

**OFFICE OF SCHOOL-UNIVERSITY RESEARCH RELATIONS  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**Subject Pool Request Form**

If you would like to do a research project involving students in one of the subject pool classes, Educational Psychology 210, 220, 236, 400, 404, or 485, your request must first be reviewed by the College of Education Human Subjects Office in 236C Education. Once your request has been approved, you will receive an approval letter that includes your subject pool number. This number must be noted on any posted sign-up sheet along with details relevant to your study.

Following approval, you may notify the appropriate instructors of your study. In the case of research requests that include students from Educational Psychology 250, the instructor's approval must be obtained as well.

Procedures

1. Submit the completed form and the IRB-1 along with any other required documents (e.g., consent forms, debriefing forms, and copies of any surveys you plan to use in your research) to 236C Education.
2. Complete the sign-up sheets and post them on the Subject Pool sign-up bulletin board outside Room 236 Education. Students volunteer for experiments by writing their name, telephone number, e-mail address, instructor's name and section number on the sign-up sheets. It is your responsibility to remove the completed sheets the day before or the day of each experimental session, and to post new sign-up sheets as needed.
3. All participating students receive an Experiment Participation Card. After the experiment is completed, stamp or sign the card in the appropriate place so the student can receive credit for taking part in your experiment. If students forget their cards, write a note for them to attach to their card.
4. If it is necessary to cancel the experiment, you must contact the subjects at least one day ahead of the experiment. If you are not able to do this, you must arrange for your representative to meet with the subjects, explain the reason for cancellation, and give each student credit for the experiment. It is your responsibility as a researcher to ensure that all experiments take place on time, are conducted in a professional manner, and do not disturb other occupants of the building where your experiment is taking place. If you fail to carry out these responsibilities, your experiment may be suspended or cancelled.
5. Students may withdraw from an experiment by informing you prior to the experiment. Students also may withdraw from the experiment at any time (including during the experiment) without penalty.

Department of Educational Psychology Subject Pool  
University of Illinois at Urbana-Champaign

1. Name of Investigator: \_\_\_\_\_  
Office address: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_
  
2. Project Title: \_\_\_\_\_  
\_\_\_\_\_
  
3. Location where research will be conducted: \_\_\_\_\_  
\_\_\_\_\_
  
4. Project dates: \_\_\_\_\_
  
5. Status of investigator and project (check all that apply):  
Faculty \_\_\_\_\_ Externally funded research \_\_\_\_\_  
Graduate student \_\_\_\_\_ Thesis \_\_\_\_\_  
Undergraduate student \_\_\_\_\_ Class project \_\_\_\_\_  
Name of faculty advisor (if investigator is a student):  
\_\_\_\_\_
  
6. List the name, department, phone number, and e-mail address of all persons who will be involved in testing subjects.

## 7. Subject pool requirements:

a. What are your requirements for the subjects? (e.g., males only, native English speakers, etc.) \_\_\_\_\_

b. Number of subjects needed: \_\_\_\_\_

c. Hours of participation per subject: \_\_\_\_\_

d. Educational Psychology courses from which you request subject

participation: \_\_\_\_\_

8. A debriefing immediately following the subject's participation, and summary of results should be made available to all subjects after the results are available. Subjects should be given an opportunity (e.g., by checking a box on the post-research explanation form) to request and receive a short summary of the results when they are available.

\_\_\_\_\_  
Signature of researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of faculty advisor (if researcher is a student)

\_\_\_\_\_  
Date