

# Standard Operating Procedures for the Registry for Parapsychological Experiments Operated by the Koestler Parapsychology Unit

Version 1.02, October 14, 2014

## Purpose

This Registry for Parapsychological Experiments is intended to provide a simple, reliable means for experimenters to greatly enhance the credibility of their experimental results by registering their planned experiments. Registration makes key information about a planned study publicly established and assures that many analysis and reporting biases that often occur in scientific research did not occur for the registered experiments.

This registry is operated with procedures that involve two persons and reasonably assure that one person cannot alter the registered information in an undetectable manner.

## Definitions

*KPU* is the Koestler Parapsychology Unit at the University of Edinburgh.

*Registry Website* or *KPU Registry Website* is the website for registering parapsychological experiments that was developed and is maintained by the Koestler Parapsychology Unit.

*Registration document* is the document with the registration information submitted by an experimenter to register a planned experiment on the Registry Website.

*Registry Administrator* is the person who makes the actual changes to the Registry Website and has the password for administering the website.

*Registry Reviewer* is the person who reviews proposed changes to the Registry Website, but does not have the password to the Registry Website and does not make actual changes to the website.

## Procedures

### 1. Initial Study Registration

- 1.1. The instructions on the Registry Website state that the information for registering a study is emailed in a Word document to the Registry

Administrator. A template provided on the Registry Website will normally be used for the registration document.

- 1.2. Upon receipt of an initial registration document, the Registry Administrator will forward a copy to the Registry Reviewer. The Registry Administrator may send an acknowledgement response to the experimenter requesting registration if the processing of the registration document may not be completed within one or two days.
- 1.3. Both the Registry Administrator and Registry Reviewer will review the registration document to verify that it contains the minimum required information as specified on the Registry Website. The reviews may also include optional suggestions for revisions to improve clarity and completeness of the registration information.
- 1.4. The Registry Reviewer will email his or her comments to the Registry Administrator.
- 1.5. The Registry Administrator will notify the experimenter by email that the registration document is complete or that required information needs to be provided. The email will also encourage the submission of any optional recommended information. If the registration document describes a completed study or is based on other misunderstanding of the purpose of the Registry Website, the Registry Administrator will send an explanation of why the submission is not appropriate.
- 1.6. Upon receipt of a revised registration document, the Registry Administrator will forward a copy to the Registry Reviewer for review as described above. Review and revision will occur until the Registry Administrator and Registry Reviewer agree that a complete and acceptable registration document has been received.
- 1.7. After the registration document is complete and acceptable, and the experimenter has incorporated or declined any optional recommendations, the Registry Administrator will:
  - 1.7.1. assign the next sequential KPU Registry ID number to the study,
  - 1.7.2. rename the registration document to KPU\_Registry\_NNNN, where NNNN is the KPU registry ID number,
  - 1.7.3. add a line at the top of the registration document that gives the “KPU Registry ID number:” and “Date Submitted:” which is the date the experimenter sent the Registry Administrator the final version of the registration document that will be posted on the Registry Website,

- 1.7.4. create a PDF version of the registration document with the name KPU\_Registry\_NNNN.pdf and place it in the appropriate folder on the website,
- 1.7.5. add a row to the table of registered studies on the Registry Website and enter the information for the new study (study title, lead author, date submitted as described in Section 1.7.3, registration ID number, and the link to the PDF file).
- 1.8. The Registry Reviewer will review the posted information for the study to verify that it is correct, that the link works properly, and that the PDF file has the appropriate line added.
- 1.9. The Registry Reviewer will keep a copy of the emailed registration document that was reviewed and approved. This copy will be securely maintained in case verification is later needed that the posted registration matches the reviewed registration document.

## **2. Revision of a Previous Registration**

- 2.1. An experimenter who proposes to modify the registration information for a previously registered study will email a revised registration document to the Registry Administrator. As stated on the Registry Website, the required information includes a statement by the experimenter specifying the number of participants that have participated prior to the revision to the registration document.
- 2.2. The Registry Administrator will forward the revised document to the Registry Reviewer.
- 2.3. The Registry Administrator and Registry Reviewer will review and process the revised document as described above for an initial study registration.
- 2.4. When the final version of the revised registration document has been received, the Registry Administrator will prepare a PDF version of the registration document as described above for an initial study registration.
- 2.5. If the final version of the revised registration document is received before any data has been collected for the study, the revised registration document will replace the previous registration document in the table of registered studies on the Registry Website. The date the registration was submitted will be updated to the date the experimenter sent the final revised registration document that will be posted on the Registry Website.
- 2.6. If the final version of the revised registration document is received after some data has been collected for the study, the revised registration document will

be added to the Registry Website and the original registration document will also remain posted on the Registry Website. The row for the study in the table of registered studies will have the dates submitted and links for both the original and revised registration documents. The file names for the revised registration file will be KPU\_Registry\_NNNN\_X, where X is a sequential revision number (2, 3, etc.).

- 2.7. The Registry Reviewer will verify the posted information and link and retain a copy of the reviewed registration documents as described above for an initial study registration.

### **3. Modification of the Registry Website**

- 3.1. Any proposed changes to the Registry Website that would change the required or recommended study registration information or the description of the registration process will be made only after both the Registration Administrator and Registration Reviewer have reviewed and agreed to the changes.
- 3.2. Similarly, any proposed changes to this Standard Operating Procedures document will be made only after both the Registration Administrator and Registration Reviewer have reviewed and agreed to the changes.

## **Personnel**

As of November, 2012, the Registry Administrator is Caroline Watt at KPU in Scotland, UK and the Registry Reviewer is Jim Kennedy located in Colorado, USA.

## **Log of Changes**

01APR2013, Version 1.00. This Standard Operating Procedure was initially approved and implemented by the Registry Administrator and Registry Reviewer. The prior study registrations were also handled in accordance with these procedures.

31AUG2013, Version 1.01. Sections 1.7, 1.7.3, 1.7.5, 2.4, 2.5, and 2.6 were modified to clarify that the date submitted for a registration document is the date the experimenter sent the Registry Administrator the final version that will be posted. Also, section 2.6 was modified to give the file naming convention for revised registration documents. A minor clarification was also made in section 2.1.

14OCT2014, Version 1.02. Sections 1.3 and 1.5 were modified to reflect the changes to the instructions on the Registry Website that make information required for confirmatory hypotheses that was previously described as optional.

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