**OVERVIEW**

The purpose of this form is to provide pertinent information regarding your research study to allow the Koraleski CAB Lab CRG to allocate participant pool usage. The information provided will then be utilized to make the study available to the CBA participant pool. Please complete the form in its entirety. The due dates for Participant Pool consideration are one week prior to the start of the fall/spring semester.

Contact the lab manager with any questions at unocablab@unomaha.edu.

**INTAKE QUESTIONS**

|  |  |
| --- | --- |
| 1. Your Name.
 |  |
| 1. Your title. *(e.g. Assistant Professor, Student, etc.)*
 |  |
| 1. Contact Information. *(email & phone #)*
 |  |
| 1. Please list all of the researchers on this study.
 |  |
| 1. IRB code.
 |  |
| 1. IRB expiration date.
 |  |
| 1. Title of the study.
 |  |
| 1. Please give a brief description of the study
 |  |
| 1. Purpose of this research? (e.g. for publication? Part of a grant? Etc.)
 |  |
| 1. Funding source for this research? *(please note if it is part of a grant)*
 |  |
| 1. What outlet is being targeted following this research?
 |  |
| 1. Is this a lab-based (in-person) or web-based study?
 |  |
| 1. For web-based studies:
 |  |
| If a survey platform is being utilized, please note it here.[[1]](#endnote-1) |  |
| Study URL. |  |
| 1. For lab-based studies:[[2]](#endnote-2)
 |  |
| Will iMotions be utilized? *If yes, please indicate what modules (Eye Tracking, GSR, FACET, EEG).* |  |
| If a survey platform is being utilized, please note it here.i |  |
| Who will be responsible for proctoring the study? |  |
| 1. Estimated duration of the study.

*Note: Studies under 20 minutes in duration may be paired with another study of similar length for subject participation.*  |  |
| 1. Number of participants requested.
 |  |
| 1. Are there any prerequisites or disqualifiers to potential participants in the study? *(e.g., minimum age? Work experience? Specific course? etc.)*
 |  |
| 1. Do you want email notifications when a person signs up for or cancels a study?
 |  |
| 1. How does your study contribute to the education of CBA business students? This will be utilized in the student debrief.

*NOTE*: *We will work with you in tying your study to course-specific objectives.* |  |
| 1. You agree to provide a summary that will be published at the close of the study. This is to inform students about the research motivation, how their participation helped in solving the research questions driving the study. *Please initial.*
 |  |
| 1. *Release*: Do we have your permission to have the study’s description displayed on the CAB Lab website?
 | YES NO |
| 1. Please provide a researcher bio (or a link to your bio), which will be added to the Lab’s website. This can include your **research interests**, degree, position, education, hobbies, etc.
 |  |

Please submit intake form to unocablab@unomaha.edu.[[3]](#endnote-3)

Date Submitted:

INTAKE FORM DEADLINES

Contact Debbie O’Malley regarding deadlines:

**domalley@unomaha.edu**

Review Date:

1. For web- or lab-based studies using Qualtrics, we ask that you share your study (editing rights only) with unocablab to allow us to link the participant pool software with your study. The CAB Lab will not view or touch the data that is collected, it is solely for administrative purposes. [↑](#endnote-ref-1)
2. Lab-based studies requiring a proctor are the researcher’s responsibility. The lab manager and assistants will coordinate timeslots to maximize efficient usage of the lab [↑](#endnote-ref-2)
3. The CRG will review applications and allocate pool usage as noted in the Participant Pool policy. [↑](#endnote-ref-3)