

Addendum to Recruitment Policy

Approved 9-25-2015

The following items pertain to using the SONA participant recruitment system and the department subject pool and have been adopted by the faculty:

1. As per the IRB, if a researcher wants to allow students under 18 to participate in a given study, the researcher must indicate this when specifying the population to be studied in the IRB application.
2. For studies that will grant more than 1 ELC to participants: the researcher who submits the request for a study to be approved (so it can be listed in SONA) must submit a brief (two- to three-sentence) justification for the number of ELCs being granted (e.g., the study/survey takes X amount of time to complete).
3. Study eligibility requirements on SONA should indicate whether students need to be 18 to participate.
4. RAs should keep lab doors open before the start of a timeslot, and before closing the door and beginning the study, they should check outside the lab for participants (who may be waiting in another part of the hallway).
5. When a researcher has to cancel a timeslot within 24 hours of that timeslot (something that participants cannot do), the participant should be notified via email that he or she may sign up for another timeslot if he or she wishes to do so. If he or she does not wish to sign up for another timeslot, he or she will receive credit for the previously scheduled timeslot.
6. When a researcher has to cancel a timeslot during the last two weeks of classes, the participant should receive credit (because participants may not be able to find another opportunity to participate in a study), as well as an email indicating that he or she will receive credit.
7. When a researcher does not show up for his or her timeslot, all participants scheduled for that timeslot should be notified via email that they may sign up for another timeslot if they wish to do so. If they do not wish to sign up for another timeslot, they will receive credit for the timeslot in question. In these cases, the participants should contact the study's P.I. directly by logging into SONA, navigating to the list of all studies, clicking the link for the study in which they were scheduled to participate, and emailing the person listed as the principal investigator. In this email, the participant should include the name of the study and the time and date of the scheduled appointment. The participant should also CC the SONA administrator on the email (that email address is linked at the bottom of every SONA web page).
8. SONA study-approval requests made by anyone other than a P.I. must be accompanied by evidence of IRB review (i.e., IRB study number) or IRB exempt status.

9. All participants need to be credited (or given no-shows) by no later than Reading Day for a fall- or spring-semester class. Any participants who have not been granted credit by this time will be given credit automatically.
10. To insure that student ELC requirements are based on all students who could potentially earn ELCs, faculty should indicate whether they plan to include a research-participation component in their courses before the ELC requirements are set. To this end, the SONA administrator will send out a request to faculty to indicate this at the same time that the call for ELC needs for research is sent. **Note:** This call would need to be sent to adjunct faculty who are hired to teach a course for a given semester.
11. For online studies, the latest date for a given timeslot should be the last day of classes (as opposed to the last day of the calendar year). This will require researchers who are running online studies to create new timeslots at the start of each semester.