TAMU Faculty/Graduate Subject Pool Information and Procedures

1.You will be notified of the open and close dates for the subject pool at the beginning of each semester. They are also posted at the bottom of the Subject Pool webpage.

2. All experiments must first be approved by the university IRB. If your approval is over a year old, you will need to contact the IRB office about having it renewed.

Once you have a letter from the IRB stating approval for your study, you should fill out the form entitled *Cover Page*. Email this form to **subjectpooltamu@gmail.com**, along with a copy of your IRB approval, a copy of your informed consent, and a copy of your debriefing form. That is, 4 forms need to be submitted in order to start a study.

Then, via email, a study **number will be assigned to you**. You may then post your signup times and study number on the ONLINE EXPERIMENT SYSTEM **using the study number assigned to you.** Do not use any other name to identify your study to participants.

For information and instructions on using the ONLINE EXPERIMENT SYSTEM, refer to SONA Researcher Information

You may also find this video tutorial for experimenters helpful.

If you do not have an account and need an experimenter account created, contact the subject pool coordinator (subjectpooltamu@gmail.com) with 1) your first and last name, and 2) your neo email address. Your username and password will be sent to your neo account.

3**. If you are continuing a study from the previous semester,** submit the form titled *Cover Page for Continuing Study Approved in Previous Semester* to **subjectpooltamu@gmail.com**. A new study number will then be assigned to you. New study numbers are assigned at the beginning of each semester, after you submit the form requesting a new number.

4. Please note that you cannot offer subject pool participants money in addition to research credit as a means for attracting participants to your study. Also, if there are IRB-approved pre-requisites for being in your study (e.g., females only), indicate this in the **Eligibility Requirements** field in the SONA online experiment system. Do not provide any information in any field that would try to attract students to your study; such may bias your sample and be unfair to other researchers. You must indicate your IRB approval number in the **IRB Approval Code** field.

5. Students who participate in your study are to be given a **SIGNED CREDIT SLIP (or consent form**) as proof of their participation. These slips are the students' only proof that they did the study.

6. If there are any questions, please contact the subject pool coordinator (subjectpooltamu@gmail.com)