1. The CAB Lab Core Research Group (CRG) will manage the CBA participant pool using SONA.

2. The CRG will issue a call for proposals for participant pool usage before the start of each semester. The call will include:
   a. Date the proposals are due.
   b. Estimated number of participants in the pool for the semester.
   c. Summary of the application forms to be used in submittal.\textsuperscript{a}
   d. Criteria by which proposals are evaluated:
      i. Appointment in CBA.
      ii. Researcher(s) ranking (e.g., tenure-track, graduate assistant, etc.).
      iii. Funding source (e.g. awarded grant).
      iv. Number of participants required.
      v. Relevance to subject pool learning objectives.
      vi. Completion of in-take / application forms.
      vii. Targeted publication outlet (outlets are not ranked, but studies should have a specific and measurable goal).

3. The CRG will meet within one week after the close of the call for proposals to allocate participant pool usage. The decision for a proposal may be:
   a. Accept
   b. Reject
   c. Accept with revision (e.g., reduce the number of hours/participants requested)
   Notifications will be sent via email to the submitting researcher(s).

4. The CRG will schedule the accepted studies to avoid collisions and confusion in the lab and to ensure the appropriate and equitable (i.e., promised) distribution of the Participant Pool. This schedule will be clearly communicated to the researchers running studies in the designated semester.

5. Researchers using the CBA Participant Pool are required to provide a complete debriefing for how the study meets student learning objectives, basic research objectives, or both. Examples of debriefs will be posted on the website.

6. Researchers using the CBA Participant Pool will need to provide a one-page summary\textsuperscript{b} within 30 days of close of study that outlines:
   a. The initial findings of the study, if any;
   b. Expected findings; and
   c. Plans and next steps for the data
   This summary will be published on the Koraleski CAB Lab Website.

7. Researchers wanting to administer a study over multiple semesters must indicate so in their application, otherwise they must submit a new application.

\textsuperscript{a} Proposal guidelines and intake forms are available on the website.
\textsuperscript{b} Any application of researchers who do not provide this summary will be rejected until the summary is accounted for.
\textsuperscript{c} A template for this summary is available on the Website.

Last updated 11/19/14