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

In addition to your other recruitment plans, please complete Section 6 of the Social Behavioral Application form in the following way to recruit from the Carlson School Subject Pool:

SOCIAL BEHAVIORAL APPLICATION FORM
Version 6.1

Section 6 Recruitment & Compensation

6.1 Which of the statements below describes the recruitment strategy? If both apply, select both. Please select Statement A for recruitment from the Carlson School Subject Pool.

☐ Statement A. Potential subjects will self-identify based on response to an advertisement, flyer, presentation or respondent driven sampling. **If ONLY statement A selected, go to question 6.2**

6.2 Check the box(es) that describe the recruitment strategy. **Any required documents as detailed below should be submitted with this application.** Please select the option below for recruitment from the Carlson School Subject Pool.

☐ University of Minnesota research recruitment tool (e.g. REP, SONA or Carlson School Recruitment)

6.3 Provide a brief narrative to describe the recruitment process. Include in the description how potential subjects will be informed of the research. **Here please submit the description of your study that will be posted in the Carlson School Subject Pool.**

6.5 and 6.5.1 Please complete these questions about compensation for recruitment from the Carlson School Subject Pool.

Once you obtain IRB approval, please forward an electronic copy of the IRB Application section 6, Change in Protocol form (if applicable), and IRB Approval email to: csompool@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 using the Carlson School Subject Pool

1. If recruiting a specialized population, please let the pool administrator (contact info below) know your needs for subjects as far in advance as possible, to determine if the 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 & pay participants from the Carlson School Subject Pool.

3. If applying for new research please include information in the recruitment & compensation section 6 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.

   If your study will be done online, please contact the lab manager to let her know you are ready to post your study.

5. After the IRB approves your study please electronic copies of your IRB application Section 6 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 noon on THURSDAY every week (directions available on the behavioral lab website and lab manager can provide training). Posting your study at least one full week prior to your research allows time for participants to sign up. The subject pool is emailed every Thursday afternoon, to notify participants of 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 and description as stated in your IRB application.

Questions?

Please contact the Lab Manager/Pool Administrator, Dori Higgin-Houser
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CSOM 3-358 higgi040@umn.edu or csompool@umn.edu
Website: www.carlonschool.umn.edu/behavioral-labs