Administrator's Instructions (Example)

Materials: 30 consent forms
30 Pencils
30 demographic forms
30 copies of experimental materials
30 (or 60) debriefing forms
30 evaluation forms
Administrator's instructions
1 reserved room

Recruit 30 participants via PIPER

Introduction:

Thank you for agreeing to participate in our research.

1) **Hand participants the consent form.** *Please read this consent form which describes the study. You should feel free to ask any questions. If you agree to the terms of the research, sign the consent form.* **After they are done, collect the consent forms and place in a large, manila envelope**.

2) **Hand them the demographic sheet.** *Please complete this information sheet but do not write your name or any identifying information on it.* **After they are done, collect the demographic sheets and place in a separate, large, manila envelope.**

3) **Distribute experimental materials and pencils.** *Before answering the questions, please read the instructions to the study. When you are finished, return the packet to me.*

4) **Collect the materials and hand participants the debriefing form. Be sure to collect the forms in a manner that ensures confidentiality. You might have the participants place them in a large manila envelope, or collect them "face down" so that you cannot view responses.** *Please read and sign the debriefing form. When you are finished, I will collect them.* **Collect signed debriefing forms and place in a separate, large, manila envelope.** *Thank you for your participation. Feel free to take a duplicate debriefing form* with you if you care to have one. *If you want the participant to keep a copy of the debriefing form, come prepared with two copies per participant.*

5) **Instruct participants to complete a Research Evaluation Form online.** *Thank you again for participating in our study. We welcome you to complete an evaluation form to provide our department with feedback regarding this particular study and the experimenter(s). Research Evaluation Forms are now available online and should be completed through the PIPER system.*