

## **OSU COB Research Suite and Subject Pool Guidelines**

**Oregon State University  
College of Business**

**Version: February 2, 2017**

**The COB Research Suite and College of Business subject pool will operate according the following guidelines, which all Faculty, Instructors, and Students are expected to follow.**

## SUBJECT POOL GUIDELINES

### Justification

The College of Business at Oregon State University conducts research that involves recruiting students from College of Business courses. Students for the research will be drawn from First-year Experience Courses (i.e., BA 101 and BA 160 (new subjects)), as well as upper-division courses (i.e., BA 352 and BA 390). Instructors of other COB courses have the option to choose to offer credit in their classes for research participation. It is possible that students may be enrolled in more than one class requiring research in the same term, in which case students would be required to either participate in multiple studies or complete multiple alternative assignments, or a combination therein.

Students are offered the opportunity to fulfill a research requirement in exchange for partial credit in their course(s). The requirement may be met by participating in research session(s) or by completing an alternative to research participation. Each student is expected to participate in 1 hour of subject pool research over the course of the term or complete the alternate assignment. Pool participation will account for 2% of a student's grade.

The College of Business regards the research requirement as providing three important contributions to students in our program. First, it serves as an educational experience allowing students to see first-hand how research is conducted. Second, it allows our students to make a meaningful contribution to the sum of human knowledge by providing information that may solve important business-related questions. Third, it allows graduate students, honors students and others to have access to subjects to carry out their course requirements.

### Introduction

All research involving human subjects directed or conducted by the students, faculty, or staff of the College of Business at Oregon State University that is related to the University must follow explicit guidelines for the protection of human subjects as developed by the Office of Research Integrity – Institutional Review Board (IRB) in compliance with federal regulations.

For more information please see: <http://research.oregonstate.edu/irb>.

Researchers should consider the following when conducting research with human subjects:

1. Obtain informed consent to participate.
2. Protect the subjects from harm.
3. Remove any negative after-effects of the research.
4. Adequately debrief the study participants.
5. Maintain confidentiality.

### Definition of Terms

**Research Session:** Students register to participate in a research session(s). A research session could include one research study or multiple research studies. Most research sessions will be 30 minutes or 1 hour of research participation. Students are required to participate in 1 hour of research. This may consist of one 1-hour research session or two 30-minute research sessions.

**Alternate Assignment:** A student may elect to complete an alternate assignment instead of the research requirement. The alternate assignment is due at the end of the ninth week of the term and is the same for all classes participating in the COB subject pool. Please see Alternate Method of Fulfilling the Research Requirement.

**Research Suite/Subject Pool Coordinators:** The faculty member(s) from the COB responsible for coordinating the research suite and administering the subject pool. Professor Colleen Bee ([colleen.bee@bus.oregonstate.edu](mailto:colleen.bee@bus.oregonstate.edu)) and Professor Jay Hardy ([jay.hardy@oregonstate.edu](mailto:jay.hardy@oregonstate.edu)) are currently serving in this role.

**Principal Investigator (PI):** PIs are ultimately responsible for the conduct of research. Principal Investigators may delegate research responsibility. However, investigators must maintain oversight and retain ultimate responsibility for the conduct of those to whom they delegate responsibility. The IRB recognizes one PI for each study. The PI is ultimately responsible for the conduct of the entire study and all study team members. Protocols that require skills beyond those held by the PI must be modified to meet the investigator's skills or have one or more additional qualified faculty as Co-investigator(s).

**Researcher:** The individual(s) responsible for executing or running the proposed study. This individual may be a COB faculty member, or a graduate student or an Honors College student under the supervision of a COB faculty member advisor. All individuals involved as part of the study team must be IRB-approved.

**Research Suite:**

- Austin 306 Interview Room (Capacity: 4)
- Austin 308 Business Research Suite (Capacity: 10)
- Austin 308B Digital Studies Lab (Capacity: 14)
- Austin 308D Research Studio (Capacity: 12)

### **Prior to the Data Collection Session**

#### *IRB Protocol Application Language*

*Note: Please review the following prior to IRB application submission. Researchers can copy/paste and/or address as necessary for their research projects.*

1. **Subject Population:** Respondents will come from the COB subject pool. Only participants 18 years of age and over will be eligible.  
*Note:* Researchers will need to include inclusion and exclusion criteria, unless the only criterion is that students are in the COB subject pool.
2. **Recruitment:** Participants will be identified and recruited from classes participating in the COB subject pool. Participants will be informed by their instructor/Research Suite/Subject Pool Coordinators that they may participate in research studies or complete the alternate assignment for credit. Students will be notified either in class, syllabus, email, or on their course website. For research credit students will be instructed to review the research sessions on SONA and sign-up for an appointment to participate.
3. **Alternate Assignment:** A student may elect to complete an alternate assignment instead of the research requirement. The alternate assignment is due at the end of the ninth week

of the term and is the same for all classes participating in the COB subject pool. Research Suite/Subject Pool Coordinators will handle all Subject Pool alternate assignments.

4. *Participant Registration*: Participant registration for research will be done exclusively through the COB's online system for the recruitment of research participants (SONA system). No registration outside of this system will be done.
5. *SONA Information to Participants*: Please provide the following to IRB for inclusion in SONA: study title, location, duration, and brief description of the study/studies as well as the name, email and phone number of the PI(s).
6. *Compensation*: Compensation will be credit for eligible COB courses conforming to the guidelines detailed in the COB subject pool agreement.
7. *Explanation of Research/Consent to Participate*: You are being invited to take part in this research because you are a university student, you are 18 years of age or older, and you are taking a course that is the part of the COB Subject Pool. Your participation in this study is entirely voluntary and you may stop the study at any time. In order to receive course credit you must follow instructions and answer questions truthfully and honestly, to the best of your ability. You will not be paid for participating. You will receive course credit for participating (2% of your grade as outlined in your course syllabus).

*Research Suite Requests (with or without Subject Pool Request):*

1. It is possible to reserve the lab without requesting Subject Pool hours.
2. The research Lab Directors will respond to Research Suite requests within 1 week.
3. An attempt will be made to accommodate all requests, but no guarantees can be made.
4. The maximum amount of time that can be reserved is 40 hours per term (regardless of the number of researchers). Requests in excess of the 40 hours are permitted if space is available 7 days or less in advance of desired date.
5. Research suite reservation requests can be made at the following web address (only to be used if NOT requesting subjects through the subject pool):  
[http://oregonstate.qualtrics.com/SE/?SID=SV\\_efc41g5M89Br1xH](http://oregonstate.qualtrics.com/SE/?SID=SV_efc41g5M89Br1xH)

*Approval and student subject pool request*

1. The researcher must obtain approval from OSU IRB prior to initiating recruitment of subjects. Research with subjects under 18 years of age is not permitted.
2. The researcher must submit a Subject Pool and Research Suite Request form. Researchers can access the form at the following web address:  
[http://oregonstate.qualtrics.com/SE/?SID=SV\\_5mR99YGBmJgDS7P](http://oregonstate.qualtrics.com/SE/?SID=SV_5mR99YGBmJgDS7P)
3. Student researchers must obtain their advisor's approval prior to submitting their requests.
4. Applications for student subjects are due one week prior to the start of the term. The Subject Pool coordinator may make allocation decisions on a case-by-case based to ensure equity.
5. If requests exceed available time, then priority goes to, in order:
  - R&Rs by COB Assistant professors, COB Associate professors, COB Full professors, COB Ph.D. students, COB Master's students
  - Non-tenured tenure-track COB faculty research projects
  - COB Ph.D. student second-year project or dissertation
  - Tenured COB faculty research projects

- Graduate COB student research projects (Master's students, Ph.D. students working on independent research projects)
- Commercial projects associated with COB (e.g., C2C)
- Undergraduate COB student research projects under the supervision of a COB faculty member
- Projects outside COB

*Recruiting and registering students from the subject pool for study participation*

1. Studies will be posted online using Sona Systems.
2. Students in classes participating in the COB subject pool will be informed by their instructor that they may participate in research studies or complete the alternate assignment for credit. Students will be notified either in class, syllabus, email, or on their course website. For research credit they will be instructed to review the research sessions on SONA and sign-up for an appointment to participate. The SONA system will include the study title(s), location, time, duration, and brief description of the study/studies as well as the name, email and phone number of the PI(s).
3. At the start of each term and at the discretion of the class instructor, the Subject Pool Coordinator or Student Assistant will be available to attend the first or second meeting of any class participating in the subject pool to make a brief presentation outlining the research requirement for the class; discuss students' rights as human subjects, and review the operation of the Subject Pool and website. Students will also be told of the alternative assignment should they wish to not participate in a research study.
4. If an instructor of a course included in the COB subject pool is also a member of a study team the Subject Pool Coordinator or Student Assistant will present the above information in class. Instructors will not receive student participation information until the end of the term. Instructors are not informed whether students received credit through research participation or through the alternate assignment.

**The Data Collection Session**

1. Faculty or IRB-approved research assistants are expected to run studies.
2. Students may terminate participation at any point. However, in order to receive credit for participation, the student must follow instructions and make an honest attempt to complete the experiment. If instructions are not followed students will not receive credit for participating in research. Researchers are encouraged to use attention checks in their research design. Simply arriving at the testing site, signing in and then leaving without hearing the purpose of the research or beginning the experiment does not constitute participation. Students not following instructions or engaging in such behavior will be responsible for completing another study or the alternative assignment in order to receive participation credit.
3. If a research participant does not meet the eligibility criteria (i.e., screening criteria) for research after arriving for an appointment they will not be allowed to complete the research students. Students can sign up for another research session (if available) or complete the alternate assignment to obtain credit.
4. Informed consent must be obtained as approved in the IRB-approved study protocol.

5. Student cancellation of participation in a research session can be done through SONA systems. Students will not receive credit when they cancel but they will not be penalized for cancelling and they can sign up for another research session, if available or complete the alternate assignment to receive research credit. If students cancel less than 24 hours in advance (unexcused no show), students do not receive credit and can still sign up for another research session, if available or complete the alternate assignment. Only two unexcused no shows are allowed per term. After two unexcused no shows students cannot obtain credit through research participation and students must complete the alternate assignment to obtain credit.
6. If a researcher cancels a research session less than 24 hours in advance, students will receive credit for research participation. If a researcher cancels a research session more than 24 hours in advance, students do not receive credit and can sign up for an alternate research session or complete the alternate assignment.

### **Alternate Method of Fulfilling the Research Requirement**

1. If a student for any reason does not wish to participate in a research session, he/she may elect to complete an alternate assignment.
  - The Subject Pool coordinator or Student Assistant will read the alternate assignment and either judge it to be satisfactory or unsatisfactory.
2. The alternate assignment is due at the end of the ninth week of the term.
3. The alternate assignment is the same for all classes participating in the COB subject pool.
4. Alternate assignment details:
  - Find a current news article (appearing in the last six months) that illustrates principles discussed in your class (text, lecture, or readings). You need to turn in the original article (or copy), or web address/links to the print/audio/video of the material along with a two-page (double-spaced) discussion of how you see the article as illustrative of the principle.
  - Papers should be no more than two pages double-spaced
  - Your paper must also include your name, the class you are getting credit for, the day and time of your course, and your instructor's name

### **After the Data Collection Session**

#### *Subject records*

1. Upon completion of the study, the researcher indicates through the SONA system that students have participated in research and should receive credit for participation.
2. The Subject Pool Coordinator or Student Research Assistant will be responsible for notifying participating course instructors which students should receive participation credit.

*Researcher compliance with procedures*

1. Failure to follow the procedures outlined in this document may lead to disciplinary action, including revocation of permission to use the subject pool, or a formal complaint to the Associate Dean for Research in the College of Business.

*Credit for Participation*

1. Students who fail to participate in the required research session(s) or who do not complete the alternate assignment will not receive credit.
2. Students will have until the end of the ninth week of classes to either complete the required number of research sessions or the alternate assignment.
3. Students who attend a session but do not follow instructions or make little or no effort to participate in the research study will be expected to complete the alternate assignment.
4. Credit for participation in a study attaches to only one class (i.e., students can't "double-dip"). Students cannot get credit in multiple classes for participation in a single study. Students must specify the class to which they want the credit to go, which will be tracked by the Sona System software.

**SUBJECT HOURS REQUEST FORM**

[http://oregonstate.qualtrics.com/SE/?SID=SV\\_5mR99YGBmJqDS7P](http://oregonstate.qualtrics.com/SE/?SID=SV_5mR99YGBmJqDS7P)

Please fill out the following information to request time for the Fall/Winter/Spring 20XX COB Subject Pool. We will do our best to accommodate your request, but this is not guaranteed.

*You must have IRB approval prior initiating recruitment and running a study in the Behavioral Research Suite.*

Please select all that apply in regard to this request

- Faculty research
- PhD/faculty joint research
- Dissertation
- First-year/second-year paper
- Master's thesis
- Honors Student

What is the title of the project for which you are collecting data?

What is the IRB Protocol Number for this research?

Applicant's Name:

Please select your position: Faculty, Ph.D. student, Honors College Student, Other

If student, Advisor's Name:

Please indicate your preferences for data collection subjects.

How many subjects do you need?

Please indicate your preference: new subjects, upper division students, no preference

*Please Note:*

- New subjects, *i.e.*, have not participated in any COB research studies previously. Note: **If you are running the same study as a previous term, consider selecting lower division students.**
- Upper division students

What is the expected length of your study (minutes)?

What software and/or equipment are you planning to use?

Are you submitting more than one request/Have you previously submitted a request for this term? Yes/No

Please list all studies and describe which one is the priority. We may not be able to accommodate multiple requests from one researcher.

Do you have any special requests or instructions for your study that have not been covered by the previous questions?

I certify that this research complies with the scientific, educational, and ethical requirements of research with subject pool subjects. I understand all the procedures and policies involved in using the subject pool. I will comply with these policies and procedures and take steps to ensure that all researchers connected with this research will do likewise.

Please type your full name if you agree with the statement above.

Thank you! We will contact you soon with the Subject Pool schedule.

If you have any questions about this form (or suggestions), please email [cobresearchsuite@oregonstate.edu](mailto:cobresearchsuite@oregonstate.edu).



## SYLLABUS INSERT/CANVAS/EMAIL/IN-CLASS ANNOUNCEMENT

Students have the opportunity to experience the research process firsthand. To fulfill this requirement, students must choose one of the following options: participate in a **1 hour of research** or complete an **alternate assignment**.

Please read the details below carefully to be sure that you receive credit for your participation.

If you have any questions, please email [cobresearchsuite@oregonstate.edu](mailto:cobresearchsuite@oregonstate.edu)

### OPTION 1: PARTICIPATION IN RESEARCH SESSION(S)

***What do I need to do to receive credit for the marketing research requirement?***

- Register for, attend, and participate in **one hour of research**.
- This may consist of one 1-hour research session or two 30-minute research sessions. You will see the schedule of research sessions and duration of each research session on the SONA site.
- Research sessions could include multiple studies.

***How do I sign-up for a session?***

- Sign-up at through **SONA Systems** beginning the second week of the term. Space per session is limited.

***When can I attend the sessions?***

- The research session schedule is available at Sona systems website.
- Do not attend sessions during class time. Sign-up for research session(s) outside of class time. If research session(s) do not fit your schedule, you can complete the alternate assignment to receive credit.
- You must arrive at least **FIVE MINUTES EARLY (i.e., 2:55 p.m. for a 3:00 p.m. session)**. Arriving at or after the session start time will result in not being able to participate in the study and not receiving credit

***Where do I go to attend a session?***

- Sessions are typically held in the Austin COB Behavioral Research Suite, Austin Hall 308 but students must check SONA for location.

### OPTION 2: Alternate Assignment

***Why would I complete Option 2, instead of Option 1?***

- Either you chose not to participate in the research session(s) from Option 1 or your class/work schedule did not permit you to attend the research sessions.
  - If so, **you must complete an alternate assignment** to receive full credit

***How do I complete the alternate assignment to receive full credit?***

- Find a current news article (appearing in the last six months) that illustrates principles discussed in your class (text, lecture, or readings). You need to turn in the original article (or copy), or web address/links to the print/audio/video of the material along with a two-page (double-spaced) discussion of how you see the article as illustrative of the principle.
- Papers should be no more than two pages double-spaced
- Make sure your paper includes **your name, the class you are getting credit for, the day and time of your course, and your instructor's name**

***When and where is the alternate assignment due?***

- Assignments are **DUE at 5:00 p.m. on Friday of Week 9**
- Email documents to [cobresearchsuite@oregonstate.edu](mailto:cobresearchsuite@oregonstate.edu)
- **Do not turn them in to your instructor or put them in your instructor's mailbox**
- **No late papers will be accepted, no exceptions**

### Information for Students Participating in Research

(Note: this information will be provided to students at the same time as the syllabus insert/Canvas/email announcement)

- I. **Participation Requirement** - Students are required to participate in 1 hour of research. This may consist of one 1-hour research session or two 30-minute research sessions. The requirement may be met by participating in research session(s) or by completing an alternate assignment. Either option accounts for 2% of a student's grade.

It is possible that students may be enrolled in more than one class requiring research in the same term, in which case students would be required to either participate in multiple studies or complete multiple alternative assignments, or a combination therein.

- II. **Registration Procedures** – Registration must be completed via SONA Systems <https://oregonstatecob.sona-systems.com/>. Please follow the instructions on the website and register for ONE Hour of research. This may consist of one 1-hour research session or two 30-minute research sessions. You must select a specific session date and time in order to be considered registered. You will receive an e-mail with the details of your session(s) following completion of your registration. You will also receive a reminder e-mail approximately two days before your session(s). Your student ID# and your OSU e-mail address are required to register.

The registration website will be open by the beginning of the **SECOND WEEK** of the term. You are encouraged to register for the study **AS EARLY AS POSSIBLE**. Late registration may prevent you from participating in research sessions or receiving an e-mail reminding you of the session for which you registered. If you need to change the date/time of the session(s) you are registered for, you can do so through the website.

- III. **Location** – Research studies will typically be conducted in the COB Research Suite in Austin 308. Be sure to check SONA for the location of your research session. Please ensure that you are there at least **FIVE MINUTES EARLY** – being late will result in you not being able to participate in the study and not receiving class credit.
- IV. **Participation Procedures** – Upon arriving at the data collection site, please follow the instructions provided to you by the researcher.
- V. **Student Rights** – Student subjects have the right to not participate in any or all research studies. A student may also terminate participation at any point. However, in order to receive credit for participation, the student must make an honest attempt to complete the experiment. Students who attend a session but do not follow instructions or make little or no effort to participate in the research study will be expected to complete the alternate assignment to obtain credit. Simply showing up to the testing site, signing in, and then leaving without hearing the purpose of the research or beginning the experiment does not constitute participation. Students engaging in such behavior will need to complete alternate assignment in order to receive credit.
- VI. **Student Responsibilities** – The quality of your experience is important to your business education, and the quality of the data we get is important to the success of OSU COB research. We ask that you concentrate on the research study and avoid external distractions. Please turn off your phone and avoid talking with others in the session, unless otherwise requested by the researcher.

We expect that you will be cooperative and not purposely provide inaccurate or inappropriate responses. At the discretion of the researcher, those who are disruptive or disrespectful will not be given credit. Examples of inappropriate behavior include:

- Not taking the study seriously/not making an effort to give quality responses; not following instructions to the best of your ability
- Providing inaccurate or inappropriate responses or providing false information
- Using a cell phone or other electronic device unless instructed
- Doing homework or email or other activities outside the realm of instructions given by the researcher

- VII. **Question/Problems/Complaints** – If you have questions, problems, or complaints regarding the procedure or any research session personnel, you may contact: the Subject Pool Coordinator at [cobresearchsuite@oregonstate.edu](mailto:cobresearchsuite@oregonstate.edu).