# Application to Recruit Research Participants through the Psychology Research Participant Pool

NOTE: Incomplete applications will not be reviewed.

*Please submit the following two forms with your application and keep the third page for your records.*

Title of Study (to be posted on SONA):

Title of Study submitted to the REB (if different):

REB Number (i.e. XX-XXX):

Dates of ethics clearance:       to

Type of Research:  Psychology Faculty ( Funded/  Unfunded)

Psychology Graduate Thesis or Dissertation

Psychology Honours Thesis

Other: (please specify)

\*Study duration (in minutes):       \*Number of bonus points to be awarded:        
\* Please refer to “Compensation through the Pool” in the Researcher Manual. Researchers who overestimate the time that participants require to complete their study or who provide credits in excess of those approved for the study are violating Pool policy and may be barred from recruiting further participants.

Are you offering additional/alternative forms of compensation?  Yes  No

If yes, please describe:

Total number of undergraduate psychology students to be recruited for this study:       (should not exceed number approved by the REB)

Are you using screening questions?  Yes  No If yes, please attach separately.

Are you also recruiting participants outside of the Participant Pool?  Yes  No

If yes, please explain (attach a separate page if necessary)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Researcher:

Telephone:       E-mail:

Name of Supervisor:

Telephone:       E-mail:

\*\*Please review the researcher and supervisor contracts of responsibility on the following page. The contracts MUST be signed in order for your application to be reviewed and approved by the Participant Pool Coordinator.

***Researcher Contract of Responsibilities***

As a researcher using the Participant Pool, you are responsible for ensuring that you have attended a Participant Pool New Researcher Orientation session (available dates are posted on our homepage) and that you are familiar with all current Participant Pool policies. Please see “Important Participant Pool Policies” on the last page of this document for an overview of the most critical polices (retain for you records).

Additionally, you are responsible for ensuring that you conduct yourself professionally and respectfully in all interactions with participants (e.g., in-person, e-mail, phone). Any problematic issues that arise regarding appointments or participant compensation should be brought to the immediate attention of a Participant Pool Coordinator. You are also responsible for ensuring that you respond to any communications from any Participant Pool representative in a timely manner.

*By signing and submitting this form, I (researcher) acknowledge that I have undergone the necessary preparation to use the Department of Psychology Research Participant Pool. I agree to abide by all policies and procedures regarding the Participant Pool. I understand that failure to abide by any Participant Pool policy could result in an indefinite loss of my, and/or my supervisor’s, access to the Pool at the discretion of the Committee on Participant Recruitment.*

Name of Researcher:

Signature of Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:       Date of Orientation Session attended:

***Supervisor Contract of Responsibilities***

As a research supervisor, you are responsible for ensuring that you, your student(s), and any research assistant(s) using the Participant Pool have attended a Participant Pool New Researcher Orientation session and are fully aware of all current Participant Pool policies. You will be held responsible for any breaches of Participant Pool policies by your supervisee(s). Breaches of policy may result in a loss of your access to the Participant Pool as well as the access of your supervisee(s). Please see “Important Participant Pool Policies” on the last page of this document for an overview of the most critical polices.

Research supervisors will be carbon-copied on all communication between student researchers and/or research assistants and the Participant Pool administration team.

*By signing and submitting this form, I (supervisor) agree to abide by all policies and procedures regarding the Department of Psychology Research Participant Pool. I acknowledge that I am responsible for the conduct of my supervisee(s) who use the Participant Pool. I understand that failure to abide by any Participant Pool policy, either by myself or by my supervisee(s), could result in an indefinite loss of my access to the Pool at the discretion of the Committee on Participant Recruitment.*

Name of Supervisor:

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:       Date of Orientation Session attended:

**Important Participant Pool Policies**

**Timeslot Posting Limit**

You can post up to **50 credit hours** of timeslots per **seven day period**

Example: If you post 50 credit hours of timeslots on a Monday, you must wait seven days before you post 50 more credit hours of timeslots.

**Crediting Participants/“Actioning” Timeslots**

Participants must be credited within 48 hours of study completion.

Upon the Participant Pool closing (see date on SONA website), all remaining timeslots must be attended to or “actioned” immediately.

**Timeslot Cancellations**

You must provide participants with a minimum of 48 hours notice if cancelling a scheduled appointment.

If you are unable to provide 48 hours notice, the participant must be credited for the session.

**Dual Relationships**

If you are teaching a class or a lab and/or if you are a TA/GA for a class or a lab, you cannot advertise your study to your students. This includes classroom announcements, CLEW announcements, and any other form of communication about the study with your students.

\*For more information about these and other Participant Pool policies, please consult the Participant Pool Researcher Manual and/or the Researcher Fact Sheet & FAQ on the Psychology website.

**Checklist for researchers submitting a new study**

*Be sure you have included the following in your application package to the Pool. Incomplete application packages will not be reviewed.*

Pool Cover Sheet, including signatures (researcher and supervisor where applicable)

Ethics Clearance Letter (Departmental or University REB)

Informed Consent form

Ethics cleared study advertisement

Screening questions (where applicable)

# Psychology Research Participant Pool REB Revision and Extension Form

*Please complete this form if you have made revisions to your study and/or if you have requested a REB clearance extension and attach a copy of your most recent REB clearance notice.*

Title of Study (posted on SONA):

REB Number (i.e. XX-XXX):

Dates of original ethics clearance:       to

Dates of extended ethics clearance:       to

Have you made revisions to your study description, screening questions, procedures, sample size, etc?

Yes\*  No

If yes, please describe them in detail (attach an additional page, if necessary):

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Will you be recruiting additional participants beyond your originally approved number?

Yes\*  No If yes, please indicate how many:

*\*Any change to your study requires approval from the Participant Pool. It is recommended that you discuss proposed study changes with a Pool representative (psycpool@uwindsor.ca) prior to seeking clearance for a change from the REB. REB clearance does not guarantee a change conforms to Pool policies.*

Name of Researcher:

Signature of Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor:

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

# Standard Screening Questions

(you need REB clearance to use any screening questions, including these)

1. What is your gender?

1. Man or Boy
2. Woman or Girl
3. Indigenous or other cultural gender identity (e.g., two-spirit)
4. Non-binary, genderqueer, agender, or a similar identity
5. Gender not listed

2. Do you identify as transgender, non-binary, or otherwise identify as a gender other than the one you were assigned at birth?

1. Yes
2. No

3. Your ethnic background

1. Aboriginal (North American Indian, Metis, or Inuit)

2. White

3. Chinese

4. Black/African

5. Southeast Asian (e.g. Vietnamese, Cambodian, Malaysian, Laotian, etc.)

6. West Asian (e.g. Iranian, Afghan, etc)

7. South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc.)

8. Korean

9. Japanese

10. Latin American

11. Filipino

12. Mixed

13. Caribbean

14. Arab (e.g. Lebanese, Palestinian, Egyptian, Iraqi, etc.)

15. Other

4. Uwindsor email address:

Free entry

5. What is your major?

1. Undeclared

2. Biological Sciences

3. Business

4. Canadian Studies

5. Chemistry and Biochemistry

6. Communication Studies

7. Computer Science

8. Criminology

9. Dramatic Art

10. Earth Sciences

11. Economics

12. Education

13. Engineering

14. English

15. French

16. Geography

17. History

18. Kinesiology

19. Languages

20. Literature and Cultures

21. Law

22. Labour Studies

23. Mathematics and Statistics

24. Music

25. Nursing

26. Philosophy

27. Physics

28. Political Science

29. Psychology

30. Religious Studies

31. Sciences

32. Social Sciences

33. Social Work

34. Sociology and Anthropology

35. Urban Planning

36. Visual Arts

37. Women Studies

38. Other

6. Your year in university?

1. 1

2. 2

3. 3

4. 4

5. other

7. Number of psychology courses taken?

1. I am taking my first psychology course(s) this term

2. I have completed one prior psychology course

3. I have completed 2-3 prior psychology courses

4. I have completed 4-5 prior psychology courses

5. I have completed more than 5 prior psychology courses

8. Is English your first language?

1. Yes

2. No

9. Are you right or left handed?

1. Left

2. Right

3. Mixed

10. How many languages do you speak fluently?

1. 1

2. 2

3. 3

4. 4 or more

11. Are you currently employed?

1. Yes

2. No

12. If employed, are you working full or part time?

1. Full time

2. Part time

3. Not Applicable

13. Phone number (land-line):

Free entry

14. phone number (cell):

Free entry

15. Best time to contact you by phone:

1. Weekday morning (9am-noon)

2. Weekday afternoon (noon-5pm)

3. Weekday early evening (5pm-9pm)

4. Weekday late evening (10pm-midnight)

5. Weekend afternoon

6. Weekend evening

16. Are you at least 18 years of age?

1. Yes

2. No

17. What is your current age?

1. 17

2. 18

3. 19

4. 20

5. 21-25

6. 26-30

7. 31-35

8. 36-40

9. 41-45

10. 46-50

11. 51+

18. Are you enrolled in PSYC-4960 - Thesis: Research?

1. Yes

2. No

# Participant Pool Ad Template

***Note: The ad you post online must match verbatim the ad which is submitted to and cleared by REB. This is the ad participants will see when signing up for studies through the Participant Pool system.***

**Study Name** *(up to**100 characters)***:**

*(This is what participants will see when they view the study. Your study name may differ from the title you use in your ethics application and/or your manuscript, though the alternate title must still be cleared by REB.)*

**Brief Abstract** *(up to 255 characters, optional)*:

**Detailed Description** *(up to 15,000 characters, optional)*:

**Eligibility Criteria** *(optional)*:

**Duration** *(in 30 minute increments)*: NOTE: The online Sona form only allows you to provide numerical responses (i.e., 30, 60, 90, 120, 150, 180) in this field.

**Points** *(in .5 increments)*: NOTE: The online Sona form only allows you to provide numerical responses (i.e., 0.5, 1.0, 1.5, 2.0, 2.5, 3.0) in this field.

**Preparation** *(up to 255 characters, optional)*: