SONA-SYSTEMS INFORMATION

For Psychology Research Participation Credit

Sona-Systems Account for Research Participation Credit:

All students enrolled in a psychology course within a given semester will be given an account on the sona-systems website: https://daemen.sona-systems.com to sign up for experiments for which you can earn research credits to apply to your psychology courses (for required research credit or for extra credit). These credits are designed to give students an experiential learning opportunity and a more applied understanding of the relationship between psychological concepts and theories, and scientific research.

These research credits can be used for the following (additional specifics provided in course syllabi):
1. PSY 103 Students who would like to use research study participation to fulfill their research experience requirement
2. Students enrolled in any psychology course who would like to earn up to 2 points of extra credit by participating in research studies

Studies of varying time increments (e.g., 30 minutes, 1 hour, etc.) will be offered. Credit will correspond to the study participation time, such that students will 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.). The time duration and the credit amount will be displayed in the details for each study. Available studies and timeslots may change, so it is important to check the website regularly for new studies and to sign up right away if interested because most studies only run for about 2 weeks.

Logging In to Your Account:

The login page can be found at https://daemen.sona-systems.com. You will receive an email confirmation when your account has been activated. Accounts are usually created a few weeks after the add/drop period has ended within a given semester.

Username: Your username is the first part of your Daemen email address. This 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
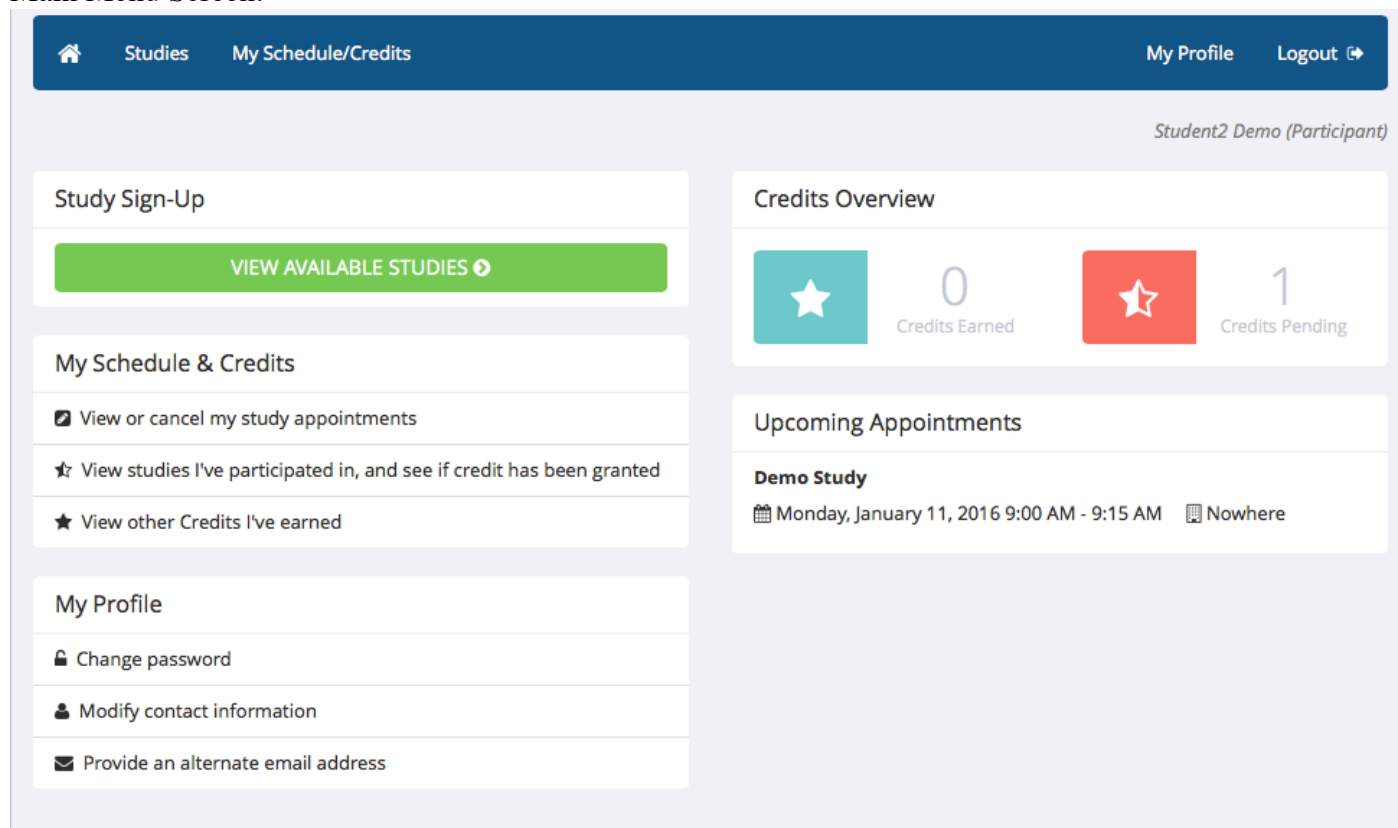
Password: Your password is your 7-digit Daemen student ID number. If you have participated in studies during a previous semester and already have an account, your password will still be your 7-digit Daemen student ID number. If you have previously changed your password, your password will revert back to your 7-digit Daemen student ID number after the beginning of each new semester as your account is updated in the system. Students will be emailed their username and password when this occurs.

After logging in, you will see the main menu (pictured below). When you log in, it is very important that you double check the psychology course(s) you are enrolled in – see "Choosing Your Courses" below). From the main menu, you can do a number of things, such as sign up for available studies, view credits you have earned, check your appointments schedule, cancel study appointments, and change your profile information.

Updating Your Profile:

From the main page, you can update your profile by clicking the "My Profile" link on the menu bar at the top of the page. This will allow you to change your password and include an alternative email address. It is important that the system has your preferred email address, as you will be emailed when you have received credit for a study and to confirm that you have signed up for a study. If you provide an alternate email address (e.g., a Gmail or Yahoo account), this is the address where any notifications will be sent, and this is also the address that will be displayed to researchers. If you do not supply an alternate email address, the system will automatically use your Daemen email.

Main Menu Screen:

Choosing Your Courses:

When you first login, double check the "My Profile" link (see image below) to make sure any and all psychology courses in which you are enrolled are indicated on your profile. If the correct courses are not on your profile, any credits you earn will not be sent to your instructor(s) and you will not receive the extra credit associated with them. Please look at the list carefully, paying attention to course number, section, days, and times of the class to make sure the correct course(s) is on your profile. *Additionally, if you are in more than one psychology course, you MUST allocate your credits to the class(es) of your choosing.* If you do not do this, your earned credits will not be sent to your instructor and you will not receive the extra credit associated with them. You can reallocate your credits to your different psych courses however you see fit throughout the semester. However, any changes/reallocations must be made by the last day of classes (not including finals week). *If you are only in one psychology course, there is nothing you need to do after earning credits as they will automatically be allocated to the course in which you are enrolled.*

Viewing, Signing Up and Cancelling Studies:

Although there may be a few studies available near the beginning of the semester, most studies will become available around mid-semester. To view a list of available studies, click on the "Studies" link on the menu bar at the top of the screen on the main page. You will see a list of studies with available time slots. A brief description of each study will be listed, as well as any special eligibility requirements that may restrict your eligibility to participate in the study. For example, if a study is researching people who are right-handed, please don't sign up for the study if you are left-handed. Also, some studies my list special preparation instructions. For example, if a study description asks that you don't wear glasses, please make sure that you wear your contacts that day so that you are able to participate and earn full credit.

Studies that currently have available participation times (timeslots) will have "Timeslots Available" listed next to the name of the study. If no studies are visible, that means that no studies currently have available timeslots; you may want to login to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date.

To view more information about a study, click on the name of the study. You will see the contact information for the study if you have any questions. Also, you will see a short description of the study and a list of any special restrictions or eligibility requirements. If you sign up for the study and you do not meet the eligibility requirements, you will likely be asked to leave the study and will not receive full credit. Once you have determined you meet all the requirements, click on "View Timeslots for This Study" and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click "Sign Up". After you click "Sign Up", you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation as well. You are now signed up for the study.

If you need to cancel a timeslot you have signed up for, choose the "My Schedule/Credits" option on the menu bar at the top of the screen on the main page. You will see listed all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you are allowed to cancel will have a "Cancel" button next to them. *The system will not give you the option to cancel less than 24 hours before the study begins, thus all cancellations must be made at least 24 hours in advance.* If you need to cancel less than 24 hours in advance in cases of an emergency (i.e., illness, car accident, etc.), please email or call the researcher (not the system administrator); researcher email addresses are listed in the study information. If you can provide documentation (i.e., a doctor's note, police report, etc.), your absence will be excused. If you cannot provide appropriate documentation, you may receive an "unexcused no-show".

Online Studies:

Some studies may be online survey studies that are administered within the sona-systems website. If you sign up for one of these studies, you will be given a link to the survey, which you must complete by the sign-up deadline indicated in order to receive credit. *Thus, if you see an online study you want to participate in, it is a good idea to make sure you have time to complete the study before clicking on "Sign Up".*

You may withdraw from the survey at any time, by clicking the "Withdraw" button on the top right corner of the screen. When you withdraw, you have an option to withdraw without the chance to receive credit, or with the chance to receive credit. The difference is that if you withdraw without the chance to receive credit, then your sign-up will be completely deleted from the system. This is useful if you simply changed your mind about participating in the survey but might like to participate in it again at a later time.

If you choose to withdraw with the option to receive credit, then your sign-up will be logged and the researcher will be notified of the withdrawal, but you will not be granted credit immediately. The researcher will give you partial credit for your participation based on how much of the study you completed. You will not have the opportunity to participate in this study again. With this withdrawal option, you are not obligated to provide any explanation of why you are choosing to withdraw, but you may provide an explanation if you like, and this information will be sent to the researcher when they are notified of your withdrawal. With either withdrawal option, all the survey responses you provided are permanently deleted at the time you withdraw.

Checking and Allocating Your Credits:

You may track your progress at any time by choosing the "My Schedule/Credits" option on the menu bar at the top of the screen on the main page. At the top of the screen, you will see a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status (see image below).

	Credits						Credits Earned by Course

Credits

Overall Credits Earned: **4** Overall Credits Pending: **1** Overall Credits Requirements: **0**

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Demo Study **Credits:** 1 Credits	January 11, 2016 9:00 AM - 9:15 AM	Nowhere	Awaiting action from researcher	Demo Course 1 (Don't Choose This!) ⇄ Reassign		Too Late to Cancel
Demo Study 2 **Study Type:** Online Study **Credits:** 1 Credits	January 20, 2016 2:00 PM	Online	1 Credits granted on January 11, 2016.	Demo Course 1 (Don't Choose This!) ⇄ Reassign		
Non-study credit assessed by Instructor Demo.			**3** Credits granted on January 11, 2016.	Demo Course 1 (Don't Choose This!) ⇄ Reassign	Alternative Assignments	

You may cancel a study sign-up up to 24 hours before the study is scheduled to occur.

Credits Earned Per Course

Course	Credits Earned
Demo Course 1 (Don't Choose This!)	4

For the above example, you can see that the student has earned 4 credits and has 1 credit pending. The student is signed up to participate in "Demo Study" in which the credit status is "Awaiting action from researcher", which means that the credit is still pending. The student has participated in "Demo Study 2" and has been granted 1 credit. The student also has been awarded 3 "Non-study" credits. These credits are typically allocated by psychology instructors when a student participates in the alternative assignment option. Thus, all credits (both credits earned through research participation and alternative assignments) can be tracked and allocated through the sona-systems website. You can also see that the student has chosen to allocate all 4 of their credits to "Demo Course 1". If the student wished to reallocate credit to another course, they would simply click the "reassign" button for whichever experiment they experiment.

No Shows:

If you show up too late to participate (usually more than 5 minutes late) or fail to show up for an experiment, it will be counted as an unexcused absence unless you have appropriate documentation. In cases of an emergency (i.e., illness, car accident, etc.), please email or call the researcher (not the system administrator); researcher email addresses are listed in the study information. If you can provide documentation (i.e., a doctor's note, police report, etc.), your absence will be excused. There is no penalty for being absent. *However, if you are absent twice (without cancelling 24 hours in advance or providing appropriate documentation), you will be ineligible to sign up for additional experiments*. You can check this by clicking on the "My Schedule/Credits" option on the main menu. A "Failure to appear – unexcused" will appear under the "Credit Status" of a study that has indicated an unexcused no-show.

Additional Information:

The deadline for completing (and allocating) 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. Alternative assignments must be turned no later than the date specified by the instructor.

Participation in all experiments is strictly voluntary. You will be informed of the experimental procedures at the start of every study. You have the right to withdraw from any experiment, the right to refuse answering any question, and the right to withdraw your data in any experiment without penalty. In order to ensure that a high level of ethical standards for research procedures are met, all of the experiments offered through the Psychology Department must have been reviewed and approved by the college's Human Subjects Research Review Committee.

For legal reasons, the research participation option is not available to students under 18 years of age. However, if you turn 18 during the semester, you will be given access to experiments and permitted to sign up beginning the day you turn 18. Please note that even though students under 18 will be given an account, they will not be given access to experiments until they become 18.

If you do not wish to be a research participant, or you will not yet be 18 years of age, a reasonable alternative assignment will be offered to you instead. Please see your instructor by the date stipulated in your syllabus if you would like to take advantage of the alternative assignment.

Please only sign up for a particular study if you meet the eligibility requirements of that study, and please come to the study prepared according to any preparations listed for that study.

Please be punctual for experiments. Researchers often cannot accommodate late-arriving participants. If you are late (even sometimes just 5 minutes), you may be unable to participate in the study, and you will not get credit. Also, make sure you are in the correct location. You should have a copy of the study confirmation email and bring it with you so that you know when and where your experiment will take place.

If you arrive on time for your scheduled appointment and there is no researcher, you should wait for 10 minutes past the appointment time. You should knock on the door to make sure they are not there (unless otherwise noted). Then, be sure to email the researcher and explain what happened (provide as many details as possible). You will be given a 0.5 credit for any appointment that is missed by the researcher, cancelled by the researcher less than 24 hours in advance, or that fails to occur due to technical problems.

It is possible that you may encounter a problem with your credit (i.e., you did not receive credit yet or you were marked as absent when you actually participated). *Please wait at least 48 hours before reporting any credit discrepancies as it sometimes takes some time for the system to grant credit.* After you have waited at least 48 hours, you should email the researcher in charge of the study (not the system administrator); researcher email addresses are listed in the study information. In your email, please provide as many details as possible to help the researcher resolve your situation. If the researcher fails to respond and/or you are unsatisfied with the resolution, then please contact the system administrator in a timely manner for assistance (sona.admin@daemen.edu; contact info. for the system administrator is listed at the bottom of each page on the sona-systems website).

If you are experiencing website issues, you may contact the system administrator. If you have any questions about your rights as a participant in a research project or concerns or complaints about the research, you may contact (anonymously, if you wish) the human subjects research review committee: hsrrc.chair@daemen.edu

Frequently Asked Questions:

Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url "cookie_help.asp" in place of "default.asp" in the address bar of the browser, when you are on the front page of the site.

I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done shortly after your participation or after the sign-up deadline for an online study. If it has been more than 2 days since your participation (or 2 days after the sign-up deadline has passed for an online study) and you still have not received credit, contact the researcher.

Who can see the information about my sign-ups? I don't want people knowing which studies I signed up for.

Only the researcher and principal investigator of the study may see that you have signed up for it, along with the subject pool administrator. No other users, including other researchers or your instructor, may see this information.

How do I change the email address where email notifications from the system are sent?

Provide an alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information.

I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?

Researchers can choose if their studies allow you to participate more than once. Most studies do not allow you to participate more than once.

Questions or comments:

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