

# **Lindenwood Participant Pool**

## **Rules and Guidelines for Online Studies**

### **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. You should study for whichever type of study you are wanting to conduct.
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](mailto: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 will receive a project number from the LPP to use on all future correspondences and forms.
8. 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	#	Online Study Offense
\$1.00	1	Closing out any study on Sona Systems for any reason at any time
\$1.00	2	Testing LPP Participants outside of Sona Systems
\$0.50	3	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 an online study involves multiple researchers, all researchers in the group will be responsible for collectively paying the fine. All penalties as a result of the fine are also applicable to the entire group.

**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 Online Survey Studies

### How Do I Create an Online Survey?

Online surveys must be created using an external online survey platform such as Qualtrics, which is what Lindenwood uses. Survey administration through the LPP must occur through Sona Systems, a cloud-based subject pool software. Lindenwood's Sona Systems can be accessed through Canvas or by going to <https://lindenwood.sona-systems.com/Default.aspx?ReturnUrl=/>. Login information for Sona Systems will be provided to you through the LPP Office once you are eligible to recruit participants.

**IMPORTANT: The LPP requires that all online surveys have a consent statement at the beginning of the survey indicating that participation is voluntary and informed, and that responding to the survey will result in one LPP credit earned. In addition, the LPP requires a debriefing statement at the end with contact information about the researcher.**

Once your online survey is created elsewhere, you can follow the guidelines provided by the LPP in a separate document to learn how to integrate your online survey with Sona Systems. This is important because without the integration, participants will not receive credit for their participation in your study.

### How Do I Set Up My Study on Sona Systems?

1. Once you have created a New External Online study on Sona Systems using the instructions provided in a separate document, you will be asked to enter basic information about your study. The information you must provide are listed below:
  - **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 assigned by the LPP Office as your IRB Approval Code, and use the date you received the project number from the LPP Office as your date. Follow the rest of the guidelines on how to integrate your external online survey into Sona Systems. **IMPORTANT: Do NOT alter any of the settings under Advanced Settings other than what is instructed on the document.**
2. **IMPORTANT: ALL online survey studies are worth 1 LPP credit.** Do NOT assign any other amount of LPP credit for your online survey study.
  3. Once you are done setting up the above information for your study, 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.
  4. Once you obtain approval from the LPP Office, set up your time slot. Online survey studies will require only a single time slot. Set the date and time as the last date and time you want to collect data and put the total number of participants you would like for your study as the number of participants per time slot.
  5. **IMPORTANT: NEVER close your study on Sona Systems.** Doing so could result in participants losing credits earned. **You will also be charged a \$1.00 fine if you close out your study on Sona Systems.** If you have any questions regarding Sona Systems, please contact the LPP Office.
  6. **IMPORTANT:** Do not administer your online study to LPP students outside of Sona Systems- do not email LPP students the link to your survey, they **must** participate through Sona Systems.

### **How Do I Assign LPP Credit to Participating Students?**

Check at minimum once a day to grant credit to the students that participated in your online study. They should only be granted 1 LPP Credit each as that is how many credits online studies are worth. Log into Sona Systems and select Grant Credit so they are given their earned LPP credits. An LPP Officer will double-check all credit assignments.

### **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.

### **Where Can I Get the LPP Forms?**

All of the LPP Forms are accessible through Canvas as well as the LPP folder in pcccommon. 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.

### **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](mailto:mnohara-leclair@lindenwood.edu) or (636)949-4371, or visit her in her office in Young Hall 407B.

<b>SPRING 2018 LPP OFFICE SCHEDULE (X4673) Y405A</b>								
<b>Start Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>			
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							Julia & Mariah	
11:45								
12:00	Abbey				Mariah & Abbey			
12:15	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	
3:15	Mariah & Julia							
3:30			Mariah	Mariah	Julia			
3:45		Mariah						
4:00	Julia							
4:15								
4:30								
4:45								

Lindenwood Participant Pool Office  
Office: Young Hall 405A  
Email: [lpp@lindenwood.edu](mailto:lpp@lindenwood.edu)  
Phone: (636)949-4673