RPP Guidelines for Researchers

This document is divided into two parts. The first part updates RPP policies for researchers, and the second part provides instructions for configuring the online system, *Sona,* to run your RPP studies. Please use these guidelines when setting up your study in Sona; they ensure that your setup will be aligned with the policies.

This document should be read BEFORE applying to use the RPP pool or posting studies to the Sona 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 wellbeing or grades.

Program Eligibility

Psychology professors, graduate students, postdocs, postbac and honors students, and lab managers are eligible for access to participants 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 in order access to Phase 1; otherwise, they must wait until Phase 2. (See more below on the two phases.)
- Researchers must abide by all of the RPP policies.

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

The Prescreening Survey

The RPP prescreening survey is an online survey, including demographics, that is a bundle of individual researchers' surveys. The purpose of the prescreening survey is to allow researchers to selectively recruit participants for their studies based on specific background characteristics of the participant (e.g. high self-esteem). It is administered during the first week of the Fall and Spring semesters, and Summer Sessions A and D. No participation in other studies is available during the prescreening survey.

Researchers can put measures assessing relevant background characteristics in their prescreening survey and will receive the demographics data and contact information of prescreening participants, within the first two weeks of the semester. A few weeks before each term, the RPP coordinator will send out an email to Psychology Dept. lists, with an open call for applications. You may also email rpp@berkeley.edu for additional information about participating in the Prescreening Survey.

RPP System Rationale

The 2-phase system described below was created to ensure fairness of access to the RPP pool at the beginning of each term (semesters or summer sessions). Each researcher who applies and meets the eligibility criteria will be granted an equal number of credits to award during Phase 1, which begins during the second or third week of the term. During Phase 2, which begins approximately midway through the term, there will be open access and credits will not be limited, except for online studies, which are limited to 300 credits.

We STRONGLY ENCOURAGE researchers to consider their data collection needs EARLY, before the start of the term. The system rewards researchers who apply for RPP access by the Phase 1 deadline and are prepared to use their Phase 1 credit allocation before Phase 2 begins.

Applying to Use the Program

- Researchers who anticipate using the program at any time during the semester should complete an online RPP application. Instructions and the link to the application will be emailed to relevant Psychology lists just prior to beginning each semester (Fall, Spring, and Summer Session A). Researchers must submit this application by the Phase 1 deadline stated in this email, and posted on the RPP webpage on the Psychology website, for access to use RPP during Phase 1.

- Once you complete the online application, the RPP coordinator will create a researcher Sona account for you, if you do not already have one. (Sona is the online software used to coordinate the RPP program. More detailed instructions on how to use Sona are listed below. Note: do NOT use the "Request Account" tab on the Sona website; this is only for creating participant accounts.)

- After you get a Sona researcher account, you can create a profile for your study. When it is complete and ready to post, request approval. The RPP coordinator will check that your application, including CPHS approval letter, is complete, and approve the study for posting.

- If you have applied for approval for your studies from CPHS, but have not received it as the Phase 1 application deadline is nearing, you should still submit the online application by the Phase 1 deadline. This will ensure that you get a credit allocation for Phase 1. Then, as soon as your protocol is approved, you can email the approval letter to the RPP coordinator, for approval to use RPP during Phase 1.

- You may still apply to use RPP after the Phase 1 deadline, but will not be able to start recruiting until Phase 2. If you miss the Phase 1 deadline, email rpp@berkeley.edu to request access to the application.

Distribution of RPP credits among researchers for Phase 1: the credit limit

- The RPP semester is divided into 2 phases. Phase 1, the first opportunity for running research sessions, begins after the end of the Prescreening Survey (in the second or third week of the semester), and ends around the middle of the semester. Approximately 2/3 of the available participant credit-hours will be distributed evenly among all researchers who have submitted their RPP applications by the Phase 1deadline. Each researcher is limited to only awarding the number of allocated credits until the end of Phase 1.

- Researchers are responsible for monitoring their use of allocated credits in addition to the monitoring done by Sona and the RPP coordinator. Researchers who exceed their Phase 1 allocations before the start of Phase 2 risk losing their access to the RPP.

- The Phase 1 allocation of credits applies to ALL studies being run by a given researcher in a given semester. This allocation may be divided among all of their proposed studies as they see fit. Also, collaborating researchers may each apply for a credit allotment and then pool their allotments for use on one or a few experiments. If you are planning to do this, you must inform the RPP coordinator

about how the credits will be pooled and then applied (to which studies), so we may know that you are not going over the limit.

- In Phase 2, all approved researchers, including those who applied after the Phase 1 deadline, will have open access to the program with no specific credit allocation, except that online studies are limited to 300 credits during Fall and Spring semesters, and 150 credits for each Summer Session. Phase 2 begins with an email announcement from the RPP coordinator, depending on how many signup timeslots are available to students, about midway through the semester, and ends on the second to last day of classes.

Additional Important RPP Policies

1. You cannot penalize for no-shows. Our CPHS approval requires participants to be allowed to decline to participate at any time without penalty.

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 less. Please **advertise all lab-based studies that may be less than one hour as 60 minute studies.** This policy helps keep recruitment fair. If your study is approximately 2 hours, give 2 credits, etc. However, all online studies should be awarded 1/2 credit for the first hour, 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 study description. If you do not have a contact email listed, your study will have to be taken offline until you include it there.

4. In your description of your study you may not use any language indicating that your study is shorter than an hour (quick, short, easy etc.).

5. You may not mention any rewards beyond RPP credit (e.g. candy, cash) in your posting in recruitment materials (i.e., in the Sona posting). Some researchers may give cash or other bonuses as an exception to usual RPP practice, if there are special circumstances in their study design warranting the need for additional motivation. For example, some studies may need to engage participants for more than three hours while most participants only need to earn 3 RPP credit-hours. If additional non-RPP credit bonuses are to be used in such cases, CPHS must have approved this procedure, and the RPP team should be informed. In no cases should cash or other rewards be used as a substitute for or to supplement ordinary RPP credit (e.g. no payments should be given for the first 3 hours of participation), and any such incentives used to extend participation must be communicated directly to the participant, not posted in the Sona description. It must be clear to participants they can complete the RPP portion alone, without participating in paid additional research.

6. Do not post study sessions for more than one week from the date you are posting. For example, if you were posting sessions on September 1st, we ask that you do not post sessions that fall after September 8th.

7. 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 SONA TO MANAGE STUDIES ONLINE

Getting Started

- Complete the online RPP application. Then, the RPP coordinator will create a Sona researcher account for you, and you will receive login information from Sona. (Note: do NOT use the "Request Account" tab on the Sona website; this is only for creating *participant* accounts.)
- **Go to the main Sona webpage (https://ucberkeley.sona-systems.com) and login.** (You will see a banner with the Golden Gate Bridge. Haas Business School also has a Sona website, with a very similar URL, but it is NOT for Psychology Dept. RPP.)
- We recommend first perusing your account to get a feeling for the layout and features. The home icon leads you to a summary page for your researcher account. "My Studies" lists study listings that you have created in this system, and within this section you can modify studies, appointments, and credits. "All Studies" shows all studies by all researchers using this system. "Add New Study" is one of several ways to do just that. "My Profile" allows you to update your own information, such as password.

Posting the Details of Your Study on Sona & Getting Approval to Post It

- Click on the home icon to see the overview of your account.
- **Under "Add New Study", click on "+Create a new study".**
- **Select the study type.** If you are conducting an online survey with tools such as Qualtrics, check "Online **EXTERNAL** Study". (If you like, you can also explore creating a survey within Sona, by selecting "Online Survey Study".) Click continue.
- **Enter the study information.** This will be used to create your study posting.
    - Duration: please indicate the amount of time it takes to complete the study. **Please list studies that take one hour or less as 60 minute studies.** This guideline helps ensure fairness in recruiting.
    - Credits: enter the number of credits participants will earn in the study.
        - If you are running a lab-based study enter 1 here if your study lasts 1 hour or less. If your study is 2 hours enter 2 here, etc. For each hour that your study lasts, participants should receive 1 RPP credit/hour.
        - If you are running an online study enter .5 here for a study lasting 1 hour or less. Online studies are compensated in this way because they are typically much shorter than an hour and require less travel time than laboratory studies. For longer online studies, add one credit for each additional hour. e.g. a 2 hour survey would be credited .5+1=1.5 credits.
        - **DO NOT CREATE SONA STUDIES WITH MORE THAN 3 CREDITS**, because students will not be able to split the credits to assign them to different courses. If you need to award more than three credits for you study, create separate Sona studies as Part 1, Part 2, etc. with each part having a max of 3 credits. If there is a natural way to align the parts with your study design, please do so (e.g. Part 1, online portion .5 credits; Part 2, 3 hour in lab portion 3 credits).
    - Preparation: this is a place where you can describe any preparation the participants must do.
    - "Researcher" should be the person in charge of running the study, whom should be contacted with ordinary questions about it (not the faculty supervisor). The person in the right hand field is the one "selected", and will be the one listed.

- CPHS approval code: input your CPHS PROTOCOL NUMBER, e.g. 2016-0X-XXXX. (You also still need to have CPHS approval and submit the letter as part of the RPP application.)
- "Approved" on this page refers to whether or not the RPP coordinator has approved this study for posting yet. When you have completed the study description and it's ready to post, you can submit it for approval. See below.
- "Active Study?" - Select NO here until you are permitted to post your study to the participants, that is, until the start of Phase 1 (if you applied in time), or Phase 2. This is also the setting to use to make your study visible or invisible to participants.
- **Either in the Brief Abstract or in the Detailed Description, include contact information for the researcher.** This must be part of your posting. E.g., "If you have questions, contact Sara Researcher at researcher@berkeley.edu".
- In "Detailed Description" 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 coordinator. 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). Location information is also provided when creating timeslots.
    - For online studies, as also mentioned in the timeslots section, we advise that you include in the description a clear time limit between signing up and completing the survey. In principle, students can sign up to "hold their spot" in your study, but wait indefinitely to complete it. This will tie up your signups, not allowing you to post more during Phase 1, while not allowing you to collect data either. As long as a time limit for completion is stated in the description, you can cancel signups after the period you post, allowing others to signup instead. This will also allow you to delete hanging signups when all pending credits need to be processed at the end of Phase 1 and the end of the term.
- "Advanced settings"
    - These are optional tools that you may use. For example, if you want to restrict participants based on prescreening results, you can create an invitation code for them, and put that code in the "Invitation Code" box. Only participants to whom you give the code will be able to sign up.
    - **For online external surveys**, put your survey URL in the "Study URL" box. For the "Participant Sign-up Deadline", we recommend zero hours before study is to occur - this allows students to sign up and take it immediately. Note that you will also need to create a timeslot for participants, see below.
    - **For in person studies**, you may want to set the "Participant Sign-up Deadline" to 24 hours before the appointment, so that you know a day in advance what your schedule will be, and won't miss any last minute sign-ups.
    - "Researchers at Timeslot-Level" allows you to track which researchers are administering which appointments ("timeslots"), e.g. for use with several different RAs.
- If you have questions about the settings, email rpp@berkeley.edu.
- **When this page is complete, click on "Add This Study".** If it was created successfully, you will be redirected to a summary page for the study, and will see a pale green banner that

says, "System Message: Study added.", at the top. This is one of two steps toward posting the study. It will now show up under your inactive studies. The second step is that you need to request that they study be approved for posting, by the RPP coordinator - see below.

- On the study summary page, **for online external surveys**, you have the option to configure the system to grant credits automatically after survey completion. Please read the Sona instructions linked in the "Website" section, by clicking on "Detailed Help".
- **To preview what the participants will see when they select your study**, on the study summary page, at the bottom under Study Menu, click on "Participant Study View". Note that participants will also have the option to email you through the system, from this description page (see "Researcher" - there is a mail icon to the right.) We require you to put contact information in the description, also, to that they can very clearly find several ways to contact you.
- **If you need to change something, click on "Change Study Information" (**on the study summary page**). Note that if you already have had your study approved, and then you make changes to the description, you will need to have the study approved again** before it can be visible to the students. (This is part of the structure of the software.)
- **On the study summary page, under "Study Status" click "Send Request" to send a request for approval for posting the study, to the RPP coordinator.**

Creating, Modifying, or Deleting Timeslots (appointments) for Participants

- Click on "My Studies" to see the overview of your studies. Click on "Active" to see the active studies.
- Select the study for which you wish to post timeslots.
- At the bottom of the study summary page, under Study Menu, select "View/Administer Time Slots" Click on "+Add A Timeslot".
    - For in person studies, create appointments for participants.
    - For online studies, set the end date to the day before *the students'* Phase 1 deadline. (See the website for the date. Note that the researcher's Phase 1 end is about a week before the students'. Also, in the short summer sessions, the students don't have a Phase 1 deadline at all - in this case set the end date to the last day of participation for that summer session.) At the end of their Phase 1, we need to be able to credit them or cancel the signup, to know that everyone who completed the survey was credited. Setting the deadline here gives them fair warning that their signup will be canceled if they haven't completed the survey by the Phase 1 deadline. Then, set the signup limit such that if it filled, you would not need to award more than your Phase 1 credit limit. E.g. if the credit limit is 60, and you are awarding .5 credits per signup, set the limit to 120 signups. At the end of Phase 1, credit or delete all of the pending signups ("awaiting action"). After doing this please send the RPP coordinator an email confirming that you have credited everyone for Phase 1. Then, after the Phase 1 deadline passes, if you plan to collect data in Phase 2, reset the final participation date to the last day for RPP participation (the second to the last day of classes). The maximum number of participants you can indicate is 300 - the limit for online studies for the whole term.
- To modifying or delete timeslots: At the bottom of the study summary page, under Study Menu, select "View/Administer Time Slots" Click on Upcoming Timeslots", and then click on the "Modify" button.
- Note that participants will automatically be sent an email reminder for their appointments, the day before.

- **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. Be sure to credit them rather than canceling the signup; if you "cancel" in Sona, you will lose their contact info and the means to give them credit. Instead, email them directly to cancel the appointment.**

Crediting Participants

- Click on "My Studies", and then click on "View Your Uncredited Timeslots". Under "Action" you can select "Grant Credit". You can credit several participants at once by selecting " Mark all 'Grant Credit'".
- Do not use the no-show selections. Please delete appointments that were missed, and keep your pending sessions to a minimum. **Credit participants within a week of their participation**, and sooner if possible.
- Your Sona account will give you all the students' names who signed up for your experiment. (From the study summary page, see the Study Menu at the bottom. There are several options to view timeslots and download a participant list.) However, even though participants signed up does not mean that they *completed* the study. In order to make sure you are crediting only those who completed your survey (which avoids wasting credits):
    - For in person studies: you will need to keep track of whether or not participants show up and complete the study, and credit them accordingly.
    - For tracking online studies: you can cross check the participants who signed up for your study 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 Sona and only credit those on the two-question survey. Those who are only on the Sona list signed up for your survey, but never took it and should not receive credit.

End students' Phase 1 and end of Semester

By the end of the students' phase 1 deadline (date posted on the website; students have no Phase 1 for summer), and again the day before the last day of classes, researchers must quickly complete a final update of Sona so that all credits due are granted and any other pending credits are removed. The RPP coordinator will be monitoring the pending credits up to the deadline. **All pending credit must be awarded or deleted by the posted deadline so that we know that all students have received what they earned toward their grades.**

End of semester maintenance

At the end of each term we will need to wipe the system of credits granted. If you will need participation records later, download the data by the deadline announced by email from the RPP coordinator (approximately two weeks after the last day of participation, unless the interim between terms is shorter). Please delete studies from the system which you are done using. We will need to delete the studies, if you don't. If you have a study that you would like to continue using the following term, please fill in the application for the next term and indicate that you want the study held over. It's a good practice to keep records of your study setup - e.g. the description - in case you will need to rebuild the study later.

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