

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 studies, 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 studies 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 assignment. 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 assignment.

NOTE: In addition to RPP studies, other studies are posted around campus or online, for paid research studies. You cannot earn RPP credit for participating in paid studies, or any other than those listed in the *Psychology Department* online site: Sona (see below for more about this site).

Prescreening Survey - only available the first week and a half of classes, and optional

The online 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 their restricted 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. The Prescreening Survey is the only study available during the first week and a half of classes, and is unavailable after that, for the rest of the semester.

To take the Prescreening Survey, you will need to get a Sona account (see below), and find it on the list of available studies listed in Sona.

The deadline for completing the Prescreening Survey online is **September 5th @ 12:00pm (noon, midday)**. 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 the credit may only be applied to ONE course.**

The first day to participate in studies other than the Prescreening Survey is **Sept. 6th**. The last day to participate in studies is **Nov. 30th**, and the last date to change how your credits apply to your courses is **Dec. 1st**.

Check your course syllabus or bCourses for information from your instructor on how many credits you need to earn, and how they translate to your grade. Check also for information on the 1-2 credit(s) that you need to complete by the deadline at the end of Phase 1, **Oct. 16th**.

PARTICIPATING IN STUDIES

Participation in all RPP studies is coordinated through an online system called *Sona*. Please read the following guidelines carefully to learn how to set up an account, sign up for studies, and allocate your credits to your psychology courses.

Getting started in sona

How to get a login and password, and set up your account:

- First, go to the Sona homepage: <https://ucberkeley.sona-systems.com>
- Click on "Request Account"
- Enter your name, email address, and student ID number.
- For your User ID, enter your UC Berkeley ID. For example, if your UCB email address is student@berkeley.edu, enter "student" (without the quotes).
- Select ALL of the courses you are taking during this term only.
- **You must enter of this 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 almost immediately.
- Logon and change your password. From the Sona homepage, enter your user ID and password. Click on "login". You will see the overview (home) page for your account.
- Under "My Profile" click on "Change Password". Here you can change your password, as well as the email address for your account, and current courses. If you make changes, save them by clicking on the green button at the bottom, "Update". You can also delete your account here, which will erase all of your history, including records of your participation. You can see how many credits you have earned, and the total number required for your courses.
- Make sure that you are signing up for the Psychology Dept. RPP. Do not confuse it with Haas Business School's "Experimental Social Science Laboratory". You will not get any credit for studies completed with that RPP. The websites look very similar. The Psychology Dept. Sona site has a picture of the Golden Gate Bridge and clearly says that it is for Psychology.

Signing up for studies

- Once you have logged in, from your Sona account homepage, click on “Studies”.
- Here you can browse all of the posted studies, and click on the studies to find out more detailed information, including timeslots (appointments) that may be available for participating. Online studies will usually be available immediately, and have "timeslots" which only specify a participation deadline. These online studies can be done anytime before the deadline.
- On the "Studies" page, you can also chose a date for participation and then browse all of the posted studies available that day. Only in-person studies will appear this way, not online studies.
- Once you find a study you would like to participate in, click on "timeslots available", find a time that works for you, decide which class you would like the credit to be allocated to, and then click on "sign up". You will be taken to a confirmation page with the time and place for the study. If it is an online study, under "website", click on the blue button that says "Complete Survey Now", and you will be taken to the study.
- Under "My Schedule/Credits" you can see the credits you have earned, and see how many you need. You can also view upcoming appointments. Under "Course", you can reallocate credits to a different class by clicking on the blue button that says "Reassign". Click on the course list, chose which one you want, and save changes by clicking on "Reassign credit".

Note: If you are unable to sign up for an study, it may be for one of the following reasons:

- You have already completed this study
- This study requires an authorization code (see below)
- The deadline to signup has past (some studies may have a deadline 24 hours beforehand)
- No studies are posted yet for that week. Check back in a day or two; researchers can post new studies and appointments at any time.
- It is the end of the semester and no more sessions are offered

Participating in studies

- Be sure to write down or otherwise save the study time, date, and location, to bring with you for your appointment.
- You will receive a reminder email the day before the study.
- Go to your studyal session on time as scheduled. Note whether the study starts on the hour or at ten minutes after the hour.
- The researcher will assign your credit within one week of your participation. Email to remind the researcher to credit you, if you don't see the credit after one week.

To sign up for a restricted session

- Occasionally, a researcher will recruit specific people for a study. If you are contacted by such a researcher, they will give you an “authorization code” which you will be asked for when you sign up for the study. Do not participate in any study unless you have signed up for it through Sona; you may not get credit toward your courses. (Occasionally new researchers mistakenly recruit directly for their studies, but they really need to have you sign up through Sona. If you are contacted for participation and not directed to a study listed in Sona, please email rpp@berkeley.edu so that we can help the researcher with the right protocol.)
- If you are asked for an “authorization code” when trying to sign up for an study and you do not have one, then you are not eligible for this study and must choose another.

Canceling a timeslot for a study

If you wish to cancel an study, please do so at least 2 hours before the study is scheduled to start. There are no penalties for not canceling, and you may decide to not participate in any study at any time. However, **as a courtesy to the researcher we ask that you please cancel your appointment** if you are unable or unwilling to participate. Also, cancelling will free up the appointment for other students to sign up for it.

To cancel: click on “My Schedule/Credits” to view your scheduled appointments under "Study Signups". On the right side of each upcoming study you will see a button that says “x Cancel?”. To cancel a session, click on this “cancel” button. You will be asked if you are sure you want to cancel. If you want to cancel, click on the red “yes” button.

If a researcher cancels a timeslot

You will receive an email notifying you of the cancellation. Researchers must cancel 24 hours in advance, so be sure to check your email before the study. If a researcher cancels a session with less than 24 hours notice, they still need to give you 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, and email the researcher who was late or absent. Remind them to credit you for participating.

How do RPP credits get applied to grades?

At the end of the semester, your instructor will receive a report showing your participation (credits earned for their class). *They will translate the RPP credits into a score toward your grade, as spelled out in the course syllabus. Instructors make all decisions regarding grading.*

For specific deadlines, 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.