SONA User Manual for Researchers

Psychology / Education and Child Studies

Faculty of Social and Behavioral Sciences

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For questions and suggestions contact the administrator: proefpersonen@fsw.leidenuniv.nl

Account Request

In case you do not have an account for the SONA system yet, please reach out to the administrator on proefpersonen@fsw.leidenuniv.nl to request an account.

Students: Do not create a SONA account yourself, if you think you do not have an account contact the administrator.

SONA distinguishes between three types of accounts

- Participant: used by participating students and external participants.
- Researcher: used by master/bachelor project students conducting research, PhD students and internship researchers.
- Principal investigator: used by teachers/researchers/professors to have access to all studies conducted by the researchers under their supervision.

Researcher and P.I. accounts can be requested by contacting the administrator.

For researcher accounts please copy the following template and insert the details:

Full name:
E-mail:
Education:
Supervisor:

For P.I. accounts please copy the following template and insert the details:]

Full name:
E-mail:
Unit:

Creating the account can take up to a week. The log in details will be sent to you by e-mail. After logging in you can change the automatically generated password that will be supplied in this e-mail.

Creating a Study

After creating the account you can now create studies in SONA. After creation you will ask for permission in the system. After the study has been permitted it will become visible in the system. From that moment on you can recruit participants and grant credits.

How to add a new study?

- **Step 1:** Choose a study type after having clicked on 'Add New Study
- **Step 2:** Provide study information
- **Step 3:** Manage the study.
- **Step 5:** Check the overview
- **Stap 6:** Activate the study

Step 1: Choose a study type

Type	Omschrijving
A. Standard Study*	The most used option, creates a study consisting of one part and one meeting per participant.
B. Multi-Part Standard Study*	This option creates a standard study consisting of 2 or more meetings per participant.
C. Online Internal Survey Study	*This option is not supported*
D. Online external study*	External questionnaire e.g. Qualtrics of SurveyMonkey.
*__Always__ choose for the option **'credit'**. When chosen for *'paid'* you will not be able to grant credits to those who participate for credits. *When someone is taking part for a monetary reward, this person can be granted 0 credits when closing the timeslot.*	

IMPORTANT: You will not be able to change the study type or the reward type after having created a study!

After you have chosen the study type, click continue and proceed to step 2

Step 2: Provide the Study Information

Basic Study Information		
Box	**Description**	**Information**
Study name	Title of your study	Provide a catchy and consise title. *It is not allowed to use symbols, numbers or html codes at the beginning of the title. This will be deleted by the administrator.*
Brief abstract	Short description of the study	Max. 255 tekens. Provide the reward (amount of credits/money) in this box. Additionally, provide extra study information.
Detailed Description	Detailed description of what your study entails	You can open a paragraph with and close with . Using html to change fonts is not allowed.
Eligibility Requirements	State the requirements your participants have to meet.	
Duration	Provide the duration of your study in minutes	
Credits	Choose the amount of credits	This will be shown on the homepage of your study and states the maximum amount of credits that can be obtained.
Preparation	State the preparation you expect of your partcipants	E.g. not to eat before the study
Researcher		Select the researchers that are part of the experiment.
Principal Investigator	Choose the Supervisor/P.I.	If you cannot find your supervisor please contact the administrator.
IRB Approval Code	Leave this empty	
Approved?	Tick yes once your study is approved.	When the study is not approved yet, choose no, save changes and come back at this option later through 'change study information' in the study menu
Active study?	Tick yes once your study is approved and you are ready to start recruiting	Choose this option to make your study visible in the study overview, you can choose this option later through 'change study information' in the study menu

Advanced Setting		
Pre-Requisites / Disqualifiers / Course Restrictions	Geef studies of groepen aan die een criterium voor de deelname vormen.	Select all groups you want to reach, when selecting multiple groups please tick the option: *"Participants must participate in AT LEAST ONE of these studies before they may sign up"*
Invitation Code	Set a special password to sign up for the study	Leave blank if participants do not need a special password to sign up for this study
Study URL	Link to an external website or questionnaire.	Voor websurveys zie hoofdstuk 6. Inschrijving moet via een timeslot plaatsvinden (zie 2B)– of plaats de URL in de omschrijving.
Participant sign-up/cancellation deadline	Choose the deadline for a participant to sign up for a timeslot / to cancel the timeslot	24 hours by default.
Researchers at timeslot level?	Always choose 'No'	
Research Alternative	Always choose 'No'	

Review the settings and choose 'Save study' then proceed to step 3

Step 3 – Manage your study

You are now on the study homepage, here you have the possibility to use several options to manage the study such as:

- Change the study information
- Add/administer time slots (see page 7)
- View study details
- Contact participants

For more explanation about the menu please see page 11

Step 4 – Check the overview

- Carefully check the overview and use *Participant Study View* to see what your study looks like to visitors of your study homepage
- Check if all timeslots are correct
- Check if every cell contains the appropriate information that belongs to the category.

Step 6 – Activate the study

- After you have gotten approval to conduct your study and all previous steps are completed you can now publish your study
- You can make your study visible by going to *'change study description'* and choose the option Yes under the option 'active'
- The administrator checks new studies twice a week to check for mistakes or violations of the rules

Working with Timeslots

- One timeslot equals the duration of one participation on an experiment.
- A timeslot allows multiple participants
- Timeslots within one experiment are allowed to overlap but not when they are in the same location (room)
- Through timeslots, researchers can grant credits to the participants

Add time slots

How to add a time slot?

When you are at your study homepage click on the study menu and choose 'View/Administer Time Slots'

Here you have two options to add timeslots

- Add A Timeslot
- Add Multiple Timeslots

Through add multiple timeslots you can easily add timeslots for a full day, once you have filled one week with timeslots you can also copy this week under 'Copy Timeslots from a Specific Week'.

- If you have troubles with choosing the location, you can choose 'FSW' as the location. Additionally, mention explicitly in the study information where the experiment will take place.

Delete timeslots

To delete timeslots go to 'View/Administer Time Slots' and click 'Modify' under the timeslot you want to delete.

Timeslots in Online experiments

In the case of an online study such as a questionnaire you can also use timeslots but in a different way.

1. Put the link to the online study in the detailed description
2. Create one timeslot and choose the maximum amount of participants and a closing date.

Important: Creating and using the timeslot is only necessary for granting credits to participants. Please mention in the study description that when a participant wants to receive credits for participation it is necessary to also sign up for the timeslot

Participants and Timeslots

All of the following options can be found under Menu > 'View/Administer Timeslots' > Modify

- **Sign up a participant yourself**
  On the timeslot page scroll down to Manual Sign-Up. You can sign up a participant by student number or name. By using student number use the number **without** the s in front of it.
- **Cancel sign-up**
  Under all Sign-Ups, all participants in this timeslot are shown. Under the name you can choose for the option 'cancel'. It is only possible to cancel participation if the status of the participant is '*no action taken*'.
- **No-show**
  If a participant does not show up for a study, please choose the reason excused or unexcused. When choosing unexcused a penalty equal to the amount of credits to earn will be deducted from the participant's total amount of credits.
- **Grant credits**
  Please see next page

  After choosing option 3 or 4, scroll down on the page to choose 'Update Sign-Ups' to save the changes.

Grant Credits / Finish participation

To grant credits go to the study menu > choose ‘View/Administer Timeslots’ > Click modify for the timeslot where you want to grant credits

Individual Grant	Open the timeslot via ‘*modify’ look up the student in the list* ‘sign-ups’. Change no action taken to participated and choose the amount of credits to grant. In the comments you can add additional information if necessary. This option can be done by multiple participants at once with a maximum of 20
Batch Credit Grant	*Maximum 20 participants per batch* Go to manual sign up and click on the button ‘Batch Credit Grant’ Fill in all student numbers you want to grant credits and separate them with a space. You can fill in a maximum of 20 participants per batch and please use the student number without an S in front of it.
Participants for money	Choose 0 credits and tick participated to close the timeslot

After choosing option 1 or 2, click the button “Update Sign-Ups” to save your choices.

Closing the Experiment

1. Close the project at the page ‘Change Study Description’ and untick the option ‘Active Study’ This makes the study inactive and therefore invisible to participants.
2. Archive important details (*timeslots*, *study configuration*). Tip: print to PDF.
3. Studies will be automatically deleted after 5 years. You cannot delete the experiment yourself,

Menu Information

Home menu (Landingspage)

Option	*Description*	*Extra information*
My studies	Overview of all studies attached to your account	
All studies	Overview of all studies in the system	Participants will see a randomized list
Add new study		
My profile	Edit your profile	Some details can only be added by the administrator
FAQ	Links to FAQ and manual	

Drop Down Menu (Study Homepage)

Option		*Opmerking*
View/Administer Time Slots	Manage timeslots	
Timeslot Usage Summary	Overview of participants, credits that were granted	
Contact Participants	Contact the partcipants that are signed up	
View Bulk Mail Summary	Overview of e-mails sent to participants	Bij gebruik van timeslots ontvangen studenten een herinnering de dag voor hun deelname.
Change Study Information	Change study information	
Participant Study View	Check how your study looks for a participant	
Delete Study	Delete study	Use this option *only* to delete concepts. Do not delete studies that have participants signed up for them. Even when the study is old/inactive.