

# Research Experience Program – **Spring 2025**

## Instructions for Researchers

### **REP Staff**

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### Important dates

- **Begin posting sessions in earnest by the end of the **second** week:  
**Jan 17, 2025****
- **End and credit all experiments by:  
**April 11, 2025**  
**by 9:00 p.m.****

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### IRB Approval

- **All experiments conducted using REP must have separate IRB approval.** REP is the infrastructure for recruiting participants. Your account will not be activated if you do not have an IRB-approved protocol and signed REP researcher contract.
- **All investigators and key research personnel** (individuals who contribute in a substantive, measurable way to the scientific development or execution of the project) must be appropriately trained in human subjects' protection. The University has selected the Collaborative IRB Training Initiative (CITI) web-based course that contains core education modules to satisfy this requirement. Visit <http://orrrp.osu.edu/irb/training/>. You should then click on "CITI Information" and follow directions.
- **Everyone** involved in research (e.g., 4998s, grad students, faculty) should read and follow the rules in this document and satisfy the requirements above.

**Please Note:** The REP office has the right to delete any experiments or suspend user accounts that violate REP policy.

## Ethical Issues

### Participant Rights

- **You are not permitted to post English proficiency as a requirement for your study.** If this is important for your research, you should collect this information during the session.
- **Be respectful, courteous, and professional when communicating with students.** Poor researcher–student interactions are the major contributor to low attendance and bad data quality. Our students are volunteers and are not required to participate in your experiment.
- Reply to all emails from students as soon as possible (no later than 48 hours).

### Informed Consent

- The description you post on the REP website should be recruitment materials in your IRB submission. Be sure that your approved description and your website description match.
- This description is intended to help students decide whether to enroll in an experiment.
  - It is not a substitute for a consent form or verbal consent.
  - Enrolling in a study through REP does **NOT** constitute informed consent.

### Decline to Participate Policy

- Research participation is voluntary. Participants may:
  - Decline to consent to participate after being informed about the study procedures or
  - Withdraw from the study at any time.**\*\* In both cases, participants are to receive credit for reporting to the session.**
  - If a student shows up and immediately withdraws, please report the situation to REP. REP will notify the PSYCH 1100 office about students who abuse this policy.
- Researchers should ensure that students feel free to exercise this right.
- When reasonable, students should also be given the option to leave individual items blank, especially when collecting sensitive information.

### Debriefing

- Participants must be thoroughly debriefed in language they can understand.
- Clarify all matters involving deception and explain why deception was used.
- REP is a course requirement, so **treat the study and debriefing as a learning experience.**
  - Two or three learning points must be communicated.
  - Students should leave the experiment with an understanding of the research at a conceptual level and also the specifics of your particular experiment.
  - Students must have an opportunity to ask questions about the research.
  - In addition, you should briefly provide additional detail regarding the methodological design and analytical approach to your study in order to satisfy the pedagogical goals of PSYCH 2300. Please see the REP 2300 debriefing template for additional details.
- Encourage participants to complete the Student Report Form on the REP website. Its completion is voluntary.

## Waiting Area Procedures

**Anyone calling participants must read this.**

### Timing

- Call participants on time.
- Students not called within 10 minutes of the start time, will report it to the REP Office.
- Students have been told that being even one minute late can result in being marked absent. When possible, please give the students a little wiggle room.

### Required format

- When calling participants, you must provide ALL of the following information in order:
  1. Researcher name
  2. Assigned researcher number
  3. Start time of the experiment
  4. The FIRST and LAST name of each participant, asking them to respond when they hear their name.

Required Format:

“Hello! I am calling participants for Jane Doe’s REP1 experiment at 10:30.  
When I say your name, please respond: Mary Connor...Jack Smith...”

### Notes

- This standardized procedure is required to help get participant’s attention and ensure that students attend the correct studies (many have similar names, as do researchers).
- Make an honest and polite effort to pronounce difficult names. Students appreciate the sincere attempt, and especially appreciate when you get it right!
- Speak in a loud, clear voice. Be sure all students in the area can understand you.

### Remember

- Each waiting area serves several experiments and experimenters simultaneously, which promotes confusion.
- If a student accidentally ends up in your study, they may sign up for it again, compromising the statistical integrity of your research.

## Awarding Participation Credit

### Options

- CREDIT: This awards the full amount of points to the student.
  - Used whenever an eligible student shows up for your study, even if they withdraw.
  - The amount of credit you offer must reflect the time students spend in your session: **This means that a session posted from 2:00 – 2:30 must be posted for .5 hours, and sessions must round UP to the nearest half-hour.**
- ABSENT: This awards zero credit to the student.
  - Used ONLY when students fail to attend without given notice.
- WITHDRAWN: Removes student from study.
  - Used when students are ineligible for your study or fail to attend but provide either advanced warning or a legitimate excuse.
  - Students will be able to sign up for your study again

### Timeliness is Imperative

- **Credit must be posted within 48 hours of the session, ideally the same day.**
- **DO NOT LEAVE THE CREDIT FIELD BLANK.**
  - Doing so results in student confusion and grade disputes
  - If studies are left unmarked after REP closes for the term (see deadline on 1st page), grades for PSYCH 1100 will be held up.
    - If you need to make a change after this deadline, you must email REP.

### Ineligible students

- If you have posted an experiment with a restriction (e.g. tennis players only), ineligible students may be sent away before participating without credit. These students should be dropped from the session, NOT marked absent.
- If students participate before the ineligibility is noticed, students MUST be given credit.
  - Changes made after this time may not be reflected in the grade calculations. If you need to change a student's record after the above date, you must email the REP office so we can alter the calculated grades.

## Cancellations

### Participant Cancellation

- If a student emails to request cancellation at any time before the session begins, please drop the student from the experiment.
- Students may drop themselves using the REP website until 2 hours before a session.
- Please try to resolve issues before involving the REP office.

### Researcher Cancellation

- Do not drop students without any notification. ALWAYS email participants when you drop them or cancel a study.
- **If you cancel less than 48 hours in advance, students must be awarded credit.**
- In the case of an emergency, when you are unable to email students, contact participants as soon as possible to apologize and to let them know that they will still receive credit for the session. Please also inform the REP Office as your participants will be coming to us.

## Hour Allotments

### Timely use of hours:

- Researchers should begin running experiments in earnest by the **second** week of the semester **Friday, Jan 17, 2025**.
  - Experiments requiring prescreening may be delayed until prescreening closes.
- Researchers who do not use their hours in a timely fashion may have their hours reduced or removed from their account for use by others.
  - If you know you will not be able to use all your hours, please let REP know so that they may be redistributed to researchers in need.

### Redistribution of hours:

- Faculty may redistribute “General” and “Faculty” hours among the projects they are supervising by notifying the REP office (ASC-PSY-rep@osu.edu).
  - Faculty should indicate:
    1. Their request to transfer hours
    2. Who should receive these hours
    3. How many hours should be transferred
- Degree-related “Priority” hours may not be transferred to any other researcher.

## Student questions you may encounter

- “Why am I not on your list? You didn’t call my name.”
  - Explain that several sessions schedule for the same waiting area. Students should wait until their names are called (at least 10 minutes) or follow up a missed session by email or at the REP office.
  - DO NOT send that student immediately to the REP office to find out. Students often miss their sessions because they were directed away from a waiting area just before another researcher calls attendance. The student should not leave the waiting area until 10 minutes have passed.
- “Can I enroll/participate in your study right now, even though I’m not enrolled?”
  - The REP office discourages this but leaves it to the researcher’s discretion.
  - NOTE: If you add a student in the waiting area, you do not know if he or she has already participated in your study.
  - The student should be aware that a missed session is still marked absent even if s/he participates in a different session at the same time. (Students often make this error, and only discover the absence later.)
- “Where do I find Researcher X? I’m supposed to be in her study right now.”
  - Waiting areas are the only approved pick-up points. Giving students directions to a study location may interrupt and ruin data from other participants. Late participants should email the researcher listed on their schedules.
  - If you want to help the student, you may seek the researcher on your own, but have the student wait in the nearest waiting area. This way the researcher will not feel obligated to bend the rules.
- “I was late. What should I do? Will I be marked absent?”
  - Never promise a student that he or she won’t be marked absent if it is not your experiment. The student should email the session’s researcher or see the REP office.
- “I have another strange question X.”
  - You may direct students with other questions to the REP office. Just be sure they’re not missing a scheduled session when they leave.

# REP Website Tutorial for Researchers

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Largest functional changes between old REP website and new REP website . <b>Error! Bookmark not defined.</b>	

## Posting New Experiments

1. Log into the REP website (<https://rep.psy.ohio-state.edu/>) using your regular OSU login credentials.
2. Click on the tab that says “Experiments”
3. Click on the button that says “Add Experiment”
4. Specify the following fields:
  - a. *Hours* – this corresponds to the duration of your experiment. If you have an experiment that falls between the provided increments (e.g., a 45-minute experiment), choose the higher amount (1 hour in this case)
  - b. *Location* – indicate whether your experiment will be online or in person
    - i. For in person experiments, make sure to select the waiting area where you would like to meet participants (e.g., LZ-1<sup>st</sup>, PS-2<sup>nd</sup>, etc.)
    - ii. For online experiments, you can include the URL to your study so that participants can complete it at any point before the specified deadline. If you do not include the URL you will need to send it to students before the start of the time slot for which they signed up.
  - c. *Name* – All experiments will start with your experimenter code as the name (e.g., EMP1). This field is where you specify how else you would like to name your experiment. Make sure to include a space at the beginning if you would like to have a space between your experimenter code and experiment name. Participants will see this name in their list of available experiments (e.g., EMP1 Attention).
  - d. *Start Date/End Date* – These are the dates encompassing **ALL sessions** of your experiment. These can be edited as needed later, but they allow you to specify a time period in which you expect to collect all data for a particular experiment.

- i. **Start Date:** determines when students can start seeing and enrolling in time slots for an experiment. Your experiment will NOT appear to participants until the Start Date, so make sure that your Start Date is at least 2 days before you plan to run your first session so that participants have time to sign up.
    - ii. **End Date:** this date should not be later than the last day that REP is open each semester. Please check the REP emails you receive at the beginning of the semester to find this date.
  - e. *Requirements* – specify any requirements participants must meet to participate in your experiment (e.g., normal or corrected-to-normal vision, access to a computer with Firefox or Chrome, etc.)
  - f. *Description* – provide a brief description of what participants will encounter and what they will be asked to do in your experiment
  - g. *Restrictions* – check whichever boxes you’d like to recruit certain participant groups. Leave everything blank/unchecked if you have no restrictions. You can select multiple categories (e.g., female Hispanic participants)
    - i. Invite only – if this box is checked, the only students able to see your experiment will be the students that you specifically invite to participate (see section on Inviting Students to Experiments). Your experiment will NOT appear on the main experiment page.
    - ii. Gender – filters students based on their specified gender in OSU’s system (M = Male; F = Female; NB = Non-binary)
    - iii. Ethnicity – filters students based on their specified ethnicity in OSU’s system
    - iv. Previous experiments – filters students based on previous experiments they have participated in. You can select multiple experiments by pressing “Ctrl” and clicking all experiments you would like included in the filter.
      1. “Do not permit” – participants who have previously participated in the selected experiments will NOT be allowed to sign up for your experiment
      2. “Only permit” – ONLY participants who have previously participated in the selected experiments will be allowed to sign up for your experiment
  - h. *Time Slots* – this is where you post **specific sessions** for your experiment. You can have multiple time slots within the same experiment, and you can edit the experiment at any time within the posted experiment dates to add more time slots.
    - i. Click “Add Time Slot”
    - ii. Specify the Start Time and End Time. Make sure that the total time corresponds to the number of hours you specified at the beginning.
    - iii. Capacity – indicate how many participants will be able to sign up for that particular session
5. If everything looks correct, click the “Create Experiment” button to make your experiment available to participants. It will look similar to the picture below.

Experiment ABC12 **Memory** ← *experiment name* Edit Invitations

**Experimenter**  
Researcher, Jane

**Course**  
PSYCH 1100

**Experiment link**  
n/a

**Hours**  
1.0

**Experiment Open**  
Aug 01, 2021 - Sep 02, 2021

*start/end dates*

**Description**  
In this experiment you will be asked to listen to a series of words over headphones. You will then have to remember what was said and click on those words when they appear on a computer screen.

**Requirements**  
At least 18 years old No hearing impairments

*time slots*

Start Time	End Time	Capacity	Enrolled	Actions
Aug 25, 2021 04:00 PM	Aug 25, 2021 04:45 PM	10	2	<span>Manage Students</span>
Aug 26, 2021 04:00 PM	Aug 26, 2021 04:45 PM	10	0	<span>Manage Students</span>
Aug 27, 2021 04:00 PM	Aug 27, 2021 04:45 PM	10	0	<span>Manage Students</span>

- Once your experiment is posted, you can edit it at any time by clicking the “Edit” button next to the experiment.
- You can also delete experiments by clicking the “Delete” button, but please make sure that no participants are signed up for any of your time slots before deleting an experiment. If students have signed up, you will not be able to delete the experiment.

## Inviting Students to Experiments

- Begin by clicking your experiment name.
- Click the “Invitations” button.
- Click the “Add Invitations” button.
- Here you can enter multiple email addresses in the “Bulk Invite” tab.
- You can also select a single user by name in the “Single Invite” tab.
- When you are ready, click the “Invite” button. This will send an invitation directly to the student’s REP account.
- Invited students will now appear in the list that pops up when you click “Invitations” on your specific experiment’s page. You can also see whether or not a student has accepted the invitation.
- You can invite specific students to experiments that are open to all students in REP, or you can invite them to invite-only experiments that only invited students are able to sign up for. This is determined by your experiment settings - the process of inviting students does not change in either case.

Invitations for ABC12 Audio Typing Add Invitations

User	Accepted at?	Actions
Buckeye, Joe	2021-08-19 12:42:46 -0400	<span>Delete</span>

## Checking and Managing Enrollment

- To see who is signed up for your experiment, click on the experiment name.
- Find the time slot you are interested in and click the “Manage Students” button. This will bring up a list of the students who have signed up for that time slot.

- If you would like to see a student's information, click on the name of that student. This will bring up a page with the student's email address, demographics, and participation record.
- You can also manually add students to a time slot by clicking "Manage Students" and then clicking "Add Student"
- You can either scroll down to the student's name or you can type the first letter of their last name to quickly bring you to that section of the list.
- If you click the "Download Enrolled Students" on the experiment page you will get a CSV file containing student names, email addresses, and the date they signed up for the time slot. This can be helpful if you need to email all students signed up for one of your time slots.

## Experiment BEE0 Attention

[Edit](#) [Invitations](#)

**Experimenter**  
 Researcher0, Buckeye

**Experiment link**  
 n/a

**Hours**  
 1.0

**Experiment Open**  
 Nov 15, 2021 - Mar 17, 2022

Future	Past	Start Time	End Time	Capacity	Enrolled	Actions
		Jan 27, 2022 11:00 AM	Jan 27, 2022 12:00 PM	10	0	<a href="#">Manage Students</a> <a href="#">Download Enrolled Students</a>
		Jan 28, 2022 11:00 AM	Jan 28, 2022 12:00 PM	10	1	<a href="#">Manage Students</a> <a href="#">Download Enrolled Students</a>

## Crediting Sessions

- To give students credit or mark them as absent, begin by clicking on your experiment name.
- Find the time slot you are interested in and click the "Manage Students" button. This will bring up a list of the students who have signed up for that time slot.
- In the "Credit?" column next to each student you will see the default option of "uncredited," indicating that you have not yet credited the student. In order to properly assign credit after the session, choose one of the following options:
  - "**credited**" – if the student showed up to the session or completed the experiment
  - "**absent**" – if the student did not show up to the session or complete the experiment
  - "**withdrawn**" – if the student contacted you at any time to drop out of the experiment (even if it was shortly before the session started)
- You CANNOT leave a student's status as "uncredited." If they did not show up or contact you, please mark them as "absent."
- If a session accidentally runs over the amount of time specified in "Hours," you must compensate students for their time. You can do this by using the "Extra Time" column. Add the appropriate amount of time that should be added to the original Hours amount.
- Click the "**Save Changes**" button when you're done.

## Research Experience Program



Home Instructions Prescreenings Experiments My Info

Logout: researcher.0@osu.edu

### Attention

Jul 06, 2021 - Jul 06, 2021

Student	Email	Credit?	Extra Time
Buckeye, Joe	buckeye.0@osu.edu	uncredited ✓ uncredited credited absent withdrawn	0.0 ✓

[Add Student](#) [Save Changes](#)

## Checking your Uncredited REP Sessions

1. You are required to update student credit within 48 hours of a time slot's posted end time. ALL students must be marked as "credited," "absent," or "withdrawn."
2. Sometimes it can be easy to miss a student if you are collecting data from a large number of participants. You can quickly check your uncredited REP sessions by going to your "My Info" page, then clicking the button that says "View My Uncredited Enrollments." If you have any uncredited students, they will appear on this page and you can quickly adjust their credit status.

### Buckeye Researcher0

Role: Experimenter

Email: experimenter.0@osu.edu

CC Email:

Code: BEE0

Prescreening Access: false

[Edit User Profile](#)

### Hours Summary [View Detail](#)

Used Hours: 0.0

Booked Hours: 2.0

Open Hours: 38.0

Unused Hours: 60.0

Maximum Hours Available: 100.0

### Posted Experiments

[View My Uncredited Enrollments](#)

Experiment	Location	Hours
<a href="#">BEE0 Invite-Only Attention</a>	Online	1.0
<a href="#">BEE0EXP137</a>		1.0

## Checking your Hours Usage

1. You can see a summary of your hours at the top of the "My Info" page.
  - a. *Used Hours* – number of hours you have assigned as "credited"
  - b. *Booked Hours* – number of hours for which students have signed up, but have not yet received credit
  - c. *Open Hours* – number of hours currently open and available for students to enroll in, but are currently empty
  - d. *Unused Hours* – number of hours that have not been used at all yet [Maximum – (Used + Booked + Open)]
  - e. *Maximum Hours Available* – total number of hours assigned to you by the REP office
2. If you are interested in seeing how your hours are distributed across your posted experiments, you can click on the button that says "View Detail" next to the Hours Summary to bring up a more detailed report.

## Research Assistant Capabilities

1. Research assistants are assigned to have access to either one specific researcher's account, or to all researcher accounts within a lab.
2. By default, research assistants are able to view and credit experiments posted by the researcher(s) to which they are assigned.
  - a. They are also able to post time slots for experiments that have already been created by a researcher, but they are not able to create new experiments.
3. Research assistants *can* create new experiments if a researcher gives them some of their hours. These donated hours will be assigned to the research assistant, which will enable them to post new experiments in addition to their default capabilities.
  - a. If a research assistant takes control of hours, they will also need to sign the researcher contract and are responsible for ensuring that all REP procedures are properly followed.

## **Student Report Forms**

1. Once you have assigned credit to a student on the REP website they will have the option to complete a student report form online. You are not required to give REP student report forms after your experiment – we will collect all of that information using the REP website.
2. The student report form asks students to reflect on the experiment they just completed in order to determine whether experiments are properly following all IRB procedures. Here are the questions asked on the form:
  - a. Did the researcher provide an adequate explanation of what you would be asked to do so that you could make an informed decision to participate or not?
  - b. From the time of initial contact, was the experimenter polite and respectful of your needs and rights?
  - c. Did the experimenter explain to you that participation was voluntary and that you had the right to withdraw at any time without loss of REP credit?
  - d. Were you given an adequate debriefing of the study? Debriefing could be verbal, on a computer screen, or a written summary to take with you.
  - e. As a result of participating in this experiment, do you have a better understanding of how psychological research is conducted?
  - f. Is there anything else you would like to share about your experience with this experiment?