

GUIDELINES FOR TOKEN ALLOCATION AND REIMBURSEMENT OF EXPENSES FOR PARTICIPATION IN PSYCHWEB RESEARCH EXPERIMENTS

The length of each experiment should be the **average expected time** the researcher expects most subjects to take to complete the experiment; this will determine the token/reimbursement of expenses, not individual subject performance (as otherwise there are perverse incentives to take longer).

TOKEN ALLOCATIONS FOR PARTICIPANTS

Online studies:

0 - 30 mins	0.5 tokens
31 – 60 mins	1 token

Experimental studies requiring participant to turn up:

0- 30 mins	1 token
31 – 45 mins	1.5 tokens
46-60 mins	2 tokens
Over 60 mins	2 tokens then reimbursement of expenses

Non UG participant reimbursement of expenses

For two-(or more) part experiments:

1. Tokens should be calculated for each part separately (eg 2 parts of 45 mins each would be 1.5 tokens for each, not a combined time of 1 hour 30 mins requiring reimbursement of expenses).
2. It is felt that there needs to be some sort of incentive to try and ensure that participants turn up for the second (and third) parts, although these guidelines also acknowledge that to meet BPS Guidelines, students are free to withdraw at any time if they wish and receive full tokens/reimbursement. While token allocation for each part should be in line with the above, it is suggested that for the first part(s) only 0.5 tokens be given with the balance being allocated on completion of the final part. Where a subject fails to attend Part2, "an act" on their part (eg to give reason, to arrange a new timeslot, or to withdraw officially) would be sufficient for them to receive full tokens earned for previous parts. (For reimbursement of expenses – see below – full reimbursement is given on conclusion of the study.)

REIMBURSEMENT OF EXPENSES FOR PARTICIPANTS

Requests for divisional funding for participant reimbursement should be made using the appropriate form:

The rate of reimbursement is set at £5/hour. However, for ease of administration and to avoid perverse incentives around boundaries, the following is suggested for fractions of an hour, again based on the **average expected time** the researcher expects most subjects to take to complete the experiment, not for individual subject performance:

£1 for 10mins
£2 for 20 mins
£2.50 for 30 mins
£3 for 40 mins
£4 for 50 mins

It is suggested that average expected time is rounded to the nearest of these figures, with the normal convention of "5" being rounded up (ie 25 is reimbursed at the 30 min rate).

Participant reimbursement can be increased from £5 to £7.50 on a case by case basis, at the discretion of the Chair of the Resources Committee.

Reimbursement for multiple part studies will be given in full at the conclusion of the study.

If a participant comes to the University to complete a study arranged through Psychweb which turns out to have been cancelled, they should report this to the main Psychology Office (room 3A91). Cases will be dealt with on an individual basis.

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