Introduction to Psychology (Psy 1010) Research Participation

INSTRUCTIONS FOR PRIMARY INVESTIGATORS

Overview

The Department of Psychology is committed to teaching Weber State University students that the discipline of psychology is based on the scientific method. Students are required to complete 2.5 hours (10 credits) of research activities. They may choose from three options in completing this requirement. First, students may choose to act as participants in psychology related research projects. Second, students may observe research as it is being conducted and complete a written assignment on their experience and observations. Third, students may review professional journal articles and submit article reviews (for more details about the student research requirement see the following link Student Research Requirement). Students may choose any combination of the three activities outlined to complete the required hours. This document specifies the policies and procedures related to the first research related activity (participation in psychology related research). Only those projects that are approved by the department’s Human Subjects Committee (HSC) will count towards a student’s fulfillment of the research requirement. As a primary investigator it is your responsibility to do the following:

I. Submit a Research Proposal for inclusion (non-psychology faculty)

II. Track Student Participation

1. Submit a “Project Information Sheet” to the HSC.
2. Provide a “Research Participation Receipt” to each participant.
3. Submit a “Research Participation List” to the HSC.

III. Provide a “Research Summary Report” to students and instructors.

I. Project Review and Inclusion

The Department of Psychology reserves the right to determine which studies are representative of psychological research. Therefore, all studies that are generated outside of the department must be approved by the department’s HSC. As the primary investigator you must submit 1) your approved Institutional Review Board Application (please see the following link http://www.weber.edu/IRB/application_form.html) and 2) a brief description of how your research is characteristic of psychological research and meets the purposes of the department as noted. Studies which have not been approved by a WSU-IRB committee will not be considered. For inclusion, the study must receive a unanimous vote by the Department of Psychology’s Human Subjects Committee. If a unanimous vote is not reached the proposal may be presented in a faculty meeting for discussion and a final vote. For inclusion, the project must receive a majority vote.

II. Tracking Student Participation

Once your project is approved for inclusion it is critical that as the primary investigator you adhere to the following procedures regarding the tracking of student research participation. These procedures allow the department to track the research activities of each student. If records are not maintained properly student’s grades may be affected. You must use the standard forms that are noted in the following paragraphs. Failure to adhere to these policies may relinquish future opportunities to utilize the Introductory Psychology 1010 Subject Pool.

1. Once your study is approved by both the IRB and the HSC, submit the “Project Information Sheet” Project Information Sheet to the Human Subjects Committee Chairperson. It will then be placed in the “PSY 1010 Research Participation” 3-ring binder in the Psychology Department Office. This will provide awareness of your project and any needed contact information to faculty teaching Introduction to Psychology (PSY 1010). After the “Project Information Sheet” is submitted you may place a copy of the same on a clipboard outside of the psychology office for student participants to view and sign up for participation.
2. Student research participation is tracked in two ways. First, each student who participates in a study must be given a “Research Participation Receipt” or “RPR” Research Participation Receipt signed by the primary investigator. This also applies to online studies. Students must be able to print off a receipt that certifies participation in the study. If you are collecting data during a class period you should have the receipts ready to hand out to each student as part of data collection. Each student should keep the RPRs as proof of participation in a given experiment.

3. In order to maintain accurate records a second procedure is used. This procedure requires that the primary investigator comply with the following:

   Complete and submit a typed “Student Research Participation List” Student Research Participation List to the Human Subjects Chairperson within 72 hours of the final data collection or if the study is ongoing two weeks before the last day of class for that semester. This form will require the student W#s, student last name, student first name, and course instructor name. You must use the exact format or your data will not merge with the new data system we are using. You will be asked to fix any errors in your data file. Please look over it carefully before making the submission. Submission of this form needs to be done both electronically and in hard copy (please verify that your forms were received). The hard copy should be given to Dr. Todd Baird. If you are a psychology faculty, the electronic copy should be placed in the folder on the Psych Virtual Forest folder labeled "Student Research Participation.” If you do not have access to this folder, then email the file to tbaird@weber.edu. When saving your file use the following format: a keyword from the title of the study, the IRB Approval #, and the primary investigators last name. For example if my study is entitled "Gender differences and cognition" and the IRB approval # is PS-21-11, my "Student Research Participation List" file should be saved as "genderPS-21-11baird". Adherence to this policy is critical since noncompliance may adversely impact student grades. Be sure to keep a copy of student participation for your own records. It is the responsibility of the primary investigator to assure that complete and accurate participation records are provided to the Human Subjects Committee. Failure to comply may result in a loss of future inclusion as determined by the Human Subjects Committee.

   At the conclusion of the semester faculty members will be given a summary report of student research participation based on records submitted by primary investigators. If records appear to be inaccurate or incomplete the primary investigator will be contacted to remedy any discrepancies.

   a. In order to assist faculty members in calculating and submitting final grades you must submit the “Research Participation List” to the Human Subjects Committee no later than two weeks prior to the last day of class for the semester. Do not collect data using the Introductory Psychology 1010 Subject Pool if participation cannot be recorded and submitted by this deadline. If the study remains beyond the submission date students need to be informed that participation in the study will no longer qualify for their research requirement.

IV. Providing a Research Summary Sheet

As indicated earlier, the purpose of the research requirement is to teach and expose students to the use of the scientific method in the field of psychology. To assist the department in meeting this goal you must make available to students and faculty a debriefing statement or research summary of your project. Students and instructors can then discuss the research as it applies to classroom discussions.

For any questions regarding these instructions please contact Dr. Matthew Schmolesky at: mschmolesky@weber.edu or Todd Baird at: tbaird@weber.edu