Research Website Quick-Start for Researchers/P.I.s: Managing Your Studies

Please see policies, procedures, and documentation at: [http://www.csus.edu/psyc/subjectpool.html](http://www.csus.edu/psyc/subjectpool.html)

For additional assistance, contact psychresearch@csus.edu

**My Studies**: Click “My Studies” from main menu or from links across top of screen.

**Study Info. (or click study title)**:
Click to view study information. These additional links will appear:
- **View/Administer Time Slots**: Schedule rooms and sessions.
- **Timeslot Usage Summary**: Various totals summarizing your timeslot usages.
- **Contact Participants**: (bulk email)
- **View Bulk Mail Summary**: 6-mo log of activity for bulk emails.
- **Change Study Information**: Edit the information you previously entered for your study. **BEWARE**: If your study has been approved, making changes will automatically suspend the study until the administrator approves your changes. Please don’t make any changes yourself—first submit your desired changes for approval to psychresearch@csus.edu.
- **Participant Study View**: See the study description exactly how participants will see it.
- **Delete Study**: Remove study from the system.

**View Your Uncredited Timeslots**: Provides a list of past participants who have not been assigned credit (or no-show) yet.

**View Printer-Friendly List of Signups**: View sign-ups for future sessions, by day/time.

**Active Studies**

<table>
<thead>
<tr>
<th>Study</th>
<th>Approved?</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odds and Ends</td>
<td>(0.5 Credits)</td>
<td><img src="x" alt="X" /></td>
</tr>
<tr>
<td>Things and Stuff</td>
<td>(1 Credits)</td>
<td><img src="%E2%9C%93" alt="✓" /></td>
</tr>
</tbody>
</table>

**Approved?:** × = yes, ✓ = not yet.

**Timeslots**: Jump to page where you can add (and delete) timeslots/sessions for your study. See the separate quick-start guide on managing time-slots.