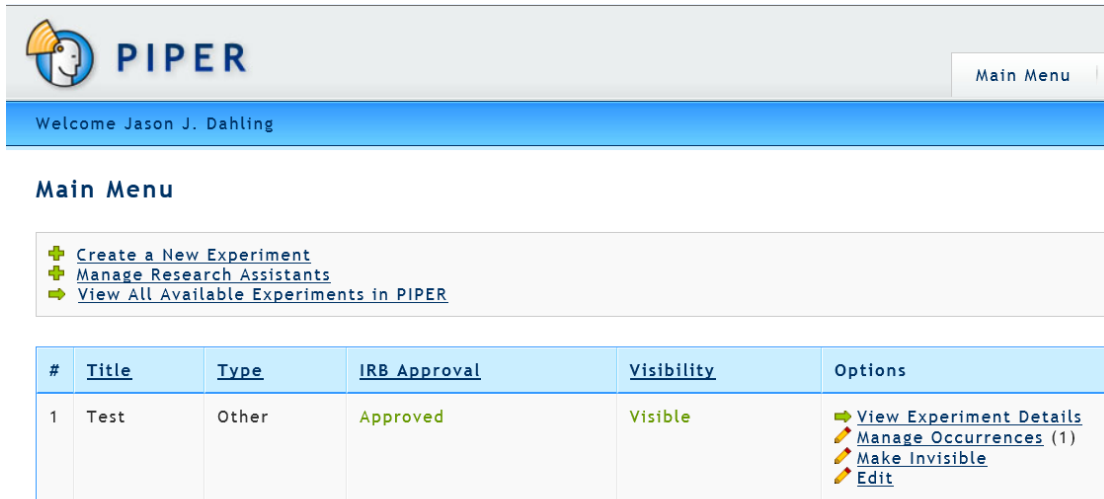


Managing Participant Strikes in PIPER

This document describes how experimenters can add, remove, and/or comment on strikes in the PIPER system.

1. Strikes are assigned to participants for failing to following PIPER rules. Common reasons that strikes might be assigned include failing to attend an occurrence without canceling in advance, deliberately misrepresenting eligibility criteria, or being disruptive in a study. Participants should receive only one strike per occurrence. **A strike should be assigned in consultation with a faculty member and the justification for assigning it must be documented.**
2. Log into PIPER using the faculty Unix account. You will see the screen below:



The screenshot shows the PIPER system interface. At the top left is the PIPER logo, which consists of a stylized head with a yellow antenna and the word "PIPER" in blue. To the right of the logo is a "Main Menu" button. Below the logo is a blue banner that says "Welcome Jason J. Dahling". Underneath the banner is a "Main Menu" section with three links: "Create a New Experiment", "Manage Research Assistants", and "View All Available Experiments in PIPER". Below the menu is a table with the following data:

#	Title	Type	IRB Approval	Visibility	Options
1	Test	Other	Approved	Visible	View Experiment Details Manage Occurrences (1) Make Invisible Edit

- Click on 'Manage Occurrences'. You will see the following screen with your list of occurrences posted at the bottom:

[Main Menu](#) | [Logout](#) | [Support](#)

Welcome Jason J. Dahling

Manage Occurrences

[Main Menu](#) > [Manage Occurrences](#)

[+ Add a New Occurrence](#)

Experiment Title: Test
Maximum Credits: 100
Assigned Credits: 0
Available Credits: 100

#	Date	Time	Location	Students	Options
1	August 10, 2012	12:00am - 12:30am	Do not sign up for this study	1 out of 10 filled 0 out of 10 credited	+ Assign Credit

- Click the 'Assign Credit' hyperlink. From this screen you can view how many students have signed up to participate and how many students have already been credited or received strikes.

[Main Menu](#) | [Logout](#) | [Support](#)

Welcome Jason J. Dahling

Assign Credit


[Main Menu](#) > [Manage Occurrences](#) > [Assign Credit](#)

Experiment Title: Test
Maximum Credits: 100
Assigned Credits: 0
Available Credits: 100

[+ Assign Default Credit to All Students \(1 credits\)](#)

#	Name	E-mail	Credits	Strikes	Options
1	Robert Melloy	melloy2@tcnj.edu	0	0	✖ Remove Student + Assign Default Credit + Add 1 Credit + Manage Strikes

5. You now have the option to assign, remove, or comment on a strike. When you click “Manage Strikes” for a particular participant, the following screen appears:



 Welcome Jason J. Dahling

PIPER Strike Management

[Main Menu](#) > [Manage Occurrences](#) > [Assign Credit](#) > [Manage Strikes](#)

Fill out the optional comment, then add/remove a strike, or just enter/edit a comment. See the Experimenter Manual for instructions on how to format a strike comment.

[View Experimenter Manual](#)

Student Name: Robert Melloy

Current Strikes:

Student E-mail Address: melloy2@tcnj.edu

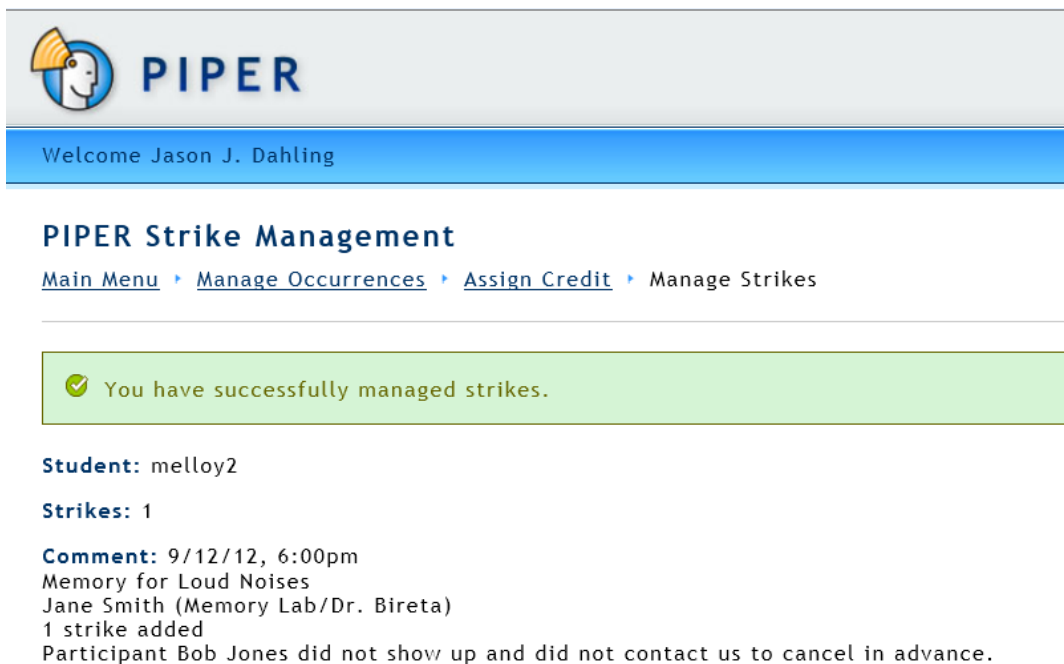
Strike Comment:

6. The “Strike Comment” field is a running document that details the justifications for adding and removing each strike that a participant has received. **You should not edit or delete the comments made by other researchers when you add a strike.** Instead, scroll down to the bottom of the field and start a new entry. A strike comment must report the following information:

<ul style="list-style-type: none"> • Date and time of occurrence • Study name • Your name (and faculty lab if student) • What action you took (strike added or removed) • A short description of why you took that action. 	<p style="text-align: center;"><u>Examples:</u></p> <p>9/12/12, 6:00pm Memory for Loud Noises Jane Smith (Memory Lab/Dr. Bireta) 1 strike added Participant Bob Jones did not show up and did not contact us to cancel in advance.</p> <p>10/15/12, 8:00am Golf Putting I</p>
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	Dr. Grimm 1 strike removed Removed a strike given in error on 10/31 after the participant clarified her eligibility
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- After you edit the Strike Comment field appropriately, choose to either “Add Strike”, “Remove Strike”, or “Comment Only”. You should only apply one strike per occurrence, so only click this button once! Use the “Comment Only” option if you need to update a strike entry with more information after a strike has been added or removed. If successful, you should see the following screen with the participant’s updated strike count and comment:



PIPER

Welcome Jason J. Dahling

PIPER Strike Management

[Main Menu](#) ▶ [Manage Occurrences](#) ▶ [Assign Credit](#) ▶ [Manage Strikes](#)

✔ You have successfully managed strikes.

Student: melloy2

Strikes: 1

Comment: 9/12/12, 6:00pm
 Memory for Loud Noises
 Jane Smith (Memory Lab/Dr. Bireta)
 1 strike added
 Participant Bob Jones did not show up and did not contact us to cancel in advance.

- Participants will be emailed when their strike count is modified. **They will be able to see the comments that you enter and appeal them to the PIPER coordinator, so please be clear why the strike count changed and retain a professional tone in your comments.** Participants with a strike count of 3 or above cannot sign up for research studies; they can only satisfy the PIPER requirement with a compulsory written assignment administered by the PIPER coordinator.