

Getting Started with the Psychology Research Participation System (PRPS)

Only projects supervised by a regular faculty member in the Department of Psychology are eligible for inclusion in the Psychology Research Participation System (PRPS). Faculty should be aware that this is a shared-cost system, in which faculty who make heaviest use of the system pay a fee (usually through research grants) at the end of the fall and spring terms to cover the cost of the annual fee for using the on-line Sona system.

Unfortunately, we do not have sufficient capacity to offer extra credit to students in Psychology courses in return for participation in research conducted by other academic units. Projects supervised by faculty from other academic units may share in the use of the on-line Sona *administrative* system, whereby students taking courses in those units may be included in the system and may earn extra credit in such courses. Faculty from units outside Psychology who wish to exercise this option should contact the chair of the PRPS committee, Dr. Stephen Lindsay (p100res@uvic.ca), for details on how shared use of the on-line system works.

Here are the required steps to be followed by students, research assistants, or faculty in Psychology who wish to use the PRPS as researchers.

1. Obtain UVic Human Research Ethics approval for your project from the UVic Office of Research Services.

2. Obtain approval from the PRPS committee to have your project included in the Psychology system. To do this, visit web.uvic.ca/psyc/p100res/prps/ and select the link to the online PRPS Application Form for Researchers. For a new project that has not previously been approved for use in the system, select the **Application for approval of a new project** option. If you simply wish to have a previously approved project reactivated, select the **Reactivation** option. If you do not know the location of your study, you may put TBA into the **Building** and **Room number** boxes. Remember that a regular faculty member in Psychology must be listed as the faculty sponsor. When you click the submit button at the bottom of the screen, the application will be sent to the PRPS committee for approval in the case of new projects or just to the committee chair in the case of reactivated projects.

3. Fully acquaint yourself with how the on-line Sona system works by reading the Researcher Documentation sections of the **Full documentation from Sona Systems**, available at

web.uvic.ca/psyc/research/participant_pool.php#section0-6 as a PDF file. A summary of how to use the system is also available at this site on the **Researcher instructions** link.

4. Also at the web.uvic.ca/psyc/research/participant_pool.php#section0-6 web site, download a copy of the **Record of Participation Form** and the **Receipt/Questionnaire** form. Print copies of these forms for use when testing participants. Each participant is to be given a completed Receipt/Questionnaire upon finishing a study, which acts as proof of participation and provides an opportunity to give the PRPS committee feedback regarding their experience. The Record of Participation Form is to be maintained by the researcher and should be destroyed three months after the end of the current academic term.

5. Obtain an account for using the Sona system. The lab in which you are working may already have a general Sona system researcher account used jointly by colleagues in that lab. If not, you will need to obtain a researcher account from the chair of the PRPS Committee. To request an account, send an e-mail message to p100res@uvic.ca. Note that you must have a working UVic e-mail account before an account can be created for you on the Sona system.

6. Once you have a Sona account and your project has been approved by the PRPS committee, you can create a page for your project in the Sona system. At this stage you will have to specify a particular duration for the sessions you will be scheduling and the specific corresponding credit value. You **cannot** designate ranges for these values (e.g., 30-40 minutes; 1-1.5 credits). Be sure to include in either the "Abstract" or "Description" section of your study's web page a contact telephone number for students to use and a statement indicating how debriefing will be delivered. Note that once you have created this page, a message is automatically sent to the chair of the PRPS Committee requesting approval of your posted page. This approval step is used to ensure that information on your posted page is complete and conforms to the system's policies. If, at a later time, you modify the content of your posted page (other than administering time slots), then your page will automatically be made non-visible to students until the chair of the PRPS approves the changes you made.