LABS
(Laboratory Administration for Behavioral Sciences)
Researcher Manual

Guide: How to create your own study
v.09-2019

If you have any questions, please contact: labs.psychologie@univie.ac.at
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General information</td>
<td>3</td>
</tr>
<tr>
<td>• Inviting STEOP-Participants</td>
<td>6</td>
</tr>
<tr>
<td>Log in</td>
<td>9</td>
</tr>
<tr>
<td>Creating a new study</td>
<td>10</td>
</tr>
<tr>
<td>• Adding study..</td>
<td>10</td>
</tr>
<tr>
<td>• Study type</td>
<td>11</td>
</tr>
<tr>
<td>• Study information</td>
<td>13</td>
</tr>
<tr>
<td>• Study menu</td>
<td>25</td>
</tr>
<tr>
<td>• Approval request</td>
<td>26</td>
</tr>
<tr>
<td>• Study restrictions</td>
<td>28</td>
</tr>
<tr>
<td>• Timeslots</td>
<td>33</td>
</tr>
<tr>
<td>Inviting participants</td>
<td>40</td>
</tr>
<tr>
<td>• Template</td>
<td>40</td>
</tr>
<tr>
<td>Information for researcher</td>
<td>44</td>
</tr>
<tr>
<td>• Signing in participants „manually“</td>
<td>45</td>
</tr>
<tr>
<td>Signing off participants</td>
<td>49</td>
</tr>
<tr>
<td>Granting credits</td>
<td>52</td>
</tr>
<tr>
<td>Closing a study</td>
<td>55</td>
</tr>
</tbody>
</table>
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.
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
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!
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 seminars 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 with the personal research account you received
To add a new study
Selecting a Study Type

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 participate in an online study.
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.
<table>
<thead>
<tr>
<th><strong>Basic Study Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study Name</strong></td>
</tr>
<tr>
<td><strong>Brief Abstract</strong></td>
</tr>
<tr>
<td><strong>Detailed Description</strong></td>
</tr>
<tr>
<td><strong>Eligibility Requirements</strong></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td><strong>Preparation</strong></td>
</tr>
<tr>
<td><strong>Researcher</strong></td>
</tr>
</tbody>
</table>

Amashauer, Sandra  
Biologische Psychologie, Experimentatoren  
Bührer, Stephanie  
Eder, Max  
Gängten, Julia  
Ginter, Johanna  
Karden, Alexandra  
Kleber, Janet  
Kudrna, Alexander  
Mustermann, Max

Available

Selected
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
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.
Study Information

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 credit is granted.

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

→ Read more on the next page
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

<table>
<thead>
<tr>
<th><strong>Basic Study Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study Name</strong></td>
<td>SozPsych_14WS_Musterstudie</td>
</tr>
<tr>
<td><strong>Brief Abstract</strong></td>
<td>Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)</td>
</tr>
<tr>
<td>(Up to 255 characters, optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Detailed Description</strong></td>
<td>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)</td>
</tr>
<tr>
<td>(Up to 15,000 characters, optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Eligibility Requirements</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>60 Minutes</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td>2</td>
</tr>
<tr>
<td>(Credits must be evenly divisible by 1)</td>
<td></td>
</tr>
<tr>
<td><strong>Preparation</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Researcher</strong></td>
<td></td>
</tr>
<tr>
<td>Amashafer, Sandra</td>
<td></td>
</tr>
<tr>
<td>Biologische Psychologie, Experimentatoren</td>
<td></td>
</tr>
<tr>
<td>Bührer, Stephanie</td>
<td></td>
</tr>
<tr>
<td>Eder, Max</td>
<td></td>
</tr>
<tr>
<td>Gängen, Julia</td>
<td></td>
</tr>
<tr>
<td>Ginter, Johanna</td>
<td></td>
</tr>
<tr>
<td>Karden, Alexandra</td>
<td></td>
</tr>
<tr>
<td>Kleber, Janet</td>
<td></td>
</tr>
<tr>
<td>Kudrnà, Alexander</td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Selected</td>
<td>Mustermann, Max</td>
</tr>
</tbody>
</table>

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

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).

Usually: leave empty
Choose “Yes“ to make the study visible.

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

Exclude similar studies under all circumstances!

Studies appear after a click on „All Studies“

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

**Course Restrictions**

**AB: Basic and biological psychology**

**S: Social psychology**

**Usually: leave blank**
You can choose these parameters freely.

Finally: Add study

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.
Study Menu

Now your study has been added.

Click HERE to go to APPROVAL REQUEST

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!
Approval Request

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

Here you can add further information to the request message.

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!

Here you can attach the **debriefing** if you plan to invite students from the STEOP course!
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.
You always have to set restrictions even if your study does not have any (otherwise participants cannot be invited to the study).
Study Restrictions

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

If your study has no restrictions please just select „Geschlecht“ (gender).
Select the desired answers.

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

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

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

Finally save the modifications.
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 are the available appointments, which participants can sign up for.
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:

<table>
<thead>
<tr>
<th>Number of Timeslots</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Monday, 22 September 2014</td>
</tr>
<tr>
<td>Start Time</td>
<td>9:00</td>
</tr>
<tr>
<td>Free time between slots</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>Move timeslots to business hours?</td>
<td>Yes</td>
</tr>
<tr>
<td>Business Hours Start</td>
<td>9:00</td>
</tr>
<tr>
<td>Business Hours End</td>
<td>17:00</td>
</tr>
<tr>
<td>Number of Participants (Per timeslot)</td>
<td>4</td>
</tr>
<tr>
<td>Location</td>
<td>Projektraum der Sozialpsychologie (NIG, 7.Stoc)</td>
</tr>
</tbody>
</table>

- **Amount of the slots you want to create.**
- **First day of the experiment.**
- If „Yes“ is selected, timeslots are only available in „business hours“.
- If „No“ is selected, timeslots will also be available during the night.
How many participants can be tested simultaneously during one timeslot?

In which laboratory does the experiment take place?
Here you can edit single timeslots (e.g. if you want to delete one for a lunch break).
Only 20 timeslots can be added at once. You can repeat this process until you have added all available timeslots.

Click here after adding all timeslots.
Click here to send an invitation to possible participants.
Inviting 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

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

* Welches Geschlecht haben Sie?

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

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

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!**

Here you can enter the message you want to send to the participants.

⇒ See next page
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 Termin 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)
You created the study and added timeslots. The study is „active“ and invitations have been sent.

Participants are now able to sign up for a timeslot by themselves.

Here you can see if and how many persons signed up for each timeslot.

Here you can find a general overview about the participation rates.
Signing in Participants manually

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants Pool</th>
<th>Participants</th>
<th>Location</th>
<th>Modify</th>
</tr>
</thead>
</table>
| Monday, 22 September 2014 19:15 - 20:15 | Signed Up: 2  
Open Slots: 2  
Total: 4 | Ruben Maué  
Status: Awaiting Action  
Bernhard Oberichtner  
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 |
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 |

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

Here you can search for a certain participant by name.
Signing in Participants manually

Note: If there are several persons with the same name, you can distinguish them by looking at their matriculation number.
Signing in Participants manually

**Be aware of the requirements!**

**Signup Confirmation**

**Sign-Up Restrictions:**
- Participant must have completed ALL of these studies: **1SozPsych_14SS_01 (inactive)** *False*
- 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**
## 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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants Pool</th>
<th>Participants</th>
<th>Location</th>
<th>Modify</th>
</tr>
</thead>
</table>
Open Slots: 2  
Total: 4 | Ruben Maué  
*Status: Awaiting Action*  
Bernhard Oberfichtner  
*Status: Awaiting Action* | Projektraum der Sozialpsychologie (NIG, 7.Stock) | ![Modify](Modify) |
| Mon 22 Sept 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](Modify) |
Open Slots: 4  
Total: 4 |                    | Projektraum der Sozialpsychologie (NIG, 7.Stock) | ![Modify](Modify) |
Open Slots: 4  
Total: 4 |                    | Projektraum der Sozialpsychologie (NIG, 7.Stock) | ![Modify](Modify) |
| Mon 22 Sept 2014 23:15 - 01:15 | Signed Up: 0  
Open Slots: 4  
Total: 4 |                    | Projektraum der Sozialpsychologie (NIG, 7.Stock) | ![Modify](Modify) |
| Tue 23 Sept 2014 01:15 - 1:15 | Signed Up: 0  
Open Slots: 4  
Total: 4 |                    | Projektraum der Sozialpsychologie (NIG, 7.Stock) | ![Modify](Modify) |
### Signing off Participants

#### Timeslot Information: SozPsych_14WS_Musterstudie

**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

---

#### All 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Participated</th>
<th>No-Show</th>
<th>No Action Taken</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sebastian Oberst</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Participated:**
- [ ]

**No-Show:**
- [ ] Unexcused
- [ ] Excused

**No Action Taken:**
- [ ]

**Credits:**
- [ ]

---

[Update Sign-Ups]

[Contact All Participants]  
[Cancel All Sign-ups for this Timeslot]
Signing off Participants

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

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

<table>
<thead>
<tr>
<th>Study</th>
<th>Researcher</th>
<th>Date</th>
<th>Participant</th>
<th>Grant Credit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SozPsych_14WS_Musterstudie</td>
<td>ALL</td>
<td>22 September 2014 19:15 - 20:15</td>
<td>Ruben Maué</td>
<td>Grant Credit</td>
</tr>
<tr>
<td>SozPsych_14WS_Musterstudie</td>
<td>ALL</td>
<td>22 September 2014 19:15 - 20:15</td>
<td>Bernhard Oberfichtner</td>
<td>Grant Credit</td>
</tr>
</tbody>
</table>

Total number of uncredited timeslots: 2

[Grant Credits] [Zurücksetzen]
• 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

Click here
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>