

RESEARCH PARTICIPATION POOL: RESEARCHER GUIDELINES AND INSTRUCTIONS

RESEARCH PARTICIPATION POOL OVERVIEW

A central characteristic of scientific knowledge is that it is based on systematic observations in empirical research studies. This is also true for management/organizational knowledge about human behaviour, which is based on observations from research studies in natural settings and laboratories. To familiarize students with the methods of scientific research studies in management and to provide first-hand experiences with the procedures presented in lectures, MOS 1021 includes a mandatory research experience component. This research experience component requires students to earn **three** research credits.

Research credits can be earned by (a) participating in research studies and (b) completing article reviews. Students can complete any combination of research studies and article reviews to earn their three research credits.

(a) Participating in research studies

The research study component involves completing tasks and/or questionnaires about topics related to human resources or consumer behaviour. Each research study will take less than one hour to complete and will count for either 0.5 credits or 1.0 credits. Shorter studies will be worth 0.5 credits each, while longer studies will be worth 1.0 credits each. Students can sign up for studies at uwo-danmos.sona-systems.com. Log-in information and other important details about the research study component are discussed by the instructor at the first lecture.

(b) Completing article reviews

The article review component involves reading and answering a series of questions about a research article chosen from a selection available online at the DAN Management website. Each article review will count for 1.0 credit. All article reviews must be submitted through the MOS 1021 course website on OWL and are subject to TurnItIn, a service designed to detect and deter plagiarism by comparing written material to over 5 billion pages of content located on the Internet or in TurnItIn's databases. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western and Turnitin.com.

Students who fail to earn three credits by 4:00pm on the last day of classes in the term will have two percentage points deducted from their final grades for each credit that they fail to earn (for a maximum possible deduction of six percentage points from their final grade).

For example, a student who earned a grade of 60% in the course but completed none of the research credits would finish the course with a grade of 54%.

Students who sign up for a study but fail to attend the study at the required time on two occasions will have no further opportunity to participate in a research study. Instead, the students must complete the article review option or receive a deduction to their grade (2 percentage points per credit missed).

Students who disagree with or wish to appeal their research participation grade will have until the date of their final exam in MOS 1021 to do so. No revisions to the research participation grade will be made after this date.

Researcher access to the DAN Management Research Participation Pool is limited to full-time faculty from DAN MOS and their students.

The following sections include important information for researchers who wish to access participants via the Research Participation Pool. Please read the following carefully.

Accessing Participants Via the DAN Management Research Participation Pool

Researchers who wish to use the DAN Management Research Participant Pool to run research studies are required to submit an online form which is sent out one month prior to the beginning of the term. You can also retrieve the link by emailing the administrator in Sona (whose contact information appears at the bottom of every page on the system - the Research Participation Committee Chair).

All researchers who wish to access the Research Participation Pool will need to provide a copy of their Research Ethics Approval protocol number to confirm that the research adheres to Western's non-medical REB ethical standards prior to posting their study. If the ethics process is not yet complete at the time of application to the Research Participation Pool, please indicate TBD and include an additional statement that indicates what stage the research project is at, and when approval is anticipated.

The research participation pool administration cannot approve studies, and therefore access to the online software, until ethical approval is granted.

ONCE APPROVED: INTRODUCTION TO SONA Experiment Management System

Once your request for access to participants is approved by the Research Participation Pool committee, you will need to set up your study in SONA. The SONA Experiment Management System is an online software that the research participation pool uses for the scheduling and management of research participants and the studies they participate in. Participants, researchers, principal investigators, and instructors all use the system for their respective purposes. As a researcher, you can set up your studies in the system, schedule the sessions (timeslots) when participants may participate, and grant or revoke students their credit after the session. All of this is handled through a simple web-based interface that you can access at any time, from any popular web browser.

As you move through setting up your study, if you have any questions about using SONA contact the administrator for more information.

Getting Started

The system works best if you use any popular web browser that is less than 2 years old, like Internet Explorer, Firefox, and Safari. It will work with other web browsers, and with older versions of popular web browsers, however the layout may not be as clean. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate to anywhere on the site.

Logging In

Your administrator (Committee Chair) will provide you with a username and password to login to the site, as well as the URL (web address), once your access to the Research Participation Pool has been approved. When you go to the front page of the site (the login page), you may see a link to request an account. ***This form is only for participants. Do not use this form to request an account, as participant accounts have an entirely different set of privileges, and the privileges are not appropriate for a researcher.***

System Basics

Once you login, you will see the below screen:

The screenshot displays the user interface for the DAN Management and Organizational Studies Research Participant System. At the top left is the Western Social Science logo. The header banner features a photograph of a building and the text "DAN Management and Organizational Studies DAN Management and Organizational Studies Research Participant System". A navigation bar includes "My Studies", "All Studies", "Add New Study", "My Profile", and "Logout". The user is identified as "Jennifer Robertson (Researcher)".

The main content area is divided into several sections:

- My Studies:** Includes options to "View and edit your studies", "View, add or edit timeslots", and "View uncredited timeslots" (with a green circle containing the number 0).
- All Studies:** Includes an option to "view all studies available to participants".
- Add New Study:** Includes an option to "create a new study".
- My Profile:** Includes options to "Change password", "Modify contact information", and "Provide an alternate email address".
- Upcoming Appointments:** Displays "No Upcoming Appointments".
- Studies with Recent Activity:** Displays "You have no studies."

The footer contains contact information: "Email questions to jennifer.robertson@uwo.ca", "Copyright © 1997-2014 Sona Systems Ltd.", "[Human Subjects/Privacy Policy](#)", and the time "(4:05 PM)".

In the system, you will have FOUR primary responsibilities:

Responsibility #1) To create your study and provide the timeslots, which are the times when you plan to run the study (unless the study is online). Participants then sign up for the timeslots (or online study) by viewing a list of studies and available timeslots.

To do so – go to 'create a new study' on the above page, and respond to each of the requests of the system (e.g., type of study, study name, eligibility requirements, etc) and then click 'add this study.' Please note that the system is set to automatically allocate 1% credit for all studies. This cannot be changed as all studies, irrespective of time (but less than 60 minutes) are worth 1% credit. Then click 'view/administer time slots' to add timeslots as you require. If you're running an online survey study, you will still need to create a time slot; however, only create one timeslot with a time stamp of the day in which you plan to close the survey.

Return to the 'study information' main page for this particular study, and beside 'study status' click 'send request' to have the study approved to send the details to the

Committee Chair for review. Once approval is granted, your study will be active for participants to register.

When participants register for a lab-based timeslot, they will automatically receive a reminder email the day before to remind them when and where to show up to participate.

Responsibility #2) To properly track participation of students to ensure credits can be granted.

To do so, there are two options (depending on whether your study is lab-based or online):

Lab-based study: You or your lab session assistant must keep track of those students who showed up to participate in your research. To do so, before your study begins, you **MUST** pass around a sign in sheet and request that students provide their name, student number and their signature on this sheet to verify their participation in your study. This is the only record of students' participation so it is important you ensure that all students have signed the sheet. This list must be anonymous and not attached to data or able to identify students from responses. You then can cross-reference this sign in sheet with the list of students who signed up online to participate in your study.

****NOTE on Ethics Protocols:** Within your Research Ethics Board protocol, you must specify how you will grant credit to students who have completed your lab-based study. Specifically, you must indicate that you will be administering a sign in sheet in which you will collect identifying information (e.g., student number, name) for the purpose of granting credit. It is important to indicate that this sign in sheet is confidential, will not be tied to the data and cannot be used to identify students from responses.

Online study (e.g., Qualtrics): You are required to keep track of students who completed your online survey. You are encouraged to use the automatic study granting in Qualtrics via linking to Sona.

Alternatively, you can do this by means of recording their name and student number in a separate online survey. That is, you must record this information in an online survey that is separate but linked (see below for instructions to link surveys using Qualtrics Survey Software) to your research survey so that identifying information cannot be linked to students' responses. You must first record student identifying information and then redirect students to your online survey. That is, you must first set up an online survey in Qualtrics that records students' name and student number (see below for a screen shot of an example of such a survey) and then link this survey to your research survey. Please note that your letter of information (LOI) and consent form must be included in this first "identifying information" survey. Thus, before you can ask participants their name and student number, you must first include your LOI and consent form. Once students complete the questions pertaining to their identifying information, they then will click a "next" button on the bottom of the survey that will bring them to your research study. You must create this "next" button through the multiple choice question option. Specifically, you must select a single response option within this type of study, that reads "next", The question itself should read "please click on the next button below to be direct to the research study" (please see below for a screen shot). By recording identifying information in this way, and tracking student participation, identifying information will be downloaded in a separate spread sheet from responses, and therefore, cannot be linked to students' responses.

To link the "identifying" survey to your research study you must first create both surveys as separate surveys using the Qualtrics software. Once you have created both online surveys, in the main Qualtrics screen that lists all of your studies, click on your "identifying" survey as if you

were to edit it. Once you are in the editing screen of this survey, click on “survey options” located at the top of the screen. Scroll down the survey options screen until you see “redirect to a URL.” Click on this option and then enter the URL to your research survey. Once students click on the next button within your “identifying” survey they will be automatically directed to your research survey.

****NOTE on Ethics Protocols:** Within your Research Ethics Board protocol, you must specify how you will grant credit to students who have completed your online study. Specifically, you either indicate that it will be automatically granted by Sona; or, you must indicate that before completing your research study, students will first complete a separate online survey where they will be asked to enter identifying information (e.g., student number, name) for the purpose of granting credit. Once students have entered their identifying information, they will then be redirected to your research survey. It is important to indicate that these two surveys are separate, and therefore, identifying information cannot be linked to students’ responses.

If you have any questions pertaining to linking surveys, please e-mail the administrator for assistance.

SCREEN SHOT OF IDENTIFYING INFORMATION EXAMPLE SURVEY

The screenshot displays a survey interface with a sidebar on the left containing navigation and settings icons. The main content area is divided into sections:

- Q4**: A consent question (LOI) with a yellow background. The text reads: "If you consent to participate in this study, click 'I consent to participate.' Otherwise, you may exit the study or click 'I do not consent to participate.'" Below the text are two radio button options: "I consent to participate" and "I do not consent to participate".
- #**: A section for "Please enter your Student number below" with a text input field.
- Firstname**: A section for "Please Enter your first name below" with a text input field.
- lastname**: A section for "Please enter your last name" with a text input field.
- next**: A section for "Please click on the next button below to be direct to the research survey" with a radio button option labeled "Next".

Responsibility #3) To grant or revoke credit to participants after your research session occurs.

If you have chosen to have Qualtrics automatically grant credits, this is done for you. You will however need to monitor that those who enter the study link from Sona, but do not complete it, are removed from your study.

Alternatively, to manually grant or revoke credit for a timeslot, you must first find the desired study and the timeslot (if the study is an online survey you will only have created one time slot). Choose the 'My Studies' option from the top toolbar. Click on the Edit link in the timeslots column for the desired study, then select the timeslot you would like to see, and click the Modify button.

You will see a list of participants. If the participant properly participated in the study (as per your above record), click the Credit Granted button next to their name (this text may appear as Participated if the study is set up for payment rather than course credit). If the participant did not appear for the timeslot or did not complete your online survey as per indicated by your participation tracking (see above), you may choose to mark their no-show as excused or unexcused. Participants will then be automatically emailed with the status of their participation credit.

It is **mandatory that researchers inform students at the time of participation as to when they can expect to see the credit granted.** To do so researchers may wish to include a debriefing statement with this information at the end of the study.

Responsibility #4) To send all participants a debriefing regarding the study (if indicated via ethics that you would do so).

This can be provided to participants on the final page of an online study, on a small piece of paper as participants leave the room in lab-based studies, or by emailing all participants (via SONA main study page) once the data collection is complete. This debriefing must include a brief description of the study, hypotheses, and how the findings will be used.

For details on how to use the system with thorough explanations on all the above, visit:

http://www.sona-systems.com/support/docs/ems_docs.pdf

Questions:

Chair, DAN MOS Research Participation Committee
Social Science Centre, Room 4330
Tel: 519 661 2111 ext. 84927
E-mail via Sona administrator link