

## **How to Use the PSELL System**

### **Instructions for Experimenters**

#### **Before you run your experiment:**

1. Obtain IRB approval. Students: Work through your course instructor.
2. Determine experiment logistics (date, time, room). To reserve psychology classrooms, use the green binder (in Barbara Brown's office).
3. To request a PSELL project number, fill out a cover sheet (use the "PSELL Materials Template" file) with all fields except the PSELL project number. Email this sheet to Barbara Brown and ask for a project number.
4. Complete the PSELL cover sheet and sign-up sheets (use the "PSELL Materials Template" file). Send a copy of your completed cover sheet by email to Barbara Brown. She can give you a clipboard for posting.
5. Place the cover sheet and sign-up sheets on a clipboard and post them on the PSELL bulletin board outside of room SC1514.
6. Send email reminders to your participants using the email addresses they have provided. This increases the number of participants who show up.
7. When you are running your experiment, you should take the sign-up sheets with you to verify participant names, but leave the cover page on the PSELL bulletin board. It is common for participants to check the board right before an experiment to verify time and location.

#### **After you have concluded your study:**

1. Remove all materials from the PSELL bulletin board promptly after your study has concluded. It is confusing for participants when outdated materials are left on display.
2. Send your participant list by email to Barbara Brown. Alphabetize participant names by last name. Include your study name, PSELL number, and number of PSELL credits participants should receive. Usually, it will be best to wait until all participants have been run before sending the participant list. It can be confusing for record keeping if multiple, in-progress participant lists are sent. Barbara will contact you if interim information is desired.