**Emory University IRB and Department of Psychology: IRB submission guidance when utilizing the Psychology Student Subject Pool for study recruitment**

**Overview:**

This guidance applies ***only*** to Emory University Psychology Department Researchers who seek to recruit participants from the Emory University Psychology Department’s Student Subject Pool.

1. Prepare your research study for IRB approval or modification to include Emory University Psychology Department’s Student Subject Pool as recruitment tool for study approval.
2. Determine if research project will recruit subjects from the Emory University Psychology Department’s Student Subject Pool, and whether the study will exclude students under the age of 18.
3. If not excluding minors, prepare your eIRB submission using language in #2iii below in the “Informed Consent Process” section and “Minors (under the age of 18)” section of eIRB smartform.
4. Seek parental permission for students under the age of majority (this is not done on a study-by-study basis).
5. Verify age of all student subjects (minor or not) recruited from Emory University Psychology Department’s Student Subject Pool prior to enrollment in research study.
   1. For minor subjects, ensure a signed broad parental permission document is on file per #8 below.

**Background:**

As part of the requirements for the courses, the students may elect to participate in research studies being conducted by professors, graduate students, or honors students in the Emory Psychology Department. If students choose *not* to participate in these research studies, they may fulfill the course requirements by preparing short summaries of original journal articles reporting on different types of research. Participating in research studies and/or reading journal articles allows the students to take an active role in learning about the course material, giving them hands-on experience and exposure to what actual research in psychology is like. Student participation in research also allows them to contribute to the accumulation of knowledge within in the field of psychology.

PSYC 110 and 111 students are required to earn 6 to 8 research credits by participating in either or both of the research-related options. The PSYC 110 and 111 courses are typically taken by students in their first year at Emory University. Many of these students may be of the age of majority in the state of Georgia (18 years old), however, some first year students may still be minors. Research involving minors as subjects in most instances requires parental (or legal guardian) permission, as well as the assent of the minor.

**Roles and Responsibilities:**

* **Psychology Department Researchers/Principal Investigators:** This individual may be a faculty member or graduate student.Designs research studies, oversees conduct of the human subject research studies, ensures that Belmont Principles are followed, and ensures that Emory University Institutional Review Board (IRB) approval is in place. **Psychology Department Research Study Staff:** Can include a co-investigator, project director, research study coordinator, and research assistants. These individuals ensure the study procedures are followed as written by the Principal Investigators. These individuals may recruit and enroll subjects in research studies, as well as obtain informed consent/assent, run the experiments, and collect and analyze data.
* **Psychology Department Research Pool Coordinator:** This individual administrates the Emory University Psychology Department’s Student Subject Pool, as well as maintains the database that stores the student research participation credits and parental permission forms for students under the age of 18 years.
* **Psychology 110 and 111 Student Subjects:** These individuals may volunteer to be a part of the Emory University Psychology Department’s Student Subject Pool and may choose to participate in qualifying research studies to earn Research Participation Credits.

**Steps to take:**

1. **Researchers** must determine if
   1. research project will recruit subjects from the Emory University Psychology Department’s Student Subject Pool, and
   2. whether students under the age of 18 will be excluded from study participation.
   3. If minors will be eligible, then the parental permission process in #7 below must be followed.
2. **Researchers** must prepare the research study for Emory IRB review to include Emory University Psychology Department’s Student Subject Pool as recruitment tool.
   1. If not excluding minors, prepare your eIRB submission smartform as follows:
      1. In the “Study Population” section of eIRB smartform, Item #5, select and complete the “Minors (under the age of 18)” section of smartform.
      2. Request a waiver of study-specific elements of parental permission, because parents will have signed a blanket permission form. In the “Informed Consent Process” section of the eIRB smartform, Item #1, select:
         1. “Signed consent by adult subject (all elements included)
         2. “Signed consent by adult subject (one or more elements waived).”
         3. "Signed assent by a child age 11-17."
      3. In the “Informed Consent Process” section of the eIRB smartform, Item #10, include the language following language:

*“We wish to request a waiver of the requirement that Introductory Psychology   
 students who are less than 18 years old obtain parental permission to   
 participate in this project.  The reasons for this request are as follows:*

* *The research requirement in Introductory Psychology is intended to be a learning experience.    Participation in approved studies is one of several ways that students can satisfy the requirement.  Studies approved for use of Introductory Psychology students involve minimal risk and include both an experiential learning component and a didactic debriefing component that ties the research participation experience to particular topics covered in the lecture.   For example, students participating in the present study will learn first‐hand about …. [Study team: insert topics covered in debriefing that relate to PY101; e.g., learning, memory, conditioning, perception, experimental design, etc.]. Thus we expect student participants to benefit.*
* *Many students take Introductory Psychology asfreshmen.  Parental involvement in the permission process is not practical for the large percentage of these students who either do not live with their parents or have parents who are employed. Requiring parental permission of such students raises a barrier to an educational experience that is freely available to their older peers.*
* *Parents will have signed the blanket “Parental/Guardian Permission to Participate in Research” form.*
* *Regardless of their age, undergraduates are not required to obtain parental approval of the classes that they take, the volunteer activities in which they participate, and or virtually any other aspect of their campus life in which they choose to engage.  It is reasonable, therefore, to accord them the right to participate voluntarily in approved minimal‐risk protocols that meet the standards set by the university and the IRB.*
  1. **Researchers** must include the following table on the front page of the Informed Consent Form below the title of the document:

|  |  |
| --- | --- |
| **Attestation of Student Age:** | **I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, attest that my Date of Birth is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am attesting that I am at least 18 years of age.** |
| **If I am under 18 years of age, I attest that my parental permission form is on file in the SONA System. Research team will verify this is on file.** |
| **Student Signature:** |  |

* 1. **Researchers** must also include an Assent signature line on the final page of their informed consent document in the signature section to obtain minor participants’ assent to participate in the study in the case that a waiver of documentation of written/signed informed consent has not been granted.

1. **Researchers** must submit a copy of their IRB approval letter, a completed Study Information Sheet and copies of CITI completion certificates for each person in the research lab running subjects to the **Psychology Department Research Pool Coordinator**. (If certificates are current and already on file, it is okay to submit just the date of certification). Emailing the Study Information Sheet is fine and preferable.
2. Once the **Psychology Department Research Pool Coordinator** has the required study information, the coordinator will add/update the study researchers and study to Sona-Systems. Be sure to include the title of the study on the Study Information Sheet.
3. To add details, timeslots and begin managing your study online, go to: <http://emory.sona-systems.com>. If you are a first-time user, click on “Lost your password?” and the system will email a password after you input your Emory email address. Any changes to your study will need re-approval, every time.
4. If your study is already in SONA and the IRB approval and CITI certifications are current and have no further changes to the study, you do not need to turn in the Study Information Sheet.
5. At the beginning of each semester, the **Psychology Department Research Pool Coordinator** will obtain a signed “blanket” parental permission form for students under the age of majority for participating in minimal risk research studies. It is the **Researchers’/Research Study Staff’s** responsibility to ensure that this permission form is on file for ALL minor subjects being enrolled in their studies. Please refer to the Emory Box Department of Psychology’s Student Subject Pool folder for all signed parental permission forms for minor students who wish to enroll in your study prior to obtaining study-specific informed consent from them. Please contact **Psychology Department Research Pool Coordinator** to obtain access to the Emory Box folder containing the signed parent permission forms.

***NOTE:*** the above process *only* applies to minimal risk research studies recruiting from the Emory University Psychology Department’s Student Subject Pool and not to any other Emory research.

\*\*\*If enrolling minor subjects from outside of the Emory University Psychology   
 Department’s Student Subject Pool, you will need to obtain parental   
 permission specific to your study, or request a waiver of parental permission   
 from the IRB.\*\*\*

1. **Researchers/Research Study Staff** must verify age of all student subjects (minor or not) recruited from Psychology Student Subject Pool. It is the **Researchers’/Research Study Staff’s** responsibility to ask research participants to provide photo ID that includes Date of Birth (not student IDs) when they register to participate in your studies. (Do not make copies or record information).
2. For remaining procedures regarding research participation record-keeping and awarding research participation credits, **Researchers/Research Study Staff** should refer to the Department of Psychology’s Adult Subject Pool Guidelines for Faculty, Graduate Students and Lab Coordinator sent out to the Psychology Department faculty and graduate student listservs prior to each semester.