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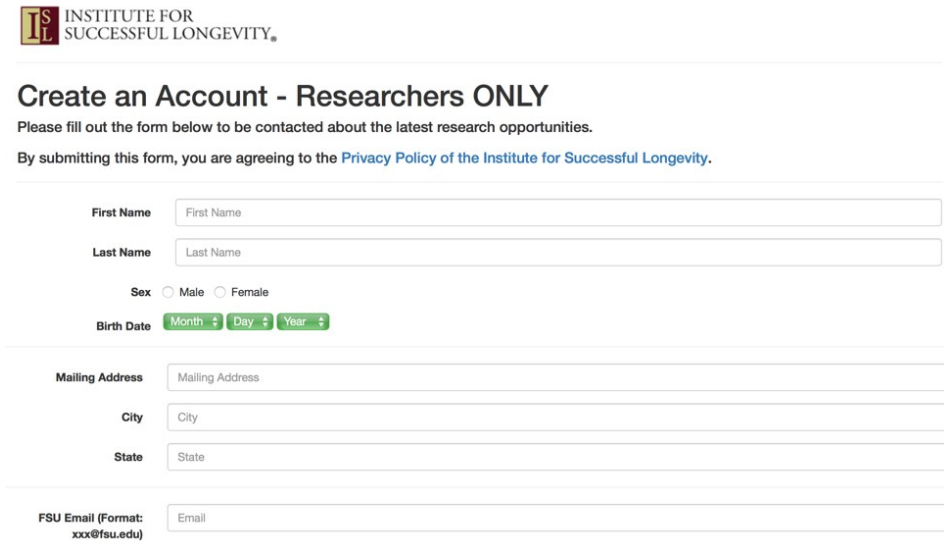
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# Researcher Dashboard Manual

## Creating a Researcher account

1. In order to make a researcher account, please sign up at the following link: <https://apps.psy.fsu.edu/isl/account/researcher.php>



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### Create an Account - Researchers ONLY

Please fill out the form below to be contacted about the latest research opportunities.

By submitting this form, you are agreeing to the [Privacy Policy of the Institute for Successful Longevity](#).

**First Name**

**Last Name**

**Sex**  Male  Female

**Birth Date**

**Mailing Address**

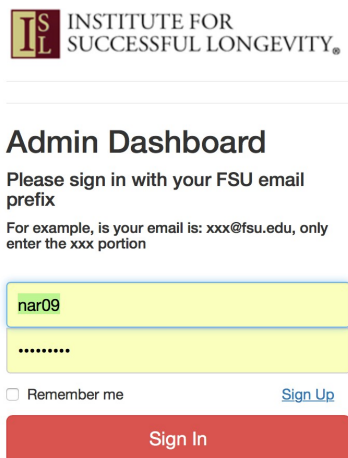
**City**

**State**

**FSU Email (Format: xxx@fsu.edu)**

## Signing in to your Researcher account

2. Login via the following link: <https://apps.psy.fsu.edu/isl/signin/admin.php>



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### Admin Dashboard

Please sign in with your FSU email prefix

For example, is your email is: xxx@fsu.edu, only enter the xxx portion

Remember me [Sign Up](#)

# Submitting a Study Request

3. **Once logged in**, navigate to the “*Submit a Study Request*” link on the left side, and a new window will open

The screenshot shows the ISL Dashboard for a user logged in as 'Researcher'. On the left is a navigation menu with options: View Study Requests, Submit a Study Request, Edit personal info, Contact, Support, and Logout. The main content area displays a table of study requests:

#	Study	Apply Date	Status	Approved By	Selected / Approved Quota #	Edit	Search Participant	View Participant
1	TESTING_FUNCTIONALITY	2016-03-21	Inactive	Charness, Neil	0/0			
2	Learning About Traffic Signs	2016-03-31	approved	Charness, Neil	0/300			

4. Fill out all the information on that page, and press submit

The screenshot shows the 'Study Request Form - For Researchers Only'. It includes fields for: First Name, Last Name, EMPLID (with example 10000000), Cell Phone, Name of Your Study (with example 'Investigating the effects of Technology on IADLs'), Study Description (with example 'We plan to administer tablets to older adults of a rural population...'), IRB Number (with example 'HSC 14.1881.9'), IRB Start Date (Month, Day, Year dropdowns), IRB End Date (Month, Day, Year dropdowns), Number of Participants Requested, Inclusion Criteria (with example 'We plan to include participants between the ages of...'), Exclusion Criteria (with example 'We plan to exclude participants with dementia'), and a text area for 'Please describe the compensation for this study in detail' (with example 'Our study will pay participants \$15/hour of their time, for an estimated total of 3 hours.').

5. An ISL Database administrator will receive notification of your submission, and will approve your study after careful review
  - a. You will be granted a participant quota that may or may not be the number you originally requested
6. Once your study request is approved (email notification will follow), you can then choose participants from a random subset of participants for your study, and they will be added to the table shown below

The screenshot shows the ISL Dashboard for a user logged in as 'Barajas, Kim'. The main content area displays a table of participants with the following columns: #, Contacted, Participated, Name, Notes, Sex, DOB, Address, City, State, Email, Cell Phone, Home Phone, Education, Marital, If Hispanic or Latino, Racial, Type of Housing, Income, Is English, Occupational status, Primary Occupation, and Occupation before retired.

## Troubleshooting

7. We have experienced issues with the site, if you use multiple roles within the same browser session
  - i. If you have been using the same computer to create accounts for participants that you plan to use for a researcher account, it is suggested to clear your browser cache/cookies first.
8. When individuals are contacted, please ensure that your RA or whomever is contacting registry participants leaves either their name and phone number for the participant to call back if they have questions, or a verifiable FSU-related email address.
  - a. Please also ensure that your email when soliciting potential participants includes an FSU/ISL Logo. We have included a sample below.



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## Tips and Tricks to Navigating Participant Registry (PR) for Study Submissions

This document outlines some useful tips/tricks when navigating our participant registry (PR) for study submissions.

- Contacting Participants
  - The MAJORITY of our participants prefer mail or phone over email contact
  - The best time to contact is in the morning-keep in mind typical meal hours
  - If a participant has an email that has @isl.fsu.edu or @isl.fsu it is **not a real email** address. We use emails as the username for the PR and many people either don't have an email or don't want to provide us with one. If you see one of these domains, please call or mail the individual the information
  - **When individuals are contacted, please ensure that your RA or whomever is contacting registry participants leaves either their name and phone number for the participant to call back if they have questions, or a verifiable FSU-related email address.**
  - Please also ensure that your email when soliciting potential participants includes an FSU/ISL Logo. We have included a sample below.
  -
- Access to the Registry
  - You can access the registry ONLY through an approved study submission; however you can only access the sample the site generates for you.
  - If you were to request a sample size that is larger than our registry (ask for current size) you would in theory gain access to our entire registry. Please be advised that this is not the best option as it does not allow your study request to be specific to your needs and may anger many participants who you erroneously contact.
  -
- Criteria
  - Currently (7-10-18) we only have the following criterion for our subjects to fill in:
    - Sex
    - Birthdate
    - Education
    - Marital status
    - Race/ethnicity
    - Housing
    - Income
    - Primary language
    - Occupational status
  - If you would like to see another criteria option please email us, and based on the response, we may add it to the list.