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**Criminal Justice Human Subjects Pool Researcher Guidelines**

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The Criminal Justice Department has established a Human Subjects Pool to: (a) foster a consistent approach to the participation of students in social science research, (b) increase students’ understanding of social science research while enrolled in certain CJ courses, and (c) enhance the research process for Criminal Justice faculty and doctoral students by providing a stable and adequate supply of potential research participants.

Researchers (i.e., Criminal Justice faculty, graduate and doctoral students) wishing to use the Human Subjects Pool are responsible for following the guidelines in this document. The basic procedure for obtaining access includes the following steps:

1. All prospective users of the Human Subjects Pool must first submit a proposal to the Texas State University Institutional Review Board (IRB). The IRB will review it to ensure that the project meets ethical standards for human subjects research. A copy of the IRB approval form must accompany the application for use of the Human Subjects Pool. The human subjects pool coordinator will review the materials.
2. The primary researcher (i.e., faculty member or supervised student) must complete a [Human Subjects Pool application](http://www.cj.txstate.edu/research/subjects-pool.html). The completed application form and a copy of the IRB approval form should be submitted as email attachments to:

[sonasystem4cj@txstate.edu](mailto:sonasystem4cj@txstate.edu).

1. If approved, the primary researcher will be notified via email. The researcher can then begin recruiting participants on the [sona website](https://txstatecj.sona-systems.com). If the application is not approved, an explanation will be provided via email.
2. Please review [researcher tips](https://www.sona-systems.com/researcher-documentation/) for using sona, including [creating timeslots](https://www.sona-systems.com/researcher/creating-timeslots/), and [granting automatic credit for Qualtrics studies](https://www.sona-systems.com/help/qualtrics/).

The Human Subjects Pool can support research studies up to two hours long, conducted over 1 or 2 sessions, and conducted on campus or online. Researchers are responsible for following all procedures outlined in the Texas State IRB application, and for recording subjects’ research attendance or absence in the Sona web-based system ***within 24 hours*** of the session(s). For additional information, please send email to [sonasystem4cj@txstate.edu](mailto:sonasystem4cj@txstate.edu).