

# EMPORIA STATE UNIVERSITY

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## How to Post a Research Study on Canvas

### To Post a Study

- Researchers wanting to request use of the Psychology Department Research Pool must contact Research Pool and ask to be enrolled in PY3030Z for the given semester. To do so, email [psyrpcta@emporia.edu](mailto:psyrpcta@emporia.edu) with your full name and Enumber.
- Researchers are expected to attend the Professional Development Session held each semester pertaining to the research study process at Emporia State University. The PowerPoint and video of the session will be available within the Research Pool Canvas course (PY3030Z) and posted on the department website. Researchers are responsible for the content of this video whether they watch it or not.
- Researchers must complete CITI training: <https://www.emporia.edu/dotAsset/d53f9a97-be1b-46d0-8af5-2393d7640334.pdf>
- Researchers must pass IRB approval for Treatment of Human Participants: <https://www.emporia.edu/research/irb.html>
- BEFORE submitting a request to use the ESU Research Pool researchers must take a short quiz pertaining to the process and procedures of using the pool. This quiz is in the PY3030Z Canvas course and must be passed with 90% or higher before a study will be posted for participation. The quiz must be re-taken each semester.
- After receiving IRB approval, reserve a room for your study in Visser Hall. To do so, please contact The Teachers College dean's office, Visser Hall 211, or contact the Psychology Department main office, Visser Hall 327.
- After reserving a room, complete the **Research Participation Pool Request Form**. This can be found within PY3030Z on Canvas.  
\*\*\*\* The text in the study description is the text that participants will see. If your study involves any sort of deception, do not include verbiage you may not want participants to know!\*\*\*\*
- Next, you will email the completed **Research Participation Pool Request Form** and *electronic copy of your IRB approval letter* to [psyrpcta@emporia.edu](mailto:psyrpcta@emporia.edu) to be added to the research study file.
- If your study includes:
  - **A survey** – Research Pool can post your survey on Canvas for participants to take rather than taking in person. You will need to send an *electronic copy* of your survey along with the Research Participant Pool Request Form.

- **Individual sessions** (interviewing one person at a time) – You will need to include in your study description your phone number and/or email address so that participants can contact you to set up an individual appointment.
- A GTA will add your study to Canvas and participants will be able to sign up for the sessions.

## For study day

- Download a **Participant Sign-in Form** from the Research Study Pool course (PY3030Z) on Canvas. IMPORTANT – Participants MUST sign this sheet when they arrive!
- If your study did not receive enough participants you will need to request additional sessions. First reserve a room, then email your request to [psyrpcta@emporia.edu](mailto:psyrpcta@emporia.edu). Within this email provide the following information:
  - Your name, study title, IRB number, NEW session date, start time, bldg. room number.

## When your Study is Complete

- Make a copy of the completed **Participation Sign-in Form** for your records.
- Researchers **MUST** submit the signed **Participation Sign-in Form** to the GTA office in Visser Hall 310 **PROMPTLY** upon the completion of the research study. GTA's will then record the points in Canvas. Student signatures on this sheet serve as evidence of participation.
  - **Failure to do so is an ethical violation as you have indicated to your participants that they will receive a research point(s), therefore your Faculty Research Sponsor, your program Department Chair, and the IRB will be notified.**