

Procedures Concerning Administration of the PSY 120 Pool  
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This document supplements the information found in “Procedures for the Protection of Human Subjects” under “Part II: Additional Procedures for protocols that include students from PSY 120.”

As used in this document, the term “PI” refers to the principal investigator listed on the IRB-approved protocol and must be a faculty member with an appointment in the Department of Psychological Sciences at the West Lafayette campus.

The Head (or more usually the person designated by the Head such as the Chair or Co-Chair of the Department’s Human Subjects Advisory Group) will interpret and administer all aspects of these procedures, keeping in mind that the PSY 120 pool exists first and foremost as an educational resource: Participating in experiments provides PSY 120 students with first-hand experience of how research is conducted, much like a lab component in a traditional chemistry or biology course.

The procedures concerning the administration of the PSY 120 pool are intended to achieve three closely related goals: (1) the experiments that are approved for use with the PSY 120 pool must contribute to the educational nature of the research requirement; (2) each student should become acquainted with research on different topics in psychology; and (3) there should be a sufficient variety of experiments that students truly have a choice of which experiments they choose to participate in.

1. Only studies that are directly related to topics within psychology are eligible to use the PSY 120 pool. Studies better described as belonging to other disciplines (e.g., sociology, political science) are not permitted as they do not contribute to the educational purpose of the experiment participation requirement.

2. It is up to the Head (or Chair or Co-Chair of the HSAG) to determine whether an experiment is appropriate. It is likely that some studies that meet Federal, State, and University guidelines for expedited review and minimal risk will be judged unsuitable for PSY 120 students. Under no circumstances can students be exposed to potentially distressing situations. Experiments that use deception will require extraordinary protections, including exceptionally detailed and carefully constructed written debriefings.

3. Studies can restrict participation only if such restrictions do not limit the options of the students to participate in as wide a variety of studies as possible. For example, a study could restrict participation to English-Spanish bilingual students because the vast

majority of studies desire monolingual subjects. Studies cannot exclude non-native speakers of English.

4. All information presented to students must be written in a professional, clear, and accurate manner. Titles of experiments and Experimentrix descriptions cannot be written in a way designed to encourage a student's decision to participate (i.e., "false advertising"). For example, a description cannot state or imply that the study is more interesting than others or that there will be additional compensation.
5. Students who participate in PSY 120 experiments cannot be compensated with money. The only form of compensation allowed is PSY 120 credits. The only exception to this rule is a raffle in which (1) each subject has an equal chance of winning and (2) the total amount (or value of an item) offered may not exceed \$100. Raffles are also subject to University, State, and Federal laws and guidelines.
6. PSY 120 students who elect to participate in experiments to fulfill the research component of the course are required to obtain 10 credits. One credit is awarded for each half hour (or part thereof) of participation. PIs cannot award more credit than is earned.
7. Given the educational foundation of PSY 120 experiment participation, the number of credits needed to fulfill this requirement will not be increased to accommodate increased demand by researchers. The only acceptable adjustment to the number of credits required of students is the following:

At the beginning of each semester (including the summer session), faculty eligible to use the PSY 120 pool will request credits and an estimate of the total number of credits available (the number of students enrolled multiplied by 10) will be calculated. If the number of credits requested by faculty is *less* than the number of credits available, the number of credits required of students will be decreased for that semester to a level that ensures that students have a true choice of which experiments to select. The goal is to have the number of credits requested exceed the number of credits available.
8. No one study can award more than 8 credits. It is desirable for students to participate in a variety of studies from a variety of different labs.
9. Bonus credit can be awarded only in multi-session studies and the bonus is limited to a maximum of 1 credit.
10. Students cannot participate in any experiment more than once.
11. Students can cancel their appointment to participate in an experiment without penalty up to 1 hour prior to the start of the experiment.
12. Students can withdraw from an experiment at any time without penalty and will receive credit for the time spent in the experiment (i.e., up to 1/2 hour = 1 credit).

13. Students who fail to show up to an experiment or who show up in an inappropriate condition (i.e., intoxicated) will be penalized the number of credits of the experiment up to a maximum of 4 credits. Students who do not cancel but who fail to show up due to an acceptable reason (i.e., medical problem) will not be penalized after showing appropriate documentation. Regardless of the number of penalties accumulated, under no circumstances will students be asked to complete more than 20 credits.

14. It is possible that sometimes a student cannot participate in a scheduled experiment due to reasons beyond everyone's control (i.e., a loss of power in the building, a tornado alert). Under these conditions, the PI must award the subject credit.

15. Under no circumstances can a PI cancel a session if one or more students have signed up for that session.

16. PIs cannot post a session on the Experimetrix web site more than 3 weeks (21 days) in advance.

17. With one exception, the only way PIs can recruit PSY 120 students is via the Experimetrix web site. The one exception is that PIs can ask a PSY 120 student who was recruited via the Experimetrix web site for permission to contact the student in the future to see if the student would be interested in participating in another study. For example, a PI may administer a personality questionnaire and then wish to test further a subset of students with particular scores. In such a case, the IRB-approved protocol must explicitly mention this second form of recruiting. The PI must obtain written permission from the student and the PI must explicitly state the method of contact (i.e., phone call, email). The permission form must also explicitly state that there is no obligation to participate in future experiments and that there is no penalty for choosing not to participate.

18. Credits are allocated only once each semester. Once the credits have been allocated, no new allocations are possible.

19. Credits are allocated only to PIs. It is up to each PI to determine how best to use his or her allotment (i.e., whether it is for the faculty member's own research, for a graduate student's dissertation research). The one exception is that a certain number of credits will be reserved for use by students in the research-focused honors program. These credits will not count against the student's faculty advisor.

20. PIs are obligated to use all of their credits in an appropriate way (i.e., by having approved experiments ready for PSY 120 students to participate in). Specifically, PIs cannot simply dispense experiment credit to use up their allotment without having the credited students participate in an approved experiment. PIs who use less than their allotted number of credits or who simply dispense credits without providing an appropriate educational experience (1) may be limited to a very small number of credits in following semesters or (2) may be given no credits in following semesters.

21. PIs who use more than their allocated number of credits without prior written approval (1) may be limited to a very small number of credits in following semesters or (2) may be given no credits in following semesters. The phrase “prior written approval” means that approval was requested and given before subject recruitment began.

22. Given that the desired situation is more requests for credits than available credits, credits will be distributed to faculty according to the following policy.

A. No one PI can be allocated more than 10% of the total credits available. This value (10%) may be adjusted depending on the number of PIs requesting credits and the total number of requested credits.

B. If at all possible, all requests of up to 400 credits will be granted.

C. Should the number of requested credits greatly exceed the number of available credits in a particular semester, the number of credits requested over 400 will be reduced proportionally. Options include

- (1) perhaps the requested credits over 400 will be reduced by 25% for all PIs;
- (2) perhaps only PIs without full-time primary appointments in the Department of Psychological Sciences will have their requests reduced proportionally; or
- (3) perhaps PIs without full-time primary appointments in the Department of Psychological Sciences will have their credit requests reduced by 50% whereas PIs with full-time primary appointments will have their credit requests of over 400 reduced by only 25%.