



### Overview of Sona System Users

There are 4 potential users for this system: Participants, Instructors, Researchers and Principal Investigators.

- Students (also known as Participants) will use this system to sign-up to participate in studies for extra credit. Students have the opportunity to allocate extra credit earned to any Psychology course in which they are currently enrolled for that semester. *Note: Any UCCS student who participates in research studies should sign up through the Sona system.*
- Instructors will use this system to monitor the extra credit for each student in their particular course who have allotted extra credit for that course. Instructors are not required to accept extra credit from research studies; each Instructor can set their own policy. *Note: It is HIGHLY recommended that each Instructor post their extra credit policy in their course syllabus.*
- Researchers use this system to announce their research studies including available timeslots. Researchers may use this with online studies (administered through the management system or through a different link) or with studies run in person. Researchers are responsible for granting extra credit or no-show status for each Participant.
- Principal Investigators are allowed to look at research studies in which they are listed as the PI. This is useful if you have multiple graduate students running studies and you want to observe what is being done. You can do similar activities as the Researcher as well as view studies from other Researchers (if you are listed as the PI).

### Researcher Responsibilities

The online experimental management system makes recruiting participants and granting extra credit simple. As a Researcher, you will primarily be concerned with posting research studies, creating timeslots, and granting extra credit to participants after they have participated in your studies. All Faculty and Graduate students are automatically added to the system. If you have additional people who need to be included as a Researcher, contact the System Administrator.

CITI training (<https://www.citiprogram.org/default.asp>) is required for all Researchers having direct contact with human subjects. Please document your CITI training number and completion date. After signing up to be a designated Researcher on the system you will receive an email, which will provide you with a username (which should be the same as your UCCS username) and a randomly generated numeric password. The email will also have a link to the main experimental systems login page (<http://uccs.sona-systems.com>). The first time you log on you will have to agree to live by the human subjects policy (you'll be asked to do this every 6 months). You can change your password or primary email by clicking on the "My Profile" link.

To post a new study, click on the "Add New Study" link. You will then need to indicate whether you will be adding a standard study, a two-part standard study, or an online study. Afterwards, you will need to fill in the basic study info including a title, a brief description, the duration of the study, the amount of extra credit offered (*see handout on Principles, Policies, and Procedures*), as well as designating the Researcher and Principal Investigator. Before studies can be activated and made visible to Participants it is necessary to fill in an IRB number and expiration date. Once you have entered your study information into Sona, this information will automatically be forwarded to the System Administrator requesting approval to make your study active. Once the System Administrator receives confirmation from the IRB Coordinator that your study is valid and has been approved by the IRB committee, your study will become active. *Please note that after the IRB expiration date passes your study will automatically deactivate.*

As the Researcher, you can choose to use the advanced study settings which include such functions as identifying prerequisite or disqualifying studies. If you are doing adult studies, you should list that Participants must be 18 years old. However, if the Participant is a UCCS student and is not 18 yet, he/she can participate in your study without parental permission as long as the risk is *minimal*. You may also indicate whether you want to restrict Participants to certain courses.

The default setting for sign-up and cancellations are set at 24 hours prior to the designated timeslot. This means that Participants may not sign-up for or cancel their participation in a given session if it is less than 24 hours before the scheduled session. As a Researcher, you have the ability to change these deadlines as you so choose. You may also indicate whether you would like to be notified by email for sign-ups or cancellations. Finally, you can choose to allow Participants to sign-up for your study more than once.

After you add a study, click on the "View/Edit Timeslots" link to set up testing sessions. You may delete a study or alter timeslots however you wish as long as no Participants are signed-up. However, once Participants sign-up, your ability to alter the study becomes much more limited. If a Participant shows up at a testing session without signing up, you as a Researcher have the ability to manually sign the Participant up by clicking on the "View/Edit Timeslots" link and then clicking on the "Modify" box next to the timeslot where you wish to add the Participant. At the bottom of the page, you may sign the Participant up manually either by their last name or their username. However, the Participant must have an account in order to use this option. When you manually sign-up a Participant, all prior set restrictions will be overridden so be careful when using this function. If you are using a room that has been added to the main list in the system, you will be able to view all times that the room is in use.

As a Researcher, you will be responsible for granting credit to Participants who signed up for your study. Typically, you should grant extra credit within 48 hours of a student participating in your study. To grant credit, click on the "Modify" box next to the timeslot.

You may grant credit in one of the following ways:

- (1) If a student successfully participates in your study, you can assign full-credit (the number of points that you advertised the study is worth).
- (2) If a student shows up to participate in the study, but you find they do not meet minimum criteria, you will put that they participated in the study, but grant "0" points. *Do not put them as a "no show" as "no shows" count against them.*
- (3) If you, as the Researcher, fail to appear for the study, but the student shows up, you MUST grant them full credit for the study and give them another opportunity to participate.
- (4) If the student does not show up for the study, you will enter a "no show" for them.

The system will remind you if you have not granted credit two days after the testing session. The System Administrator will be notified if any Participant accumulates two no shows and the Participant will be excluded from further participation in psychological studies for the semester.

## Researcher Quick Reference

### First time you log in...

- If you are not a Psychology Graduate student, either the Principle Investigator, IRB Coordinator, or the Researcher you are working with will need to contact the administrator to be assigned an account.
- Change the randomly assigned password to something meaningful.
- Agree to adhere to the IRB policy (you will be asked to do this every six months).

### Subsequent sign-ins...

- Post your research study (or studies) and select your options.
- Create time slots for your study (if necessary)
- Create your online studies (if you need them)
- Run Participants: *if Participants show up for a study and they are not signed up then you should sign them up; the Participant cannot sign up at this date.*

### Once you have Participants...

- Assign extra credit to Participants who showed up and participated in your study.
- Identify the people who did not show up.

Please direct Sona Participants with questions or issues to:

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