

HOW TO USE THE PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM

Updated April 2019 (by Barbara Goudriaan)

Introduction & Overview

Since 2006-07, all first-year students of FGB are required to participate in research for ten hours. This document describes how you can use students as participants in your research, and what responsibilities you have as a researcher using this pool. Moreover, it describes the web-based system created to deal with the administration of the pool.

The Psychology Research Participation System is located at <http://vu.sona-systems.com/>. Use this system to advertise and to schedule participants for all experiments for which you plan to award *course credits*. You can also use it to advertise experiments with *monetary compensation* – which is discussed in the special functions section of this document (the rest of the text will assume use for course credits).

The system has an intuitive web interface that you can access at any time, from any browser. This document gives detailed instructions on how to use the system. Before one of your experiments is advertised on the system, it needs to be approved by the coordinator of your department (for more information see below).

Once your experiment is approved, you can post it on the system and it will be visible to participants. When participants log onto the system, the visible experiments will be displayed in random order.

You can choose to either invite students to come by a lab on certain days/times, or you can set up a list of time slots (i.e., appointments). We will call the first option *walk-in studies*, the second *studies by appointment*.

Note: Our faculty has an ethics committee that can be contacted to obtain ethical approval for your studies. For more information contact Chris Olivers c.n.l.olivers@vu.nl.

For other questions, please send an email to subjectpool@fgb.vu.nl.

Responsibilities

Use of the participant pool brings with it certain responsibilities, including the following:

- Each researcher is responsible for ensuring that all research conducted on their behalf or sponsored by them is in full and complete **compliance with the ethical standards**
- Each faculty member is responsible for ensuring that all researchers (e.g., visiting faculty, postdoctoral fellows, graduate students, paid or volunteer research assistants) working with them are aware of and in compliance with the ethical standards and requirements of the FGB participant pool.
- Researchers have an obligation to make research participation an interesting learning experience for the student participants, as well as an obligation to convey to the student participants an image of research in psychology and pedagogics as a serious and useful enterprise. As part of the obligation to make research participation an educational experience, each research participant is entitled to receive a **written debriefing** that is

accessible to our undergraduate student population, preferably written in clear, plain Dutch, or else in English. An example of a good debriefing (in English) can be found as appendix 2.

- Researchers must **keep their administration in order**. You must keep track of your appointments and, on the website and on paper, of what students did which experiment, how many minutes they spent on it, and **grant them their credits within five working days**. There are no administrators to do it for you.
- **Keep your experiments up-to-date**. Make experiments inactive that do not have time slots or that are full, so that students are not confronted with lists of experiments that they cannot participate in.

All policies

1. Each student **Psychology** or **Pedagogics** must complete **10 hours** (600 minutes) of participation in experiments.
2. Each experiment for use in the pool must be approved by a department coordinator (see Appendix 1). The coordinator will check (a) whether the experiment has a suitable name and description, (b) a comprehensible debriefing, and (c) whether the estimate of the duration is realistic.
3. Credits are administered by the experimenters in a web system (vu.sona-systems.com), which also serves to make appointments. Experimenters must grant students **credits** within five working days of their participation, or give **penalty** minutes if students did not show up.
4. Credit minutes are given for the time that the participant spent on the experiment, rounded up to tens. There is a maximum to the number of minutes that can be granted, namely twice the estimate of the duration. To illustrate, if you estimated that the experiment would take 30 minutes, even a really slow student can thus never earn more than 60 minutes.
5. Students may stop their participation at any minute. Then, too, you have to give the student credits for the time (s)he spent on the experiment, rounded up to tens. So a student who quits your experiment while reading the instructions, will get 10 minutes.
6. After participating in your experiment, you can either assign credits immediately online (with the student watching), or you note students' name, vu-net ID and number of credits on a separate list and assign credits **within five days after participation**.
7. If you are using a walk-in system, you should give the student a **confirmation slip** - a simple piece of paper listing, at least, the name of the study, the number of credits, and your own name and email address. Students who have any questions about the study will then know how to get in touch with you. An example is included in Appendix 2.
8. As one major goal of the participant pool is to contribute to students' introduction to science, researchers must make this commitment if they make use of the pool:
 - **Debriefing**: researchers must explain their study to students who participated in it. This can occur via e-mail, orally, or via a written text. Even if you do it orally, a written debriefing must be available to students. Debriefing must be written in words that a first-year student can understand easily (see example at end of this document in Appendix 3).

9. Researchers can choose between having students sign up for a certain time slot during their study via the website (so-called "*studies by appointment*"), or having students come by the lab and participate in their experiment on an ad hoc basis (so-called "*walk-in studies*").
10. When students sign in via the website, they are expected to show up on time for their appointment. Students may cancel up to 24 hours before the appointment. In case they fail to show up (without legitimate reason) or cancel the meeting too late, they will receive penalty minutes. Specifically, the researcher has to mark the student as "no show" in the Sona system. Students will then receive the average time of the experiment as a penalty (negative minutes) in their portfolio.
11. Conversely, when a researcher fails to show up for a "study by appointment" the researcher will have to grant the student the credits that he or she would have earned had the experiment taken place. This rule does not apply to walk-in studies. Researchers may cancel appointments via the system. If the study is canceled because of other reasons through no fault of the student, the researcher will have to grant the student the credits.
12. Only FGB researchers can have a researcher account in Sona.

Consequences of not adhering to the policies

To ensure the smooth working of the system both students and researchers have to take their responsibilities seriously. Students who do not fulfill the requirements are punished with extra minutes (e.g., when not showing up or cancelling late) and do not receive the credits necessary to get their ETCS for a first-year course.

Researchers who do not adhere to the policies or neglect their responsibilities will be excluded from the use of the participant pool. Reasons for exclusion are the following:

1. Running an experiment without approval of the debriefing
2. Warranted student complaints to the administrators. A complaint by a student is warranted when (a) the student has tried to solve the problem him/herself (e.g., by contacting the experimenter per email) and (b) these efforts have not resulted in a solution of the problem.

Detailed Instructions

Essential Functions

Step 0: To Log Into the System

- To access the system (vu.sona-systems.com), enter your User ID and Password in the designated fields and click 'Log In' button.
- The first time you log in, you will see a statement with the **Human Subjects/Privacy Policy**. This document contains the laws and regulations that you as a researcher have to adhere to when using human subjects (APA ethics standards and EU privacy laws). You have to endorse this statement to be admitted to the system (you only have to do this once).
- If you have forgotten your password, click on the 'Lost your password' statement, located at the bottom left corner of the Log In page. You will be prompted to enter either your User ID or your email and your password will then be emailed to you.
- The first time you use the system, it is advisable that you change your password. Click on "My Profile", and follow the instructions to change your password.

Step 1: Approval for your Experiment

Before adding an experiment, you should get approval from the subject pool coordinator of your department (for list of coordinators, see appendix 1). Send an email to him/her that includes the following information:

- Your name and contact information
- The name of the experiment. This name should be unique, informative, and interesting to potential participants.
- The anticipated duration of the experiment in multiples of 15 minutes (e.g., 15, 30, 75 minutes)
- A description of about 30 words of the experiment. This description should be simple, but informative (e.g., this experiment explores whether personality is related to memory performance). Make these descriptions informative so that potential participants can make an informed choice about participating in the experiment. **If your experiment is a walk-in study, start the description with the word "Inloop" and describe when and where students can show up to participate in your study.**
- The number of participants you want to use
- An attachment with the debriefing information you are going to hand out to participants. The written debriefing form must not contain any typos or grammatical errors. The debriefing form is intended to educate student participants about the experiment and to provide contact information. In keeping with these objectives, the debriefing form must:
 - o Identify the title of the project.
 - o Contain an informative description of the purpose/reason for the research. In the description of the purpose, introduce the topic or area of your research, the objectives, research questions and/or hypotheses of the experiment, as well as some background information about the reason(s) why these are being investigated.
 - o Contain a description of what participants were required to do and the reason for each task.
 - o Contain a description of the anticipated outcome/results of the experiment

Step 2: Adding your experiment to the system

- Log into the system.
- Click “Add new study” in the menu at the top of the page.
- Choose for a “standard study” if you have a standard study, and “two-part study” if your study consists of two sessions. Click “Continue”
- Fill out the “Basic Information” section. Paste the name of your study in “Study Name”, the 30-word description in “Study description”, possible restrictions on the subject populations (e.g., if you only need to test women) in “eligibility requirements”, the anticipated duration of your experiment in both “Duration” and “Minutes/Pay” (if your experiment gives **monetary compensation**, make sure to change the unit of payment from minutes to euros) . Leave “ETC code” blank.
- Click on “Yes” to make your study visible to students.
- Click on “Yes” to activate your study if you want to start running immediately (you can also activate the study later – do not activate it when no participants are required).
- Check “Advanced settings” yourself. For most studies, no change is required. One useful change in the advanced settings may concern studies by appointments. If you want to receive an email notification when a participant signs up or cancels for such a study, you have to click on “yes”. If you have questions on these settings contact the administrator (subjectpool@fgb.vu.nl).
- Click “Add this Study”.

Important: Studies that allow both students for credits and students for pay (and most studies do this) should be listed as studies for credits in the basic information window. In the study description, you can indicate that payment is also possible. If your study is listed for payment, the system does not allow you to assign credits!

Once activated, your experiment will become visible to potential participants. If your experiment is a walk-in study, students will be able to read in the description when and where they can show up to participate. If it is a study by appointment, you have to set up a list of time slots that students can claim for their appointment. If necessary (e.g., because you need more participants), check the system and add new time slots regularly.

Step 3: Create/modify/schedule time slots (for studies by appointment only)

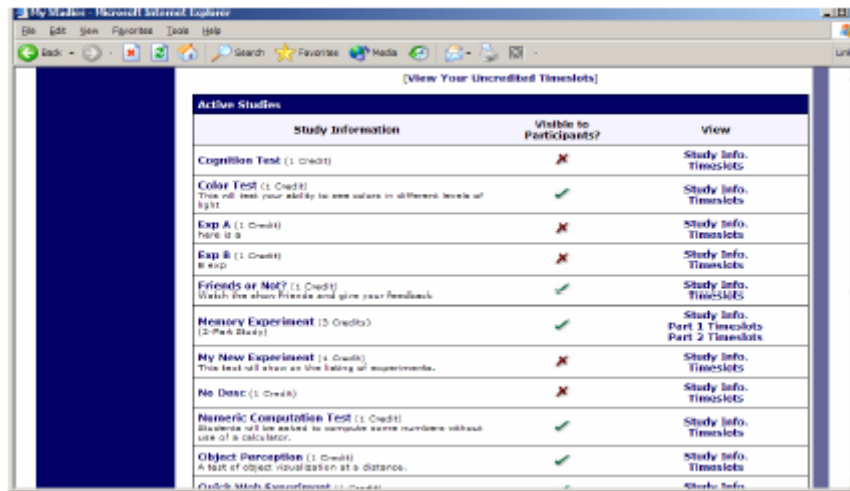
Go to “My Studies” in the menu at the top. You will see all experiments; now click “Time slots” to the right of the study you want to give time slots.¹ you will be shown a display of the current schedule/time slots. If you have not yet posted any times lots none will appear.

- To add one new time slot click the ‘Add A Time slot’ statement
- In the required fields, enter the date, start time, number of participants for that time slot, and location where participants are to meet the experimenter.
- To add several new time slots (e.g., because you are running parallel sessions) click the ‘Add Multiple Time slots’ statement. After, you enter the number of time slots to be added
- For each time slot, enter the date, start time, number of participants, and the location where participants are to meet the experimenter, in the required fields. Ensure that under the ‘Add This Time Slot?’ statement ‘Yes’ is highlighted for each time slot you want added.
- Click on “Add Selected Time Slots” for the time slots to be activated

¹ Alternatively, if you are coming from Step 2, a click on the ‘View/Administer Time slots’ statement, located at the bottom of the page.

Step 4: Review A Posted Experiment

- Click on the 'My Studies' link in the menu on top of the page.
- On this display (see example below) you will find a listing of all of your posted experiments. This page also shows whether each experiment is visible to potential participants and it provides links to view either study information or posted time slots.
- To review the posted details of an experiment, click on the name of the experiment or on the 'Study Info.' link located under the 'View' column. The name of the experiment, eligibility requirements, length of the experiment, number of credits awarded for participation, researcher(s) names, sign-up and cancellation deadlines will then be displayed. Study status refers to whether or not the experiment appears visible to potential participants. (Experiments will become invisible, if there are no open/unfilled time slots available.)
- Credits are granted once per day
-



Study Information	Visible to Participants?	View
Cogritlon Test (1 Credit) This test will assess your ability to see colors in different levels of light.	✗	Study Info. Timeslots
Color Test (1 Credit) This will test your ability to see colors in different levels of light.	✓	Study Info. Timeslots
Exp A (1 Credit) Here it is	✗	Study Info. Timeslots
Exp B (1 Credit) It's up	✗	Study Info. Timeslots
Friends or Not? (1 Credit) Watch the show Friends and give your feedback.	✓	Study Info. Timeslots
Memory Experiment (3 Credits) (2-Part Study)	✓	Study Info. Part 1 Timeslots Part 2 Timeslots
My New Experiment (1 Credit) This test will show on the listing of experiments.	✗	Study Info. Timeslots
No Desc (1 Credit)	✗	Study Info. Timeslots
Numeric Computation Test (1 Credit) Students will be asked to compute some numbers without use of a calculator.	✓	Study Info. Timeslots
Object Perception (1 Credit) A test of object visualization at a distance.	✓	Study Info. Timeslots

Step 5A: To Grant Credits for walk-in studies: create time slots

If your study is a walk-in study, you will first have to create time slots and then manually sign up these students for your study. Only when, in this way, an appointment has been made can you assign credits to the students.

- Create time slots by following the instructions of Step 3 above. It will be most efficient for you to wait until the end of the day, and then create one time slot with as many participants as you have run that day (in the "# of participants" field).
- Make sure that the date is the day you ran the participants. It does not matter that this may be in the past
- After clicking "add time slot" you are taken back to the page with time slots. Click on the "Modify" button next to the new time slot.
- Now, manually sign up the participants to the slot. If you know the login names of the participants, you can press "Batch credit grant" and type these into the field that appears. If not, write either the user name or the last name in the appropriate field at the bottom of the page, and press "Sign up".
- Now that the participants are signed up, you can grant them credits (see Step 5B below).

Step 5B: To Grant and/or Deny Credits

The system is set up to automatically grant credits on a daily basis. However if you do not regularly enter the system to grant and deny credits you will be prompted by a message after you log-in, instructing you to deal with your expired time slots.

- To either grant or deny credits (for participants who failed to show up for your experiment) you will first need to log onto the system.
- Click on the 'My Studies' link, to go to the listing of all of your posted experiments.
- Click on the experiment for which you want to grant/deny credits. You will then be shown the details of your posted experiment.
- Click on the 'View/Administer Time slots' statement located under your experiment details and you will be shown a display of the current schedule/time slots.
- Click on the 'Modify' button located next to the time slot you want to grant or deny a credit
- Under the heading 'Sign-Ups' you will see a table listing the participant(s) who was/were scheduled for that time slot. To grant a credit to the participant click the empty circle located in the column called 'Credit Granted'. To deny a credit to a participant click the empty circle located in the column called 'No-Show (penalty assessed)'.
- Click on 'Update Sign-Ups' button located at the bottom of the table to register the granted or denied credits into the system.

Points To Remember

- Don't forget to log out after you have finished using the system.

Special Functions

The new on-line research participation system has many extra features: to prevent duplicate sign-ups, to allow you to change your password or contact information, to view all of the experiments posted on the system, to manually schedule participants, to delete posted time slots, to cancel appointments, and to contact one or more participants. Instructions on how to use each of these features are provided below.

No Duplicate Sign-Ups

The system keeps track of which experiments individuals have participated in and will not allow participants to participate in the same experiment more than once.

Monetary compensation

You are allowed to post experiments that pay cash. You can show this to prospective participants by making the unit of payment euros instead of minutes (see Step 2 above). If you pay out time, give the expected payout (e.g., with a 7 euros/hour rate and a 30 min. experiment, give 3.5 euros as the advertised reward). In this case, make sure to note in the description of the document that payments may vary.

It is not allowed to pay out a mix of cash and credits.

Change Your Password and/or Contact Information

- If you want to change your Password and / or contact information, log onto the system.
- Click on the 'My Profile' link and you will be shown a display of your User information. This page lists your name, User ID, email address, etc.
- There is also an option called 'Daily Reminder'. Click the circle next to the option 'Yes' if you want to be sent emails reminding you of upcoming appointments. Click the circle next to the option 'No' if you do not want to be sent emails reminding you of upcoming appointments.
- To change your email address, for example, delete your old email address located in the Email Address box and then enter your new email address in the box. (In a similar fashion you can change all other information).
- To save your changes to your User Profile click the 'Update' button located at the bottom of the display.

To View all of the Posted Experiments

You can also view information about all of the experiments posted on the psychology research participation system. To view a list of all of the experiments posted and which experiments are visible to participants click the 'All Studies' link. The list of experiments will be displayed in alphabetical order. However, the list of experiments that participants view will be displayed in a random order.

To Manually Schedule a Participant

Typically participants will find your experiment and sign-up for it by entering the system and browsing through the experiments posted. However, occasionally you may want to sign-up a participant yourself. Before you do so you will need to know, the participants User ID or last name, the time slot they wish to be scheduled for, and the course and section to which they would like to have the participation credit(s) assigned.

- Click on the 'My Studies' link and then click on name of the experiment for which you want to schedule a participant.
- Click on the 'View/Administer Time slots' statement located under your experiment details and you will be shown a display of the current schedule/time slots.
- Scroll down the page and near the bottom, under the heading 'Manual Sign-Up' enter either the individual's User ID or last name into the required field. Click on the 'Sign Up' button located next to the field in which you entered the User ID or last name
- Those participants with a User ID or last name matching the one that you entered will now be listed. Select the individual you want to sign up then click the 'Sign Up' button.
- You will then be requested to select the course and section to which the individual to allocate the course credit. Make sure that you enter in the correct course because the participant will not be able to change the assignment later.
- Click on the 'Sign Up' button and the participant will be sent an email listing the experiment details, your contact information, as well as scheduled appointment.

Online external studies

Online external studies are online studies which are not hosted within the system, but instead reside on some other website. With External Study Credit Granting, a participant can receive credit as soon as they finish the online external study. This is accomplished by having the external study notify the system that the participant has completed the study and thus deserves

credit.

The notification to the system is done by accessing the Completion URL for the study. A properly-configured study will have up to two Completion URLs:

1. Client-Side Completion URL: If this URL is loaded, the participant will receive credit. Typically, this URL would be loaded by the participant clicking on a link in their browser, or the participant being redirected to this link after completing the study. This is the most common method used for commercial survey products like SurveyMonkey and Qualtrics.
2. Server-Side Completion URL: This URL would typically be loaded by the external study (not clicked by the end-user participant) and is a server-to-server communication between the external study and the system. The results are returned in XML format and may be parsed by the external study. This method would be used when you have full control over the external study, like if it is programmed from a Perl script. It also provides more control and security than the client-side method.

You should use only one completion URL to achieve credit granting. For most commercial online survey products, and also if you are not familiar with programming, then the client-side completion URL is likely the most appropriate option. To avoid confusion, the system will only display the client-side completion URL if a commercial survey product is being used and is known to support only the client-side completion URL.

To see the completion URLs for your study, first ensure the study is set up correctly as an online external study. Then, enter the URL for the external site in the Study URL field in Change Study Information, and save your changes. Next, click on Change Study Information again and modify the Study URL to include %SURVEY_CODE% in the URL in the appropriate place. If you entered the URL for a commercial product like SurveyMonkey, Qualtrics, or Inquisit, then the system will display help text just below the URL with a suggestion for how to include this. Save your changes, and the Completion URLs should now appear on the resulting study information page. In short, the Completion URLs will appear as long as there is %SURVEY_CODE% anywhere in the Study URL.

The client-side completion URL will look something like this:

```
http://yourschool.sona-  
systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d43  
6e5f94b1581b0918162f6d7e8&survey_code=XXXX
```

The server-side completion URL will look something like this (if displayed):

```
http://yourschool.sona-  
systems.com/services/SonaAPI.svc/WebstudyCredit?experiment_id=170&credi  
t_token=9185d436e5f94b1581b0918162f6d7e8&survey_code=XXXX
```

In the example, the XXXX at the end is to show where the survey code number should be placed (in place of XXXX) by the external study website. For SurveyMonkey studies, the client-side completion URL will be slightly different from the example above in the names of parameters, due to a limitation in how the SurveyMonkey product handles parameter names.

The next step is you'll need to configure the online external study to receive the survey code number from the system at the start of the study, and also to load one of the completion URLs at the end of the study, while replacing XXXX with the survey code number and pass that to the system in the completion URL. Because this involves configuring the external study which is not part of the system, then how this is accomplished depends on the external study. Usually it

involves setting up the survey code number as some type of variable that is passed in via the URL, and then configuring a redirect URL at the end of the study to be loaded, with this variable in the URL.

As this is a complicated feature, the best method to test it is to actually login to the system as a fake participant. The entire credit granting process is not possible to test as a researcher, since researchers cannot sign up for studies. To ensure other (real) participants do not sign up for the study while you are testing it, add an Invitation Code to the study (you can remove it later). The configuration directions for some popular survey products are below, based on information from those vendors.

With Qualtrics, it is best to follow the URL listed below that describes the process in detail on the Qualtrics website. In that document, “panel company” refers to our system, and you will only need to focus on the Complete Response Link. The Screen-Out Link and Over Quota links are not applicable or implemented in this situation.

Here are the basic steps, which are subject to change (since the product is controlled by Qualtrics):

1. In the system, change the Study URL so it includes %SURVEY_CODE% in the URL. So if the Qualtrics URL is https://yourschool.qualtrics.com/SE/?SID=SV_b9ZD41hMZa qE then change it to https://yourschool.qualtrics.com/SE/?SID=SV_b9ZD41hMZa qE
2. In Qualtrics, configure the survey to accept the survey code number, as an embedded data field named “id”. Remember to use lower-case as this is case-sensitive.
3. In Qualtrics, configure the Survey Flow option to “Redirect to a URL” at the end of the survey, and provide the Qualtrics Redirect to a URL value from the system. The Qualtrics Redirect to a URL should look something like this:

These features are described on Qualtrics’ site at the following URL:

□ <http://www.qualtrics.com/university/researchsuite/distributing/panels/panel-company-integration> (“Panel Company Integration”)

https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8

&id=%SURVEY_CODE%

[https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8&survey_code=\\${e://Field/id}](https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8&survey_code=${e://Field/id})

The Qualtrics Redirect to a URL provided by the system should be sufficient to paste directly into Qualtrics. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to change the &c=XXXX at the end of Client-Side Completion URL to `${e://Field/id}`

Inquisit is a product offered by Millisecond Software, and the instructions below apply to Inquisit Web Edition only.

Here are the basic steps, which are subject to change (since the product is controlled by Millisecond):

1. In the system, change the Study URL so it includes %SURVEY_CODE% in the URL. So if the Inquisit URL is <http://research.millisecond.com/myexperiment.web> then change it to <http://research.millisecond.com/myexperiment.web>
2. In Inquisit, use the webscript registration wizard to configure the survey to accept the survey code number. On the part where it asks how to generate subject IDs, select Query Parameter and enter in “survey_code”.
3. In Inquisit, configure the Finish Page URL, and provide the Inquisit Finish Page URL from the system. The Inquisit Finish Page URL should look something like this:

These features are described on Millisecond's site at the following URL:

□ <http://www.millisecond.com/support/docs/v3/html/howto/interopsurveys.htm> ("How to Interoperate Inquisit Web Edition with Online Survey Packages")

The Inquisit Finish Page URL provided by the system should be sufficient to paste directly into Inquisit. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to remove the &c=XXXX from the end of Client-Side Completion URL and place the remaining text in Inquisit.

Appendix 1: the coordinators

Each department has one coordinator who should approve your study before you post it online:
The coordinator will check

- (a) whether the experiment has a suitable name and description,
- (b) a comprehensible debriefing, and
- (c) whether the estimate of the duration is realistic.

- Sociale en Organisationspsychologie: Jan-Willem van Prooijen
- Ontwikkelingspsychologie: Sander Begeer
- Pedagogiek: Sabina Kef
- Klinische neuropsychologie: Maarten Milders
- Biologische: Eco de Geus

Appendix 3: example of a participation confirmation slip (for walk-in studies)

NB: insert relevant information

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Je hebt vandaag deelgenomen aan het onderzoek getiteld [study name as listed in Sonasystems] in onderzoeksruimte [location - eg K2B-74], dat draait in de periode [start date - end date of study]. De onderzoeksleider is [name researcher - NOT students or lab assistants], en je kunt deze bereiken voor vragen of opmerkingen via email: [email adress primary researcher].

Je zult voor dit onderzoek [# credits] credits ontvangen. Deze zullen binnen enkele dagen op je account in Sona-systems worden bijgeschreven. Mocht je na 7 dagen nog geen credits hebben ontvangen, neem dan contact op met bovenstaande onderzoeker.

NB: Dit is geen bewijs van deelname - aan dit papier kunnen geen rechten worden ontleend.

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Appendix 3: example of a good debriefing (write your own preferably in Dutch)

SAMPLE DEBRIEFING FORM

Research Project Title

Individual Differences in Memory

Title of Project

Prospective memory is the ability to remember to carry out at the appropriate time or place our plans, promises, and intentions. We make many different kinds of plans and agreements do things at a later time. For example, we may plan to go to the grocery store on the way home from work or agree to take a prescribed medication at a specific time. But for one reason or another, we sometimes fail to follow through with our intentions/plans. Further some people consistently follow through with their agreements and intentions; they can be relied on to be where they said they would be and to be punctual. Other people readily break agreements and fail to follow through with their intentions; they frequently show up late or miss scheduled appointments and social obligations altogether. These observations suggest that an individual's character or personality might predict her/his prospective memory task performance. Although many notable authors, including Freud, have speculated about the link between personality and remembering to do things, to date only one study has empirically explored the relationship and it only explored a few personality traits. We are interested in extending this line of research and exploring the influence of other personality traits (e.g., being conscientious or extraverted) on prospective memory performance. The overall goal of the present study is to find out whether individual differences in personality influence whether we follow through with our intentions (i.e., prospective memory performance).

Description of Purpose of Experiment

In this study, you completed a series of paper-and-pencil questionnaires. These questionnaires were intended to give us an understanding of your personality (e.g., whether you are conscientious or extraverted). These measures of your personality are our predictor variables. You were also asked to give the experimenter reminders occasionally. Specifically, you were asked to remind her to plug her phone back in and to remind her to give you an envelope. These reminder tasks were used as measures of prospective memory. Your performance on these tasks is our dependent variable. We will use participants' scores on the questionnaires that measured personality to try and predict prospective memory performance.

Description of Procedure

Description of all of the Critical Variables using terms Independent (or Predictor) and Dependent Variables

We expect to find that people high in pro-social personality traits, such as conscientiousness, agreeableness, and extraversion, will be more likely to perform the prospective memory tasks.

Anticipated Outcome

If you have any further questions, please feel free to ask the experimenter or use the contact information provided below to contact a member of the research team at a later time.

Solicit Questions

Contact Information about the Experiment

This experiment is being conducted under the supervision of Dr. Peter Graf, the principal investigator, with Carrie Cuttler as the co-investigator and Amanda LaMarre as the primary research assistant.

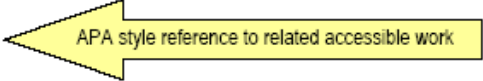
Identifying and contact info for PI, CIs & RAs

Please call one of them if you have any questions about this study. Dr. Graf may be reached at (604) 822-6635, and Carrie Cuttler and Amanda LaMarre may be reached at (604) 822-2140.

More Information about the Experiment

We know very little about the influence of personality on prospective memory, but if you would like to read more about what we know, please check out the following book chapter:

Searleman, A. (1996). Personality variables and prospective memory performance. In D. J. Herrmann, C. McEvoy, C. Hertzog, P. Hertel, & M. K. Johnson (Eds.), *Basic and Applied Memory Research Practical Applications Volume 2* (pp. 111-119). New Jersey: Lawrence Erlbaum Associates.



APA style reference to related accessible work