Introductory Psychology
Subject Pool

Researcher Information & Procedures Guide

Winter 2013

The University of Michigan
Department of Psychology
Student Academic Affairs Office

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https://umichpsych.sona-systems.com
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WHAT IS SUBJECT POOL?
Subject Pool comprises undergraduate students at the University of Michigan, who, in order to fulfill their experiential class requirement must participate in research studies. It also includes those Principal Investigators and Research Assistants who run the studies that take place.

INFORMATION AND PROCEDURES:
The overall goal is for participants to learn first-hand how psychological research is conducted, so the Subject Pool is introduced to them as their Experiential Learning for the course. All timeslots and debriefing forms should be designed to help the participants learn how and why your research is being conducted.

As a user of the Pool you have many responsibilities. First and foremost, you are to be concerned with the safety and well-being of the participants. Please keep in mind that the majority of your participants are first year students. All timeslots and debriefing forms should be designed to help the participants learn how and why your research is being conducted.

WHO CAN USE THE SUBJECT POOL?
Psychology faculty, Post Docs, graduate students, Honors students and Senior Thesis students may apply to use subjects from the Introductory Psychology Subject Pool.

WHO ARE THE PARTICIPANTS?
Participants in the Pool are drawn from all Introductory Psychology courses (111, 112, 114, and 115); it is a course requirement to complete 6 hours of research study timeslots, five alternative written assignments, or a combination of both (one hour is given for completing the Prescreen Survey when they log into the system).

SUBJECT POOL TRAINING:
- All PIs and research assistants must complete:
  - PEERRS [http://my.research.umich.edu/peerrs/](http://my.research.umich.edu/peerrs/) Social and Behavioral Human Subjects Module. Email certificates to psychpeerrs@sharepoint.umich.edu
  - Subject Pool Quiz. After reading this guide, you may take the online quiz: [https://lessons.ummu.umich.edu/2k/summer_10/researchers](https://lessons.ummu.umich.edu/2k/summer_10/researchers)
- Anyone associated with your study (including graduate and undergraduate RA’s) who has not completed both trainings may not have any contact with participants or their information until after it is coded.
- If any member of a study has subject contact and has not completed both trainings, running privileges for that project will be suspended immediately.
- After completing both trainings, PIs will receive access to two websites.
  - SharePoint- This site will allow you to submit additional paperwork about your studies.
  - Sona Systems- This site will manage your student participation, credit and scheduling.
- Research Assistants will only receive access to Sona Systems.
Subject Pool Calendar

*Studies will be made visible to participants in the following order:
  1. Prescreening studies
  2. In-person studies
  3. Online studies

**If you are waiting for IRB approval and still want to run, you must contact subject.pool@umich.edu to save your allocation.

<table>
<thead>
<tr>
<th>Winter 2013 - Researcher Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, January 4</strong>th <strong>th</strong></td>
</tr>
<tr>
<td><strong>Wednesday, January 9</strong>th</td>
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<tr>
<td><strong>January 9-14</strong></td>
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<td><strong>Wednesday, January 16</strong>th</td>
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<td><strong>Monday, January 21st</strong></td>
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<td><strong>Monday, February 4</strong>th</td>
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<td><strong>Monday, February 18</strong>th</td>
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<td><strong>Friday, February 22nd</strong></td>
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<td><strong>Saturday, March 2 - Sunday 10</strong>th</td>
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<tr>
<td><strong>Monday, March 18</strong>th</td>
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<td><strong>Friday, April 19</strong>th</td>
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</table>
PRESCREENING:

Definition: Prescreening is a process by which you can survey the entire Subject Pool by submitting questions to the prescreening coordinator to get an exact subgroup of participants that are needed for your particular research study. Example: a certain race, religion, personal history.

Preparation for prescreening starts in midsummer for the Fall terms and in October for the Winter terms. **Prescreening is not available in the Spring or Summer terms.**

- The prescreening questionnaire is designed, paid for, and administered by researchers.
- The questionnaire must receive IRB approval.
- Administered to Intro Psych participants occur when they first log in to the system.

Before the beginning of the term, the Prescreen Coordinator will send out detailed emails explaining how to submit questions that you wish to be added to the prescreen survey.

ALLOCATION REQUESTS:

- Researchers must request allocation of hours by the second day of classes. Allocation request forms are available online: [https://sharepoint.psych.lsa.umich.edu/subjectpool/Allocation_Request2.aspx](https://sharepoint.psych.lsa.umich.edu/subjectpool/Allocation_Request2.aspx)

- Spring and Summer terms are due the second day of Spring term. The specified date is given in the calendar (pg. 2).
- As an incentive to run timeslots early in the term we will over-allocate the pool to create more timeslots.
- Allocations are granted to the PI, and will be tracked per PI in the system. It will be up to the PI and their Research Assistants to divide the allocation hours between multiple studies under the same PI.
- Trading or transferring allocation hours to another PI is not permitted.
- Study lengths may range from .25 hour to 3 hours in quarter increments.
- Everything related to the study must be completed in the posted amount of time. This includes:
  o Signing the consent form
  o Running the study
  o Debriefing the subjects
- The system will not allow you to have timeslots posted over your allocation.
- Researchers **will forfeit their allocation** if they do not post a timeslot by the posting deadline given on the calendar.
- After the posting deadline has passed, open posting will begin during which researchers may begin posting up to 100% of their allocated subject hours, as long as it is within their IRB approved amount.
**COMPLETING STUDY INFORMATION SHEETS:**

Although you don’t need to turn in your paperwork in order put your study up online, you do need to turn it in order for your study to be approved (made visible to participants) after you have input your study online.

The Study Information Sheet is available only to PIs through the SharePoint site.

https://sharepoint.psych.lsa.umich.edu/subjectpool/default.aspx

- PIs must submit a separate Study Information Sheet for every study that they wish to run within the term.
- PIs must list all research assistants working with the study on each Study Information Sheet along with their **unique name** and **phone number**. Participants enrolled in Psych 111, 112, 114, 115 cannot be an RA with access to Subject Pool.
- Researchers indicate a contact telephone number (with an answering machine or voice mail) and U of M email address on each sheet for both the Principle Investigator and the contact person.

Attached to the Study Information sheet should be:

- A current copy of your IRB approval letter **stating it is understood that you are going to be requesting subjects from the Introductory Psychology Subject Pool**. It must also have the Principle Investigators name and full study title.
- A current copy of your approved application/proposal that was submitted to IRB.
- A copy of the approved debriefing form containing two references of related studies as well as two contact names, emails, and phone numbers (See Appendix B for more detailed description of debriefing form.) and the IRB contact information
- A copy of the approved consent form containing the statement: You will receive ____ hours of Subject Pool credit for participating. (Samples found in Appendix C.)
- Exempt studies will still need to submit all of the above documents.

*If you ran the same study last term and all paperwork is up-to-date, the only thing you need to turn in is the Study Information Sheet by itself.*
STUDY SET-UP IN SONA SYSTEMS:

The main web page for researchers: https://umichpsych.sona-systems.com

After you submit the study information form online, and upload any necessary documents, you can set up your study in Sona. If you ran your study in the past and already have it set up in Sona, all you need to do is make the study “Active”. Then, send a request for approval to let subject pool staff, you are ready to start. You may also start posting timeslots.

To set up a new study in Sona or a different version of a previous study:

1. In Sona, click “Add New Study”.

2. Select the type of study you would like to add.
   a. Standard Study- in person studies
   b. Two-Part Standard Study- both parts on in person. Online studies cannot be part of two part studies.
   c. Online Survey Study- a survey that is administered by Sona Systems.
   d. Online External Study- a survey that is administered by through another source (Qualtrics, Survey Monkey).

3. Enter your study’s basic information.
   a. Study Name- Please enter the IRB number here. Study names are not revealed to students.
   b. Eligibility Requirements- Enter information such as “18 years or older”.
   c. Duration- how long each session will take in 15 minute increments.
d. Hours/Pay- hours correlate with duration. A 30 minute study will give .5hr of credit.
e. Preparation- Enter information such as “Please do not eat 2 hours before study”.
f. Select the researchers.
g. Select the Principal Investigator.
h. IRB Approval Code- Enter the study name here.
i. IRB Approval Expiration- Enter the date in which your approval will expire. If exempt, enter the date that is two years from today’s date.
j. Approved- Will require approval from Subject Pool Staff.
k. Active Study- Always select yes.

4. Advanced Settings.
   a. Pre-Requisites- If required, select the study in which students must participate in before they participate in your study.
   b. Disqualifiers- If required, select the study in which students must not have participated before they participate in your study.
   c. Web based study?- Auto-filled based on the type of study you selected to add.
   d. Study URL- Online studies that are administered by external clients (Survey Monkey, Qualtrics) will paste their survey link here. Standard studies will not need to enter any information.
   e. Should the Researcher receive an email notification when a participant signs up or cancels?- Select your choice.
   f. Researchers at Timeslot Level- Always select “Yes”. We require identifying a researcher responsible for every timeslot.
   g. Private Comments- Any notes or comments you want to add. Only the research team and Subject Pool staff will see the comments.
   h. Research Alternative?- Default will be “No”.

5. Two Part Study Settings (This option will only be visible if you selected to create a two part study).
   a. Hours/Pay, Part 2- Enter the amount of credit participants will receive after completing Part 2.
   b. Part 2 Duration- Enter the duration of Part 2.
   c. Part 2 Scheduling Range- If you require students to participate in a specific amount of days after completing Part 1.
   d. Part 2 Scheduling Leniency- Select your choice.

6. Save Changes.

7. Prescreeners and Studies using Deception- To select your prescreen questions, click on [View/Modify Restrictions]
8. Select your criteria.
9. Send a Request for approval.
10. At this point, you may set up timeslots.
11. Your information in Sharepoint and Sona will be reviewed. The subject pool staff will notify you if there needs to be any changes. Studies will be made visible/approved in the following order:
   a. Prescreening studies
   b. Online Prescreening studies
   c. Standard (in person) Studies
   d. Online Studies
While creating your study, please keep in mind the following items:

**UNDER 18 POLICY:**
Some participants enrolled in the Introductory Psychology courses may be under the age of 18. Federal law requires that parental consent be obtained allowing the participant to participate in research. In addition, the participant should provide their consent by signing an assent form. This paperwork is handled through the Student Academic Affairs Office, but if you should have any questions, contact the Subject Pool Coordinator.

If, for some reason, you still cannot run those under 18 years of age even with parental permission, then that must be stated in your IRB proposal. If it is stated in your IRB proposal, then it must be a part of your consent form.

**COERCION:**

*Definition:* Influencing participants to sign up for your study by providing inappropriate information to make the study more appealing.

**Studies that use coercion to obtain subjects will have their Subject Pool privileges suspended immediately.**

*Some examples of this are:*

- Indicating that a study consists of a virtual survey/study, even if it is one. This information may be provided to the participant only after he or she has already signed up for the study.
- Stating that a study takes less time to complete than the official length of the study. For instance, if a study will only take 45 minutes from the start time to the time of debriefing, researchers may not let the participants know this ahead of time. (Be careful when entering your study in the Sona system and make sure the “Duration” and “Hours” fields equal each other!)
- Stating the title or providing a description of the study on the timeslot listing online.
- Posting signs with the title of the study around any building to direct participants. Researchers may post signs in order to direct participants to the correct room, but these signs may include only the study number and must be posted in designated areas.

**RESTRICTIONS:**
When entering restrictions as you set up your study online, Researchers may NOT use the restrictions field to select such things as ethnicity, sexual preference, a history of sexual harassment, a family history of divorce, etc. If you wish to select these things you will need to do this through prescreening.

- Examples of things you are permitted to use the restrictions field for are . . .
  - Right or left handedness
  - 20/20 vision

If you are in doubt contact the Subject Pool Coordinator for advice.
SCHEDULING ROOMS:

- The Psychology Student Academic Affairs Office is responsible for scheduling rooms for individual timeslots.
- We ask that before you submit requests for use of our rooms that you look into using your own lab or office space. (This is due to a shortage of rooms campus wide.)
- Check the room schedule to see if a room is available before you request it at: http://www.lsa.umich.edu/psych/people/rooms/. We can schedule 1056, 3021, B250, B254 and 4437 East Hall.
- Research studies must ONLY be conducted in U of M campus classrooms, offices, or labs.

PLEASE email all room requests to subject.pool@umich.edu

(The subject line should read “Room Request”).

Please use the following format when requesting one room at a time:

Name:
Study number:
Study Length:
Size of room requested: (How many total participants/subjects)
Date:
Time:
Reason for room: Psychology Subject Pool
Special Needs:
Preferred location: (We cannot guarantee that you will be assigned the space indicated here.)

Please use the following format when requesting rooms for more than one time period/day:

Name:
Study number:
Study Length:
Size of room requested: (How many total participants/subjects)
Date: Time:
Date: Time:
Date: Time:
Date: Time:
Reason for room: Psychology Subject Pool
Special Needs:
Preferred location: (We cannot guarantee that you will be assigned the space indicated here.)

- Send your request at least one week before the running date.
- Once the timeslot location is confirmed researchers will be responsible for posting it on the website along with all timeslot information.
- It is important that you do not post timeslots online before securing a room for that timeslot.
CREATING TIMESLOTS:
You can create timeslots right after you set up your study (remember to confirm your rooms first). As soon as the Administrator approves your study, the timeslots will be visible by the subjects.

Once the Study has been entered, it can be viewed by selecting view my studies. From this view Study Info. or Timeslots can be selected. Click on Timeslots, then Add a Timeslot. This window shows you the hours already used, scheduled, the number of hours allotted to the study, and the available time left.

Adding a timeslot (confirm your room first):

- Fill in the day, start time (end time will be determined by what was put in the Study information), number of participants and the location.
- Click on Add This Timeslot.

From the Main Screen, the View, Edit and Delete Timeslots button:

- This option will be restricted after the first participant signs up for your timeslot: After that point, researchers will not be able to delete the timeslot. However, researchers will be able to edit the “maximum number of participants” field: the maximum number can be lowered so that no further participants will be able to sign-up (or raised to accommodate more participants).

Participants receive an email reminder about their appointment the day before it is scheduled to begin. Remember that Participants may sign up for or delete an appointment up until 24 hours prior to the appointment.

Detailed instructions follow.

Click on “View/Administer Time Slots.”
From here you can view all of your scheduled timeslots and older timeslots.

You can Add a timeslot, and Add Multiple Timeslots.
Click on Add a Timeslot:

Add a Timeslot: HUM000049230-234 (IRB Number goes here)

Timeslot Usage
This screen tells you how many hours have been used by this study, how many hours have been scheduled, the combined total of hours (used and scheduled), your usage limit and the available time left.

Timeslot Information
Here you enter the date, start time (make sure you put in the correct AM or PM). Studies can start at 8am and must end by 9pm. Studies do not start on Michigan Time. Enter the # of participants, location and the researcher - contact person who is running the timeslot. New this term: The system will automatically prevent you from adding a timeslot using a location that is already in use at the time you try to schedule the timeslot.

[Add Multiple timeslots]

Here you can add several timeslots at a time.
Click on Add this Timeslot:

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants</th>
<th>Location</th>
<th>Researcher</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 11, 2007 7:00 PM - 8:00 PM</td>
<td>0 signed up</td>
<td>8 TOTAL</td>
<td>Felicia Kleinberg</td>
<td>Modify</td>
</tr>
</tbody>
</table>

- View All Timeslots
- Add A Timeslot
- Add Multiple Timeslots
- Delete Multiple Timeslots

Click on View all Timeslots:

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants</th>
<th>Location</th>
<th>Researcher</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 22, 2007 7:00 PM - 8:00 PM</td>
<td>1 signed up</td>
<td>4 open</td>
<td>Georges Potworski</td>
<td>Modify</td>
</tr>
<tr>
<td>Friday, February 8, 2007 8:00 PM - 9:00 PM</td>
<td>2 signed up</td>
<td>9 TOTAL</td>
<td>Loni Researcher Gould</td>
<td>Modify</td>
</tr>
<tr>
<td>Wednesday, July 11, 2007 7:00 PM - 8:00 PM</td>
<td>0 signed up</td>
<td>8 TOTAL</td>
<td>Felicia Kleinberg</td>
<td>Modify</td>
</tr>
</tbody>
</table>

- View Only Recent Timeslots
- Add A Timeslot
- Add Multiple Timeslots
- Delete Multiple Timeslots
You may edit or delete a timeslot if no one has signed up for it.

Once subjects have signed up for a timeslot all you will be able to modify is the number of subjects that can sign up for the timeslot and then you can raise the number, or lower the number to match the number of subjects already signed up.

Online studies may only post one participation deadline at a time. If you post more than one, you will overlap your timeslots. If the timeslot becomes full, then you may post another deadline.

**GIVING CREDIT TO PARTICIPANTS**
If you are using the Sona online study system, the system will automatically grant credit to those participants that complete the study.

To give Credit, or No-Show click on My Studies, find the study you want to grant credit for, and select Timeslots under the View heading and you will get the following screen:

Click on the Modify button for the Timeslot you want to see.
Under Sign-Ups you will see the names of the participants and the options next to them to grant Credit (Participated): when the student has completed the study
Unexcused No-Show: the participant fails to show up without contacting researcher to cancel; the participant is late and can no longer participate in the study.
Excused No-Show: the participant emails or calls to cancel; the researcher cancels; or the participant withdrew from the study
No Action Taken: default setting. Make your selections and click on Update Sign-Ups. If you select anything other than Participated, you MUST put a comment in the comments box to the right of the screen. Once you grant a credit of some sort, and click on the “Update Sign-Ups” button the participant will be sent an email telling them what credit they got. This form must be filled out within 24 hours of running the Timeslot.
RESEARCHER CANCELLATIONS:

More than 24 hours

If for some reason the researcher must cancel a timeslot (illness, etc.) more than 24 hours before the
timeslot, they need to go to the timeslot and drop the number of participants to the number currently
signed up. Then give everyone an Excused No-Show and write in the comments box – **“Researcher
cancelled (Date & Time).”** The researcher should also email the subjects and let them know of the
cancellation (copying subject.pool@umich.edu).

Less than 24 hours

If for some reason the researcher must cancel a timeslot (illness, etc.) 24 hours or less before the
timeslot, they need to go to the timeslot and drop the number of participants to the number currently
signed up. Then give everyone an Excused No-Show and write in the comments box – **“Researcher
cancelled (Date & Time), administrative credit will be granted.”** Then the researcher must email
subject.pool@umich.edu and let the SP coordinator know to whom administrative credit should be
given. The researcher should also email the subjects and let them know of the cancellation and that they
will be getting administrative credit (copying subject.pool@umich.edu).
TROUBLE SHOOTING:
Reasons for a study to become Not Visible:

- Black out dates – Remember at the beginning of the term, even if you have your paperwork turned in and your study is ready to run, your study won’t be made visible (approved) right away. Studies are approved in this order: prescreening, standard studies, online studies.
- Expired IRB - If your IRB approval has expired, you will need to contact the Subject Pool coordinator to change the date online. (Make sure your most recent approval letter is on file with the coordinator.)
- Any changes to Study – If you make any changes to your study, the administrator will need to go online and “approve” your study again.
- Accidental Coercion - If the administrator notices that you are using Coercion to attract participants to your study, it may have been made “not visible” to the participants. Get in touch with the administrator to fix the problem and get approved again.

RESEARCHER DUTIES:

- You must be familiar with and run in accordance with the APA guidelines for use of human subjects. It is imperative that all members of the project have read these guidelines. They are available online at http://www.apa.org/ethics/.
- PEERRS certification. All research assistants must submit a copy of their certificate to subject.pool@umich.edu or to the SAA office before they can run participants.
- Decide whether to prescreen, and if so complete all of those requirements. (See page 3)
- Obtain IRB approval of your study and debriefing prior to using the Pool. (See IRB section below for further information on obtaining approval.)
- Attend a Subject Pool orientation unless you have attended one in the last calendar year.
- Request an allocation of subject hours. This is due the day after classes start every term. (Spring and Summer both due on the second day of classes Spring Term.)
- Request rooms for individual timeslots (if you don’t have own lab space).
- Recruit participants by posting timeslots on line through the Psychology Subject Pool website. (https://umichpsych.sona-systems.com)
- Run the study timeslots.
- Award credit to participants online.
- Report participant no-shows and avoid researcher no-shows.
- PIs are responsible for the actions of their research assistants.
- Participants that are enrolled in an Introduction to Psychology class may neither run studies, nor have anything to do with participant information before coding.
- PIs and their research assistants must operate within the University’s Policy on Sexual Harassment. (Please see appendix A for more information.)
- If you are in need of research assistants, you may post a research listing on the Psychology website through the Student Academic Affairs Office. For further information on this matter visit the website at http://www.lsa.umich.edu/psych/undergrad/research/opportunities/ or email psych.saa@umich.edu.
- Violation of any IRB conditions of approval or Introductory Psychology Subject Pool policies or guidelines may result in immediate, and possibly continuing, suspension of your Subject Pool privileges.
SUBJECT POOL SUPPORT:

The Psychology Student Academic Affairs Office handles all questions or administrative needs relating to the Subject Pool. Below is a list of the office staff and their contact information along with the Subject Pool Website.

Brian Wallace, Jennifer Taylor, Sheri M Circele (coordinator).
1343 East Hall
(734) 764-2580
subject.pool@umich.edu
https://umichpsych.sona-systems.com

If participants approach you with questions regarding the Subject Pool, please refer them to subject.pool@umich.edu or suggest they come to our office.

GETTING IRB APPROVAL:
Researchers need to submit their application/proposal (including their Consent and Debriefing forms) for ethical review to the University of Michigan Health Sciences and Behavioral Sciences Institutional Review Board.

-IRB Contact Information:
  - 540 E. Liberty, Suite 202, Campus zip 2210
  - Phone: (734) 936-0933
  - Fax: (734) 647-9084
  - www.irb.research.umich.edu/
  - irbhsbs@umich.edu

A copy of the IRB approval letter must be submitted to the Psychology Student Academic Affairs Office before you are given access to the Subject Pool.

If researchers make any changes to their proposal for which IRB requires additional approval they must:

- Notify the Subject Pool Coordinator.
- Cancel any pending timeslots.
- Provide the Subject Pool Coordinator with a copy of the new proposal and new approval letter prior to further use of the Pool.

**Researchers must notify the Subject Pool Coordinator if the IRB asks them to stop running studies for any reason.**
These sections of the University’s policy on sexual harassment are taken from the University of Michigan Standard Practice Guide, Section 201.89. You may see the entire SPG section on the web at: http://spg.umich.edu/pdf/2001.89-0.pdf

POLICY

It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for participants, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University’s long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972 and, in both employment and education contexts, by Michigan’s Elliot-Larsen Civil Rights Act, adopted in 1976.

A claim under this policy may be brought by the University or by a faculty, staff, or participant member of the University community based on the conduct of any University employee. Complaints based on conduct by participants who are not also employees of the University are addressed in the Interim Policy on Discrimination and Discriminatory Conduct by Participants in the University Environment, which is administered by the Office of Participant Services.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. Thus the charge of sexual harassment is not to be taken lightly by a charging party, an accused party, or any member of the University community. A person who knowingly and intentionally files a false complaint under this policy is subject to University discipline.

DEFINITION OF SEXUAL HARASSMENT

For the purposes of determining whether a particular course of conduct constitutes sexual harassment under this policy, the following definition will be used:
Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a University activity;

(2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s employment, education, living environment, or participation in a University activity; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a University activity.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single suggestion that academic, other educational, or employment rewards or reprisals will follow the granting or refusal of sexual favors, will constitute sexual harassment and grounds for action under this policy.

This policy addressed intentional conduct. It also addresses conduct that results in negative effects even though such negative effects were unintended. Sexually-related conduct forms the basis of a sexual harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe or pervasive to interfere unreasonably with academic, other educational, or employment performance or participation in a University activity or living environment.

Sexual harassment most often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank within the University. Sexual harassment may occur between males and females and between persons of the same gender.

Although sexual harassment as described and prohibited by this policy includes a wide range of behaviors, it does not include certain discriminatory conduct even though that conduct may be otherwise unlawful, offensive, or prohibited by University policy. For example, unequal pay and denial of access to educational programs based on gender are unlawful sex discrimination not addressed by this policy. Also, not all harassment based on gender or sexual orientation may be addressed by this policy, if such conduct is not sexual in nature or sexually motivated. Some conduct, which negatively emphasizes gender, gender differences, or sexual orientation, may violate this policy, but may also be a violation of another University policy. Harassment that is both racist and sexual in nature would be addressed by this policy and possibly by other University policies as well.
CONSENSUAL RELATIONSHIPS

Romantic and sexual relationships between supervisor and employee or between faculty or other staff and participant are not expressly prohibited by University policy. However, even when both parties have consented to the development of such relationships, they can raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Similar concerns can be raised by consensual relationships between senior and junior faculty members.

In 1986 the University’s Senate Assembly adopted a statement of principle concerning relationships between faculty (including teaching assistants) and participants. The University concurs with the Assembly’s position that sexual relationships, even mutually consenting ones, are a basic violation of professional ethics and responsibility when the faculty member has any professional responsibility for the participant’s academic performance or professional future.

The University’s nepotism policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or close personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons, without prior written approval. The same principles apply to staff-participant or faculty-participant relationships in the context of work or academic evaluation. Thus, consensual romantic or sexual relationships between faculty or staff and participants also require disclosure to the appropriate administrative supervisor so that arrangements can be made for objective evaluation and decision-making with regard to the participant.

Romantic or sexual relationships with participants that occur outside of the instructional or supervisory context may also lead to difficulties. The Senate Assembly has concluded, and the University concurs, that the asymmetry of the faculty-participant relationship means that any sexual relationship between a faculty member and a participant is potentially exploitative and should be avoided. Faculty and staff engaged in such relationships should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for the participant’s instruction or evaluation.

In the event of a charge of sexual harassment, the University will in general, be unsympathetic to a defense based upon consent when the facts establish that a professional faculty-participant, staff-participant, or supervisor-employee power differential existed within the relationship.
APPENDIX B

DEBRIEFING SHEETS

The Psychology Department requires debriefing sheets of each study run through the Subject Pool. The debriefing sheet should be included in the proposal submitted to the Behavioral Sciences Institutional Review Board for ethical approval. The debriefing sheet will also be reviewed in the Subject Pool office.

A feedback/debriefing sheet should follow the guidelines listed below:

- It must be written in clear English appropriate for first-year college participants with no previous background in psychology. Avoid jargon.
- It should be no more than two pages long.
- It should provide background about the research, an explanation of the study, and discussion of where this research fits into a larger body of work.
- If the study included deception, you must explain the nature of the deception and discuss why it was necessary for the design of the study.
- Two references must be included so participants can read more about the background of your research.
- Tell the participant how s/he may obtain study results. Give participants two people whom they may contact if they have questions or concerns about the study: your name, office, phone number, e-mail, and that of your faculty sponsor or a co-researcher who is familiar with your research.
- IRB contact information should also be included. (IRB contact information does not count as a contact for individual studies.)

EXAMPLES OF FEEDBACK/DEBRIEFING SHEETS

Follow on the next two pages:
In this study we wanted to assess if participants’ test performance would be affected by their level of test anxiety. After viewing two sample items, you completed a short measure of test anxiety. We hypothesized that difficult test items would increase participants test anxiety. Then you took a 30-minute mathematical test. After the test, you were asked about your perceptions of the test and some background information about you. The results of this study will assist us in understanding the role that test anxiety plays in participants’ math test performance. This information will hopeful be useful to researchers and administrators so that they can create an optimal learning environment for all participants.

Some participants were told that the test was designed to measure their mathematical ability. This was done to see if different descriptions of the test affect peoples’ test anxiety. In actuality, this test does not provide an accurate measure of mathematical ability. The test items were chosen from moderately difficult mathematical questions that have appeared on previously used Graduate Participant Records (GRE) tests.

Thank you for your participation in this project. If you have any questions, concerns or comments, the researcher will remain in the room to answer them. If you think of any questions in the future, you can contact either of the following researchers:

Dr. Margaret Shih
3028 East Hall
(734) 555-6981
mjih@umich.etc

Daryl Wout
3452 East Hall
(734) 555-5101
dwt@umich.etc

For more information about research in this area, you can go to these references:


If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the University of Michigan Health Sciences and Behavioral Sciences Institutional Review Board, 540 E Liberty St., Ste 202, Ann Arbor, MI 48104-2210, (734) 936-0933, irbhsbs@umich.edu.
Debriefing: Non-Manipulated Study

The purpose of this debriefing is to provide you with additional information about the study you just participated in.

The purpose of this study is to learn more about the nature of people’s identities. Identification is the extent to which a group is important to a person’s self-concept. We hypothesize that strong identification with a group such as one’s gender or political party may be like holding an attitude strongly (Fleming & Perry, 2000). Strong attitudes – those that come to mind quickly, that are formed with a lot of thought, that people are certain of, etc. – have been shown to guide people’s behavior. Weak attitudes, on the other hand, (those slow to come to mind, that are not formed with much thought, that people are uncertain of, etc.) do not tend to guide behavior (see Petty and Krosnick, 1995, for a review). Likewise, group identities that are strongly held might guide individuals’ behaviors more on a day-to-day basis than group identities that are weak.

The questions that you answered in the first timeslot of the study were designed to measure your gender and political party membership, and the strength of your gender and political identities. In this, the second timeslot, you answered questions about your behaviors related to your identities, and had the opportunity to engage in a behavior related to your identity [specific behavior described here. For example: receive information about organizations related to your identities]. This will allow us to see whether strong identities guide behavior more than weak identities. The final questions in the second timeslot of the study were demographic ones (such as age, gender, and ethnicity) which allow us to describe the sample used in our study.

Thank you very much for your help. We hope this has been an enjoyable learning experience for you. If you have any other questions regarding this area of research or the findings from this study, contact me at your convenience: Amara Brook, abok@umich.etc, East Hall, rm. 3225, 555-1164. You may also contact my faculty advisor, Dr. Monique Fleming, mnquef@umich.etc, East Hall, rm. 3014, 555-9754. If you provide me with an address, I will make sure that you receive a summary of our findings.


If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the University of Michigan Health Sciences and Behavioral Sciences Institutional Review Board, 540 E Liberty St., Ste 202, Ann Arbor, MI 48104-2210, (734) 936-0933, irbhsbs@umich.edu.
The Psychology Department & IRB require a Consent Form for each study run through the Subject Pool. The Consent Form should be included in the proposal submitted to the Behavioral Sciences Institutional Review Board for ethical approval. The Consent form will also be reviewed in the Subject Pool office.

Following is the link to the Consent Form set up at the IRB website:

Please make sure in the “Payments to subject for participation in the study” area, you say that “You will receive ____________ (one half hour, one hour, etc.) of Subject Pool Credit for your Introductory Psychology class.”

A Consent form should follow the guidelines listed on the IRB website:

http://www.irb.umich.edu/Consent/consent.html

Also:

- It must be written in clear English appropriate for first-year college participants with no previous background in psychology. Avoid jargon.
- It should be no more than two pages long. (Unless you are using the IRBMED, in which case it may be several pages long.)
- It should include any age requirements. (You must be 18 or older to participate).

**EXAMPLES OF Consent Forms**

Follow on the next two pages:
Exempt Studies- Informed Consent:

Consent to Participate in a Research Study

TITLE OF THE RESEARCH PROJECT

You are invited to participate in a research study about [details]

If you agree to be part of the research study, you will be asked to [details]

Benefits of the research [details]

Risks and discomforts [details]

Compensation [details] “You will receive ______________ (one half hour, one hour, etc.) of Subject Pool Credit for your Introductory Psychology class.”

Participating in this study is completely voluntary. Even if you decide to participate now, you may change your mind and stop at any time. You may choose not to [details: e.g., answer any survey question, continue with the interview] for any reason.

If you have questions about this research study, you may contact [name, contact info for PI (and faculty advisor if PI is a student)].

The University of Michigan Institutional Review Board Health Sciences and Behavioral Sciences has determined that this study is exempt from IRB oversight.

I agree to participate in the study.

_____________________________________  __________________
Signature [optional]  Date
Informed consent

Moral Decision-Making

This is a research study on how people make moral decisions. In this study you will be asked questions regarding moral dilemmas. There are no foreseeable risks of participation. You will receive .5 hour of subject pool credit for your participation. You can withdraw from the study, without loss of compensation. Others may benefit from the knowledge obtained in this study. You must be 18 or older to participate in this study. Participation is completely voluntary. You may skip any questions that you do not want to answer. Moreover, participation is anonymous and you will not be required to disclose your name. After the study is completed, the data will be stored at the University of Michigan in a secure location, and analyzed by the following people:

Lori Gould
Psychology SAA
eeeuuu@umich.edu
(734) 555-1234

Norbert Schwarz
Professor
Department of Psychology
(734) 763-1155

For questions or comments about this study, please contact the principal investigator, Lori Gould, eeeuuu@umich.edu (734) 555-1234.

If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the University of Michigan Health Sciences and Behavioral Sciences Institutional Review Board, 540 E Liberty St., Ste 202, Ann Arbor, MI 48104-2210, (734) 936-0933, irbhsbs@umich.edu

“I have read the above description of the study and volunteer to participate in this study.”

____________________________________________  __________________
Signature        Date

_____________________________________________
Name (Please Print)
APPENDIX D

Prescreening guidelines and procedures

Prescreening:

Definition: Prescreening is a process in which you can screen the entire Subject Pool (Introductory Psychology participants) to obtain subgroups of participants that are needed for your particular research. Example: members of a certain race, religious affiliation, personal history, etc…

Preparation for prescreening

- Preparation to prescreen begins 1 – 2 months before the semester in which you’d like to prescreen (July/August for Fall terms, and October/November for Winter terms). Prescreening is not available in the Spring or Summer terms.
- There are 11 questions that are on the prescreening questionnaire every year (please see Appendix E for those questions).
- If you would like to submit your own questions, you must submit your questions to the IRB, and the prescreening coordinator must receive IRB approval of those questions 1 – 2 weeks before the semester begins.

Beginning of semester

- The prescreening coordinator will send out detailed emails explaining how to submit questions that you wish to be added to the questionnaire.
- During the first weeks of class the Introductory Psychology participants will log onto the system and complete the prescreening questionnaire online.
- There is a fee of $20 for prescreening.
- Data will be released to the prescreeners the day they are allowed to begin contacting potential participants.

Researchers that are interested in prescreening should contact the prescreening coordinator to obtain further details.
You must set up timeslots before recruiting subjects.

Once the Subject Pool Coordinator has confirmed that you have submitted all necessary materials and have been approved through the IRB, your study will be made visible to the participants to sign up.

Important note: You will be setting your study so that it is visible only to participants who match your prescreening criteria (e.g. if you only want women and indicate that, only women will be able to view the study and sign up for sessions). To do this, after you enter your study, you would select [View/Modify Restrictions] next to Pretest and select the questions that were approved by the Prescreen Coordinator for your study. Be sure that you only select the questions for which you were approved.

See previous information on how to post timeslots.

After you have put your study and timeslots into the system, and they have been made visible to the subjects, you may contact subjects that fit your particular criteria via email or phone to request that they sign up for your study. Any subject that fits your criteria will be able to sign up for your study, even if you don’t contact them.

Please use the following Phone and email script when contacting subjects.

Phone script

Hello my name is _________ and I am a researcher with the Introductory Psychology Subject Pool. You are being called because the data we received from the prescreening questionnaire you filled out online to register for the Subject Pool meets the requirements for the study we are conducting. The following dates and times are available for you to participate in study number ______ for which you will receive ____ hours of Subject Pool credit. Please sign yourself up online.

* This is where you tell them the times you have set up and the length of your study. Please remember that studies are in half-hour increments.

E-mail script

Hello my name is _________ and I am a researcher with the Introductory Psychology Subject Pool Study number ____. You are being e-mailed because the data we received from the prescreening questionnaire you filled out online to register for the Subject Pool meets the requirements for the study we are conducting. The following dates and times are available for you to participate in study number ______ for which you will receive ____ hours of Subject Pool credit. Please sign yourself up online.

You should list dates, times and locations clearly.

You cannot sign participants up for your study. They can sign up for the study based on the information you give them in your email.
Preapproved questions that appear on the Prescreening Questionnaire

1) Please indicate your gender:
   a) Female
   b) Male
   c) I prefer not to answer this question

2) How long have you been enrolled at the University of Michigan, Ann Arbor?
   a) this is my first semester at UM
   b) 1st year, but I have already completed at least one semester at UM
   c) 2nd year
   d) 3rd year
   e) 4th year
   f) 5th year or greater
   g) I prefer not to answer this question

3) What is your major area of study:
   a) Sciences and Engineering
   b) Social Sciences
   c) Arts and Humanities
   d) Business Administration
   e) Undeclared
   f) None of the above
   g) I prefer not to answer this question

4) Please indicate your race or ethnicity:
   a) Caucasian (White/of European ancestry)
   b) Black American
   c) Black Non-American (e.g., African, West Indian, etc.)
   d) East Asian (Chinese, Japanese, Korean, etc.)
   e) South East Asian (Cambodian, Laotian, Vietnamese, etc.)
   f) South Asian (Indian, Pakistani, etc.)
   g) Pacific Islander (Filipino, Samoan, etc.)
   h) Hispanic/Latino/Chicano/Puerto Rican
   i) Bi-racial/Mixed/Multicultural/Multi-racial
   j) None of the above
5) Please indicate the race or ethnicity of your mother:
   a) Caucasian (White/of European ancestry)
   b) Black American
   c) Black Non-American (e.g., African, West Indian, etc.)
   d) East Asian (Chinese, Japanese, Korean, etc.)
   e) South East Asian (Cambodian, Laotian, Vietnamese, etc.)
   f) South Asian (Indian, Pakistani, etc.)
   g) Pacific Islander (Filipino, Samoan, etc.)
   h) Hispanic/Latino/Chicano/Puerto Rican
   i) Bi-racial/Mixed/Multicultural/Multi-racial
   j) None of the above

6) Please indicate the race or ethnicity of your father:
   a) Caucasian (White/of European ancestry)
   b) Black American
   c) Black Non-American (e.g., African, West Indian, etc.)
   d) East Asian (Chinese, Japanese, Korean, etc.)
   e) South East Asian (Cambodian, Laotian, Vietnamese, etc.)
   f) South Asian (Indian, Pakistani, etc.)
   g) Pacific Islander (Filipino, Samoan, etc.)
   h) Hispanic/Latino/Chicano/Puerto Rican
   i) Bi-racial/Mixed/Multicultural/Multi-racial
   j) None of the above

7) What religious tradition were you raised in?
   a) Roman Catholic
   b) Other Christian
   c) Jewish, Orthodox
   d) Jewish, Non-Orthodox
   e) Muslim-Sunni
   f) Muslim-Shi’ite
   g) None of above
   h) I prefer not to answer this question
8) What country/province are you a citizen of?
   a) United States  
   b) Japan  
   c) Korea  
   d) Taiwan  
   e) Hong Kong  
   f) Macao  
   g) China  
   h) India  
   i) Other East Asian country  
   j) None of the above  

9) What country/province were you born in?
   a) United States  
   b) Japan  
   c) Korea  
   d) Taiwan  
   e) Hong Kong  
   f) Macao  
   g) China  
   h) India  
   i) Other East Asian country  
   j) None of the above  

10) How long have you lived in the USA?
     a) less than 1 year  
     b) 1-2 years  
     c) 3-4 years  
     d) 5-6 years  
     e) 7-8 years  
     f) 9-10 years  
     g) 11-15 years  
     h) more than 16 years (but not my whole life)  
     i) my entire life  

11) What language are you most fluent in?
     a) English  
     b) Spanish  
     c) Mandarin Chinese  
     d) Cantonese  
     e) Korean  
     f) Japanese  
     g) Vietnamese  
     h) Other East Asian language  
     i) Hindi  
     j) None of the above