Procedures for Running Psychology Experiments

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(1) You cannot recruit or run subjects until you have received ethics approval from the Psychology Department human research coordinator, or from the full Institutional Review Board for the college.

(2) If you are planning to run your study on-line, please note there are special sign-up sheet, informed consent, and debriefing templates you must use. To access those templates and additional information about how to run an on-line study, click on the "On-Line Study Instructions" link on the general instructions for experimenters page. You can obtain the username and password for that page from Mrs. Larimer or your psychology professor.

(3) 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 sign-up sheets 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 signing up for your room.

(4) Complete the standard sign-up sheet, available on the Psychology Department website. If you have restrictions on who should sign-up, write the restriction in a colored pen so it is noticeable. Write neatly.

(5) Important – cross off any empty lines at the bottom of the sign-up sheet or students will fill in their own dates and time!

(6) 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 lots of copies on our own copier. Using a printer to make copies is wildly expensive because of the cost of toner.

(7) Post your sign-up sheets on the bulletin board next to the Department office. So we have room for all experiments, put multiple sheets on top of one another and tack securely.

(8) Make sure you have all the materials you need before you begin your first session (e.g., copies of all your materials, informed consent, debriefing, the participation receipt, pencils, pens, etc.).

(9) Before you actually run your experiment – PRACTICE so you know exactly what to do.
(10) 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 signing up for your room.

(11) While running, be professional at all times – both toward the participants and toward other experimenters. You can dress in a casual manner but be neat and “put together.” No hats, no sweat pants. Also, remember the participant gets credit for showing up, not for completing your study.

(12) Make sure you accurately record the condition(s) you ran on each questionnaire (if relevant). You can also start putting the data into SPSS as you get it (but don’t create scales or re-code variables – SPSS will not automatically update new data entered after you do that).

(13) At the end of the study, stamp the Research Card for each participant using the department issued. Stamps will be issued after you receive ethics approval. Do not lose the stamp. Treat it like money and secure it accordingly.

(14) Research cards must have the participant's name written in ink before you stamp the card.

(15) Experimenters will have extra Research Cards for participants who forget theirs. However, you should ask to see college ID (if you do not know the participant) prior to providing a new card. The name on the ID must match the name on the Research Card. Again, the name must be written in ink before stamping the card.

(16) On-line studies will give credit by having participants provide information at the conclusion of the study. See the departmental webmaster for information on how to set this up.

(17) Every participant in every study must receive a written debriefing form that includes the contact information for the experimenters. You can save paper by putting multiple copies on one page, then cutting. Even if a debriefing form is not ethically required, you still must provide one.

(18) On-line studies also need to include a written debriefing with contact information. Encourage participants to print the page.

(19) Keep a record of the names of your participants and the date of participation, although this record should be stored separately from participant’s data. Don’t worry if this is not possible for on-line studies.

(20) 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.

(21) Make sure you clean up the experimental room you are using each night. Do not leave materials on counters, etc. Remember that other faculty and students are also using
those rooms.