DEPARTMENT OF PSYCHOLOGY & CHILD DEVELOPMENT
ONLINE PARTICIPANT MANAGEMENT SYSTEM (SONA)

GENERAL INSTRUCTIONS FOR RESEARCHER SEMINAR INSTRUCTORS

General Information:
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. Typically, online studies are hosted on Qualtrics and recruitment is done via SONA. Note that SONA and Qualtrics are separate systems. The Psychology department SONA administrators do not have access to your Qualtrics accounts.

Generally, research seminar instructors are responsible for creating student researcher accounts, setting up, approving, and activating class SONA studies, and deactivating class studies.

A. Student Researcher Accounts:
The research seminar instructor needs to create **researcher accounts** for student researchers in your class. Use your administrator role to log in to SONA and create researcher accounts for students in your class. If you do not have an administrator account, contact Gary Williams (gwilliams1@csustan.edu) or AnaMarie Guichard (aguichard@csustan.edu). *Note: A separate file is available with instructions for creating researcher accounts.*

B. Setting up the study listing on SONA:
The research seminar instructor will need to set up the study listings for all class studies.

1. Students must obtain IRB approval for the study.
    You **cannot** use the on-line subject pool (SONA) to recruit participants or collect data until *after* the study has IRB approval.

2. To set up the study researchers will need ALL of the following:
    a. A name for the study
    b. A brief description of the study that *doesn't give away the hypothesis*.
    c. 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.
    d. How long the study will last. The **minimum** stated time must be 30 minutes and the durations must be in 30 minute increments.
    e. The number of credits each participant will earn for participating in the study. For online studies, each 30 minute study duration is worth 1 experimental credit. For face-to-face studies, each 30 minute duration is worth 2 experimental credits.
    f. The IRB approval number and the IRB expiration date.

3. If you are setting up an online study hosted by Qualtrics, you will need the URL for the study on Qualtrics. As the study PI, the research seminar instructors are responsible for activating the studies on Qualtrics, generating the study URL, and ensuring that the studies match what was approved by the IRB.

4. In order for the study to be available for participants, you will need to set up timeslot. For online studies, a single timeslot is all that's needed. For face-to-face studies separate timeslots must be created for all experimental sessions.

5. Finally, in order to be available to participants the study will need to be activated. Once it is activated and a there is an active timeslot, the study will appear in the list of available studies on SONA.

C. Grant SONA experimental credit to participants:
The student researchers are responsible for awarding experimental credits in a timely manner. Don't wait until the end of the semester to award credits (credits should be awarded as soon as possible after participation). The last day to ASSIGN credits to your participants is **posted at the beginning of the semester.**

D. Deactivate studies:
The research seminar instructors and the student researchers are responsible deactivating their studies on SONA at the end of the semester. Studies should also be deactivated on Qualtrics. *Note: instructors should keep copies of class study data for their records.*