

Researcher guidelines for using COMM 15000 students

These steps should be followed by researchers using COMM 15000 students as research participants.

- ___1. **Obtain approval to conduct your study from the Institutional Research Board (IRB).**
IRB forms (*Application to Use Human Research Participants*) may be downloaded at:
<http://www.kent.edu/research/researchsafetyandcompliance/irb/forms.cfm>.
Note: If you are collecting data for a study that received IRB approval some time ago, check the end date on the first page of your IRB form. If your data collection will continue past the end date, fill out an *IRB Change Form* (see the website above) to extend the end date.
- ___2. **Email a copy of IRB approval for your study to the Assistant Basic Course Director.**
Please email a copy of the first page of your IRB form with signatures approving the study to the Assistant Basic Course Director.
- ___3. **Decide the days and times you want to collect data for your study.**
Please see Kelly Schobinger (135 Taylor Hall) to reserve rooms for face-to-face sessions.
Note: Within any given term, if you decide that you want to conduct additional sessions of a study that you have previously done in the same term, you must repeat steps 3-10.
- ___4. **E-mail important information about your study to the Assistant Basic Course Director.**
Please visit the forms page on the CRC website at:
<http://www.kent.edu/comm/current-students/resources/index.cfm> to access the *Request to Use COMM 15000 Students as Research Participants* form. Type your information directly in the form and email it as an attachment to the Assistant Basic Course Director (see bottom of these guidelines). This information will be used to post your study on the student research website (CROPS).

Obtaining Participants

- ___5. **Your research study (including times and locations for the individual research sessions) will be posted on the research website at <https://cci-apps.kent.edu/crops/>.**
A CRC code will be assigned to your research study and you will be registered as a researcher on the website. The Assistant Basic Course Director will then notify COMM 15000 instructors via e-mail that students may now sign up for your study. You will be copied on that email so you know your study has been opened up to all students on the research participation website. Students can sign up for any of your research sessions by visiting the password protected website.
- ___6. **Please visit the forms page on the CRC website at:**
<http://www.kent.edu/comm/current-students/resources/index.cfm> **to obtain and print the CROPS Researcher User Guide.** The document serves as a guide to the technical aspects of the site for researchers and provides information on how to track participant sign-up, contact participants, and assign points for participation.

a. Face-to-Face Data Collection

- ___7a. **Please visit <https://cci-apps.kent.edu/crops/> to view and print a roster of the students that have signed up to participate in your research study.**

You must log on to use this site; you will be required to create a password if it is your first time on the site. Each individual research session will have a separate roster of students. Please print each list and take it with you when you collect data for a given session.

Note: Prior to leaving each research session, each participant must sign the right side of the roster under the column heading "Signature." This is the only written copy of student attendance! Therefore, this document is vital.

- ___8a. **Each participant should be given a copy of the informed consent statement for your study. Please emphasize to participants that they should keep this page for their records.** Participants should also be told that an explanation of the study ("debriefing") will be posted on the online research site.

b. Online Data Collection

- ___7b. **Please visit <https://cci-apps.kent.edu/crops/> to access a roster of the students that have signed up to participate in your research study.**

You must logon to use this site; you will be required to create a password if it is your first time on the site. If your research project has multiple sessions, please note that each individual research session will have a separate roster of students. You can use the roster(s) to email relevant information to all participants who have signed up for your research project. Email communication should provide (a) instructions pertaining to participating in your project, (b) a deadline by which the project should be completed, as well as (c) a date by which participation points will be posted to the website.

- ___8b. **Upon concluding online data collection, each participant must be able to leave identifying information (e.g., full name, email address, etc.), so participants can be given credit.** Please make sure that data collected is not linked to the personal information gathered from participants. Participants should also be told that an explanation of the study ("debriefing") will be posted on the online research site.

Post Data Collection

- ___9. **After each research session, go back to the list of students who signed up for the session on <https://cci-apps.kent.edu/crops/>. A drop down box will appear next to the name of each student so that you can update the attendance record of all the students who signed up for your study.**

If a student was present, choose "attended." If a student did not show up or did not complete the study requirements, and did not cancel online or did not provide a legitimate excuse, choose "absent." There is no penalty for being "absent." Students can track their points as soon as you update their attendance record, therefore please do this as soon as possible.

- ___10. **After your data collection is complete for a given term, post a debriefing sheet on CROPS.** The debriefing sheet might explain the purpose of the study, rationale, relationship to theory, what variables were measured or manipulated, hypotheses, research questions, etc.

Concerns and questions should be addressed to the following individuals:

Contact person	Nature of question or concern
<i>Researcher</i>	Attendance/completion of study, details regarding research project, participation points updates, etc.
<i>Assistant Basic Course Director</i>	Request to use COMM 15000 students as research participants, online maintenance of webpage, adding/canceling sessions, CROPS troubleshooting, etc.
<i>Basic Course Director,</i> Dr. Jennifer McCullough (jmcull11@kent.edu)	Contact Dr. McCullough to determine who currently serves as the Assistant Basic Course Director and obtain contact information.