



UCL Subject Pool

Guidelines for Participation

Research Topics

The Divisional Subject Pool advertises a range of studies examining topics such as decision making, attention, memory, emotion perception, and cognitive processes. You may be asked to complete a variety of activities during a test session, for instance:

- Filling in questionnaires
- Watching videos
- Listening to music
- Participating in interviews
- Completing computer-based tasks and games

The Subject Pool is covered by the Data Protection Act and all experiments have UCL Ethics Committee approval, such that all data collected is confidential and you are free to stop participating at any time in an experiment without explanation.

Creating a Participant Account

You can request a participant account by visiting <https://uclpsychology.sona-systems.com/>. You must read the rules carefully before signing up to the Subject Pool. Once you receive your password, please login to your account and complete the Pre-screen Survey. **We ask that you register online and complete the Pre-screen Survey as soon as possible.**

Subject Pool Rules and Regulations

Rules for participants:

1. You may create and use only one Sona account.
2. You must use your real name when creating your account
3. You must provide a valid mobile number
4. You must meet eligibility requirements for a study
5. You must be on time for your appointment, or contact the researcher if you will be late. If you cannot keep your appointment, you need to cancel it in advance so another participant can sign up.
6. You must be cooperative and focused on the study, and follow the researcher's instructions.
7. You must declare all serious medical conditions to the researcher at the start of the study.
8. Unless a previous arrangement has been made, all UCL Psychology students must meet researchers at the reception area of the building.

You must not engage in the following activities during a test session unless directly instructed to do so by the researcher:

- Use a mobile phone or other electronic device.
- Eat or drink during the study.

Participants who do not follow these rules will be removed from the Subject Pool

When you sign up to study, you will receive an email confirmation with the date, time, and location of your test session, and contact information for the researchers. Please print this information and bring it to each appointment.

Eligibility Criteria

You must carefully read the study details and ensure that you have met the eligibility criteria for each study before booking an appointment. If you turn up to for an appointment, but do not fulfil the criteria for participation (and these criteria have been explicitly expressed in the advert), no payment is made.

Late Arrival/No-Show Policy

Please contact the researcher if you are running late. If you are more than 10 minutes late to your appointment, the researcher is under no obligation to run the study or to give you credit. It is at the researcher's discretion whether they choose to reschedule the appointment. If you fail to contact the researcher, then you will be given an *Unexcused No-Show*.

Cancelling Your Appointment

Missing your appointment for research participation wastes valuable time. If you cannot keep your appointment, then please cancel it 24 hours before the scheduled time. If it is more than 24 hours before your appointment, log in to your Sona account and cancel your appointment. If it is less than 24 hours before your scheduled appointment, you should contact the researchers by phone or email. The contact information for researchers is listed in the study description and in your study confirmation email. The researcher may give you an *Excused No-Show* if you do not cancel the test session in time, and will decide whether or not to reschedule your appointment. If you miss a study appointment without contacting the researcher, you will incur an *Unexcused No-Show*.

Penalties

If you accrue three Unexcused No-Shows, your account will be deactivated for period of 7 days. If you have more than three Unexcused No-Shows, your account will be removed from our database and you will be barred from participating in further studies.

No-Show Policy for Researchers

If you arrive to the correct room at the scheduled time and the researcher is not there within 15 minutes, you will earn the study payment by default. If this should happen, contact the researcher and Subject Pool demonstrator to let them know when your appointment was scheduled for and they will look into this for you.

Course-Credits

Course-Credits are for Psychology students **only**. Please ensure that you book slots for studies offering monetary compensation.

If you have any further questions, please contact the Subject Pool Demonstrator at elif.gokcen.09@ucl.ac.uk