General Procedures for Running Psychology Studies
Muhlenberg Psychology Rev. 8/23/2016

1. You cannot *recruit* or *run* participants until you have received ethics approval from the Psychology Department human research coordinator, or from the full Institutional Review Board.

2. Every study must include a proper Informed Consent Statement. Every study that uses the LOC subject pool must also include a *written* Debriefing page (including contact information for the researchers). Even if a debriefing form is not ethically required, you must provide one to LOC participants. Use the templates provided with the instruction link at: [Instructions for Student Researchers](#).

3. If you are planning to run your study **online:**
   a. Consult the "Online Study Instructions" link posted on [Instructions for Student Researchers](#). If you are planning to give LOC credit for your web study, you should use **surveymonkey** to create the study. If you wish to use something else, contact the Psychology Department web master to figure out how.
   b. If you are not recruiting through the LOC subject pool, be certain to clearly state "*This study will not grant LOC credit*" on all study recruitments advertised to Muhlenberg students. At this time, we cannot list non-LOC studies on the SONA system.

4. If you are planning to run an **in-person study**:
   a. Consult the "In Person Study Instructions" link at [Instructions for Student Researchers](#).
   b. Reserve a room for the times that you are going to run. Whenever possible, please use a regular classroom (reserved via the registrar's office). You may reserve Moyer 026 using the sheet in the Psych Dept. office, and all other basement rooms using the reservation sheets posted on the bulletin board in the basement. Please only sign-up for times you really need; we need to share use of rooms with other students and faculty. Speak with your professor to see if campus safety needs to unlock basement rooms (including Moyer 026) for you on weekends or during evening hours. *Note: be sure to include set-up time when reserving your room.
   c. Give any materials that you need photocopies of to Mrs. Larimer at least 3 days before you need them. They have to go to the Print Shop to be

copied. It costs the Department much more if we make copies on our own copier. Using a printer to make copies is expensive and hard on the printers, so please don't do that.

d. When it is time to run the study, come early to set up. Make sure all equipment is working and the room is set up correctly. *Note: be sure to include set-up time when reserving your room.

e. While running, be professional at all times – both toward the participants and toward other researchers. For example, you can dress in a casual manner but be neat and "put together," and don't chat with one another while participants are completing the study. Also, remember the participant gets credit for showing up and responding to the consent statement, even if they do not complete your study

f. After each run, turn in the informed consent forms to the Psychology Department office for safekeeping. Do not store consent forms with the participants' data.

g. Make sure you clean up the room you are using after each session. Do not leave materials on counters, etc. Remember that other faculty and students are also using those rooms. Turn off the lights and always shut the door to lock it (always; we do have occasional thefts).

5. If you are using the LOC subject pool, put your study in the SONA system when it is completely ready to go *and* you have ethics approval. Instructions are posted on the In Person and Online Study instructions pages linked to [Instructions for Student Researchers](#).