



Faculty of Social and Behavioural Sciences

Psychology Research Institute

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<http://psyres.uva.nl/>

This brochure contains regulations that apply to all research in the LAB (REC-D)

Ethical Committee

Before a study can be conducted, permission of the Ethical Committee (EC) needs to be obtained

(<http://ethiek.fmg.uva.nl/>). *This rule applies to all research conducted within the Psychology Research Institute.* You can login with your UvAnet-id but only if you have authorization. In case you are not authorised you can ask your supervisor with whom you conduct the research whether he/she can complete the application at the EC website. He or she can also send you a link allowing you to complete the application yourself.

Technical Support (TOP)

Researchers can receive technical support from the technical support staff in case they want to conduct tasks in the LAB that require assistance. You have to contact the technical staff beforehand in order to plan this support. Contact the lab-coordinator of your programgroup or Marco Teunisse (coordinator of TOP, m.teunisse@uva.nl). When you apply for grants you also need to discuss the financial aspects of the technical support with TOP in advance.

Research in the LAB (Building D-Roeterseiland Site)

The regulations below are applicable to research in which the subject pool Psychology is used and/or research that takes place in REC-D, the lab facilities of the Psychology Department (entrance: *Nieuwe Prinsengracht 130, 1018 VZ Amsterdam*).

Subject pool

Potential participants can subscribe via the subject pool Psychology via www.lab.uva.nl. This subject pool is accessible for everyone, also for people from outside the UvA. Subscription is possible by creating an account with a personal username and password. UvA students who would like to subscribe should use their UvAnetID and their own password. When completing the registration for the subject pool, people are asked to complete a series of questions including cultural background, work and education and social economical status. In order to complete the registration individuals need to have read and agreed with the Disclaimer and Privacy Statement (see Appendix A of this document). After registration and login, individuals can see which studies are ongoing in the LAB. By clicking on a study additional information about the study appears. Participants can click on the button "I would like to participate!". Then an appointment can be made with the respective researcher.

Research Orientation by means of Participating

In line with the course *Research Orientation by means of Participation* first-year Psychology students are required to register to the subject pool. To complete this course successfully the students need to participate for a total of 20 hours of research within the LAB. For this they receive Research Credits that are being kept up to date in their account. Psychology students

can only get Research Credits by participating in Psychology research. The Credits for students in Communication Science Research are not valid for students in Psychology and vice versa.

DPMS (Digital Participant Management System)

Before participants can participate in a study, the research project needs to be approved in DPMS. Participant recruitment is only allowed via DPMS/lab.uva.nl. In case you have questions about DPMS, please contact the Coordinator Test sessions (Linda van Damme, subjectpool-psy@uva.nl). When you have questions about participant recruitment you can contact the Coordinator Participants (Veronica Noordman, V.L.Noordman@uva.nl).

How to prepare a study in DPMS

- Step 1: After receiving approval from the Ethical Committee (CE) and your CE-number, please contact the TOP if you would like to make use of their facilities (see also: <http://labs.psychologie.uva.nl/en>). Discuss how you would like to conduct your study, which facilities you require, and/or which materials/software you need with TOP at their desk (Room 2.02, building REC-D), by phone 020-5356805) or by email (N.M.Notebaart@uva.nl or R.vandeBelt@uva.nl). The TOP also has information about lab availability.
- Step 2: Go to www.test.uva.nl/dpms after receiving CE approval and after you reserved a lab room. With your UvAnet-id and your password you can login onto the website of the Digital Participant Management System (DPMS).
- Step 3: After login go to *Quick Start* below “Help”.
- Step 4: Complete all the necessary information in:
- “properties”: All aspects of the project like title, project number as known to the Ethical Committee (CE-number), the kind of research, the number of required participants and the reward (see DPMS below “help”, click “project”, click “properties”).
 - “supervisor”: Add a supervisor. This needs to be an employee in the Department of Psychology. If multiple researchers/researchers are responsible for a study they can also be added. This provides all the researchers involved to have access to the project. If you also like to receive a message if a participant subscribes, select the option “notify me”.
 - “Description”: Here you need to provide a short description of the project. This can be copied from the document you sent to the Ethical Committee beforehand.
 - “Power Analysis”: Here you need to justify the number of participants you require. This can be a power analysis, but also a notification of the number of conditions and cells included as well as the number of participants per cell. This information is only required for research conducted by the department of Psychology, at the Department of Communication Science this information is not required.
 - “Promotion”: This space is reserved for the text you like to use to get participants (the promotion text). For online research a special option is reserved where you can include a link to your research. Please mind the rules that apply when you write a text (see the headers “promotion text”)
 - “Timeslots”: In case you booked a laboratory room, you can create timeslots such that participants can subscribe for a specific time and date.
- Step 5: If all the required information has been provided, go to “status” and select “request”. Within two working days you will receive an approval or disapproval message (with the reason in case your request is not approved). In case of disapproval you can make the necessary changes in your request and reapply.

Step 6: After receiving your approval of the DPMS-coordinator, go to “status” and click on “publish”. Your study will then become visible on www.lab.uva.nl and participants can register themselves for your study.

It is possible that the Ethical Committee (CE) has approved your research, but at the same time the DPMS shows a red cross sign behind your “CE number”. This means the CE has not yet uploaded your approved study in the DPMS. In that case, please notify Linda van Damme by email (<mailto:subjectpool-psy@uva.nl>) and include the email you received of the CE beforehand that confirms your research has been approved.

Please note that it is possible to make changes in your proposal after it has been approved. You can do this by selecting “status”, “stop” and “reverse”. By clicking “request” your changed proposal will be sent to the DPMS-coordinator. This changed proposal will be processed within two working days. In this period you cannot change your proposal.

Registration

Please keep track of the number of registrations by participants for your project. You can find this information under the header “Registration”. If you selected under “properties” the option to make an appointment yourself with potential participants, then the information can be found under the header “appointment”. You can then yourself contact the potential participants to make an appointment. If you want to run a project in which people can participate at any time, you can register participants under the header “walk-in”. You are yourself responsible for dealing with participants in a good manner. Inform participants well about inclusion- and exclusion criteria and make sure you are present at the agreed upon time and place. Do not let a participant show up for nothing!

Promotion text

In the promotion text you should only include information about the kind of reward in participation hours (Research Credits) and/or financial reward. You should not provide information about the (estimated) real-time duration of your experiment (this is especially important if the duration is shorter than the participation hour: it is *not* allowed to let participants show up after every 15 minutes, or to include a text like “One Research Credit for only 50 minutes work”). Also no suggestive remarks in regard to the duration of the experiment may be included (for example words like *quick* and *fast*). Offering free drink or snacks is not allowed, unless it is part of the research. Promotion texts that do not meet these requirements will be removed. The test leader will be informed and given the opportunity to change his/her text accordingly. See DPMS under “help”, click “project”, and “promotion text”.¹

Reward.

As a reward the following rule applies: 1 hour = 1 Research Credit = 10 EURO. *You need permission to change the reward.* It can be decided to increase the reward for experiments in which participants undergo (physical) nuisance. This needs to be discussed with the DPMS- and Participant pool coordinator. The reward in participation-hours is minimally 0,50 and is rounded up to whole amounts. If there is a monetary reward, every 15 minutes of participation time is rewarded by 2,50 EUR and is rounded up to whole amounts. For half an hour participants receive 5,00 EUR, for 45 minutes 7,50 EUR etc. The minimum amount is 2,50 EUR even when the duration of the study is less than 15 minutes. If a participant spends more time

¹ These rules are intended to prevent competition between fellow researchers. If one researcher offers too many participant hours, another researcher can be deprived in terms of available participant hours. In the worst case it may be participants can only be found by offering a monetary reward.

to the research than the previously estimated participant-hours (for example by misestimates, or technical failure), then the number of hours or money per individual participants can be increased. After rewarding the participant make sure you register this in DPMS under "attended". By clicking on the date of a timeslot you can make a note if an individual has participated or did not show up without informing you. Make sure you do this the same day of the experiment.

Performance-dependent reward

In some cases of research the reward can vary, for example because it depends on the performance of a participant in a game. This should be mentioned to the CE. It is required, however, that you contact the participant coordinator before the study. In principle, the following rules apply:

- Misleading is not allowed, that is, the reward that was agreed upon beforehand needs to be paid.
- After the study it should be clear how the reward was calculated.
- Rewards may never be negative, so it is not possible that the participant has to pay him/herself.
- Rewards cannot be higher than the maximum amount that is normally awarded to participants (EUR 10,00 per hour).
- The reward may not be used as a promotion tool to attract participants.

Lottery

A researcher can choose for the lottery option as a reward. In this way, not all participants receive money, but all participants have an equal chance to win an amount that is significantly higher than the standard reward. The following rules apply:

- The maximum amount is: number of participants multiplied by EURO 1,00
- The maximum amount per participant is: 'Research duration in tenth of an hour' multiplied by 'the maximum amounts that can be spent'.
For example: If you have 50 participants, a duration of 15 minutes, and the maximum amount is EUR 50,00 you can pay EUR 12,50 to 4 participants because: $0.25 \times \text{EUR } 50,00 = \text{EUR } 12,50$ (0.25 is a quarter of an hour)
- It is not allowed to use Participation Credits in a lottery.
- There is also the possibility to use a prize in a lottery, like tickets to the cinema. The maximum value of the prize (or prizes) should not be more than the maximum amount of money as calculated using the procedure described in point 2.
- If participants took longer in completing online research than was estimated beforehand, the maximum amount of money cannot be increased.

Information about mass data collection sessions ("Testzitting")

Each year, mass data collection sessions are held at the UvA. It is good to know that the content of these mass data collection sessions may change, but that some questionnaires and tests are used every year. The list of tests that have been used can be found in the document "Procedure for ethical testing of research at the Psychology Department of the University of Amsterdam" (Procedure voor ethische toetsing van onderzoek aan de afdeling Psychologie van de Universiteit van Amsterdam). This document can be found at the website of the Ethical Committee (ethiek.fmg.uva.nl, see "Statuten van de Commissie Ethiek FMG-UvA").

If you like to make use of the information of participants that is collected during mass data collection sessions (Testzittings) you can obtain the necessary forms (called "connecting forms") from the Testzittingcoördinator. For this you need to make an appointment via: testzitting-psy@uva.nl. You can give these forms to participants so that they can give you written permission to use their information (which was obtained in mass data collection

sessions in which they participated in beforehand) in your research analyses. The forms (completed and signed) need to be given to the Testzittingcoordinator who then provides the data making sure that it remains confidential.

No-show of participants

If participants signed up for a study but do not show up and have not informed you timely beforehand (that is, not before one hour in advance to the time slot agreed upon via the website) then the number of Research Credits that he or she would obtain is subtracted by his or her amount of Research Credits. If a monetary award was agreed upon these “no shows” receive a warning email of the DPMS- and participant coordinator. People who participate only for monetary rewards and do not show up two times and do not timely inform the experimenter will be removed from the participant pool. If individuals participating for Research Credits do not show up two times without giving notice, the chairman of the mass data collection committee (“testzitting” committee) needs to be informed (dr. M. Baas). *Researchers are required to inform the DPMS- and participant pool coordinator or the chairman of mass data collection committee in case of no-shows without timely cancellation.* This can be done in DPMS as: “Not attended without valid cancellation”. An effective subject pool with motivated subjects can only be maintained by providing this information.

Behavioural code participants

The researcher is required to inform the participants of their *obligations* (these are published on signs in each lab room). Please note that this is not the same as *informed consent*, in which the rights of participants are protected. In the behavioural code the obligations of participants are described, such as the promise to seriously participate in research. The behavioural code protects the research quality and helps the experimenter to point out unruly behaviour of participants. If potential participants sign up for the participant tool via www.lab.uva.nl they agree with the preconditions as outlined in appendix A of this document. They hereby confirm to be aware of their rights and obligations as participants. A researcher can refer to these obligations, if he/she has the impression that participants are not participating seriously.

Feedback results

The researcher is required to provide feedback of research results to participants (only to those who indicated they wish to receive feedback) within two months after his/her participation in the research. This can be done by sending a summary of the research results by email. You are *always* required to also send this summary to subjectpool-psy@uva.nl.

Frequently Asked Questions

If you have a problem while conducting research, please first see the “Help” section in DPMS. Under the “FAQ” option you can find solutions to frequently asked questions. If this does not answer your question then you can contact the DPMS-coordinator.

Data storage

The research institute wants to make sure that the collected data are safely stored and accessible if needed. Protocols and examples of correct data storage will be sent in due time to all researchers.

Appendix A

If participant register via <http://www.lab.uva.nl>, they agree with the following conditions:

Disclaimer

Registration

To register yourself in the Subject pool of the UvA you have to complete the registration form. If you have completed this form, you will receive an email with the confirmation of your registration. In this email you also will find your login information, which gives access to your personal page. On this personal page you will find the intake-questionnaire. If you complete this questionnaire, you can also participate in internet- and lab research that is rewarded by a monetary compensation. The more information you provide, the better we can match research invitations to your interests.

Registration does not require you to do anything. You can cancel your Subject pool registration at any time.

Personal page

If you login you will access your personal page. On this page you will find the following:

- Personal information and preferences, these can be altered at any time.
- Links that provide you with more information about research projects and via which you can apply for participation.
- The possibility to contact the manager of the Subject pool.
- An overview of studies you are participating in.

Subscription for research participation

You can choose yourself in which study you would like to participate, but you can also be invited for participation in a study. Invitations will be sent to you by email. In this email you will find a link to the study.

Cancel your participation

If you have subscribed yourself for participation in a study there is the option to cancel your participation. This is possible by sending a cancellation message via your personal page. This has to be done at least 24 hours before the time of participation. If you participate in fMRI-research, the cancellation period is 48 hours. Renting an fMRI-scanner is expensive. By cancelling your participation at least 48 hours in advance you provide the researcher with the possibility to find another research participant.

Payment

There exist both *paid* (monetary reward) studies and *unpaid* studies (the reward is research credits for students) studies. If it is a paid study, the reward is mentioned. Some researchers pay in cash, some use the option to pay via bank transfer. To make the payment we need some information and a copy of your identification card. Without this information we cannot complete any payment.

Obligations

As a research participant you have many *rights*, for example you can stop participation at any time during the study. However, you also have *obligations*. You are expected to seriously participate and to fully commit yourself to the study. It is important to follow the instructions of the researcher and answer questions truthfully. It is important that you follow the rules of participation because otherwise data are not or less valid.

Research results

In some studies you will receive feedback of the results for example via email. This is often the case when surveys (questionnaires) are used. There are also studies in which your results will be incorporated in a scientific article or research dissertation. These are published (much) later.

Privacy statement

The research lab carefully manages all information. By completing the registration form you agree that your personal information is stored anonymously in a database. This information will only be used for scientific research purposes.