

Lindenwood Participant Pool

In-Person Rules and Guidelines

General Information

What is the LPP?

The Lindenwood Participant Pool (LPP) is a pool consisting of students who may be recruited for research participation in exchange for bonus points toward their participating class. The LPP Office maintains a large database of these students and monitors research activities and manages the assignment of bonus points to participating students. The LPP Office is run by student employees who have completed the National Institutes of Health (NIH) Protecting Human Research Participants (PHRP) training. The LPP officers are supervised by a full-time faculty member in the department of psychology.

The LPP offers a convenient source to ethically recruit research participants by providing a set of rules and guidelines for researchers to follow. Our rules and guidelines follow the standards established by the American Psychological Association (APA) for the ethical treatment of human research subjects.

Who is Part of the LPP?

Students enrolled in select sections of GE or introductory-level courses in Anthropology, Athletic Training, Criminal Justice, Exercise Science, Psychology, and Sociology are included in the LPP. LPP participation is determined by the professor who teaches each section of an eligible course. The majority of the students who are enrolled in these courses tend to be full-time traditional freshman and sophomore students attending Lindenwood from diverse backgrounds, including many international students.

Who is Eligible to Recruit Participants from the LPP?

Any researcher who has received approval or equivalent acknowledgement from the Lindenwood University Institutional Review Board (IRB) and has passed the relevant LPP Quiz with a score of 90% or better is eligible to recruit participants through the LPP. All researchers who meet these criteria are welcome to use the LPP, whether they are Lindenwood students, faculty, staff, alumni, or researchers unaffiliated with the university.

What are the Steps Involved in Recruiting through the LPP?

1. Complete the NIH PHRP training (<https://phrp.nihtraining.com/users/login.php>) and save/download an electronic copy of the certificate.
2. Upload your NIH PHRP training certificate onto IRBNet (<https://www.irbnet.org>). If this is your first time, you must register on IRBNet first.
3. Submit your proposed research for appropriate review by the Lindenwood IRB. Researchers who have IRB approval from another institution must also submit their proposal for review by the Lindenwood IRB. For more information on the IRB process, consult <http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/institutional-review-board-irb/>
4. Study the LPP rules and guidelines presented in this document as well as the corresponding PowerPoint slides. There are two sets of rules and guidelines: those pertaining to online survey studies and those pertaining to in-person studies.
5. Take and pass the relevant LPP quiz (online survey studies or in-person studies) with a score of 90% or better regarding the LPP rules and guidelines based upon the research to be conducted.
6. Submit the approval letter or other formal letter of acknowledgement from the Lindenwood IRB to the LPP Office. You may do so electronically by emailing your letter to lpp@lindenwood.edu or visit the LPP Office in Young Hall 405A directly.
7. Once the LPP receives your approval letter or equivalent IRB document and verified that you have successfully passed the LPP Quiz, you are ready to begin setting up your study on Sona Systems.
8. If you are conducting an in-person study, follow the appropriate steps to book rooms for your research. Once you have secured rooms or if you are conducting an online study, set up your study on Sona Systems (<https://lindenwood.sona-systems.com/Default.aspx?ReturnUrl=/>).
9. Follow all LPP rules and guidelines outlined in this document throughout your recruitment process.

How Do I Arrange to Take My LPP Quiz?

Come to the LPP Office to take your quiz, unless otherwise told by your course instructor. The LPP Office Hours are listed at the end of this document.

What Happens If I Do Not Follow LPP Rules?

Failure to follow the various LPP Rules will result in fines payable to the LPP Office. You will receive a corresponding fine notice from the LPP for the following offenses:

Fee	#	In-Person Study Offense
\$1.00	1	Failure to show up to a study without notifying the participant and/or the LPP Office in advance for in-persons studies, including failure to communicate a cancellation
\$1.00	2	Closing out any study on Sona Systems for any reason at any time
\$1.00	3	Using a room and or time to run subjects without prior approval from the LPP Office
\$1.00	4	Testing participants during the wrong time slot, or testing participants that did not sign up for your study on Sona Systems.
\$0.75	5	Setting up Time Slots on Sona Systems without completing a Room Booking request first for in-person studies
\$0.50	6	Failure to turn in the Sign-in Sheet by 4 p.m. on Friday for in-person studies
\$0.50	7	Failure to ensure that the Sign-in Sheet is filled out completely for in-person studies
\$0.50	8	Other violations of LPP rules

IMPORTANT: Researchers are given two business days to appeal or pay a fine. Following these two business days, the fine doubles. After another two business days (four business days after fine is issued) the study will become inactive. If a researcher refuses to pay a fine, the researcher will lose his or her privilege of using the LPP that semester.

If a study involves multiple researchers, the researcher whose name is associated with the time slot(s) involved will be fined. If a researcher does not pay the fine, a fellow researcher on the same study may pay the fine in place of the researcher who committed the offense.

IMPORTANT: If the same offense is committed twice by the same researcher, the fine will automatically double. If the same offense is committed by the same researcher three times, the researcher will lose his or her privilege of using the LPP that semester.

Rules and Guidelines for In-Person Studies

How Do I Set Up an In-Person Study on Sona Systems?

1. Check the **Google Calendar** before sending in a room booking request.
IMPORTANT: Please do NOT alter the calendar.
 - Username: lindenwoodresearchers@gmail.com
 - Password: luresearch
2. Download the Room Booking request from Pccommon or Canvas (as an excel document), fill out ALL required boxes, and email the form as an attachment to lpp@lindenwood.edu. Make sure you request rooms well in advance, preferably at least a week ahead of time.
3. Keep an eye on your email inbox for the Room Booking confirmation message from the LPP Office. Once you have reserved your room, set up your time slots on Sona Systems.
4. Log into Sona Systems using the login information received from the LPP Office <https://lindenwood.sona-systems.com/Default.aspx?ReturnUrl=/>.
5. Select Create New Study and select Standard Study as your study type.
6. You will need to provide the following information regarding your in-person study:
 - **Study Name:** Title of your study (avoid using technical terms)
 - **Brief Abstract:** One sentence to describe the nature of your study
 - **Detailed Description:** This is the description that potential participants read before deciding whether to take part in the study. Provide sufficient information regarding the topic of your research. **IMPORTANT:** Research participation for participants through the LPP should be equal opportunity for all. **You may NOT restrict participation in any way (i.e., you may not recruit only those who meet certain inclusion criteria).**
 - **Researchers Responsible:** Select the name(s) of the researcher(s) involved in the study from among the choices given.
 - **IRB Approval Code and Date:** Use the project number and date assigned by the LPP Office as your IRB Approval Code and Expiration Date. Follow the rest of the guidelines on how to set up your in-person study on Sona Systems. **IMPORTANT: Do NOT alter any of the settings under Advanced Settings other than what is instructed on the document.**

7. **IMPORTANT: The number of LPP credits assigned to an in-person study depends on the duration of the in-person study as follows:**
 - In-Person studies that take **up to 20 min are worth 2 LPP credits**
 - In-Person studies that take up **21- 40 min are worth 3 LPP credits**
 - In-Person studies that take up **41-60 min are worth 4 LPP credits**
8. Once you are done setting up your study as above, you must submit a request to have your study approved by the LPP Office. Your study will not come live for potential participants to see until you have received LPP approval.
9. Once you obtain approval from the LPP Office, set up your time slots.
IMPORTANT: When setting up time slots, make sure you only post times and places you have reserved through your Room Booking Request. Creating time slots for unreserved times and spaces will result in a \$1.00 fine payable to the LPP Office. See the information on fines for more details.
10. **IMPORTANT: If you do not have active times slots, your study will not be visible to potential participants. You may add time slots at any time, provided you have reserved your space using the Room Booking request procedure.**

Running Your In-Person Study

1. Make sure you have enough copies of your study materials, including your informed consent forms, debriefing sheets, as well as the Sign-in Sheet.
2. Make sure you arrive at your assigned research space in advance to set up before your session begins.
3. If the room you reserved is in use or is otherwise unusable, contact the LPP office immediately to rectify the situation. **IMPORTANT: If you are assigned an alternate room at that time, make sure to leave a note on the door or the original room indicating where your study is, and give participants an extra 5 min to find you in your new space. Failure to communicate your new study space will result in an Absence without Notification filed against you.**
4. **IMPORTANT: If you occupy a room without having reserved the space, you will be fined \$1.00 payable to the LPP Office. See information on fines for more details.**

5. Once the participant arrives for your study, have him or her sign in on the Sign-in sheet. **IMPORTANT: Be sure to have the participant's information filled out completely. Failure to do so will result in a \$.50 fine payable to the LPP Office.** See information on fines for more details.
6. Start your session by giving your participants the Informed Consent Forms to read and sign. At the completion of the study, provide your participants with a Debriefing sheet thanking them and explaining your study. Make sure you allot enough time for participants to ask you any questions they may have at the end of the session. **Remember that if participants decide to drop out at any point, they are still granted full credit for taking part in the study.**
7. **IMPORTANT: Make sure you turn in your Sign-in sheet every Friday by 4 p.m. Failure to do so will result in a \$.50 fine payable to the LPP Office.** See information on fines for more details.

How Do I Assign LPP Credit to Participating Students?

Once students take part in your study, go into Sona Systems, find their names and select Grant Credit so they are given their earned LPP credits. An LPP Officer will double-check all credit assignments based on the information on the Sign-in Sheets submitted.

How Do I Cancel a Session?

If there are no participants signed up for a time slot you may cancel it anytime. **IMPORTANT:** If participants are already signed up, you must contact them as well as the LPP Office to let them all know of your cancellation. **IMPORTANT: Failure to notify the participants and/or the LPP Office will result in a \$1.00 fine payable to the LPP Office.** See information on fines for more details.

What Happens When a Participant Does Not Show up?

Give your participants 5 min to show up for their appointed time. If you had to change locations make sure you consult with the LPP Office and leave a note on the original room door and wait an additional 5 min. If a participant still does not appear, contact the LPP Office to see if the participant had notified the LPP Office of their absence. If a participant notifies the LPP Office prior to the appointment time, the participant does not get penalized.

If your absent participant had not notified you or the LPP Office of his or her absence, file an Absence without Notification form against the participant. The LPP Office will then take the necessary actions, which can vary from issuing a warning to the participant incurring a penalty, based on the nature and frequency of the problem.

IMPORTANT: You have 24 hours to file an Absence without Notification form against a participant who does not show up for his or her appointed time. We highly encourage all researchers to report all cases of absent participants in order for the research process to run smoothly in the future.

Where Can I Get the LPP Forms?

All of the LPP Forms are accessible through Canvas as well as the LPP folder in pcommon. As a general rule, please do not come to the LPP Office to get copies of the forms except under special circumstances. You should have them ready when you arrive for your study.

How Do I Close Out My Online Survey Study?

If you want to close out your online survey early, please contact the LPP Office. **IMPORTANT: You may NEVER close out the study yourself. Such an act will result in a \$1.00 fine payable to the LPP Office.** See information on fines for more details.

What Should I Do If I have Further Questions or Concerns?

Please contact the LPP Office using the contact information shown below. If you would rather come into the office to speak with an officer on duty, please refer to the schedule on the following page. If you would like to speak to the faculty supervisor for the LPP Office, please contact Dr. Michiko Nohara-LeClair at mnohara-leclair@lindenwood.edu or (636)949-4371, or visit her in her office in Young Hall 407B.

SPRING 2018 LPP OFFICE SCHEDULE (X4673) Y405A								
Start Time	Monday	Tuesday	Wednesday	Thursday	Friday			
8:00	Julia	Julia	Julia	Julia	Julia			
8:15								
8:30	Julia & Mariah	Julia & Mariah	Julia & Mariah	Julia & Mariah				
8:45								
9:00	Mariah	Mariah	Mariah	Mariah				
9:15								
9:30							Julia & Mariah	
9:45								
10:00					Mariah			
10:15	Mariah & Abbey		Mariah & Abbey					
10:30								
10:45	Abbey		Abbey		Julia & Mariah			
11:00								
11:15	Abbey & Julia	Abbey	Abbey & Julia	Abbey	Julia			
11:30								
11:45							Julia & Mariah	
12:00	Abbey							
12:15	Abbey		Mariah & Abbey		Mariah			
12:30								
12:45								
1:00								
1:15	Abbey, Mariah, & Julia		Abbey					
1:30								
1:45								
2:00								
2:15	Mariah & Abbey	Abbey		Abbey				
2:30								
2:45								
3:00							Mariah & Julia	
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3:30			Mariah		Julia			
3:45		Mariah				Mariah		
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