Experiment Management System (EMS) — Researcher Instructions

The Experiment Management System (EMS) provides an easy method for participants to sign up for your studies. Everything is done through the software's web-based interface so you can access the system at any time, from any computer, using a standard web browser.

Getting an account. The Participant Pool Coordinator will create a researcher account on your behalf when your application to the Participant Pool is approved. You will receive the account information by e-mail. **The e-mail will be sent to your @uregina.ca account**. The email will come from "Business Admin Research System" ureginabusresearch-admin@sona-systems.net If you do not receive such information, please contact the Participant Pool Coordinator.

Logging in. Once you have your login information, go to the EMS website and enter your user ID and **EMS password** to login. The EMS website address is http://ureginabusresearch.sona-systems.com

If you would like to change your password or other information about yourself, choose *My Profile* from the top toolbar.

Login sessions expire after a certain period of inactivity. If this happens, you can always log in again. When you are done using the system, it is best to log out explicitly rather than merely closing the browser. Logging out is done by choosing *Log Out* from the toolbar.

Studies. Within the system, you may view an approved study, change or approve timeslots, and grant or deny participants credit. If you wish to change the details of a study or wish to request an increase to your maximum number of credits, you will need to contact the participant pool coordinator to do so.

To view your studies, choose the My Studies option. The system will list all your studies in alphabetical order by study name, grouped by studies that are active, then inactive studies.

If you would like to see how your study appears when participants view it, find your study and choose the Participant Study View Option. This will show exactly how the study appears to participants.

To view all studies that are visible to participants, choose the All Studies option from the top toolbar. You will see first a list of all Active studies.

Timeslots. Timeslots are the available times when a participant may participate in a study (on-line or face to face). Timeslots allow you to specify a date, time, location, maximum number of participants and researcher for a session. To add a timeslot for a study, you must first choose the study that you would like to add a timeslot for.

To view your studies, choose the My Studies option on the top toolbar. Click on the desired study and choose the Timeslots choice. You will see a list of any existing timeslots and the Add A Timeslot option at the bottom of the page. Click on Add A Timeslot. Information about date start time, end time, # of participants, and location should be added.

If you would like to add multiple timeslots at once, choose the Add Multiple Timeslots link. You may choose to add a specified number of timeslots, or copy the timeslots from another week to a specified week. If you choose to create a specified number of timeslots, you can choose the number of timeslots you would like to add, the start time and date, and the amount of time between each timeslot (to allow for breaks).

To modify or delete a timeslot for a study, you must first choose the study that you would like to deal with. To view your studies, choose the My Studies link from the top toolbar. Choose the Timeslots option in the timeslots column for the desired study. You will see a list of all recent timeslots. Recent timeslots in the past with no participants signed up will not be displayed. To work with timeslots more than a few days old and to see all timeslots, you will see a link to view all timeslots for the study. Select the timeslot you would like to deal with and click the Modify button.

If the timeslot has no participants signed up, you will see a delete button. You may not delete a timeslot that has participants signed up for it. If you would like to modify the timeslot, modify the desired information and click the Update button just below the timeslot information. It should be noted that participants will not be notified of any changes.

If you would like to delete multiple timeslots at once, you may do that as well. Again, this feature is available for those timeslots which have no participants signed up. At the bottom of the Timeslots page, you will see a Delete Multiple Timeslots option. Choose the timeslots you would like to deleted and choose Delete Selected Timeslots to proceed.

To view the list of participants who have signed up for your study, you must first select the study and timeslot you wish to see. To view your studies, choose the My Studies option from the top toolbar. Click on the Edit link in the timeslots column for the desired study, then select the timeslot you would like to see, and click the Modify button. The list of participants will be listed.

If you are running an online study, you will need to assign time slots so that your participants will be able to use the EMS system to sign up for your study. However, you can simply choose a single time slot and add all participants to that same slot. For example, if you have a study for which you have been allocated 60 credits, you can create a single time slot on the last day you will allow participation in your study (**NOTE: This date cannot be after the last day of classes**).

Granting or Revoking Credit. At the completion of a session, you should <u>promptly</u> deal with assigning participants' credits. Students can view their credit status and will want assurance that their participation has been accounted for. Failure to do so may cause undue pressure on the Participant Pool Coordinator and relevant research credit eligible course instructors, which may ultimately put the participant pool at risk.

You are responsible for granting participants credit to students who consent to participate in your study, <u>whether they complete the study or not</u>. To ensure that participants receive credit, you must include your contact information on the consent form and instruct participants to contact you once they have completed the study (either finishing or quitting it) in order to receive their participation credit. This will ensure that students cannot receive credit for your study without having attended/logged in and having granted consent.

You are also responsible for ensuring that students receive evidence of their participation. This evidence may be used for granting credit or in case of error or dispute.

Appropriate methods of providing such evidence are suggested on the **Researcher Application Form** and should be provided in the description of research section of your application. These may include providing them with a copy of a signed consent form or having them print or email themselves the page immediately following the consent form on an on-line survey. You may want this page to include a unique identifier for confirmation purposes.

To grant/revoke credit for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the My Studies option from the top toolbar. Click on the Edit link in the timeslots column for the desired study, then select the timeslot you would like to see, and click the Modify button.

You will see a list of participants. If the participant properly participated in the study, click the Credit Granted button next to their name. If the participant did not appear, choose the Participant No Show? button. **Remember:** Credit may <u>only</u> be revoked for no shows or those who do not consent to participate in the study. Click on the Update Sign-Ups button at the bottom of the list of sign-ups to save your changes.

Please do not leave any sign-ups for a timeslot that has occurred in the No Action Taken stage. This is credit "limbo" and the system will warn you upon your next login about the offending timeslot.

If you have any questions about the Participant Pool, please contact the Participant Pool Coordinator. The coordinator's address is business.participant.pool@uregina.ca.