New Lab Assistants Guidelines (Heuer Lab)

(1) Complete a Human Subjects training course:

For Barnard/Columbia students:

Go to this page: https://www.rascal.columbia.edu/ and login with your Barnard/Columbia UNI

Next click on "Training Center" then "Course Listings" then under "Morningside" click on "TC0505 - - Research Compliance Test for Administrators (Morningside/LDEO)"

Work your way through the course and the test. Once you pass it, save your training certificate (.jpg or .tiff or .bmp or .doc or .pdf) and send the file to me as an attachment to an email.

For other visitors (those who are not enrolled at Barnard or Columbia ***and do not have a Barnard/Columbia UNI): Y***ou can take an equivalent course at this website: https://www.citiprogram.org/Default.asp?

When registering, select Columbia University as the Participating Institution, complete the forms, take the course, and save your completed training certificate as described above and send it to me me as an attachment to an email.

(2) Familiarize yourself with ***Researcher Information for Using the Human Participation in Research (HPR) Program*** (see below)

(3) Familiarize yourself with the ***Lab Sign-out Guidelines and Procedures*** (see below)

Researcher Information for Using the
Human Participation in Research (HPR) Program
barnard.subjectpool@gmail.com

Human Participation in Research (HPR) is Barnard's computer program for keeping track of student participation in experiments in the Psychology Department. Below are some guidelines for entering a new experiment into the database, and managing old experiments. If you have any technical questions, please contact barnard.subjectpool@gmail.com. For experiment approval, contact Josh at jdavis@barnard.edu.

Initial Account Setup (Only necessary for the first login)

1. Begin by logging onto Barnard's HPR website at: **http://hpr.msu.edu/Barnard/**

2. Click on the **Researchers** link and go to the **Create an Account** page.

3. Your account creation ID is *researcher*. Enter your user information on the following page to receive a unique access ID.

4. You are now on your personal navigation page. In order to begin setting up an experiment, click on the **Submit an Experiment Application** tab.

Establishing a New Experiment

1. On your personal navigation page, click on the **Submit an Experiment Application** tab.

2. From here, enter the information for your experiment. Keep in mind that the *Restrictions on Participants* and *Participant Task* sections will be visible to students, but otherwise the information is only available to you and the administrator of the website. You will be able to edit this information after submission.

3. You have two questionnaire options. The *Information Questionnaire* allows you to collect information online about participants prior to the experiment, while the *Online Experiment Questionnaire* may be used as the experiment itself, which can be administered online in its entirety. You may choose either option or decide to run the experiment without a questionnaire.

Explanation of Tabs on Left Side of Navigation Page

View/Modify Experiment Submittal: Here you may edit any information you provided in your initial Experiment Application.
Add Sessions to an Experiment: After clicking on the particular experiment you wish to modify, you may enter new sessions for an existing experiment. You will need the location, date, and time for the desired additional session.

View/Modify Experiment Sessions: Here you may view all the information for your sessions, including number of credits possible, length of experiment, how long the participant may sign up before the start of the experiment, and number of participants signed up. Please keep in mind that once a student has signed up for a session you will be able to modify but not delete said session.
Change Name of Experiment: No real reason to do this.
Record Participant Attendance Data: By clicking on a session number in this section you can view the participant list for each session of your experiment and modify their "show" status. Simply "uncheck" the box by the participant's name to remove their credit for the experiment.
View Participant Contact Information: You may view this information for an entire experiment or a specific session by following the links. Here you may view the full name, number, and email address for each participant.
Insert [Non-Scheduled] **Participant into Session:** Here you may insert a participant who has not signed up themselves into the experiment. After clicking on the tab select a specific session you wish to modify.
Questionnaires: Here you will manage any online experiments or information questionnaires. Note: Online questionnaires should only be used if your IRB approval specifies this method. To date, we've had no experience with this option so these instructions may require some tweaking.
To create a Questionnaire:

1. Click on **Create Questionnaire**
2. Select whether you wish to have the questionnaire be "normal" or "anonymous"
3. Click **Enter Consent Message Now** and create your consent message for the questionnaire.
4. Return to the Questionnaire Options page and create your questions for the questionnaire.
5. You will have the option of deciding on the type of question and how many possible answers the student will have.
6. You may modify the Questions and Answers at any time.

Global Questionnaire Options: Global Questionnaires are used for acquiring general information about the participant population. They do not award credit to the participant. Either essay or m/c format.
Data Download Center: Allows you to download all the data for your experiment and shows information on the downloads themselves (e.g., the last time you downloaded the data).
View Experiment Status: Shows how many students are signed up for experiment, credit limit, credits used, and whether the experiment is active (approved by department and ready to run) or inactive (submitted and awaiting approval).
Logout: Make sure to logout to keep your experiment from being changed accidentally, especially if working from a school computer.

Lab sign-out Guidelines and Procedures

Lab time can be reserved at the following web site:

http://groups.yahoo.com/group/322milbank/

When reserving times in 322 Milbank, abide by the following hourly restrictions (followed by the Heuer, Stroessner, and Woike labs):

M-F, we treat as having 3 blocks of time: Block 1, 10 am – 1 pm (15 hours/week); Block 2, 1 pm – 4 pm (15 hours/week); Block 3, 4 pm – 8 pm (20 hours/week). I propose no one lab grab more than 5 hours of Block 1 per week, no more than 5 hours of Block 2 hours/ week, and no more than 6 hours of Block 3 per week. That leaves 2 extra hours of block 3 time.

This freeze on sign-up times should be in place until 7 days prior to the day in question, at which point they are up for grabs if not reserved already (this would free up the 2 left over hours as well).

The lab is for running subjects. Data entry or meetings are not scheduled there unless it is clear that no one would like to use the time for an experimental session.