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GENERAL UNIVERSITY AND NATIONAL RESEARCH GUIDELINES

*R a A G a P*

All researchers must obtain and read a copy of the department's "Ethical Guidelines and Procedures for Research Using Human Subjects." Once this is done, they must complete the "Researcher Acknowledgement of Guidelines and Procedures" form (a link for this form can be found on page 16), promising to fo

### *The Office of Sponsored Projects*

The Office of Sponsored Projects (OSP) has seven general areas of responsibility:

- Liaison with and monitoring of governmental agencies,
- Information clearinghouse regarding funding opportunities and awards administration,
- Coordination of the preparation, clearance, review, and submission of proposals,
- Post-award administration (not fiscal reporting and monitoring),
- Oversight of federal regulations and assurance of compliance by WIU investigators
- Administration of the University Research Council Faculty Grants, and
- Grant related workshops and outreach to faculty.

Information about the OSP can be found at their website:

[\(http://www.wiu.edu/sponsored\\_projects/\)](http://www.wiu.edu/sponsored_projects/)

### *Institutional Review Board*







Instructors of 300-level courses and higher who are willing to have students participate in the PSY 323 projects may also allow their students to participate in the HSP studies. However, the instructor must have at least two non-research participation opti

## RESEARCHERS' RESPONSIBILITIES

Researchers who wish to recruit WIU undergraduate students as research participants in exchange for course credit or extra credit are required to use the Psychology Department's research participation website (<http://wiupsychology.sona-systems.com>). Researchers who require research subjects beyond the demographics of WIU's psychology undergraduate population will need to use other metho

### *Compliance with the Active Recruitment Policy*

Researchers may not "actively" recruit students as research participants when students are to receive psychology course credit for their participation. Active recruitment includes attending undergraduate courses and soliciting participation from students. Active recruitment also includes excessive advertising of monetary incentives, prizes, event tickets, or other incentives for participation beyond course credit. Active recruitment activities promote a competitive atmosphere among researchers such that active recruitment activities by one researcher interfere with the ability of other researchers who cannot offer similar incentives to student participants. Standard study descriptions and limiting incentives to those approved by the IRB should reduce efforts to make a particular study more attractive than others.

### *Follow Appointment Etiquette*

Researchers should meet all research participants who have scheduled an experiment appointment at the appropriate time and place. Researchers who must cancel appointments should contact participants by email as soon as possible before the scheduled time. It is not acceptable for researchers to cancel appointments by leaving notes at the designated meeting place. If researchers must cancel an appointment, they must be present or arrange for a representative to be present to meet with scheduled participants to inform them of the situation. The researcher may reschedule the participant to participate at another time if the participant agrees; however, the participant will receive credit for participation whether they agree to reschedule or not.

### *Obtain Informed Consent*

Researchers must utilize a written consent form briefly describing the study and its risks, the voluntary nature of participation, etc. as specified by the WIU IRB unless this has been specifically waived by the IRB. Participants must read and sign the consent form before participating in research. Participants should also be provided with a copy of the complete informed consent form signed by the researcher. For online studies, the researcher should instruct participants to print a copy of the informed consent for their records.

Student participants who are under 18 years old must obtain written permission from a parent or guardian. Research that allows participants under the age of 18 to participate should provide the participants with the consent form as far in advance as possible. This will allow the participants to obtain the necessary signatures before arriving to scheduled appointments.

### *Allow Participants to Withdraw from Studies*

Participants are allowed to withdraw from a study at any time without penalty. If a participant chooses to withdraw after providing informed consent, they should receive participation credit for the time they did participate (minimum of 1 credit).

### *Debriefing Participant*

study. In experiments involving deceptive procedures, investigators are ethically bound to explain the nature and purpose of any such deception and attempt to correct misconceptions participants may have generated during the study.

Debriefings should cover the following:

- a) Describe the specific purpose of the study and the research question(s) being investigated.
- b) Explain

S N -S

The Office of Human Research Protections (OHRP) has determined that the use of penalties for students who fail to show up for scheduled research appointments is in violation of the Health and Human Services regulations at 45 CFR 46.116(a)(8). OHRP has determined that deducting credit previously earned or increasing the number of credits that the student would have to earn is not an appropriate method of penalty. Rather, OHRP suggests that students who fail to show up for a scheduled appointment should not be granted the opportunity to earn credit through participation in research but rather be provided an alternative non-research activity in which such students can still earn the same number of credits.

In accordance with this decision, researchers cannot add additional research

COURSE INSTRUCTORS' RESPONSIBILITIES

*P U a a R a E (PURE)*

### *Tracking Students' Research Participation*

Instructors should familiarize themselves with the "Instructor Documentation" provided by Sona Systems. Course instructors will have access to the research participation credits of their students through the WIU Psychology Department research participation website under the "Course Reports" section of the website. A website login is required in order to access student credit reports. Instructors will be assigned a website login.

In cases in which a student's research credit is not recorded on the website, course instructors may accept a copy of the informed consent document signed by the researcher (or a printed informed consent document if it is an online study) as proof a student participated in a particular experiment.

### *Instructors Teaching "Practice" Classes*

The Psychology Department and OSP have developed specific ethics guidelines for those courses in which students will be practicing assessment or interview skills that require the use of "test clients" (e.g., PSY 581, 582, or 583). Students in these classes must still complete Human Subjects Training (a link to CITI training can be found on page 16). Certificates from this training should be given to the instructor who will complete and submit an exempt IRB protocol explaining the "practice" requirements. The IRB protocol and training certificates should be sent to the IRB Administrator for approval. These studies can potentially be used as non-research alternatives or offered as extra credit incentives for other courses.



ALTERNATIVES TO PARTICIPATING IN RESEARCH FOR PSY 100, 221, 250, AND 251

1. Participate in an on-line study, including but not limited to an online experiment or survey.
2. Participate in an in-person study, including but not limited to an in-person experiment or survey
3. Complete an Empirical Research Assessment (available by self-registering for the PURE course in Western Online).
4. Participate in a simulated in-person or online study where no data are collected.
5. Participate in an in-person or online assessment where no data are collected.

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