



Ohio University Office of Research Compliance and Institutional Review Board Standard Operating Procedures			
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Approved By: ORC Director	Signature 	Date 5/13/19	Date First Effective: May 13, 2019
Approved By: Biomedical IRB Chair	Signature	Date	Revision Date:
Approved By: Social / Behavioral IRB Chair	Signature 	Date 5/13/19	Revision Date:
Expiration Date	May 13, 2022		

Please note: At least one IRB Chair and the ORC Director must review, approve and sign-off on the SOP for it to be in effect. Following review the SOP will be approved with a three (3) year expiration date.

## **OBJECTIVE**

To describe the policies and procedures for IRB protocols that intend to use the Department of Psychology's participant (subjects) pool. Hereafter referred to as the "Psych Pool."

## **GENERAL DESCRIPTION**

- a. Brief description of the technique or procedure that could be used in the Project Outline Form.

The use of the Psych Pool is relevant in several aspects of the Project Outline Form. The Psych Pool is made up of all university students enrolled in Psychology 1010 (Introduction to Psychology), Psychology 1110 (Elementary Statistics), and other more advanced Psychology courses based on instructors' desire. There has been an average of about 2000 students in the pool in fall semesters and about 1770 in spring semesters. Students participate in research for credit. For Psy 1010, six (6) credits are required and instructors can allow more credits as extra credits for the class (up to 6% of total points for the class). In Psy 1110 and other more advanced Psychology classes, 4 to 6 extra credits are generally the norm. Students have two options for obtaining these credits: 1) participating in psychology experiments (1 hour of participation = 1 credit), or 2) by responding to a brief set of questions regarding methodology on different psychology journal articles (1 set of questions = 1 credit). Question answers are not graded, but they are checked for uniqueness (i.e., not plagiarized from another

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student). The Psych Pool is administered via SONA systems, which is a web-based platform designed for such pools.

- 1) The first place the Psych Pool is relevant in the project outline is the "Recruitment of Subjects" section.
  - a) If the prescreen (see below) is used to screen participants, researchers should anticipate that about 60% of the Psych Pool will complete the prescreen and thus for every semester the researcher expects to collect data, a maximum number of 1100 to 1300 should be indicated in the Maximum number of participants field. If the prescreen is not being used, the maximum number should be the maximum number the researcher expects to enroll in the study.
  - b) In terms of characteristics, Adults and University students should be checked. Other categories may apply as well.
  - c) In the criteria for selection,
    - i) Psych pool users may reference the prescreen. The prescreen is an online survey made up of sections (i.e., sets of questions) submitted by researchers. The questions should be referenced here and submitted with the proposal (in the instrument section, though could be uploaded in this section) or submitted as a separate protocol. Note, the prescreen has its own consent form and is an IRB approved protocol (04-X-41). Researchers using the prescreen need not include a copy of that consent form in their project outline forms.
    - ii) Psych pool users might also include inclusionary and exclusionary screening measures at the beginning of their protocols.
    - iii) Psych pool users will use the "Eligibility Requirements" field in the Study Information page in the SONA system to state "Must be 18 years or older." Other eligibility requirements can be listed here or otherwise in information presented on that page (e.g., including "WOMEN ONLY" in the title is encouraged to make sure potential participants see the criteria).
  - d) In the "identify and recruit" the researcher should note the use of the Psych Pool system (or SONA).
  - e) In the "relationship" section, researchers might note that they are instructors in classes participating in the pool, but instructors do not know the studies that their students participate in unless they actually interact with a student from their class that they recognize. Because of this, the system reduces pressure to participate in a specific instructor/researcher's studies.

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- f) In the "Upload ..." section, the "Study Information" page (participant view), which is available from SONA, should be captured and uploaded here.
  - i) The "Study Information" page contains a field for the duration and credits. Psychology Department policy requires giving research credit as a direct function of the time an individual participates, using half-hour increments. For example, if a study takes less than 30 minutes, the study would be listed as a .5 credit study. This will be checked by the Psych Pool administrator prior to approving the study for the system.
  - ii) After a submission of a new protocol, an IRB number will be generated. The researcher will need to put that number in either the abstract or description field in the "Study Information" page and then capture and upload the participant view of the study information page.
- 2) Project Description section. A debriefing form is required of all studies in the Psych Pool and these forms must have an educational element to meet the pedagogical requirements of the Department of Psychology. If no deception is used, the debriefing form should be uploaded here. If deception is used, the debriefing form should be uploaded in the consent section.
- 3) Confidentiality section. Researchers using the Psych Pool will have available to them the names of those signing up for their studies, so "Data is collected anonymously" should never be checked. All other options might apply.
- 4) Compensation section.
  - a) Protocols using the Psych Pool should check the first option and state "Psychology Pool" in the first open-ended field. As noted above, the credit compensation policy is ½ credit for every half hour of participation.
  - b) Psych Pool protocols can also use monetary compensation in one of two ways.
    - i) Monetary compensation can be used as an incentive for performance or to more generally motivate behavior. This is often variable as it will depend on the behavior of the participants. This type of compensation should NOT be mentioned in the recruitment material, but can be mentioned in the consent form.
    - ii) Monetary compensation can be used as extra incentive for participating in the research provided the researcher has obtained approval from the system administrator (based on difficulty to obtain n).
    - iii) The following rules apply regarding lotteries: For purposes of policy, a distinction is made between incentives that are inclusive (i.e., all participants will receive the compensation, possibly prorated to degree of participation) and drawings (i.e., participants have a chance to win a prize or money). A distinction is also made between using incentives 1)

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to induce participation, 2) to increase the motivation of participants once in a study (e.g., tie incentive or odds to performance), and 3) because they are an integral part of the study (e.g., to operationalize gambles in decision-making studies). These distinctions inform two rules. Rule #1: Monetary incentives to induce participation are permissible only in studies likely to have recruitment problems (e.g., small populations; onerous tasks) and must be inclusive (drawings are not permitted for recruitment purposes). The system administrator determines permission. Once granted, the incentive can be mentioned in the posted description of the study. Rule #2: Both forms of incentives, inclusive and drawing, can be used for the other two purposes (i.e., to increase motivation or integral part of study); however, this aspect of the study cannot be mentioned in the description of the study posted on-line unless the study conforms to Rule #1. Please note that IRB prohibits the use of lotteries for studies deemed to be greater than minimal risk, i.e. full board studies.

5) Brief description of the technique or procedure that would be used in the Consent Form.

In the compensation section of in-person studies, following specification of the total credits a study is likely to provide, the following sentence is recommended: "If you discontinue participation prior to completion or would rather not consent, you will receive research credits based on the time you arrived (e.g., ½ credit if withdrawal within first half hour)."

6) Brief description of the technique or procedure that would be used in the Assent Form.

NA: Minors are not part of the Psych Pool.

7) Confirm the target age range for the technique or procedure, as needed.  
Must be 18 or older.

Definitions

### **RESPONSIBILITY**

Execution of SOP: Principal Investigator (PI) / Study Personnel, IRB Chair, IRB, Office of Research Compliance (ORC), ORC Staff

### **PROCEDURES**

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- 1) Detailed description of the list of steps needed to use the technique or complete the procedure.
- a. Prior to posting a study, it must receive IRB approval. Once IRB approval is received, add the IRB approval code to the study information page and click the "Send an Approval Request" link just below the IRB approval code field. That will send the system administrator a request to approve the study. It includes all the information needed, but there is a space to include a special note if desired.
  - b. Description of calibration steps needed to check the performance of the device or instrument and documentation that it is maintained. NA
  - c. Description of cleaning needed to maintain and / or sterilize the device or equipment. NA
  - d. Brief summary of the procedure that would be used for the Project Outline Form. See above
  - e. Brief summary of the procedure that would be used for the Consent Form. See above

**RISK**

- a. Description to be used for the Project Outline Form. Variable
- b. Description to be used for the Consent Form. Variable

**REFERENCES**

**SUBMITTER**

Jeffrey B. Vancouver

Please note that the name of the submitter of the SOP is provided for a reference for follow-up, as needed.