Research Participation Program (RPP) Guidelines for Students

UC Berkeley is known worldwide for its outstanding research – and the Department of Psychology adds to that reputation with a long history of important, breakthrough work. The Research Participation Program (RPP) gives undergraduate students a chance to participate in some of this research. As a participant in RPP surveys and experiments, you help the department’s graduate student and faculty researchers answer important questions about psychology. Your participation offers you a chance to learn more about research methods and the latest topics and to meet faculty and graduate student researchers.

To encourage participation in the RPP, your psychology course is allowing you to receive research participation credit as part of your grade. Participation in the RPP involves participating in a certain number of experiments throughout the semester.

It is your choice to volunteer, or not, for the program. Students in the RPP program courses who choose to not volunteer should speak with their instructor or GSI about an alternative task. We hope, however, that you will choose to participate. This information explains the program in further detail. If you do participate, keep this information as a reference about the program’s policies and your role in it.

You must be at least 18 years old to participate in the RPP. If you are under 18, please notify your instructor or GSI and obtain an alternative task.

NOTE: In addition to RPP experiments, fliers are occasionally posted in Tolman Hall for paid research studies. You cannot earn RPP credit for participating in paid experiments.

On-line Prescreening Survey - only available the first week of classes, and optional

The following On-Line Prescreening Survey is an easy way to earn ONE research credit. It consists of questionnaires that some researchers use to determine which students are eligible for participating in certain studies. For example, some researchers may only need students who are youngest children. So in addition to earning you an easy credit, the Prescreening Survey also may make you eligible for more studies than you otherwise would be. Prescreening surveys will be completed on-line during the first week of class, and the link can be found on the psychology department’s website:

http://psychology.berkeley.edu/undergraduate-program/research-participation-program

The deadline for completing the prescreening packet online is Tuesday, January 26th @ 12:00pm. After this date, you will not be able to log in and complete the online questionnaires.

If you are taking more than one psychology course with RPP requirements, you may only complete the Prescreening Survey ONCE each semester and receive credit for one course.
After submitting your Prescreening Survey, please set up an Experimetrix account at www.experimetrix.com/berkeley. Once you get your password, login to activate the account.

Credit for the prescreening survey is not automated, but instead done "by hand" in periodic batches, starting soon after the close of the survey on Tuesday, January 26th. No credits will appear before that date. You also have to have an activated Experimetrix account for the credit to apply. Please allow a week after you create your account, and also login ito activate it, for the prescreening credit to appear.

Participating in experiments after the first week of classes

Currently, all RPP signups for experiments occur on the online system called “Experimetrix”. Please read the following guidelines carefully to learn how to set up an account, sign up for experiments, and allocate your credits to your psychology courses.

Getting Started with The Experimetrix System:

I. How to get a login and password:

- First, go to the Experimetrix homepage: www.experimetrix.com/berkeley
- Click on the “New User” option
- Enter your name, SID, and email address. **NOTE:** You must have a Berkeley email account (address ending in berkeley.edu) to use Experimetrix. To obtain a free Berkeley email address, go to https://calmail.berkeley.edu:10100/. (If you are unable to obtain an SID or a U.C. Berkeley email account, please email rpp@berkeley.edu to be set up in Experimetrix.)
- **YOU MUST ENTER ALL OF YOUR INFORMATION IN ORDER TO RECEIVE CREDIT IN YOUR COURSES AT THE END OF THE SEMESTER!**
- You will receive an email with your logon and password within 1-2 days. You must logon to the system within three days of receiving this email or else your account will be deactivated. If this happens, go back to the home page and fill in the new user information again. Then remember to log on within three days of receiving the email with your password.
- **In the process of creating the account, you will also be asked to choose your course. Please note that this is separate from the allocation process**, which you still must do by the mid-semester and end-of-semester deadlines noted below (and on the RPP website) in order to get credit toward your course grade. Designating your course in your profile does not automate nor in any way take care of assigning your credits to your courses.

The first day to participate in experiments is **Wednesday, January 27th** so make an account as early as possible in order to sign up for these experiments. The last day to participate in experiments in Phase 1, the mid-semester mark, is **Wednesday, March 9th**, and the last day to participate in Phase 2, the second half of the semester, is
Thursday, April 28th. Check your course syllabus or bCourses for information from your instructor on how many credits you need to get during Phase 1 and 2.

II. Logging on and creating a profile:

- From the Experimetrix homepage, click on “log.in”
- Enter your Logon and Password
- Click on “Edit Your Profile”
- Select a new password that you can remember easily (your logon will remain the same)
- When finished editing your profile, click on “Apply Changes”
- The screen will notify you that your password has been changed.

III. Choosing and editing your course selection – use this option to specify which courses you are enrolled in this semester.

- From the Experimetrix homepage, click on “log.in”
- Enter your Logon and Password
- Click on “Edit Your Course Selection” – NOTE: If you just finished editing your profile, you can click on “Profile Options” and then click on “Edit Your Course Selection” instead of logging in
- You MUST select the courses in which you are enrolled in order to assign credit to the course. You can select a course by clicking on the “select” box next to each course you are taking. You can change this information at any time should you add/drop a course.
- When finished selecting your courses, click on “Apply Changes”

NOTE: When you click on the “apply changes” button the screen will quickly refresh, but appear the same as when you entered the new information. If you are unsure the changes have been saved, exit the current page and re-enter to check.

Signing up for Experiments:

- From the Experimetrix homepage, click on “log.in”
- Enter your Logon and Password
- Click on “Sign up for Experiments”
- Here you can either browse all of the posted experiments for one that fits your schedule, or you can click on the “Search for Times” button and enter the times you are free to find experiments offered at those times.
- When you find an experiment you want to sign up for, click on “sign up” and enter your logon and password when the new window appears. The screen will confirm that you have signed up after a moment, and you will shortly receive an email confirming your appointment.
- Write down the time, date, study location, and study number of the experiment you signed up for. **If the location is listed as “variable”, the location of the study can be found in the description of the experiment when you sign up. Be sure if the location**
is listed as “variable,” that you write down the study location when you sign up, as it will not appear in your confirmation email or in your “view appointments” screen.

**NOTE:** If you are unable to sign up for an experiment, it may be for one of the following reasons:

- You have already completed this experiment
- This experiment requires an authorization code (see below)
- It is less than two hours before the start of the experiment and, therefore, too late to sign up
- No experiments are posted yet for that week. Check back in a day or two.
- It is the end of the semester and no more sessions are offered

**Participating in Experiments:**

- From now on when you log on, you will be able to look at a list of both your upcoming and past appointments by clicking on “view your appointments”. Be sure to write down the study time, study date, study location, and study number. Please bring this information with you when you attend your experiment. **There are no public access computers in Tolman Hall so you must have this information with you when you arrive for your experiments.**
- You will receive an email confirmation of your appointment as well as a reminder email the day before the experiment.
- Go to your experimental session on time as scheduled. Note whether the experiment starts on the hour or at ten minutes after the hour.
- The experimenter will assign you credit within one week of your participation. This credit record will then appear in your profile.

**To Sign up for a Restricted Session:**

- Occasionally, an experimenter will recruit specific people for a session. If you are contacted by such an experimenter, they will give you an “authorization code” which you will be asked for before you are able to sign up for the session.
- If you are asked for an “authorization code” when trying to sign up for an experiment and you do not have one, then you are not eligible for this experiment and must choose another.

**To Allocate Credit to a Course:**

- When you complete an RPP study, credit will NOT be automatically assigned to a course. You must allocate credits to your courses – even if you are only taking one course.
- In order to specify which course you will apply your earned credits to, log on from the homepage and click on “Assign Credits to your Courses”. Here you will be able to distribute all of your already earned and entered credits to whichever courses you want. **You MUST allocate all of your earned credits to your courses by the midterm/Phase 1 deadline, Thursday, March 10, and by the Phase 2 deadline, Monday, May 2nd, 2016 or instructors will be unable to apply your earned credits to your course grade.**
**To Cancel an Experiment:**

If you wish to cancel an experiment, please do so at least 2 hours before the experiment is scheduled to start. There are no penalties for not canceling, and you may decide to not participate in any experiment at any time. However, as a courtesy to the experimenter we ask that you please cancel your appointment if you are unable or unwilling to participate.

- **To cancel:** After you log on from the homepage, click on “View your Appointments” to view your scheduled appointments. You will see a “cancel” option listed next to any upcoming experiment that is more than 2 hours away. To cancel a session, click the “cancel” button next to the session you wish to cancel. You will be asked if you are sure you want to cancel. If you are sure, click “yes.”

**If an Experimenter Cancels a Session:**

- You will receive an email notifying you of the cancellation. Experimenter must cancel 24 hours in advance, so be sure to check your email the day before the experiment. If an experimenter cancels a session with less than 24 hours notice, all signed up students will be given credit for the session.

**What if the researcher doesn't show up?**

- If a researcher has not shown up 10 minutes after the scheduled start of a session (i.e. 20 minutes after the hour if it is on “Berkeley Time”), you must report the event immediately to rpp@berkeley.edu. You will receive credit if the researcher was late or absent.

For more information on important dates, FAQ and other rules, visit our website:

http://psychology.berkeley.edu/undergraduate-program/research-participation-program

If after consulting the website you still have questions or concerns, please email rpp@berkeley.edu.