# A METHOD FOR RECRUITING PARTICIPANTS FOR A STUDY EXAMINING IMMUNOLOGICAL PARAMETERS ON DECISION MAKING AND BEHAVIOR

by

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# A METHOD FOR RECRUITING PARTICIPANTS FOR A STUDY EXAMINING IMMUNOLOGICAL PARAMETERS ON DECISION MAKING AND BEHAVIOR

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#### **ABSTRACT**

The authors introduce a method for recruiting participants for studies examining immunological parameters. The following paper includes steps on how to recruit participants who meet the following criteria: 1) being a non-smoker, 2) being without a history of chronic medical or psychiatric disorders, 3) being non-obese [having a body mass index (BMI) below 30], 4) not taking hormonal contraceptive pills [females], 5) being free from illness for the past two weeks, 6) abstaining from steroidal and non-steroidal anti-inflammatory medications, exercise, and alcohol two days prior to the testing session, and 7) fasting the morning of the session. All women were scheduled to participate 4–7 days after the first day of their last menstrual period. These criteria are based on each of these factors being known to impact inflammation and the functioning of white blood cells, allowing for the cleanest possible measure of baseline immunological function.

#### **Introduction:**

This paper looks to discuss recruitment methods for a study involving the measurement of immunological parameters. Because the eligibility requirements for such a study are stringent, the recruitment procedure is a multi-phase process. Participants are first invited to complete a short pre-screen survey to see if they qualify for the study. If subjects were eligible and interested in participating in the study, they were contacted to be scheduled for a laboratory session and were asked to complete pre-laboratory session paperwork.

Here, we describe how to recruit participants for such a study. The recruitment manager for the study is responsible for: (a) recruiting participants from the community by way of placing advertisements, (b) sorting through the eligibility survey that is taken by all potentially interested participants to determine who is eligible, (c) alerting those who are not eligible about their ineligibility, (d) contacting and scheduling participants who are eligible. As a participant's session time got closer, it was the job of the recruiter to also (e) remind participants to refrain from doing certain activities and consuming certain foods, drugs and drinks. Below, we detail the step by step procedures of our recruitment procedure, which can be used to recruit participants for a study assessing baseline immunological parameters or can be modified and used for recruiting community participants for any study having stringent eligibility requirements.

#### Eligibility requirements for a study assessing immunological parameters:

In our study, we were interested in looking at how one's immune system quality and levels of inflammation influence decision-making in a variety of domains. Because we were interested in looking at baseline levels of immunocompetence and inflammation, we needed to recruit participants who met the following eligibility requirements:

- Requirement 1 Non-smoker
- Requirement 2 No history of chronic medical or psychiatric disorders
- Requirement 3 Not obese or severely underweight
- Requirement 4 No hormonal contraceptive pills [females]
- Requirement 5 No recent illness for the past two weeks
- Requirement 6 No steroidal and non-steroidal anti-inflammatory medications, exercise, and alcohol two days prior to the testing session
- Requirement 7 Fasting the morning of the session.

Our study required such strict eligibility requirements because these factors can cause a lot of damage to the immune system and inflammatory markers in the blood. Since our study was based around the immune system and inflammatory markers, it was crucial to account for these factors so the data would not be skewed or altered.

#### **PROTOCOL**

Ethics Statement: All of the procedures and incentives involving human subjects have been approved by the Institutional Review Board (IRB) at Texas Christian University.

#### 1. Recruitment Organization and Materials

- 1.1) Create a shared folder and/or drive to have a place to store all documents, drafts of emails, logs of materials and etc. Allow all members of the lab to collaborate on the folder and/or drive because it will help to have a central location to store all files.
- 1.2) When creating a shared drive, also create a general email account that can be used as the one source of communication between participants and the lab.

\*NOTE\* Creating the google drive would be the best source for this sort of design because the drive creates one place for all emails, files, and surveys that the entire research team needs access to

- 1.3) Buy a lab phone and pay a monthly plan to call and text participants. Creates a more accessible form of communication between researchers and participants. This phone can be shared amongst all research members.
- 1.4) Create a list of questions to for the pre-screen survey to filter out participants who are not eligible. Create these questions based on the eligibility requirements listed earlier. For example:
  - 1.4)1. Do you smoke? (if they answer yes, that will make the participant ineligible)
  - 1.4)2. Please list your height and weight (make sure to specify measurements so it can be standard when measuring BMI)
  - 1.4)3. Please list any medications you are currently taking (to see what psychiatric or medical disorders they may have)
  - 1.4)4. Have you or are you taking any recreational drugs (to see if they used serious drugs that require a needle)
  - 1.4)5. If you are a woman, are you taking any form of birth control (if yes, automatically ineligible)
  - 1.4)6. Etc. Questions can be fit to the study of choice depending on requirements. These are just some example questions used in the current study.

#### 2. Recruitment Advertising

Now you are ready to recruit community participants to complete the short, online eligibility survey. The goal, here, is to get as many potentially eligible Ps to complete the survey as possible. The data collected from the eligibility survey will be used to determine which Ps are eligible for the study so that you can contact them and schedule their laboratory session.

- 2.1) Decide platforms for advertising the research study. For this study, we utilized Craigslist, Reddit and Texas Christian University's Announce.
- 2.2) After deciding platforms for advertisements, you have to decide a location within the website where you want to advertise. This is crucial in determining how participants will see the post.

**2.3)** Before deciding where to post in specific websites, formulate a draft about the study. Make sure to include information such as link to survey, time when study takes place, a brief summary of the study, what is needed of the participant in the study, and contact information if they have any questions.

\*NOTE\* See **Appendix A** for draft examples regarding postings.

- 2.4) Posting for Craigslist. Create an account.
- 2.5) Look at the community section. Select general or volunteers. Make sure to be logged in and click post. Then select community. After community, select volunteers. And then choose a location. Then, once on the posting page, use the information from the draft created earlier to fill in the corresponding boxes.
  - \*NOTE\* this is where having a lab email and phone will be beneficial because personal emails do not have to be used and all responses to posts can be found in one central location.
- 2.6) Posting for Reddit. Create an account again using the same lab email. Note that there are two different drafts specifically for Reddit: one for SampleSize postings and then another draft for any other posting. Decide which subreddits to post the advertisement. Suggestions include city of the study and neighboring cities, and any college subreddits as well. A helpful subreddit to post on is SampleSize because it is a place specifically dedicated to academics. Then, add the subbredits to a personal list so it is simple to find them when logging on to post each time. Select one subbreddit and then fill in the corresponding information (i.e., the title and the body).
  - \*NOTE\* There is specific formatting for reddit, so refer to **Appendix A** regarding how to format a post on reddit.
  - 2.6)1. Reddit takes postings very seriously and tries to keep all hackers and false advertisements off its site. In order to avoid this, make sure to space out postings. Do not post all advertisements at one time. Make sure to comment on other posts to contribute to the reddit community. People may comment on posts. Make sure to respond to the comments left on the posts. Suggestion would be to create a schedule and post on each subreddit once a month, but vary each different subreddit by week. For example, posting in Fort Worth on Tuesday of the first week of the month, then posting in Dallas on Monday the second week of the month, and so on.
- 2.7) Posting for TCU Announce. In order to create a post for TCU Announce, must be a TCU faculty, staff or student. Only these people can see the postings from this site as well. While it may seem limiting, it reaches a large amount of college students who may not have a chance to participate in the study if they are not signed up for the Psychology department's online survey site. In order to make sure posts stay relevant, it is important to post a new post every Wednesday and Friday before 5PM because postings are sent out to everyone midnight on Thursday and Sunday. So, to keep the

post relevant and recent, create a new post on the days listed earlier. See Appendix for draft of posting.

\*NOTE\* Reference Appendix A for draft of posting

#### 3. Downloading Data

**3.1)** Log onto Qualtrics and download the date from the edibility survey in the SPSS format..

\*Note\* Before downloading the complete set of data, look at the responses in progress section. Scroll through the responses and if any responses are less than 8% completed, check the box to delete them. Make sure these responses are not from the same day because the participant may be coming back to complete the survey later. It is best to leave any responses happening in the same day alone. For the responses over 8% completed, close those responses. The data may be of interest later.

#### 4. Merging Files

- **4.1)** Download the new file and save it as the master file. Create a separate folder to store the master file to make it easier to organize all the data sets.
- **4.2)** Open up the most recent manipulated file used and save as according to the corresponding date.
- **4.3)** After files have been saved accordingly, organize the data by the date of response. Go the SPSS menu and select organize data, select V9 (this was the code for time of response). Make sure to do this on both the manipulated file and the master file to align them correctly.
- **4.4)** Once the files have been organized, look at when the last response was on the manipulated file. Find that same response line on the master file and make sure they are at the same line in the file.
  - \*NOTE\* For example, if the manipulated file ends on line 357, make sure the master file ends on 357. If this is not the case, this could mean that some of the responses in progress were recorded earlier and need to be accounted for when merging files.
- 4.5) Any repeating lines of data that appear both on the master and manipulated file need to be deleted on the master file. Once the master file and manipulated file's last entry match up, delete everything except the last response on the mater file.
- **4.6)** Once the master file has only new responses, click on the manipulated spreadsheet.
- **4.7)** Go to merge files and select all the new variables for the manipulated spreadsheet. Select everything but variables that are irrelevant such as longitude, latitude, intro variables and variables that have no cause and effect on the results of the data. Then click merge files.
- **4.8)** Once the files have been merged, close out the master file. Do not save anything new when closing the file to keep the originality of the file.

#### 5. Creating a Syntax/Filter for Data

- **5.1)** Creating a Syntax/Filter will help ruling out participants eligible for the study and those who are not.
- **5.2)** For the purposes of this study, we wanted participants to meet the following requirements:
  - **5.2)1.** Between the ages of 18-30, had normal BMI measures (17.51-30), had not taken any sort of IV drug in the past (ex: heroine), could speak English (although it did not have to be the first language), would refrain from drinking alcohol and exercising for two days leading up to the study, was willing to give blood, and was not taking the following medications: birth control (any form), corticosteroids, or multiple forms of the following: antidepressants, antipsychotics, anxiolytic or ADHD medications.
- **5.3)** Include in the filter a section to clean out data that has incomplete surveys. Refer to the last section where some people only halfway completed the survey. Those participants cannot be eligible if they did not fully complete the survey. The filter separates males and females because they have to be recruited differently.
- \*NOTE\* There are some cases where people will complete 99% of the survey and close out of the browser wrong. If that is the case, manually go through and change the data to show they completed the survey (i.e., changing the data from a 0 to 1 to indicate the survey has been finished). If this does not get changed, the person who could be eligible will be automatically ruled out because the filter will read the data as an incomplete data set.
- \*NOTE\* If a female does not have a normal cycle period between 24-35 days, the incorrect cycle will also make them ineligible. If the woman is pregnant, that will make her ineligible. In the later parts of recruitment, it is important to follow up with the female that she has taken no contraceptives, including Plan B, as this can severely impact the results of the study if not taken into account.
  - 5.4) Once all the variables that need to be filtered are taken into account, store all of this information into a syntax that can be run during the cleaning of data.
  - **5.5)** Due to the large amounts of medications, medications and drugs need to be accounted for by hand.
  - **5.6)** Participants are given the chance to list any and all medications they currently take. Translating this information into quantitative data makes running the syntax possible.
    - **5.6)1.** If a person's medication is ineligible, give the data a 1. If the person is eligible, give the person a 0. If the person has some medication that needs further questioning (i.e., antihistamines) give it a 2 for follow up.
- \*NOTE\* See **Appendix B** for lists of eligible and ineligible medications.
  - **5.7)** Once all the variables are accounted for, run the syntax to see who qualifies.
  - 5.8) If there appears to be a pattern for why participants are ineligible, consider altering the filters to make them less strict on participants. For example, making the medication filters easier to follow, there will be a greater influx of participants most likely.

#### 6. Contacting Ineligible Participants

- After the syntax/filter has been run, there will be a list of all eligible and ineligible participants.
- 6.2) Highlight all of the ineligible participants' emails and copy them into a new email. This is where using the lab email will be beneficial.
- **6.3)** Blind copy each participant into the email and then use a draft already typed up (see **Appendix C** for an example), send an email to the participants to let them know they are ineligible.

\*NOTE\* Give a generic email, not including anything specific as to why they are ineligible. If they have questions about why they are ineligible, let them know they can contact the research manager with any questions. Reference **Appendix C** for draft of email.

#### 7. Contacting Eligible Participants

- 7.1) Use the filtered data set, there will be a list of eligible participants. It is necessary to mark the last participants who were eligible so that they are not contacted multiple times.
- **7.2)** Males and females will be separated by the filter, so make sure to look at both sets of data to get complete sets.
- **7.3)** Using the lab email, email eligible participants with a draft that has already been typed up.

\*NOTE\* Separate emails need to be sent to males and females because they are recruited differently. See the following steps and **Appendix** C for examples on how to recruit each.

#### 8. Recruiting/Scheduling Men

- **8.1)** Recruiting men also means scheduling men. The email sent to the eligible participants will also give a time and date for them.
- **8.2)** When emailing the men, it is best to only email a max of 5 participants at a time to avoid overbooking participants and losing track of emails in a long email chain.
- **8.3)** In the recruiting email, make sure to specify that they will be getting their blood drawn, where the study will take place and how long the study will last.
- **8.4)** In addition to including the logistics of the study, it is necessary to include follow up questions regarding their medication intake.
  - **8.4)1.** Questions included in the current study were:
    - **8.4)1.1.** What medications are you currently taking?
    - **8.4)1.2.** Have you recently taken any corticosteroids or antibiotics?
    - **8.4)1.3.** Have you ever participated in a psychology study where you had to give blood by needle draw?
    - **8.4)1.4.** Do you have a computer or smart phone to use during the session?
    - **8.4)1.5.** Does the date/time listed below work for you? And are you willing to adhere to the study requirements listed below?
- **8.5)** For a study that requires drawing of blood, there needs to be strict precautions put in place to make sure that the blood is as pure as possible.
  - **8.5)1.** Make sure participants do not exercise 2 days prior to the study.
  - **8.5)2.** Make sure participants do not drink any alcohol 2 days prior to the study.

- **8.5)3.** Make sure participants do not take any antihistamines 2 days prior to the study
- **8.5)4.** Make sure participants do not take any blood thinning medications such as aspirin or ibuprofen 1 day prior to the study.
- **8.5)5.** Make sure participants do not eat or drink anything except water after 10pm the night before their study.
- **8.5)6.** Get 8 hours of sleep the night before the session.
- **8.6)** There is a second part of the survey that participants need to fill out before coming into the session. Include the link to the study in the email informing them the survey must be completed as soon as possible.
- **8.7)** When a participant responds saying he is eligible, create a schedule on an excel sheet that includes the participant's name, email, phone number, and gender. Also, make sure to mark it according to the data set to avoid contacting them again to come in for the study.
- \*NOTE\* Reference **Appendix C** for draft of email.

#### 9. Recruiting Women

- 9.1) The difference between men and women is that women cannot be scheduled whenever. Women have to work around their menstrual cycle to be scheduled properly because of the blood draw, we can only draw blood from them at certain times.
- 9.2) When emailing eligible women, do not include a time and date in the email. Rather, include in the email a section where women need to contact the research lab when they start their cycle. There will be a separate email once they contact the lab regarding the start date of their period.
- 9.3) Follow steps 8.2, 8.3, and 8.5 when recruiting women.
- \*NOTE\* Reference Appendix C for draft of email

#### 10. Scheduling Women

- **10.1)** When a woman contacts the lab regarding the start date of her period, she can be scheduled between 4-7 days after the start date of her period. She cannot be scheduled any more or any less after the start date. The date she starts her period counts as day
- **10.2)** After she sends her start date, make sure her start date fits in with scheduled dates. For example, for the current study, sessions were scheduled on Wednesday and Friday mornings.
- **10.3)** If her period lines up with available sessions, email her back regarding which date she can participate. If not, send her an email explaining how the dates do not match up and ask her to send an email the next time she starts her period to schedule her next month.
- \*NOTE\* See **Appendix** C for an example of an email that can be sent to the participant if her period does not line up with the scheduled sessions.
- **10.4)** If her period does line up, follow steps 8.3-8.7.

**10.4)1.** Also include in steps 8.4 a question regarding if she has taken any form of birth control of any sort.

#### 11. Phone Call Recruitment

- 11.1) If participants are not responding to emails and the sessions are low in numbers, using the lab phone to call people is an effective way to get participants scheduled.
- 11.2) Using the data from the filtered set, call the eligible participants on the phone.
- 11.3) Using a pre-drafted script, follow the script to ask the participant questions regarding the study. Use questions from **8.4**.
  - **11.3)1.** If the participant is a male and responds positively to the questions, schedule him for the next open spot via the excel sheet created for scheduling.
  - **11.3)2.** If the participant is a female and responds positively to the questions (including the extra question regarding birth control), have her contact the lab when she starts her period.

\*NOTE\* It is important to talk to participants on the phone to also make sure they speak English proficiently. Talking on the phone is beneficial for asking questions about medications because participants will be less likely to lie on the phone. Or they can explain in more detail the medication they are taking.

\*NOTE\* Reference **Appendix D** for phone script.

#### 12. Filter Data for Second Survey

- 12.1) Follow all of step 4 for properly merging the data files before beginning filtering data.
- 12.2) Like in step 5, create another filter/syntax for the second survey that participants have to take before participating in the study.

#### 13. Reminders for Study

- 13.1) In order to make sure participants remember the requirements of the study and when their session is, it is important to send out reminders 72 hours and 24 hours in advance. This can be done through emails.
  - **13.1)1.** For the reminders, make sure to include the following in the emails:
    - **13.1)1.1.** Time and date of the study
    - **13.1)1.2.** Location of the study (it helps to include a map of where they can park as well)
    - **13.1)1.3.** Include the link to the second survey and make sure they know if they have not yet completed it and that they need to do so as soon as possible.
    - **13.1)1.4.** The requirements for participating in the study (reference **step 8.5**)
    - **13.1)1.5.** The phone number/email of who they can contact if they need to cancel or are running late.
- **13.2)** Also, if the participant has not yet been talked to on the phone by a researcher, make sure to do this during the reminders.
  - **13.2)1.** For first time calling, use the template used for recruiting to go over the questions. Reference **step 11** for what to say.
  - **13.2)2.** Use this phone call as another reminder of when and where their session is taking place, the requirements for the study (reference **step 8.4)** and if they have not

completed the second part of the study, they need to fill it out as soon as possible or else they cannot come in for the study.

\*NOTE\* Make sure to check the second survey before making the calls to know if the participant has completed the survey or not.

\*NOTE\* Reference **Appendix C** for reminder email drafts.

#### 14. Organizing Participants

- **14.1)** Once participants are beginning to get scheduled, it is necessary to keep a schedule of when each participant is scheduled.
- **14.2)** The best way to do this is to keep an excel spreadsheet. Reference **step 8.7** for what to put on the schedule.
  - **14.2)1.** Doing this will help other lab members know how many females and/or males are coming in for the study.
  - **14.2)2.** Creating a schedule will help keep track of which participants have come in and who should no longer be contacted for recruitment.

#### 15. Research Lab Reminders

- **15.1)** The day before each session, send out an email to the research team with the schedule for the session (reference **step 14**).
- 15.2) Create an email draft that can be sent each time to the research team. See **Appendix** C for an example.
- **15.3)** Remind them to check the lab email and lab phone if anyone calls to cancel last minute or has confusion about where to go.
- 15.4) If for some reason a participant has to go first, make sure to note this in the email.

#### **Appendix A – Draft Postings (Reddit, Craigslist, TCU Announce)**

## **Reddit - General**

#### **Paste Under Title:**

Psychology paid research opportunity at TCU (women and men in DFW area)

#### Paste in body:

Are you a woman or man between the ages of 18 and 30?

Do you live in the Dallas Fort Worth Metropolitan area?

Would you like to participate in a paid research study at TCU for \$50?

We are seeking interested men and women for our Psychology study about Health and Decision-Making

\*\*What do I do if I am interested?\*\*

If interested, please click the following link to learn more about our line of research and complete our \*eligibility survey\*:[surveylink]

https://tcu.co1.gualtrics.com/jfe/form/SV 0VWy3qGDQHmtbvL

\*Any responses you give are strictly voluntary. We will keep any information you provide confidential by using a TCU-affiliated, securely hosted survey software called Qualtrics\*

\*\*PLEASE NOTE:\*\* You will not be paid for completing this quick eligibility survey. If you are eligible to participate in our paid study, we will contact you directly to schedule an appointment (\*we won't share any contact info you provide, or use it for any other purposes\*).

\*\*Questions?\*\*

Please send an email to our lab account TCUpsych1@gmail.com , or call/text Maggie at 817-239-3920

\*Please note that we are only able to schedule qualified participants on a first come, first serve basis\*

\*Because I don't want to abuse reddit's self-promotion or spam rules, I will only post about this opportunity infrequently (e.g. 1-2x a month until the study ends). In the interests of keeping /r/Dallas \*\*\* clean and happy, I will also not upvote this post or comment about this topic on anyone else's threads. I will regularly check any comments that you leave for me on this post. But, for a quicker answer to any questions please contact us directly by PM, text or email. Thanks for understanding!

\*\*\* = change that word per each subreddit posting

## Reddit – Sample Size

**Paste Under Title:** [Repost][Academic] Women and men wanted for paid research opportunity at TCU (Ages 18-30, Dallas-Fort Worth area only)

#### Paste in body:

Are you a woman or man between the ages of 18 and 30?

Do you live in the Dallas Fort Worth Metropolitan area?

Would you like to participate in a paid research study at TCU for \$50?

\*\*What do I do if I am interested?\*\*

If interested, please click the following link to learn more about our line of research and complete the \*\*eligibility survey\*\* here:

[surveylink] https://tcu.co1.qualtrics.com/jfe/form/SV 0VWy3qGDQHmtbvL

\*Your responses are strictly confidential\*

\*\*PLEASE NOTE:\*\* You will not be paid for completing this quick eligibility survey. \*If you are eligible to participate in our paid study,\* we will contact you directly to schedule an appointment.

- \*\*Questions?\*\*
- -If you have any questions, please send an email to our project email account TCUpsych1@gmail.com or call our recruitment manager, Maggie at 817-239-3920
- \*Please note that we are only able to schedule qualified participants on a first come, first serve basis\*

\*We are aware that /r/SampleSize includes a much larger geographical sample than just the DFW area. However, because we are running a follow-up part to this study that involves an inlab visit, we can only accommodate people within a close drive of TCU (e.g. live in or around DFW).\*

\*Our posting has not been as well-received by local subreddit moderators as it has by SampleSize folks (thanks, guys!), so we will continue to post this survey in /r/SampleSize periodically. Thanks for understanding!\*

# **Craigslist**

<u>Users can also contact me:</u> check by phone (text and call)

Select: CL mail relay

Phone number: 817-239-3920

Contact name: Maggie

Posting title: WOMEN AND MEN WANTED FOR PAID RESEARCH

#### **OPPORTUNITY!**

specific location: Fort Worth, TCU

postal code: 76129

Posting Body:

ARE YOU A WOMAN OR MAN BETWEEN THE AGES OF 18 AND 30?

DO YOU WANT TO EARN \$50?

We are looking for men and women to participate in study on health and decision-making taking place at Texas Christian University in central Fort Worth.

#### <br/><b><u>What do I do if I am interested?</b></u>

If interested, complete the <b>eligibility survey</b> by clicking this link: <a href="https://tcu.co1.qualtrics.com/jfe/form/SV">https://tcu.co1.qualtrics.com/jfe/form/SV</a> 0VWy3qGDQHmtbvL

<i>Your responses are strictly confidential.</i>

**<br/>\*PLEASE NOTE:**</by>
You will not be paid for completing this quick eligibility survey. IF
YOU ARE ELIGIBLE TO PARTICIPATE IN OUR PAID STUDY, we will contact you directly to schedule an appointment.

#### <b><u>Questions?</b></u>

\*If you have any questions, please send an email reply to this post or call Maggie at the number listed on this post.

<br/><b><i>\*Please note that we are only able to schedule qualified participants on a first come, first serve basis.</i></b>

## **TCU ANNOUNCE**

**Title:** Psychology Paid Research Opportunity

**Short Description:** WOMEN AND MEN WANTED FOR PAID RESEARCH OPPORTUNITY!

#### **Listing Description:**

ARE YOU A WOMAN OR MAN BETWEEN THE AGES OF 18 AND 30?

WOULD YOU LIKE TO PARTICIPATE IN A PAID RESEARCH STUDY AT TCU FOR \$50?

We are looking for women and men to participate in a paid research study on health and decision-making taking place at Texas Christian University in central Fort Worth.

#### What do I do if I am interested?

If interested, complete the ELIGIBILITY SURVEY by clicking this link: <a href="http://tinyurl.com/TCUHealth1">http://tinyurl.com/TCUHealth1</a>

Your responses are strictly confidential.

**PLEASE NOTE:** You will not be paid for completing this quick eligibility survey. IF YOU ARE ELIGIBLE TO PARTICIPATE IN OUR PAID STUDY, we will contact you directly to schedule an appointment.

#### **Questions?**

• If you have any questions, please send an email to <a href="mailto:TCUpsych1@gmail.com">TCUpsych1@gmail.com</a> or call Maggie at 817-239-3920.

• Please note that we are only able to schedule qualified participants on a first come, first serve basis.

**Listing Location:** University Announcements

Start date: today's date

End date: as far as it will let you (usually expires at around a month).

# **Appendix B- Medication Exclusion List**

## **Drug lists (Excluded)**

- 1. <u>Any hormonal contraceptive-</u> All hormonal contraceptives are <u>EXCLUDED</u> (Google the medication if you're not sure if it's a hormonal contraceptive). Do <u>NOT</u> let anyone on hormonal contraceptives participate. Paragard (the copper IUD) is ok.
- 2. <u>Steroid class drugs</u>- The following drugs are <u>EXCLUSIONARY</u> for participation. If someone is on any of these drugs or ANY other corticosteroids not listed here, please <u>do NOT let them participate</u>.
- Adalimumab- humira
- <u>Beclomethsone</u>- aerobec, asmabec, beclazone, becloforte, beclomet, beclovent, beclodisk, becodisk, becotide, filair, qvar, rotahaler
- <u>Budesonide</u>- entocort, pulmicort, symbicort
- Certolizumab pegol- cimzia
- Ciclesonide- alvesco
- Dexamethasone- decadron
- **Etanercept** Enbrel
- Flunisolide- aerobid, flunitec, rhinalar
- Fluticasone- flixotide, flovent, Advair

- **Golimumab** simponi
- **Hydrocortisone** cortef
- Infliximab- remicade
- Methylprednisone- Medrol
- <u>Mometasone</u>- asmanex twisthaler, dulera, nasonex
- **<u>Prednisolone-</u>** prelone
- Prednisone- deltasone
- Triamcinolone- azmacort
- 3. <u>Anti-depressants:</u> The following drugs are <u>EXCLUSIONARY</u> for participation. If someone is on any of these drugs or ANY other antidepressants not listed here, please <u>do NOT let</u> them participate. \*\*Note: this may change later if we have a hard time recruiting.

## SSRI antidepressant drugs (Selective serotonin reuptake inhibitors)

- Citalopram (Celexa)
- Escitalopram (Lexapro, Cipralex)
- **Paroxetine** (Paxil, Seroxat)
- Fluoxetine (Prozac)
- Fluvoxamine (Luvox)
- **Sertraline** (Zoloft, Lustral)

#### SNRI antidepressant drugs (Serotonin-norpinephrine reuptake inhibitors)

- **Desvenlafaxine** (Pristiq)
- Milnacipran (Ixel, Savella)
- **Duloxetine** (Cymbalta)
- Tofenacin (Elamol, Tofacine)
- Levomilnacipran (Fetzima)
- Venlafaxine (Effexor)

#### Other serotonin and norepinephrine modulating antidepressents (SMS, SARI, NRI)

- Vilazodone (Viibryd)
- **Vortioxetine** (Trintellix)
- **Etoperidone** (Axiomin, Etonin)
- **Nefazodone** (Nefadar, Serzone)
- Trazodone (Desyrel)
- **Reboxetine** (Edronax)
- Viloxazine (Vivalan)

#### **Trycyclic and Tetracyclic antidepressants**

•	Amitriptyline (Elavil, Endep)	•	Imipramine (Tofranil	•	<b>Trimipramine</b>
					(Surmontil)
•	Amitriptylinoxide (Amioxid,	•	Lofepramine (Lomont, Gamanil)	•	Opipramol (Insidon)
	Ambivalon, Equilibrin)				
•	Clomipramine (Anafranil)	•	Melitracen (Dixeran, Melixeran,	•	Tianeptine (Stablon)
			<u>Trausabun)</u>		
•	<b>Desipramine</b> (Norpramin, Pertofrane)	•	Nitroxazepine (Sintamil)	•	Amoxapine (Asendin)
•	Dibenzepin (Noveril, Victoril)	•	Nortriptyline (Pamelor, Aventyl)	•	Maprotiline (Ludiomil)
•	Dimetacrine (Istonil)	•	Noxiptiline (Agedal, Elronon, Nogedal)	•	Mianserin (Bolvidon,
	<del></del>				Norval, Tolvon)
•	Dosulepin (Prothiaden)	•	Pipofezine(Azafen/Azaphen)	•	Mirtazapine (Remeron)
•	Doxepin (Adapin, Sinequan)	•	Protriptyline (Vivactil)	•	Setiptiline (Tecipul)

Monoamine oxidase inhibitor antidepressants (MAOIs)

• Amoxapine (Asendin)	• Selegiline (Eldepryl, Zelapar, Emsam)
• Maprotiline (Ludiomil)	<ul><li>Metralindole (Inkazan)</li></ul>
• Mianserin (Bolvidon, Norval, Tolvon)	Moclobemide (Aurorix, Manerix)
• Mirtazapine (Remeron)	• Pirlindole (Pirazidol)
• Setiptiline (Tecipul)	<u> ◆</u> Toloxatone (Humoryl)

4. <u>Anti-psychotics</u> The following drugs are <u>EXCLUSIONARY</u> for participation. If someone is on any of these drugs or ANY other anti-psychotics not listed here, please <u>do NOT let them participate</u>. \*\*Note: this may change later if we have a hard time recruiting.

Typical Antipsychotics (used to treat bipolar and schizophrenia)

•	Acepromazine (Atravet, Acezine)	• Haloperidol (Haldol) • Pron	nazine(Sparine)
•	Acetophenazine (Tindal)	<ul> <li>Levomepromazine(Nosinan, Nozinan, Levoprome)</li> </ul> Prot	hipendyl
•	Benperidol (Frenactyl)	<u>•</u> Lenperone (Elanone-V) <u>•</u> Spip	perone(Spiroperidol, opitan)
•	<b>Bromperidol</b> (Bromidol, Bromodol)	<u>•</u> Loxapine (Loxapac, Loxitane) <u>•</u> Sulfe	oridazine(Imagotan, hoson, Inofal)
•	<b>Butaperazine</b> (Repoise, Tyrylen)	• Mesoridazine (Serentil) • Thio	ppropazate (Artalan, al, Dartalan,Dartan)
•	Carfenazine		properazine(Majeptil)
<u>•</u>	Chlorproethazine		oridazine (Mellaril,
•	<b>Chlorpromazine</b> (Largactil,Thorazine)	<ul><li>Moperone (Luvatren)</li><li>Thio</li></ul>	othixene (Navane)
•	Chlorprothixene (Cloxan, Taractan)	<ul> <li>Oxypertine(Equipertine,Forit, Integrin,Lanturil,Lotawin ,Opertil)</li> </ul>	iperone
•	Clopenthixol (Sordinol)	* * /	luoperazine (Stelazine)
<u>•</u>	Cyamemazine (Tercian)	· · · · · · · · · · · · · · · · ·	luperidol
<u>•</u>	Dixyrazine (Esucos)	• Periciazine(Neuleptil, Neulactil) • Triff	lupromazine (Vesprin)
<u>•</u>	Droperidol (Droleptan, Dridol,	• Perphenazine (Trilafon) • Zucl	lopenthixol (Clopixol)
•	Inapsine, Xomolix, Innovar, Fentanyl) <b>Fluanisone</b> (butyrophenone)	• Pimozide (Orap)	

<u>•</u>	Flupentixol(Depixol,Fluanxol)	<u>•</u>	Pipamperone (Dipiperon,
			Dipiperal, Piperonil, Piperonyl,
			Propitan, Piperacetazine, Quide)
<u>•</u>	Fluphenazine (Prolixin, Modecate)	<u>•</u>	Pipotiazine (Piportil)
<u>•</u>	Fluspirilene (Redeptin, Imap)	<u>•</u>	Prochlorperazine(Compazine,
			Stemzine, Buccastem, Stemetil,
			Phenotil)

Atypical Antipsychotics.(used to treat bipolar and schizophrenia)

<ul> <li>Amoxapine (Asendin, Asendix, Defanyl, Demolox)</li> </ul>	• Clozapine(Clozaril)	• Remoxipride (Roxiam)
<ul> <li>Amisulpride (Amazeo, Amipride, Amival, Solian, Soltus, Sulpitac, Sulprix)</li> </ul>	<ul><li>Iloperidone (Fanapt)</li></ul>	<ul> <li>Reserpine (Raudixin, Serpalan, Serpasil)</li> </ul>
• Aripiprazole(Abilify)	<ul><li>Levosulpiride</li></ul>	• Risperidone (Risperdal, Zepidone)
<ul><li>Asenapine (Saphris)</li></ul>	<u>•</u> Lurasidone(Latuda)	<ul><li>Sertindole (Serdolect)</li></ul>
• Blonanserin (Lonasen)	<ul> <li>Melperone (Bunil, Buronil, Eunerpan)</li> </ul>	• Sulpiride (Sulpirid, Eglonyl)
• Brexpiprazole (Rexulti)	<u>●</u> Mosapramine (Cremin)	<ul> <li>Sultopride (Barnetil, Barnotil, Topral)</li> </ul>
• Cariprazine (Vraylar)	• Nemonapride (Emilace)	• <b>Tiapride</b> (Equilium, Tiapridal)
• Carpipramine (Prazinil, Defekton)	<ul> <li>Olanzapine(Zyprexa,</li> <li>Ozace, Lanzek, Zypadhera)</li> </ul>	<ul><li>Veralipride (Agreal, Agradil)</li></ul>
• Clocapramine (Clofekton, Padrase	n) • Paliperidone (Invega)	<ul><li>Ziprasidone (Geodon, Zeldox)</li></ul>
• Clorotepine (Clotepin, Clopiben)	• Perospirone (Lullan)	<u>•</u> <b>Zotepine</b> (Nipolept)
• Clotiapine (Entumine)	Quetiapine (Seroquel)	

5. Anxiolytics (Anti-anxiety drugs): The following drugs are EXCLUSIONARY for participation. If someone is on any of these drugs or ANY other anxiolytics not listed here, please do NOT let them participate. \*\*Note: this may change later if we have a hard time recruiting.

• Alprazolam (Xanax)	Midazolam (Versed)	• Zaleplon (Sonata)
• Chlordiazepoxide (Libriun	n) • Oxazepam ( <u>Serax</u> )	• Zolpidem (Ambien)
• Clobazepam (Onfi)	• Prazepam (Centrax)	• <b>Zopiclone</b> (Imovane)
• Clonazepam (Klonopin)	• Quazepam ( <u>Doral</u> )	• Buspirone (BuSpar)
• Clorazepate (Tranxene)	• Temazepam (Restoril)	• <b>Propranolol</b> (Inderal)
• Diazepam (Valium)	• Triazolam (Halcion)	• Atenolol (Tenormin)
<u>●</u> Estazolam (ProSom)	• Midazolam (Versed)	• Propranolol (Inderal)

•	Flurazepam (Dalmane)	•	Hydroxyzine (Atarax, Vistaril)	•	Atenolol (Tenormin)
<u>•</u>	Lorazepam (Ativan)	<u>•</u>	Eszopiclone (Lunesta)		

**6.<u>ADHD medications:</u>** The following drugs are <u>EXCLUSIONARY</u> for participation. If someone is on any of these drugs or ANY other anxiolytics not listed here, <u>please do NOT let them participate</u>. \*\*Note: this may change later if we have a hard time recruiting.

• Amphetamine (Adzenys XR ODT, Evekeo)	• Atomoxetine (Strattera)	• nortriptyline (Aventyl, Pamelor)
• Amphetamine/Dextroamphetamine (Adderall, Adderall XR)	• Clonidine hydrochloride (Kapvay)	• <b>Bupropion</b> (Wellbutrin)
Dextroamphetamine (Dexedrine, ProCentra, Zenzedi)	• Guanfacine (Intuniv)	• Escitalopram (Lexapro)
Dexmethylphenidate     (Focalin,Focalin XR)	• Amitriptyline (Elavil)	• Venlafaxine (Effexor)
Lisdexamfetamine (Vyvanse)	• <b>desipramine</b> (Norpramin, Pertofrane)	• sertraline (Zoloft)
Methylphenidate (Concerta, Daytrana, Metadate CD and Metadate ER, Methylin and Methylin ER, Ritalin, Ritalin SR, Ritalin LA, Quillivant XR)	• mipramine (Tofranil)	

# **Drug Lists (Potentially OK)**

1. NSAID (nonsteroidal anti-inflammatory drugs): People on the following drugs are OK to participate, as long as they don't take them within a day (24 HOURS) of the study

	participate, as long as they don't take them within a day (24 HOURS) of the study				
•	Aspirin (Anacin, Ascriptin, Bayer,	<ul> <li>Flurbiprofen (Ansaid)</li> </ul>	•	Naproxen sodium	
	Bufferin, Ecotrin, Excedrin)			(Aleve, Anaprox)	
•	Choline and magnesium	• <b>Ibuprofen</b> (Advil, Motrin,	•	Oxaprozin (Daypro)	
	salicylates (CMT, Tricosal,	Motrin IB, Nuprin)			
	Trilisate)				
•	Choline salicylate (Arthropan)	• Indomethacin (Indocin, Indocin SR)	•	Piroxicam (Feldene)	
•	Celecoxib (Celebrex)	• <b>Ketoprofen</b> (Actron, Orudis, Orudis KT, Oruvail)	•	Rofecoxib (Vioxx)	
•	Diclofenac potassium (Cataflam)	<ul> <li>Magnesium salicylate</li> </ul>	•	Salsalate (Amigesic, Anaflex 750,	
		(Arthritab, Bayer Select,		Disalcid, Marthritic, Mono-Gesic,	
		Doan's Pills, Magan, Mobidin, Mobogesic)		Salflex, Salsitab)	
•	Diclofenac sodium (Voltaren,	Meclofenamate sodium	•	Sodium salicylate (various	
	Voltaren XR)	(Meclomen)		generics)	
•	Diclofenac sodium with	• Mefenamic acid (Ponstel)	•	Sulindac (Clinoril)	
	misoprostol (Arthrotec)	,			
•	Diflunisal (Dolobid)	• Meloxicam (Mobic)	•	Tolmetin sodium (Tolectin)	
•	Etodolac (Lodine, Lodine XL)	• Nabumetone (Relafen)	•	Valdecoxib (Bextra)	
•	Fenoprofen calcium (Nalfon)	<ul> <li>Naproxen (Naprosyn,</li> </ul>		,	
	_ , , ,	Naprelan*)			

**2.** <u>Antihistimines:</u> People on the following drugs are OK to participate, as long as they don't take them within a day (24 HOURS) of the study

Acrivastine (Semprex-D)	• Dexchlorpheniramine (Chlor-trimeton)	Pheniramine (Avil)
Azelastine (Astelin, Astepro)	• <b>Dimetindene</b> (Fenestil, feniallerg, vibrocil)	• <b>Triprolidine</b> (Actidil, Myidil, Actifed)
Bilastine (bilaxten, ilaxten)	• Diphenhydramine (Benadryl)	• Cetirizine (Zirtec, Zyrtec, Reactine)
Brompheniramine- Bromax,     Dimetane, Siltane, NasahistB, ND-     Stat, CodimalA, Histaject,     Dimetapp Allergy,	• <b>Doxylamine</b> (Unisom, Nytol Maximum Strength, Aldex AN)	Levocetirizine (Xyzal, Levazyr)
Buclizine	• Ebastine (Ebatrol, Ebet, Ebastel FLAS, Kestine, KestineLIO, KestinLYO, EstivanLYO, Evastel Z)	• Desloratadine (Clarinex)
• Bromodiphenhydramine (Ambenyl, Ambophen)	• Embramine (Mebryl, Medrin)	• Cimetidine (Tagamet)
Carbinoxamine (Arbinoxa, Karbinal ER, Palgic, Histex PD)	• Fexofenadine (Allegra, Mucinex allergy, Aller-ease)	• Lafutidine
Cyclizine (Bonine, Cyclivert, Marezine)	• Hydroxyzine (Vistaril, Atarax, Hyzine, Vistaject-50, Rezine, Vistacon, Vistacot, Vistazine)	• Rupatadine (Rupafin, Rinialer, Pafinur, Rupax, Ralif, Rupanase)
• Chlorphenamine (Aller-Chlor, allergy major; allergy relief)	• Loratadine (Alavert, Claritin, Clear-Atadine, Dimetapp ND)	• Tripelennamine (Pyribenzamine)
• Chlorodiphenhydramine	• Meclozine (Bonine, Bonamine, Antivert, Postafen, Sea Legs, Dramamine II)	• Nizatidine (Tazac, Axid)
Clemastine (meclastin)	• Olopatadine (Patanol, Pataday, Pazeo, Patanase)	• Ranitidine (Zantac)
• Cyproheptadine (Periactin, Peritol)	• Phenyltoloxamine (Dologesic)	• Roxatidine
Dexbrompheniramine (Drixoral)	Orphenadrine (Norflex, Banfle Rel, Myolin, Orfro, Norflex Inje	ex, Orphenate, Flexoject, Flexon, Mio- ectable, Antiflex)
Phenindamine (Nolahist, Thephorin)	• Tiotidine	,

- **3.** <u>Antibiotics:</u> If they are on an antibiotic, it is OK to participate as long as they have finished their course by <u>1 week</u> before the study.
  - a. <u>Note:</u> There are a million antibiotics- just search the list here if you are uncertain: <a href="https://en.wikipedia.org/wiki/List\_of\_antibiotics">https://en.wikipedia.org/wiki/List\_of\_antibiotics</a>

\*\*IF IN DOUBT, google whether the drug in question is known to affect immune function.
If you can find a credible source that says yes, screen out.

# **Appendix C – Email Drafts**

#### **Not Eligible Email**

Recipients: \*make sure to BCC all pariticpants

Subject: TCU Health and Decision-Making Study

Body:

Dear Participant,

Thank you for completing the eligibility survey for our current studies on health and decision-making. Unfortunately, based on your responses, you are not eligible for any of the studies that we are currently conducting.

We would be happy to contact you if you are interested in any future paid research opportunities. If you would not like to be contacted, please reply to this email and let our research team know that you are not interested in being recontacted.

Thank you again for completing the pre-survey. If you have any questions or concerns about your eligibility, please contact the researcher at this email. Alternatively, you can call <u>817-239-3920</u>.

Thank you for your interest in psychology research at TCU,

Dr. Sarah Hill, Ph.D.

#### Men Recruit/Scheduling Email

Recipients: \*make sure to BCC all participants

Subject: \$50 TCU Health Study

Body:

Hi there!

This is Maggie from the Hill Psychology Lab at Texas Christian University.

You recently took a psychology survey of ours and <u>you might be eligible to participate</u> in another one of our studies in exchange for a \$50 GIFT-CARD TO WAL-MART! Please continue reading below if you are interested in participating!

Alternatively, if you *cannot or do not wish to participate*, please respond to this email and we will remove you from our mailing list.

\_\_\_\_\_\_

# Here's a brief run-down of what the study involves:

The purpose of this study is to look at the effects of current body state on decision making and <u>takes</u> <u>about 2 hours to complete</u>.

The study involves coming into our lab on TCU campus in the morning to complete some computer surveys and **giving a small amount of blood – about 4 tablespoons –** via intravenous needle draw.

We also ask that you <u>follow some preparation requirements before participating</u>, which you can read about @ the bottom of this email.

\*\* PLEASE NOTE: \*\* The <u>only times we run sessions</u> are Wednesdays and Fridays from 7:00 AM ~ 9:00 AM. So, if you are a TCU student and have a class at 9:00 AM or earlier on these days, it is very unlikely that you would make it to class on time.

# If you'd like to participate, please answer the following questions:

1. What, if any, medications are you currently taking?

Please include any <u>over-the-counter medications</u>.

2. Have you recently taken any corticosteroids (like some asthma medications) or any antibiotics?

If so, when was the *last day* that you took them?

3. Have you ever participated in a psychology study at TCU where you were asked to give blood by a needle draw?

If so, do you remember the name of the study and the approximate date of when you participated?

- 4. Please read the preparation requirements at the bottom of this message. Would you be willing and able to meet these conditions?
- 5. Do you have a computer or phone to use to complete the required online survey before your session?

If you don't, we can mail you the paperwork to complete and have you bring it along with you on the day of your session.

- 6. If this all sounds good to you, would you be available to come in for a session on:
  - Friday, December 2nd, @ 7:00 AM ~ 9:00 AM

If not, would another upcoming Wednesday or Friday morning at the same time work for you?

#### \*\* PLEASE NOTE \*\*

- YOU MAY NOT CURRENTLY BE ELIGIBLE TO PARTICIPATE
- YOU WILL <u>NOT BE SCHEDULED</u> UNLESS YOU RECEIVE CONFIRMATION FROM US

Feel free to call or text me if you feel uncomfortable answering these questions via email!

My number is: 817-239-3920

Sincerely,

### Preparation Requirements for Study:

Before you come to the lab for your testing session, we need you to <u>take a brief online survey</u>, which takes about 30 minutes to complete. This should be completed as soon as possible and no later than 3 days prior to your testing session. Failure to complete this survey will result in us canceling your session.

Because we are taking a blood sample, there are conditions we ask you to follow for a few days before your session to make sure that your hormone and stress levels are as consistent as possible!

# http://tinyurl.com/TCUhealth2

#### We would ask you:

- To NOT exercise for 2 days (48 hours) before your session
- To NOT drink any alcohol for 2 days (48 hours) before your session
- To **NOT take any antihistamines**, like some allergy medications such as Benadryl for **2** days (48 hours) before your session
- To NOT take any aspirin, ibuprofen, or other blood thinning medications for 1 day (24 hours) before your session
- To NOT eat or drink anything besides water after 10 p.m. the night before your session
- Get about 8 hours of sleep the night before your session
- Have a glass of water before you come in for your session

#### **Women Recruiting**

Recipients: \* make sure to BCC all participants

Subject: TCU Study Opportunity for \$50 Wal-mart gift card

Body:

Hi there!

This is Maggie from the Hill Psychology Lab at Texas Christian University.

You previously took an online survey of ours on health and <u>you might be eligible to participate</u> in another one of our studies in exchange for a \$50 GIFT-CARD TO WAL-MART! Please continue reading below if you are interested in participating!

Alternatively, if you <u>cannot or do not wish to participate</u>, please respond to this email and **we will remove you from our mailing list**.

\_\_\_\_\_\_

# Here's a brief run-down of what the study involves:

The purpose of this study is to look at the effects of current body state on decision making and <u>takes</u> <u>about 2 hours to complete</u>.

The study involves coming into our lab on TCU campus in the morning to complete some computer surveys and **giving a small amount of blood – about 4 tablespoons –** via intravenous needle draw.

We also ask that you <u>follow some preparation requirements before participating</u>, which you can read about @ the bottom of this email.

\*\* PLEASE NOTE: \*\* The <u>only times we run sessions</u> are Wednesdays and Fridays from 7:00 AM ~ 9:00 AM. So, if you are a TCU student and have a class at 9:00 AM or earlier on these days, it is very unlikely that you would make it to class on time.

### If you are able & interested in participating:

 Please email or call/text us on the <u>FIRST DAY</u> that you start your next period, at:

# TCUpsych1@gmail.com

Or if you started your period <u>very recently</u>, let us know ASAP!

<u>The reason we ask you to do this</u> is because we are collecting a blood sample and some of the biomarkers we will be examining are sensitive to changes in women's hormones across the cycle.

After you contact us, we can determine whether you would be eligible to come in for one of our upcoming sessions. We recommend that you make yourself a **reminder** to contact us when you start!

When you contact us, please give your <u>name</u> and the <u>date you started</u> your period.

## Feel free to email or call/text me if you have any questions!

My number is: 817-239-3920

Sincerely,

Maggie at the Hill Psychology Lab

## Preparation Requirements for Study:

Before you come to the lab for your testing session, we need you to <u>take a brief online survey</u>, which takes about 30 minutes to complete. This should be completed <u>as soon as possible</u> and no later than 3 days prior to your testing session. Failure to complete this survey will result in us canceling your session.

Because we are taking a blood sample, there are conditions we ask you to follow for a few days before your session to make sure that your hormone and stress levels are as consistent as possible!

#### We would ask you:

- To **NOT exercise for 2 days** (48 hours) before your session
- To NOT drink any alcohol for 2 days (48 hours) before your session
- To NOT take any antihistamines, like some allergy medications such as Benadryl for 2 days (48 hours) before your session
- To NOT take any aspirin, ibuprofen, or other blood thinning medications for 1 day (24 hours) before your session
- To **NOT eat or drink anything besides water** after 10 p.m. the night before your session
- Get about 8 hours of sleep the night before your session
- Come to the lab bare-faced (wearing no makeup) for your session
- Have a glass of water before you come in for your session

#### **Women Scheduling**

Recipients: \* make sure to BCC all participants

Subject: \$50 TCU Health Study

Body:

Hi there!

Thank you for your interest in our study!

Before I sign you up, I need to double check a few things and make sure that you're okay with the preparation requirements we ask participants to follow.

Given that we can only have women participate during certain days of their menstrual cycle, the only session(s) you would be eligible for this month would be:

Friday, December 2nd, @ 7:00 AM ~ 9:00 AM

#### Does this date/time work for you?

The study takes approximately 2 hours to complete.

\_\_\_\_

## If so, please answer the following questions:

1. What, if any, medications are you currently taking?

Please include any <u>over-the-counter medications</u> and <u>hormonal birth control</u>, such as the pill, patch, ring, and IUD.

2. Have you recently taken any <u>corticosteroids</u> (like some asthma medications) or any <u>antibiotics?</u>

If so, when was the *last day* that you took them?

3. Approximately how long is your menstrual cycle?

This is a measure of how many days there are between when you start your period one month and when you start again the following month. For example, many women have 28-day cycles.

4. Have you ever participated in a psychology study at TCU where you were asked to give blood by a needle draw?

If so, do you remember the name of the study and the approximate date of when you participated?

- 5. Please read the preparation requirements at the bottom of this message. Would you be willing and able to meet these conditions?
- 6. Do you have a computer or phone to use to complete the required online survey before your session?

If you don't, we can mail you the paperwork to complete and have you bring it along with you on the day of your session.

\_\_\_\_

#### \*\* PLEASE NOTE \*\*

- YOU MAY NOT CURRENTLY BE ELIGIBLE TO PARTICIPATE
- YOU WILL <u>NOT BE SCHEDULED</u> UNLESS YOU RECEIVE CONFIRMATION FROM US

.....

Feel free to call or text me if you feel uncomfortable answering these questions via email!

My number is: <u>817-239-3920</u>

Sincerely,

Maggie at the Hill Psychology Lab

# Preparation Requirements for Study:

Before you come to the lab for your testing session, we need you to <u>take a brief online survey</u>, which takes about 30 minutes to complete. This should be completed as soon as possible and no later than 3 days prior to your testing session. Failure to complete this survey will result in us canceling your session.

Because we are taking a blood sample, there are conditions we ask you to follow for a few days before your session to make sure that your hormone and stress levels are as consistent as possible!

## We would ask you:

• To NOT exercise for 2 days (48 hours) before your session

- To NOT drink any alcohol for 2 days (48 hours) before your session
- To **NOT take any antihistamines**, like some allergy medications such as Benadryl for **2** days (48 hours) before your session
- To **NOT** take any aspirin, ibuprofen, or other blood thinning medications for 1 day (24 hours) before your session
- To NOT eat or drink anything besides water after 10 p.m. the night before your session
- Get about 8 hours of sleep the night before your session
- Come to the lab bare-faced (wearing no makeup) for your session
- Have a glass of water before you come in for your session

#### 72 Hour Reminder

Recipients: \* Make sure to BCC all participants

Subject: \$50 TCU Health Session Reminder

Body:

Dear Participant,

This is a reminder that you have agreed to participate in our study on health and decision-making in exchange for a \$50 GIFT-CARD TO WAL-MART!

#### Your session is scheduled for:

#### WEDNESDAY, FEBRUARY 7TH, @ 7:00 AM

In the Winton Scott Science Building, Room 231 on TCU campus.

PLEASE NOTE: If you haven't completed the required online paperwork yet, please do so ASAP, otherwise we will have to cancel your session.

http://tinyurl.com/TCUhealth2

# This email is a reminder that you agreed:

- To **NOT exercise for 2 days** (48 hours) before your session
- To **NOT drink any alcohol for 2 days** (48 hours) before your session
- To NOT take any antihistamines, like some allergy medications such as Benadryl for 2 days (48 hours) before your session
- To NOT take any aspirin, ibuprofen, or other blood thinning medications for 1 day (24 hours) before your session
- To NOT eat or drink anything besides water after 10 p.m. the night before your session
- Get about 8 hours of sleep the night before your session
- IF YOU ARE A WOMAN: come to the lab bare-faced (wearing no makeup) for your session
- Have a glass of water before you come in for your session

For questions or if you will be <u>unable to attend your session</u>, or if you are <u>unable to follow all the preparation requirements</u>, please contact us ASAP by:

- Replying to this email: <a href="mailto:TCUPsych1@gmail.com">TCUPsych1@gmail.com</a>
- Calling or texting: 817-239-3920

Sincerely, Maggie at the Hill Psychology Lab at TCU	

# Location & parking details:

**Getting here:** You will find our building (Winton Scott Science Building, 2955 South University Drive in Fort Worth, TX 76129) on the corner of University and West Bowie St. (see map below). We are in room 231, on the end of the building closest to the FLASH store and restaurants.

<u>Parking:</u> Upon arrival, please park in the metered parking on West Bowie St. or in the free 2 hour street parking spaces on Cockrell Ave. If you park in the metered spaces on West Bowie, we will pay for your parking if you simply tell the researcher the color and location of your vehicle.

**DO NOT park in the TCU Bookstore parking lot** on Cockrell Ave. or your vehicle will be towed!!

#### 24 Hour Reminder

Recipients: \* Make sure to BCC all participants

Subject: \$50 TCU Health Session Reminder @ 7:00AM Tomorrow

Body:

Dear Participant,

This is a reminder that you have agreed to participate in our study on health and decision-making in exchange for a \$50 GIFT-CARD TO WAL-MART!

# Your session is scheduled for:

# TOMORROW: FRIDAY, FEBRUARY 15, @ 7:00 AM

In the Winton Scott Science Building, Room 231 on TCU campus.

DI EASE NOTE: If you haven't completed the required online nanetwork w

<u>PLEASE NOTE:</u> If you haven't completed the required online paperwork, <u>you will NOT</u> be able to participate in your session tomorrow.

# http://tinyurl.com/TCUhealth2

\_\_\_\_\_

## As a reminder, you are to come to your session:

- WITH AN EMPTY STOMACH (i.e., do not eat anything or drink anything besides water after 10pm the night before, but we recommend that you eat a meal this evening or snack right before you begin fasting at 10pm)
- WITHOUT having taken any anti-inflammatory/blood thinning medications (like lbuprofen, Advil, etc.) or antihistamines (like some allergy medications) for 24 hours prior to your session
- Having had about 8 hours of sleep the night before
- Having had a glass of water to drink the morning of the session
- IF YOU ARE A WOMAN: please come to your session **NOT** wearing any makeup

\_\_\_\_\_

\*\* If you will be unable to attend your session tomorrow or were not able to meet the preparation requirements, please contact us as soon as possible by:

Emailing: m.prokosch@tcu.edu

Or calling: 817-257-4989

If your call is not answered, please leave us a voicemail with your name.

Sincerely, Maggie at the Hill Psychology Lab at TCU

# Location & parking details:

<u>Getting here:</u> You will find our building (Winton Scott Science Building, 2955 South University Drive in Fort Worth, TX 76129) on the corner of University and West Bowie St. (see map below). We are in room 231, on the end of the building closest to the FLASH store and restaurants.

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### **Period Date Not Corresponding**

Recipients: \* Make sure to BCC all participants

Subject: No Available Sessions

Body:

Hi there!

Unfortunately, we don't have any upcoming sessions available that would fall in the right time frame during your cycle this time around.

**If you are still interested in participating,** please contact me again when you start your period next month.

Alternatively, let me know if you are no longer interested and I will remove you from our mailing list.

We apologize for this inconvenience and appreciate your interest!

## Sincerely,

- Maggie at the Hill Psychology Lab

#### Lab Reminder Email

# **EMAIL SUBJECT:**

Immune Study Participants: Wednesday, XX/XX & Friday, XX/XX

# **EMAIL BODY:**



Maggie here with the participants for the week!

## Wednesday, MONTH, DAY:

Name // Email // Phone // Community/TCU

## Friday, MONTH, DAY:

Name // Email // Phone // Community/TCU

### To those of you in the Hill Lab on Blood Draw days:

 Please remember to <u>listen for the phone and keep an eye on</u> <u>emails</u> (Marjorie's email and TCUpsych1) for any last-minute messages from our participants!

#### Cheers!

- Maggie

MAKE SURE TO ATTACH THE LIST FOR THE RA'S WITH ALL PARTICIPANTS!

# <u>Appendix D – Phone Call Script</u>

## **Women Period Date Start Request**

• Contact *eligible* community participants from list.

*If they do not answer:* 

- Leave a voicemail, using the script at the very bottom.
- Make note in SPSS file if you were able to leave a voicemail and date of voicemail.

*If they do answer, say:* 

Hi my name is \_\_\_\_\_ -- I'm calling from the Hill Psychology lab at Texas Christian University. Is this \_\_\_\_\_ (if yes, proceed; if no, thank them for their time and hang up)

I'm calling because you recently completed an eligibility survey for a psychology study that we are conducting and you are eligible to participate in one of our studies at TCU on Health and Decision-Making in exchange for a \$25 Wal-Mart gift card!

Would you still be interested in participating in the rest of the study?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make a note of this in SPSS that she is no longer interested.

If yes, say:

Great! The purpose of this study is to look at the effects of current body state on decision making. Let me tell you a little about what else is involved to see if you would be willing and able to participate. We would first need you to fill out some pre-session paperwork online then schedule you for an in-person session at Texas Christian University on a Wednesday or Friday morning at 7:30 a.m., which would take about two hours. As part of the study, you would complete computer surveys and we ask that you give a small amount of blood (approximately 4 tablespoons) via intravenous needle draw.

Would you be **willing to give blood** as part of the study, and would you be available to come in on a Wednesday or Friday morning at 7:30 a.m.?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make a note of this in SPSS that she is no longer interested/can't make Wed/Friday.

*If yes, say:* 

Great! I just need to re-confirm, are you on any form of hormonal birth control, like the pill, patch, ring, or hormonal IUD?

*If yes, say:* Unfortunately you are not eligible to participate in the rest of the study, but thank you so much for your earlier participation!

• Make a note of this in SPSS that she is not eligible.

If no, say:

Excellent! I also need to ask, are you currently taking any medications that are a corticosteroid (like certain asthma medications) or a Non-steroidal anti-inflammatory?

If yes, say: Unfortunately you are not eligible to participate in the rest of the study, but thank you so much for your earlier participation!

• Make a note of this in SPSS that she is not eligible.

If no, say:

Great! Because we are taking a blood sample, it is important that we ensure your hormone and stress levels are as consistent as possible. So there are a few things that we ask of you before you participate. Let me tell you briefly what these are to make sure that you're OK with these conditions. We would ask you:

- To not to exercise for 2 days before your session
- To not to drink any alcohol for 2 days before your session
- To not to take any aspirin, ibuprofen, or other blood thinning medications for 1 day before your session
- To not eat or drink anything besides water after 10 pm the night before your session
- Come to the lab barefaced (that is, not wearing any make up)
- And finally, we ask that you get about 8 hours of sleep the night before your session and have a glass of water before you come in

Would you be willing to meet these requirements?

If no, say: No problem, thank you so much for your time! Have a great day.

If yes, say:

Great! So this might sound a little weird, but because hormones that change across the menstrual cycle can affect various blood markers, we need you to contact us on the first day you start your next period. When you do, we can schedule your session with us and send you the pre-session paperwork. We recommend that you make yourself a note to contact the researcher as a reminder to yourself. Do you have something to write with so I can give you the contact information of the research assistant you should notify about your next period?

(pause)

Great, so you can either call or text the research assistant at: 817-239-3920 or email her at: TCUpsych1@gmail.com

(pause)

((END CALL))

• Enter into SPSS that she was informed to contact us about period.

#### **VOICEMAIL SCRIPT:**

Hi, this message is for **participant name**. My name is \_\_\_\_\_ and I'm calling from the Hill Psychology lab at Texas Christian University because you recently completed an eligibility survey for a psychology study that we are conducting at the university, and you are eligible to participate in one of our studies on health and decision-making in exchange for a \$25 Wal-Mart gift card! The study would involve completing computer surveys and having a small amount of blood drawn, and takes about 2 hours to complete. If you're interested, please call or text us at 817-239-3920 or email us at <a href="mailto:TCUpsych1@gmail.com">TCUpsych1@gmail.com</a>. Thank you so much!

# **Women Post Period Scheduling**

*If they do not answer:* 

- Leave a voicemail, using the script at the very bottom.
- Make note in SPSS file if you were able to leave a voicemail, date called, & date of period

*If they do answer, say:* 

Hi, is this participant name? My name is \_\_\_\_ and I'm calling from the Hill Psychology lab at Texas Christian University. I recently received your message that you just started your period and I wanted to discuss whether you are still eligible to participate in the rest of our study. (pause)

Great! Can you confirm that your most recent period started on \_\_\_\_\_\_\_ PATE \_\_\_\_\_\_\_ ? (pause)

I just need to re-confirm, are you on any form of hormonal birth control, like the pill, patch, ring, or hormonal IUD?

If yes, say: Unfortunately you are not eligible to participate in the rest of the study, but thank you so much for your time!

• Make a note in SPSS that she is no longer eligible

If no, say:

Excellent! I also need to make sure, are you currently taking any medications that are a corticosteroid (like certain asthma medications) or a Non-steroidal anti-inflammatory?

*If yes, say:* Unfortunately you are not eligible to participate in the rest of the study, but thank you so much for your time!

• Make note in SPSS that she is no longer eligible

If no, say: Great! Just to remind you of what the study involves, we would first need you to fill out some pre-session paperwork to make sure you are still eligible, then have you come in for an in-

person session at Texas Christian University on a Wednesday or Friday morning for about two hours. During your session, you will complete computer surveys and we ask that you give a small amount of blood (approximately 4 tablespoons) via intravenous needle draw.

Would you still be willing to give blood and would you be able to come in on a Wednesday or Friday morning at 7:30 a.m.?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make a note in SPSS that she is no longer interested/cannot make session days

If yes, say:

Great! Before you come to the lab for your scheduled testing session, we need you to fill out some presession paperwork. This is something that you can do online. Do you have access to a computer or a phone that you can use to connect to the internet?

- If yes, say: Great! We will send you a link that will take you to the paperwork. This should be completed as soon as possible and no later than 3 days prior to your testing session. Failure to complete this paperwork will result in us canceling your session. It will take about 30 minutes to complete. If this all sounds good to you, let's schedule your session!
- If no, say: That's okay! We can mail you the surveys to complete and bring along with you on the day of testing. To do this, I will need to ask for your full name and mailing address. This information will only be used to mail your paperwork and will not be linked to any of your other information. It is very important to bring your completed paperwork to your scheduled session.
  - Write down their name and address. Send this info to Sarah (along with the testing date) so that she can send them a survey.
  - Say: Great! Now, let's schedule your session!

And one last thing: I just want to remind you of the conditions you will need to follow before you come in for your session. We would ask you:

- To not to exercise or drink any alcohol for 2 days before your session
- To not to take any aspirin, ibuprofen, or other blood thinning medications for 1 day before your session

- To not eat or drink anything besides water after 10 pm the night before your session
- Come to the lab barefaced (that is, not wearing any make up)
- And finally, to get about 8 hours of sleep the night before your session and have a glass
  of water before you come in

Would you be willing and able to meet these requirements?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make note of eligibility in SPSS.

If yes, say:

Great! Our sessions take place on Wednesdays and Fridays at 7:30 a.m. and need to be scheduled relative to your period, so would you be **available to come in at 7:30 a.m. on:** 

(Session option(s) 4-7 post-menstruation on a Wed/Friday)?

\*\*\* SCHEDULE SESSION \*\*\* OBTAIN NAME AND DATE \*\*\*

\*\*\* SESSION <u>MUST</u> BE SCHEDULED BETWEEN 4-7 DAYS AFTER PERIOD \*\*\*

Great! Your session will take place in the science building at Texas Christian University on 2955 S University Drive in Fort Worth. The building is called Winton Scott Science Building, and we will be waiting for you in room 231. We'll send you reminders of the location and the conditions I told you about closer to the date of your session. You'll also get an email from us with the pre-session paperwork that must be filled out 72 hours before your session with us.

#### ((END CALL))

- Enter session date into SPSS, and date of period
- Schedule pre-session paperwork email to be sent with reminder to complete before 72 hours of session

#### **VOICEMAIL SCRIPT:**

Hi, this message is for **participant name**. My name is \_\_\_\_ and I'm calling from the Hill Psychology lab at Texas Christian University. I received your message that you just started your period and I wanted to discuss whether you are still eligible and available to participate in the rest of our study. To remind

you, the study would involve completing computer surveys, having a small amount of blood drawn, and
will take approximately 2 hours to complete. Our sessions take place on Wednesdays and Fridays at 7:30
a.m. and need to be scheduled relative to your period, so would you be available to come in at 7:30 a.m.
on:
/ (Session option(s) 4-7 post-menstruation on a Wed/Friday) ?
If you're still interested and available, please call or text us at 817-239-3920 or email us
TCUpsych1@gmail.com. Thank you so much!

# Men Recruiting/Scheduling

• Contact *eligible* community participants from list.

*If they do not answer:* 

- Leave a voicemail, using the script at the very bottom.
- Make note in SPSS file if you were able to leave a voicemail and date of voicemail.

If they do answer, say:

Hi my name is \_\_\_\_\_ -- I'm calling from the Hill Psychology lab at Texas Christian University. Is this \_\_\_\_\_ participant name? (if yes, proceed; if no, thank them for their time and hang up)

I'm calling because you recently completed an eligibility survey for a psychology study that we are conducting and you are eligible to participate in one of our studies at TCU on Health and Decision-Making in exchange for a \$25 Wal-Mart gift card!

Are you still interested in participating in our study?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make a note of this in SPSS that he is no longer interested.

If yes, say:

Great! The purpose of this study is to look at the effects of current body state on decision making. Let me tell you a little about what else is involved to see if you would be willing and able to participate. We would first need you to fill out some pre-session paperwork online then schedule you for an in-person session at Texas Christian University on a Wednesday or Friday morning at 7:30 a.m., which will take about two hours. As part of the study, you would complete computer surveys and we ask that you give a small amount of blood (approximately 4 tablespoons) via intravenous needle draw.

Would you be **willing to give blood** as part of the study, and would you be available to come in on a Wednesday or Friday morning at 7:30 a.m.?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make a note of this in SPSS that he is no longer interested/can't make Wed/Friday.

If yes, say:

Excellent! I also need to ask, are you currently taking any medications that are a corticosteroid (like certain asthma medications) or a Non-steroidal anti-inflammatory?

*If yes, say:* Unfortunately you are not eligible to participate in the rest of the study, but thank you so much for your earlier participation!

• Make a note of this in SPSS that he is not eligible.

If no, say:

Great! Because we are taking a blood sample, it is important that we ensure your hormone and stress levels are as consistent as possible. So there are a few things that we ask of you before you participate. Let me tell you briefly what these are to make sure that you're OK with these conditions.

We would ask you:

- To not to exercise for 2 days before your session
- To not to drink any alcohol for 2 days before your session
- To not to take any aspirin, ibuprofen, or other blood thinning medications for 1 day before your session
- To not eat or drink anything besides water after 10 pm the night before your session
- And finally, we ask that you get about 8 hours of sleep the night before your session and have a glass of water before you come in

Would you be willing to meet these requirements?

If no, say: No problem, thank you so much for your time! Have a great day.

• Make note in SPSS that he is no longer interested.

If yes, say:

Excellent! Before you come to the lab for your scheduled testing session, we need you to fill out some pre-session paperwork. This is something that you can do online. Do you have access to a computer or a phone that you can use to connect to the internet?

• If yes, say: Great! We will send you a link that will take you to the paperwork. This should be completed as soon as possible and no later than 3 days prior to your testing session. Failure to complete this paperwork will result in us canceling your session. It

- will take about 30 minutes to complete. If this all sounds good to you, let's schedule your session!
- If no, say: That's okay! We can mail you the surveys to complete and bring along with you on the day of testing. To do this, I will need to ask for your full name and mailing address. This information will only be used to mail your paperwork and will not be linked to any of your other information. It is very important to bring your completed paperwork to your scheduled session.
  - Write down their name and address. Send this info to Sarah (along with the testing date) so that she can send them a survey.
  - o Say: Great! Now, let's schedule your session!

## \*\*\* SCHEDULE SESSION \*\*\* OBTAIN NAME AND DATE \*\*\*

Great! Your session will take place in the science building at Texas Christian University on 2955 S University Drive in Fort Worth. The building is called Winton Scott Science Building, and we will be waiting for you in room 231. We'll send you reminders of the location and the conditions I told you about closer to the date of your session. You'll also get an email from us with the pre-session paperwork that must be filled out 72 hours before your session with us.

#### ((END CALL))

- Enter session date into SPSS
- Schedule pre-session paperwork email to be sent with reminder to complete before 72 hours of session

#### **VOICEMAIL SCRIPT:**

Hi, this message is for **participant name**. My name is \_\_\_\_ and I'm calling from the Hill Psychology lab at Texas Christian University because you recently completed an eligibility survey for a psychology study that we are conducting at the university, and you are eligible to participate in one of our studies on health and decision-making in exchange for a \$25 Wal-Mart gift card! The study would involve completing computer surveys and having a small amount of blood drawn, and takes about 2 hours to complete. If you're interested, please call or text us at 817-239-3920 or email us at <a href="mailto:TCUpsych1@gmail.com">TCUpsych1@gmail.com</a>. Thank you so much!