

CHECKLIST

CRC PROCEDURES (except mass testing)

Once you have decided to collect data and have your human subjects approval, please use the following checklist to ensure you are following departmental research guidelines:

1. **See the CRC assistant.**

_____ Ask for a CRC/test code and a color code.

2. **Go to <http://dept.kent.edu/comm/> and go to the CRC link.**

_____ Download and print the CRC master form and the COMM 15K sign-up sheet (print the sign-up only if you are using 15K students).

3. **Determine your data collection times and location.**

_____ See Kelly for available dates and rooms.

_____ Complete the CRC request form and return to the CRC assistant. Copy the master sign-up sheet on paper that corresponds with your color code (one per session). Type or print all appropriate information.

4. **Determine how many participants you need.**

_____ Base the number of participants on the needs of your study and the room capacity. Cross out unnecessary student sign-in spaces. Remember, other researchers need participants too.

5. **Post your study.**

_____ Post the sign-up sheets at least one week prior to your first session.

_____ Email Dr. Powers a description of the study, point value, dates/times, and other pertinent information so he can alert potential participants. Post the same information by the D207 phone.

6. **Obtain Scantron™ sheets**

_____ Scantron™ sheets and mini pencils are available in D207 or D202. Even if coding data by hand, Scantrons™ are necessary for awarding research points and record keeping purposes.

7. **Data Collection**

_____ Remove sign-up sheets from the bulletin board and make a copy of each sign-up. Write “COPY” on each one and post the copies back on the board. Use originals at your testing session by asking students to sign in on the last column.

_____ Be sure students fill in your test code and special code (“001” for one-point and “002” for two-point studies).

8. **Post Data Collection**

_____ If someone signed up but didn’t show up to your study without a valid excuse and/or a cancellation form, assign negative points (the amount depends on your study). Students who signed up for more than one of your sessions and participated in one of them should not be assigned negative points for their failure to show at the other session. On the other hand, students who signed up for three different sessions and failed to show up for any of them would receive –6 points (“906”). To record negative points, you must include student name and/or student id (even if it is only last four digits) and test code. For the special code, fill in “901” or “902” to deduct for one-point and two-point studies, respectively.

_____ Take Scantrons™ to Scanning Services (main floor, Library). Ask them to run the data and include in the **classbook**. An answer key is unnecessary b/c there are no right/wrong answers. They will email CRC a data file, and CRC will email that file to the researcher and arrange for research points to be posted.

_____ Remove the “COPY” sign-up sheets from the bulletin board. You may keep them for your records.

_____ Import the text data into SPSS.

_____ Pick up the Scantrons™ from Scanning Services. You will be asked to sign for them.

_____ Return Scantrons™, sign-up sheets, cancellation forms, and written consent forms (if applicable), to CRC for filing.

_____ You must post a short debriefing statement on the bulletin board across from D202 about the purpose and findings for your study before the end of the semester.