

*The University of Illinois at Springfield*  
**Psychology Department**

**Research Guidelines and Forms**

(rev. March 2007)

*Includes:*

- **Procedures for Research Approval**
- **Departmental Guidelines for Course-Related Research Participation**
- **Web-Address *for the* University's Research Policies**
- **Research Protocol Form *needed to submit research for approval***
- **Departmental Credit Voucher *and* Research Evaluation forms**

## Psychology Department Research Guidelines

1. The Psychology faculty will elect two faculty members to serve as the Psychology Program Research Committee (PRC), one of whom will serve as the Coordinator. The responsibilities of the Research Committee will be (a) to review proposed research projects involving human subjects, (b) to determine whether projects meet the criteria for program-level approval, and (c) to forward projects that require approval at the campus-level to the Human Subjects Review Officer. PRC members will meet on an as-needed basis to review research proposals in a timely fashion. PRC members will not review their own protocols. In such instances, i.e., when one of the regular PRC members submits a research protocol for PRC review, alternate committee members will serve as as-needed reviewers on that protocol.

***Please note that all research projects conducted by UIS faculty and students in their official capacity and that involve human subjects must be approved at the department or IRB level.***

2. Student participation in research projects will be voluntary. In courses where research experience is required, an alternative to actual participation will be made available to students. Viable alternatives can include, but are not necessarily limited to, writing review of published research articles, assisting with approved research projects in the department, writing reports of interviews with researchers currently conducting projects, or attendance at research presentations by faculty members.
3. Scheduling of rooms for research purposes and of individual research sessions for approved projects is the responsibility of the researcher. Following approval of projects, a study number will be assigned and the researcher will be given a list of participating psychology faculty members who have agreed to give some form of course-related credit for research participation (in designated courses) for the current semester. Researchers will post brief descriptions of their study (see Appendix A for description format) on the Psychology Department Research Board outside the main Psychology office (UHB 3144), and place daily sign-up sheets in the Sign-Up book.
4. Effective January 2002, students are allowed to designate each study's participation credit to only one course at a time. In other words, students will no longer be allowed to apply one earned hour of participation credit to multiple courses. If, for example, a student is enrolled in two courses and each accepts research participation for extra credit, the student must participate in a minimum of two studies to generate extra credit in both courses.
5. Effective August 2006, students and experimenters who fail to attend scheduled experimental sessions will be subject to the following:
  - (a) For those students participating in research to fulfill a course requirement (Methods/Principles): students who do not attend a scheduled experimental session will receive a deduction of experimental credits equivalent to the credits they would have earned by participating in the study (e.g., if the student had completed 0 credits and did not show up for a 1 credit experiment, they would have a total of -1 credits);

- (b) For those students participating in research for extra credit: students who are no-shows for an experiment they were to participate in to earn extra credit will be prohibited from earning experimental extra credit for the remainder of the semester;
  - (c) Students who need to cancel their appointments must give the experimenter at least 2 hours notice (to allow us time to contact our research assistants and keep them from making unnecessary trips);
  - (d) If the participant arrives for the experiment but the experimenter is unable to attend the experimental session for whatever reason the participant shall receive full credit for participating in the experiment.
6. Record-keeping will be accomplished through the use of a voucher system and a department database. At the beginning of research sessions, participants will be given a credit voucher to complete (see Appendix B). The researcher or designated research assistant should ask each participant/subject to fill in name and the course numbers to which the credit should be applied. Participants then return the voucher to the researcher. The remainder of the voucher is completed by the researcher or assistant.

Researchers collect the vouchers and give them to the PRC Coordinator as soon as possible but no later than 2 weeks before the end of the semester. *All data collection through the student participant pool should stop at least two weeks before the end of the semester.*

The PRC Coordinator uses the completed credit vouchers to compile research participation credit lists that show students' names and hours of participation. A separate list is compiled for each faculty member who has agreed to provide course-related credit that semester. Note that we keep track of hours of participation only; the point value of each participation hour may vary across courses depending upon each faculty member's grading system.

7. Each research participant should be given a copy of the Department's Research Evaluation form at the end of the research session (see Appendix C). Instructions for completing the evaluation are printed on the form. Completed evaluation forms are given to the PRC Coordinator—they are **not** returned to the researcher or research assistant. In other words, it is the student/participant's responsibility to complete the form and return it to the PRC Coordinator.
8. **Procedural Summary** (for conducting approved research with psychology students)
- (a) Submit a completed **University of Illinois at Springfield Research Protocol** to the PRC Coordinator.
  - (b) After receiving PRC approval and a current semester's list of participating faculty,

schedule a room for research, post a brief description of the study on the Psychology Department's Research Board and place one week's sign-up sheets in the book below the bulletin board. .

- (c) Be sure to have participants complete **credit vouchers**, and to give them a copy of the Department's **Research Evaluation Form** at the end of each research session.
- (d) Collect completed credit vouchers and give collected vouchers to the PRC Coordinator. **All completed credit vouchers must be returned to the PRC Coordinator no later than two weeks before the end of the semester.**
- (e) Suspend all data collection through the Psychology Student Participation Pool **no later than two weeks prior to the end of the semester.**

Copies of the current **University of Illinois at Springfield Research Protocol Form (Appendix D)**, **credit voucher**, and **Psychology Department Research Evaluation Form** are attached to these guidelines, for your use. UIS research policies and project review forms are available through the University homepage, by following these sequential links:

**Departments / UIS Offices / Grants, Contracts, & Research Administration / Institutional Review Board**

or by direct link to the following specific web address: <http://www.uis.edu/~grants/irb.htm>

Appendix A – Study description sheet format and example

EXPERIMENT NAME HERE  
EXPERIMENT #

PURPOSE:

The purpose of this study is to investigate \_\_\_\_\_.

STUDENTS WHO MAY PARTICIPATE:

Provide a description of those who are eligible to participate and any exclusionary criteria.

AMOUNT OF CREDIT:

X hours

PROCEDURE:

This study requires that participants \_\_\_\_\_.

LOCATION:

UHB xxxx

CONTACT:

Provide PI name, email and phone

NOTE:

Place any other relevant information here.

# PSYCHOPHYSIOLOGY OF EMOTION

## EXPERIMENT #SP05-3

### PURPOSE:

The purpose of this study is to investigate several aspects of psychophysiological activity during emotional experiences.

### STUDENTS WHO MAY PARTICIPATE:

Any student enrolled in a psychology class may participate. Participants must be at least 18 years of age.

### AMOUNT OF CREDIT:

1 hour

### PROCEDURE:

This study requires the completion of a few brief questionnaires, the attachment of skin-surface sensors to record physiological activity, and viewing emotionally salient images. Participants will also be asked to report their emotional experiences.

### LOCATION:

UHB 3136

### CONTACT:

Dr. Keith Burton  
kburt2@uis.edu  
ext. 6-8202

### NOTE:

Appendix B – Research Credit Voucher

**Research Credit Voucher**

**Study # \_\_\_\_\_ Number of Hours Awarded for Participation: \_\_\_\_\_**

**Principle Researcher's Name: \_\_\_\_\_**

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**Student Name: \_\_\_\_\_ UIN \_\_\_\_\_**

**Please apply this credit to the following psychology or communications course:**

**Course # \_\_\_\_\_ Course Name: \_\_\_\_\_**

**Section or Instructor's Name: \_\_\_\_\_**

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\_\_\_\_\_  
**Signature of researcher or designated research assistant**

\_\_\_\_\_  
**Date Credit Earned**

Appendix C – Research Evaluation Form  
**University of Illinois at Springfield**  
*Psychology Department Research Evaluation Form for Study # \_\_\_\_\_*

Please take a few moments to answer the following questions concerning your research participation experience. Your responses will be completely anonymous. **Completed forms should be returned to the Research Evaluation mailbox outside UHB 3144.**

- |  |     |    |
|--|-----|----|
| 1. Were you treated with respect and courtesy in this study?<br>If not, please describe what happened:   | YES | NO |
| 2. Was this an enjoyable experience for you?<br>If not, please describe why not:   | YES | NO |
| 3. Were you disturbed about anything in this study?<br>If so, please describe what you found disturbing:   | YES | NO |
| 4. Were you given a written explanation of this study after<br>you participated or a website address to check for results<br>at some later time? | YES | NO |
| 5. Was this a learning experience for you?<br>If not, please describe why not:   | YES | NO |
| 6. What do you think was the purpose of this study?  |     |    |
| 7. What other extra-credit options have you been given in Psychology or<br>Communications courses besides participating in research?             |     |    |

*Thank you for completing this form.*



**University of Illinois at Springfield**

**Protocol for Research Involving Human Participants**

*Course-Related Research Project*

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Semester/ Yr: \_\_\_\_\_

Student Name/names: \_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Start & Completion Dates: \_\_\_\_\_

Participants: \_\_\_\_\_ Adults *age 18 and over* \_\_\_\_\_ Children or Adolescents

If participants are under 18 years of age, how will parental permission be obtained? \_\_\_\_\_

Data collection will be conducted using: (*check all that apply*)

\_\_\_\_\_ observation of public behavior \_\_\_\_\_ orally administered survey questions

\_\_\_\_\_ paper-and-pencil questionnaires

\_\_\_\_\_ physical measurements (explain) \_\_\_\_\_

\_\_\_\_\_ Other: (describe) \_\_\_\_\_

Does the project involve very personal information, sensitive issues, or potentially offensive topics? Yes

*No*

Will participants be told that their participation is voluntary and that they are free to withdraw at any time?

Yes *No* If *no*, explain why not: \_\_\_\_\_

Where will data collection take place? (be specific) \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Will Participants Sign the Consent Form? *Yes No*

How will potential participants be identified? \_\_\_\_\_

**If deception will be used, please describe the nature of the deception and the debriefing procedures that will be used:** \_\_\_\_\_  
\_\_\_\_\_

**How will information be collected and handled in a way that protects the privacy of participants and maintains the confidentiality or anonymity of the information collected?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the potential risks of the research for the participants?** \_\_\_\_\_  
\_\_\_\_\_

**What are the potential benefits of the research for the participants?** \_\_\_\_\_  
\_\_\_\_\_

**Feedback about the project should be given to the subjects after participation. When, where, and in what form will feedback be given to research participants?** \_\_\_\_\_  
\_\_\_\_\_

**Please attach one copy of each of the following (as applicable):**

- (a) Detailed description of the research methods to be used in this project
- (b) Informed consent form
- (c) Cover letter
- (d) Permission form for the facility where the research will be conducted
- (e) Interview questions, surveys, questionnaires that will be given to participants

**Required signatures:**

\_\_\_\_\_  
**Course Instructor**

\_\_\_\_\_  
**Department Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**