



Prifysgol Cymru
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University of Wales
Trinity Saint David

Seicoleg a Cwnsela
Psychology and Counselling

UWTSD PSYCHOLOGY EXPERIMENT MANAGEMENT SYSTEM (EMS)

EMS AS A RESEARCHER

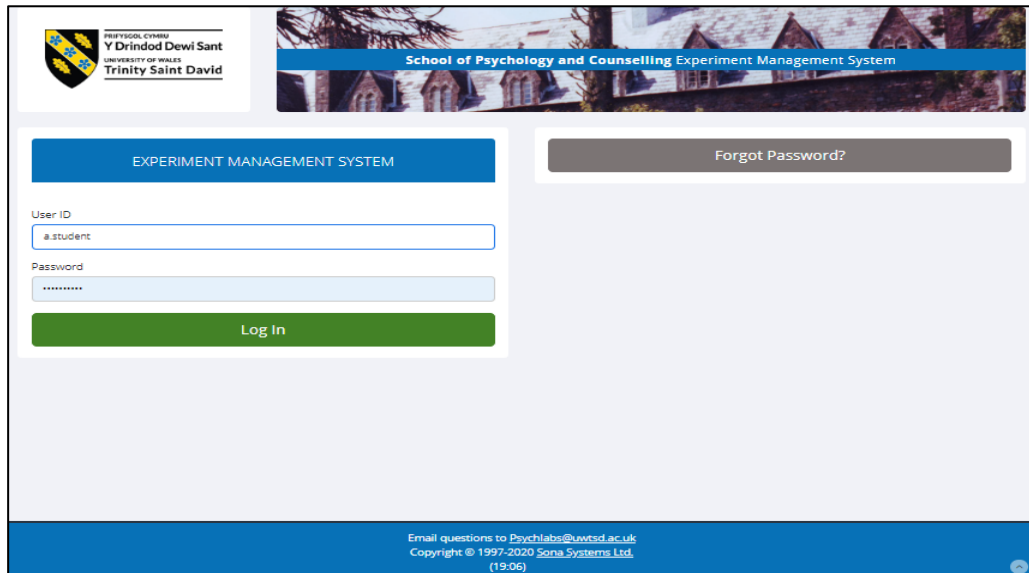


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[Link to the EMS](#)

Logging in for the first time:



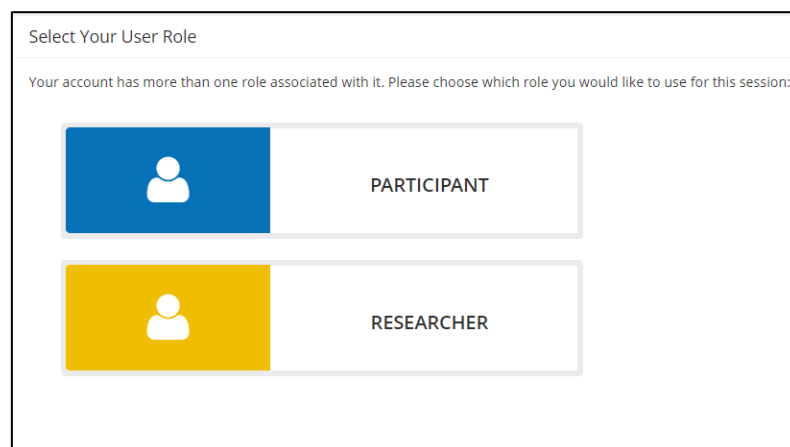
The screenshot shows the login interface for the 'School of Psychology and Counselling Experiment Management System'. At the top left is the University of Wales Trinity Saint David logo. The header features a banner image of a building with the text 'School of Psychology and Counselling Experiment Management System'. Below the header, there is a blue button labeled 'EXPERIMENT MANAGEMENT SYSTEM'. The login form includes fields for 'User ID' (containing 'a.student') and 'Password' (masked with dots), followed by a green 'Log In' button. To the right of the login fields is a grey button labeled 'Forgot Password?'. At the bottom of the page, a footer contains contact information: 'Email questions to Psychlabs@uwtsd.ac.uk' and 'Copyright © 1997-2020 Sona Systems Ltd. (19.06)'.

Your user ID and password are the same as you will have used in Level 4 & 5. If you cannot remember your username and/or password, please email psychlabs@uwtsd.ac.uk to receive a reminder.

Please note that these are NOT your university username and password; they are generated by the EMS.

The Next Steps...

As a researcher you have two functions available to you with your login details: as a participant and as a researcher. We suggest that when you first log in you should go through the 'Participant' login first and complete the pre-screen for that role (see the 'EMS as a Participant' document for guidance).



The screenshot shows a dialog box titled 'Select Your User Role'. Below the title, it says: 'Your account has more than one role associated with it. Please choose which role you would like to use for this session:'. There are two options presented as buttons with icons and text: a blue button with a person icon labeled 'PARTICIPANT', and a yellow button with a person icon labeled 'RESEARCHER'.

When you are ready to go into the system as a researcher click on the Researcher box.

Human Subject Privacy Notice:

Human Subjects/Privacy Policy

Note: You must read this policy and acknowledge it to continue using the system.

[Go to Acknowledgement](#)

Important Human Subject and Privacy Policy Notice

This website complies with various privacy and data protection rules and is governed by European Union regulations covering human subject research and data privacy. It complies with the OECD Guidelines on the Protection of Privacy and the European Union Directive on Data Protection. Please read the information below carefully, and contact the person listed in the [Contact Information](#) of this notice for more information.

As a person responsible for research studies, you should also review the manuals and guidelines provided to you by your institution or department.

Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: Paul.hutchings@smu.ac.uk

You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

Yes

No

As a researcher you are going to collect data from participants, and you **MUST** treat these data with the respect they deserve, with regard to your ethical considerations and your compliance with GDPR and OECD guidelines. By clicking 'yes' you are agreeing to abide by these guidelines, which are available from your Moodle pages and the university research pages. If you are in any doubt about any of these guidelines you should consult them prior to agreeing, but you must agree to this in order to gain access to the system.

Once inside the system you will want to change your password if you have not already done so in the Participant function. Your new password needs to be a minimum of eight characters.

EMS Researcher Profile:

From this page you will control the studies that you create within the EMS.

Adding a New Study:

- Select 'add new study' in top tab.
- Must first choose the type of study you are going to be running:
 - Standard study (including lab-based, on-campus Quantitative studies, interviews and focus groups)
 - Online studies (internal and external) All studies should be 'CREDIT' studies. No dissertation studies running through EMS should be paid unless previously agreed by the Supervisor/Principal Investigator and Ethics Committee.

Setting up a 'Standard Study':

This is for any studies that will take place with participants in a physical or virtual location. This includes:

- Lab-based studies
- On-campus quantitative studies (face-to-face with participants or via Teams)
- Qualitative Interviews (either in-person or via Teams)
- Qualitative Focus Groups (either in-person or via Teams)

Basic Study Information:

Study Information	
Please enter information below about the study. The study name may not be the same as any other studies, to avoid confusion. All fields are required unless otherwise marked. Only the administrator may approve a new study so that it is visible to participants. If you are creating a simple study, you only need to complete the Basic Study Information section. More advanced options, including pre-requisites and email notification options are available in the other sections of the form.	
Basic Study Information	
Study Name	
(Participants see the list of studies in random order not alphabetical order.)	
Brief Abstract (Up to 255 characters, optional)	
Detailed Description (Up to 15,000 characters, optional)	
Eligibility Requirements	None
Duration (Minutes)	15
Credits (Credits must be evenly divisible by 1)	1
Timeslot Usage Limit	100 Hours (only the administrator may change this value)

Study Name:

- The name of the study should be in the following format: CAMPUS_credit_RESARCHER INITIALS
e.g., SWAN_credit_KES
- Please note that the campus codes are SWAN (Swansea) and CARM (Carmarthen). It is particularly important that the two campuses are distinguished between for research taking place in a physical location and so this must be clear.

Abstract:

- All researchers **MUST** provide an **abstract** for their study outlining what participants will be *doing* (e.g., 'A questionnaire and a computer-based task exploring the link between exercise and personal wellbeing' or 'A focus group exploring women's experience of childbirth')

Detailed Description:

- This section gives the participants more information about the study topic and tasks (e.g., 'You will be required to complete two questionnaires relating to your level of physical exercise and questions relating to your personal well-being. You will also be required to complete a short cognitive task where you will be expected to view and recall words and images' or 'This study will involve a discussion of women who have given birth within the last 5 years. The topics to be discussed include Antenatal care, midwifery care, experience of childbirth. Any of these topics could be sensitive and cause distress if you experienced a traumatic childbirth – please only sign up if you are happy to talk about these experiences.')
- You should always fill in this detailed description with details of the study.

Eligibility Requirements:

- This is set to 'None' by default – try not to use this unless it is necessary.
- Any eligibility requirements (e.g., 'must be female' or 'must not have corrected vision') must be agreed by your supervisor prior to the start of the study and must be for a scientifically valid reason, not just because it makes your life easier as a researcher.

Duration and Credits:

- Researchers should be aware of exactly how long their study is going to take (i.e., you should run a practice/pilot study with a few participants [or friends/family/etc.] and record the length of time it takes on AVERAGE to complete all aspects of the study).
- Currently **1 credit = 10 minutes** and multiples thereof – DO NOT offer additional credit that does not match the time required for your study; this constitutes bribery and is a highly unethical practice. Therefore, if a study takes 30 minutes, then you should offer three credits and you should set the timeslot for 30 minutes; any study found to be offering inappropriate number of credits against timeslot allocations will be immediately suspended.

Preparation:

- Only use this if your participants are expected to do something BEFORE they participate in your study. Otherwise, leave it set to 'none'.

Researcher and Principal Investigator:

- Your name as a researcher should already be selected in the right-hand box – the principle investigator will be your EP supervisor.

SREC Approval Code:

- **RESEARCHERS DO NOT FILL THIS IN**
- This section is ONLY completed by your supervisor once your study has been approved by them.

Advanced Settings:

Most studies will not need many advanced settings but please review all of the options in this section to ensure you have not missed anything.

The screenshot displays the 'Advanced Settings' interface, which is divided into two main sections: 'Pre-Requisites' and 'Disqualifiers'. Each section contains a header, two radio button options, a search bar, and two large empty boxes for selecting studies. In the 'Pre-Requisites' section, the first radio button is selected. In the 'Disqualifiers' section, the text 'Participants must **not** have completed or have a pending sign-up for ANY of these studies:' is present. Both sections have 'My Studies' and 'All Studies' buttons above the search bar. The 'Available' and 'Selected' labels are positioned below the respective boxes. A third section at the bottom is partially visible with the text 'Participants must be in one of these courses:'.

Advanced Settings

Pre-Requisites

☒ Participants must participate in ALL of these studies before they may sign up
☐ Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies All Studies

search...

Available Selected

Disqualifiers

Participants must **not** have completed or have a pending sign-up for ANY of these studies:

My Studies All Studies

search...

Available Selected

Participants must be in one of these courses:

Pre-requisites:

- There should not be any pre-requisites needed unless you are using multi-part studies. Again, discuss this with your supervisor first.

Disqualifiers:

- If there is another study that is similar to yours or measuring the same things, you can choose to eliminate participants and not allow them to sign up to your study if they have already signed up to the other one. For example, if you know that a study is running on Facebook use and your study is on Facebook use, you may not want participants to sign up to your study having already been given a debrief for the other study.

Course restrictions:

- This **must** be applied to any study being carried out in a physical, campus-based location (e.g., researchers who are carrying out studies on the Swansea campus should select 'Level 4 Swansea',

'Level 5 Swansea', and 'Level 6 Swansea' as their Course Restriction – each research study will only appear to those participants in the selected courses).

- Researchers carrying out online studies can select all courses as any participant can take part in these studies.

Invitation Code:

- An invitation code is needed if you are going to use pre-screen results to select specific participants. Please do not invite any participants unless previously agreed by the Supervisor/Principal Investigator and Ethics Committee.

Participant Sign-Up Deadline:

- This is automatically set to 24 hours – so participants would not be able to sign up to your study in the 24-hour period before the time/date of your study.
- You may want to change this to as long or short as you wish, but be careful when doing this - if a participant signs up at short notice and you are not keeping an eye on things or are not available, then you will have to credit the participant and lose out on the opportunity to collect that participant's data.

Email notification:

- It is a good idea to set this to 'yes – for sign-ups and cancellations' to ensure you will be informed of any changes regarding your studies and participants.

Final Part:

Finally, you can add your study to save your progress this far. Please remember, your study will **not** be active and appear to participants until it has been approved.

At this point you need to contact your supervisor to approve the study if you are confident that you have correctly completed your study setup.

Online Studies:

Online Studies can either be internal (conducted via the EMS) or external (conducted via an external service, such as Qualtrics or Google Forms)

Setting Up an Internal Online Study:

This is where your Questionnaires will be completed by participants through the EMS system. This is ideal for simple Likert-type questionnaires that do not require more complex questioning types (e.g., branching, skip logics etc.) Questionnaires created through the internal survey function are only available to participants in the EMS panel (no-one without access to EMS can complete them).

- This is initially set up in the same way as a lab-based study, however you need to select 'Online Internal Survey Study' on the first page and then follow the above steps to complete the study setup.
- Once you have completed all steps you can add your survey by selecting 'Update Online Survey' on the Study Information page.
- You must add Introductory and Closing Text (which will act as your Debrief), and your specific Questionnaire questions.
- Each question can either be single choice, multiple choice or a free text box.
- Review all sections and questions to ensure no errors.
- Once complete, consult your supervisor for approval.

Setting Up an External Online Study:

This is where your Questionnaires will be completed by participants through an external source, such as Qualtrics. This is preferable for more complex questionnaires requiring multiple parts, or those that require branching and/or skip logic as part of their structure, or any questionnaire that is designed to go beyond the participant panel.

- This is initially set up in the same way as a lab-based study, however you need to select 'Online External Study' on the first page and then follow the above steps to complete the study setup.
- In the Advanced Settings you simply need to insert the link to your online survey into the 'Study URL' box.
- When participants click on the link they are taken directly to your external questionnaire.
- You should follow the instructions provided by EMS and Qualtrics for how to allocate credits directly upon completion of the study. If you do not do this, then it is your responsibility as a researcher to individually award credit to participants.

Study Approval:

Your study will not be approved until your supervisor has sent a request to Psychlabs. **Individual students should not request approval to Psychlabs, this must come from your supervisor.**

Once your supervisor has sent the approval request, and this has been accepted by the system, the study is ready to go live and be available for participants to sign up.

Please note that, when contacting Psych labs or your supervisor, it is possible that you will have to wait for up to 72 hours before your request is actioned. Therefore, you need to plan accordingly.

Once your study is Approved and made Active, your study will not be available to participants until you have added in timeslots – this applies for both physical and online studies (please see below of details on how to add timeslots).

Booking Time in a Psychology Labs

Swansea Campus:

For lab-based studies in Swansea, once your study has been approved and you are ready to start running your study you can add time slots for participants to sign up to. However, before you do this, **you must book yourself into your assigned lab using the Lab Booking link displayed on the Dissertation Moodle page.**

- If you have not booked a lab within the time frame allocated for that week, you can email Psychlabs@uwtsd.ac.uk to ask if there is any remaining availability. **However**, this request may not be answered before you need it, nor granted. Therefore please make sure you book your lab within the time frame allocated. This is usually between Monday at 9am until Sunday at 5pm the week before you want to book.
- If you continually book a lab and do not attend your booking you will lose your lab booking rights. If you need to amend or cancel a booking please email psychlabs@uwstd.ac.uk

Carmarthen Campus:

Please consult your supervisor directly regarding lab availability on the Carmarthen campus. For students on the Carmarthen campus who wish to use the facilities in Swansea, please contact Psychlabs@uwtsd.ac.uk via email, copying in your supervisor, with details of your query or request.

Adding Timeslots onto the EMS (All campuses):

- On the 'My Studies' tab you need to select 'View/Administer Time Slots'.
- Here you can either add a single time slot or multiple time slots:

Adding a Single Timeslot:

- Select the date and the start time of your timeslot – the end time will automatically generate depending upon your study duration. Please be aware the EMS uses a 24-hour clock, so adding a time in for 01:00 will be for 1am!
- You also need to select the location of your study – your lab allocation and access key will be provided to you at the beginning of the year (Swansea). **It is important to only book into the lab you have prior access to. Please note, any timeslots added to Labs that you are not authorised to use will be deleted.**

Adding Multiple Time Slots:

- Select the date and start time.
- Here you need to add your required number of time slots for that session (e.g., if you are adding timeslots for a block of 2 hours, and your study is 30 minutes in duration, you need to add 3 timeslots with appropriate cleaning and preparation time allowed for between timeslots).
- If you tick 'Yes' to 'Move timeslots to business hours?' then you will only be able to add timeslots between the lab opening times (to be confirmed at the start of Semester One).
- With standard Lab based or Interview studies you will only require one Participant at a time – this can be changed if you are carrying out a study that requires multiple participants (e.g., a Focus Group that requires 4 participants at one time). ***Please note that currently research involving more than one participant at a time (e.g., a focus group) cannot take place in the lab environment and so room booking for this type of research should be discussed with the supervisor.***
- You should add time between each slot to clean and set up the lab for the next participant. Please factor this into your allotted lab time – anything beyond your allotted time will be deleted.
- Select your location.
- You can copy the added timeslots to specific weeks in the future – however, be aware you may not have access to the Labs at the same times each week.

There are two important things to consider here:

- ❖ **You must NOT add timeslots onto the EMS without first booking into your lab via the Qualtrics link.**
- ❖ **Remember that there will possibly someone in the same lab before or after you will be using it – please consider this when adding your timeslots as you need to build in time to set up and shut down your study. You must be out of the lab in good time to ensure you are not eating into someone else's time!**

