

Department of Psychology
Research Participation System (RPS) Application
Email Questions to rps@ucalgary.ca

USE RESTRICTION: This RPS is exclusively for psychological research conducted by Department of Psychology faculty and adjunct faculty in conjunction with their graduate and undergraduate students.

Step 1 – Complete this application. Type your responses into the form fields.

Step 2 – Save a PDF of your university (CFREB or CHREB) ethics application and approval certificate.

Step 3 – Email your completed RPS application and the PDFs of your university (CFREB or CHREB) ethics application and approval certificate to rps@ucalgary.ca.

Step 4 – Create the study online and request final online approval. You will be notified by email about your application. Upon approval, access to the RPS (<http://ucalgary.sona-systems.com>) will be provided. Carefully create a new study that matches the responses in this application (both Basic Information and Advanced Settings sections), **then request final online approval**. If your responses match those in your approved application, the Faculty Coordinator will make your study “visible to participants”. If you change your study settings, your study will automatically be made invisible to participants and the Faculty Coordinator will have to approve your changes.

Step 5 – Manage your study. Post timeslots and grant credits (consult the Sona manual as needed).

Part 1 – Principal Investigator and Researcher Information

1. Principal investigator (Provide info for your faculty or adjunct faculty supervisor).
 - a) First and last name, email address, office phone number, office building and room number
 - b) New PI? (New PIs will be emailed an RPS User ID and Password) ****select from menu****
2. Researcher(s) (Provide info for each researcher who will access this study on the RPS).
 - a) First and last name, email address, lab/office phone number, lab/office building and room number
 - b) New researcher? (New researchers will be emailed an RPS User ID and Password) ****select from menu****

Part 2 – Basic Study Information (exactly as you will later enter it, field by field, on the RPS)

3. Study name (Does not have to match CFREB/CHREB application exactly; 60 characters maximum)
4. Brief abstract (Select *Credit*, *Payment*, or *Lottery* as listed on your approved ethics application)
5. Detailed description (Briefly describe what tasks/activities participation in this study entails, including any video or audiotaping, group interactions, or questions of a sensitive personal nature; 15,000 characters maximum) (e.g., You will be asked to read words on a computer screen and make judgments about them.)
6. Eligibility requirements (List any restrictions on who can participate in this study; be as inclusive as possible) (e.g., Must be male, left-handed, and have normal or corrected-to-normal vision.)
7. Provide a brief justification for each eligibility requirement listed in item 6

8. Duration (of Part 1 if 2-Part study) (Including informed consent, participation in all sessions, and debriefing)
9. Credits/Pay (for Part 1 if 2-Part study) (Based on your answer to item 8)
10. Preparation (List any advanced preparation required; e.g., Do not eat 2 hours before session)
11. CFREB/CHREB approval code (provided on Certification of Institutional Ethics Review)
12. CFREB/CHREB approval expiration (1 year from the date on Certification of Institutional Ethics Review)
12. (a) Is this a 2-part Study?
- (b) If so, Part 2 Duration (Including informed consent, participation in all sessions, and debriefing)
- (c) If so, Part 2 Credits/Pay (Based on your answer to item 12(b))
13. Consistent with Tricouncil and Department policy, researchers must provide participants with an alternate option should they wish to complete the alternative when they arrive for the study (or log on to the study if is online) instead of participating in research. In the space below, please outline what your alternative option will be and how it will be administered for students who choose this option. Please note that you should ensure that the alternative should NOT take more time than it would take to complete the study and that participants who choose the alternative option receive research credit in the same way in SONA as those who take part in the study.

Example: Participants who choose the alternative option will be given a journal article (see below) to read and will then respond to the following questions: How does the article contribute to our understanding of psychological processes and mechanisms?; Suggest an extension or improvement to this line of research and explain why it is important. Noel, M., Vinall, J., Tomfohr-Madsen, L., Holley, A. L., Wilson, A. C. & Palermo, T. M. (2018). Sleep mediates the association between PTSD symptoms and chronic pain in youth. *The Journal of Pain*, 19, 67-75. <http://dx.doi.org/10.1016/j.jpain.2017.09.002>

Part 3 – Additional Study Information (for managing the RPS)

13. Study name (as listed on your approved ethics application; leave blank if identical to Item 3)
14. Study type (note that both parts of 2-part studies must be Standard or Online)
15. Research category
16. Study location(s) (Provide URL for external web studies)

17. Number of participants requested (broken down by part if 2-Part study; please be maximally conservative)

18. Number of hours of participants requested (broken down by part if 2-Part study)

19. If more than 100 hours of Timeslot Usage is requested (across parts if 2-Part study), provide a detailed paragraph justifying your request (e.g., power analysis or prior study sample size benchmark). *If demand on the RPS exceeds the supply of participants, requests for additional Timeslot Usage may not be granted.*

20. If your study involves more than one testing session (or another level of complexity), consult the Faculty Coordinator of the RPS or the Sona manual, then explain how this will be handled using the RPS here.

21. If your study is an online study external to the RPS, explain how you will ensure that only students who have completed your study (or who have legitimately withdrawn) will receive credit. Online external studies should use Sona's Survey Code feature (consult the Sona manual).

22. Copy and paste the detailed debriefing protocol/script from your ethics application below or attach it to this RPS application (do not merely refer to ethics application documents or attachments here). Access to the RPS is contingent on you demonstrating that all of your participants will receive an educational debriefing that outlines 1) what the research is about, 2) why it is important, and 3) what the implications of the research are.

23. Your signatures below indicate that the information provided in the application is as accurate and complete as possible, and that you agree to adhere to any and all RPS policies and procedures.

Principal Investigator Signature: _____ Date: _____

Researcher(s) Signature(s): _____ Date: _____

APPROVAL SECTION: The Faculty Coordinator of the *Department of Psychology Research Participation System* certifies that this application to use the RPS for the CFREB/CHREB approved study described in this application fulfills Departmental expectations for use of the RPS. Permission is hereby granted for the Principal Investigator and Researcher(s) identified in this application to use the RPS during the CFREB/CHREB approval period.

Faculty Coordinator: _____ Signed _____ Date: _____