SONA INFORMATION FOR RESEARCH SEMINAR STUDENTS

The online participant management system, SONA (http://csustan.sona-systems.com/), is a convenient way for researchers in the Department of Psychology & Child Development to (1) *recruit* participants and (2) *maintain a record* of all participants and their earned credits.

Student Researcher Procedures Setting up Studies:

STEP 1: Set up a SONA Researcher Account

If you don't already have a SONA **researcher** account, you will need one before you can collect data using SONA. Your research seminar instructor can create a SONA researcher account for you if you don't already have an existing SONA account. If you already have a SONA **participant** account, your research seminar instructor can simply *add the researcher role to your existing participant account.*

STEP 2: Post your study on SONA. Your research seminar instructor can help you with this.

To set up your basic SONA study page you will **need**:

1. A name for your study
2. A brief description of your study (remember not to give away your hypothesis!)
3. All studies must have "Participants must be at least 18 years of age" as an eligibility requirement. Any additional eligibility requirements must also be listed (e.g., "Participants must be male").
4. How long the study will last (the minimum stated time must be 30 minutes)
5. The study's IRB approval number and expiration date are needed before study can be activated
6. If your study is hosted on Qualtrics or some other online data collection site, you will also need the URL for your study.
7. In order to keep track of participants' credits, you will need to set up ONE appointment (timeslot). I suggest you choose a date near the end of the semester (but no later than MONDAY, May 8th) with 100-200 available slots.

STEP 3: Let your instructor know when your study is fully set up so they can activate it for you. You will not be able to collect data until your study is activated. Once it is activated, your study will appear in the list of available studies on SONA and participants will be able to sign up.

STEP 4: Assign credit to your participants. Every few days you should assign credit to participants.

PLEASE ASSIGN CREDITS IN A TIMELY MANNER!

The last day to ASSIGN credits to your participants is **WEDNESDAY, MAY 10th**. Students must have time to assign their credits to their courses, or they won't get the extra credit they earned (and you will get angry emails from your participants).