

Department of Political Science

Subject Pool Experiment Lab Policies

General Guidelines

1. Requests for subjects should be submitted in a timely manner after the Systems Manager has sent out the request email. Requests will be considered in the order they are received.
2. Initial requests should specify the dates the researcher wishes to conduct the experiment. If the Political Science Experiment Lab is being used, rescheduling times may be difficult with respect to other reservations.
3. Any researcher who ran subjects in the previous term is last in line for the current semester.
4. Experiments being performed for non-class purposes must have IRB approval. Researchers should forward proof of their approval, or at least proof that the IRB application has been submitted and cleared the initial screening to the lab along with the request for subjects during the first week of the quarter.
5. Note: Given the timeline of the IRB review process, those needing IRB approval should have submitted their IRB applications before making a request for subjects.
6. Those using the subject pool for course paper or questionnaire pretest purposes should be prepared to share their subjects with other researchers, including being asked to append their instruments to others'.
7. Researchers willing to recruit and pay/incentivize their own subjects may request lab time at any point. However, they will be accommodated as soon as possible with regard to previous Experimental Lab reservations. These researchers are encouraged, however, to utilize times of lower demand for subject pool experiments (i.e., earlier in the term).

Graduate Student Guidelines

1. Graduate students must indicate the purpose of their research and timeline for it (e.g., for a course paper, qualifying exam paper, dissertation prospectus, dissertation research, non-dissertation article). When demand exceeds supply, the Systems Manager will use this information to prioritize subject requests.
2. Graduate students wishing to use the subject pool must submit their proposed instrument with the request for subjects. In the event that requests for subjects exceed demand, graduate student instruments will be reviewed by the faculty on the lab committee to evaluate the possibility for reductions in subjects and/or combinations of instruments.
3. Graduate students may be asked to provide power analyses to substantiate the number of subjects requested.

Subject Recruitment

1. The Systems Manager will make an initial request to course instructors for use of their students in the pool.
2. The Systems Manager will contact non-responsive instructors to make a second request for use of their students in the pool.
3. Those researchers willing to pay/incentivize their subjects may request advertisement of their study via the political science majors e-mail list.
4. Instructors who will provide their students to the subject pool will receive an email about participating and the student can simply ignore the email if he or she is not interested in participating. Many instructors offer two experimental opportunities per term for their students. The instructor will be given a list of which students participated no later than the last class day of the quarter. Students in any undergraduate class may participate in experiments with or without extra credit as deemed by the instructor.
5. Experimenters need to provide a list of which students participated no later than the last day of class. If you request students, the expectation is that you also provide your students on a regular basis to be part of the subject pool.

Qualtrics

1. The Ohio State University now has a site license for Qualtrics Software. The Department of Political Science falls within the Arts and Sciences Division. If you do not have an account set up, use your name.#@osu.edu email and contact the Systems Manager for a code to upgrade the account from a “student trial” to a “standard” account. The standard account allows for the distribution of surveys, and collaboration. The Qualtrics login page for OSU is <https://osu.qualtrics.com>. This tool allows scholars to conduct online surveys and experiments. A major advantage is that it allows subjects to login and complete the survey or experiment from anywhere, which means a higher response rate. There is efficiency for the experimenter and the feedback is that Qualtrics is better than Media Lab. There are spam checks built in, subject recruitment help, and samples can be purchased relatively cheaply that are not student based.
2. However, if you are doing experiments where reaction time is important, it is our understanding that is not yet possible with Qualtrics.
3. Qualtrics’ own website has several useful tutorials: <http://www.qualtrics.com/university/>. Please check it out in case it is useful in your own research.