

Researcher Guide to Lab Booking and the EMS.

When logging in to the EMS for the first time, you will see a page outlining your responsibilities as a researcher, which you must read through and click if you accept the terms.

You will be given the option to choose between your Participant and Researcher profile – you can only add your study on your Researcher profile. Your Participant profile can be used to take part in each other's research.

Adding a New Study:

- Select the 'add new study' in top tab
- Must first choose the type of study you are going to be running. Most will be standard studies. Two-part standard study should not be used unless absolutely necessary. This should be discussed with your supervisor beforehand.
- 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.

Basic Study Information:

- The name of the study should be in the following format: SWAN_credit_XX (researchers initials) e.g., SWAN_credit_KES
- Please note that this is different to what you may have seen previously; we now have a Carmarthen cohort using EMS and so it will be important to distinguish between the two courses when carrying out research in a physical location (their code would be CARM_credit_KES).

Abstract:

- All researchers MUST provide an **abstract** for their study outlining what participants will be *doing*, i.e., a questionnaire and a computer based task.

Detailed Description:

- Gives the participants more information if it is necessary, e.g., completing questionnaires about suicide related issues would need to inform potential participants that the study covers issues of suicide and state something along the lines of ‘If you feel that this subject would upset or offend you please do not sign up for this study.’
- You should always fill in this detailed description.

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 = 15 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. If a study takes 20 minutes then you should offer two credits but should set the timeslot for between 20 – 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 come to 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 - Principle investigator will be your dissertation/academic supervisor.

SREC Approval Code:

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

Approved?

- Your study will not be approved until your supervisor has sent a request to Psych Labs. INDIVIDUAL STUDENTS SHOULD NOT REQUEST APPROVAL.
- Once your supervisor has sent the approval request, and this accepted by the system, the study will go live and be available for participants to sign up.

Please note that, when contacting Psych labs or your supervisor to gain extra credits, have a study approved etc., it is possible that you will have to wait for up to 72 hours before your request is actioned. Therefore, you need to plan ahead accordingly.

Advanced Settings:

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

Pre-requisites:

- There should not be any pre-requisites needed unless you are using two-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 similar 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 must 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 (Read on to find out how to use the pre-screen results).

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 participants 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.

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 you have correctly completed your study setup.

- Once your study has been approved it will be up to you to make the study 'active' – you can find this function under Study Information. It will be set to 'no' and it is your responsibility to make it active when you are ready for participants to see your study. In order for a study to be made available to participants it **must** be 'approved' and 'active'.

Online Studies:

Setting Up an Internal Online Study:

- This is where your Questionnaires will be completed by participants through the EMS system.
- 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 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.

Booking Time in a Lab:

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.

But, before you do this, you must book yourself into your assigned lab using the link displayed on the Dissertation page on Moodle.

Booking into a Lab:

- Each week a link to the Qualtrics Lab Booking system will become available on Moodle which allows you to book into your assigned lab for the following week. **Each booking will be for a week in advance so time management here is highly important.**
- You can **ONLY** book into the specific lab you have been given access to at the beginning of the year. **Please be aware, any bookings in a lab you have not been assigned to will be deleted.**
- You are able to book TWO sessions in your specific lab per week. Each session will consist of a four hour period (either morning or afternoon on the available days). **Any more than TWO bookings per week will be deleted unless prior approval has been obtained.**

- Please be aware, multiple students will be assigned to a single lab, and the bookings through Qualtrics are on a first come, first served basis, so organisation is important to ensure you get the times you require.
- A copy of the Level Four and Five semester timetable is available in the Lab Manager office (Lab A). You may consult this if you wish to plan your time around specific cohort availability.

Adding Timeslots:

Once you have booked your time in the lab through the Qualtrics Lab Booking System, you can add your time slots for participants on the EMS.

- 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 time slot – 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. 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:

Again, you need to 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 4 timeslots).

- If you tick 'Yes' to 'Move timeslots to business hours?' then you will only be able to add timeslots between the times of 9am and 5pm.
- With standard Lab based or Interview studies you will only require 1 Participant at a time – This can be changed if you are carrying out a study that requires multiple participants (e.g., a Focus Group).
- You can add free time between each slot if you require this to allow time to set up ready for your next participant. **Please factor this into your allotted lab time – anything beyond your allotted time will be deleted.**
- Again, 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.
- It is important to 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.

It is important to note, you must NOT add timeslots onto the EMS without first booking into your lab via the Qualtrics link,