



## Package #2:

### Informed Consent linked to a Gorilla experiment and Financial Accountability Form

This manual will guide you through the personalization of the Informed Consent (IC) template built in Qualtrics. This template is based on the guidelines provided by the Faculty Ethics Review Board (FERB) and outlines all relevant information that is legally required to be presented to the subject before participation. The template consists of two Qualtrics surveys (IC and Financial Accountability Form) that will be linked together with your Gorilla experiment in between. After filling in the IC, participants are automatically redirected to your experiment in Gorilla. A unique, random participant ID is generated in the Gorilla experiment. This unique ID is then stored (together with the date) in the data of both your Gorilla experiment and the Financial Accountability Form, linking participation to compensation.

The forms can be signed digitally by the participants by filling in their name, the date and agreeing to the presented terms by selecting 'I agree'. After agreeing they can continue to the related study. You can edit the text in the template and add information specific to your study (indicated with []) and delete any information that is not relevant to your study.

**Personal information necessary to verify consent should always be stored separately from the collected data.**

If you have any questions after reading this manual you can contact us at [labs.fsw@uu.nl](mailto:labs.fsw@uu.nl).

### Instructions

1. Download 'Package #2 – Gorilla' from our website.
2. Unzip the package to a suitable location on your computer.
3. Log into Qualtrics and press 'Create new project'.
4. Click 'Create your own' and then click 'Survey'.
5. You'll see four options for starting a survey. Select 'From a File' and then 'Choose file'.
6. Select the '1\_Informed\_Consent\_Gorilla.qsf' file you downloaded in step 1 and click 'Get started'.
7. Repeat steps 4-6 for the '2\_Financial\_Accountability\_Form\_Gorilla.qsf' file.

*You will now make sure participants are sent from the Informed Consent to your Gorilla experiment.*

8. Go to Gorilla and log in to your account.
9. Select the project you want to send your participants to after filling out the Informed Consent.
10. Go to the experiment page for your project, find the header 'Recruitment', and select 'Change Recruitment Policy'.
11. Click on the header 'Recruitment Service', select 'Qualtrics', click 'OK' and 'Use This Policy'. Be careful not to select 'Qualtrics Panel' in this step.





12. Gorilla will now ask you to set your Recruitment Target if you have not done this already. You can set the number of participants you want to recruit here or choose 'Unlimited'.
13. Copy the link that is now shown in the box 'Recruitment Policy'.
14. Now, go back to Qualtrics, open to the '1\_Informed\_Consent\_Gorilla' survey and click on 'Survey Flow'.
15. Find the **second** red 'End of Survey' box and click 'Customize'.
16. Select 'Redirect to a URL', paste the link you copied in step 13 and click 'OK'.
17. Click 'Save Flow'.
18. Go to the '2\_Financial\_Accountability\_Form\_Gorilla' survey and go to 'Distributions'.
19. In the tab 'Email', click 'Get a single reusable link' and copy the Survey Link that is provided.
20. In both Qualtrics surveys, click 'Publish' and 'Publish' again.
21. Go back to your Gorilla experiment, go to the tab 'Design' and click 'Edit'.
22. In the design of your experiment, click the box (node) labeled 'Finish'.
23. Find the header 'Onward URL' and in the text box below, paste the link that you copied in step 19.
24. Now find the header 'Append PublicID' and in the text box below, type 'LoginID'.
25. Click 'Save' and then, at the top of the Design page, click 'Commit Version x'.

*After collecting your data in Qualtrics and Gorilla, you can now download your data.*

26. In Gorilla, go to the experiment page for your project and find the header 'Data'.
27. Choose your preferred file type.
28. Under the header 'Blinding' select the box in front of 'Unblind'. This way the Public ID will be shown in your experiment data.
29. Now you can generate and download your data.
30. You can now download your data from Qualtrics you normally would.
31. The Random ID that was generated by Gorilla will appear in the Qualtrics data of the survey '2\_Financial\_Accountability\_Form\_Gorilla' as 'LoginID'. The LoginID in this data should correspond to the variable 'Participant Public ID' in the data of your Gorilla experiment.