

Psychology Screening Survey

Information Sheet

For many years, the Psychology Department has offered an in-class Questionnaire Day (Q-Day) session in Psychology 101 courses in which department researchers could administer brief paper and pencil measures to large groups of students. Beginning Fall Quarter 2014, Q-Day will cease to exist.

Instead, the Psychology Department will offer an online Psychology Screening Survey (PSS) which will provide researchers with the opportunity to administer brief online surveys to students who are 18 years of age or older in all courses that take part in the Psychology Subject Pool (PSP). PSS will serve many of the same functions as Q-Day, and it will provide additional benefits, as described below.

Q. Why the change?

Administering measures online will make the screening process less laborious and more efficient compared to paper and pencil administration. We will no longer need collating and decollating sessions, survey data entry in individual labs, and we will no longer utilize Psych 101 class time to administer the surveys. All PSP courses (not just Psych 101) will be included in PSS, the online approach is environmentally sustainable, and will eliminate photocopying costs. Most importantly, PSS will provide a useful tool for those conducting human subjects research. It will provide a way to screen potential participants for eligibility for studies as well as provide opportunities to connect laboratory data to a large battery of screening surveys.

Q. What types of measures will be included in PSS?

Each quarter, there will be a *demographic module* that will contain an assortment of demographic variables relevant to screening participants. There will be a *contact information module* that will request phone and email information from participants so that they can be contacted for subsequent research. Please see the attached document for the demographic and contact modules. There will be a *screening survey module*, which will be populated by surveys submitted from Psychology faculty, graduate students, and postdoctoral research associates. Participants will also generate a confidential code number, so data can be matched to lab sessions. The format for that number is listed at the end of this notice.

Q. Who can submit screening survey measures for PSS?

Like the PSP, access to PSS is available to Psychology faculty, graduate students, and postdoctoral research associates.

Q. Do I need HSD approval to administer screening survey measures during PSS?

No. Researchers will submit PSS measurement requests to Chery Kaiser each quarter by an announced target date (approximately 4 weeks prior to the start of the quarter), and she will work with researchers

to do any culling that is necessary to get the whole survey length to under 30 minutes. She will submit these measures as a whole to HSD quarterly for approval.

Q. What kind of PSS measures can I submit?

You can submit any measure that typically falls under the minimal risk category and won't put participants at risk of legal trouble if the data set was compromised (e.g., no questions about illegal activities). If in doubt about a measure, submit it and Cheryl will work with researchers and HSD to find a solution. Screening measures are typically self-reports, though brief computerized tasks would be feasible, too.

Q. How many measures can I submit?

It depends on the number of researchers requesting survey time. Given past usage of paper and pencil Q-Day, 3-5 minutes maximum is a reasonable limit. Please request only measures you plan to use, and do approach things from the perspective of sharing a limited resource. If survey demand exceeds supply, the Department Human Subjects Committee will generate a prioritization strategy. There may be opportunities to lengthen the survey in the future if demand is higher than it has been with prior Q-Days.

Q. Do I need to provide an information form or consent form?

No. There is one central information form that covers all of the surveys administered in PSS.

Q. Can I submit experiments rather than surveys?

No, PSS is for screening measures and surveys. Including experiments is not feasible from HSD's perspective. Those wishing to run experiments should submit them via the PSP instead.

Q. Will I have to program my own PSS survey questions?

No. The PSS Manager will program the survey, and researchers will have an opportunity to proofread the survey prior to its implementation.

Q. How can I access the PSS data?

The PSP Manager will make PSS data files available to researchers (likely during the second week of the quarter). Researchers can request one of the following data sets: 1. the demographic and screening modules, 2. the demographics and screening modules plus the self-generated confidential code number, or 3. the demographic, screening, and contact modules, plus the confidential code number. All requests will involve completing a Gatekeeping Agreement form, in which researchers acknowledge holding permission to access the data for another HSD-approved project (or if requesting anonymous data, that they have checked with HSD to ensure that they will not need approval).

Q. Wait, I thought I did not need HSD approval?

Correct, you do not need approval to administer screening surveys (PSS is independently HSD approved). However, to obtain the data, you presumably have an independent project approved by HSD for which these surveys are relevant. Prior to accessing the screening surveys you will need to submit a modification to HSD requesting permission to link your already approved study to PSS (specify the module(s) you are requesting when you contact HSD). This should be a brief modification, and HSD will be familiar with PSS, making this type of modification routine. The format for the code number is listed at the end of this notice. Once this is approved, you can submit a Gatekeeping Form requesting access to the PSS data. You can also request access to the PSS data in any new HSD application you submit. If you would like an anonymous data set (i.e., screening/demographic modules only, without the confidential code number or contact information), HSD will likely tell you that you do not need HSD approval as this will be considered an anonymous data set.

Q. Will the data from the measures I submitted be shared with others?

Yes. Researchers who request the screening survey module will receive all of the data collected that quarter. The survey benefits the department as a whole.

Q. There are additional demographic variables I'd like to assess with the online screening survey. Can other demographics be included?

Yes. Please send your suggestions to Cheryl when the quarterly call for measures is sent out.

Q. Will participants receive PSP credit for completing PSS?

No.

Q. How long will the PSS survey be available to participants?

It will be available at the start of the quarter, and it will remain available for up to two weeks. Instructors of PSP courses will be encouraged to promote the benefits of PSS to their students and students will receive encouragement to participate in an email from the PSP Manager. Fall Quarter will provide important data on the success of this approach.

Q. Will PSS evolve as it is tested?

Yes! Think of Fall 2014 PSS as a starting point, rather than a finished product. As this system evolves, please provide feedback to Cheryl. If you have ways to make the survey process stronger, let her know and she'll continue to fine tune it with HSD. Its goal is to serve the department as a whole; all input is encouraged and welcome.

Code Number

The next four items allow you to provide us with information for a confidential code number that will be used to identify your data. The information you provide here may be used to match up your data with other surveys that you may complete in a later laboratory study.

Month mother
was born

Month father
was born

Month you
were born

Day you
were born

January = 01

February = 02

March = 03

April = 04

May = 05

June = 06

July = 07

August = 08

September = 09

October = 10

November = 11

December = 12

I don't Know/Not Applicable = 99