

The procedure in short – Participant

Online

- Link on cvc.psy.ku.dk
- Signs up on our Sona System
- Answers the prescreen survey
- Looks for experiments and timeslots

At CVC

- Shows up – only providing the researcher with FP-number
- Fills out the consent agreement and puts it in an envelope which has the FP-number written on it.
- Participates in the experiment
- Gets paid by researcher and
- Fills out the receipt and puts it in the envelope together with the consent agreement.
- Hands the envelope to the researcher

The procedure in short – Researcher

Online

- Creates the experiment on the Sona webpage
- Decides qualifiers (corrected vision, smoker/non-smoker, has previously participated in other studies etc.)
- Chooses the timeslots that fits in your calendar
- Credit the study after its completion (no-show/participated etc.)

At CVC

- Makes envelopes ready by writing the SJ-number of the current SJ on it and finds the receipt and consent agreement
- Goes through the consent agreement together with the SJ, makes sure that it is filled out and placed in the envelope.
- Runs the experiment
- Pays the participant and makes sure that the receipt is filled out and placed in an envelope.
- Collects the envelopes and put them in Christoffer Meng's pigeonhole on the 4th floor
- The lab-manager archives the documents

The procedure in short – Lab manager

Online – General maintenance of Sona

- Sets studies that have been inactive (meaning no timeslots in the past 2 months) to inactive (updated every month).
 - Checks if the study has any uncredited timeslots
- Generate system report (every 14 days)
- Resets pre-screen (Once every year)

At CVC

- Orders gift cards and keeps track of the orders and pending CPR-sheet-request from the financial department.
- Empties the pigeonhole every day for envelopes with consent agreements and receipts
- Archives the consent agreement together with the receipt for each experiment and backs up the information on the server
- After all the sessions of the experiment have been completed then a list of all participants are sent to the financial department

Where is the information stored?

Participant information is stored in 3 separate places

1. Sona-systems
2. The locker on the 5th floor - Originals in paper format
3. The server which is backed up on 5 different locations
 1. Excel-sheet with data from Sona
 - Excel-sheet with information from consent agreement and receipts (backup of the locker on the 5th floor)

Original Consent agreements and receipts are handed over to the lab manager (Mail-box/Pigeonhole) after completed study, where I will:

1. Make a backup-version on the server
2. Archive the originals in the locker

Every second week the Lab Manager will do a backup of the Sona system.

- Remember to credit your studies!

Every second month the lab manager will check the check for last used timeslot

1. Has the study been active during the past two month?
2. Payment - sorts out payment with the financial department?

Forms

Consent agreement

I hereby confirm that I have received thorough information about the project and that my participation is based on the following terms:

I willingly participate and I know that I can back down from the experiment at any time. I know that this does not mean that I cannot participate in future experiments at Center for Visual Cognition (CVC).

I give permission for my data to be published. I know that all data will be presented anonymously and subjects cannot be identified.

NAME OF STUDY (filled out by the researcher): _____

DATE: _____

NAME: _____

STREET: _____

POSTAL CODE: _____ CITY: _____

CPR.NR: _____

PHONE: _____

SIGNATURE: _____

Please deliver this consent agreement to the researcher in a sealed envelope together with the receipt. Write your experimental subject number on the envelope.

Receipt

Participant Number: _____

Name:

CPR-nr:

I hereby confirm to have received kr. _____, by the Center of Visual Cognition for my participation in an experiment. I also confirm that it is my own responsibility to report this to SKAT in order to pay B-tax.

Date:

Signature:

Filled out by the researcher:

Name of Study (Name on Sona): _____

Gift card number: _____