



University  
of Windsor

# **Psychology Participant Pool**

## **Participant Manual**

Department of Psychology  
University of Windsor

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Fourth Edition

Published by  
Department of Psychology  
University of Windsor  
401 Sunset Ave.  
Windsor, ON  
Canada  
[www.uwindsor.ca/psychology](http://www.uwindsor.ca/psychology)

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All policies within the fourth edition supersede the policies in the previous editions.

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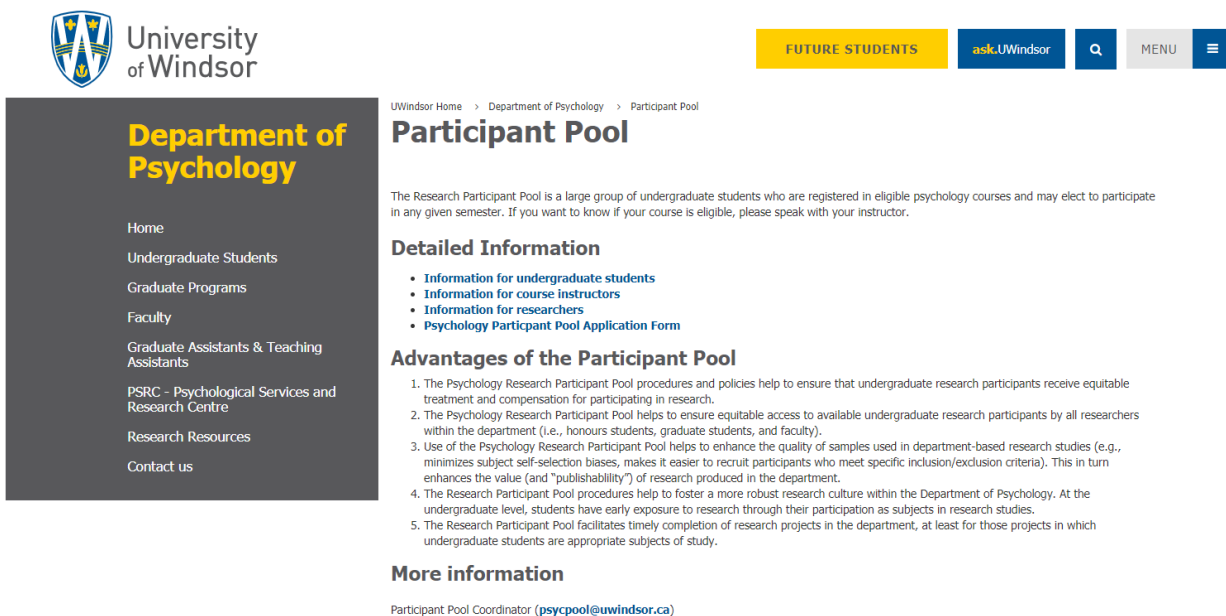
# Welcome to the Research Participant Pool

Each term we offer undergraduate students the opportunity to earn bonus points in their psychology classes while at the same time helping researchers in the psychology department collect important and meaningful data. This research enterprise is called the *Psychology Participant Pool*. We would like to welcome you as part of this pool and ask that you participate following the guidelines set out in this manual.

If you choose not to participate in the pool, or find that you are unable to collect any or all of your bonus points through the pool, we encourage you to consult your course syllabi for information on the alternate assignment your professor(s) will be offering to earn bonus points.

## Website address

The participant pool website can be found at: <http://uwindsor.sona-systems.com>. Instructions and other useful information regarding the participant pool can also be found on the Department of Psychology website at <http://www.uwindsor.ca/psychology>.



The screenshot shows the University of Windsor Psychology Department website. The header includes the university logo and navigation links for 'FUTURE STUDENTS', 'ask.UWindsor', a search icon, and a 'MENU' button. The main content area is titled 'Participant Pool' and includes a breadcrumb trail: 'UWindsor Home > Department of Psychology > Participant Pool'. Below the title, there is a brief description of the pool and a 'Detailed Information' section with links to 'Information for undergraduate students', 'Information for course instructors', 'Information for researchers', and a 'Psychology Participant Pool Application Form'. An 'Advantages of the Participant Pool' section lists five benefits, such as equitable treatment and early exposure to research. A 'More information' section provides the contact email for the Participant Pool Coordinator: [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca). On the left side of the page, there is a dark sidebar with the 'Department of Psychology' logo and a list of navigation links: Home, Undergraduate Students, Graduate Programs, Faculty, Graduate Assistants & Teaching Assistants, PSRC - Psychological Services and Research Centre, Research Resources, and Contact us.

## **Important dates**

Important dates for each term will be posted on <http://uwindsor.sona-systems.com>.

**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.

**Fall 2020**

August 17 Deadline to submit screening questions to the REB for inclusion in the Fall 2020 term  
Deadline for researchers to submit screening questions for Fall 2020

Sept 7 [Email question(s) to the psycpool@uwindsor.ca account and leave ethics approval in the mailbox]

Sept 10 Participant registration opens

Sept 10 Studies available

Oct 8 Registration period closes at 11 PM

Dec 9 Last day of classes; Pool closes at 5pm; Assign bonus points ASAP

Dec 10 Credit assignments by participants due by midnight

Dec 11 Credit lists emailed to instructors

**Winter 2021**

Dec 7 2021 term  
Deadline to submit screening questions to the REB for inclusion in the Winter 2021 term  
Deadline for researchers to submit screening questions for Winter 2021

## **Important dates to watch for:**

- The initial registration period (two to three weeks at the beginning of the term).
- The dates when studies become available.
- The final date to earn credits.
- The date by which credits must be assigned to your courses.

## **Compensation through the pool**

The only form of compensation provided through the Participant Pool is bonus marks. Presently each 30 minutes of research participation is awarded .5 bonus points. Thus:

- 30 minutes = 0.5 points
- 60 minutes = 1 point
- 90 minutes = 1.5 points
- 120 minutes = 2 points
- 150 minutes = 2.5 points
- 180 minutes = 3 points

In-lab studies worth less than 3 points will award participants with an additional .5 point credit for travel time. A bonus point is equivalent to a percentage point added to a student's final grade in a course (i.e., 1 point = 1%).

## Responsibilities as a Participant

In the online Participant Pool system, you have a significant amount of responsibility as a participant. Each term you are responsible to:

- register (and re-register) in the pool (**registration includes completion of the pre-screen questionnaire and selection of your courses**)
- sign up for studies (as early as possible in the term to ensure you have time to choose studies and to earn credits throughout the term)
- assign your credits to your courses before the credit assignment deadline
- acquaint yourself with the important dates for the term (**important dates are found on the front page of the SONA System**)
- check your email and the notices posted on the Participant Pool website regularly

Points earned in a given term must be applied in that term and **cannot be carried over to another term for any reason**. If you drop a course that you have already earned bonus points towards, you will forfeit the points. Nevertheless, you will have helped out the researcher and have had the opportunity to learn about psychological research.

All emails directed to the [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) mailbox will be replied to within **3 business days**. We thank you in advance for your patience. Please review this manual before emailing us, as many routine questions are answered here. **For a quick reference, see the Frequently Asked Questions (FAQ) section on page 21.**

## Registering for the Participant Pool

### Registration

In order to register for the Psychology Participant Pool, go to: <http://uwindsor.sona-systems.com/>. Click on the “Request Account” link at the bottom of your screen.

Dec 7 Deadline to submit screening questions to the REB for inclusion in the Winter 2021 term  
Deadline for researchers to submit screening questions for Winter 2021  
Jan 4 [Email question(s) to the [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) account and leave ethics approval in the mailbox]  
Jan 7 Participant registration opens  
Jan 7 Studies available  
Jan 28 Registration period closes at 11PM  
Apr 9 Last day of classes; Pool closes at 5pm; Assign bonus points ASAP  
Apr 10 Credit assignments by participants due by midnight  
Apr 11 Credit lists emailed to instructors

**Researcher orientations will be held on the following dates:**

Due to the COVID-19 situation, the Pool coordinators will not be on campus. You can email us to schedule an orientation.

**Please e-mail us ([psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca)) 24 hours before a chosen session noting the session you will attend.**

[Request Account](#)

[Forgot Password?](#)



Fill in the information on the new page that appears, including your uwindsor email address, name, student number, courses, and contact information.

The screenshot shows a web form for creating an account. At the top left is the University of Windsor logo. The header bar reads "Department of Psychology Psychology Department Research Participant Pool System".

On the left side, there is a text block: "Your login information will be emailed to you as soon as you request the account so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from uwindsor-admin@sona-systems.net, as emails from the system will often be sent from that address."

Below this is another text block: "This form should only be used by participants. Researchers will have their accounts created for them automatically."

The main form area is titled "ACCOUNT INFORMATION" and contains the following fields:

- First Name:
- Last Name:
- User ID:
- User ID (re-enter for verification):
- Student ID Number:
- Telephone (optional):
- Course(s): A list of available courses with a dropdown menu. The selected course is "MKTG-3340-01; VOYER".
- Selected Courses: An empty box for the chosen course.

At the bottom of the form is a "Request Account" button.

A verification email will be generated and sent to the email address under which you have registered. When you receive this verification email, follow the instructions provided within it.



You can then return to the main website to enter the system. You will be asked to agree to the terms and conditions of the website and to complete the pre-screening questionnaire. You can set a new password when you login for the first time.

The screenshot shows the login page for the Psychology Department Research Participant Pool System. At the top left is the University of Windsor logo. A banner image shows a building with a blue overlay containing the text "Department of Psychology Psychology Department Research Participant Pool System". Below the banner is a blue header with the text "PSYCHOLOGY DEPARTMENT RESEARCH PARTICIPANT POOL SYSTEM". The login form includes a "User ID" field with the placeholder "@uwindsor.ca" and a "Password" field. A green "Log In" button is at the bottom of the form. To the right of the form is a list of instructions and dates for "Fall 2020" and "Winter 2021".

**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.

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Dec 7 Deadline to submit screening questions to the REB for inclusion in the Winter 2021 term  
Deadline for researchers to submit screening questions for Winter 2021

### ***Pre-screen questionnaire***

At the beginning of each semester, each participant is required to complete the pre-screen questionnaire which will determine eligibility for studies available in the system. This is a required component of the registration process. Click "Start Prescreen" to begin.



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](mailto: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](mailto:jdafoe@uwindsor.ca)

Start Prescreen

Email questions to [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca)

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(11:50)



Complete the first section and submit the answers. Continue until you have completed all sections.

Section Questions

Listed below are questions for this section of the prescreen. Please provide a response for every question. If you are given the option to decline to answer a question, then declining to answer is considered a response. Please note: if you choose not to include your phone number(s), then it will limit your access to some studies.


1. What is your gender?
- Man or Boy
  - Woman or Girl
  - Indigenous or other cultural gender identity (e.g., two-spirit)
  - Non-binary, genderqueer, agender, or a similar identity
  - Gender not listed
  - Check this box if you do not want to provide an answer for this question

2. Do you identify as transgender, non-binary, or otherwise identify as a gender other than the one you were assigned at birth?
- Yes
  - No
  - Check this box if you do not want to provide an answer for this question


3. Your ethnic background
- Aboriginal (North American Indian, Metis, or Inuit)
  - White
  - Chinese
  - Black/African
  - Southeast Asian (e.g. Vietnamese, Cambodian, Malaysian, Laotian, etc.)
  - West Asian (e.g. Iranian, Afghan, etc)
  - South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc.)
  - Korean
  - Japanese
  - Latin American
  - Filipino

**Note:** the number of sections will vary by term, depending on how many screening questions are submitted by researchers.

After completing all sections, you will be asked to review your answers and to “Save Prescreen” by clicking the button at the top of your screen. A new screen will pop up. Choose “Continue” to proceed to the studies.



University of Windsor



Department of Psychology Psychology Department Research Participant Pool System

**System Message:** Responses noted. ✕


A summary of your responses is below. If you would like to change any of your responses, this is your only opportunity to do so. After you save the Prescreen, you may not change any of your responses. Click on the response to change your response. If you are satisfied with your responses, you may save the Prescreen now.

Course to assign Points for participation:  ▼


[Save Prescreen](#)

Response Summary

- Section 1



University of Windsor



Department of Psychology Psychology Department Research Participant Pool System

**System Message:** Information saved. Please read the following text, and choose the CONTINUE link at the bottom of the page. ✕

The Prescreen is now complete and all responses have been saved. Please read the following information, then use the link to continue using the site. [CONTINUE](#)

Thank you for completing the prescreen. Any currently available studies are now visible to you. If you do not find any open sessions, check back regularly. Researchers frequently add new studies.

Please be aware that if you have experienced any distress while completing the pre-screen questionnaire, the following resources are available to you:

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

[CONTINUE](#)

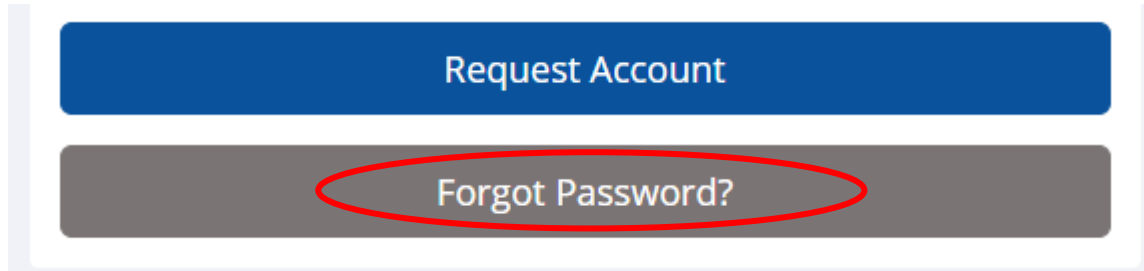
You are given a period of approximately TWO WEEKS in which to register your account at the beginning of the term. **Participant accounts are deactivated at the end of each term, so you must register at the beginning of every term you plan to participate in the pool.**

***UWindsor email accounts***

As per FAHSS and Psychology department policy, you must use your University of Windsor email address (name@uwindsor.ca) with the Participant Pool. Accounts created with a non-University of Windsor e-mail address will be denied. Additionally, *we will not reply to e-mails sent from a non-University of Windsor account.*

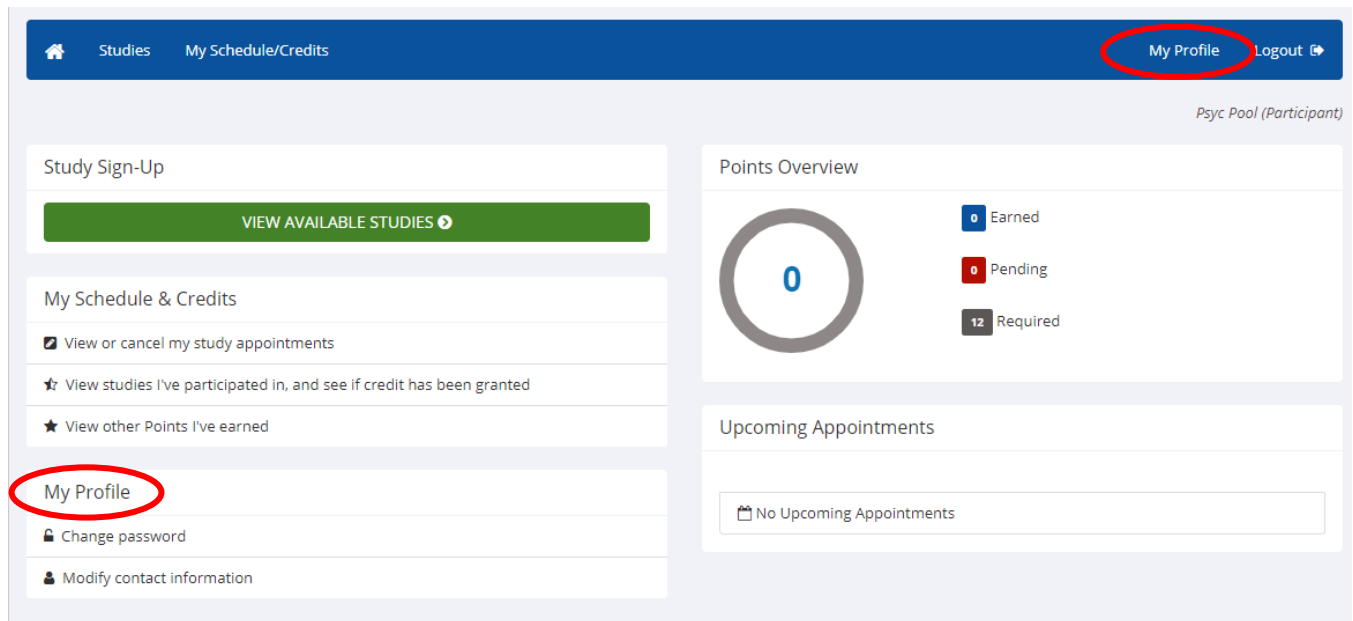
### Lost password

If you forget your password at any time, please click the “Forgot Password” heading at the bottom of the screen and the password will be sent to your email address. *We will not reply to emails sent to [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) requesting your password.*



### Changing account details

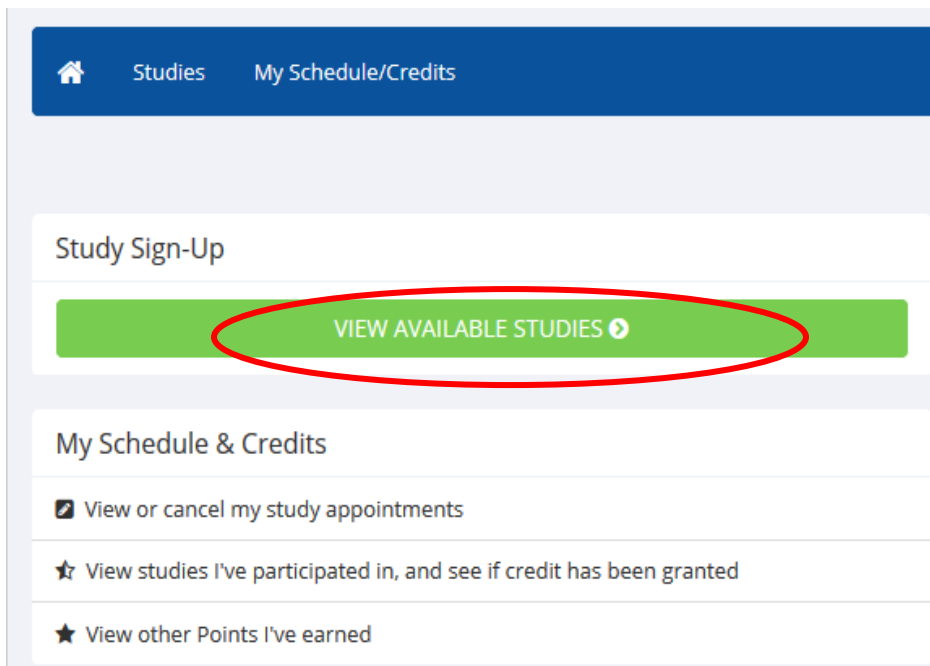
To change your account details, such as your password or the courses you have previously selected, click on the “My Profile” section of your main login page. If you need to change something that does not appear there, email [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) with your name and what you would like changed. All changes will be made within 3 business days.



## Accessing and Signing up for Studies

Before you will be able to view and sign up for studies, you must agree to the terms and conditions of the website and complete the pre-screening questions. If you do not wish to complete this information, you will need to pursue alternate means of earning your bonus points (e.g., alternate writing assignments determined by your course instructor(s)), as this is an important aspect of the system that is necessary for accurate research. Information regarding consent for participation in the pool is located at the end of this document (see page 20).

Once you are registered, you will need to wait until the date that studies become available to participants. This date can be found on the front page of the SONA System website. Once studies are made available, login and click on the “View Available Studies” section or the “Studies” tab (Note: you may be contacted by researchers in advance of this date and be invited to take part in a study for which you qualify).



In this section, you will see a list of all of the studies currently available. You can also search for studies by date. The list will show the study titles, study restrictions, and whether they have open timeslots. If you click on a study title, the contact information of the researcher(s), along with the study duration and point value will appear. If you click on the available timeslots, the date, time and location will appear. If you choose to sign up, select the course you would like the points to go towards, and click on the sign-up button.



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 :

Tuesday, 11 May 2021

GO

Available?	Study Information	Eligibility
<a href="#">🔗 Timeslots Available</a>	(1 Points)	
<a href="#">🔗 Timeslots Available</a>	(1.5 Points)	
<a href="#">🔗 Timeslots Available</a>	(0.5 Points)	

<b>Website</b>	You may not view the website until you sign up for this study.
<b>Researchers</b>	<p><a href="#">📧</a></p> <p><a href="#">📧</a></p> <p><a href="#">📞 253-3000</a></p> <p><a href="#">📧</a></p>
<a href="#">🔗 View Time Slots for This Study</a>	

### Timeslots for Study

**NOTE:** This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.

Participation Deadline	Sign Up?
Wednesday, 12 May 2021 10:00	<a href="#">Sign Up</a>
Wednesday, 12 May 2021 10:30	<a href="#">Sign Up</a>
Wednesday, 12 May 2021 11:00	<a href="#">Sign Up</a>
Wednesday, 12 May 2021 12:30	<a href="#">Sign Up</a>
Wednesday, 12 May 2021 13:00	<a href="#">Sign Up</a>
Wednesday, 12 May 2021 13:30	<a href="#">Sign Up</a>



**System Message:** You must click on the Sign Up button below to complete your sign-up. ✕

Confirm Sign-Up

Study Name	
Participation Deadline	12 May 2021 10:00
Course:	PSYC 1150; MATTSON <span>▼</span>

[Sign Up](#)

If you have any further questions, you may contact the researcher.

*Psyc Pool (Participant)*

**System Message:** Sign-up Successful ✕

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up.

Confirm Sign-Up

Study Name	
Participation Deadline	12 May 2021 10:00
Website	<a href="#">Complete Survey Now</a>

It is to your advantage to login early and sign up for studies, but also to check back often to see new studies that have opened up. There are more participants than there are bonus points to be earned, and as a result, if you wait until the end of the term, you may not earn all of the points you had hoped to. If this happens, you should consult your course outlines about alternate assignments to earn bonus points. Further, available studies are highly dependent on researchers and whether they are collecting data or not during the semester. The coordinators have no control over this. It is recommended for participants to keep checking the list of available studies in case new timeslots are posted and/or new studies are posted.

**The participant pool does not guarantee that you will be able to earn all of your bonus credits through our system. The participant pool simply offers one option through which you can earn bonus points.**

Each time you return to the “Studies” screen, the list of experiments is in a new, randomly determined order.

Once you have signed up for a study or studies, you can click on “My Schedule/Credits” and see the points you have earned, the studies you have scheduled, and how many points have been assigned to each course. This page is where you can cancel appointments and reassign your credits to another course.

[Home](#)
[Studies](#)
[My Schedule/Credits](#)
[My Profile](#)
[Logout](#)

Psyc Pool (Participant)

---

Points

Overall Points Earned: **0** Overall Points Pending: **0.5** Overall Points Requirements: **12**

---

ASSIGNING EARNED RESEARCH CREDITS TO COURSES

You must indicate your final assignment of bonus credits to courses before the date indicated on the login page. See the participant manual for details on doing this.

It is also suggested that after you assign you credits that you print out the receipt, in case your credits do not appear as assigned in the system.

If you have any questions which are not answered in the manual or FAQ, please email [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca).

---

Study Signups

To cancel, click on the “Cancel” button to the right of the study information. You can cancel **up to 24 HOURS** prior to a study without penalty. **If you cancel with less than 24-hour notice or do not show up for the study, you will be penalized.** For more details on the No-Show Policy, see page 17.

Points

Overall Points Earned: **0** Overall Points Pending: **0.5** Overall Points Requirements: **12**

---

ASSIGNING EARNED RESEARCH CREDITS TO COURSES

You must indicate your final assignment of bonus credits to courses before the date indicated on the login page. See the participant manual for details on doing this.

It is also suggested that after you assign you credits that you print out the receipt, in case your credits do not appear as assigned in the system.

If you have any questions which are not answered in the manual or FAQ, please email [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca).

---

Study Signups

Study	Time	Location	Status	Course	Comments	Cancel?
<p>[Redacted]</p> <p><b>Study Type:</b> Online Study <b>Points:</b> 0.5 Points</p>	12 May 2021 10:00 (Participation Deadline)	<a href="#">View Study Website</a>	Awaiting action from researcher	PSYC 1150: MATTSON  <a href="#">Reassign</a>		<a href="#">Cancel?</a>

You may cancel a study sign-up up to 24 hours before the study is scheduled to occur.

**System Message:** Are you sure you want to cancel this sign-up? ✕

### Cancel Study Signup

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

Study Name	[REDACTED]
Participation Deadline	12 May 2021 10:00
Website	<a href="#">View Website</a>
Researcher	

Would you like to cancel this sign-up?

Yes, I want to cancel

No, I do not want to cancel

Researchers can cancel an appointment up to **48 hours in advance**, either through email or telephone notification. If the researcher does not provide this notice, the researcher must award you the points you would have earned had you been able to participate in the study. You are under no obligation to reschedule your appointment if appropriate notice was not given.

However, you may consider rescheduling to assist the researcher, and you will be able to earn additional points. Please contact [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) if you have any concerns about researcher behaviour.

### **Penalties**

#### **Unexcused No-Shows**

- If you cancel with less than 24 hours notice or you do not complete the study by the specified due date, you will be assigned an “unexcused no-show” which gives you 0 points.
- You must provide a reasonable explanation (e.g., illness, emergency) to the researcher to avoid the penalty. Contact the researcher directly.
- **3 unexcused no-shows** will result in your participant account being de-activated. You will receive a warning when you allocate 2 unexcused no-shows.

#### **Excused No-Shows**

- If you provide more than 24 hours notice regarding your unattendance to a scheduled appointment, you will be assigned an “excused no-show” which gives you 0 points.
- Your account will not be penalized if you are given an “excused no-show”.
- Excused no-shows may be granted by researchers who have reasonable explanation to do so.

***IMPORTANT- Assigning credits***

All participants who have earned credits in the Participant Pool during the term must assign their credits to their courses – the researcher will not do this for you. You will be asked to select a course to assign your credits to when you sign up for a study. You can change the assignment of your points at any time until the credit assignment deadline, which is posted in the important dates section on the homepage. To change the course to which you assigned credits earned during any one study, go to “My Schedule/Credits”, click the “Reassign” link under the course column and select a different course.

If you have any questions about credit assignment, please email the Participant Pool at [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca).

Following the deadline to assign credits, lists will be generated and emailed to instructors so that they may add these to your overall grades.

**Note:** It is your responsibility to ensure you have assigned your credits to your course(s) properly. Credits will not be edited, re-assigned, or otherwise changed by the researcher, the Pool Coordinator, or your instructor after the credit lists have been distributed.

## Special Circumstances

### ***Trouble with researchers / complaints***

Any complaints or issues that arise with researchers can be directed to [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) and will be dealt with in a fair and timely manner.

### ***Disputing unassigned bonus marks***

Due to the requirement that you select a course to assign credits to at study sign-up, you will never lose credits. However, it is your responsibility to ensure you have assigned your credits to the course(s) you wanted them to go toward before the deadline. After midnight, on the last day to assign credits, your credits will go to whichever course(s) you have selected. Although it is the participant's responsibility to ensure that points are assigned to the desired courses, if you believe your points were not correctly added to your grade, you can email [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca). The Pool Coordinators will work to resolve the issue as quickly as possible. *However, we will not switch the points to a different course after this time.*

### ***Participant Pool missed appointment (no-show) policy***

Once you have booked an appointment to participate in a study, it is your responsibility to ensure you attend your scheduled appointment. If you realize that you cannot attend an appointment, you may cancel the appointment up to 24 hours before it is scheduled to occur, with no penalty.

However, if you fail to attend a scheduled appointment three times without 24 hours notice, your Participant Pool account will be de-activated. You will not be able to earn credits toward your courses through the Participant Pool for the duration of the semester.

If a student misses several appointments in successive terms, then the student's Participant Pool account will be suspended indefinitely. Written appeals to overturn an account suspension can be directed to the Chair of the Participant Pool Committee.

## Consent to Register for the Psychology Participant Pool

*In choosing to submit responses to this brief, web-based registration questionnaire, you are consenting to have the Psychology Research Participant Pool Committee retain the information you provide in a secure database for use by researchers whose studies have received appropriate ethics approval.*

*It is essential that you respond honestly and accurately to each of the items below because the integrity of all research results is compromised by dishonest responding on your part. We thank you for your assistance in maintaining the integrity of psychological research.*

### **I understand the following:**

1. The information I provide on this registration form will be used by the Participant Pool administrators to identify me as a potential participant for studies that are being conducted by undergraduate, graduate, and faculty researchers in the Department of Psychology during the current term.
2. My responses to the questions on the registration form may be used to select me as a potential participant for particular studies.
3. The Participant Pool administrators and any individual researchers who receive information I have provided are charged with maintaining the confidentiality of that information in accordance with ethical guidelines for research with human participants.
4. I am free to decline to participate in any study about which I am contacted, or withdraw my participation from individual studies or the participant pool.
5. If I choose to participate in a study, I will be compensated by earning between one-half and three bonus marks toward my final grade in eligible Psychology courses in which I am registered this term.
6. There are no significant risks to me in completing the Participant Pool registration form. Being registered in the Participant Pool may provide me with opportunities to learn about how psychological research is conducted from the perspective of a participant.
7. If I choose not to self-register for the Participant Pool, or if I am unable to or choose not to participate in any research studies, I can still earn bonus marks in my eligible Psychology courses by completing equivalent, alternate assignments specified by my course instructor on the course outline.
8. The Participant Pool Registration procedures have been reviewed by the University of Windsor Research Ethics Committee. If I have questions about my rights as a research subject, I may contact the Research Ethics Coordinator, University of Windsor, Windsor, Ontario, N9B 3P4 (Telephone 519-253-3000, ext. 3916; Email: [ethics@uwindsor.ca](mailto:ethics@uwindsor.ca)).

## Frequently Asked Questions

### **Why can't I log into my account? I keep getting an error message that my account has been disabled.**

*Accounts are disabled at the end of every term and are re-activated on the day registration opens. You are unable to access your account between semesters.*

*Another reason for a disabled account is if you failed to complete the registration process in full by the registration deadline. In this case, accounts are automatically deactivated for the duration of the semester.*

### **Why can't I see any studies?**

*When study timeslots fill up, the study becomes invisible until more open timeslots are added. If you do not see any available studies, check back frequently as researchers add timeslots on a regular basis. Study timeslots fill particularly quickly when there are few studies posted on the Participant Pool, especially early in the semester. However, new studies are added throughout the semester.*

*Studies will also be hidden from view if you are not eligible to participate due to study restrictions (i.e., based on your responses to the pre-screen questions). Be patient, it is likely studies will eventually be posted for which you are eligible.*

### **Who is responsible for adding studies?**

*Individual researchers add studies throughout the term when they need to collect data. The number of studies in the Participant Pool varies by term. The Participant Pool Coordinator and the Participant Pool Committee are not responsible for ensuring a minimum number of studies in the Pool each term.*

### **I earned more credits than I need for my class, can I save my credits for next semester?**

*No. It is not possible to carry credits across semesters. However, you are welcome to continue to participate in studies even after you have earned your allotment of credits.*

### **I participated in a study and earned multiple credits. Can I split the credits to go to different courses?**

*Currently, the system does not allow credits earned in a single study to be split between courses. However, if it is necessary for you to divide points earned in a single study between courses, please e-mail [psycpool@uwindsor.ca](mailto:psycpool@uwindsor.ca) and the Pool Coordinators will assist you.*

### **I forgot to register and missed the deadline, is there any way to still sign up for the Pool this semester?**

*No. If you do not complete the registration process during the registration period, you will not be allowed to sign up for Participant Pool for the duration of that semester.*

### **I haven't found enough studies to sign up for but I need bonus points. What can I do?**

*If you have not been able to participate in enough studies to earn all of the bonus credits for which you are eligible, please see your course syllabus or course instructor for alternative assignments for bonus credits.*