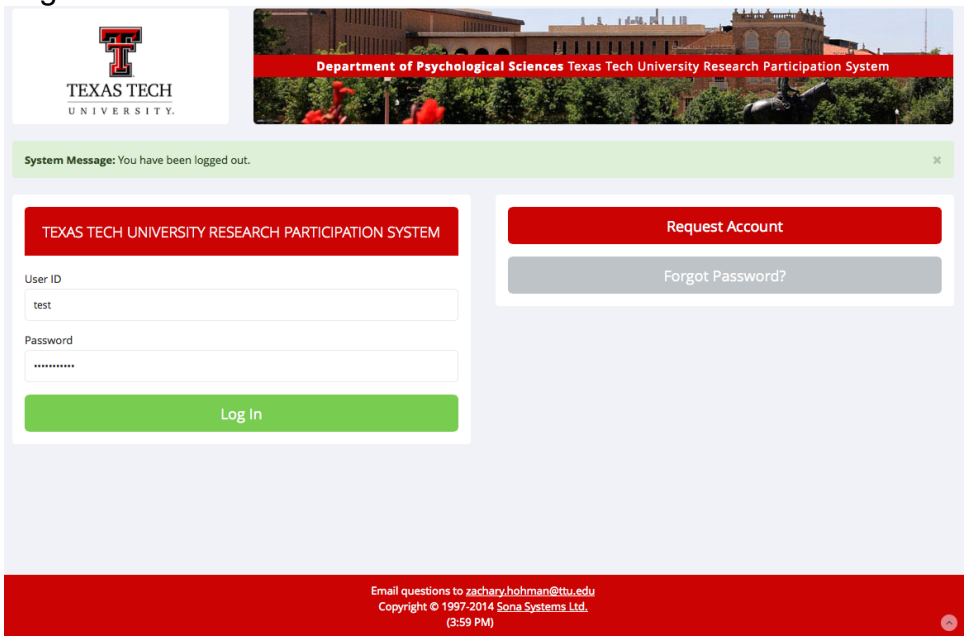
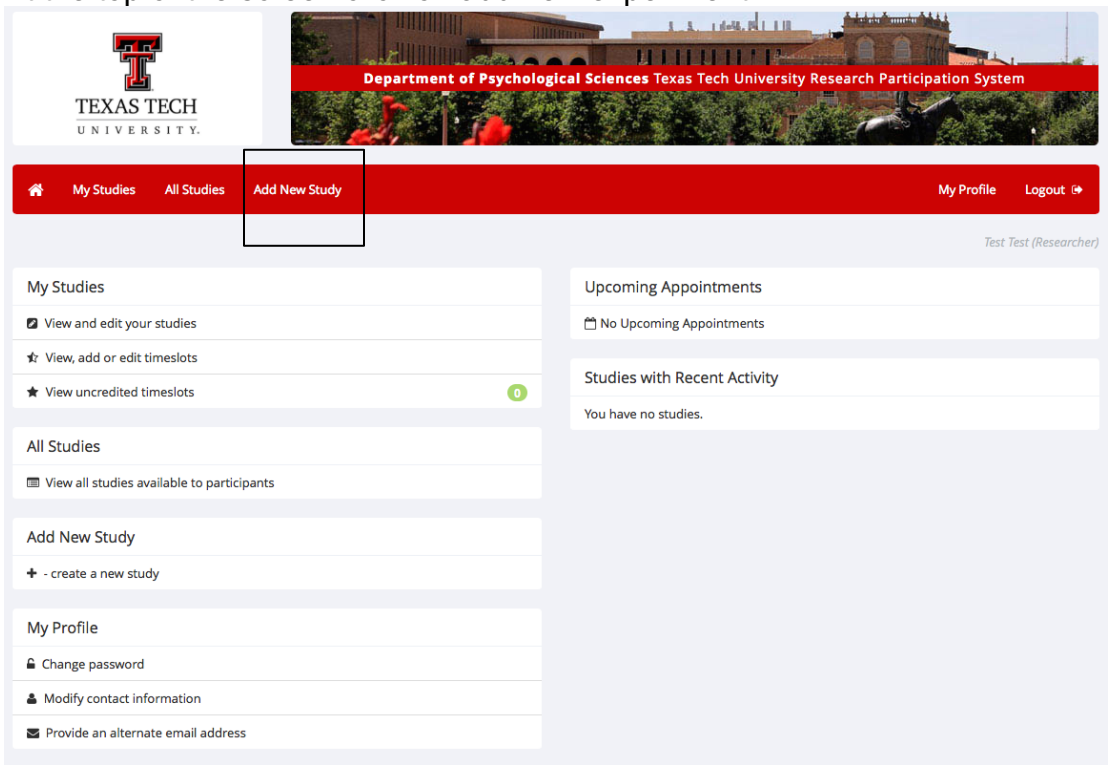
SONA INSTRUCTIONS

Instructions for creating an in-person study:

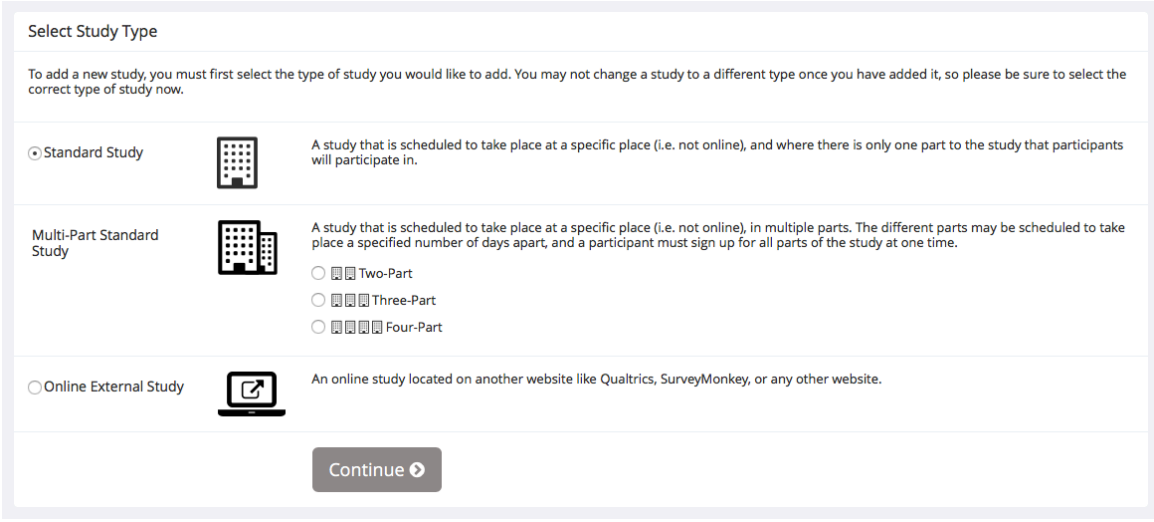
1. Log in:



2. At the top of the screen click on add new experiment



3. Choose the standard study option and click the continue box at the bottom



4.

a) Provide the IRB name for the study in Study Name box. This will be replaced with a generic name and number once approved.

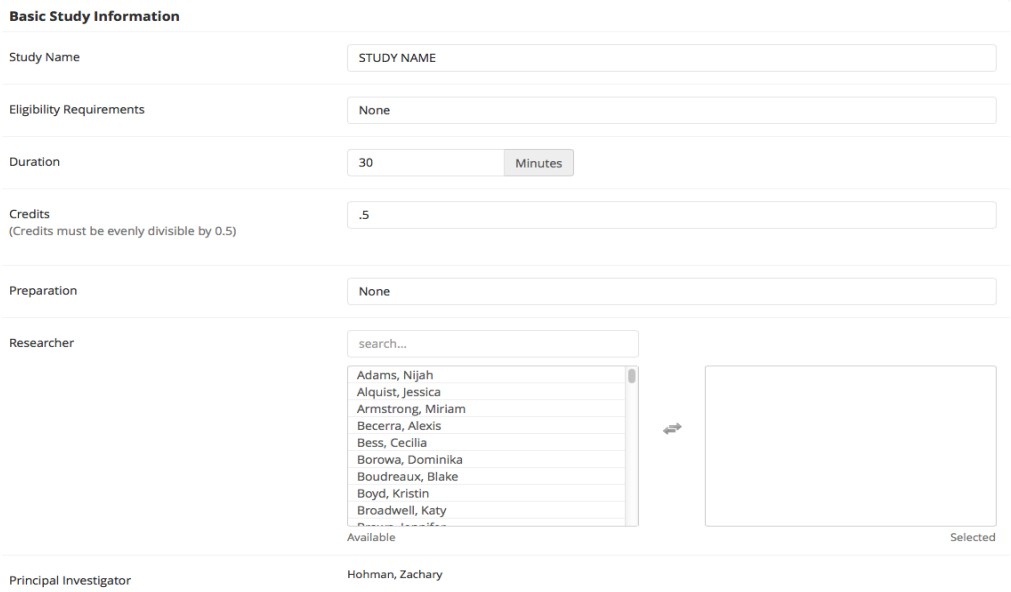
b) Provide any eligibility requirements for the study (if any) in the appropriate box.

c) Make sure that the duration and credits of the study are correct (.5 credits for each 30 minutes of participation).

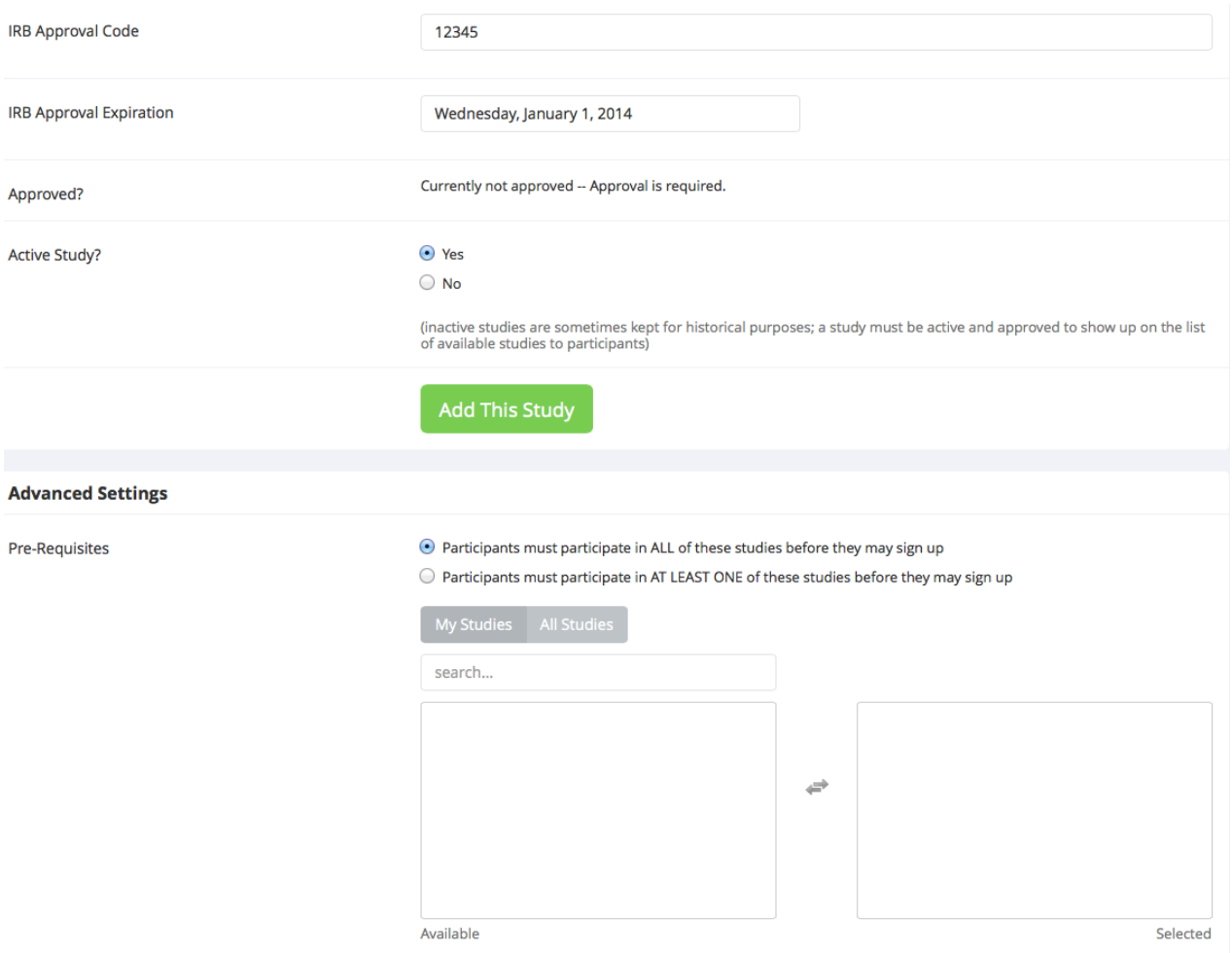
d) Provide any preparation necessary for the study (if any).

e) Select the researchers who will be administering timeslots and granting credit for participation, more than one researcher can be selected.

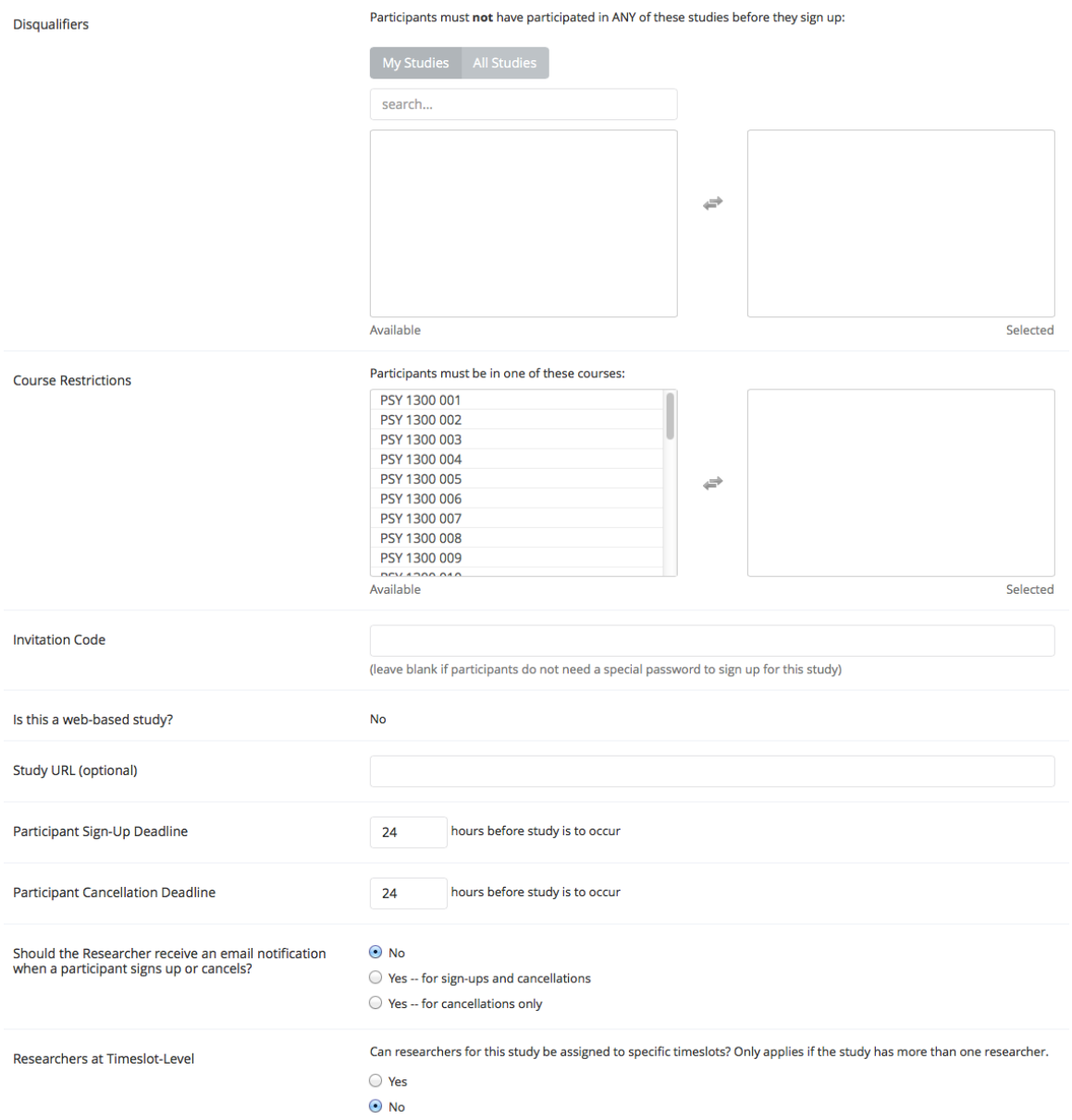
f) Choose the principal investigator (psychology faculty member) – same as the principal investigator on the IRB application.



5. You must provide the IRB approval code (found on your IRB approval form emailed to you from the IRB office) and the IRB approval expiration date (found on your informed consent form – if your study is exempt then please select one year after the date that the IRB was email to you – e.g., if the IRB approval was emailed to you on August 29, 2014 the expiration date would be August 29, 2015). Next select Yes to make the study active (NOTE: this will make the study active though it will not appear as a study to participants until it is approved and there are active timeslots). Finally if there are any pre-requisites please list them in the correct box.

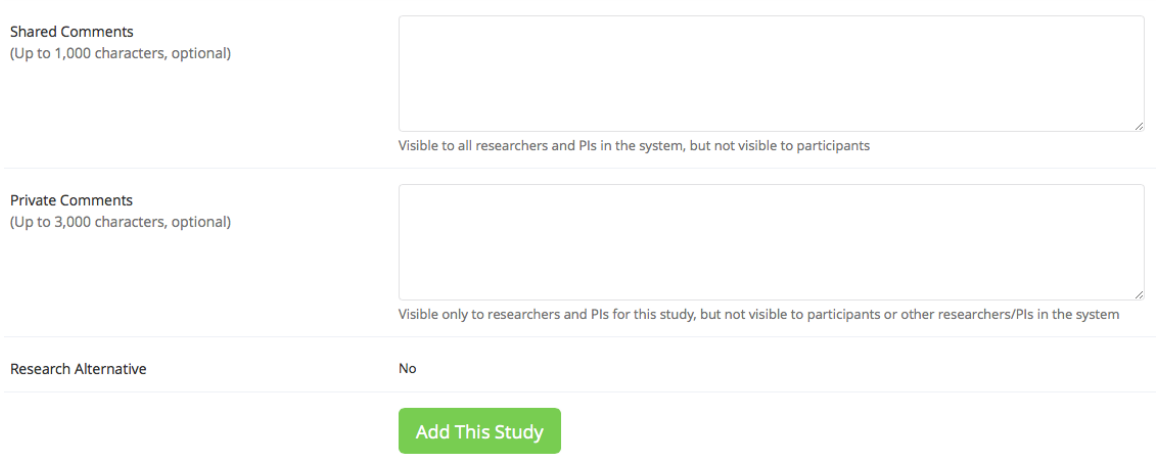


6. List any disqualifiers should there be any for the study. You can also select any course restrictions. If you have an invitation code you can provide it here, this restricts participants from signing up for your study unless they have the code. For Participant Sign-up deadline and Cancelation Deadline please set the minimum amount of time before a timeslot is to occur that a participant can sign up and the minimum amount of time before a timeslot that a participant can cancel their participation before receiving an Unexcused No-Show. Next, set if you want to be emailed when a person signs up for a timeslot. Finally, if there are multiple-researchers select Yes for Researchers at Timeslot-Level so that the researchers can put in their own timeslots.



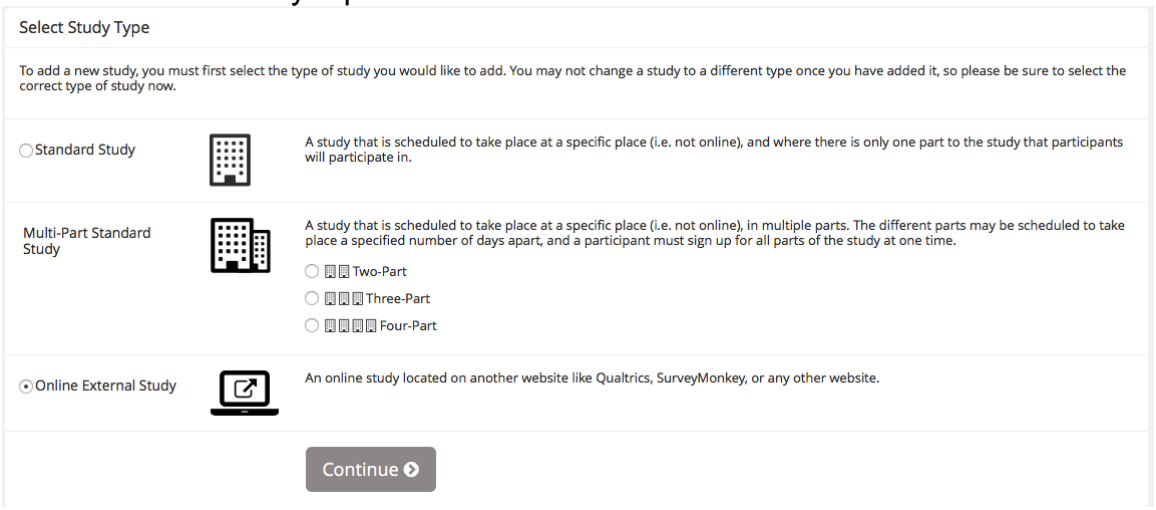
7. You can provide comments in the boxes. These are not shared with the participants and can be helpful if you have multiple studies on SONA to know

which one it is, or if there are multiple researchers so that they know which study this is. Finally, click on “Add This Study” and you are done. After this you will need to email the IRB approval form (emailed to you from the IRB) to Zachary Hohman (Zachary.hohman@ttu.edu).



To Create a Study hosted by Qualtrics on SONA

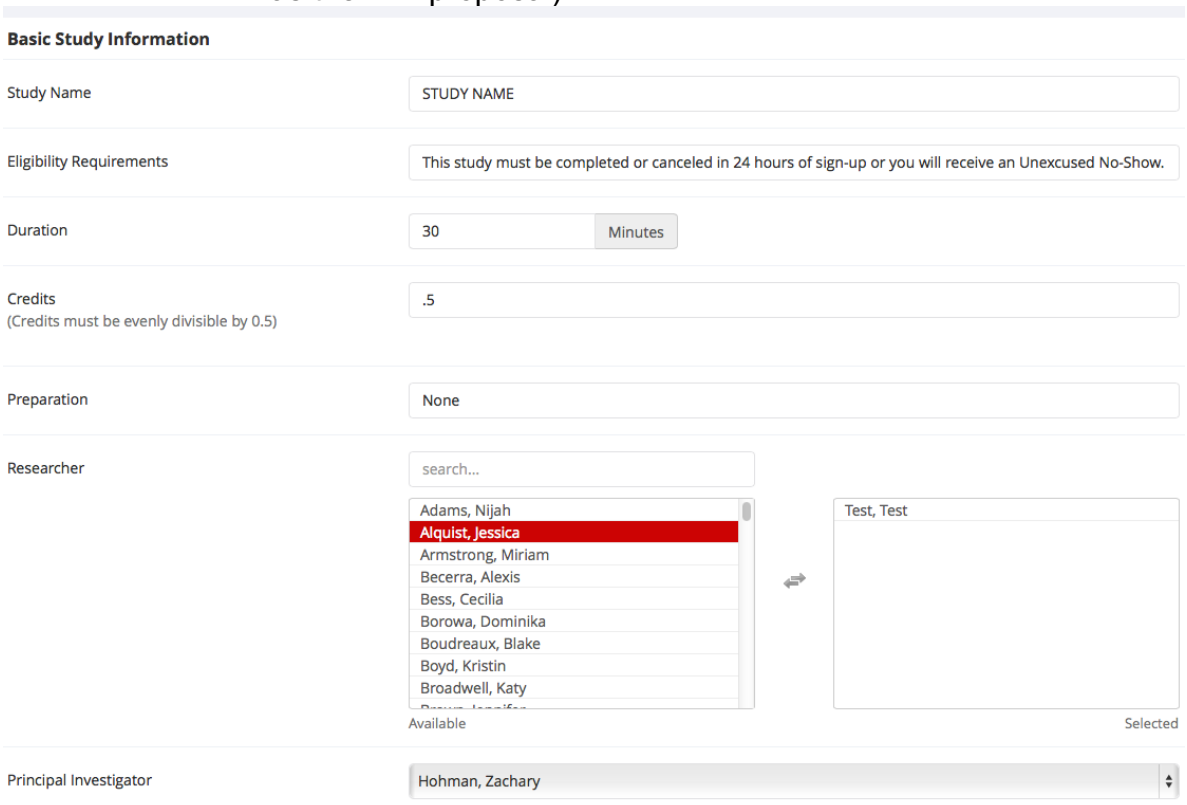
1. After clicking on “Add New Study” on the home page select the “Online External Study” option and then click continue.



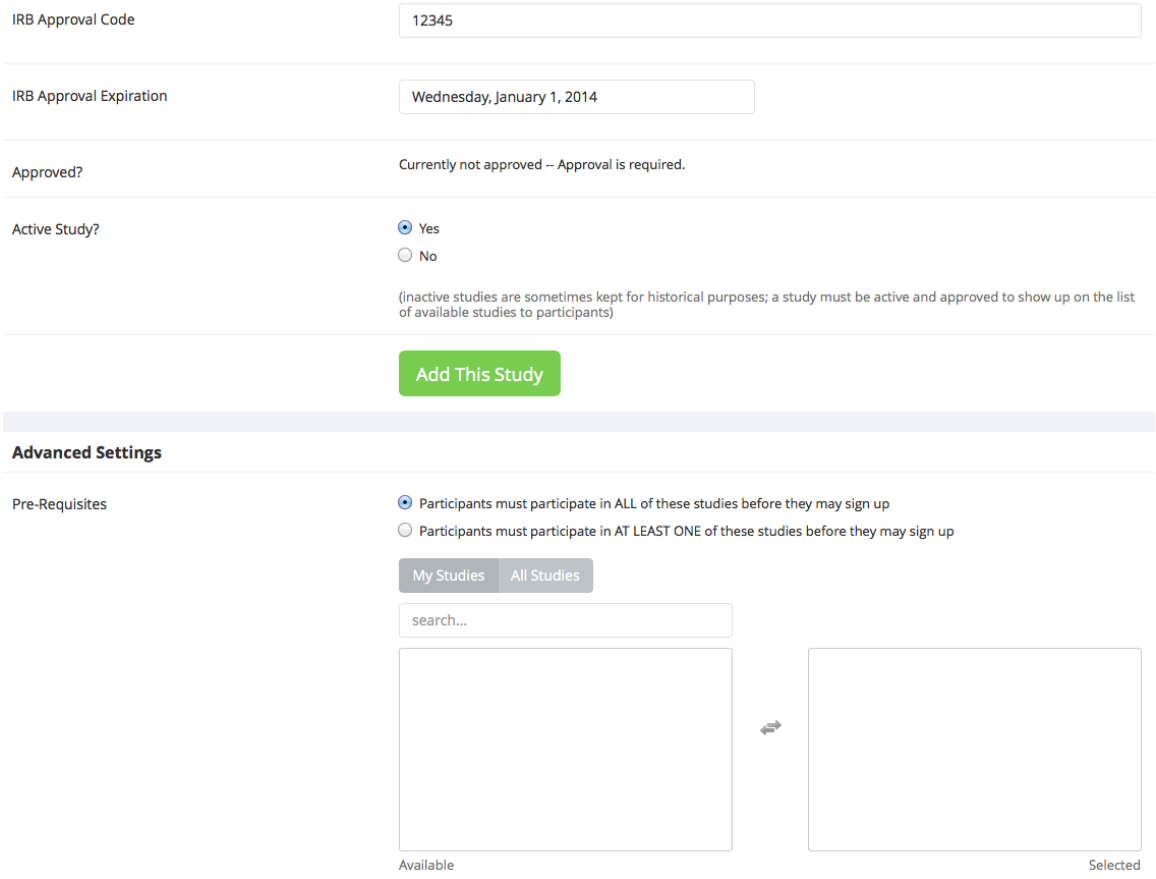
2. Next do the following:
    a) Provide the IRB study name in study name.
    b) In the Eligibility Requirements provide the following:

“This study must be completed or canceled in 24 hours of sign-up or you will receive an Unexcused No-Show.”

    c) Next set the duration and credits so that they are correct (.5 credits per 30 minutes).
    d) Next select the preparation (if any), researchers, and PI (same PI as the IRB proposal).



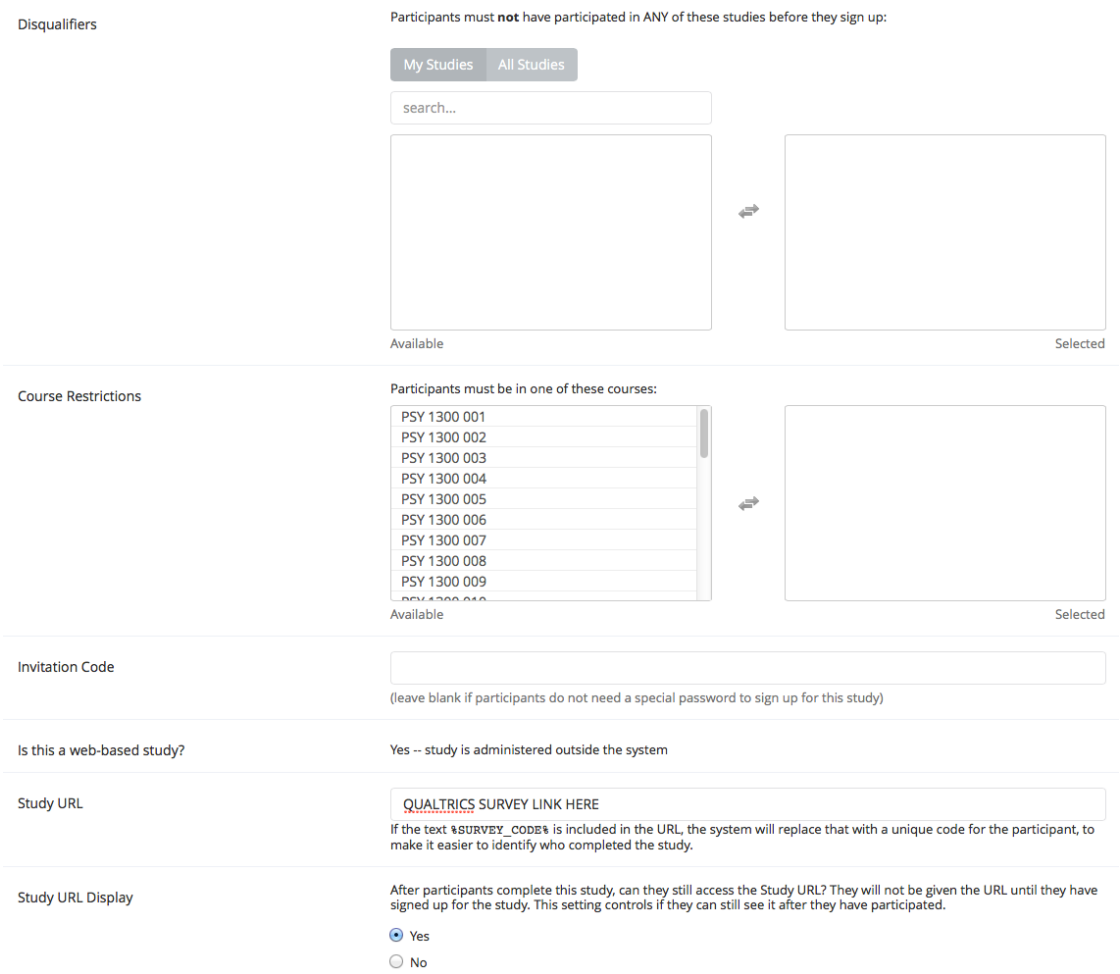
3. You must provide the IRB approval code (found on your IRB approval form emailed to you from the IRB office) and the IRB approval expiration date (found on your informed consent form – if your study is exempt then please select one year after the date that the IRB was email to you – e.g., if the IRB approval was emailed to you on August 29, 2014 the expiration date would be August 29, 2015). Next select Yes to make the study active (NOTE: this will make the study active though it will not appear as a study to participants until it is approved and there are active timeslots). Finally if there are any pre-requisites please list them in the correct box.



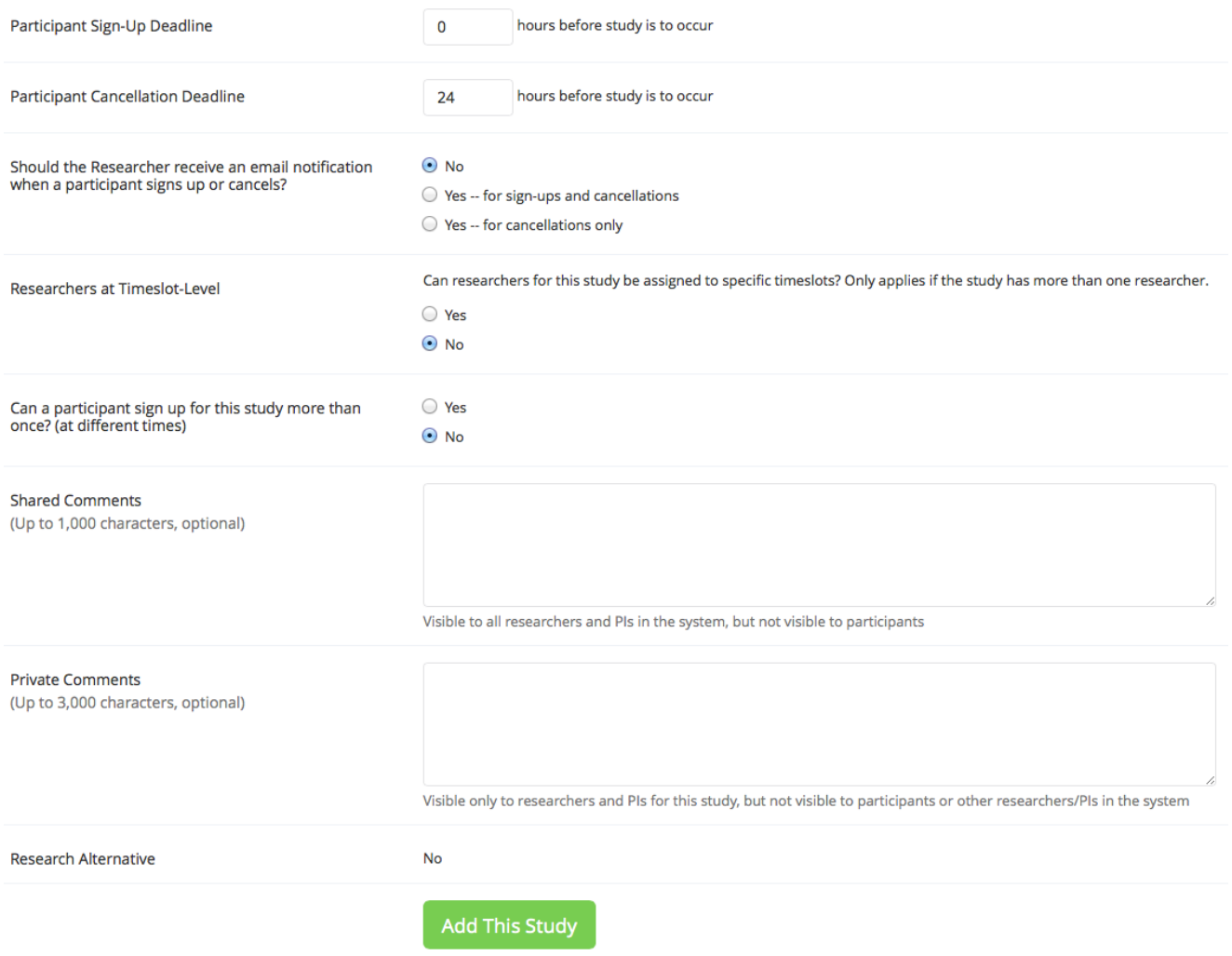
4. List any disqualifiers should there be any for the study. You can also select any course restrictions. If you have an invitation code you can provide it here, this restricts participants from signing up for your study unless they have the code.

   Next for the Study URL provide the Qualtrics link for your study (found on the Qualtrics website).

   *******ALL ONLINE STUDIES THAT USE QUALTRICS MUST LINK QUALTRICS AND SONA. PLEASE REFER TO THE DOCUMENT ON LINKING THE TWO.********

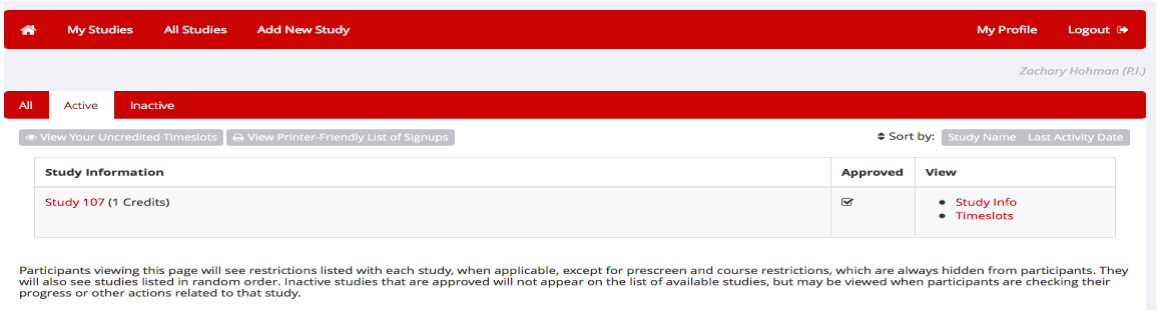


5. For Participant Sign-up deadline put 0 and for Cancelation Deadline please put 24. This means that participants can sign up for your study assuming there are slots up until the end of your online study date (usually the last day of class that semester). Next, set if you want to be emailed when a person signs up for a timeslot. If there are multiple-researchers select Yes for Researchers at Timeslot-Level so that the researchers can put in their own timeslots. You can provide comments in the boxes. These are not shared with the participants and can be helpful if you have multiple studies on SONA to know which one it is, or if there are multiple researchers so that they know which study this is. Finally, click on “Add This Study” and you are done. After this you will need to email the IRB approval form (emailed to you from the IRB) to Zachary Hohman (Zachary.hohman@ttu.edu).

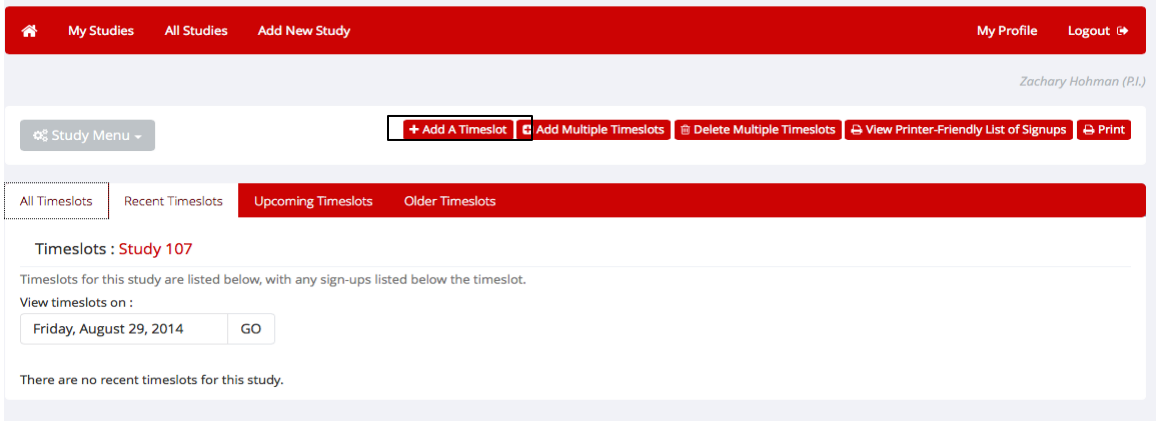


Creating a Timeslot in SONA for an in-person study

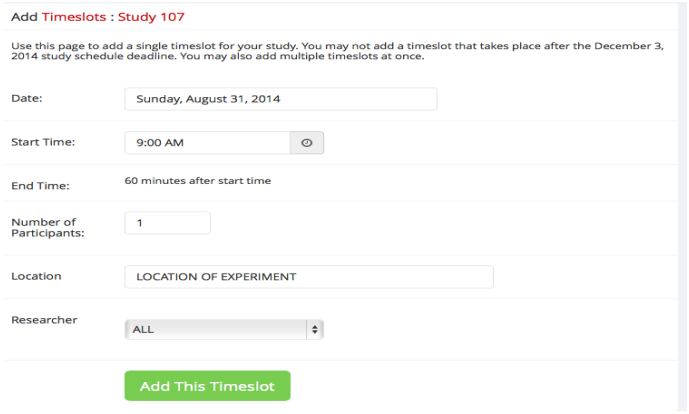
1. From the homepage in SONA click on “My Studies”
    a) Find the study in which you would like to create a timeslot.
    b) Click on “Timeslots” for that study.



2. To add a timeslot click on “+ Add A Timeslot”.

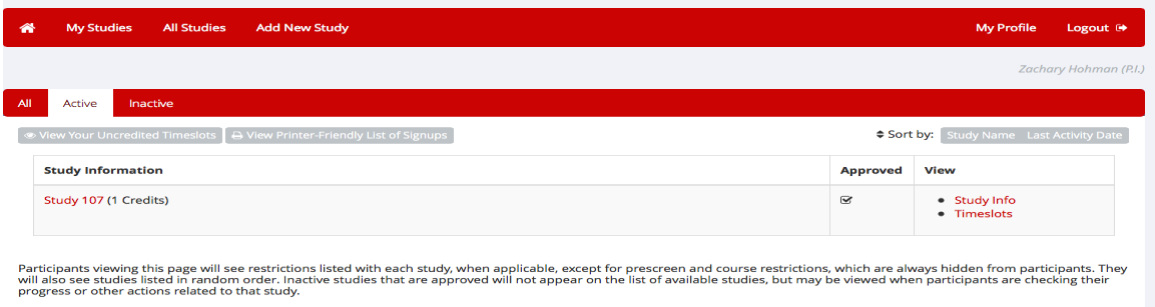


3. Choose the date in which you want the timeslot, choose the start time, how many participants you want to be able to sign up for this timeslot, the location of the experiment (typically say Psychology Building Room 123 for example), select the researcher who will administer this timeslot/grant credit for participating, and then select “Add This Timeslot”.

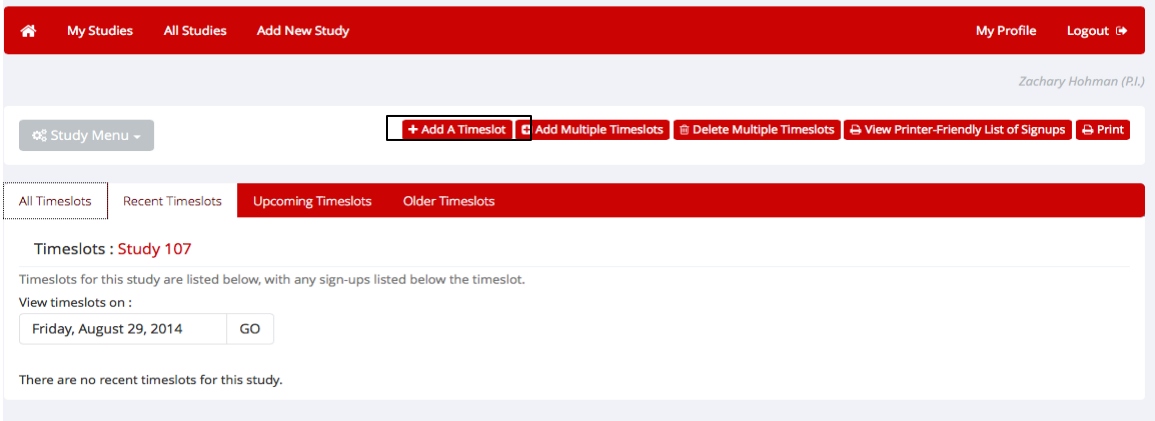


Creating a Timeslot in SONA for an online study

4. From the homepage in SONA click on “My Studies”
    c) Find the study in which you would like to create a timeslot.
    d) Click on “Timeslots” for that study.



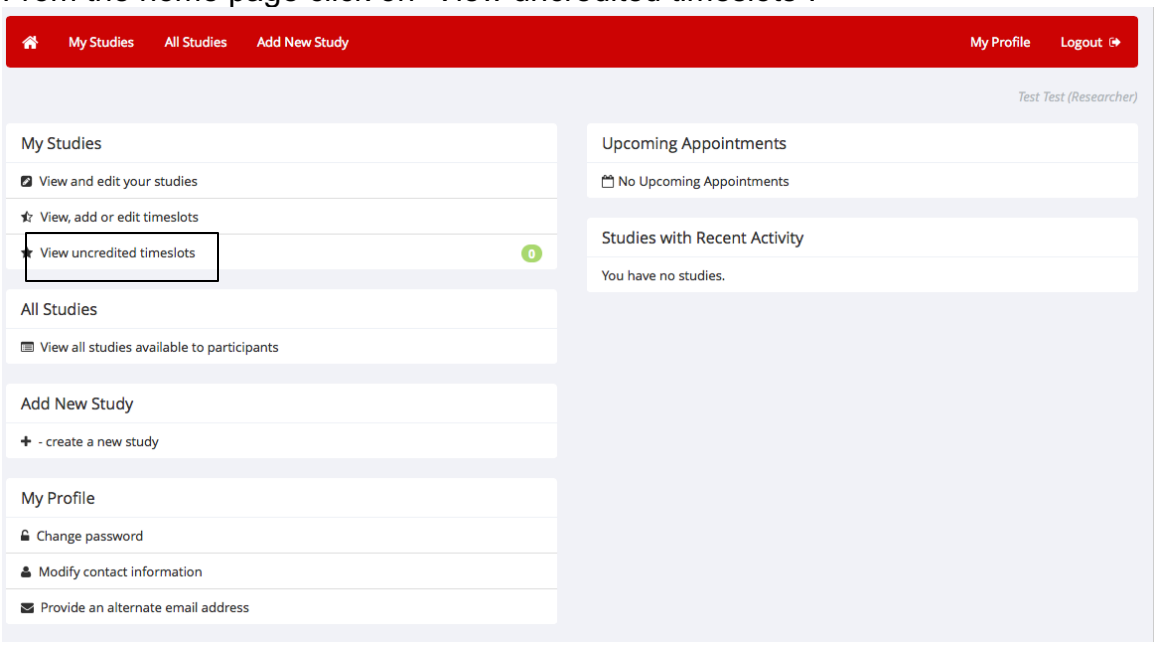
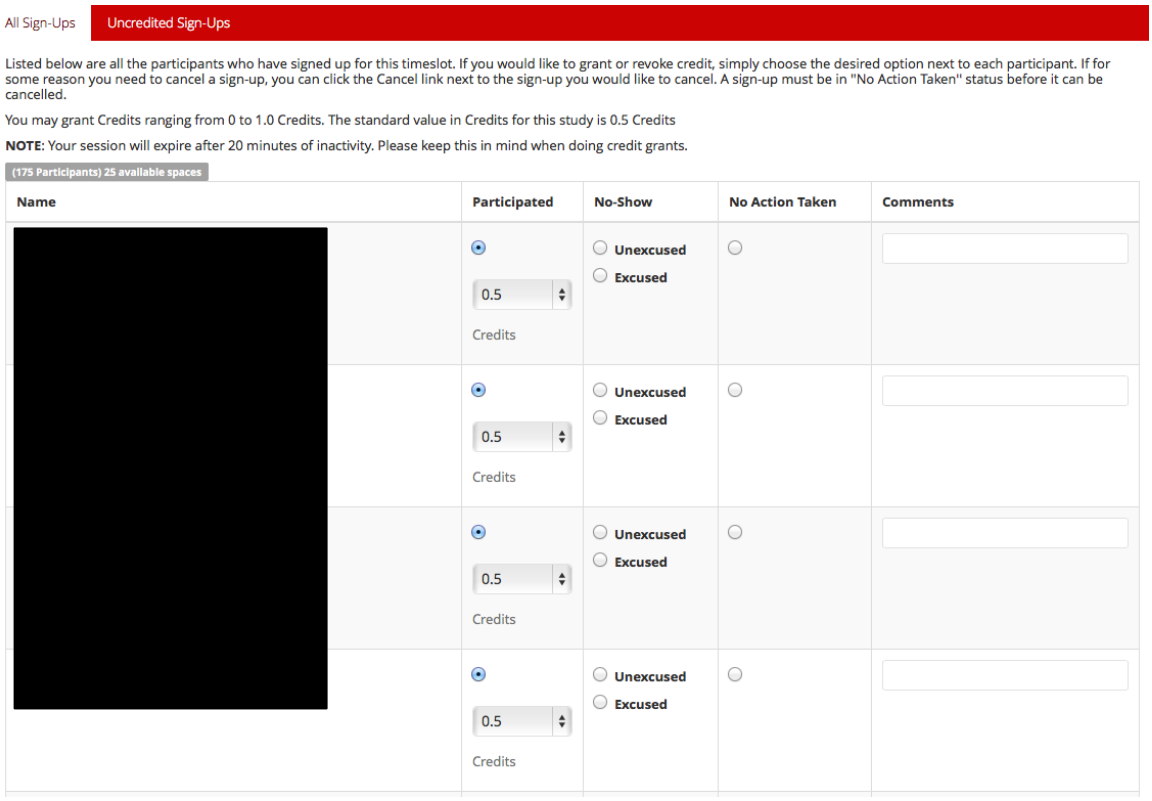
5. To add a timeslot click on “+ Add A Timeslot”.



6. Choose the date in which you want the timeslot (this is typically the end of the semester), choose the start time (this should be midnight), how many participants you want to be able to sign up (this should match the sample size desired from your IRB proposal), and then select “Add This Timeslot”.

How to Assign Credit/Excused/Unexcused No-Shows in SONA

1. From the home page click on “View uncredited timeslots”.



2. Find your study and participants in which you want to provide credit/give an excused or unexcused no-show, then choose the correct option and hit save.