



# Guideline - Vienna CogSciHub: Study Participant Platform

Vienna Cognitive Science Hub Lab Manager, 2019  
Version 1

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## 1. What is SPP?

The **Vienna CogSciHub:Study Participant Platform** (SPP) is a tool to make it easier for research members to reach the required and specific target groups for their experiments. This happens in form of an online platform with the aim to assign participants to payed cognitive science experiments. Future participants can register and subsequently get invitations to ongoing studies via mail. Then, they can sign up for specific studies, take part and earn money depending on the length of the study and its requirements.

Every member can register a study via the provided questionnaire. After confirming and verifying the study requirements (participation criteria, session dates, etc.), the study shows up on SPP and fitting participants are assigned and invited to participate. After each session, researchers pay their subjects and confirm their participation on SPP.

## 2. Access to SPP

If you would like to conduct an experiment via the **Vienna CogSciHub:Study Participant Platform** , please register your study using the **registration questionnaire** available in German or English. The lab managers will then provide you with your registration details for SPP and subsequently set up your study on SPP in order for you to access it and look at participants, time slots, and so on. In case of doubts, please get in contact with the lab managers, who will also ask you for further information about the studies if they need it. In order to access SPP, you need to register as an experimenter first.

## 3. Roles in SPP

In SPP, users can be assigned to three different roles (users, experimenters, administrators), which all have specially restricted access and different tasks.

### 3.1. Users

Participants are **users** in SPP. They sign up using a register page; they confirm their email address, and then wait for invitations to experiments. Once they are assigned (based on the requirements of the experimenter) and invited to experiments, they can choose their experiment sessions and register for experiments. During registration, users have to fill out basic questions regarding their age, gender, field of study, etc. If users sign up as participants for a certain study, they are no longer called users, but participants.

### 3.2. Experimenters

**Experimenters** are researchers conducting a study, be it principal investigator (PI), PhD student or research assistant. They can send messages to users in their experiments, see who signed up for which session and conform participation. Experimenters need to be specified by the person registering a study in the registration questionnaire.

### 3.3. Administrators

The lab manager as **admins** have access to all parts of the system. They can browse the user database, activate and deactivate users, send messages, create experiments, sessions, and more.

## 4. Experiments

An experiment has assigned users (people who will be invited, but do not necessarily participate), participants (people who actually participate in a session) and experimenters (people who can change experiment settings, manage sessions and interact with the participants). Only administrators can create experiments.

An experiment consists of one or more sessions, each session has a number of participants and a definitive **time** and **location**. Invited users can choose a session and experimenters can keep track of people who showed up, people who did not show up and a number of other variables.

Depending on the language, the experiment is set up on SPP, the invitation mails and everything else will be in either English or German. Therefore, please state beforehand which language the experiment will be executed in by filling out either the German or the English questionnaire or specifying it further.

A typical experiment has the following lifecycle:

- The experiment is registered by the PI using the registration questionnaire, all important information is given
- The experiment is created on SPP by the administrator, basic settings are entered
- The sessions are created and planned
- Users are selected for the invitation process based on various criteria (including pre-screening)
- Invitations are mailed to the users and the session registration is opened
- Users visit the website using a link in the invitation email and sign up for experiments
- If the sessions are full, the session registration is closed

- One or two days in advance, the participants of a session are reminded via email
- People show up to sessions and take part in the experiment
- After the session, experimenters keep track of the participants on SPP

## 5. Registration of a study

### 5.1. Special participants

In some cases, experiments might require participants, who are special in one way or the other. **Pre-screening** is therefore an important tool. Since there is no implemented Pre-screening tool in SPP so far, it will be executed by the lab managers directly via phone calls or online questionnaires in order to make sure that the participants fit the needs of the studies. If PIs have a different practice of screening, this will of course be considered as well. Studies requiring detailed pre-screening need to be discussed with the lab managers.

### 5.2. Special time tables

#### 5.2.1. Follow-up studies

Some studies do not only consist of a single session, but of two or three subsequent sessions for one participant. This is considered in the SPP. Make sure to indicate the precise session times in the registration questionnaire. For complicated schedules, please contact the lab managers to ensure proper functioning.

#### 5.2.2. Online studies

Online studies are not fully supported by SPP yet. The developers in Hamburg are working to implement this feature in 2020 and we will be happy to service online studies. Please contact the lab managers directly in case you want to run an online study since further communication is required.

## 6. Experiment management

The general settings of an experiment can be accessed by the experimenter and include information about the experiment for internal usage.

- Name: only used in the backend accessible to the administrators and other experimenters.

- Description: used to give a short information about the experiments in the list view, accessible for administrators and experimenters.
- Contact information: Experimenters contact information can be entered here and is only visible in the general tab of an experiment.
- Experiment is closed: This option is used to separate active and completed experiments in the experiments list, experimenters keep track of the participants on SPP.

## 7. SPP – Experimenter view

Dashboard: In the dashboard section the last created experiment, as well as starred experiments are displayed.

Calendar: In the calendar section experimenters have an overview of all studies and can filter for different locations.

Experiments: In the experiments section all experiments are displayed and can be filtered by

- State (finished vs. active)
- Affiliation (all vs. only the experimenter's own experiments)
- Registration state (active vs. no active registration)

Additionally, set tags are displayed here and the number of assigned users as well as the date of the first and last session are accessible for each experiment.

## 8. Sending messages

Experimenters can write messages to participants enrolled in their experiments, for example in order to cancel a session on short notice. On the other hand, users are provided with the contact information of the researchers, so that they can contact them if need be.

## 9. Special rights for experimenters

Experimenters can be assigned special rights on SPP by the administrators. An experimenter can have more than one access right and more than one experimenter can be assigned to one experiment. The very flexible rights management system allows to give individual rights to ensure that on one hand all needed actions can be performed on the other hand the experimenters have no access to data they do not need to know.

The rights for the experimenters are:

- **Edit common data:** This allows experimenters revisiting and editing the general data of the experiment submitted when creating the experiment. They can also access the experiment reminder tab and edit the time and text for the automatic reminder mail for users as well as deactivate it completely.
- **Edit privileges:** This enables an experimenter to add experimenters and change the privileges for himself and other experimenters in this experiment.
- **Manage sessions:** This is used to edit the session options and the session reminders, as well as for the export of the participants list.
- **Manage participants:** This allows assigning participants, accessing the assigned participants tab, (re)moving participants from sessions and from the experiments. With this right, it is also possible to see the history of assigned participants.
- **Manage show-ups:** Used to edit the show up status in the sessions participants list.
- **Send session messages:** Enables to send messages to participants registered in a session.
- **Manage invitations:** To edit the email texts for invitations and confirmation mails and send invitations.

## 10. Contact information

Vienna Cognitive Science Hub	<a href="https://cognitivescience.univie.ac.at/">https://cognitivescience.univie.ac.at/</a>
Lab Management	<a href="mailto:labservice.cogsci@univie.ac.at">labservice.cogsci@univie.ac.at</a>
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SPP	<a href="https://spp.cogsci.univie.ac.at/?locale=en">https://spp.cogsci.univie.ac.at/?locale=en</a>
Registration Questionnaire English	<a href="https://bit.ly/32aaz7H">https://bit.ly/32aaz7H</a>
Registration Questionnaire German	<a href="https://bit.ly/36lvfNy">https://bit.ly/36lvfNy</a>

### Sources:

Bock, O., Baetge, I., & Nicklisch, A. (2014). hroot: Hamburg registration and organization online tool. *European Economic Review*, 71, 117-120.