Time-sharing Experiments for the School of Communication (TESoC)
Application and use procedures – revised 6/11/14

Eligibility

Only individuals affiliated with the OSU School of Communication are eligible to use TESoC. Specifically, the resource is available to:

- Doctoral candidates collecting data for PhD dissertations
- Faculty (any rank, prioritized based on need)

Application requirements

There are three funding rounds each year. Applications are due in the beginning weeks of the Autumn and Spring semesters, and in May. The Research Committee will typically announce these deadlines at least a month in advance. There is no application form. Instead, applicants must address the following topics in 1,250 words (5 double-spaced pages) or less. Please address each topic under its own section heading, even if the response is brief. The Research Committee values *conciseness*; please address each topic as succinctly as possible. Applications should be submitted electronically via email to TESoC@osu.edu.

- **Statement of eligibility:** Applicant must indicate whether he or she is a doctoral candidate, assistant professor, associate professor, or full professor in the School of Communication. If faculty are submitting a pooled request (see guidelines below), the eligibility of all applicants must be confirmed.
- **Statement of need:** Evidence that other resources, such as C-REP, are unavailable or insufficient and/or that a non-student sample is required. The applicant should also explain whether other funding sources are available to pay for participants if the project is not supported.
- **Study purpose:** A brief explanation of the study objectives.
- **Study design:** A brief but complete description of the study design, including the estimated time participants will spend completing the study (typically 20 minutes or less) and how many waves of data collection are required (typical one or two waves).
- **Stimuli and questionnaires:** Materials do not have to be programmed as a Qualtrics survey at the time of application. This is, however, required in order to use TESoC.
- **How many participants, with justification:** A power analysis is recommended if effect sizes can be estimated. Unless otherwise specified, the sample will include English-speaking adults living in the U.S. More selective sampling must be justified. See guidelines below for sample size limits.
- **Planned analyses:** Briefly describe how the collected data will be analyzed.
- **Relevant experience:** Graduate student applicants should briefly describe relevant training, coursework, and/or experience with proposed data collection and analytic methods. Students may also identify relevant mentors here.

- **Detailed timeline:** Provide a timeline that includes key milestones, such as IRB approval, Qualtrics programming, data collection, analysis, and project completion (e.g., when will the dissertation be defended or a manuscript written?).
- **Summary of prior OSoC or TESoC use:** Applicants who have used either of the School's shared research resources, TESoC or OSoC (the omnibus survey), are required to report this in their application and to include copies of previously submitted completion reports (see below) as an appendix.
- Graduate student applicants are also required to request that their advisor submit a **letter of support**. As with the application, the letter should be submitted electronically via email to TESoC@osu.edu.
- **IRB approval is NOT required to apply**. Although researchers must obtain IRB approval prior to using the pool, it is not required prior to applying. Applicants may, at their discretion, choose to apply for IRB approval prior to receiving a TESoC award; however, if an award is not made, it is the researcher's responsibility to update the IRB application accordingly.

In some cases, the Research Committee may ask for revisions to the proposal prior to approval. If this should happen, a submitted revision must include a letter responding to the prior review and an application with changes highlighted.

Application guidelines

These guidelines are intended to (a) ensure that program resources last for the full five years, and (b) that there are sufficient studies available to C-REP participants.

- **Max. 400 participant-waves** (e.g., 400 single-wave, 200 two-wave participants, or an equivalent combination) for any one application. More selective samples are more costly, and may reduce the number of participants allowed.
- **Faculty applicants may pool requests** (e.g., two faculty could request up to 800 participant-waves in a single application), but the Research Committee will favor smaller projects, respecting the fact that this is a shared, limited resource.
- **Doctoral students *must* apply independently**; collaborative applications are not allowed.
- Applicants may submit **one request per funding round** (i.e., one in the Autumn and one in the Spring), so long as the total number of participants requested is below the annual limit.

Application Assessment

Applications will be reviewed by the School of Communication Research Committee at the start of the Autumn and Spring semester. When evaluating applications, the committee will consider the following:

- **Is the objective clear**?
- **Does the design support the stated objective**? Experiments are preferred over surveys as this is a convenience sample. Both manipulations and natural experiments (with pre- and post-measurement around an event) are acceptable.

- **Is the sample justified?** Requested samples should be no larger or more specialized than required by the research question and design. Excessive requests may receive lower priority and/or may require revision.
- **Is there need?** Studies benefiting from a diverse, non-student sample get preference. Research that can't be conducted using other available resources (especially C-REP) gets higher priority. Applicant status is also used to assess need. For example, graduate students, who generally do not have research funds, are a high priority. For tenure-track faculty, the pressure to develop a strong research pipeline is a valid consideration, though access to start-up funds may reduce need. Tenured faculty who have depleted seed funds and do not have access to other money for the proposed project are also prioritized.
- **Has the applicant used the program before?** First time or light users get priority, though this is only one of several considerations. If the applicant has used either OSoC or TESoC, the committee will consider: Was completion report submitted and has the project generated results (presentations within school, conference papers, publications, grants, etc.)?
- **Appropriate skills and/or training:** If the applicant is a graduate student, does he or she have training for, experience with, and/or mentorship for experimental design? Experience is not required, but is preferred.

Use requirements

An approved application is necessary, but not sufficient for use of TESoC panelists (provided by Qualtrics Panels). Researchers are responsible for a variety of other aspects of the project, both prior to and following data collection. These responsibilities include:

- **Obtaining IRB approval:** As dictated by University policy, no data collection can begin without an approved IRB application. It is the awardees' responsibility to ensure that this requirement is met. If the awardee obtained approval prior to receiving an award, it is his or her responsibility to ensure that the approved project is consistent with the award.
- **Programming Qualtrics survey:** Data collection is conducted using the Qualtrics survey software. All studies must be programmed using this software before data collection can begin. Ensuring this is done is the responsibility of the awardee.
- **Work with the Qualtrics Panels Project Manager to complete study:** The Research Committee will provide the awardee with contact information for the project manager after the application is approved.
- Awardees have **six months from the time of the award to complete data collection** unless otherwise noted. The Research Committee reserves the right to place other constraints (e.g., requiring that the study launch in semester awarded) if demand is high. Exceptions to this policy require written approval from the Research Committee.
- Awardees must **notify the Research Committee immediately if any awarded participants will not be used.**
- Awardees who need more participants than originally requested, but less than the maximum allowed per TESoC policy, may submit a request via email to TESoC@osu.edu prior to collecting these data. The committee will review the request and notify the awardee of its decision.

- Awardees are responsible for **submitting a completion report to the Research Committee** once the project is complete.
- Recipient must **acknowledge TESoC in any manuscripts, presentations, or publications resulting from this work.**

Completion reports

At the conclusion of the research project *or* eight months after an award is made, whichever comes first, awardees must submit a report to the Research Committee that describes the outcomes of the research. The report should include:

- A review of the study design.
- A description of the data collected, including the sample characteristics and number of waves.
- A summary of works planned or produced (or of lessons learned in the event that results are non-significant) based on these data.