

ETHICAL GUIDELINES AND PROCEDURES
FOR RESEARCH USING HUMAN
PARTICIPANTS

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Western Illinois University (WIU)
Department of Psychology

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GENERAL UNIVERSITY AND NATIONAL RESEARCH GUIDELINES

Researcher Acknowledgement of Guidelines and Procedures

All researchers must obtain and read a copy of the department's "Ethical Guidelines and Procedures for Research Using Human Subjects." Once this is done, they must complete the "Researcher Acknowledgement of Guidelines and Procedures" form (a link for this form can be found on page 16), promising to follow all department, university, and federal guidelines and regulations concerning the use of human subjects in research including: (1) to obtain participants' signatures on the consent forms (or to provide participants with consent statements, as approved by the IRB) prior to participation, and (2) to debrief participants on the purpose and results of the study as soon as all data have been collected for the study.

Protecting Participant Rights

Participation in research is voluntary for all potential research participants, including but not limited to students enrolled in psychology courses in which some form of research participation is allowed or required. Moreover, participants have the right to withdraw from research participation at any time without prejudice (i.e., with full compensation and no coercion to continue). Any published documents referring to data collected from human participants must protect the confidentiality of those participants. Unless an exemption has been approved by the IRB, researchers must secure informed consent from participants before collecting data. Participants must be at least 18 years of age in order to give informed consent to participate in research; parent/guardian consent is required for participants under the age of 18. The informed consent document should provide potential participants a description of the study, nature of participation, purpose of the study, duration of the research, possible risks, possible benefits, assurances regarding confidentiality, right to withdraw without penalty, and opportunities for participants to have questions or concerns regarding the research addressed. It should also provide two ways to contact the researchers and the contact information of the IRB Administrator. Researchers should also provide participants with a copy of the informed consent document signed by the researcher before data collection begins. Specific guidelines for informed consent can be found in the document entitled, "Consent, Assent, and Parental Consent" (http://www.wiu.edu/sponsored_projects/compliance/hs_informed_consent.php).

Human Protection Training

Researchers must adhere to the ethical guidelines for research with human participants provided by the American Psychological Association (<http://www.apa.org>) and The Belmont Report (https://videocast.nih.gov/pdf/ohrp_belmont_report.pdf). All researchers (faculty, graduate students, and undergraduate students) must complete a Human Subjects Protection Training program before conducting research with human subjects (the Collaborative Institutional Training Initiative (CITI) can be found on page 16). Researchers must provide a copy of their Certificate of Completion to the IRB Administrator in the Office of Sponsored Projects.

The Office of Sponsored Projects

The Office of Sponsored Projects (OSP) has seven general areas of responsibility:

- Liaison with and monitoring of governmental agencies,
- Information clearinghouse regarding funding opportunities and awards administration,
- Coordination of the preparation, clearance, review, and submission of proposals,
- Post-award administration (not fiscal reporting and monitoring),
- Oversight of federal regulations and assurance of compliance by WIU investigators
- Administration of the University Research Council Faculty Grants, and
- Grant related workshops and outreach to faculty.

Information about the OSP can be found at their website:

[\(http://www.wiu.edu/sponsored_projects/\)](http://www.wiu.edu/sponsored_projects/)

Institutional Review Board

Researchers must obtain approval for their research from the WIU Institutional Review Board (IRB), located within the OSP, which grants permission to use human subjects in research conducted at WIU. The IRB is responsible for protecting the rights and welfare of human subjects participating in research projects. The IRB acts according to policies set forth by the United States Department of Health and Human Services Public Health Service Act as amended (Title 45 CFR PT 46). Compliance with these federal regulations not only safeguards human subjects and the institution sponsoring the research project, but also protects the researcher. The membership of the IRB, appointed by the Provost, is composed of WIU faculty, Administrators, and Community Representatives. The Chair is an IRB member appointed by and responsible to the Provost. Information regarding the IRB can be found at

http://www.wiu.edu/sponsored_projects/compliance/hs_irb.php

Research projects involving the use of human participants conducted by psychology faculty, staff, or students must be reviewed by WIU's IRB for compliance with the Office of Human Research Protections (OHRP) guidelines. This includes research conducted on- and off-campus and research completed by graduate and undergraduate students for theses and independent research projects. Researchers should familiarize themselves with WIU's Policy and Procedure Manual for Human Subjects Research. A link to the manual can be found on page 16. Proposals are reviewed by the IRB Administrator and the University's IRB. In some cases, proposals may undergo additional ethical review. For example, an off-campus site may conduct a separate review for research conducted at its site. Researchers conducting off-campus projects need to check with the external site to determine whether an additional review by that site is required.

Ethics Review Process

To start the ethics review process, researchers should familiarize themselves with the procedures for submitting protocols and complete one of three IRB Review Forms, which are available on the Office of Sponsored Projects Web site (http://www.wiu.edu/sponsored_projects/compliance/hs_researchers_guide.php).

Completion of these forms includes a brief description of the project and its methodology, an identification of the project's risks and benefits, and considerations made for special or protected populations. Researchers should include any measures or materials used in the study unless these are standard, readily reviewed materials. In addition, researchers must include an informed consent form and debriefing statement. If the researcher is not member of the faculty of the Department of Psychology (i.e., graduate or undergraduate student), a faculty sponsor must be listed as the principal investigator. Students who wish to utilize human subjects must complete the "Support of Student Use of Human Subjects in Research" Form (<http://www.wiu.edu/cas/psychology/research/supportStudentUseHuman.pdf>) and obtain the appropriate faculty signatures. A copy of the completed forms should be sent to the IRB Administrator in the Office of Sponsored Projects. The entire review process may take up to one month, depending upon the level of review.

When the submission has been approved by the IRB, the researcher will receive a copy of the IRB protocol signed by the IRB Administrator or Institutional Review Board Chairperson. This copy outlines the conditions under which the research may be conducted, the date of approval and duration of the approval, and the university tracking number. Researchers will also receive a letter with this information. It is the researcher's responsibility to keep this letter and signed copy of the protocol.

Review and Monitoring

If any changes are subsequently made in the conditions of participant treatment in the project, the researcher must submit a "Review and Monitoring Form" (http://www.wiu.edu/sponsored_projects/compliance/irb_review_and_monitoring_962016.pdf) to the IRB for review of the changes. If additional approval time is required for the research project, the researcher must notify the IRB of this request at least four weeks prior to the expiration date given in the approval letter. If a project continues for more than 12 months from the time of IRB approval, the investigator is required to complete the Review and Monitoring Form, send it to the IRB administrator with a new copy of the informed consent document and any required accompanying documentation. It is essential that this be done before the one-year date of the letter from the IRB which authorized the project to commence. A copy of the new IRB approval form should be given to the research administrator using the continuing study submission form (a link to this form can be found on page 16).

Academic Integrity

Academic integrity means honesty and responsibility in scholarship. All individuals (faculty, staff, students, etc.) who conduct research within the Psychology Department are expected to maintain the highest level of academic integrity and comply with WIU's academic integrity policy (<http://www.wiu.edu/policies/acintegrity.php>). This policy has been agreed upon by the Institutional Review Board and the Provost. Sanctions based on the academic integrity policy are outside the scope of the collective bargaining unit.

DEPARTMENTAL GUIDELINES, POLICIES, AND PROCEDURES

Introduction

Psychology as a science is based upon careful observation of behavior and systematic collection of data relevant to issues in the field. The WIU Psychology Department believes that it is important for students to have a greater understanding of psychological research and its methods. One valuable method for increasing students' understanding is through direct participation in psychological research. Such participation provides students with first-hand knowledge of the basic processes by which psychology, as a science, operates. Additionally, information provided by the researchers who conduct the experiments can facilitate comprehension of material students learn in class by providing concrete examples for the students. The following sections describe the rules, procedures, and responsibilities of researchers, course instructors, and the students themselves regarding the participation of psychology students in research at Western Illinois University.

Any researchers, course instructors, students, or concerned individuals who have questions about the following guidelines and procedures are invited to contact the Research Administrator at PsychologyResearch@wiu.edu.

Definition of Human Subjects Pool (HSP): The Psychology Department Research Committee has determined that any student enrolled in a psychology course eligible for the research participation website is part of the HSP. This excludes students from PSY 223 and PSY 323, graduate courses, online courses, and arranged courses.

Recruitment of Participants from Classes

The historical position of the department is that no researchers should recruit directly from classes. This tradition is continued under the HSP. All studies making use of the HSP must use the research participation website for recruitment. In other words, psychology researchers should not recruit or sign-up psychology students outside of the research participation website (e.g., in-class signup sheets).

PSY 223/323 Subject Pool

The special PSY 223/323 subject pool was designed to offer PSY 323 students direct access to a ready subject pool. As such, students in these courses are not eligible to participate in the larger, departmental HSP. In turn, PSY 323 student researchers do not use the departmental HSP for their studies.

Faculty teaching PSY 323 may solicit cooperation from faculty teaching PSY 223, 323, and other faculty teaching PSY 300-level courses and higher. It is at the discretion of the faculty to determine if they are willing to have their students participate in PSY 323 student projects. Sign-up sheets for these projects will be posted outside of Waggoner 136. If sampling limitations impede a particular PSY 323 student project, the PSY 323 student(s) and instructor can request to use the departmental HSP. These requests will be considered by the Research Committee on a case-by-case basis.

Instructors of 300-level courses and higher who are willing to have students participate in the PSY 323 projects may also allow their students to participate in the HSP studies. However, the instructor must have at least two non-research participation options available for students to engage in besides HSP studies and PSY 323 studies.

Room Scheduling

Scheduling of rooms for research purposes and individual research sessions for approved projects is the responsibility of the researcher. For research that requires the use of space in Waggoner Hall beyond that of specific faculty labs, researchers are required to sign out rooms. Faculty researchers and research advisors should sign out rooms by contacting the psychology department secretary.

Department Research Committee's Responsibilities

The Department Research Committee's charge can be found at: <http://www.wiu.edu/cas/psychology/committees/researchcommittee.php>. Included in the responsibilities of the committee is the oversight of the Department Human Subjects Pool (HSP). This includes monitoring student participation and researchers' use across semesters; providing appropriate training for researchers, instructors, and students in the use of the HSP and the research participation website; and prioritizing the use of the HSP by faculty and student researchers. The committee will also be responsible for resolving all problems that arise with the HSP.

By the beginning of the third week of the semester, the committee will be responsible for uploading all psychology class rosters into the research participation website and creating accounts for the HSP members. At the end of each semester, the committee will provide information to the faculty regarding student participation and researcher use of the HSP for that semester.

Students as Co-Principal Investigators

Recruitment of participants through the HSP will be limited to research related to faculty members' primary programs of research, master's students' theses, honors students' theses, and graduate and undergraduate research conducted under PSY 460/560. Student researchers must be officially registered for PSY 460/491/560/601 to be a Co-Principal Investigator for a project that utilizes the HSP.

Requests for Human Subject Pool Use from Outside the Department

All requests from outside the department (i.e., faculty and students from other departments, student and university groups, researchers not affiliated with the university) to utilize the department HSP must be referred to the Department Research Committee for review. These requests will be discussed on a case-by-case basis with consideration of the needs of the researchers within the department and the priority list.

RESEARCHERS' RESPONSIBILITIES

Researchers who wish to recruit WIU undergraduate students as research participants in exchange for course credit or extra credit are required to use the Psychology Department's research participation website (<http://wiuppsychology.sona-systems.com>). Researchers who require research subjects beyond the demographics of WIU's psychology undergraduate population will need to use other methods of recruiting research subjects. All researchers (including faculty, graduate research assistants, and undergraduate research assistants) who recruit research participants from the HSP must follow the subject recruitment procedures and guidelines described in this section. Researchers should also familiarize themselves with the "Researcher Documentation" provided by Sona Systems to learn how to use the research participation website. Failure to follow these procedures and guidelines may result in the loss of recruitment privileges through the research participation website. Students who need a Sona Systems account should also have their supervising faculty member complete the Researcher Account Request Form, which can be found on page 16. All researchers must acknowledge the guidelines put forth in this manual before an account can be provided. A link to provide acknowledgement can also be found on page 16.

Departmental Tracking of Studies

After receiving approval from the IRB, researchers must provide a copy of the IRB approval letter. For ongoing studies, researchers should provide a copy of the stamped IRB renewal. This will be used to track the use of participants within the Human Subjects Pool. Studies cannot be approved on Sona Systems until this information is provided. Submission links for new and continuing studies can be found on Page 16.

Posting Studies on the Research Participation Website

Researchers should, at a minimum, post the following information on the research participation website regarding their study: Study Name, Brief Description, Detailed Description, Duration, Credits, Researcher(s), IRB Approval Code, and IRB approval expiration date. Faculty sponsors of student research should be sure that their name and contact information appears along with the student's as part of the study description. Recruitment is limited to the necessary sample size indicated on the approved IRB protocol. Incentives for participation (e.g., monetary compensation, raffles, cookies) should only be included as part of the study description after they have been reviewed and approved as part of the IRB proposal. Once this information is posted, the researcher should send an email to PsychologyResearch@wiu.edu to ask for study approval. As soon as the research administrator has a copy of the IRB approval letter (online submissions for new and continuing studies will ask you to upload this letter), the study will be made available.

Compliance with the Active Recruitment Policy

Researchers may not "actively" recruit students as research participants when students are to receive psychology course credit for their participation. Active recruitment includes attending undergraduate courses and soliciting participation from students. Active recruitment also includes excessive advertising of monetary incentives, prizes, event tickets, or other incentives for participation beyond course credit. Active recruitment activities promote a competitive atmosphere among researchers such that active recruitment activities by one researcher interfere with the ability of other researchers who cannot offer similar incentives to student participants. Standard study descriptions and limiting incentives to those approved by the IRB should reduce efforts to make a particular study more attractive than others.

Follow Appointment Etiquette

Researchers should meet all research participants who have scheduled an experiment appointment at the appropriate time and place. Researchers who must cancel appointments should contact participants by email as soon as possible before the scheduled time. It is not acceptable for researchers to cancel appointments by leaving notes at the designated meeting place. If researchers must cancel an appointment, they must be present or arrange for a representative to be present to meet with scheduled participants to inform them of the situation. The researcher may reschedule the participant to participate at another time if the participant agrees; however, the participant will receive credit for participation whether they agree to reschedule or not.

Obtain Informed Consent

Researchers must utilize a written consent form briefly describing the study and its risks, the voluntary nature of participation, etc. as specified by the WIU IRB unless this has been specifically waived by the IRB. Participants must read and sign the consent form before participating in research. Participants should also be provided with a copy of the complete informed consent form signed by the researcher. For online studies, the researcher should instruct participants to print a copy of the informed consent for their records.

Student participants who are under 18 years old must obtain written permission from a parent or guardian. Research that allows participants under the age of 18 to participate should provide the participants with the consent form as far in advance as possible. This will allow the participants to obtain the necessary signatures before arriving to scheduled appointments.

Allow Participants to Withdraw from Studies

Participants are allowed to withdraw from a study at any time without penalty. If a participant chooses to withdraw after providing informed consent, they should receive participation credit for the time they did participate (minimum of 1 credit).

Debriefing Participants

Researchers must provide a thorough debriefing following participation as specified by the WIU IRB. One reason for debriefing is it enhances participants' educational experience and allows them to put their participation into the larger context of psychological research. Debriefing also allows participants to ask questions and more fully understand the nature of the

study. In experiments involving deceptive procedures, investigators are ethically bound to explain the nature and purpose of any such deception and attempt to correct misconceptions participants may have generated during the study.

Debriefings should cover the following:

- a) Describe the specific purpose of the study and the research question(s) being investigated.
- b) Explain the study design and methods as well as the rationale for the selection of those methods.
- c) Describe the potential significance of the study results.
- d) Invite the participant to ask questions and discuss the study.
- e) Provide an opportunity for participants to receive a written summary of the study's results when the study is completed.
- f) Provide the name, phone number, and email address of the researcher to contact should the participant have future questions.
- g) Provide the name, phone number, and email address of the IRB administrator to contact if they have questions about their rights as a research participant.

Award Credit to Student Participants for Participation in Experiments

Researchers will credit student participants for participation in experiments through the Psychology Department's research participation website. For every 30 minutes that a student participates in research, he or she will receive 1 research credit. For example, research that requires one and one-half hours to complete should issue participants a total of 3 credits for completing the experiment. Note: In accordance with the Active Recruitment Policy, researchers should not advertise on the research participation website that participants will receive more credit for less time. Researchers are obligated to indicate an accurate time to complete the study.

Researchers must award student participants their earned credit within 3 days after completion of the appointment. During the last week of research each semester (i.e., Friday at 4:30 of Week 16), researchers should award student participants credit as soon as possible to facilitate instructors in recording grades. Researchers should award credit in accordance with the following possible appointment scenarios.

- a) *Participant withdrawal from an experiment:* The participant declines participation or withdraws from an experiment at any time after providing informed consent. In this case, the student participant is credited with at least 1 credit or the amount of time they actually participated (if it is greater).
- b) *Participant cancellation of a multi-session experiment:* The student participant signs-up for all sessions of a multiple-session study and completes one or more sessions of the experiment, but chooses to not complete the remaining sessions and notifies the researcher or contact person at least 24 hours in advance. In this case, the student participant receives credit for the hours completed.
- c) *No-show by the researcher:* The researcher does not show-up for the scheduled appointment. In this case, the amount of credit awarded is equal to the maximum credit given to student participants who would complete the same session.

Student No-Shows

The Office of Human Research Protections (OHRP) has determined that the use of penalties for students who fail to show up for scheduled research appointments is in violation of the Health and Human Services regulations at 45 CFR 46.116(a)(8). OHRP has determined that deducting credit previously earned or increasing the number of credits that the student would have to earn is not an appropriate method of penalty. Rather, OHRP suggests that students who fail to show up for a scheduled appointment should not be granted the opportunity to earn credit through participation in research but rather be provided an alternative non-research activity in which such students can still earn the same number of credits.

In accordance with this decision, researchers cannot add additional research requirements or deduct credits already earned from a student who fails to attend a research session. The researcher should still mark the student as "No-Show". After two no-showed appointments, the student's account will become Limited and they will only be able to complete any PURE requirement or extra credit using the instructor- and department-approved alternatives.

COURSE INSTRUCTORS' RESPONSIBILITIES

Psychology Undergraduate Research Experience (PURE)

All students in PSY 100, 221, 250, and 251 courses are required to participate in six (6) credits of research. Research participation includes acting as a research subject in psychology experiments or completing approved research experience alternatives. Students who complete the six credit requirement will receive a course grade; students who do NOT complete the six credit requirement will receive an "Incomplete" in the class until such time as they complete the requirement. Note: Instructors may work out, on a case-by-case basis, alternatives to meet this requirement for students with special needs.

PSY 100, 221, 250, and 251 instructors must include in their course syllabus a summary of the Guidelines for Students Research Participation and should review these guidelines with their class.

Extra Credit Option for Psychology Courses other than General Education Psychology Courses:

Research participation is NOT required in courses other than PSY 100, 221, 250, and 251. However, instructors may award extra-credit to encourage student involvement in research. Instructors who wish to have their courses included in the human subject pool for extra credit, should notify the SONA administrator at the beginning of the semester so that their class roster can be downloaded in to SONA and their students receive a student SONA account. Instructors and students are expected to follow the research guidelines established in this document. Grade cut-offs will be established independently of extra-credit such that final-grade ranges will be determined on the basis of the required course work. Extra-credit points should be added after final-grade ranges have been established.

Research Alternatives

Instructors must provide two non-research participation options in which students can engage to meet either course credit requirements or extra credit options. For PSY 100, 221, 250, and 251, at least two options should be chosen from the list at the end of this document. If a PSY 100, 221, 250, or 251 instructor would like to utilize an option not on the list, the instructor should check with the Research Committee to determine whether the option is equivalent to research participation. Unless it is impossible to do so, the alternative should be available in the PRC or in SONA as an online non-research alternative. For all other classes where research participation is an extra credit option, instructors may use any two or more activities of their choice. All options should be described in the course instructors' syllabus.

Highlighting Studies in Class

If a research study is relevant for a particular course's curriculum, the instructor may choose to highlight that project with a brief in-class announcement and instructions for accessing studies through the research participation website. Individual instructors should determine a study's curricular relevance and whether or not to highlight it in class. Instructors cannot highlight studies in which they are a researcher. Instructors also cannot provide course or extra credit for a particular study only and not others. Both of these scenarios could be considered undue influence and is prohibited by the Federal Office of Research Protection.

Tracking Students' Research Participation

Instructors should familiarize themselves with the "Instructor Documentation" provided by Sona Systems. Course instructors will have access to the research participation credits of their students through the WIU Psychology Department research participation website under the "Course Reports" section of the website. A website login is required in order to access student credit reports. Instructors will be assigned a website login.

In cases in which a student's research credit is not recorded on the website, course instructors may accept a copy of the informed consent document signed by the researcher (or a printed informed consent document if it is an online study) as proof a student participated in a particular experiment.

Instructors Teaching "Practice" Classes

The Psychology Department and OSP have developed specific ethics guidelines for those courses in which students will be practicing assessment or interview skills that require the use of "test clients" (e.g., PSY 581, 582, or 583). Students in these classes must still complete Human Subjects Training (a link to CITI training can be found on page 16). Certificates from this training should be given to the instructor who will complete and submit an exempt IRB protocol explaining the "practice" requirements. The IRB protocol and training certificates should be sent to the IRB Administrator for approval. These studies can potentially be used as non-research alternatives or offered as extra credit incentives for other courses.

CONDUCTING RESEARCH IN THE PSYCHOLOGY DEPARTMENT: CHECKLIST

Read the following documents:

- *The Office of Sponsored Projects' Policy and Procedure for Human Subjects Research:*
http://www.wiu.edu/sponsored_projects/compliance/irb_policy_and_procedures_June2016.pdf
- *The Psychology Department's Ethical Guidelines and Procedures for Researchers Using Human Participants (i.e., this manual)*

Complete:

- The Online Human Subjects Protection Training (and print training certificate) from CITI: <https://about.citiprogram.org/en/homepage/>
- The IRB protocol review process
- Enrollment (if student) in a research-related course (i.e., PSY 360, 460, 491, 560, 563, 601, or 602).

Submit to SONA Administrator:

Make sure that your IRB approval does not expire during the time you intend to collect data and your study has been posted. Studies that do not have current IRB approval will be removed from the research participation website. You will need your IRB approval letter and code to complete the new study and continuing study request forms.

- For new researcher accounts, you will need to acknowledge your receipt of the policies and procedures set forth in this document:
https://docs.google.com/forms/d/1DMzI66URX_EyhuK7t5Rwlc0ca-VuVbcl8swlB80CfQY/edit
- New study request form and IRB approval:
(https://docs.google.com/forms/d/1y1RG1fsrVZ7y4C0xS7mMDSJKGR16lvipp3QiY2z56Yo/viewform?edit_requested=true)
- Continuing study request form and IRB approval: (<https://goo.gl/jUSnmf>)

Researcher account request form: To be completed by faculty only. *Note: If you are a student, faculty will need to request your account and will need your WIU email address.*

(https://docs.google.com/forms/d/1liwxl1mhgj_selso0cvnDLj1ds2NP7BMnCsvlj1IE4g/viewform?edit_requested=true)

ALTERNATIVES TO PARTICIPATING IN RESEARCH FOR PSY 100, 221, 250, AND 251

1. Participate in an on-line study, including but not limited to an online experiment or survey.
2. Participate in an in-person study, including but not limited to an in-person experiment or survey
3. Complete an Empirical Research Assessment (available by self-registering for the PURE course in Western Online).
4. Participate in a simulated in-person or online study where no data are collected.
5. Participate in an in-person or online assessment where no data are collected.

Note. One credit for each activity is awarded for 30 minutes of participation. ERAs are awarded 1 credit per assessment.