

## **URPP Information for Researchers**

### **Last Updated: September 6th, 2015**

**Fall (F) Term: September 10<sup>th</sup> – December 23<sup>rd</sup>**

**Winter (W) Term: January 3<sup>rd</sup> – April 4<sup>th</sup>**

#### *I. What is it for?*

The URPP is the Psychology department's online experiment management system. It allows you to recruit participants for both online and in lab studies, and hosts the official record of participation credits for all PSYC 1010 students. All students enrolled in PSYC 1010 can earn credits towards their final mark by participating in psychology experiments. Students enrolled in PSYC 1010 during the Y term need to earn 3 credits in the Fall term and 3 credits in the Winter term. Students enrolled in PSYC 1010 in the Winter term need to earn a total of 6 credits during the Winter term. A one hour study is worth one credit. Studies lasting half an hour or less are worth 0.5 credits. Given typical enrolment in PSYC 1010, this means that approximately 18,000 credits need to be issued over the year. Please keep in mind that a portion of the participants grades are contingent on their participation in the URPP so please be considerate and professional regarding their concerns (about outstanding credits, cancellation of appointments etc.)

#### *II. How do I get an account?*

Email [URPP@yorku.ca](mailto:URPP@yorku.ca) with the following information:

- Your full name
- Confirmation of status as:
  - full-time psychology or cross-appointed faculty member
  - psychology graduate student
  - undergrad thesis students (PSYC 4000)
  - thesis course students (PSYC 4170--with special permission only).
- Your student ID number (if applicable)
- Name of supervisor (if applicable) or PSYC 4170 instructor, and their email address.
- Your email address (preferably your York email address)

If your lab requires RAs to have access to the URPP to set up timeslots and credit participants, it is now the policy of the URPP that your advisor set up a URPP lab account. To do this, the lab will need to open an email account to which all RAs will have access. The advisor can then choose a name for the lab account and provide this email address and we can set up a lab researcher account. This account can be managed by the lab, so passwords can be updated at the end of each term and new RAs can be added and removed.

#### *III. Creating Studies*

Detailed instructions on creating studies are available in the manual

at <http://www.psych.yorku.ca/urpp/http://psyc.info.yorku.ca/undergraduate-research-participant-pool/urpp-information-for-researchers/>.

Credit worth: The credit value for your study is based on the average duration to complete it. For in lab studies, this is the length of the appointment, and for online studies, this should be based on average time to completion. Again, 0.5 credits for every 30 minutes or less.

The basic study types available on the URPP system are:

Online Internal: An online study hosted using the URPPs host software. The system can automate credits being awarded, but can be difficult to use and only has basic response choices. A single appointment slot with the last date that participants can complete your study must be created. Do not set timeslots outside of the URPP participation deadline. (April 4th 2016). We recommend setting shorter deadlines, in order to facilitate credit awarding, as students technically have until the end of the posted deadline to complete your study, regardless of how early they sign up.

Online External: An online survey hosted on an outside site such as Survey Monkey or Qualtrics. It is highly recommended that you utilize the option of having the URPP send participants ID codes to their dataset. Instructions on how to have your dataset read the information should be available on the website of your survey software provider. Another option is to include a question in your study where participants enter their URPP ID code.

Lab Study: A standard lab study. Appointments can be set for individual participants or groups of participants to sign up for your study.

Longitudinal study: Only available for longitudinal lab based studies, where the participant can sign up for two appointments separated by a set period of time. Longitudinal online studies, or more complex study designs can be set up by creating separate studies, and making each study a prerequisite for the following study. Note that participants should receive credit for each study separately. Researchers cannot withhold credit until all parts of a longitudinal study are completed.

#### IV: Study Approval:

Once you create your study on the URPP system, you need to send a request for study approval. In your request you need to include the following information:

Study Name:

Primary Researcher:

Faculty Member:

Faculty Member affiliation: (BBCS, Clinical; Clinical Developmental; DCP; History and Theory of Psychology; Quantitative Methods; SP)

Topic:

Laboratory/Internet Study:

Does study have random assignment of participants to levels of an experimentally manipulated variable?: (yes; no)

Does this study have participant restrictions? (yes, no)

What are the participant restrictions, if any?

Hours Requested: (120 hours per study per term is standard for graduate students and faculty, thesis 4000 students, 4170 students must send a petition to Dr. Ellen Bialystok (ellenb@yorku.ca) to be granted 30 hours on the URPP)

Study Duration per session:

Credits awarded for participation:

Is this study exclusively questionnaire based (yes/no):

How will the questionnaires be used (1 - No questionnaires; 2 - questionnaires to assess predictor variable; 3 - questionnaires to assess criterion variable)?

What, if any, methods other than questionnaires are being used (1 - neural measures or manipulations (e.g., fMRI, EEG, TMS); 2 - physiological measures (e.g., cardio, GSR, cortisol, blood sample); 3 - behavioral measures of criterion variable; 4 - dyadic or group interaction; 5 - observational data)?:

Specify Other Methods used if applicable:

One/Multi-part Study:

Ethics Approval: yes/no

Ethics Number (If you ethics approved at the department level, just enter dept approval):

Duration of Ethics Approval (If you received ethics approval at the department level, just enter dept approval):

Type of student: Thesis (4000,4170), Masters, PhD)

Please ensure the information is complete. Once we have this information we can approve your study.

#### V: Ethics Approval:

Please be advised that it is the responsibility of the researcher to ensure that a study has ethics approval prior to being activated. You must also ensure that your ethics approval does not expire during the term of your data collection. Please enter the HPRC approval code and the expiry date for your ethics on your study information page when you create the study as a reminder.

#### VI: Timeslot Allocation:

Faculty, graduate student and honours thesis student researchers are automatically entitled to 120 hours per study in the Fall/Winter term and these hours can be renewed in the Summer term. PSYC 4170 student researchers are not guaranteed hours on the URPP system. They must submit a petition for hours to the URPP to find out if they will be granted hours. To do this, email Dr. Ellen Bialystok (ellenb@yorku.ca) to request hours. In your request, include your full name, your status (4170 student researcher), the name of your supervisor, the full name of your study, the number of hours you are requesting, and then provide a rationale justifying your need for URPP participants. 30 hours is generally the maximum for 4170 students.

Any researchers requiring more than the standard allocation of timeslots can petition to the URPP for more hours. To do this, email Dr. Ellen Bialystok (ellenb@yorku.ca) to request additional slots.

In your request, include your full name, your status ( MA, PhD, faculty, 4000 or 4170), the name of your supervisor, the full name of your study, the number of hours you are requesting, and then provide a rationale justifying your need for additional participants (e.g., power calculations,

length of study, etc).

As a tip, remember to delete timeslots that are not filled (once they are past the date), this way you get your full allocation of participants.

### VII: The Prescreen:

The prescreen is a survey that URPP participants are invited to complete when creating their participant accounts. Note that not all students complete the prescreen at the start of the term, with students being free to complete the survey at any time of the year.

An invitation is sent out in August for each lab to submit 10 multiple choice items to be included in the prescreen for the school year. Items in the prescreen must have received ethics approval.

The primary use of the prescreen is for preselection purposes, allowing your study to be visible only to students who respond to your multiple choice questions in certain ways. It can also be used to randomize participants to various conditions of an experiment, using items such as the last digit of a participant's student number to restrict which version of a study a participant sees.

We do not recommend using the prescreen as a 'pretest' measure. Pre/post test studies can be set up by creating a study comprised of the measures of interest as a mandatory prerequisite for a subsequent study.

### VIII: Participant Rights:

1. **Missed Appointments:** Researchers and participants must show up on time for research appointments. Signing up for a study is like signing a contract. Participants can cancel their appointments online using the URPP system, up to 24 hours prior to the appointment start time. If they need to cancel their appointment within 24 hours of their appointment, they are instructed to contact you via the email (listed in the researcher profile), so please ensure this information is accurate. Participants are advised that if they email you in advance of the appointment in case of an emergency you will not penalize them. It is at your discretion whether you reschedule the participant, or mark them as an excused no show [note: marking them as an excused no show will prevent them for signing up again for your study].
2. **Right to Withdraw:** As part of ethical research procedures, a participant has the right to withdraw at any time during the course of a study without penalty. For online studies, any student who proceeds to or starts your survey is entitled to credit. You cannot penalize students for not fully completing an online study. To discourage abuse of this policy, we recommend that you wait until the study deadline to credit those participants who did not complete an online study.
3. **Prompt Credit Awarding:** Participants should receive credit for participating in your study as soon as possible after completing it, typically within 72 hours. Of particular importance is that all credits are granted before the end of term deadlines at Dec 23rd and April 4th 2016. This ensures that the URPP grades coordinator has all of the information required to compile the credits accurately at the end of each term. If participants email you regarding missing credits please respond promptly. If there are

any disputes over participation credits please contact the URPP to resolve the matter.

4. Complaints regarding violations of participant rights, or other problems with how studies are conducted are treated seriously. Studies in question can be taken offline while investigations are being undertaken, and in extreme cases researchers can be locked out of their accounts.

#### IX: Crediting students

For in lab studies, it is very important that you make a note of the 6 digit URPP ID numbers for each timeslot, as that is how you will be keeping track of which participants have signed up for and completed your study. When a student that has signed up for your study comes into your lab, ask them for their 6 digit code and make a note of it (Researchers have found it helps to have a place to jot it down on the subject list for the study).

After you've finished running them, you will need to grant them credit on the URPP system itself. This is very important, as it is our primary method for keeping track of the number of credits each student has earned. To do this, after you're done for the day, you will need to log back into the URPP system, go to "My Studies" and then click "View your uncredited timeslots". From there you will be taken to a page with a list of all the participants' ID codes, along with their corresponding timeslots. Simply check off the participants for whom you wish to grant credit, and then click the button at the bottom of the page to "Grant Credit".

For online studies, credit granting follows a similar process. For online external studies, we recommend using the SONA systems built-in integration with qualtrics and other survey software that allows for automatic crediting upon study completion. Essentially, appending `&id=%SURVEY_CODE%` to the end of your survey link on the urpp, and then setting your survey software to accept 'id' will send participants urpp ids to your survey automatically. Automatic crediting can then occur by having the end of your survey redirect back to the urpp using the link that the URPP will automatically generate once you've set up your study. Detailed instructions are available via SONA and your survey software provider. If this is not possible, a participant's URPP code should be manually entered as a question in your study. This information can then be used to credit students using the URPP online system.

**If you have any questions, email us at [urpp@yorku.ca](mailto:urpp@yorku.ca) and you will get a response within 2 business days.**