

UCCS PSYCHOLOGY DEPARTMENT  
PRINCIPLES, POLICIES, & PROCEDURES FOR CONDUCTING RESEARCH  
& UTILIZING PSYCHOLOGY SUBJECT POOL  
Revised and Adopted November 11, 2015

## A. DEFINITIONS

**Research** is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” This includes activities which are intended to lead to published results. All **research with human subjects**, funded and unfunded, sponsored and unsponsored, which is carried out by students, faculty, or other University employees, on or off campus, is covered by the UCCS Institutional Review Board (IRB) Policy and Procedures. All research projects require approval by the IRB, prior to data collection. This includes graduate theses and dissertation research, and honors.

**Classroom exercises**, involving interactions with human participants which are part of an educational program, *and are not designed to advance generalizable knowledge*, are not considered to be research as such by the IRB. Consequently, course projects (which do not involve more than minimal risk to participants) do not require review of the IRB. If there is concern that classroom activities involve more than minimal risk or vulnerable human subjects, faculty are encouraged to contact the Chair of the IRB for consultation and/or submission. Any potential risks which might be incurred by participants in practice of this sort are the responsibility of the faculty member. Explicit recognition of the importance of human subject protection issues should be an integral part of introducing students to research methodologies in any discipline.

## B. SUBJECT POOLS & EXTRA CREDIT

***“Utilizing the subject pool is a privilege, not a right.”***

If subject pools are conducted with ethical sensitivity, valid knowledge is generated, students have a worthwhile educational experience, and students develop an understanding of ethical practices in psychology.

Faculty who choose to allow or require students to earn extra credit in their classes should offer them a choice of several educational alternatives. According to APA’s Ethical Principles of Psychologists (6.11d), “when research participation is a course requirement or opportunity for extra credit, the prospective participant is [must be] given the choice of equitable alternative activities.” Alternatives to participation should be truly valuable and non-punitive in character (e.g., read and comment on some psychological literature, attend and summarize a demonstration/presentation, etc.). Each course syllabus should explain how students can earn extra credit points and how they will be used in the course.

**Research credit is to be given according to the following metric:**

1. 0-30 minutes participation = ½ credit
2. 31-60 minutes participation = 1 credit
3. Students who come to a campus location (e.g., testing room, research lab) will receive one additional point of extra credit to compensate for travel time.
4. Students who participate in research through an online study or while in class (e.g., the researcher goes to the classroom and administers a study) do not receive the travel credit.
5. Students who bring someone for participation are to be granted credit at half the rate listed for their “finder fee” unless they are involved in the experiment as an active participant in which case they would receive full credit for the time invested. Thus, a student who brings someone for an experiment that takes two hours will be awarded a one credit “finder’s fee.” *The student who brought the participant MUST be taught the purpose of the experiment and fully debriefed about it, as, of course, with the participant. This is to be a learning experience for all participants.*
6. No additional credits are to be awarded as bonuses.
7. No credits are given if financial payment is given (*you may offer students a choice if you have payments as an option*).

8. Credits for multi-session research studies can be held to the last of the multiple sessions (during a semester) unless the participant decides not to continue to participate in which case the credits earned up to that point are to be awarded. *Students must be informed of the arrangement at the time they are scheduled for the first appointment. Also, all credit should be granted by the last day of classes each semester to ensure a student has time to assign their extra credit to the course(s) of their choice.*
9. Credit earned for studies can be carried over from semester to semester. In other words, students may “bank” extra credit points during their time at UCCS (e.g., a student could earn 3 points of extra credit their sophomore year, but choose not to use the extra credit until their senior year). *Note: Similar to a checking account, a student will then have a “balance” of extra credit they can assign to courses. However, once a student assigns the extra credit points to a course, they have “spent” those extra credit points and cannot choose to then re-assign them to a different course in a different semester. This is to prevent students from re-using extra credit from semester-to-semester.*
10. All research credit must be assigned through the Sona Experiment Management System.
11. Faculty will determine how the research credit will be credited towards the class grade. For example, faculty may use the Sona research credit points to count towards total points in a class, they may allow points to be equal to percentage points on an even exchange (1 point of extra credit equals 1 percentage point), they may allow research credits to count as points toward specific assignments rather than total grade (e.g., 1 credit of research will be equal to 1 percentage point on the final exam), they may allow a specific amount of research credits to count as less than or more than a course points (e.g., 3 research credit points counts as 1% point towards final grade; or 1 research credit will count as 2 points toward the course total points).

### C. ADVERTISING RESEARCH OPPORTUNITIES

1. Researchers should use the research participant system to describe their study to students.
2. Researchers may announce their research studies and take sign-up sheets for studies to courses, with the course instructor’s permission.
3. Researchers may announce their research studies on the undergraduate psychology student list-serve ([psych-l@uccs.edu](mailto:psych-l@uccs.edu)). *All researchers should contact David DuBois to ensure that they have the ability to send out emails on the “psych-l” list-serve versus having an administrative staff person forward their research announcements for them. This simply eliminates the middle person as participants frequently respond directly to the emails sent. This ensures that participants have a more direct line of communication to the researcher hosting the study.*

### D. USE OF SUBJECT POOL BY NON-PSYCHOLOGY AND NON-UCCS RESEARCHERS

Requests go to the Director of Undergraduate Training, who is responsible for notifying all psychology faculty of the request (including what types of students are being asked to participate). Psychology faculty will notify the director of any objections (within a specified time frame). If the research has been approved by an IRB, and there are no objections, then they will be allowed to recruit participants. If there is only one faculty objection, then that faculty member will be asked to meet with the Director of Undergraduate Training and present his/her objections.

We will allow non-UCCS psychology faculty and students access to the research participant pool. Researchers not from the UCCS Psychology Department will not have access to the Sona Experiment Management System (participant sign-up) system unless a UCCS psychology faculty member is willing to sponsor the researcher. Thus the non-departmental researchers will only have access to the recruitment of participants through the psychology email list and by attending classes with the instructor’s permission to recruit. These non-departmental researchers will not be allowed to give extra credit to be used in courses; however, they may provide their own incentives for participation. Non-UCCS researchers must have approval by their own institution’s IRB before being allowed access to the UCCS participant pool.

### E. OVERVIEW/DEFINITIONS OF RESEARCH SYSTEM (SONA) USERS:

There are four potential users of the Sona Experiment Management System: Participants, Instructors, Researchers, and Principal Investigators. Each user has different responsibilities associated with the Sona system.

- **Participants** will use this system to sign-up to participate in studies.
  - *UCCS students* can earn extra credit for participating in studies through the Sona system. Students have the opportunity to allocate extra credit earned to any psychology course throughout their

undergraduate career at UCCS. Students have the opportunity to assign the extra credit to any course they wish or have the extra credit carry over to another semester by assigning their extra credit to the extra credit bank. Students have until the day before finals begin to assign their extra credit to the course of choice or to the bank. Once finals begin, students will not have the ability to change the course to which their extra credit is assigned.

- *Non-UCCS students* can also sign-up for studies through the Sona system.
- **Instructors** will use this system to monitor the extra credit for each student in their particular course who have allotted extra credit to that course. Instructors are not required to accept extra credit from research studies; each instructor can set their own policy. *Note: It is HIGHLY recommended that each instructor post their extra credit policy in their course syllabus. If an instructor does not want to accept extra credit from research studies, they must inform the Sona Administrator to be taken off the list of courses that allow extra credit.*
- **Researchers** use this system to announce their research studies including available time slots. Researchers may use Sona with online studies (administered through the management system or through a different link) or with studies run in person. Researchers are responsible for granting extra credit or no-show status for each participant.
- **Principal Investigators** (P.I.'s) are allowed to look at research studies in which they are listed as the PI. This is useful if you have multiple graduate (or honors) students running studies and you want to observe what is being done. You can do similar activities as the researcher as well as view studies from other researchers (if you are listed as the PI).

#### F. SHARED PSYCHOLOGY DEPARTMENT RESEARCH SPACE AT THE LANE CENTER

The following protocol pertains to the 3 shared Psychology Department research rooms on the third floor of the Lane Center. "Researcher" is any faculty member or research assistant that can schedule these rooms through SONA.

- If a researcher has an actual participant scheduled for a time-slot:
- There is no restriction how far into the future that room may be scheduled.
- If a researcher does not have an actual participant scheduled for a time-slot:
- A researcher may schedule a time-slot without a participant up to 2 weeks in advance
- This may be scheduled more than 2 weeks if one or more of the following is true:
  - the intended participant is a community member (ie, not a UCCS student)
  - the faculty member does not already have access to any Psychology Department research space of their own
  - the project for which the time-slot is intended is currently funded by an external grant or contract through the Psychology department
- Each of the circumstances above confers an additional two weeks of advanced scheduling for the researcher, even if a specific participant is not scheduled for a given time-slot.
  - For example a faculty member who is recruiting community participants and has an external grant through the Psychology department to fund the specific project may reserve time-slots up to 6 weeks in advance without having a specific participant scheduled: 2 weeks in advance + 2 weeks for community members + 2 weeks for external funding through the Psychology department.