

SONA-SYSTEMS INFORMATION

For Faculty Principal Investigators (P.I.s)

Sona-Systems Account:

All P.I.s (faculty conducting their own research) will be given an account on the sona-systems website:
<https://daemen.sona-systems.com>

Logging In to Your Researcher Profile:

Username: Your research account username is the first part of your Daemen email address (which usually consists of your first initial and last name). For example, if a person's email address is jdoe@daemen.edu, the username would be jdoe.

Password: When your account is first created, you will be given a temporary password that will be emailed to you. When

Setting Up a New Study:

To set up a new study click the “Add New Study” option from the menu bar at the top of the screen on the main menu. This will prompt you to choose the type of study you wish to create. You have the option to choose “Paid” or “Credit” for each type of study. “Paid” refers to funded studies in which participants will be given monetary compensation for their participation. “Credit” refers to research credits that students are granted for course requirements or extra credit. Please note that if you choose a two-part study, students must sign up for both parts of the study when they sign up. In that case, it should be emphasized in the study description that students are not obligated to participate in the second part in order to earn credit for the first part, and that they may cancel the second part without penalty. If you do not want this option for a two-part study, you can create two separate standard studies and recruit eligible participants after they complete the first standard study. If you are choosing an online external study, this will link to an external website (such as surveymonkey or qualtrics).

After you choose which type of study you want to create, you will be asked to enter a number of details regarding the study.

Study Name: please give your study a short, but descriptive name

Brief Abstract and Detailed Description: These fields are both optional, but you should include at least one. This can include a brief description of the study (e.g., what the participants might read in their informed consent).

Eligibility Requirements: In this field you should list any qualifiers/disqualifiers. For example, if you are looking to research only females, you could write “females participants only”. Please note that these eligibility requirements are not monitored by the system, and you should verify that your participants meet these requirements upon arrival.

Duration and Credits: You may change the duration and credits to whatever corresponds to your study. However, students should earn 0.25 credits for each 15 min increment (or part thereof) of participation (e.g., 0.25 credits for 1-15 minutes, 0.5 credits for 16-30 minutes, etc.) In-person studies (as opposed to online

HSRRC Approval Codes and Expiration: Each study must list the approval code from the approved HSRRC protocol as well as the expiration date for the protocol. This will be monitored by the system administrator. In addition, you must click “yes” indicating that the protocol has been approved. Please note that if you want to set up your study details before you get HSRRC approval, then you must leave the study as “inactive” and “not approved”, set a temporary expiration date for about 1 month in the future, and put the word “waiting” in the approval code box. Once you get approval, you will need to send a request to the sona administrator to update your code and correct expiration. You will need to upload your approval letter with the code and expiration date

ID code, to protect their privacy. Participants are also notified of this when they start the survey. Once enabled, this setting cannot be changed after participants have taken the survey, as a matter of privacy protection.

Study URL: The URL (web address, usually starting with http://) for your study. This is only required for web-based studies administered outside the system.

Creating, Cancelling and Viewing Time Slots

before you post any sign up slots. If you need assistance creating an online study on the sona-system website, please schedule a sona training session with the system administrator. When students sign up for one of these studies, they will be taken immediately to the survey. Students have the option to withdraw from the survey at any time, by clicking the “Withdraw” button on the top right corner of the screen. If they withdraw, they have an option to withdraw without the chance to receive credit, or with the chance to receive credit. The difference is that if they withdraw without the chance to receive credit, then their sign-up is completely deleted from the system. This will allow them to participate in the study again at a la2 (t) 0.0.24 0 0 0.24 188.92 cm B

Other options for granting credits can be utilized by clicking on a specific time slot. Doing this allows you to award a greater or lesser amount of credit than the default credit for the given study. Additionally, this option will allow you to batch credit for students who are granted credit but did not officially sign up for the study through the sona-systems. For this option, you would enter the students' usernames into the field. Each username should be separated by a space.

To change the credit status for a given participant, simply go into the timeslots of the specific study and click on the specific time slot in which the given participant was scheduled. This will allow you to change their credit status. You can change the credit status from credit to either of the no-show options, from one no-show option to the other no-show option, or from either of the no-show options to credit.

No Shows:

If a participant shows up too late to participate or fails to show up for an experiment, it will be counted as an unexcused no-show unless the student has appropriate documentation. In cases of an emergency (i.e., illness, car accident, etc.), participants have been instructed to email or call the researcher. If the participant can provide documentation (i.e., a doctor's note, police report, etc.), they should be given an excused no-show. There is no penalty for a no-show; however, if the student acquires two unexcused no-shows (e.g., showing up too late to participate, not cancelling 24 hours in advance to cancel, or not providing appropriate documentation for a no-show), the student will be ineligible to sign up for additional experiments.

Guidelines for Assigning Credits & Absences (no-shows):

Researcher Error/Researcher Cancellation:

If for any reason a participant must be cancelled due to Researcher reasons, and it is less than 24 hours before the start of the experiment, the student must be awarded 0.5 credits

If a participant shows up, but does not wish to give his or her consent prior to participating, it cannot count as an absence, and the student should be awarded 0.25 credits for their time.

Participant Tardiness:

If a participant arrives late for their scheduled appointment, it is up to the Researcher whether or not they would like to count the session as an unexcused no-show or allow the student to participate. A researcher may count the session as an unexcused no-show, but offer to change it to an excused no-show if the student signs up for the experiment again. However, all the student has to do is show up for their new appointment in order for the no-show to be changed. After they show up, normal rules and procedures concerning consent and participation apply.

Emergency Participant Cancellation:

If a participant uses the emergency cancellation contact information to cancel an appointment within 24 hours of the scheduled time or the participant does not show up and subsequently contacts the researcher with an excuse, a no-show should be given. Whether the no-show is unexcused or excused depends on the student's reason for the late cancellation. A justifiable excuse such as a documented illness or car accident, etc. should constitute an excused no-show (for which the student should provide documentation). On the other hand, missing the bus or forgetting that they had a class at the same time are typically not excusable, and an unexcused no-show should be given. In these cases, Researchers may allow the participant to sign up again after which they will excuse

