

Sona Systems for Participation in Psychological Research: Researcher/PI Information

How to set-up a study in Sona Systems:

Login to sona systems: <https://auburn.sona-systems.com> using your research user account.

Select "Add New Study" option from the top toolbar, and then select study type.

Add basic information (*required*)

1. Study name: Short name of study
2. Brief Description (e.g., take survey about online dating, make judgments about gambles, etc)
3. Detailed Description of study
4. Eligibility Requirements: Indicate if there are any restrictions.
5. Duration: The maximum amount of time (in 30 minute intervals) that your study will take to complete.
6. Credit Hours/Pay: indicate type and amount
7. Researcher: Select your name from the researcher list
 - a. Can select multiple researchers
8. PI: Select PI for study (every study needs a Researcher and PI)
 - a. Faculty supervisor
9. IRB Approval code and expiration date:
 - a. ***New protocols***: enter 00-000 for IRB code and estimate date for expiration (usually a year). The correct information will be entered once IRB approval is received by the system administrator.
10. Visible to Participants: Note your study will not be visible to participants until you make a request to the administrator.
 - a. A committee (Edwards, Franco-Watkins, Katz, & Weathers) has been assigned to make certain that all visible studies are approved by IRB prior to data collection. To make study visible, send email request (options on bottom of page after study is added to system). Additionally, **submit a copy of your IRB stamped consent letter/form** to committee (place in Franco-Watkins' mailbox) along with **Appendix B**. A committee member will review info. Approval will be granted in a timely manner.
11. Active Study: when you are ready to post timeslots, select your study and then select "change study information". Scroll down to "Active Study?" section and select YES. This will make your approved study visible to participants.

Note: The terms on Sona are confusing. The "Visible to participants" actually refers to the ADMIN approving the study for potential participants to view AND the "Active study?" part refers to RESEARCHERS allowing participants to see the study information and timeslots.

Sample: Advanced Study Information: Optional

NOTE: IRB asks for a screen shot to be included as Appendix B in all NEW IRB Protocols

Creating a screen shot of your study:

After you have added your study by clicking the add study button at the bottom of the page, you will see a screen with your study information. If all information is correct, press the “Print Screen” key on your keyboard. Open a word processing document, and paste the screen shot into the document. You can adjust the size of the print screen in your document. Save and print a copy.

Some FAQs for Researchers/PIs

How do I add timeslots for my study?

After adding a study, select "My Studies" from the top toolbar. Click on the study and then choose the Timeslots option. Click on the ADD A TIMESLOT option at the bottom of the page. You can also add MULTIPLE TIMESLOTS for consecutive times in one day.

How many credit hours can I assign for my study?

The department of Psychology has a policy that participants receive 0.5 hours of extra credit for every 30 minutes of participation. The maximum allowed is 10 hours. NOTE: You cannot assign 1 credit hour for a 15 minute study.

How do I create a two-part study?

You can select the two-part study option when you add a new study. You may specify the day and range for the second part of the study which ensures that participants sign-up for both sessions at the same time. Each part can have a different number of hours for credit.

How do I grant credit hours?

After the participant has completed your study/experiment, select "My Studies" from the top toolbar and select the appropriate study. Next to the participant's name, you can grant hours for participation or indicate if they did not show up (no-show).

How do I add credit for multiple students?

1. Select View/administer slots for your study
2. select modify for any past timeslot
 - a. edit the number of participants to reflect the number of batch credit participants you will add for that timeslot
3. Under the manual-signup section (last portion of the page)
 - a. Select BATCH CREDIT GRANT
 - b. Type in student user ids (auburn 7 letter id used in email) and provide comment (optional)

- i. You can copy user IDs from a excel or word document
- ii. Note: you can only batch credit 20 participants at one time
- c. Click “go to confirmation page”
- d. The default credit amount will be the one you selected for your study.

How do I request another type of account?

Contact the administrator (psysrch@auburn.edu) to request an account. Please specify the type of account (e.g., Researcher, Principal Investigator, or Instructor). Note: You can have more than one type of account, but you will have a unique user ID per account type.

How do I setup web-based questionnaires?

You can setup a web-based questionnaire in the system or provide a link to an external URL. Please contact the administrator for documentation on setting up a questionnaire in the system. You should setup the questionnaire with one timeslot containing the maximum number of participants as well as the last date and time that they can participate. NOTE: you will need IRB approval to post questionnaires online.

What is the difference between a PI and Researcher in the System?

PIs and Researchers can perform the same functions in the system. All studies must have a designated PI and researcher, however, the PI setup allow the principal investigator the ability to monitor their studies while allowing researchers the ability to run the studies.

Why do students less than 19 years old require parental consent to participate in research studies?

Alabama State Law requires students less than 19 years old to obtain parental consent prior to participating in research studies. Each study has its own parental consent form for minors. Therefore, students will need to contact researchers prior to participating in the study to obtain a parental consent form. Students under 19 years of should get their parent/guardian’s s signature prior to participating in the study.