

Human Subjects Committee Guidelines for Reviewing Research Protocols

After IRB approval, a study must be reviewed by the HSC before it can be run in the Subject Pool. These are the guidelines that the HSC uses to review a study. This review focuses on consent forms, debriefing sheets, and study procedures. It is important that a study adheres to these guidelines before submitting it for review. Otherwise, you may be required to revise documents which will delay the study's approval.

Consent Form

Consent forms are already approved by the IRB. The items on the IRB checklist are not the HSC's concern; we are only looking for fit with subject pool requirements.

1. **Duration:** Specify the length of the study, up to 3 hours. Students need ~10 minutes to get to their next class, so maximum times are as follows: 25 mins (for 0.5 hour), 50 mins (for 1 hour), 80 mins (for 1.5 hours), 110 mins (for 2 hours), 140 mins (for 2.5 hours), and 170 mins (for 3 hours).
 - a. It is acceptable for researchers to use a blank space to be filled in later.
 - b. It is acceptable for the wording to be in terms of hours, not minutes (1 hour, 2 hours, 3 hours, etc.).
 - c. Sample text: "The study will take under 50 minutes to complete." "The study will take about 2 hours to do." "The experiment(s) will last approximately _____, and you will receive one course credit for each hour of participation."
2. **Credit Received:** Specify the number of credits (0.5, 1, 1.5, 2, 2.5, or 3). Credits must be evenly divisible by 0.5 (e.g., no 0.75 credits, 1.2 credits, etc.). This description should be phrased in terms of subject pool credit with no mention of Psychology 100 credit.
Sample text: "You will receive 1 course credit (1 subject pool hour) for participating in this study."
3. **Early Withdrawal:** As of Fall 2009, we give pro-rated credit for partial completion of multi-hour and multi-session studies. The informed consent form should, therefore, vary depending on the type of study.
 - a. For 0.5-credit or 1-credit studies, specify that subject can withdraw at any time but if they do so, they won't receive credit.
Sample text: "Your participation in this study is voluntary, and you may withdraw from the study at any time without penalty (but you will not receive credit)."
 - b. For longer studies (more than 50 minutes), specify that subject can withdraw at any time and that they will receive pro-rated credit reflecting completed segments of participation (e.g., 1 credit for 50-110 minutes, 2 credits for more than 110 minutes). The Consent Form must also mention the Early Withdrawal Form, which is part of the procedure for early withdrawals.

- c. Multi-Session studies (more than one session) are formally identical to longer studies (see above), except that it must be made clear to participants that if they decide to stop participating in a study between sessions, they will have to fill-out the Early Withdrawal Form in order to get pro-rated credit.
4. **Changes to Consent Forms:** The Reviewer will detail changes that need to be made. They may send this information to the Subject Pool Coordinator, who will communicate this with the Researcher. The Researcher is responsible for making the changes and submitting the consent form and amendment form to the IRB. The amendment form is on the IRB website. Once it is approved by the IRB, the Researcher will send the newly approved consent form and approval letter to the Subject Pool Coordinator, who will forward the documents to the Reviewer. The Reviewer will send final approval to the Subject Pool Coordinator.

Debriefing Sheet

The Subject Pool is an educational experience for students to better understand psychological research. The debriefing sheet is key in providing this information. As such, researchers should write a summary of their study without technical jargon.

1. The HSC requires that a debriefing sheet includes:
 - a. Explanation of research goals and methods written in plain English without using technical terms
 - b. Suggestions for further reading (2-3 references)
 - c. Contact information (name/email/phone) for a faculty/graduate student who can discuss the research
2. **Changes to Debriefing Sheets:** The Reviewer will detail changes that need to be made. They may send this information to the Subject Pool Coordinator, who will communicate this with the Researcher. The Researcher is responsible for making the changes and sending the newly revised debriefing sheet to the Subject Pool Coordinator, who will forward the documents to the Reviewer. The Reviewer will send final approval to the Subject Pool Coordinator. IRB review is not needed.

Study Procedures

The HSC reviews any procedures that seem to be unduly coercive or out of the ordinary. A reviewer can raise these for discussion by email with the rest of HSC. Standard procedures that are routinely approved include questionnaire studies, computer-based testing, eye-tracking, brain imaging (fMRI), electrical brain measurement (ERP), etc. In general, issues regarding risk and safety are assessed by the IRB, not by HSC. However the HSC will closely review any procedures involving third party data collection and subject credit as detailed below.

1. **Third Party or Follow-up Survey Data Collection:** The HSC will evaluate studies that require subjects to: a) collect data from friends, family, or acquaintances, involving either bringing these individuals to the lab or having these individuals complete surveys on their

own time, or b) complete a follow-up survey via internet or email that is too short to be considered a multi-session study. Although it is the responsibility of the IRB to evaluate and approve research with respect to issues of coercion and informed consent, the HSC will evaluate third party research or follow-up surveys on a case-by-case basis.

- a. When a participant will be asked to provide third party or follow-up data, they should know *before signing up for the study*. This information should be posted as a requirement for the study.

Sample text: “You will be asked to provide contact information for a parent or friend in this experiment. Providing this information is entirely voluntary and will in no way affect the credit you receive in this study.” “You will be asked to complete a follow-up survey a week after this experiment. Completing this follow-up survey is entirely voluntary and will in no way affect the credit you receive in this study.”

- b. To ensure that no coercion is involved, the consent form must emphasize that recruiting third party or follow-up data is entirely voluntary and in no way alters credit received for the study.

Sample text: “You will be asked to provide contact information of a parent. You will also be asked to send information asking them to complete a survey about their relationship with you. Providing this contact information is completely voluntary and will not change whether you receive credit for this study. Your parent’s response, or lack of response, will have no bearing on the course credit you receive for completing this experiment.” “You will be asked to complete a follow-up survey via email one week after this study. Completing this survey is completely voluntary and will not change whether you receive credit for this study. Your response, or lack of response, will not change the course credit you receive for completing this experiment.”

- c. There must be no additional compensation offered for recruiting a third-party participant or for completing the follow-up survey (e.g., no extra credit, no monetary payment).

Sample consent form text: “You will not receive any additional course credit if one or both individuals complete the surveys.”

- d. The time involved to recruit a third party or complete the follow-up survey should not require additional time beyond that allocated for participation.

- e. If a third party participates, the same IRB guidelines regarding informed consent apply. A mechanism must be in place for the third party to give informed consent and the consent form must be approved by the IRB.

- f. The debriefing procedure should make clear why third party or follow-up data are important to the research. That is, it should be clear what research questions are being tested by way of third party or follow up data collection and how the results may inform knowledge within the particular domain under study.

2. **Subject Credit:** Although payment is offered for some studies, they must be separate from the Course Credit Subject Pool. Participants may earn course credit for a study but cannot

receive payment for that same study, nor can they be enticed to stay late with payment. At the end of the study (but not before), it is appropriate for the researcher to ask a participant if they would like to provide their contact information (i.e., as part of a participant database) so that the researcher can contact them for participation in other studies that involve monetary compensation.

Participating in the Course Credit Subject Pool studies is meant to be part of students' educational experience, for which they will receive course credit (and not monetary payment). A second rationale is to avoid competition by researchers to recruit extra subjects by offering extra incentives (payment on top of course credit). This does not mean that the same study cannot be run using both Course Credit Subject Pool participants and Paid Subject Pool participants. Rather, it means that a single participant cannot receive both course credit and monetary payment for participating in a single experiment. Consent forms should be specific to either compensation via course credit or payment (i.e., combined, "all-purpose" consent forms should be avoided). Separate consent form templates for both course credit and for payment are posted on the psychology department website.