RPP Guidelines for Research Supervisors and Experimenters

This document is designed to assist research supervisors and experimenters (professors, graduate students, postdocs and honors undergraduates) with the tasks associated with managing RPP studies. This document is divided into two parts. The first part clarifies and updates RPP policies for researchers and the second part provides direct instructions for using the online system, Experimetrix, to run your RPP studies. This document should be read BEFORE applying to use the RPP pool or posting studies to the Experimetrix website. It is every researcher's responsibility to adhere to the policies below, to ensure that use of the pool is fair for everyone, and that students do not have any adverse impact on their grades.

RPP System Rationale
The 2-phase system described below was created to ensure fairness of access at the beginning of the semester. Everyone who applies and meets the eligibility criteria will be granted an equal number of hours during Phase I, which begins during the second week of the semester. During Phase II, which begins approximately midway through the semester, there will be open access and hours will not be limited.

We STRONGLY ENCOURAGE researchers to consider their data collection needs EARLY, before the start of the semester. The system rewards researchers who apply for RPP access by the Phase I deadline and are prepared to use their Phase I allocation before Phase II begins.

Program Eligibility
All researchers, including core psychology faculty, graduate students, and undergraduate honors thesis students are eligible for access to human subjects from the Research Participation Program (RPP) provided they meet the following eligibility criteria:

- Researchers must have CPHS approval for all studies.
- Researchers must apply for RPP access by the posted deadline for access to Phase I.
- Researchers must abide by all of the RPP policies.

Please note: access of the pool to affiliates outside of the psychology department will be considered as pool size allows but is not guaranteed.

Applying to Use the Program
- Researchers who anticipate using the program at any time during the semester should complete an online RPP application, with the online link e-mailed to all eligible researchers just prior to beginning each semester (Fall, Spring, and Summer Sessions A). Researchers must submit this application by the deadline stated in this e-mail and on our website for access to the respective Phase I. E-mail the rpp coordinator at rpp@berkeley.edu if you wish to apply for using the pool in the middle of the semester.
- If you have applied for, but not received, approval for your studies from CPHS, you should still submit a RPP application at the beginning of the semester. As soon as your protocol is approved, you can submit a copy of the approval letter and approved consent form to the main office in Tolman Hall. Staff will issue an experiment number and password so you can begin running your study using Experimetrix.
- If you complete an online application by the stated deadline, during the first week of classes the RPP coordinator will send you an e-mail with additional instructions on when and how you can pick up an experiment number to post your study to Experimetrix. Detailed instructions on how to use Experimetrix are listed below.
Distribution of Credit Hours

- The RPP semester is divided into 2 phases. Phase I, the first opportunity for running sessions, begins in the second week of the semester and ends around the middle of the semester. Approximately 2/3 of the available participant hours will be distributed evenly among all researchers who have submitted their RPP applications by the deadline. Each researcher is limited to only using the number of allocated hours until the end of Phase I.

- Researchers are responsible for monitoring their use of allocated credits in addition to the monitoring done by Experimetrix and the staff RPP coordinator. Researchers who exceed their Phase I allocations before the start of Phase II risk losing their access to the RPP.

- The Phase I allocation of hours applies to ALL experiments being run by a given researcher in a given semester. This allocation may be divided among all proposed experiments as he/she sees fit.

- In Phase II, all approved researchers, including those who applied after the deadline for Phase I, will have open access to the program with no specific credit allocation. All credit hours that were unused in Phase I, plus the remaining 1/3 of unallocated hours, will be available in Phase II. Phase II begins in about midway through the semester and ends on the last day of classes.

The Prescreening Packet

The RPP prescreening survey is an online survey administered during the first week of the Fall, Spring, and Summer Sessions A and D semesters. The purpose of the prescreening is to allow researchers to selectively recruit participants for their studies based on specific background characteristics of the participant (e.g. high self-esteem). Researchers can put measures assessing these relevant background characteristics in their personal prescreening survey and will receive their personal data, as well as the contact information of prescreening participants, within the first two weeks of the semester. E-mail rpp@berkeley.edu for additional information about participating in the Prescreening Packet.

Additional Important RPP Policies

1) You cannot give penalties for no-shows. Our CPHS approval requires participants to be allowed to decline to participate at any time without penalty. This means that we can no longer penalize students who sign up, but fail to show up for an appointment. We can't get rid of the penalty option on Experimetrix, but please do not use it.

2) Lab-based studies are compensated at the rate of 1 RPP credit per hour. Give one credit for your lab-based study if it lasts 1 hour or shorter and please advertise all lab-based studies one hour or less as 60 minute studies. If your study is approximately 2 hours, give 2 credits, etc. Online studies are worth 1/2 credit, since online studies don't require travel time, and are often much shorter than 1 hour.

3) Please ensure you have a contact email included in your Experimetrix experiment header. If you do not have a contact email listed in your experiment header, I will take down your study.

4) In your description of your study you may not use any language indicating your study is shorter than an hour (quick, short, easy etc.) Also you may not mention any possible rewards beyond RPP credit (candy, cash for correct responses.)

5) We ask that you do not post study sessions that fall more than a week in the future from the date you
are posting. For example, if you were posting on September 1st, we ask that you do not post sessions that fall after September 7th.

6) If you need to cancel a participant's session, please do so at least 24 hours before their scheduled session. If you have to cancel a participant's session with less than 24 hours notice, you MUST give this participant credit for participating in your study.

**USING EXPERIMETRIX TO MANAGE STUDIES ONLINE**

**A Note about Terminology**

For the sake of consistency, this document uses the terms preferred by Experimetrix, which may be slightly different from what we use in everyday language.

- *Research supervisors* are the people who apply for access to the RPP (may be faculty, postdocs, graduate students, or undergraduate honors thesis students).
- *Experimenters* are the people who actually conduct individual research sessions; they may also be research supervisors or they may be undergraduate research assistants.
- *Users* are undergraduate students or research participants who will sign up for studies.

**THINGS AN EXPERIMENTER SHOULD KNOW**

**Getting Started….**

- Complete the online RPP application by the posted deadline and pick up an experimenter number to post to Experimetrix. Please see pp. 1 & 2 of this document for instructions on filling out an RPP application and obtaining a number. This number will allow you to post your study to Experimetrix. Detailed instructions on how to use Experimetrix are immediately below.

**Posting the Details of Your Experiment**

- Go to the main Experimetrix page (www.experimetrix.com/berkeley) and select the “Experimenter Area” link at the bottom of the left hand column. Enter your logon number and password for the experiment you want to post. Your logon is the experiment number. Use the password given to you by the front desk staff. After your initial logon, you can change the password to something more easily remembered. Please do not lose your password.

- Logging on will take you to the “Experimenter Options” page that corresponds to the experiment number.

- Select “Edit Header” (in the second column, towards the bottom of the page) to enter the information about the study that will appear when potential participants search for sessions on Experimetrix.

- In the “Faculty Supervisor” boxes, please enter the name of the person who submitted the CPHS protocol (for example, the faculty, grad student or honors thesis undergrad who is overseeing the study). We realize this is odd, but that’s the way Experimetrix works.
• In the “Experimenter” box, please enter the name(s) of the individual (for example, graduate student or undergraduate research assistant) who will actually be running the study sessions.

• In the “Location of Study” box, please enter the room number where the study is being run (e.g., 4105 Tolman Hall). If your experiment meets in different places on different days, write “variable” in the “Location of Study” box and then give the exact location details in the “Description of Experiment” box.

• In the “Selection Criteria” box, please enter any participant restrictions to your study (e.g., 20/20 vision, no left-handedness, Psych 1 and 2 students only). Note that this box does not actually restrict anyone from signing up, it just lets potential participants know what your needs are.

• In the “Default Participation Credit” box, please enter the number of credits earned in the study.
  o If you are running a lab-based study enter 1 here if your study lasts 1 hour or shorter. If your study is 2 hours enter 2 here, etc. For each hour that your study lasts, participants should receive 1 rpp credit/hour.
  o If you are running an online study enter .5 here for a study lasting 1 hour or shorter. Online studies are compensated in this way because they are typically much shorter than an hour and require less travel time than laboratory studies.

• In the “Default Session Duration” box, please indicate the amount of time it takes to complete the experiment. Please list all studies that take one hour or shorter as 60 minute studies.

• In the “Cancellation contact and e-mail address” boxes, please put an e-mail address you would like participants to contact you at for cancellations and other questions.

• In the “Description of Experiment” you should provide a summary description of the research (e.g., "visual perception", "social interaction", individual differences in personality", as well as a brief description of any aspects of the study procedure that might be relevant to informed consent (e.g., "brain electrical activity will be recorded, "subjects may be exposed to unpleasant pictures", "subjects may receive brief electrical shocks"). Characterizations of the study designed to enhance recruitment (e.g., "fun", "no work", "only 5 minutes for 1 hour's credit") should be avoided, and will be deleted by the RPP supervisor. In this box, you can also post any unusual details of your study. For example, if your experiment meets in different places on different days, you can give the exact location details (e.g., Tuesdays, the location is 4105; Wednesdays, the location is 5101).

• Click on “Apply Changes” when finished. Screen will blink very quickly but it may not be apparent that changes occurred. You will be able to see these changes after you post session times (see below).

**Setting Lead Time**
Unless you change the default, participants can sign up for your experiment up until the last minute. By setting the lead time, open appointments that are not taken within a certain lead time of the scheduled start time will be automatically removed from the schedule. This feature is particularly useful for preventing last minute signups. To do this:
• Go to the main page (www.experimetrix.com/berkeley) and select the “Experimenter Area” link at the bottom of the left hand column. Enter your logon number and password for the experiment you want to set the lead-time for.

• From the “Experimenter Options” page, select the “Set Lead Time” link. It’s the last link in the third column.

• Using the pull down menus set the lead-time you prefer. We recommend 2 hours. Then click “Set Lead Time”.

Posting Session Times
• Go to the main page (www.experimetrix.com/berkeley) and select the “Experimenter Area” link at the bottom of the left hand column. Enter your logon number and password for the experiment you want to add sessions for.

• From the “Experimenter Options” page, select the “Add New Sessions” link. It’s the second link in the second column.

• From this page, you can create sessions with multiple participant slots. Select the time and date. Then select a number of “Times to Add” (i.e., the number of participants that can take part in the session). Select the “Add New Times” button to finish. You can do this again until you have the number of experimental sessions you need for the next week. **Remember that you can ONLY post sessions one week in advance of the session time**

• There are two ways to view the current schedule you have posted:
  1. From the “Add New Sessions” page, select the “Click here to check the current schedule” link. You will see your experiment as it will appear to potential participants. Make sure the box “Only Show Available Appointments” is checked!

  2. From the “Experimenter Options” page, select the “View Schedule” link (the first link in the second column). To view future sessions that are still open for sign-up, select “Future: Available” and the option will display the schedule of sessions that are still available for sign-up. Make sure the box “Display Experiment to Students” is checked! You’ll notice that you can also view past sessions that are pending the assignment of credit or penalty (choose “Past: Awaiting credit or penalty”) and future sessions that participants have already signed up for (choose “Future: Taken”) from this “View Schedule” link.

   NOTE: In either option, you must check the box “DISPLAY EXPERIMENT TO STUDENTS” or “ONLY SHOW AVAILABLE APPOINTMENTS” at the top of the page so your sessions are displayed to students looking to sign up for an experiment.

Creating Special Sessions
You may want to create special sessions when you recruit participants from prescreening, run studies involving two sessions with the same participants, etc. There are two ways to create special sessions for participants. The researcher supervisor should choose the method that is most appropriate and convenient for their study.
Option 1: Create Sessions for Participants Individually
- From the “Experimenter Options” page, select the “Schedule Session for Participant” link. It’s the second link in the second column.

- In the “Select Participant” section, select the first letter of the participant’s last name and then select the participant that you would like to schedule. Set the date and time you wish to schedule that participant into the boxes above. Be sure to click the “add session” button below.

- Go back to the “Experimenter Options” page and select the “View Schedule” link. It’s the first link in the second column. Select “Future: Taken” and the special session you created should be displayed. Again, make sure the box “Display Experiment to Students” is checked!

Option 2: Create Sessions that Special Groups of Participants May Sign Up For
- From the “Experimenter Options” page, select the “Set Authorization Code” link. It’s the third link in the third column.

- In the “Set Authorization Code” page, select the numerical code you would like to use to authorize participants to sign up for your study and enter the code into the “Authorization Code” box. Click on the button “Set a Code” and it will tell you that the code is now set for use. Sign-ups for your sessions are now restricted to the individuals who have the appropriate Authorization Code.

- E-mail your special group of qualified participants to invite them to participate in your study. In that e-mail, let them know that they can sign-up for your study using the Authorization Code, a provide the code.

Canceling Sessions
- Please note that you should cancel a session 24 hours before the expected session time. If the experiment is cancelled within fewer than 24 hours or if the experimenter fails to show up (within 10 minutes of the start time), you must assign credit to all participants signed up for the session.

- From the “Experimenter Options” page, select the “View Schedule” link. It’s the first link in the second column.

- To cancel sessions that no one has signed up for, select “Future: Available” to view sessions that are still open for sign-up. Click on the future sessions you want to cancel and hit the “Remove” button. A dialog box will appear asking to choose the type of session removal. Choose “Remove.”

- To cancel sessions that participants have already signed up for, select “Future: Taken”. Click on the sessions you want to cancel and hit the “Remove” button. A dialog box will appear asking to choose the type of session removal. Choose “Cancel, Cancel and Remove.”
  a. Note that canceling a session that someone has already signed up for will automatically produce an e-mail message that is sent to participants informing them of the cancellation.
  b. Note that on the session cancellation screen, the participants’ names are links that also permit you to e-mail them individually.
**Rescheduling a Session**

- To reschedule a session, you can e-mail the participant individually by clicking on his/her name. Then you can either follow option 1 under the “Creating Special Sessions” section (see previous page) or have the participant sign up for another session time.

**Keeping Track of Session Participants**

**For lab-based studies**

You need to keep track of the participants who sign up for your study sessions and document whether they show up or not. To keep track of participants who show up to participate in your study sessions, please do one of the following:

1. Print out the list of sign-ups for a session and use the list to track no-shows. To do this, go to the “Experimenter Options” page and select the “view schedule” link. It’s the first link in the second column. Select “Future: Taken” and print out the list of participants who are signed up for the session. Use this list to keep track of who needs to be awarded credits.
2. Have participants write their name onto a sign-up sheet at the beginning of the session and use that list to keep track of who needs to be awarded credits.

**For web-based studies**

- Go to the main page (www.experimetrix.com/berkeley) and select the “Experimenter Area” link at the bottom of the left hand column. Enter your logon number and password for the experiment you want to add sessions for.

- From the “Experimenter Options” page, select the “Edit header” link. In the box labeled “Web Experiment Options” be sure to select option “web experiment, participant sign-up is required”. If you fail to select this option, you will not have a record of who signed up to complete your online experiment in Experimetrix.

- Click the apply changes button at the top of the page.

If you follow the steps above, your Experimetrix account will give you all the students’ names who signed up for your experiment. However this does not mean that they completed your online survey. In order to make sure you are crediting only those who completed your survey (which avoids wasting credits) you can cross check the participants who signed up for your experiment in the following way.

1. Create your online survey in Qualtrics.
2. Go to my surveys in Qualtrics and create another survey titled “Survey participant Identification”
3. For the first question click on a text entry format. For the question type in “Please type in your first and last name. This will allow us to give you credit for your participation, but your name will in no way be connected to your answers in the first part of the survey”
4. Then as a second question click on a text entry format. For the question type in “Please type in your numeric Student Identification Number (SID)”
5. Click “Distribute Survey” from the blue tabs at the top
6. It may ask you to activate your survey. Make sure you activate it and then you will receive a url. Copy the URL (Control +C)
7. Go into your original survey and click on “Survey options” in the grey bar towards the top of the screen.
8. A box will pop up. Go to “Survey Termination” and click “Redirect to a URL”
   a. A new box will pop up. Delete the writing in the box (http://) and paste in your URL (control +V)
9. Click “Save Changes”
10. Preview your original survey. See that it now links to the new survey you created.

What you have done by following the steps above is link the two-question survey that asks for the students first and last name and SID at the end of your original survey. This means that all students who fill out your survey will be automatically sent to the two-question survey before they are done. Then you can go into this two-question survey on your Qualtrics account and see a list of all participants who have taken your survey. Cross reference this list with the one provided by Experimetrix and only credit those on the two-question survey. Those who are only on the Experimetrix list signed up for your survey, but never took it and should not receive credit.

**Awarding RPP Credits or Penalties**

*For lab-based studies*

- You **must** award credits and penalties to participants as soon as possible after an experimental session is run and no later than 1 week after the session has been run.

- From the “Experimenter Options” page, select the “view schedule” link. It’s the first link in the second column.

- To view past sessions that are pending the assignment of credit choose “Past: Awaiting credit or penalty”. For any past sessions, you have the option of awarding research credit or canceling the session (for a participant who failed to show up for the session) by clicking on the circle next to “credit” or the circle next to “cancel.” You **may not** penalize a participant for not showing up to a study. Although this option is available in Experimetrix, it is not permitted by our CPHS, so do not select the penalty option.

- To award credit to a participant who attended your session without signing up for it in advance online, select “direct credit” from the “Experimenter Options” page.
  a. Enter the participant’s name and follow the simple procedure. Note that to use this option you only need the participant’s name, NOT his/her SID number.
  b. If you do not have the participant’s name or you have a large number of students to do this for, go to “Batch credit.” To use this option, you only need the SID numbers of the participants. The SID numbers can be typed directly or pasted on the batch credit page. Please note that any SID numbers that the software doesn’t recognize will be displayed to you after you submit the numbers. Thus, you can be confident that the credit has actually been awarded unless you receive a message that tells you otherwise.

*For online studies:* There are two methods for awarding credit for online studies, detailed below

**Preferred method**

1.) Log into the Experimetrix account for you study.
2.) Click on “view schedule” at the top-middle section of the page
3.) You should see a gray tab that says “past: awaiting credit or penalty” at the top of the page followed by a list of names of students who have completed your survey.
4.) Using your Qualtrics data (described above) to cross-reference, credit participants who completed your survey, and cancel the session of participants who did not. **NOTE:** Do NOT use the penalty option—it is not permitted by CPHS nor is it applicable to online surveys.
5.) Make sure you hit “apply changes” or else your changes will not be saved.
Alternative method
This method is more prone to error, so you must follow instructions carefully to ensure that you are not crediting participants twice or canceling the credits of already credited participants.

1.) Log into the Experimetrix account for your study
2.) Go to “batch credit” (midway down the center of the page).
3.) Copy and paste the SIDs of participants who completed your Qualtrics survey into the box that says “Student IDs”
   a. List each Student ID, one to a line.
   b. Indicate that you wish this to be a credit (the default setting) and set the amount of credit to assign to each participant in the box labeled 'Amount'.
   c. Click the Apply button.
   d. You will be told if credit could not be assigned to any Student IDs. This might happen if a Student ID is unrecognized or associated with an inactive student account. Those IDs will be shown in the box to the right after credit has been assigned to the recognized, active student accounts. (Note: Often students simply entered their student ID number incorrectly, and if you ask for their name in your Qualtrics Survey (as instructed above), you can simply credit these participants using the steps described in the preferred method of crediting participants above.
   e. After you credit, a new appointment will appear for each student under the “past: already assigned credit or penalty” tab under “view schedule” with the current date as the start date, the current time as the start time, and the current time plus one hour as the finish time.
4.) **IMPORTANT**: Pending sessions won't disappear automatically when you use batch credit—you also need to cancel the pending sessions of students you have just credited. Students get confused if you don’t do this because their credit for your study will simultaneously show up as both pending and earned in their personal accounts.
5.) To cancel pending sessions, go to "view schedule" and select the "past: awaiting penalty or credit tab" (this should be the default setting).
6.) Here you will see the pending sessions of ALL students that signed up for your study—regardless of whether they actually completed your study or whether you just awarded them credit using the batch credit function. You simply need to cancel these pending credits to clear the system. It’s ESSENTIAL that you're doing so under the "past: awaiting penalty or credit tab" and NOT the "past: already assigned credit or penalty” tab, or else you will be deleting the credits you just awarded using the batch credit function. It’s also ESSENTIAL that you are canceling participants’ sessions, NOT crediting them or else you will be awarding the participants credit twice.

**End of Semester**
By the last day of classes, research supervisors must quickly complete a final update of Experimetrix so that information about credit granted and no-shows is up-to-date. The staff RPP coordinator will be monitoring this daily until the Experimetrix reporting deadline passes, keeping in regular e-mail contact with those supervisors who have credit pending. **All pending credit must be resolved by the posted deadline.**

**Questions?**
The faculty advisor (Prof. Iris Maus) and student RPP coordinator (Frances Nkara) can answer questions you have either in person or by e-mail, rpp@berkeley.edu.