

IRB Applications for research recruiting from The Carlson School of Management Subject Pool

The IRB has requested you use the following description of the Carlson School Subject Pool in your IRB application, when intending to recruit by posting your research in the pool.

SOCIAL & BEHAVIORAL SCIENCES APPLICATION FORM

Version 5.5

8. Recruitment:
8.1

“We will recruit participants from the Carlson School of Management Subject Pool. Our study will be described as follows:” (Here please insert the title and the description of your study as it will be posted online in the Carlson School Subject Pool. Please include information about paying subjects, including the amount of payment.)

IRB forms can be downloaded here:

<http://cflegacy.research.umn.edu/irb/download/>

Once you obtain IRB approval, **please submit soft copies of the IRB Application section 8.1, Change in Protocol form (if applicable), and IRB Approval email to: csonpool@umn.edu prior to posting your study.** The IRB requests these documents be kept on file in the pool when you post research in the pool.

Thank You!

Steps to use the Carlson School Subject Pool

1. If recruiting a specialized population, please let the Behavioral Lab Manager (Dori Higgin-Houser – contact info below) know your needs for subjects as far in advance as possible, to determine if pool meets your recruitment needs.
2. If posting a previously-approved study, please submit a “Change in Protocol” form to the IRB requesting to recruit from the Carlson School Subject Pool and to pay subjects, using language from the previous page.
3. If applying for new research please include information in the recruitment section of the IRB application (as stated on previous page).
4. Once you have IRB approval for your study, please reserve lab space, if needed. You are encouraged to discuss lab needs with the Lab Manager prior to this time, so you can be “penciled in” and given priority in the event of a conflict. IRB-approved studies get priority for scheduling.
5. After the IRB approves your study please send soft copies of your IRB application Section 8.1 and your IRB email approval to csompool@umn.edu, and request an account on the Sona System. If you already have an account in the pool please select to have the administrator emailed when you post a new study.
6. Please post your study in the Carlson School Subject Pool by THURSDAY every week (directions available on the Behavioral Lab website and lab manager can provide training). Posting your study one week prior to your research allows time for your study to fill. The subject pool is emailed every Friday evening for research opportunities that are available.
7. When posting your study in the subject pool, please provide your study number in the “IRB approval code” field.
8. Please post your study name as named in your IRB application.

Questions? Please contact the Lab Manager/Pool Administrator, Dori Higgin-Houser

**Phone: Dori Higgin Houser: 612-624-4891 office 612-750-2037 cell
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