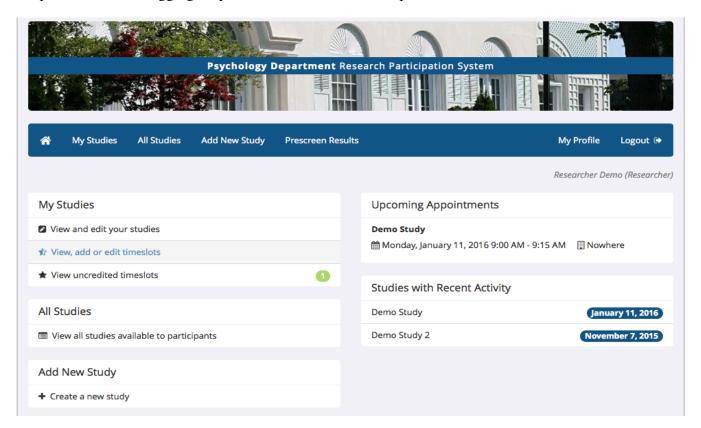# SONA-SYSTEMS INFORMATION

For Student Researchers

Sona-Systems Account:

All researchers (thesis students and student research assistants) 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 and last name). For example, if a person's email address is firstname.lastname@daemen.edu, the username would be firstname.lastname. If you are a student, this is the same account you may have used to participate in studies. However, when you login, instead of selecting "Participant", you will select "Researcher" to conduct any researcher duties.

Password: Your password is your 7-digit Daemen student ID number. If you have participated in studies during a previous semester and already have an account, your password will still be your 7-digit Daemen student ID number. If you have previously changed your password, your password will revert back to your 7-digit Daemen student ID number after the beginning of each new semester as your account is updated in the system. This usually occurs after the first month of the semester, and students will be emailed their username and password. After logging in, you will see the main menu pictured below:

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 not 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 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 to the email when you request the change. If you want to avoid this, wait to set up your study until you have received HSRRC approval. Then, you can simply enter the correct code and expiration when you first set up the study.

Activate Study: Click "yes" so that participants may sign up for the study. An inactive study will prevent the study from being visible to students.

Advanced Settings (described below): Please schedule a sona-systems training session with the system administrator if you would like to utilize these options but are unfamiliar with them.

Pre-Requisites: This allows you to choose studies a participant must participate in before participating in your study (e.g., you are listing the second study of a two-part study and you want to make sure all participants have completed the first study). You may select multiple studies, and may specify that participants must have participated in all of the studies you specify, or at least one of the studies specified. If there is a long list of studies for this setting, an Enlarge List button will appear. You can click this to make the list of studies larger and thus easier to click on.

Disqualifiers: This allows you to choose studies a participant must not have participated in (e.g., your study is extremely similar to another person's study and you want to decrease any error associated with their participation in that study). You may select multiple studies. The system will handle enforcements of the restriction, during the sign-up process. If there is a long list of studies for this setting, an Enlarge List button will appear. You can click this to make the list of studies larger and thus easier to click on.

Course Restrictions: This allows you to choose if you would only like participants enrolled in certain courses to participate in your study (e.g., you are running a social psychology experiment, so you do not want any participants currently enrolled in social psychology; this would need to be specified and approved in your HSRRC protocol). If there is a long list of courses for this setting, an Enlarge List button will appear. You can click this to make the list of studies larger and thus easier to click on. Participants who are not any of the courses you selected will not see the study when they go to view the list of available studies. If you would like to make the study available to participants in all courses, simply do not change this option.

Invitation Code: This allows you to require a special sign-up password for your study (e.g., you have conducted prescreening for your study and you want to send email invitations to sign up for your study to only those eligible). Participants must know the invitation code to sign up for this study. Invitation codes are not case sensitive.

Participant Sign Up Deadline: This is generally set to 24 hours indicating that students must sign up for the study 24 hours in advance, but this value could be set for less time if desired.

For Web-Based Studies Only:

Should survey participants be identified only by a random, unique ID code: This only applies to web-based studies administered by the system. If set to Yes, participants are only identified by a unique system-assigned 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:

To create a new timeslot, click on the "View, add, or edit timeslots" like from the main menu. This will bring you to a page that lists your "Active" studies. You may change the view to "All" studies or "Inactive" studies if you wish. There are two ways you can add times slots. You can click on the study name and then click on "View/Administer Time Slots" from the study menu, or you can simply click on "Timeslots" next to the study for which you want to add slots. The default time slot is set to whatever time period you indicated when you initially set up the study. For example, if when setting up the study, you indicated that it is a 30-minute study, the default time slot will be 30 minutes. Be sure to include a location when you create your time slots for the first time with a new study!

If you would like to add multiple timeslots at once, choose the "Add Multiple Timeslots" option. You may choose to add a specified number of timeslots, or copy the timeslots from another week to a specified week. If you choose to create a specified number of timeslots, you can choose the number of timeslots you would like to add, the start time and date, and the amount of time between each timeslot (to allow for breaks). If you choose to copy, the system will copy the time, location, and number of participants for the specified week to the desired week, for each day of that week (starting with Monday).

To manually sign a specific participant up for a timeslot, you should create a timeslot according to the procedures detailed above. Then, once the timeslot is created, click on the specific time slot. You will see a "Manual Sign-Up" option in which you can enter the participant's email or last name for which you wish to sign up. Also, a manual sign-up overrides any restrictions you have placed on the study (e.g. pre-requisites), though you will be warned if you are overriding any restrictions. You may not sign up a participant for the same timeslot that they are already signed up for. You are allowed to sign them up for a study even if they are already signed up for a different timeslot for that same study, though you will receive a warning in this case.

To view time slots for your studies, simply click on the "My Studies" option on the menu bar of the main menu screen. From there you can click on the "View Printer-Friendly List of Signups". Once on the timeslot menu, you will be able to see any active time slots, including how many of them are open and how many of them have participants who have signed up.

If you would like to delete a timeslot, you will see a "Delete" option if the timeslot has no participants signed up for it. If you would like to delete the timeslot, click the Delete button, and you will see a confirmation page. You may not delete a timeslot that has participants signed up for it. If you need to cancel a specific participant signed up for a timeslot, you must do so manually. To cancel a sign-up, find the desired timeslot and participant/s, and click "Cancel" next to their name/s. The participant/s will be sent an email about the cancellation.

Online Studies:

Some studies may be online survey studies that are administered in the system or on an external website. With either option, you will need to create the study questions (within the sona-system or external website) 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 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 for 31-60 minutes of participation, and an additional 0.5 credits for each half hour or part thereof beyond 60 minutes of participation). The participant will not have the opportunity to participate in the study again with this option. With either withdrawal option, all the survey responses provided are permanently deleted at the time of withdraw.

Assigning Credits:

After a participant signs up for a timeslot, you will be given the option to grant credit (or payment), give an unexcused no-show, or an excused no-show. You can do this individually for each participant, or you can click the "Mark all 'Grant Credit' option if every participant showed up for the study and is to be granted credits.

To grant credits (or no-shows), click on the "View uncredited time slots" from the main menu screen.

Uncredited Timeslots

Listed below are all uncredited timeslots for your studies. The list includes all uncredited timeslots, including those in the future.

You may click on the study name to view more information about the study, or click on the date to go to that specific timeslot. If you would like to do a simple credit grant or no-show (no Credits value variations, no special comments), you may do so below by checking the appropriate checkbox next to each signup for which you would like to grant credit. For other options, like including comments, click on the timeslot date to go directly to the timeslot.

If you would like to sort the list below by study name or date, click on the word Study or Date below.

Past And Online	All

Sort by: Study Name | Timeslot Date

Study	Researcher	Date	Participant	Action?
Demo Study	ALL	November 9, 2015 9:00 AM - 9:15 AM	Student1 Demo	⦿ No Action Taken ◯ Grant Credit ◯ Unexcused No-Show ◯ Excused No-Show
Demo Study	ALL	January 11, 2016 9:00 AM - 9:15 AM	Student2 Demo	⦿ No Action Taken ◯ Grant Credit ◯ Unexcused No-Show ◯ Excused No-Show
Total number of uncredited timeslots: 2				◯ Mark all 'Grant Credit'

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. 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 15 min increment (or part thereof) of participation with 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.), for online studies this is difficult to track, so participants should receive full credit regardless of participation time).

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 the no-show. However, all the student has to do is show up in order for the no-show to be excused. After they show up, normal rules and procedures concerning consent and participation apply. If they do not show up again, additional unexcused no-shows may be given.

Experiment Session Does Not Take The Full Time Scheduled:

If the entire duration of the posted experiment is not reached during participation, full credit must still be given to the participant. In other words, if a participant completes the experiment, but finishes early for any reason (e.g., the participant, within their rights, chooses to skip questions or does not give the experiment complete attention, the experiment does not take as long as the Researcher had originally anticipated, or the participant naturally works more quickly) he or she must be given full credit for the session. For example, if an experiment was advertised as a 1-hour experiment, but the student completes it in only 45 minutes, he or she must still be given the full credit.

An exception to this would be an experiment that is designed to vary in length based on condition or participant qualifications, etc. In this case, the experiment should be posted for the longer of the possible durations, but it must be clearly stated in the experiment description that the experiment duration and amount of credit may vary.

Experiment Session Takes Longer Than Scheduled:

If the experiment session takes longer than the scheduled time period, participants must be compensated accordingly (for in-person studies - 0.25 credits for each 15 min increment (or part thereof) of participation with 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.), for online studies this is difficult to track, so participants should receive full credit regardless of participation time). For example, if an in-person experiment is scheduled to end at 1:00 p.m., but the participant finishes at 1:10 p.m., he or she must be given an additional 0.25 credits. However, this should be avoided whenever possible to prevent students from being late to any other commitments.

An exception to this would be if the student shows up late to the appointment. In this case, it would be okay for the experiment to run past the original appointment for the amount time that the student was late. For

example, if an hour-long appointment is scheduled for 1:00 p.m. and the student shows up at 1:10 p.m., it is okay for the appointment to take the full hour and finish at 2:10 p.m. However, if the experiment exceeds the originally scheduled hour, the student must be compensated as described above.

If a given study is consistently taking longer than originally planned, the posted study details should be changed to account for the new expected duration of the experiment, and credits should be adjusted accordingly.

<u>Additional Information:</u>

The deadline for student participants to complete course credits for experiment participation is the last day of classes (not including finals week). Specifically, experiments must be completed no later than 11:59 p.m. on the last day of classes. Therefore, you should not schedule studies for course credit past this date.

<u>Questions or comments:</u>

Please contact the sona-systems site administrator (sona.admin@daemen.edu).