

**Clinical Psychology Doctoral Program –
Research Project Request Form for Campus Labs**

You can request a Campus Labs account **ONLY AFTER** you have received IRB approval and have a copy of the IRB Approval Memo (an electronic copy is emailed from IRB to you and your chair once it is approved).

Students who wish to use Campus Labs for data collection must complete the below form and email it to: Dr. Andrea McLoughlin Andrea.McLoughlin@liu.edu

You **MUST** include a copy of your IRB Approval Memo with your request to Dr. McLoughlin.

Leave the *italicized* information as is. Fill in all other information in **BOLD**.

Student Name: _____

Student LIU Email Address: _____

Chair Name: _____

Chair LIU Email: _____

Department: _____ *PsyD Department* _____

IRB Approve Project Title: _____

IRB Project Number*: _____

IRB Approved Begin and End Dates*: ____ / ____ / ____ to ____ / ____ / ____

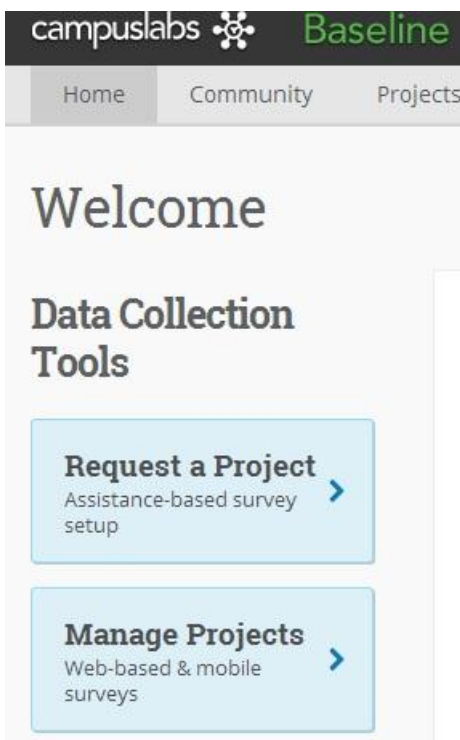
Special Instructions: _____ *Confidentiality Required Section* _____

See next page for instructions on next steps for you and your Chair.

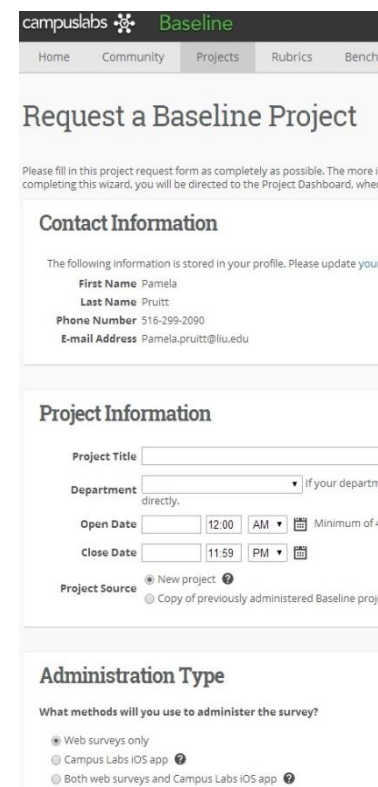
Requesting a Project Set Up within Campus Labs

Once you have been approved for a student account with Campus Voices, you will be sent YOUR new account information from Campus Labs. Your Chair, if a PsyD core faculty member, already has an account. Here are the next steps for getting your project started in the Campus Labs system:

1. Your Chair will log into Campus Labs (<https://www.studentvoice.com>)
If they do not remember their username or password – they can retrieve using the “Forgot Username/Password” links on the website.
 - a. Once logged in - They will “request a project” using the system
 - b. They will type in your Project Title, the open and close date of the online survey tool.
 - c. On the last page of the Request Project form – they will put into the Additional Notes section: “Please add the student _____ to this project and place it in the Department for Projects Requiring Confidentiality.”



The screens for these 3 simple steps (A-B-C) are pictured below.



2. Within 24 hours, a Campus Labs staff member will email you and your chair to notify you that your project is ready. Follow the instructions within their email to get started.