RUNNING ONLINE STUDIES ON ERPS

A quick guide

March 2020

Running online studies on ERPS is very similar to running offline studies: the main difference lies in a few modifications that need to be made to your Qualtrics survey during set up.

Summary of steps:

- Include embedded data ‘id’ in Qualtrics survey
- Set up study on ERPS website, adding ?id=SURVEY_CODE% to the end of the survey URL
- Once the study is set up, find the unique redirect link in the study information
- Set Qualtrics end page to redirect to redirect link
- Add custom ERPS end message to your survey

Step by step procedure

Make sure your survey is completely finalized and ready to go before you start setting up for ERPS. If you have to change the Qualtrics link, start a new study – do not mix and match. Each study (and redirect code) has to match a single survey.

1. **Set Qualtrics study to accept unique IDs**
   - In ‘Survey Flow’, at the top, add embedded data “id” (lower case!) to your survey (do not set a value now)

2. **Set up study on ERPS – add query string to link**
   - On the ERPS website, ‘Create a New Study’ → select ‘Online External Study’
• Name and describe your study as usual
• Scroll down to ‘Advanced Settings – Study URL’, and paste in your Qualtrics study URL, adding query string ?id=%SURVEY_CODE% at the end (not %SURVEY_CODE% as the website suggests!)
• Save the new study

3. On ERPS: find the unique redirect link

At the end of your Qualtrics study, participants need to be redirected to Sona systems to get their credit. This takes two steps:
• Step 1: Find the redirect link in ‘Study Information – Website – Qualtrics Redirect to a URL’. Copy this link
4. Set Qualtrics survey to redirect to ERPS
   - Step 2: In Qualtrics, under ‘Survey Options – Survey Termination’, select ‘Redirect to a full URL’ and paste in the redirect link
   - Remember: The redirect code is unique and has to match a single survey

5. Add survey end question on Qualtrics
   - To make sure participants click through until they are redirected to the ERPS website, add a final Qualtrics question saying:
     “The survey is nearly finished. When you click next, you will be redirected to the ERPS website, your participation will be recorded and you will be granted a credit. Please click next, or your participation won’t be recorded. Thank you!”
• When participants click next on this final question, the survey goes on to ‘End of Survey’ which will redirect participants to the ERPS website, where their credit is granted automatically
• The participant unique ID is saved both on ERPS and in your Qualtrics data for reference

6. Set up a timeslot for your study
• In Study Menu → View/Administer Timeslots → Add a Timeslot simply select a deadline for your study.
  o Participants can sign up until 24h before the deadline
  o Participants can participate anytime until the deadline
  o Participants can cancel their sign up until 17:00 the day before the study is to occur

7. Run a pilot
• Make sure that the study is approved by the ERPS coordinator (find the ‘Send Approval Request’ button in the Study Information page)
• You are strongly advised to run a pilot with an N of 10-15 first
• Please check that credits are being recorded correctly in your pilot (Study menu -> view/administer time slots)
• Once you are sure everything is working correctly, you can change the N in the timeslot to a higher number to open the study to more sign ups
What participants see

1. Study info
2. Sign up
3. Start online study
4. External link to study
5. Study end page
6. Redirected to ERPS. Credit granted

Important information

- **One Qualtrics link – one study redirect link**
  - If you have to change the Qualtrics link, start a new study – do not mix and match. The redirect code is unique and has to match a single survey

- **Run a pilot**
  - Please help us ensure the system runs smoothly. Run your study as a pilot first and flag any problems that come up

- **Common ERPS ‘rules’ still apply**
  - Studies should take approximately 30 minutes. Please do not deviate from this norm as this will create perceptions of unfairness amongst students
  - If your study is shorter than 30mins:
    - Please try to combine it with another short study (yours or from another researcher) – in this case please join the different studies in the same Qualtrics survey
    - Alternatively, contact Camilla @ erps@rsm.nl

- Also find detailed instructions [here](#)
- Do you use a platform other than Qualtrics? Please contact Camilla @ erps@rsm.nl
- Any more questions? erps@rsm.nl