

Department of Exceptional Student Education (DESE) Subject Pool:

Researcher Guide

Department of Exceptional Student Education (DESE) Subject Pool

- **What is a subject pool?**

- A subject pool brings together students to serve as participants (also known as ‘human subjects’) for research conducted by faculty and graduate student researchers.

- **Who has access to the subject pool?**

- The subject pool links:
 - faculty to students who are either required or are generally interested in participating in research studies, and
 - students to research studies or information on how to meet their requirement to participate in a research study or attend colloquia events.

Relationship between Subject Pool and Research Experience Requirement (RER)

- **What is the Research Experience Requirement (RER)?**
 - Students enrolled in select ESE courses are required to complete the *Research Experience Requirement (RER)*.
 - They may complete the RER by:
 - (1) serving as a participant (otherwise referred to as “subject”) in an IRB-approved research study;
 - (2) participating in one or more professional training sessions (e.g., DESE colloquia) conducted by department faculty or graduate student researchers; or
 - (3) writing a summary of an empirical research article.

Subject Pool Access

- I am ready to access the subject pool, now what do I do?
 - Follow the specific administrative process to gain access to the subject pool (detailed herein).
 - Familiarize yourself with the DESE *Rules, Procedures and Policies Governing the DESE Subject Pool*.

Administrative Process to Access & Utilize the Subject Pool

- Obtain IRB Approval
- Prepare Study Recruitment Flyer
- Activate Your Study
- Manage Your Study
- Conduct Your Study
- Obtain Administrative Support (if applicable)

~The remainder of this presentation will elaborate on these points~

Obtain IRB Approval

- Develop and submit an IRB application for your study.
 - If you have never submitted an IRB application, [click here](#).
 - If you need to submit an IRB application, [click here](#).
- Once approved, obtain all the stamped documents from IRB (e.g., study flyer/description) associated with the study.
 - Access to the subject pool without this documentation that your study has been approved by the IRB.

Prepare Study Recruitment Flyer

- Accessing the DESE Subject Pool requires a recruitment flyer.
- See sample [Study Recruitment Flyer](#), which includes: the time, space (room) and location (campus) where study activities will be conducted.
 - Please note: you will be need to be explicit about the expectations for the participants in the study.
 - Acceptable file types are Microsoft WORD or Microsoft Publisher for study flyers.



Sample study flyer

Activate Your Study

The Subject Pool Coordinator will review documents, ensure that all required materials have been submitted and are in order, and notify you of study acceptance or request additional information.

- Submit the completed, *IRB approved Study Recruitment Flyer, Subject Pool Reservation and Registration Form, and Debriefing Form* to the subject pool coordinator at desesubjectpool@fau.edu.



Sample study flyer

Department of Exceptional Student Education
Subject Pool Reservation and Registration

Please add information where indicated in blue, change the font to black (including in the header of this document), then remove this instruction.

Title of study

Note: include the title of the study. This title should match the title submitted to the Institutional Review Board (IRB).

Principal Investigator/additional investigators

Note: include the name of the principal investigator as well as the names of all those who will be interacting with students (e.g., graduate students). All names appearing in this portion of the form should also be included on the IRB application and should have up to date [CITI training](#).

Abstract

Note: include an abstract here describing the study. The abstract should be written in APA format and be no more than 150 words. This information should be used to formulate the description of the study for information in the *Study Advertisement and Participation Form*.

IRB Approval: including IRB Net ID # and approval date

Note: include the IRB Net ID# here and the approval date. Keep in mind that once a study is approved, the IRB provided stamped documents (e.g., consent form, etc.) that should be used when conducting the study.

Number of subjects

Note: include the total number of subjects you would like to use in the study. This number should exactly match the number in the IRB application. If more subjects are required, an IRB amendment must be submitted before enrolling more subjects in the study.

Sample Study Registration

Department of Exceptional Student Education
Sample Debriefing Form

This debriefing template is used to provide information about the study once the study is completed (or a participant withdraws). This is a sample of how principal investigators (i.e., DESE faculty or graduate students) can approach the development of a debriefing form. Principal investigators should tailor this form so that it accurately describes the study. The text in black is provided as a guide and should be used where applicable, but the text in BLUE should be deleted and/or applicable text should be written in its place. Delete this paragraph from your final DEBRIEFING FORM.

Thank you for agreeing to participate in this study! The general purpose of this research was to explain the basic constructs of the study. Make sure that you write the information so that the participant can understand it.

We invited people who describe the selection criteria. The experimenter does not know whether you were in the low or high anxiety group (for example). In this study, you were asked to describe what the participant did and describe how this relates to the purpose of the study. The results from this study will provide a description of what you hope to accomplish with the study.

If you feel especially concerned about describe potential concerns that may occur, please feel free to phone principal investigator contact info about the issues.

We hope that you were able to learn more about insert a general concept about research or a concept specific to a course or learning experience that introduced in the course.

Thank you for your participation in this study. If you have further questions about the study, please contact principal investigator contact information.

For more information about insert topic here, some reading selections have been listed below:

Provide two references (text, article, on-line reference, etc.) that can be easily accessed by the targeted population in this study.

Sample debriefing form

Manage Your Study

- If your study is accepted into the subject pool:
 - A form will be created and the link added to your study advertisement flyer, as well as to the website where all studies are listed.
 - Your revised flyer will then be sent back to you to be displayed in conspicuous locations on the appropriate campuses. *Please note, it is your responsibility to advertise your study.*
 - Your study will be listed on the [Opportunities to Earn Research Experience Requirement](#) page. Within one week of receiving the study acceptance from the Subject Pool Coordinator, check to ensure that your study is listed.
 - After students have registered for your study and the registration deadline has elapsed the Subject Pool Coordinator will create [certificates of participation](#) and a registration list and send to you.



Sample
certificate of participation

Conduct Your Study

- Conduct the study. Once students have completed all study activities, allow 10 minutes at the end to distribute and explain the Debriefing Form.



- Then, distribute Certificates of Participation to your student participants and instruct them to submit to their faculty instructor as evidence of their completion of the RER.

Department of Exceptional Student Education Sample Debriefing Form

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Administrative Support is Available (*if applicable*)

- Managing your research, advertising, and conducting your study is your responsibility, however, should you need information, guidance, support, etc., the Subject Pool Coordinator is available to assist.
- Questions, comments, or specific requests should be emailed to the Subject Pool Coordinator at desesubjectpool@fau.edu.

