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.”
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.

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.

Once you are done, select “Grant Credits.”
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.”
This will pull up a list of participants signed up under each timeslot. Click on the timeslot listed under “Participant Deadline.”

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.”
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.”

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.