***What's new this year:

    (1) Students will be required to earn 4 credits per term instead of 3.

    (2) Students will be required to participate in one hour of in-lab research per term.

    (3) Default hours per study will be 150 instead of 120.

1. 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 4 credits in the Fall term and 4 credits in the Winter term (one credit per term must be a laboratory study). Students enrolled in PSYC 1010 in the Fall, Winter, Summer only terms need to earn a total of 4 credits during their respective 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.)

2. How do I get an account?

Email 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 research assistants to have access to the URPP to set up timeslots and credit participants, it is now the URPP's policy that your advisor set up a lab account. To do this, the lab will need to open an email account to which all RAs will have access.

3. Creating Studies

Detailed instructions on creating studies are available in the researcher manual provided on the home page.

Credit worth: The credit value for your study is based on completion time. For in lab studies, this is the length of the appointment, and for online studies this should be based on average completion time. Again, 0.5 credits for every 30 minutes or less. Studies shorter than 15 minutes will not be approved. This year, when posting study duration, researchers must round their studies to the half hour. For instance, a 20 minute study would be input as 30 minutes, or a 45 minute study would be input as a 1 hour study.

The basic study types available on the URPP system are:

Online Internal: An online study hosted using the URPP's 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. *We recommend not using the system to host studies because it can be unreliable.

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 your 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.

Two-Part Study: Only available for 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.

***Do not set timeslots outside of the URPP participation deadline**. 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.

4. 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. As a reminder, please enter the HPRC approval code and the expiry date for your ethics are included on your study information page when you create the study.

5. Timeslot Allocation

Faculty, graduate student and honours thesis student researchers are automatically entitled to 150 hours per study.

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 provide a rationale justifying your need for additional participants (e.g., power calculations, length of study, etc).

The duration of all studies posted must be rounded to the next half-hour. For instance, any study between 15-30 minutes should be submitted as a 30-minute study, any study between 30 and 60 minutes should be submitted as a 1 hour study, etc. This is so that allocated hours are more evenly distributed between online and in-lab studies.

6. Participant Rights

- 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 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 from signing up for your study again and you will not lose the hour allocated to that timeslot).

- 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.

- Prompt Crediting: Participants should receive credit for participating in your study within 72 hours. 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.

   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

7. Crediting students

Please make sure that you have assigned all credits by **April 5th, 2019**. This will allow participants the chance to check their credit total and ensure any problems are dealt with. This should streamline the process of submitting grades to PSYC1010 instructors since participants will be able to see their finalized credit total before the end of the term.

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.

After you've finished running a participant, you will need to grant him or her credit on the URPP system itself. This is very important, as it is our method of keeping track of the number of credits each student has earned. To do this 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 select 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 ID 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 and you will get a response within 2 business days.