Researcher’s user guide

The Neuronauts web site can be found on the CCD site under “Get Involved” and then “Participate in Research”:

http://www.ccd.edu.au/neuronauts/

Setting up a researcher’s account

You can open your own Researcher's account to set up studies and advertise via the Neuronauts. Click on Researcher Login in small writing at the bottom right of the Neuronauts homepage. Then select “Register now!” and enter your details.

Creating a new study

Log in to your researcher account.
Select “Create a new study”.

To set up a new study you will need the following information:
1. A parent-friendly Title
2. Researcher names (max 120 characters)
3. Participant Description/Requirements
4. A Brief Study Description (max 200 characters)
5. Long Study Description (max 600 characters, but briefer is better)

You need to select “submit for admin approval” for both the brief and long descriptions, and receive this approval before you can move on to getting your ethics approval verified. You will receive an email from admin when your description(s) have been approved.

Once you have approval for your descriptions, the Ethics section of the page will become active. You can now provide the 2 ethics documents (pdfs please) required to complete your study set up:
1. Your original application, or amendment, where you indicate you will be using the Neuronauts for recruitment

2. A copy of the email from ethics indicating you have approval for the relevant application or amendment.

If you do not yet have ethics approval to recruit via the Neuronauts you will have to request an ethics amendment for your project before you can proceed.

**Editing study information**

On your “Study Info” page, you can select “Edit Study Details” to make changes to the Researchers, Participant Description/Requirements, and the study Title.

You will need to contact the administrator to make changes to the Brief and Long Study Descriptions.

**Making your study (in)active on the website (and email alerts)**

Once your study descriptions have been approved and your ethics has been verified, you will be able to make your study ‘live’ (active and visible on the website). Note that this will cause an email alert to be sent to all parents with children that meet the age criteria for your study. If you find yourself inundated with interest in your study, please **do not remove your study from the website** as this is confusing for parents. Rather, edit your study Title (see above) and add ‘ – STUDY FULL’.

The status of your study is displayed at the top of the Study Info page, you can select ‘go live’ or ‘make inactive’ as appropriate. You can use this function to make your study inactive for a period of time, and then make it active again. **Please do not use this as a means of causing another email alert to be sent out!**

**Marking your study as completed**

At the top of the Study Info page there is an option to mark your study as completed. Please make sure that you do so when you finish a study.

**Managing Participants and other Responsibilities**

You will receive an email when a participant signs up for your study.
Summary Participant page

Click on child’s name in Allocated Participants list to view Participant Info, including:

- Child’s Details
- Whether the child is a new member (First Session). If YES, the child should be offered a Welcome Pack at their session (or mailed one if not a face-to-face session). Welcome Packs can be collected from the administrator (Marion Kellenbach, AHH 3.710)
- Parent/Guardian details (including contact information).
- Date Contacted (enter as appropriate)
  
  Or
- Child will not be used
- Date completed (enter as appropriate)

You will receive a weekly reminder email if:

- You have any late contacts.
  
  There are one or more sign-ups for your study that occurred more than 7 days ago that are not yet marked as contacted, completed or not used.

- You have any late completions
  
  There are one or more sign-ups for your study that occurred more than 30 days ago, are marked as contacted, but are not marked as either completed or not-used.

- You have a live study
  
  To remind you that it is still visible on the web site and available for sign-up.

Please note

It is important that you indicate what actions have been taken with a participant so we can engage effectively with parents/guardians should there be any concerns, and we can also monitor the progress of the Neuronauts as a recruitment option. For similar reasons it is also important that you mark your study as completed when you finish recruiting through Neuronauts.