

# SONA-SYSTEMS INFORMATION

## For Student Researchers

### Sona-Systems Account:

All

## **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 studies) may provide an additional 0.25 credits for travel time (e.g., 0.5 credits for 1-15 minutes, 0.75 credits for 16-30 minutes, etc.).

Preparation: In this field you can list what you want students to do before they come to participate. For example, you could write, “please do not eat for 2 hours before your scheduled appointment”.

Assigning Researchers and PIs: The PI should be the faculty member who is supervising the research. If the study is for a Senior Thesis project, then the PI should be listed as “P.I., Thesis”. If the study is an independent project under the supervision of a faculty member, the PI should be the faculty member’s name. Researchers will be any student that is associated with the research project (i.e., senior thesis students or research assistants working with a faculty member). There can be more than one Researcher attached to the project. All students who are involved in managing the sona website for the project should be included as a Researcher.

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

!"#\$%&'()\*+,-.,:;  
:  
:  
:

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**

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 later time. If they choose to withdraw with the option to receive credit, then their sign-up will be logged and the researcher will be notified of the withdrawal. The researcher should give credit based on how much of the experiment the participant completed (0.5 credits for 30 minutes or less of participation, 1 credit

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. Typical reasons may include: Researcher scheduling error, misinformation on the sona-systems website, miscommunications, Researcher lateness of more than 10 minutes, equipment failure, etc.

If a participant needs to be cancelled and it is more than 24 hours before the start of the experiment, no credit need be awarded and the student can sign up for the study again if they wish. The Researcher must cancel the session on the sona-systems site and email any affected participants. If no Researcher will be present at the originally scheduled time, a note should also be placed on the door to indicate the cancellation for those students who may not receive the notice in time.

If during the last week of running, a student needs to be cancelled (even if it is more than 24 hours before the start of the experiment or the experiment needs to be ended early), it would be in good form to award the student full credit. Opportunities to earn credits are very few at the end of the semester and a cancellation late in the game could put well-intended students at a disadvantage.

#### **Participant Withdraw/Non-consent:**

If a participant wishes to withdraw during the progress of a study, they must be compensated for the time that they spent participating (for in-person studies - 0.25 credits for each

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

example, if an hour-long appointment is scheduled for 1:00 p.m. and the student shows up at 1:10 p.m.