LABS

(**L**aboratory **A**dministration for **B**ehavioral **S**ciences)

Researcher Manual

Guide: How to create your own study

v.09-2019

Content

General Information

Function of LABS-system

Everyone who is interested to participate in scientific psychological studies has the possibility to register in LABS-system. Therefore, LABS-system enables researchers to draw a sample of interested participants for their experiments.

In conclusion LABS-system represents a communication interface between participants and researchers. It allows researchers to invite interested individuals to participate in their studies.

General Information

Function of LABS-system

Attention: You cannot reserve a laboratory room using LABS-system! All information / particulars concerning laboratory rooms, which you choose in LABS-system, are only supposed to inform the participants.

Please make sure you have already reserved a laboratory room before you schedule your LABS-system study. To reserve a room you will have to contact the room reservation system of your specific department.

General Information

- Access to LABS-system: https://labs-univie.sona-systems.com/

- Request a researcher account:

  You can request a researcher account by sending an e-mail. Please indicate the correct subject in your e-mail depending on your specific department:

  o For studies concerning social psychological research:
    Subject: [SozPsych] LABS-Account

  o For studies concerning basic or biological psychological research:
    Subject: [AllgBioPsych] LABS-Account

  and send your request to labs.psychologie@univie.ac.at

General Information

If you plan to invite students from the STEOP-course:

STEOP students are participating in the STEOP-course "Psychologische Forschung erleben und reflektieren". Participants of this course get an understanding of recent psychological research.. Furthermore STEOP students are supposed to reflect on one of the studies, in which they participated. Therefore, it is necessary that the researcher of a study, which allows STEOP students to participate, provides a **short summary** and that the students will be **debriefed adequately** after participation!

Together with this manual you should have received a **debriefing-template**. **Please add the filled out debriefing when you request the approval of the study (approval request).** The procedure of the approval request will be described more in detail later on (see page: Approval request). **Alternatively, you can send the debriefing via e-mail using the following subject:** „[STEOP-Studie] Name of the study" **to:** labs.psychologie@univie.ac.at

ATTENTION: It is not possible to activate the study for STEOP students as long as you have not send the complete debriefing!

The debriefing functions as a performance control of the STEOP students. It will NOT be passed on to the students. **So please do not forget to debrief the participants adequately after participation!**

General Information

The following studies won't be approved for the LABS-course „ STEOP: Psychologische Forschung erleben":

- online studies!

- Studies whose ethical considerations are not given. If you have an approval of the ethics commission, please send this document together with the request for approval of your study.

- NO paid studies or studies offering additional incentives! This includes prizes (e.g. chance to win one of 3 gift cards), even if this additional incentive is part of the experiment!

- Studies for seminaries or bachelor thesis

- Pretests of materials, methods etc.

General Information

Regarding invitations of participants:

The bulk mail function (see Chapter ‚inviting participants') is not meant to invite all potential participants! It should point a random sample of potential participants to the study. It is meaningless to invite 500 students to a study that needs 50 participants!

Only invite A SINGLE TIME! Each invitation is sent to a random sample of participants. In the worst case the same participants will receive the same invitation over and over!

Too many messages accomplish NOTHING! If you don't get more participants through sending an invitation, you won't change that through sending more invitations! On the contrary, if all researchers invite multiple times a week, students will receive countless mails, which they will eventually regard as spam!

Please use the template for invitations, which is shown in the chapter ‚inviting participants'.

Log In

Log in with the personal research account you received

Home

Max Mustermann (Researcher)

My Studies

🗒 View and edit your studies

✩ View, add or edit timeslots

★ View uncredited timeslots   0

All Studies

▦ View all studies available to participants

Add New Study

➕ - create a new study

Prescreen Results

👥 Analyze participant prescreen results

My Profile

🔒 Change password

👤 Modify contact information

✉ Change your email address

Upcoming Appointments

📅 No Upcoming Appointments

Studies with Recent Activity

You have no studies.

To add a new study

Selecting a Study Type

My Studies   All Studies   Add New Study   Prescreen Results   My Profile   Logout

Select study type

To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change a study nor the compensation to a different type once you have added it, so please be sure to select the correct type of study now.

Standard Study
A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study that participants will participate in.

○ Paid
● Credit   Usually pick „Standard Study – Credits"

Two-Part Standard Study
A study that is scheduled to take place at a specific place (i.e. not online), in two parts. The two parts may be scheduled to take place a specified number of days apart, and a participant must sign up for both parts of the study at one time.

○ Paid
○ Credit

Online Survey Study
An online survey study that is

○ Paid
○ Credit

ATTENTION:
For paid studies or web studies it is NOT possible to invite STEOP-participants!

In general it is not possible to grant credits for online studies. This also includes all other courses.

* It is no problem to conduct online studies in the testing rooms. Participants can come to the testing room and participant in an online study.

Online External Study
An online study that is set up o

○ Paid
○ Credit

CONTINUE ▸

Selecting a Study Type

- **Usually pick: Standard-Study → Credits:**
  Depending on the duration of the study, participants will be granted a number of „credits" after participation. Those „credits" can be assigned to different courses/seminars. Some courses/seminars require the participation in studies and therefore a number of „credits" for a successful completion of the course/seminar.

- **Standard-Study → Paid**: Only pick this option if you are going to pay every participant for the participation.

- 8-12 euros per hour are recommended as monetary incentives. If possible conform to that in order to maintain a comparable hourly basis and to uphold individuals' interest for lower amounts.

- **Two-Part-Standard Study**: Choose this option if your study consists of two parts. Please note: Participants can only sign in for both parts at the same time. For this reason it is important to make sure that enough open timeslots exist for both parts of the study. Missing timeslots for the second part of the study will cause that participants cannot sign in for the first part of the study.

Study Information

Basic Study Information

Study Name	SozPsych_14WS_Musterstudie

Short title of the study → See next page

Brief Abstract (Up to 255 characters, optional)	Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)
Detailed Description (Up to 15,000 characters, optional)	Hier kann eine ausführlichere Beschreibung des Experiments stehen. Zumindest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein. (kann von TeilnehmerInnen gesehen werden)
Eligibility Requirements	None
Duration	60 Minutes
Credits (Credits must be evenly divisible by 1)	2
Preparation	None

Researcher	Amashaufer, Sandra Biologische Psychologie, Experimentatoren Bührer, Stephanie Eder, Max Gäntgen, Julia Ginter, Johanna Karden, Alexandra Kleber, Janet Kudrna, Alexander	⇌	Mustermann, Max
	Available		Selected

Study Information – Study Name

The name of YOUR study should match a specific form:

- The name of your study should consist of:
  <department abbreviation>_<semester>_<freely chosen study name>

- **Abbreviation to indicate the department**
  The abbreviation depends on the department in which you want to conduct your study:

  o Social psychological studies: **SozPsych_**...

  o Basic or biological psychological studies: **AllgBioPsych_**...

  o Economic psychological studies: **WirtPsych_**...

  o Clinical psychological studies: **KlinPsych_**...

  o (If you conduct a study in a different department, please contact the LABS-Administration)

- **Semester:** Year followed by semester (e.g.: 14WS, 15SS, …)

- **Freely chosen study name:** Choose a name that does not already reveal the real purpose of the study to the participants.

EXAMPLES: SozPsych_15SS_Studie1
AllgBioPsych_16WS_StudieXY
AllgBioPsych_17SS_Diese Studie

Study Information

Basic Study Information

Study Name
SozPsych_14WS_Musterstudie

Brief Abstract
(Up to 255 characters, optional)
Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)

Detailed Description
(Up to 15,000 characters, optional)
Hier kann eine ausführlichere Beschreibung des Experiments stehen.
Zumindest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein.
(kann von TeilnehmerInnen gesehen werden)

Eligibility Requirements

Duration

Credits
(Credits must be evenly div...

Preparation

Researcher

Required to give the participants an overview of the study, the procedure and any other specifics!

Brief Abstract: Short summary of the content of the study (1 – max. 2 sentences).

Detailed Description:
More detailed description of the research question, the procedure and specifics of the study. Location, duration and incentives should be noted again here.

Eder, Max
Gäntgen, Julia
Ginter, Johanna
Karden, Alexandra
Kleber, Janet
Kudrna, Alexander

Available

..n, Max

Selected

Study Information

Basic Study Information

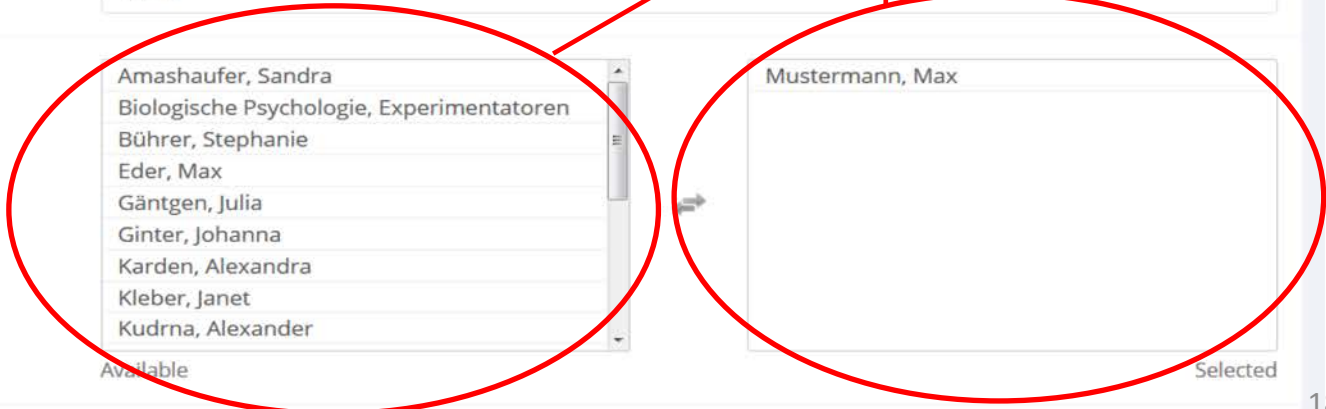|	
Study Name	SozPsych_14WS_Musterstudie
Brief Abstract (Up to 255 characters, optional)	Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)
Detailed Description	Hier kann eine ausführlichere Beschreibung des Experiments stehen. ...dest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein. ... von TeilnehmerInnen gesehen werden)
Eligibility Requirements	None
Duration	60 Minutes
Credits (Credits must be evenly divisible by 1)	2
Preparation	None
Researcher	Amashaufer, Sandra / Biologische Psychologie, Experimentatoren / Bührer, Stephanie / Eder, Max / Gäntgen, Julia / Ginter, Johanna / Karden, Alexandra / Kleber, Janet / Kudrna, Alexander

Optional
Usually: None

Type in the duration of your experiment.

1 credit is granted for experiments which endure up to 15 minutes. For every additional 15 minutes one more credits is granted.

For paid studies type in the amount of money each participant will receive.

→ Read more on the next page

Available   Selected

Study Information – Credits

Credits:

Each participant will be granted "credits" for the participation in an experiment. The amount of granted credits depends on the duration of the experiment.

The least amount of credits is 1. This equals a duration time of 15 minutes.

If the experiment takes more than half an hour, you can grant one more credit for every begun 30 minutes-interval. For every additional half an hour you can grant an additional credit. However, if the duration of your experiment is between half an hour and a full hour, please **ROUND UP.**

The **DURATION HAS TO BE DETERMINED BEFOREHAND**. That means there is a fixed number of credits for the participation in your experiment. This number is independent of how much time every single participant actually needed. This is why you should estimate the duration of your experiment realistically so that participants do not have to stay longer than the time advertised. **Before you conduct your study, you should test how long it really takes!**

An example: If your experiment is planned to take 45 minutes, the participants will be granted 2 credits.

Study Information

Basic Study Information

Study Name

SozPsych_14WS_Musterstudie

Brief Abstract
(Up to 255 characters, optional)

Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)

Detailed Description
(Up to 15,000 characters, optional)

Hier kann eine ausführlichere Beschreibung des Experiments stehen.
Zumindest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein.
(kann von TeilnehmerInnen gesehen werden)

Eligibility Requirements

None

Duration

60   Minutes

Credits
(Credits must be evenly divisible by 1)

2

If there are additional researchers, click on the names to transfer them from the left to the right field.

Preparation

None

Researcher

Amashaufer, Sandra
Biologische Psychologie, Experimentatoren
Bührer, Stephanie
Eder, Max
Gäntgen, Julia
Ginter, Johanna
Karden, Alexandra
Kleber, Janet
Kudrna, Alexander
Available

Mustermann, Max
Selected

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Study Information

IRB Approval Code (optional)

Approved?   Currently not approved. Approval is required.

Usually: leave empty

Active Study?
- Yes
- No

(inactive studies are sometimes kept for
of available studies to participants)

Add This Study

Approval Request:
Before participants can sign up for the study, the study must be checked and approved by the LABS-Administration.

The approval can be requested as soon as the study settings have been completed. For more information see subsequent pages (Approval request).

Advanced Settings

Pre-Requisites
- Participants must participate in ALL o
- Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies   All Studies

search...

SozPsych_14WS_05 (Inactive)

SozPsych_15WS_Produktbewertung_2
(Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (erste Erhebung)
(Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (zweite Erhebung)
(Inactive)

SozPsych_16SS_Produktauswahl in

Study Information

IRB Approval Code (optional)

Approved?
Currently not approved. Approval is r

Active Study?
○ Yes
◉ No

(inactive studies are sometimes kept
of available studies to participants)

Add This Study

Advanced Settings

Pre-Requisites
◉ Participants must participate in Al
○ Participants must participate in AT

dies

SozPsych_14WS_03 (Inactive)
SozPsych_15WS_Produktbewertung_2
(Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (erste Erhebung)
(Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (zweite Erhebung)
(Inactive)
SozPsych_16SS_Produktauswahl in

Choose „Yes" to make the study visible.

Attenion: If „Active = Yes" the participants
will see the study as soon as the study is
approved. Furthermore the participants will
already be able to sign in if timeslots have
already been set (see subsequent pages)!

If you want to decide yourself when
participants are able to sign in, you can also
leave „Active = No" for the moment.

**The study MUST be changed to „Active =
Yes" when you want participants to sign up
for the study at the latest!**

Do NOT add the study yet!
First you need to edit the„advanced
settings" → see next page.

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Study Information

Advanced Settings

Pre-Requisites

○ Participants must participate in ALL of these studies before they may sign up

○ Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies | **All Studies**

search...

SozPsych_15WS_Produktbewertung_2 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)
SozPsych_16SS_Produktauswahl in Entscheidungssituationen (Inactive)

Available

SozPsych_14WS_05 (Inactive)

Selected

> If the participation in a certain previous study is a requirement to participate in this new study, click on the previous study to select it as a pre-requisite. Click „All Studies" to show old studies.
>
> **Usually: leave blank**

Participants must **not** have participated in ANY of these studies before they sign up:

My Studies | All Studies

search...

SozPsych_14WS_05 (Inactive)
SozPsych_15WS_Produktbewertung_2 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)
SozPsych_16SS_Produktauswahl in

Study Information

(Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)
SozPsych_16SS_Produktauswahl in

Available — Selected

Disqualifiers

Participants must **not** have participated in ANY of these studies before they sign up:

Disqualifying studies: Identify studies which you do not want your participants to have already participated in.

Exclude similar studies under all circumstances!

My Studies | All Studies

Studies appear after a click on „All Studies"

search...

SozPsych_14WS_05 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)
SozPsych_16SS_Produktauswahl in Entscheidungssituationen (Inactive)
SozPsych_16SS_Produktbewertung_3 (Inactive)
STEOP Onlinefragebogen Forschungserfahrung sammeln

Available

SozPsych_15WS_Produktbewertung_2 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)

elected

If the participants already participated in at least one of these studies, they CANNOT participate in your current study.

Course Restrictions

Participants must be in one of these courses:

AB: Fehlende Stunden SS 16
AB: Freiwillige Teilnahme - Biolog. und Allgemeine
AB: PS bio. Grundl. Erleben&Verhalten (Riecansky)
AB: PS bio. Grundl. Erleben&Verhalten(Bukowski)
AB: Theorie&Empirie wiss. Arb. 1 (Müllner-Huber)
AB: VU Forschungsansätze Kogn. &

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Study Information

Disqualifiers

Participants must **not** have participated in ANY of these studies before they sign up:

My Studies | All Studies

Only individuals from the chosen courses can participate in your study.

The researcher can decide which courses she/he wants to choose but at least one course MUST be chosen!

DO NOT CHOOSE following courses:
- **Bezahlte Studien** (except the participants will be paid)
- **Restpunktabzug**
- **XX_ARCHIVE – Forschung erleben abgeschlossen**
- **All other courses that begin with "X"**

Available | Selected

Course Restrictions

Participants must be in one of these courses:

Neurowiss.
AB: VU Kognitionspsychologie & Neurowissenschaften
AB: VU Spezialthemen Kogn. & Neurowiss.
Bezahlte Studien
Restpunktabzug
S: ^Freiwillige Teilnahme - Sozalpsychologie^
XX ARCHIVE - Forschung erleben abgeschlossen

Available

STEOP: Psychologische Forschung erleben

Selected

AB: Basic and biological psychology

S: Social psychology

Usually: leave blank

Invitation Code

(leave blank if participants do not need a special password to sign up for this study)

| Participant Sign-Up Deadline | 24 | hours before study is to occur |

You can choose these parameters freely.

| Participant Cancellation Deadline | 24 | hours before study is to occur |

Should the Researcher receive an email notification when a participant signs up or cancels?
- ◉ No
- ○ Yes -- for sign-ups and cancellations
- ○ Yes -- for cancellations only

Researchers at Timeslot-Level

Can researchers for this study be assigned to specific timeslots? Only applies if the study has more than one researcher.
- ○ Yes
- ◉ No

Shared Comments
(Up to 1,000 characters, optional)

Hier eine überblickshafte Beschreibung des Experiments und verwendeter Methoden, Primings und Materialien. Kurz und knapp beschreiben, was in diesem Experiment passiert.
(Für TeilnehmerInnen NICHT einsehbar)

Visible to all researchers in the system, but not visible to participants

Necessary for approval!

Detailed study description: Describe methods, primings, materials, questionnaires, examined variables and the procedure.

Content is only visible for other researchers!
Necessary for the documentation and comprehensibility at a later juncture.

Private Comments
(Up to 3,000 characters, optional)

Research Alternative   No

[Add This Study]

Finally: Add study

Study Menu

Max Mustermann (Researcher)

Now your study has been added.

Click HERE to go to APPROVAL REQUEST

⚙ Study Menu ▾

← Study Information

⊘ View/Administer Time Slots

📊 Timeslot Usage Summary

✉ Contact Participants

📠 View Bulk Mail Summary

⊙ Download Prescreen Responses

🔁 Change Study Information

💻 Participant Study View

🗑 Delete Study

...sterstudie

d (lab) study
...standard lab study. To participate, sign
...to the specified location at the chosen

: Not Approved

Status

Active study. Does not appear on list of available studies -- must also be approved

Duration	60 minutes
Credits	2 Credits

Here you can change every information and setting you just chose.

ATTENTION: A modification of the study settings after the approval requires a renewed approval!

Restrictions

Sign-Up Restrictions	Must have completed ALL of these studies:
	• 1SozPsych_14SS_01 (Inactive)
	Must NOT have signed up or completed ANY of these studies:
	• SozPsych_13WS_06
	• Test_Soz
Prescreen Restrictions	No Restrictions
	🔁 View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses:
	• UE Supervised Orientation Tutorium (SOT)

Additional Study Information

Researcher Information

Researcher	Max Mustermann	✉

Comments

Shared Comments

(not visible to participants)

Hier eine überblickshafte Beschreibung des Experiments und verwendeter Methoden, Primings und Materialien. Kurz und knapp

Approval Request

IRB Approval Code (optional)

Approved?

Currently not approved.

✉ Send an Approval Request to make this study visible

Approval Request:
After the study has been added, you can request the approval of the study.

Active Study?

○ Yes

● No

(inactive studies are sometimes kept for historical purposes; a
of available studies to participants)

Save Changes

Advanced Settings

Pre-Requisites

● Participants must participate in ALL of these studies before they may sign up

○ Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies	All Studies

search...

SozPsych_14WS_05 (Inactive)

SozPsych_15WS_Produktbewertung_2
(Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (erste Erhebung)
(Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (zweite Erhebung)

⇄

Approval Request

Request Approval

Before participants can view this study, it must be approved by the appropriate person. You may make your request for approval using the form below. The email will be sent to ✉ labs.psychologie@univie.ac.at . Information about the study will be included in the email automatically. You may enter any additional information in your request below, and you may also upload a file to be included with the request.

Bitte beachten:
Wenn Sie TeilnehmerInnen aus dem Kurs *STEOP: Psychologische Forschung erleben und reflektieren* einladen möchten erhält Ihre Studie das Approval nur wenn Sie zuvor eine Mail mit angehängtem *Debriefing* und dem Betreff "[STEOP Studie] Name der Studie" an labs.psychologie@univie.ac.at gesendet haben.

> Here you can add further information to the request message.

> Here you can attach the **debriefing** if you plan to **invite students from the STEOP course!**

> Click here to send the request.
>
> **Attention:** An approval can take **UP TO 3 DAYS!**
>
> A modification of the study informations requires a renewed approval!

Durchsuchen... Keine Datei ausgewählt.

Send Request

Study Restrictions

Participants are asked to fill out a prescreening and give some information about themselves when they register in LABS.

Some studies require a sample of individuals with specific attributes (e.g. individuals who are colorblind).

How you can exclude participants based on such criteria is shown on the following pages. Thereby you can decide which prescreening questions are relevant for your study and which answers must have been given, to make sure that a person is suitable to participate in your study.

Attention: Even for studies, in which EVERYONE can participate, you need to set **„Restrictions",** so that participants can be **invited to your study**.

In this case you can choose one selection criterion (e.g. „Geschlecht" / gender) and accept every possible answer.

Study Restrictions

Study Menu ▾

Study Information

Study Name	SozPSych_14WS_Musterstudie
Study Type	**Standard (lab) study** This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Study Status	**Not visible to participants:** Not Approved **Active study:** Does not appear on list of available studies -- must also be approved
Duration	60 minutes
Credits	2 Credits

Restrictions

Sign-Up Restrictions	**Must have completed ALL of these studies:** • 1SozPsych_14SS_01 (Inactive) **Must NOT have signed up or completed ANY of these studies:** • SozPsych_13WS_06 • Test_Soz
Prescreen Restrictions	No Restrictions **↻ View/Modify Restrictions**
Course Restrictions	Participants must be in at least one of these courses: • UE Supervised Orientation Tutorium (SOT)

You always have to set restrictions even if your study does not have any (otherwise participants cannot be invited to the study).

click here

Additional Study Information

Researcher Information

Researcher	Max Mustermann

Comments

Shared Comments	(not visible to participants) Hier eine überblickshafte Beschreibung des Experiments und verwendeter Methoden, Primings und Materialien. Kurz und knapp

Study Restrictions

Current Prescreen Restrictions: None

Participation restrictions may be placed on a study based on a participant's prescreen responses. Participants will be unaware that the study has such restrictions placed on it. They will see only the studies for which they qualify, and none of the studies for which they do not qualify.

If you would like to determine how many participants meet a set of criteria, you may want to run a prescreen qualification analysis.

Prescreen Qualification Analysis

Prescreen questions that may be used as part of a study participation restriction must be multiple-choice questions (where only one choice may be selected), so only eligible questions are listed below. In addition, the prescreen may have been configured such that a sum or average score was computed for an entire section (for each participant). Those will also be listed if there are any.

If a participant signs up for this study, there will be an option to view that participant's entire set of responses to the prescreen. Listed below are all questions that are eligible for participation restrictions. Check the items that you would like to based the study's restrictions upon, and on the subsequent page there will be the option to define these restrictions down to specific responses for each question.

NOTE: The prescreen is currently unavailable to participants, so participants cannot complete the prescreen. This may be because the prescreen configuration is in the process of being modified, or the prescreen has been made inactive for other reasons. Placing restrictions based on a prescreen that is in the process of being modified may cause problems, so it is wise to contact the administrator first.

Section 1

Angaben zur Person:

- ☐ **(Geburtsjahr)**
  In welchem Jahr sind Sie geboren?

- ☑ **(Geschlecht)**
  Welches Geschlecht haben Sie?

- ☐ **(Sprachkenntnis)**
  Wie gut sprechen Sie Deutsch?

- ☐ **(Ausbildung)**
  Höchste abgeschlossene Ausbildung?

- ☐ **(Student/in)**
  Sind Sie Student/in?

- ☐ **(Händigkeit)**
  Würden Sie sich als rechts- oder linkshändig bezeichnen?

Here you can select the relevant information and restrictions (e.g. „Geschlecht" / gender).

If your study has no restrictions please just select „Geschlecht" (gender).

Section 2

Studien-Präferenzen:

Die folgenden Fragen beziehen sich auf Ihre Präferenz, an bestimmten methodenspezifischen Studien teilzunehmen. Ihre Angaben sollen lediglich Ihr allgemeines Interesse abfragen. Eine anschließende Teilnahme an Experimenten, zu denen Sie auf Grund Ihrer Auswahl eingeladen werden, ist selbstverständlich nicht verpflichtend.
Bitte überlegen Sie sich im Vorfeld genau, an welchen Studien Sie teilnehmen möchten, da eine spätere Korrektur Ihrer Angaben nicht möglich ist.
Für weitere Informationen zu den unterschiedlichen Verfahren klicken Sie bitte auf die entsprechenden Verweise.

- ☐ **(Verhalten)**
  Möchten Sie an Verhaltensstudien teilnehmen (meist Fragebogen- bzw. Computeraufgaben)?

Study Restrictions

Study Prescreen Restrictions

Listed below are the restrictions you have chosen. Check the options that your desired participant must have chosen. To qualify to participate in a study, participants must have chosen one of your selected choices for each question.

If you have chosen to restrict based on the sum or average computed score for a section, you will see all possibilities within the allowable range of responses, computed down to 1 decimal point where applicable.

Changes will take effect immediately after they are saved. Participants who qualified for the study under the previous set of restrictions will *not* have their sign-up removed.

Angaben zur

Select the desired answers.

If your study does not have any restrictions just select „Geschlecht" (gender) and accept every possible answer.

(Geschlecht)Welches Geschlecht haben Sie?
Choices:
☑ männlich
☑ weiblich
☑ keine Angabe

Angaben zur Person:

(Händigkeit)Würden Sie sich als rechts- oder linkshändig bezeichnen?
Choices:
☐ linkshändig
☑ rechtshändig

Angaben zu Seh- bzw. Hörbeeinträchtigungen:
Achtung! Für einige physiologische/neurowissenschaftliche Studien ist es notwendig, dass Sie die folgenden Fragen **vollständig beantworten**.
Wenn Sie die Antwortmöglichkeit "keine Angabe" auswählen, werden Sie u. U. **nicht** zu diesen Studien eingeladen.

(Farbsehschwäche)Leiden Sie an einer Farbsehschwäche (z.B. Rot-Grün-Schwäche)?
Choices:
☐ ja
☐ nein
☐ keine Angabe

Save Changes

Study Restrictions

Study Prescreen Restrictions

Listed below are the restrictions you have chosen. Check the options that your desired participant must have chosen. To qualify to participate in a study, participants must have chosen one of your selected choices for each question.

If you have chosen to restrict based on the sum or average computed score for a section, you will see all possibilities within the allowable range of responses, computed down to 1 decimal point where applicable.

Changes will take effect immediately after they are saved. Participants who qualified for the study under the previous set of restrictions will *not* have their sign-up removed.

Angaben zur Person:

(Geschlecht)Welches Geschlecht haben Sie?

Choices:

☑ männlich

☑ weiblich

☑ keine Angabe

Angaben zur Person:

(Händigkeit)Würden Sie sich als rechts- oder linkshändig bezeichnen?

Choices:

☐ linkshändig

☑ rechtshändig

E.g.: Only participants which answered the question concerning „Händigkeit" (handedness) with „rechtshändig" (right-handed) can participate.

Angaben zu Seh- bzw. Hörbeeinträchtigunge
Achtung! Für einige physiologische/neurowissenschaftliche Studien ist es notwendig, dass Sie die folgenden Fragen **vollständig beantworten**.
Wenn Sie die Antwortmöglichkeit "keine Angabe" auswählen, werden Sie u. U. **nicht** zu diesen Studien eingeladen.

(Farbsehschwäche)Leiden Sie an einer Farbsehschwäche (z.B. Rot-Grün-Schwäche)?

Choices:

☐ ja

☐ nein

☐ keine Angabe

Finally save the modifications.

Save Changes

Timeslots

- To participate in a study the participants sign up for an appointment. These appointments are called „timeslots" in LABS.

- How you can create timeslots will be shown on the following pages.

ATTENTION:

  Do not create more timeslots than participants are needed. If timeslots remain unused, you can create new timeslots.

  If you create more timeslots than necessary, more participants than needed can sign in. As a consequence these participants are no longer available for other studies.

Timeslots

⚙ Study Menu ▾

← Study Information

⏱ View/Administer Time Slots

📊 Timeslot Usage Summary

✉ Contact Participants

🖼 View Bulk Mail Summary

⏱ Download Prescreen Responses

🔁 Change Study Information

💻 Participant Study View

🗑 Delete Study

...sterstudie

(lab) study
standard lab study. To participate, sign
o to the specified location at the chosen

Status
: Not Approved

Active study: Does not appear on list of available studies -- must also be approved

Duration | 60 minutes

Credits | 2 Credits

Restrictions

Sign-Up Restrictions	**Must have completed ALL of these studies:**
	• 1SozPsych_14SS_01 (Inactive)
	Must NOT have signed up or completed ANY of these studies:
	• SozPsych_13WS_06
	• Test_Soz
Prescreen Restrictions	YES 🔁 View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses:
	• UE Supervised Orientation Tutorium (SOT)

Timeslots are the available appointments, which participants can sign up for.

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
IRB Approval Code	

Timeslots

My Studies   All Studies   Add New Study   Prescreen Results

My Profile   Logout

Max Mustermann (Researcher)

Study Menu ▾

+ Add A Timeslot   ⊞ Add Multiple Timeslots   🗑 Delete Multiple Timeslots   🖨 View Printer-Friendly List of Signups   🖨 Print

All Timeslots   Recent Timeslots   Upcoming Timeslots   Older Timeslots

Timeslots : SozPsych_14WS_Musterstudie

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

View timeslots on :

| | GO |

There are no recent timeslots for this study.

Here you can add timeslots. In the beginning it is advisable to add multiple timeslots.

Timeslots

Add Timeslots : SozPsych_14WS_Musterstudie

There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate the timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over.

NOTE: You are adding timeslots to a study that is **unapproved**, so participants will not be able to sign up for the study.
With either option, you will have an option to review the information before the timeslot addition is performed. Please choose one of the 2 options below:

Number of Timeslots	20	Amount of the slots you want to create.
Date	Monday, 22 September 2014	First day of the experiment.
Start Time	9:00	
Free time between slots	5 Minutes	
Move timeslots to business hours?	● Yes ○ No Timeslots that fall outside normal business hours will be shifted to the next busines	If „Yes" is selected, timeslots are only available in „business hours". If „No" is selected, timeslots willalso beiavailable during the night.
Business Hours Start	9:00	
Business Hours End	17:00	
Number of Participants (Per timeslot)	4	
Location	Projektraum der Sozialpsychologie (NIG, 7.Stock View Schedule	
	Select a location from the list, or type in your own, but do not do both.	

Add »

Timeslots

Add Timeslots : SozPsych_14WS_Musterstudie

There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate the timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over.

NOTE: You are adding timeslots to a study that is **unapproved**, so participants will not be able to sign up for the study.
With either option, you will have an option to review the information before the timeslot addition is performed. Please choose one of the 2 options below:

Number of Timeslots	20
Date	Monday, 22 September 2014
Start Time	9:00
Free time between slots	5 Minutes
Move timeslots to business hours?	⦿ Yes ○ No
	Timeslots that fall outside normal business hours will be shifted to the next business day.
Business Hours Start	9:00
Business Hours End	17:00
Number of Participants (Per timeslot)	4
Location	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⟐View Schedule
	Select a location from the list, or type in your own, but do not do both.

Add »

How many participants can be tested simultaneously during one timeslot?

In which laboratory does the experiment take place?

Timeslots

Tuesday, 23 September 2014	15:30	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ▦ View Schedule OR type in below:	○ Yes ● No
Tuesday, 23 September 2014	16:35	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ▾ ▦ View Schedule OR type in below:	● Yes ○ No
Wednesday, 24 September 20	9:00	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ▾ ▦ View Schedule OR type in below:	● Yes ○ No
Wednesday, 24 September 20	10:05	4	Projektraum der Sozialpsychologie (▾ ▦ View Schedule OR type in below:	
Wednesday, 24 September 20	11:10	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ▾ ▦ View Schedule OR type in below:	● Yes ○ No
Wednesday, 24 September 20	12:15	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ▾ ▦ View Schedule OR type in below:	● Yes ○ No

Here you can edit single timeslots (e.g. if you want to delete one for a lunch break).

Add Selected Timeslots

Timeslots

✿ Study Menu ▾

+ Add A Timeslot | **⊞ Add Multiple Timeslots** | ⬛ Delete Multiple Timeslots | 🖨 View Printer-Friendly List of Signups | 🖨 Print

← Study Information

⊘ View/Administer Time Slots

...ming Timeslots   Older Timeslots

▥ Timeslot Usage Summary   ...erstudie

✉ Contact Participants   ...h any sign-ups listed below the timeslot.

⌂ View Bulk Mail Summary

⊘ Download Prescreen Responses   Only 20 timeslots can be added at once. You can repeat this

⟳ Change Study Information   process until you have added all available timeslots.

⌁ Participant Study View

🗑 Delete Study

Click here after adding all timeslots.

	Participants Pool	**Participants**	**Location**	**Modify**
Monday, 22 September 2014 9:00 - 10:00	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
Monday, 22 September 2014	**Signed Up:** 0 ...en Slots: 4 ...al: 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
	...ned Up: 0 ...en Slots: 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
Monday, 22 September 2014 12:15 - 13:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
Monday, 22 September 2014 13:20 - 14:20	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
Monday, 22 September 2014 14:25 - 15:25	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify
Monday, 22 September 2014 15:30 - 16:30	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	✎ Modify

Inviting Participants

Inviting Participants

Current Prescreen Restrictions

- Welches Geschlecht haben Sie?

1 participants currently meet the prescreen restrictions specified above. You may also invite qualified participants to participate in the study.

This only includes participants who are members of the courses that the study is limited to, which is:

- UE Supervised Orientation Tutorium (SOT)

👥 Invite Qualified Participants

> Here you can see how many participants are suited to participate in your study.

> Click here to send an invitation to suitable participants.

Current Prescreen Restrictions: **Active**

Participation restrictions may be placed on a study based on a participant's prescreen responses. Participants will be unaware that the study has such restrictions placed on it. They will see only the studies for which they qualify, and none of the studies for which they do not qualify.

If you would like to determine how many participants meet a set of criteria, you may want to run a prescreen qualification analysis.

📝 Prescreen Qualification Analysis

Prescreen questions that may be used as part of a study participation restriction must be multiple-choice questions (where only one choice may be selected), so only eligible questions are listed below. In addition, the prescreen may have been configured such that a sum or average score was computed for an entire section (for each participant). Those will also be listed if there are any.

If a participant signs up for this study, there will be an option to view that participant's entire set of responses to the prescreen. Listed below are all questions that are eligible for participation restrictions. Check the items that you would like to based the study's restrictions upon, and on the subsequent page there will be the option to define these restrictions down to specific responses for each question. This study already has some restrictions based on it. Make sure to leave the existing restrictions checked unless you would like to remove those restrictions. De-selecting all choices and submitting this page will remove all restrictions.

NOTE: The prescreen is currently unavailable to participants, so participants cannot complete the prescreen. This may be because the prescreen configuration is in the process of being modified, or the prescreen has been made inactive for other reasons. Placing restrictions based on a prescreen that is in the process of being modified may cause problems, so it is wise to contact the administrator first.

Section 1   **Angaben zur Person:**

☐ **(Geburtsjahr)**
In welchem Jahr sind Sie geboren?

☑ **(Geschlecht)**
Welches Geschlecht haben Sie?

☐ **(Sprachkenntnis)**
Wie gut sprechen Sie Deutsch?

☐ **(Ausbildung)**
Höchste abgeschlossene Ausbildung?

☐ **(Student/in)**
Sind Sie Student/in?

☐ **(Händigkeit)**
Würden Sie sich als rechts- oder linkshändig bezeichnen?

Inviting Participants

The administrator has configured the system so **you may only send an email if it will go to no more than 100 participants.**

Percentage to Mail

100% - All 1 participants

(participant estimates are approximations)

Here you can choose to how many persons you want to send the e-mail.

Attention: It is NOT POSSIBLE to send e-mails to more than 300 individuals at once! **Therefore choose an appropriate percentage!**

Study Exclusions

Exclude participants who have participated in the following studies:

My Studies   All Studies

search...

musterstudie

SozPsy
Test_So

Available   Selected

Message

B I U abc T ▾ ▾ ▾ ▾   Size default ▾   ⚃ ⚄ ⚅ ≡ ≡ ≡   Aa

This is a special message regarding the study SozPsych_14WS_Musterstudie. The researcher is Max Mustermann. At the moment, there are approximately 76 open timeslots for this study.

Here you can enter the message you want to send to the participants.
→ **See next page**

Email Options   ☐ Send a copy of the email to you

Emailing Delay   Send now

(the email(s) will be delivered after the chosen number of hours)

Inviting Participants

Copy the text and change the information, which are marked like **<this>** according to the individual information of your study:

Liebe/r TeilnehmerIn an psychologischen Studien**,**

Hiermit möchten wir Sie zur Teilnahme an einer aktuellen LABS-Studie einladen.
Die Studie **<SozPsych_14SS_Musterstudie>** (name of your study) dauert etwa **<60 min>** (duration) und Sie erhalten für Ihre Teilnahme **<1>** (amount of credits) LABS-Credits für die Anrechnung in den LVs oder der STEOP. Die Studie findet im **<Labor der Sozialpsychologie im 7.Stock im NIG>** (location) statt.
Es handelt sich um eine **<Eye-Tracking Studie>** (method).

Es stehen von **<Mittwoch (14.05)>** bis **<Mittwoch (28.05.)>** (period of the time the experiment takes place) verschiedene Termine zur Auswahl. Die genauen Termine finden Sie online im LABS-System.

Wenn Sie teilnehmen möchten, loggen Sie sich bitte unter folgendem Link in Ihren LABS-Account ein und melden Sie sich für einen Temin Ihrer Wahl an: http://labs-univie.sona-systems.com/

<Hinweis: Da es sich um eine Eyetracking-Studie handelt können leider nur Einzeltestungen durchgeführt werden. Daher ist es wichtig, dass Sie sich vorab verbindlich für einen Termin anmelden.> (only use this part if you are conducting an eyetracking study)

Wir freuen uns über Ihre Teilnahme!
Mit besten Grüßen
<Max Mustermann> (your name)

Information for Researchers

Signing in Participants manually

All Timeslots | Recent Timeslots | Upcoming Timeslots | Older Timeslots

Timeslots : SozPsych_14WS_Musterstudie

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

View timeslots on :

[   ] GO

Click here to manually sign up a participant for a specific timeslot.

Date	Participants Pool	Participants	Location	Modify
Monday, 22 September 2014 19:15 - 20:15	**Signed Up:** 2 **Open Slots:** 2 **Total:** 4	Ruben Maué **Status: Awaiting Action** Bernhard Oberfichtner **Status: Awaiting Action**	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 20:15 - 21:15	**Signed Up:** 1 **Open Slots:** 3 **Total:** 4	Sebastian Oberst **Status:** Awaiting Action	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 21:15 - 22:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 22:15 - 23:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 23:15 - 0:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Tuesday, 23 September 2014 0:15 - 1:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Tuesday, 23 September 2014 1:15 - 2:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify

Signing in Participants manually

Timeslot Information : SozPsych_14WS_Musterstudie

[👁 Other Timeslots for this Study] [☰ Timeslot Modification Log]

Date	Tuesday, 23 September 2014	Number of Participants	4

Start Time: 0:15 ⊙

Location: Projektraum der Sozialpsychologie (NIG, 7.Sto ▾

End Time: 60 minutes after start time

[☰ View Schedule]

OR type in below

[Update] [Delete]

All Sign-Ups | Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 4 Credits. The standard value in Credits for this study is 2 Credits

No participants have signed up for this timeslot

Here you can search for a certain participant by name.

Manual Sign-Up   [★ Batch Credit Grant]

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using the feature.

Username Manual Sign-Up:

Enter User ID

Last Name Manual Sign-Up:

Oberst

[SIGN UP ❯]   [SIGN UP ❯]

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Signing in Participants manually

Signing in Participants manually

My Studies   All Studies   Add New Study   Prescreen Results   My Profile   Logout

Max Mustermann (Researcher)

Signup Confirmation

Sign-Up Restrictions:

Participant must have completed ALL of these studies:
- 1SozPsych_14SS_01 (Inactive) **False**

Be aware of the requirements!

Participant must NOT have signed up or completed these studies:

- SozPsych_13WS_06 (Inactive) **OK**
- Test_Soz (Inactive) **OK**

WARNING: This study has restrictions based on prescreen responses, and the participant does not meet those restrictions.

Are you SURE you want to sign up **Sebastian Oberst** for the study "SozPsych_14WS_Musterstudie" on 22 September 2014 20:15 - 21:15?

You must also choose one of the participant's courses to assign this study's credit to. This cannot be changed later by the participant, so consult with the participant if necessary.

Course for Credit Assignment:

UE Supervised Orientation Tutorium (SOT)

Comments

(Optional. Any comments will be included in the email notifying participant of the sign-up.)

Sign Up   Cancel

Signing off Participants

Timeslots : SozPsych_14WS_Musterstudie

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

View timeslots on :

[   ] GO

Date	Participants Pool	Participants	Location	Modify
Monday, 22 September 2014 19:15 - 20:15	**Signed Up:** 2 **Open Slots:** 2 **Total:** 4	Ruben Maué **Status: Awaiting Action** Bernhard Oberfichtner **Status: Awaiting Action**	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 20:15 - 21:15	**Signed Up:** 1 **Open Slots:** 3 **Total:** 4	Sebastian Oberst **Status:** Awaiting Action	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 21:15 - 22:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 22:15 - 23:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 23:15 - 0:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Tuesday, 23 September 2014 0:15 - 1:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify

Signing off Participants

Timeslot Information : SozPsych_14WS_Musterstudie

👁 Other Timeslots for this Study   ☰ Timeslot Modification Log   🖨 Printer-Friendly List

Date	Monday, 22 September 2014	Number of Participants	4
Start Time	20:15 ⊙	Location	Projektraum der Sozialpsychologie (NIG, 7.Sto ▾
End Time	60 minutes after start time		☰ View Schedule OR type in below

Update

All Sign-Ups   Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 4 Credits. The standard value in Credits for this study is 2 Credits

(1 Participant) 3 available spaces

Name	Participated	No-Show	No Action Taken	Comments
Sebastian Oberst ✖ Cancel	○ 2 ▾ Credits	○ **Unexcused** ○ **Excused**	●	

🔄 Update Sign-Ups   ✉ Contact All Participants   🗑 Cancel All Sign-ups for this Timeslot

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Signing off Participants

Max Mustermann (Researcher)

System Message: Are you sure you want to cancel this signup?

Cancel Study Signup

Study Name	SozPsych_14WS_Musterstudie
Date	22 September 2014 20:15 - 21:15
Location	Projektraum der Sozialpsychologie (NIG, 7.Stock)

Here you should inform the participant about the reason of the sign-out!

Would you like to cancel this signup?

Message for participant (optional)

Yes, perform cancellation   No, do not cancel

Granting Credits

- After participation the researcher has to grant the participants the promised credits. This should be done right after the experiment or **until the end of that day at latest.**

- Individuals that excused themselves (e.g. via e-mail) will not receive credits but they will not be sanctioned any further („excused no-show").

- Individuals that neither showed up or excused themselves will be noted in the system („unexcused no-show").

- Individual with 3 unexcused no-shows will be locked by the system and cannot participate in another study. If such individuals farther need credits, they have to make themselves a new account. Already aquired credits cannot be transferred.

Granting Credits

| 🏠 | My Studies | All Studies | Add New Study | Prescreen Results | | My Profile | Logout ➡ |

Max Mustermann (Researcher)

This display can be confusing, since it is only updated once a day.

My Studies

- 📄 View and edit your studies
- ⭐ View, add or edit timeslots
- ★ View uncredited timeslots   **0**

All Studies

- 🖥 View all studies available to participants

Add New Study

- ➕ - create a new study

Prescreen Results

- 👥 Analyze participant prescreen results

My Profile

- 🔒 Change password
- 👤 Modify contact information
- ✉ Change your email address

Upcoming Appointments

SozPsych_14WS_Musterstudie

📅 Monday, 22 September 2014 20:15 - 21:15   🖥 Projektraum der Sozialpsychologie (NIG, 7.Stock)

Studies with Recent Activity

SozPsych_14WS_Musterstudie   **22 September 2014**

Click here

Granting Credits

Uncredited Timeslots

Listed below are uncredited timeslots for your studies. The list includes all uncredited timeslots in the past, along with all uncredited timeslots for online external studies.

You may click on the study name to view more information about the study, or click on the date to go to that specific timeslot. If you would like to do a simple credit grant or no-show (no Credits value variations, no special comments), you may do so below by checking the appropriate checkbox next to each signup for which you would like to grant credit. For other options, like including comments, click on the timeslot date to go directly to the timeslot.

If you would like to sort the list below by study name or date, click on the word Study or Date below.

| Past And Online | All |

⬍ Sort by: Study Name | Timeslot Date

Study	Researcher	Date	Participant	Grant Credit?
SozPsych_14WS_Musterstudie	ALL	22 September 2014 19:15 - 20:15	Ruben Maué	○ No Action Taken ◉ Grant Credit ○ Unexcused No-Show ○ Excused No-Show
SozPsych_14WS_Musterstudie	ALL	22 September 2014 19:15 - 20:15	Bernhard Oberfichtner	○ No Action Taken ○ Grant Credit ◉ Unexcused No-Show ○ Excused No-Show
Total number of uncredited timeslots: 2				○ Mark all 'Grant Credit'

Grant Credits   Zurücksetzen

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Closing a Study

- After the study has been conducted successfully it needs to be archived.

- How you can deactivate and close a study, will be shown on the following pages.

- For organizational reasons, the LABS-team will periodically unapprove and deactivate all active studies (usually at the end of the summer semester). If you have to carry out surveys after the end of the summer semester, your study will be approved upon request. In case of the STEOP-course there is no additional request for approval needed.

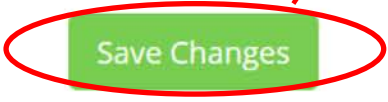# Closing a Study

Closing a Study

IRB Approval Code (optional)

Approved?
- ◉ Yes
- ○ No

Active Study?
- ○ Yes
- ◉ No

(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)

Save Changes

Select „Active Study" → „No" and click „Save Changes" to archive the study!

The manual explained you the most necessary steps on how to create and manage a study in LABS and how to invite participants. If you have any specific or further questions, please contact us and use the abbreviation of your department in the subject.

labs.psychologie@univie.ac.at

For studies concerning social psychological research:
Subject: [SozPsych] *<Title of your question>*

For studies concerning basic and biological psychological research:
Subject: [AllgBioPsych] *<Title of your question>*