates and deadlines.

University of Windsor

Department of Psychology Psychology Department Research Participant Pool System

PSYCHOLOGY DEPARTMENT RESEARCH PARTICIPANT POOL SYSTEM

User ID
@uwindsor.ca

Password
.....

Log In

New participants: Click on Request Account on the bottom of this screen. Complete the application form and you will automatically have an account in the system.

Returning participants: Log-in using your Uwindsor ID and the password emailed to you. Contact pool staff if you do not have this information.

Winter 2020

Dec 16th	Deadline to submit screening questions to the REB for inclusion in the Winter 2020 term
Jan 3rd	Deadline for researchers to submit screening questions for Winter 2020- [Email question(s) to the psycpool@uwindsor.ca account and leave ethics approval in the mailbox]
Jan 6th	Participant registration opens
Jan 6th	Studies available
Feb 7th	Registration period closes
Apr 3rd	Last day of classes; Pool closes at 5pm; Assign bonus points ASAP
Apr 4th	Credit assignments by participants due by midnight
Apr 5th	Credit lists emailed to instructors

The homepage lists all the important dates for the current and upcoming semester

Participant Responsibilities

Check our homepage for important dates

Important dates include:

- Registration period (first three weeks of the semester)
- When studies become available
- Final date to earn points
- Final date to assign your bonus points towards courses

New participants: Click on Request Account on the bottom of this screen. Complete the application form and you will automatically have an account in the system.

Returning participants: Log-in using your Uwindsor ID and the password emailed to you. Contact pool staff if you do not have this information.

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Participant Responsibilities

How to: Register

Three steps MUST be completed:

1. Create/Re-activate Account
2. Select Courses
3. Complete Pre-screen Questionnaire

Participant Responsibilities

How to: Register

1. Create Account

- Click “Request Account” on homepage
- Fill in required information
 - **Note: use uwindsor email address**
- Follow steps in verification email

User ID

@uwindsor.ca

Password

Log In

Returning participants: log-in using your Uwindsor ID and the password emailed to you. Contact pool staff if you do not have this information. Prior to the registration deadline you must complete the prescreen that is presented to you when you first login.

Important dates
Summer 2014

Weds, June 18th 5pm	Deadline for researchers to submit screening questions for Summer 2014 [Email question(s) to the psycpool@uwindsor.ca account and leave ethics approval in the mailbox]
Fri, June 27th	Participant registration opens
Weds, July 2nd	Studies available
Fri, July 11th	Participant registration closes at 11:00pm
Weds, Aug 13th	Last day of classes; Pool closes at 5pm; Assign bonus points ASAP.
Thurs, Aug 14th	Credit assignments by participants due by midnight.
Mon, Aug 18th	Credit lists emailed to instructors.

Fall 2014

Fri, Aug 8th	Deadline to submit screening questions to the REB for inclusion in the Fall 2014 term
Fri, Aug 22nd 5pm	Deadline for researchers to submit screening questions for Fall 2014 [Email question(s) to the psycpool@uwindsor.ca account and leave ethics approval in the mailbox]
Tues, Sept 2nd	Participant registration opens
Thurs, Sept 4th	Studies available
Fri, Sept 19th	Participant registration closes at 11:00pm
Wed, Dec 3rd	Last day of classes; Pool closes at 5pm; Assign bonus points ASAP.
Thurs, Dec 4th	Credit assignments by participants due by midnight.
Weds, Dec 10th	Credit lists emailed to instructors.

Request Account

Participant Responsibilities

How to: Register

1. Re-activate account

- Sign in using your same username and password as previous semesters
- **Forgot password?** Click the “forgot password” function, and a new password will be sent to your email

Weds, July 2nd Studies available
Fri, July 11th Participant registration closes at 11:00pm
Weds, Aug 13th Last day of classes; Pool closes at 5pm; Assign bonus points ASAP.
Thurs, Aug 14th Credit assignments by participants due by midnight.
Mon, Aug 18th Credit lists emailed to instructors.

Fall 2014
Fri, Aug 8th Deadline to submit screening questions to the REB for inclusion in the Fall 2014 term
Fri, Aug 22nd 5pm Deadline for researchers to submit screening questions for Fall 2014 [Email question(s) to the psycpool@uwindsor.ca account and leave ethics approval in the mailbox]
Tues, Sept 2nd Participant registration opens
Thurs, Sept 4th Studies available
Fri, Sept 26th Participant registration closes at 11:00pm
Wed, Dec 3rd Last day of classes; Pool closes at 5pm; Assign bonus points ASAP.
Thurs, Dec 4th Credit assignments by participants due by midnight.
Weds, Dec 10th Credit lists emailed to instructors.

[Request Account](#)

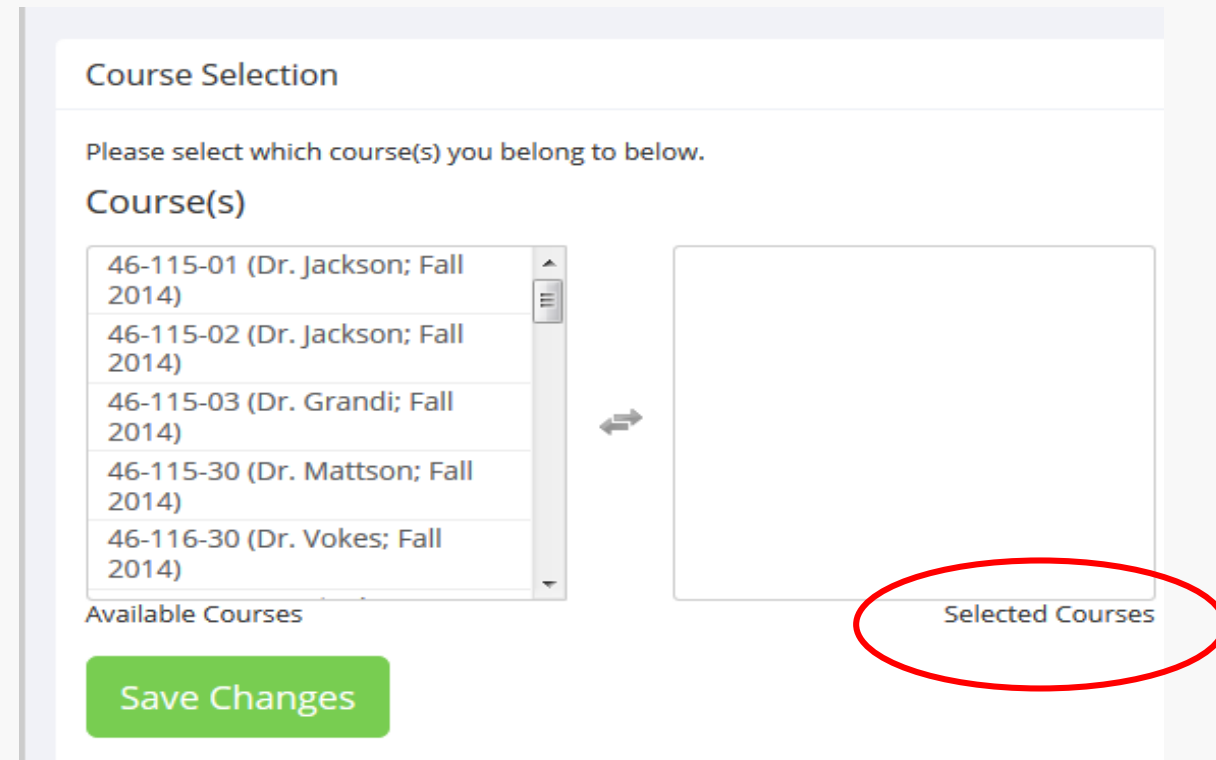
[Forgot Password?](#)

Participant Responsibilities

How to: Register

2. Select Courses

- Transfer courses you are in from “Available Courses” to “Selected Courses”
- **ENSURE** your **section number** is correct!



The screenshot displays a web interface for course selection. At the top, a header reads "Course Selection". Below it, a prompt says "Please select which course(s) you belong to below." The interface is divided into two main sections: "Available Courses" on the left and "Selected Courses" on the right. The "Available Courses" section contains a list of five courses: "46-115-01 (Dr. Jackson; Fall 2014)", "46-115-02 (Dr. Jackson; Fall 2014)", "46-115-03 (Dr. Grandi; Fall 2014)", "46-115-30 (Dr. Mattson; Fall 2014)", and "46-116-30 (Dr. Vokes; Fall 2014)". A double-headed arrow points from this list to the "Selected Courses" area, which is currently empty. A red circle highlights the "Selected Courses" label. At the bottom left, there is a green button labeled "Save Changes".

Course Selection

Please select which course(s) you belong to below.

Course(s)

46-115-01 (Dr. Jackson; Fall 2014)

46-115-02 (Dr. Jackson; Fall 2014)

46-115-03 (Dr. Grandi; Fall 2014)

46-115-30 (Dr. Mattson; Fall 2014)

46-116-30 (Dr. Vokes; Fall 2014)

Available Courses

Selected Courses

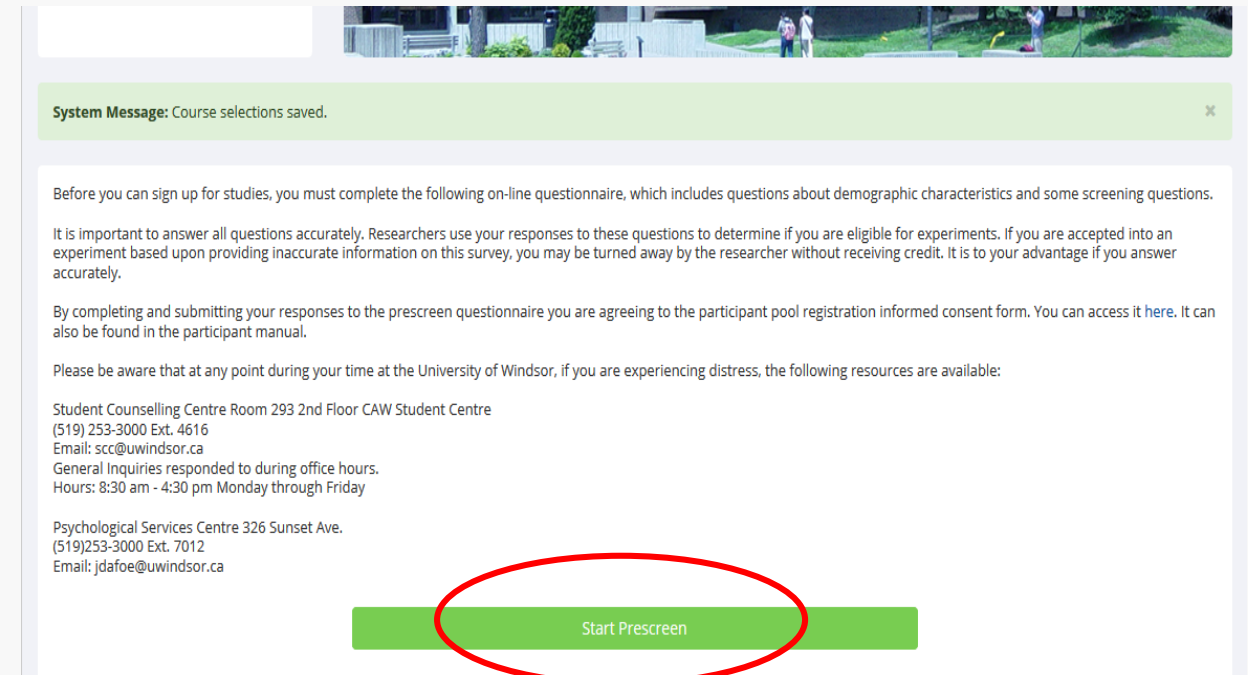
Save Changes

Participant Responsibilities

How to: Register

3. Complete Pre-screen Questionnaire

- Determines eligibility for studies
- **MUST** complete all sections



System Message: Course selections saved.

Before you can sign up for studies, you must complete the following on-line questionnaire, which includes questions about demographic characteristics and some screening questions.

It is important to answer all questions accurately. Researchers use your responses to these questions to determine if you are eligible for experiments. If you are accepted into an experiment based upon providing inaccurate information on this survey, you may be turned away by the researcher without receiving credit. It is to your advantage if you answer accurately.

By completing and submitting your responses to the prescreen questionnaire you are agreeing to the participant pool registration informed consent form. You can access it [here](#). It can also be found in the participant manual.

Please be aware that at any point during your time at the University of Windsor, if you are experiencing distress, the following resources are available:

Student Counselling Centre Room 293 2nd Floor CAW Student Centre
(519) 253-3000 Ext. 4616
Email: scc@uwindsor.ca
General Inquiries responded to during office hours.
Hours: 8:30 am - 4:30 pm Monday through Friday

Psychological Services Centre 326 Sunset Ave.
(519) 253-3000 Ext. 7012
Email: jdafoe@uwindsor.ca

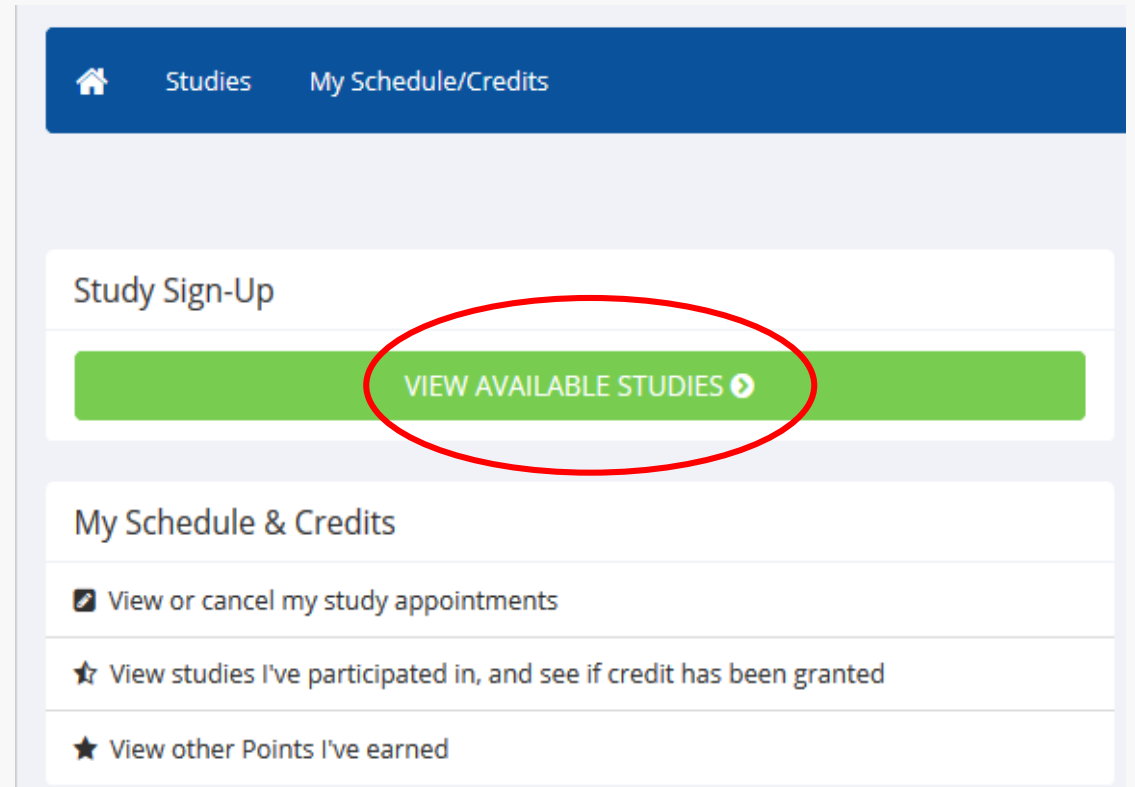
[Start Prescreen](#)

Participant Responsibilities

How to: Sign-up for Studies

1. View Available Studies

- A list of studies with their credit values will appear
- Studies are posted by **researchers** throughout the semester
- 60% of your bonus points can come from online studies, 40% in lab



Participant Responsibilities

How to: Sign-up for Studies

2. Click on “Timeslots available” for a study you are interested in

Please note that you will not be able to sign up for specific experiments until the date published on the sign in page to the pool.

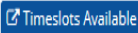
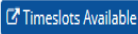
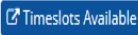
The participant manual can be accessed at: [participant manual](#). Please read the manual carefully before emailing any questions to the psycpool account.

Currently Viewing: All Studies

View studies with available timeslots on :

Thursday, 18 September 2014

GO

Available?	Study Information	Eligibility
	(0.5 Points)	
	(3 Points)	
	(0.5 Points)	

Participant Responsibilities

How to: Sign-up for Studies

3. Select a date/time and choose a course to allocate bonus points towards

Timeslots for Study

Date	Location	Course to Credit	Sign Up?
Wednesday, 22 October 2014 8:30 - 11:30	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼ 46-115-30 (Dr. Mattson; Fall 2014) 46-223-01 (Dr. Singleton-Jackson; Fall 2014)</div>	<div>Sign Up</div>
Wednesday, 22 October 2014 12:00 - 15:00	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div>	<div>Sign Up</div>
Wednesday, 22 October 2014 15:30 - 18:30	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div>	<div>Sign Up</div>

Note: You can change bonus point allocation ***prior*** to the Pool closing

Participant Responsibilities

How to: Sign-up for Studies

4. Click “Sign up”

Timeslots for Study

Date	Location	Course to Credit	Sign Up?
Wednesday, 22 October 2014 8:30 - 11:30	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div> <div>46-115-30 (Dr. Mattson; Fall 2014)</div> <div>46-223-01 (Dr. Singleton-Jackson; Fall 2014)</div> <div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div>	<div>Sign Up</div>
Wednesday, 22 October 2014 12:00 - 15:00	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div>	<div>Sign Up</div>
Wednesday, 22 October 2014 15:30 - 18:30	181 Chrysler Hall South	<div>46-115-30 (Dr. Mattson; Fall 2014) ▼</div>	<div>Sign Up</div>

Note: *You will get a confirmation e-mail
You can only complete each study **once***

Participant Responsibilities

How to: Sign-up for Studies

5. Show up!

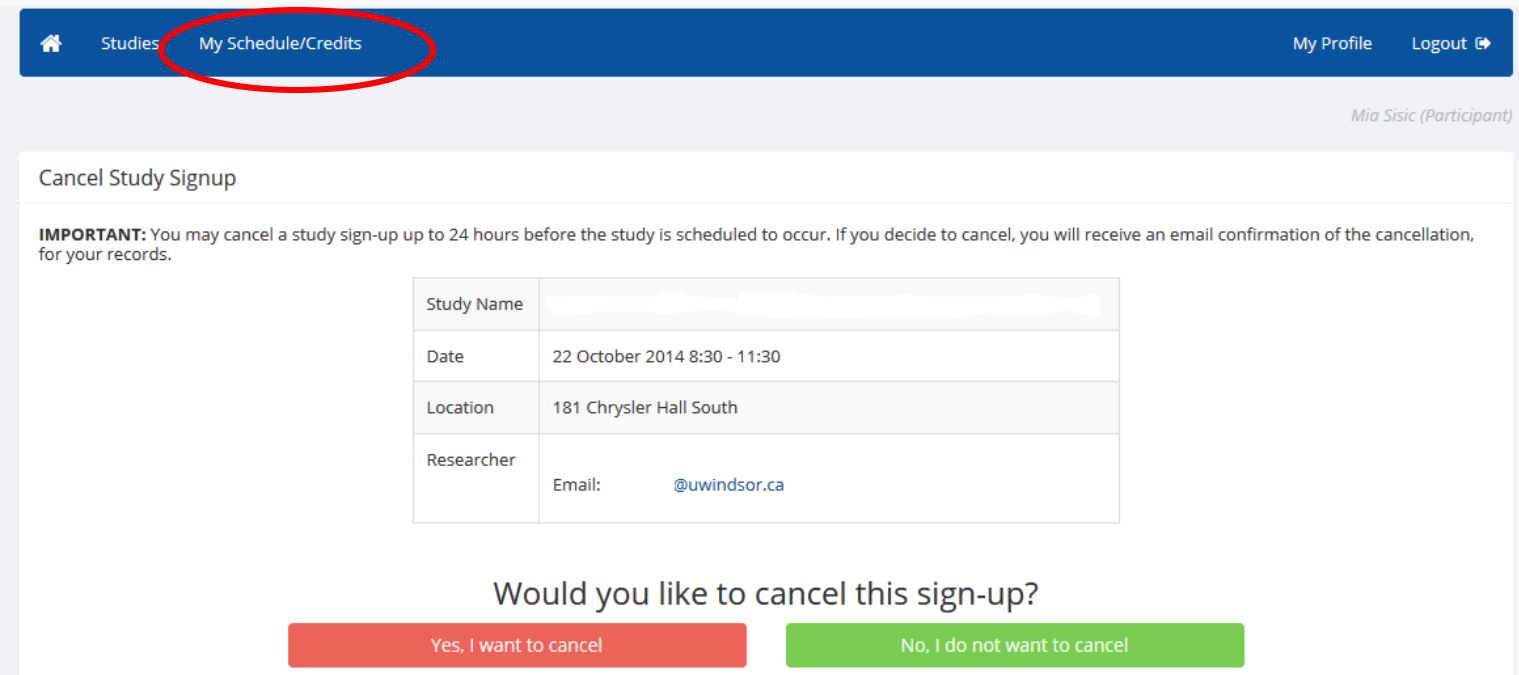
- For in-lab studies: be sure to be at the appropriate place on the date and time you signed up for
- For online studies: be sure to complete it by the specified date

Note: *You will get an automated email 24 hours before your scheduled sign-up to remind you of your upcoming appointment*

Participant Responsibilities

How to: Sign-up for Studies

You can view/cancel your appointments



Cancel Study Signup

IMPORTANT: You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	
Date	22 October 2014 8:30 - 11:30
Location	181 Chrysler Hall South
Researcher	Email: @uwindsor.ca

Would you like to cancel this sign-up?

Yes, I want to cancel No, I do not want to cancel

- Click on “My schedule/Credits”
- If you cancel an appointment, you must give the researcher **at least 24 hour notice** before the scheduled time

Current Policies

Cancelling Appointments

- Penalties

- If you cancel with [less than 24 hours notice](#) or do not show for the study, you will be assigned as an “unexcused no-show” which gives you 0 points
- You [must](#) provide a reasonable explanation (e.g., illness, emergency) to avoid the penalty. Contact the researcher directly.
- More than 3 unexcused absences will [jeopardize](#) your use of the pool for the rest of the semester (i.e., account deactivation).

Current Policies

Assigning Bonus Points

- Researchers have up to 48 hours to assign credit.
- YOU are responsible for assigning bonus points to your courses.

Tips



- Register even if you do not plan to participate in a study
 - Registration \neq Participation
 - Refer to your syllabus for alternative assignments to complete for bonus points if you do not wish to register or participate
- Print screen for proof of bonus point allocations
- Participate early in the semester

Tips: Need help?



- Consult the **Participant Manual** on the Dept. of Psychology website
 - Refer to: FAQ
- Read the homepage for announcements/dates
- Read all e-mails from the Pool Coordinator
- If you have questions, e-mail psycpool@uwindSOR.ca
 - This includes any concerns if you cannot resolve issues with the researcher directly

Questions?