THE RESEARCHER'S GUIDE TO THE PSYCHOLOGY SUBJECT POOL AND INTRODUCTORY PSYCHOLOGY BATTERY  
-- (Updated Sept. 2005) --

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All researchers are responsible for knowing and following the rules in this guide.  
P.I.'s are also responsible for ensuring that all research assistants know and follow these rules.  
Give them this guide -- particularly section III -- to read!  
Copies are available at http://www.psych.nyu.edu/studies.

Note:  The subject pool administrator is Catharine Lennon in Room 402.  The best way to get in touch with her is through her e-mail for this purpose (psych.subjects@nyu.edu). Or leave her a message in the "Psychology Subject Pool" mailbox in room 550 (not in her personal mailbox, please). Please contact her if problems arise, if you need additional subject hours, etc.

I. OBTAINING ETHICS APPROVAL FOR THE USE OF HUMAN SUBJECTS

All studies require human subjects approval from both the Psych Pool administrator and the UCAIHS before they begin.  Applications for subject pool use are available as MS Word documents at http://www.psych.nyu.edu/studies.  Submit them to the Subject Pool mailbox in Room 550.  Complete the application carefully and completely.  
This procedure should also be used if you will be recruiting both Pool subjects and adult (18 or over) non-Pool subjects for the same study.

For recruiting human participants from other sources for studies that do not include the Pool, you should apply for approval directly from the University Committee on Activities Involving Human Subjects (UCAIHS).  For this approval, you must use the UCAIHS Application for Review by the University Committee on Activities Involving Human Subjects, downloadable from www.nyu.edu/ucaihs, under Forms and Guidance.  For more information about application requirements and guidance, submission dates, and forms for non-pool subject UCAIHS approvals, please consult the same website.  Please send such applications directly to the UCAIHS, 15 Wash. Pl., Apt. 1A.  Mail Code 7311.

Applications for use of the psychology department subject pool are screened by the department representative on the UCAIHS, and revisions are requested if necessary.  They are then forwarded to the UCAIHS for its approval.  This entire process takes 4-6 weeks, so plan accordingly with the UCAIHS’s meeting calendar, available on their website, in mind. UCAIHS approval is almost always for one year starting with the date of the first UCAIHS review.

When your application has received full approval from the UCAIHS, you will be notified by letter.  You will also be told the number of subject hours allocated for the semester and how to post sessions on Experimetrix, by the Subject Pool Administrator, Catharine Lennon (see above for contact information).

CONTINUING STUDIES.  The psychology pool operates on an academic year calendar, and starts anew each September. Approvals do not carry over from prior years.  Study numbers for web-based sign-ups are assigned anew each September.  If your study was approved in any semester of a current academic year and you want to continue running subjects from the pool in a remaining semester of that year, or if your study was approved that year but you had not yet begun to run subjects, you need only submit the last REQUEST FOR SUBJECT HOURS page of the application, indicating at the top of this form the study number and name (and code name) of the study as it was approved in the current year. Otherwise, if your study is from a prior and not a present academic year, YOU MUST SUBMIT A FULL COPY OF THE ORIGINAL APPLICATION and indicate when the project received initial Psych Pool and UCAIHS approvals, and the name, study number, and code name of the study as it was originally approved. If the UCAIHS approval is still current (as indicated by the date on the UCAIHS-
stamped consent forms), you will be automatically approved to recruit pool participants and gather data without further review, until your date-stamped consent forms lapse.

Note that UCAIHS also requires annual reports on on-going or recently completed studies. Their reporting year depends on when they originally approve your study, and is unlikely to correspond to the academic year. Therefore, it is important that you continue to use the same distinctive name and code name for any study you conduct, and keep track of the study number we assign to it each year. It is also important for you to list your external grant title on your application (p. 1), so the IRB knows which grant is funding your study. The UCAIHS will send each investigator a letter requesting annual review approximately three months before the expiration date of the approval. The letter will include the instructions and forms (short) for the review. These should be returned to the UCAIHS directly no later than a month before the expiration date.

II. SUBJECT HOURS ALLOCATION -- TERM BY TERM

You will receive permission from Catharine Lennon to run a specified number of subject hours. Note that your allocation is only for the current semester. If your study is not finished by its end, you must request a new allocation for the next semester.

Hours are generally allocated in small batches of approximately 40 or 60 credit hours at a time. When these hours are used, additional hours may be requested, and will be allocated if available. Requests for additional hours must be made in writing or, preferrably, by email, to Catharine Lennon at psych.subjects@nyu.edu, or through the Psychology Subject Pool mailbox in room 550. There is no official form for these requests, but be sure to include the name and number of the study, principal investigator, researcher, the number of hours requested, and the denominations required.

PLEASE APPLY FOR ADDITIONAL HOURS WHEN YOU ARE NEARING THE END OF YOUR ALLOCATION. EXPLAIN WHEN YOU EXPECT TO USE UP YOUR CURRENT ALLOTMENT. DON’T WAIT UNTIL THEY ARE COMPLETELY USED UP AND YOU NEED AN IMMEDIATE EMERGENCY ALLOCATION. EXPECT SEVERAL DAYS TURNAROUND FROM CATHARINE LENNON.

III. RUNNING SUBJECTS

** Make sure all research assistants read this! **

SIGN-UP MECHINISM

1. After your study has been approved, it will be posted on the web site the department uses for scheduling studies: [http://experimetrix.com/nyu](http://experimetrix.com/nyu). Catharine Lennon will notify you of the study’s number (logon) and your password for it. Each study has its own number and password, which you may change after you logon. This number and password are only for use by the faculty PI and the senior student running the study. Do not share it with others in the lab.

2. Once you have the logon for your approved study, you must enter information about your study for students who want to sign up. At the above experimetrix website address select “edit header” to enter this information. See “Momentum™ Experimenter Documentation” for details. Get the latest version of this document at [http://experimetrix.com/MomentumEdoc.htm](http://experimetrix.com/MomentumEdoc.htm). Explore the options, and set them yourself, to suit your needs.

3. Study credits must be in 1/2 hour increments, rounding up. If your study takes 45 minutes, participants must be given 1 hour's credit. YOU MAY NOT SAY THAT THE STUDY TAKES LESS TIME THAN POSTED, which can only be in terms half-hour (0.5) and/or hour (1.0) credit units!

4. Your description of your study should include its NAME (the code name on your application form) and be brief and informative, so students can sample different kinds of studies. You may view a sample study (Study 1, “Community Cortex”), other researchers’ postings, and your own posting from a student’s viewpoint, by logging into the web site as the fictional student Billy Budd. His logon and his password are both <billybudd>. When you are logged in as Billy, do not sign up for any studies. And if Billy signs up for your study, know that he is fictitious.

5. **Fla$h[y] descriptions of studies are PROHIBITED.** The description of the study should be brief and informative. But we do not want to encourage fierce competition in subject recruitment.
Examples of prohibited descriptives are, "Fun!" “Easy!” “Sexy!” “Enlightening!” and “Thrilling!” You get the idea. We will monitor study descriptions and ask you to make changes, if necessary. If that does not work, inappropriately described studies will be removed from the list and you use of Experimetrix for signups will be temporarily suspended.

LOCATION OF STUDIES
All studies should be conducted in the Meyer Building (6 Washington Place). Only if there is an extraordinary need for facilities not available in this building should studies be conducted elsewhere. If a non-Meyer location is used, the necessity of conducting the study there must be reviewed and approved by the Subject Pool Supervisor.

TELEPHONE RECRUITING
If you wish to recruit subjects by telephone (a practice not allowed unless justified by a need to reach special subsets of students in our subject pool), you must receive explicit permission from the Subject Pool Supervisor. If you do receive such permission, lists of participants who have given consent to be phoned, with their subject pool ID (which is not their SS#), battery and phone numbers, are available from Catharine Lennon in room 402. **Even if you are not recruiting through the web site, you must enter your study's name, description, contact information, etc. on the web site.** This way, subjects will know your study is legitimate. They will also be notified of appointments by email and reminded automatically the evening before.

OTHER MEANS OF RECRUITING
You may ordinarily recruit Subject Pool subjects only by the official experimetrix web site. As stated above, to recruit pool participants by telephone or email your must get special approval from the Subject Pool Supervisor and from the UCAIHS. Posting signs advertising for Subject Pool participants for subject hour credit is strictly forbidden. The only approved posting of signs must be for paid participants (whether they are also in the pool or not). Such signs must be submitted to Catharine Lennon, and must use the Paid Study form available in the third section of [http://www.psych.nyu.edu/studies](http://www.psych.nyu.edu/studies).

RECORD KEEPING
Two forms of records of subject participation are kept. Both records are important!

(A) **SUBJECT’S PARTICIPATION AND FEEDBACK SHEET:** Sign the subject's own “Participation and Feedback Sheet,” which (s)he uses during the semester to document his or her research participation, and to give the department feedback on each study. This is both the subject's own record and a receipt. If a participant does not have a sheet, write him/her a note that will function as a receipt. S/he can fill in the feedback part on their sheet later. Students need these records if there are any record-keeping errors.

The Participation and Feedback Sheet is not optional. DO NOT TELL SUBJECTS THAT THIS DOESN'T MATTER!

(B) **RESEARCHER’S SUBJECT USAGE REPORTS:** Researchers are responsible for giving participants credit for participation on their study’s web page. This should be done at the end of each day, and certainly no later than the next day. You should also record no-shows and assign any penalties (see below). Students are advised to check their web site participation records frequently, to be sure their participation has been credited, and to notify the Subject Pool Supervisor if it has not been. A researcher’s chronic failure to record participants’ credits promptly can (and will) result in their study(ies) being cancelled, after one warning.

Catharine Lennon can generate a list of participants, no-shows, and the credits and penalties for each study during the semester. But you should keep your own records of participation, because these will not be routinely provided to researchers.

If you are finished running subjects for the term, make sure to cancel any remaining open sign up times.
NO-SHOWS. Participants will automatically be notified of their appointments by email, and sent email reminders of their appointments early in the evening of the day before. They are permitted to cancel their appointments for a study up to 8 hours before it is scheduled to begin. Any appointment cancelled 8 hours or more before the study will automatically become available to other students. If they have to cancel with fewer than 8 hours to go before the study, they cannot do this on the web. Instead, they must contact the researcher as soon as they realize they can’t show up for an appointment, by phone or email. If they are able to reach you, you may cancel their appointment without penalty, and may reschedule them for another time on your study’s web page. Otherwise, they incur the penalty; and you must enter it on the web page.

When subjects miss a study without letting you know before hand, you should penalize them on the study’s web page. Note that the no-show penalty is 1/2 hour for all studies, regardless of how long the study is.

LATE SHOWS. Each researcher decides how late to wait to begin an experimental session, and how long to wait for late participants. If you wait and start late, do not imply to participants that being late for other studies is all right. Most studies must begin on time, and participants should know that being late by only a few minutes will be counted as a no-show by most researchers.

RESEARCHER CANCELLATIONS. Principal investigators are responsible for ensuring that the studies they advertise go on as scheduled. If you know you must cancel an appointment 4 days or more before the study is scheduled, and you cannot find a substitute researcher to run the study, you may cancel it. Students who have signed up will be notified of the cancellation automatically. Fewer than 4 days before the study, appointments should be canceled only under extraordinary circumstances (e.g., medical emergency, family tragedy), and only when no substitute researcher can be found. In such circumstances, the PI must give full credit to all subjects who signed up. As a courtesy, subjects who signed up should also be contacted and informed of the reason for the cancellation. PI's may lose their subject pool privileges if a study is canceled for less serious reasons, less than 4 days before it was scheduled.

IV. ADDITIONAL NOTES

THE EVENING CLASS of Introductory Psychology, and other evening psychology courses, participate in the subject pool. You must schedule at least some of your studies during evening hours (i.e., after 6 PM on days when the evening Introductory Psychology class does not meet). If this is impossible for you, contact Catharine Lennon.

WEEKEND RUNNING of studies is possible and encouraged, to give students more opportunities to fulfill the lab requirement. Graduate and undergraduate students who are running subjects can be given access to the building through Veronica Holton. They will have to meet participants in the lobby and have them sign in and out. If weekend running becomes popular, we will seek ways to simplify this procedure.

THE LAST DAY to run subjects is ordinarily the last day of classes. Generally, studies using the subject pool are not conducted during the week of final exams although exceptions may be made at the discretion of the Subject Pool Supervisor.

RESPONSIBILITY OF P.I. The principal investigator, listed on page 1 and the last page of the application form, is ultimately responsible for ensuring that the obligations specified are properly fulfilled, regardless of whether a doctoral, masters, or undergraduate tutorial student is performing these obligations on a day-to-day basis. Only faculty members and doctoral students are ordinarily given access to the web site for scheduling appointments and giving credit.

V. THE INTRO. PSYCH. BATTERY

The Introductory Psychology Battery (aka “Introductory Psychology Measures Demonstration”) is designed to give intro. students exposure to a variety of paper and pencil scales and (not incidentally)
give researchers an opportunity to pre-test participants early in the semester. You must apply to have your measure(s) included in the battery in any given semester, usually 5-6 weeks before the semester begins.

Here are the procedures for collecting and handling data through the battery. Be sure everyone in your research group who handles these data is aware of them. Thanks.

1. You submit an application to the department to include measure(s) in the Battery, or have access to it.
2. If your measure is approved by the IRB, make enough numbered copies.
3. You come to the stuffing, where packets are assembled for distribution in Intro. Psych.
4. Student in Intro. Psych. take the Battery.
5. You come to the de-stuffing, where packets are un-stuffed and data entry tasks are allocated.

6. You receive from Catharine Lennon two data files: the Measures Database and the Code Database.
   a. The Measures Database contains measure scores, for each participant, identified by the code number stamped on the measures; the demographic information (Personal Information Sheet); and whether that participant is willing to be contacted by email or phone (added by Catharine Lennon).
   b. The Code Database contains, for each participant willing to be contacted, the contact information and age from the Confidentiality Code Key. Undergraduates must not have access to this file.

7. Use the Measures Database to select those to invite to participate in your study.
   a. If they are in the Code Database, contact them using the script described in your application, and include the access code so they can sign up for your study.
   b. If they are not in the Code Database, give Catharine Lennon the list of code numbers she should contact, along with your invitation script.

8. When you run your study, be sure to collect the participants’ names and email addresses (either by asking for them on their consent forms, or on a separate form), so you can later match their data with the Measures Database data.
   a. Participants in the Code Database can be matched by you (but not by any undergrad in your lab).
   b. Catharine Lennon will provide you with code numbers of participants who are not in the Code Database, when you give her a list of names and email addresses you cannot identify.

9. Destroy the Code Database within a year of receiving it, to protect confidentiality.

Here are some of the details and rationale for these procedures, from the IRB application for this.

The “Battery” is given under approval from NYU’s IRB (UCAIHS) for a study titled, “Introductory Psychology Measures Demonstration.” The approved application states that, “The course description for Introductory Psychology tells students that they will be required to participate in research studies or, as an alternative, write a paper. The course syllabus includes a lecture, early in the semester, devoted to demonstrating various kinds of paper and pencil measures. This demonstration takes place at that lecture. The demonstration is set up so that all students experience the full range of measures in the packet, but can freely decide whether or not they want to make these measures available to investigators for research purposes.”

Data confidentiality is protected as follows:
A code number will be assigned to all the measures in each packet, before they are distributed in class. After the packets are collected in class, the Confidentiality Code Key (page 3 of the packet) [attached], which contains all the personal identifiers, will be separated from the other measures and be kept by the subject pool supervisor in a locked cabinet in a separate location from the measures. Measures and Personal Information Sheets [attached] will be available only to investigators who contributed measures to this demonstration packet and their graduate student and/or paid research assistants (not undergraduates), who are using them in on-going research. They will never be made directly available to undergraduates. (However, undergraduates may be given access to data files that contain subject code numbers and numerical scores on relevant measures, so they can do data analyses with anonymous data.) One year from the date of collection, all Confidentiality Code Keys and Personal Information Sheets will be shredded. The measures, which contain only code numbers and no personal identifiers, will be distributed to the investigators who are using them in their research, and stored by these investigators until they choose to destroy these data.”

Here are the procedures, in more detail:

“The measures that researchers want to include in the packet will be submitted to the PI [Prof. Uleman] four weeks before the start of the semester….  

“Once the packets are collected, the Confidentiality Code Key will be separated from the Personal Information Sheet and the measures. The Personal Information Sheet and the measures will be entered into a master database by a team of volunteers from the labs that contributed and will be using the measures. These volunteers will include only those graduate students and paid research assistants (excluding any undergraduates) who are working directly on these projects. The PI’s assistant (department secretary Catharine Lennon) will store this Measures Database on her computer, which is password protected, in her locked office. She will then distribute it to all researchers who contributed measures to the packet. This will enable these researchers to analyze the distributions of scores on measures of interest to them, examine their relationships to other measures, and select those students (by code number) with desired scores on these measures for participation in their studies.

“One of these volunteers (an advanced doctoral student, experienced in human subjects research) will be selected to enter all the Confidentiality Code Key information into another Code Database, along with information on whether the students are willing to be contacted by phone [and/or email] (from the consent form). This will also be stored securely on the PI’s assistant’s computer, as above.

“Pre-selected students will be sent an email inviting them to participate in a particular study, and giving them an access code so they can sign up for that study on the department web site. (That is, some studies can only be accessed for signups through an access code.) …

“Once students participate in a particular study, the investigator will have to be able to match their data from their study with their data from this packet. To make this possible, all consent forms used in individual subject-pool studies will ask for students’ names (printed) and NYU email addresses. Meanwhile, the PI’s assistant will create a subset of the Code Database containing only those students who indicated a willingness to be phoned. This Code-Phone Database will be distributed to each primary investigator (or supervisor, in the case of undergraduates) contributing measures to the packet, with instructions to store it securely, to not share it or distribute it further or share in on a network, and to destroy it within one year. Investigators will use this database to match measures with as many participants in their own study as possible. Then investigators will submit a list of unmatched participants (names and email addresses) to the PI’s assistant, who will send them the packet code numbers for these remaining participants.

“The Measures and Code Databases will be retained indefinitely and securely by the PI’s assistant. The Confidential Code Keys and Personal Information Sheets will be destroyed a year from their date of collection. The individual measures in the packet revert to the researchers who originally contributed them, for secure storage and eventual disposal. None of these have identifiers on them.

“In so far as possible, the PI will exclude measures from the packet that tap highly sensitive topics and that could be given as readily at a later time, as part of a regular study. One standard measure that may often be included (and is included in this sample packet) is the Beck Depression Inventory, which asks about suicidal ideation. For this and similar measures (i.e., measures that may predict harm to self or others), the PI will have a licensed clinical psychologist at NYU review the scores and particular item responses. If this clinical psychologist judges that particular respondents (by code number) should be contacted, either for a
brief interview, assessment or referral, contact information will be provided, and he/she will follow up in the way he/she deems most clinically appropriate.”