

CLASS RESEARCH PROJECTS REQUIREMENTS

Class projects must meet ALL of the following criteria.

- The sole purpose of this project is to fulfill a requirement for a Psychology Department course you are enrolled in at CSUS (e.g., PSYC 8, 101, 121, 102, 194, 197, 294, etc.).
- This project and the project findings **will not be disseminated off the CSUS campus**. It will only be disseminated in CSUS classes, CSUS conferences, CSUS informal gatherings, CSUS websites, and CSUS publications, etc.
- The project and the project findings will **not be made available in any public forum (online or otherwise)** and will not contribute to the body of scientific knowledge outside of the CSUS campus.

Instructions for Submitting Class Projects

1. Describe your Research Procedures

- Type a detailed description of your proposed research procedures. Provide enough information that the reviewer knows exactly what the participants will be asked to do and how this relates to your research purpose.
- Specify how you will protect research participants' confidentiality and anonymity.
- If you anticipate any potential risks to participants, explain how you will minimize these risks.

2. Create your Informed Consent Form

- Follow this [consent form template](#).

3. Create the Debriefing Form

- Follow [debriefing form template](#).

4. Include the following if you are deceiving participants about an experimental manipulation or giving them false information about an experimental manipulation.

- Include the following statement in your consent form.
 - *Although the researcher may need to avoid a complete description of the procedures at this time, I am entitled to a full explanation after the research.*
- Your debriefing form should include a section in which you explain any deception or any information that was hidden from participants.

5. Assemble All Research Materials

- This includes surveys, vignettes, images, explanations, directions, etc. **If participants will see it, then you must submit it with your application.** Label each material clearly (e.g., survey name, etc.).
- If you are using photos you must provide the source of the photo if it is in the public domain. If it is not in the public domain, you must have individuals in the photos sign waivers to have their images used for your class project.
- For videos, provide a URL where we can view them; if this is not possible then arrange to have a CD or DVD delivered to Dr. Qin, the Human Subjects Chair.

6. Combine All Research Materials into Single PDF Document

- Name the file with the following convention
 - Lastname _Project Title for SONA website
 - For example:
 - *Festinger_Cognitive Dissonance Made Me Like It*

7. Obtain Faculty Sponsor's Approval Before Submitting Application

- You will be asked on the online form in the next step to indicate whether your sponsor has given approval; we will verify this with your sponsor through e-mail before reviewing your proposal.

8. [Click Here to Submit Online Application](#)

- Answer all required questions.
- Upload your PDF document.

9. Wait

- Usually you will hear back within approximately one week of your faculty sponsor affirming approval to go ahead with reviewing the study.
- Your project will either be approved or returned for additional information and/or revisions that will need to be submitted for further review.

10. Get Started on Your Class Project

- If you are using the subject pool, you will now need to set up your project in SONA. Click this link to access the [SONA Psychology Research Website](#). Click the link
- **Be sure to enter the title, description, and other project information EXACTLY as shown in your approved application. Any changes will need to be approved first!**
- If you are not using the subject pool, you are ready to begin recruiting participants. You must use the exact procedures approved in your application. Any changes will need to be approved first!