

School of Communication Studies Research Participation System (CSRPS) How to Use the System (Researchers)

CSRPS/Sona Website: <http://ohio-coms.sona-systems.com/>

Research Participation Information: <https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation>

Alternative Assignment Details: <https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation/alternative-assignment>

Research Pool Administrator: coms-research@ohio.edu

Students enrolled in COMS 1010, 1030, 1100, and 2020 are required to participate in a research study or complete an alternative assignment (journal article summary) to earn 2% of their course grade. The purpose of this document is to provide step-by-step instructions for researchers to utilize the system for data collection. For complete information about the research experience requirement, see the document Guidelines for Researchers accessible from the *Research Participation* section of the Communication Studies website (<https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation>).

Application to Conduct Research

The CSRPS Research Pool is open to undergraduate students, graduate students, and faculty researchers in the Scripps College of Communication. Researchers who wish to utilize the research pool must complete the Research Pool Access Request. The application document can be accessed by clicking the “Application” link located in the “Information for Researchers” section of the Communication Studies website (<https://ohio.edu/scripps-college/comm-studies/undergraduate/research-participation>).

The application must be both completed and sent to the research pool administrator at (coms-research@ohio.edu) at least two weeks prior to the beginning of the semester. Additionally, the researcher must also have IRB approval for his/her study and completed applications include a copy of the IRB approval letter.

Note: Researchers who have study inclusion/exclusion criteria must also include the list of questions designed to identify potential participants. Researchers should attach a word document with the exact screening questions and responses. Screening questions should have one acceptable answer that determines eligibility (e.g., all people who answer “yes” on a “yes/no” question). Be conscious of your question wording; simple questions are better. Additionally, researchers should indicate which answer(s) qualify individuals to participate in their study.

In the two weeks before the start of class, the Research Pool Administrator will assess enrollment in the COMS courses included in the pool. Based on enrollment, participants will be allocated to studies based on the prioritization list (see application) and the pool administrator will email the researcher(s) prior to the beginning of class to verify that the pool can accommodate the needs of the researcher(s). It is not uncommon for the request for participants to differ from the number of students in the pool; therefore, researchers requesting participants from the pool should be

prepared to discuss the minimum and maximum number of participants their study can accommodate based on the study design and the limits of their approved IRB protocol.

Setting up Your Study

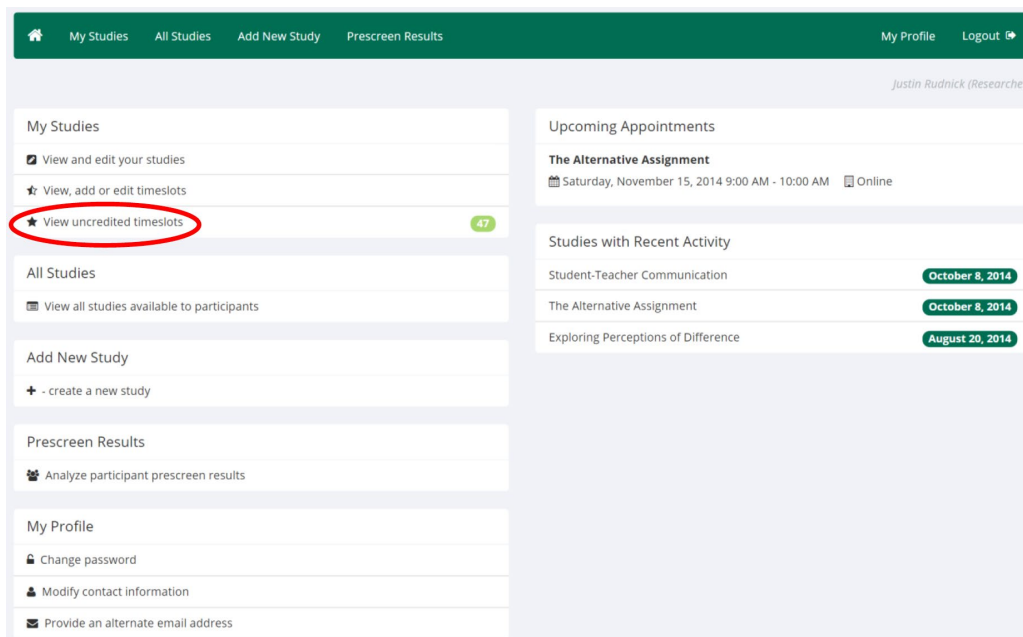
In the first three weeks of the term, the Research Pool Administrator will add your research study to the list of studies in the CSRPS. You will receive an email notification when your study has been successfully added. If you are conducting an online study (via Qualtrics or another online survey administration tool), you will need to email the link to your study to the Research Pool Administrator prior to the fourth week of the term. You should also indicate the final date of participation in the study; this is the last date participants are able to complete the study. This date should NOT be after the end of the 13th week of the semester in which you are collecting data.

Once you have been assigned participants by the research pool coordinator, it is your responsibility to contact participants to encourage participation, as approved in your IRB proposal. Upon being assigned participants, you should email your participants to let them know either (1) the study is open, or (2) when the study will be available. If your study is not ready for them to participate in, you will need to email them again once the study is open.

You are also encouraged to send regular reminder emails to participants (we suggest twice per week, such as Tuesday and Friday) to help increase participation. With appropriate reminders, researchers can expect to achieve 80-90% response rates.

Assigning Credit for Participation

As participants complete your study, the CSRPS will notify you of “uncredited timeslots.” These refer to participants who have signed up to complete your study and need to have credit granted to them. To grant credit to participants, sign into the CSRPS and click on the option to “View Uncredited Timeslots.”



Updated 08/14/2020

This will bring up a page with all of the participants who have signed up for your study. Select “Grant Credit” for each participant who has completed the study.

Uncredited Timeslots

Listed below are uncredited timeslots for your studies. The list includes all uncredited timeslots in the past, along with all uncredited timeslots for online external studies.

You may click on the study name to view more information about the study, or click on the date to go to that specific timeslot. If you would like to do a simple credit grant or no-show (no special comments), you may do so below by checking the appropriate checkbox next to each signup for which you would like to grant credit. For other options, like including comments, click on the timeslot date to go directly to the timeslot.

If you would like to sort the list below by study name or date, click on the word Study or Date below.

Past And Online **All**

Sort by: Study Name Timeslot Date

Study	Researcher	Date	Participant	Grant Credit?
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Nicole Abele	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Ahmed Al Khatri	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Yahya Al Rawahi	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Asila Al-Kiyumi	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show

Alternately, you can scroll to the bottom and select “Mark all ‘Grant Credit’” at the bottom of the screen to grant credit to all of your participants.

Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Kelly Wallace	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Zongwang Wang	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Lan Xu	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Student-Teacher Communication	ALL	Online study ending November 1, 2014 11:59 PM	Mengyi Xu	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show

Total number of uncredited timeslots: 47

Mark all 'Grant Credit'

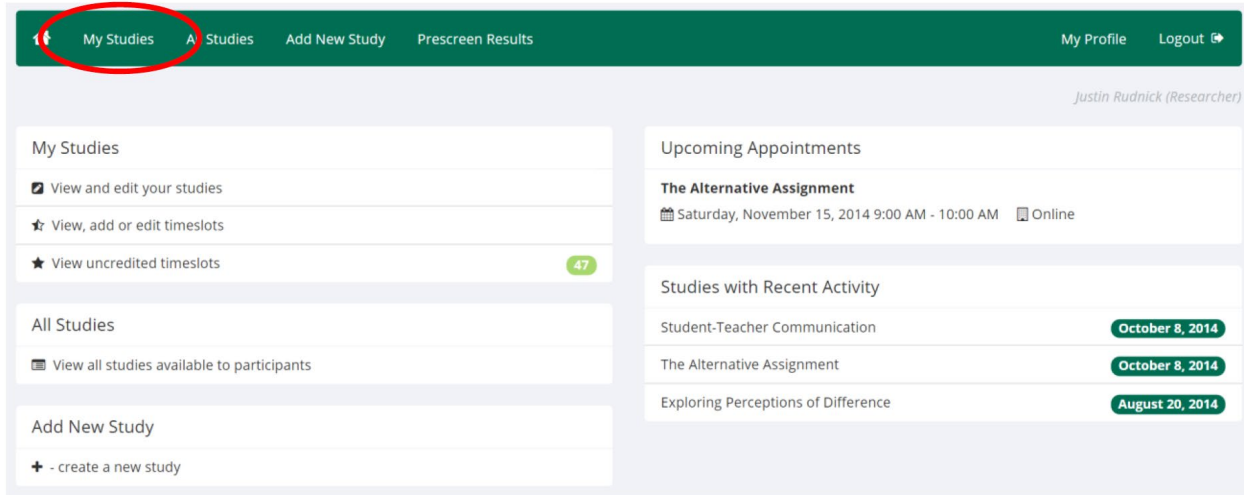
Once you are done, select “Grant Credits.”

Updated 08/14/2020

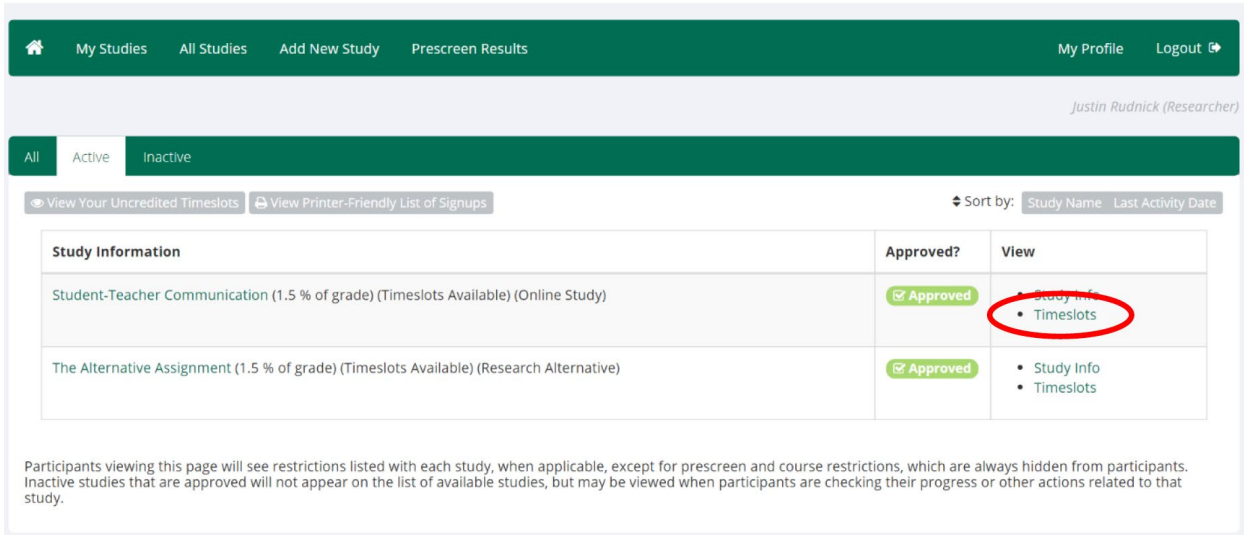
Participants who are not registered in CSRPS:

If your studies do not have screening or exclusionary criteria, you may occasionally be assigned participants who have not completed the pre-screen survey at the start of the semester. These participants are still able to take your study but do not have access to sign up for your study in the CSRPS. To grant credit to these participants, you will need to follow a different procedure.

To start, sign into the CSRPS and click on “My Studies.”



This will pull up a list of your active studies. Find the study you wish to grant credit for and click on “Timeslots.”



Updated 08/14/2020

This will pull up a list of participants signed up under each timeslot. Click on the timeslot listed under “Participant Deadline.”

Participation Deadline	Participants Pool	Participants	Website	Modify
November 1, 2014 11:59 PM	Signed Up: 47 Open Slots: 53 Total: 100	Nicole Abele Status: Credit Granted View Prescreen Ahmed Al Khatri Status: Awaiting Action View Prescreen Yahya Al Rawahi Status: Awaiting Action View Prescreen Asila Al-Kiyumi Status: Awaiting Action View Prescreen Cleon Aloese Status: Awaiting Action View Prescreen Salem Alsubiae Status: Awaiting Action View Prescreen	View Website	Modify

You will see a list of participants signed up for your timeslot, similar to before. Scroll to the bottom of the page and click “Batch Credit Grant.”

Mengyi Xu (mx252710@ohio.edu)
View Prescreen

Unexcused
Excused

Update Sign-Ups Contact All Participants

Manual Sign-Up Batch Credit Grant

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using the feature.

Username Manual Sign-Up: @ohio.edu Last Name Manual Sign-Up: Enter last name

SIGN UP SIGN UP

You will see the “Batch Credit Grant” screen. From your participant list, copy and paste the user IDs of the participants you wish to grant credit for into the box and click “Go to Confirmation Page.”

Batch Credit Grant

You may use this form to manually sign up and grant credit to a set of participants for this timeslot. You may only sign up 50 participants at a time (for server performance reasons), but you may use this feature more than once. Participants who are already signed up for this timeslot will not be signed up again for the same timeslot.

Credit Comments (optional)

Participant List
Type in a list of User IDs, separated by spaces
(Example: jsmith jdoe bsmith)

na951212
aa590612
ya172811
aa559812
lb699911

Go to Confirmation Page

The CSRPS will display a list of valid participants based on the user IDs you uploaded. Click on “Proceed,” and the CSRPS will assign those participants to your study AND grant them credit for completion.

Valid Participants

The list below shows information about the 5 participants that were found in the system. Participants will need to assign any credit you grant here to their courses, as the system will not do this for them.

Please review the list of participants and choose Proceed to proceed with the credit grant.

Name	User ID
Nicole Abele	na951212
Ahmed Al Khatri	aa590612
Yahya Al Rawahi	ya172811
Asila Al-Kiyumi	aa559812
Louis Baragona	lb699911

Proceed