



Online Research Participation System - SONA

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Introduction

The Sona Experiment Management System provides an easy method for you to sign up to studies, and track your progress throughout the year. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Getting Started

Your interaction with the system will be minimal and hopefully as painless as possible. After you log in to the system, you can view a list of available studies and any restrictions, sign up for studies that interest you, and track your progress throughout the semester. The system will track when you receive psychcredits for a study, so you can view this online as well.

The system works best if you use any popular web browser that is less than 2 years old, like Internet Explorer, Firefox, Safari, and Chrome. It will work with other web browsers, and with older versions of popular web browsers, however the layout may not be as clean. No functionality will be lost by using an older web browser. The software will work if you are using a screen reader or other assistive tools for those with disabilities.

This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top of every screen to navigate anywhere on the site.

Setting up an Account

You will receive an email notification immediately with your login information. The email notification will include login instructions for the system. You will be assigned a default password, which you may be allowed to change after your first login. The email will come from the administrator's email address (psychcredits@shu.ac.uk), so be sure to configure your junk mail filters to allow email from that address.

Logging In

Once you have your login information, go to the front page of the site and enter your user ID and password to log in.

SONA System Student Research Guide (Sept 2018)

The screenshot shows the login interface for the Psychology Research Participation Scheme at Sheffield Hallam University. The page features the university's logo in the top left and a header banner with a brain scan image. The main login area includes a pink header for the scheme name, input fields for 'User ID' and 'Password', and a green 'Log In' button. A 'Forgot Password?' link is located to the right of the login fields. The footer contains contact information for psychology credits and copyright details for Sona Systems Ltd.

Sheffield Hallam University

Psychology Research Participation Scheme

PSYCHOLOGY RESEARCH PARTICIPATION SCHEME

User ID

Password

Log In

Forgot Password?

Email questions to psychcredits@shu.ac.uk
Copyright © 1997-2015 Sona Systems Ltd.
(13:48)

Once you log in, you may be asked to review and acknowledge your organization's human subject and privacy policy for research. You will need to acknowledge this only once every 6 months. You will also be asked to participate in a pre-screening questionnaire, which you will receive 15 credits for. After you complete these tasks, you will see the Main Menu.

The screenshot displays the Main Menu for a participant named Mike Moore. The interface includes a top navigation bar with links to Home, Studies, My Schedule/Credits, and FAQ, along with My Profile and Logout options. The main content area is divided into several sections: Study Sign-Up with a 'VIEW AVAILABLE STUDIES' button; My Schedule & Credits with links to view appointments, participation history, and earned credits; My Profile with links to change password, contact information, and email address; and an FAQ section. On the right, there is a Credits Overview section showing a progress ring for 5 earned credits out of 1000 required, and an Announcements section with a deadline reminder. Upcoming appointments for the 'Banana Split Study' are also listed.

Studies My Schedule/Credits FAQ My Profile Logout

Mike Moore (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted
- View other Credits I've earned

My Profile

- Change password
- Modify contact information
- Provide an alternate email address

FAQ

Find answers to common questions

Credits Overview

5 Earned

2 Pending

1000 Required

Announcement

Remember that the deadline to sign up for studies is May 31, and you need to earn all points by June 5.

Upcoming Appointments

Banana Split Study

Sunday, October 18, 2015 2:00 PM - 2:30 PM Johnson Building Basement

Your login (also known as a session) will expire after a certain period of inactivity, usually 20 minutes, and the system will warn you a few minutes before the expiration. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

Retrieving a Lost Password

If you have forgotten or do not have your password, and the feature is enabled on the system, then you may choose to reset your password. You will see an option on the front login page if this feature is enabled. By choosing this option, a link to reset your password will be emailed to you shortly after you make the request. This link is valid for 24 hours, and if you click on it, a new password will be generated and emailed to you. If you provided an alternate email address (see the Email Address Options section of this documentation), it will be sent there. Otherwise, it will be sent to your main email address, which is derived from your user ID. If you requested a password reset and no email from the system has arrived after 30 minutes, then check in your email program's junk mail folder in case the email was delivered there. Typically, the email is sent within a few seconds of the request, but sometimes there can be a delay on behalf of some recipient email servers.

Logging Out

When you are done using the system, choose Logout from the top toolbar on the right side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password (and the option is enabled), type your new password (twice, for confirmation) in the provided boxes. If you would **not** like to change your password, simply leave these boxes empty.

If you change your password, please be sure to select a password you do not use on any other systems or websites, which is a good computing practice.

My Profile

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name	Mike Moore
User ID	mmoree @yourschool.edu
Alternate Email Address	<input type="text"/>
Optional. If provided, all emails sent to you from the system will be sent to this address.	<input type="text"/>
	(please enter twice for verification purposes)
Change Password	<p>Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.</p> <input type="password"/> Current Password <input type="password"/> New Password <input type="password"/> New Password (confirm)
Student ID Number	<input type="text"/>
Phone Number	<input type="text" value="708 134 8864"/>
<input type="button" value="Update"/>	

Credits

Credits Earned: **8** Credits Required: **1000**

Course(s)	Astrology 101 Sociology 2300
	<input type="button" value="Change Courses"/>
Prescreen Status	Completed

Email Address Options

There are certain events in the system which will cause an email notification to be sent to you. Most often, these are notifications that you have received credit for a study, or a confirmation that you have signed up for a study.

Your email address is also displayed to the researcher when they view who has signed up for their study, in the event they need to contact you.

You may have two choices for your email address. When you update your profile, you will see a box where you may provide an alternate email address. If you provide such an address (this could be a Hotmail account, for instance), this is the address where any notifications will be sent, and this is also the address that will be displayed to researchers. We recommend that use the email provided by the University, rather than your personal email.

Studies

With the system, you may view studies and sign up for those that interest you and where you meet any special eligibility restrictions. You may cancel your sign-up through the system as well.



You may see some studies that are online studies. You should read the details of these studies closely, but generally you may participate in them online without having to go to a lab. It is usually assumed you will participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

Viewing Studies

To view a list of studies, click on Studies from top toolbar. You will see a list of studies. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.

Currently Viewing: **All Studies**

View studies with available timeslots on : Thursday, November 6, 2014

Available?	Study Information	Eligibility
	External Survey Monkey (4 Credits) (Online Study)	
	Managing Costs When Abroad (1 Credits)	Invitation code required.
	Memorable Events in Life (1 Credits) This study focuses on events that have affected your life since.	
	Mobile vs Landline Study (1 Credits)	Invitation code required. Must be 18 or older. Prior study restrictions
	Pronunciation of Words (1 Credits) Study of word pronunciation	Invitation code required.
	Climate effects on happiness (1 Credits) brief description of the study	eligible if you like As. Prior study restrictions
	Math Problems (0.5 Credits) (Online Study)	
	External Study Limesurvey (1 Credits) (Online Study)	
	Historical Events (1 Credits) (Online Study)	Invitation code required.
	Banana Split Study (1 Credits)	

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to log on 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.

Two-Part Studies

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked, and the system will ensure you are only able to sign up for timeslots with the appropriate amount of time between the first and second part.

Online Survey Studies

Some studies may be online survey studies that are administered in the system. If you sign up for one of these studies, you will be taken immediately to the survey. As soon as you complete the survey, you will receive credit.

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 may then choose to grant credit to you for your participation in the study. If this is done, you will not have the opportunity to participate in this study again (because you may not participate or receive credit for the same online survey study more than once). 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.

Signing Up For Studies

To sign up to participate in a study, find the study you would like to participate in (see [Viewing Studies](#) in this documentation). Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. If the study has a principal investigator listed, you can click their name to view full contact details. In most cases, it is preferred that you contact the person listed as the researcher if you have specific questions.

Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must **not** have participated in to participate in this study), those may be listed, as well as a note about whether you meet those eligibility requirements. If you have signed up for a study with another study listed as a disqualifier study, then you will be prevented from signing up for the other study, since it is a disqualifier for a study you are currently signed up for.


The study may have other restrictions listed as Eligibility Requirements. An example of an eligibility requirement is “Left-handed people only.” If listed, then the system does **not** enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

If the study is not an online study, then the sign-up and cancellation deadlines for the study will be listed, and those are based on the date of each timeslot.

If you are viewing a study which you have signed up for in the past and already participated, and are not allowed to sign up for it again, then you will not see the list of timeslots for the study.

Some studies require a special password (known as an Invitation Code) to sign up. If this is the case, it will be noted. The researcher should have given you this invitation code. It is **not** the same as the password you use to log in to the system. You will need to enter the invitation code just before you click the Sign Up button to sign up for a timeslot.

Study Information

Study Name	Banana Split Study
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	1 Credits
Duration	30 minutes
Description	Studying the ice creams.
Preparation	Get ready.
Website	View Study Website
Researcher	Hugo Finkelstein
Principal Investigator	Billy Falcon
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment
	View Time Slots for This Study

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up. If you sign up for a timeslot and you already have another signup in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

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 may receive an email confirmation as well, depending on how your system is configured. You are now signed up for the study. To cancel your sign-up, see [Cancelling a Sign-Up](#) in this documentation.

Cancelling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from top toolbar.

You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details, depending on how cancellation deadlines are configured in your system.

System Message: Are you sure you want to cancel this sign-up?

Cancel Study Signup

IMPORTANT: You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	Banana Split Study
Date	October 18, 2015 2:00 PM - 2:30 PM
Location	Johnson Building Basement
Preparation	Get ready.
Researcher	Hugo Finkelstein Email: joseph@joseph-orr.com
Principal Investigator	Billy Falcon

Would you like to cancel this sign-up?

Yes, I want to cancel No, I do not want to cancel

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is **your** responsibility to deal with this issue (usually by cancelling the dependent study as well). The system will warn you, but will not block the cancellation.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar.

When you view this page, you will see at the top a list of the number of credits you are expected to earn, and how many you have earned so far. You may also have an option to view how many credits you have earned for each course. 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.

Credits						Credits Earned by Cou
Overall Credits Earned: 5 Overall Credits Pending: 2 Overall Credits Requirements: 1002						
Remember you have until May 20 to reassign your credits between courses.						
Study Signups						
Study	Time	Location	Credit Status	Course	Comments	Cancel?
Climate effects on happiness Credits: 1 Credits	June 4, 2014 11:00 AM - 11:30 AM	Greeves Hall 399	Failure to appear - unexcused (1 Credits penalty).	Astrology 101		
				Reassign		
External Survey Monkey Study Type: Online Study Credits: 4 Credits	October 30, 2014 9:00 AM	Online	4 Credits granted on September 9, 2014.	Astrology 101		
				Reassign		
The Psychic Canine Comparison	November 4, 2014 11:05 AM - 11:35 AM	Greeves Hall 399	Awaiting action from researcher	Astrology 101		

If you failed to appear for a study, it is possible you were assessed a penalty. That will be displayed in your progress, and the penalty (if assessed) will be deducted from your current credit earnings. It is possible you might end up with a negative value for the number of credits you have earned. Next to each signup, you can also see any comments the researcher left regarding the study and your credit for it. In cases where the study was set up for monetary compensation and not credits, your participation will be noted as "participated." This is done to ensure your eligibility for any studies where the study you just completed is a pre-requisite study.

Online Pre-screening

You will be asked to take an online pre-screen before you use the system. You will receive 15 credits for completing the Pre-screen

Depending on how the pre-screen is configured, you may have the option to opt out of the entire pre-screen and/or individual questions. Completing the pre-screen is highly

recommended; if you decline to participate in the pre-screen or certain questions this may affect your eligibility for some of the listed studies.

The pre-screen may consist of multiple sections. All questions are either multiple-choice or fill-in (freeentry) answer. At the end of the pre-screen, you may have a chance to review and change any of your responses. After you save all your responses, you may not participate in the pre-screen again (unless the administrator has allowed this or deleted your existing responses), so answer the pre-screen carefully.

Section Questions

Listed below are questions for this section of the prescreen. Please provide a response for every question. If you are given the option to decline to answer a question, then declining to answer is considered a response.

1. What is your average household income in a year?

- ☐ \$... - \$15,000
- ☐ \$15,000 - \$25,000
- ☐ \$25,000 - \$35,000
- ☐ \$35,000 - \$45,000
- ☐ \$45,000 - \$...
- ☐ Check this box if you do not want to provide an answer for this question

2. Please describe your average day.

☐ Check this box if you do not want to provide an answer for this question

Record Responses