

Creating a “Sign-up Sheet” in the Psych LOC-Research Sona System (for In Person Studies)


A. GET A RESEARCHER ACCOUNT

1. Email the current Sona faculty administrator to get a Researcher account (email address is listed at the bottom of the Muhlenberg Sona home page - you may also ask your professor about this information). You cannot use your Participant account. (For Advanced Lab: One account per research group please. Pick a contact person.)
2. You will receive an email (at the address used to make your request). The email will contain your Researcher UserID, a password, and the URL for the system.
3. You can change your password or contact email in “My Profile.”

B. ADD YOUR STUDY TO THE SYSTEM

1. Click “Add New Study”
2. Select study type: Standard
3. Study Name
 - Use the same title as the one on your Informed Consent Statement, as per the Ethics application section “Participant Recruitment”
4. Brief Abstract
 - Leave blank.
5. Detailed Description
 - **Required.** This is a brief description of the general types of tasks participants will be doing. Please copy the language used in the “Participant Recruitment” section of your Ethics Application.
6. Eligibility Requirements
 - Enter restrictions on who can participate in your study, as specified on your Ethics Proposal.
 - Examples: “Men Only” “Students with seizure disorders should not participate.” “Must have normal or corrected-to-normal vision.”
 - If you wish to restrict your study to participants who are/are not *currently* enrolled in a particular class, there is an option for that under Advanced Settings.
7. Duration
 - Estimate how long your study will take. If in doubt, estimate more rather than less time.
 - **You must enter at least 20 minutes.**
 - Entering less time may attract participants to your study, but will unfairly handicap other studies.

8. Credits
 - Unless given explicit permission, leave the credit value at 1.
9. Preparation
 - Enter anything you want participants to do or not do before they arrive. Example: “Do not drink caffeine for 8 hours prior to the study.”
 - This is typically left blank.
10. Researcher
 - Your Researcher account should already be selected. If there are additional researchers (who happen to have accounts), you can move them over. anyone who is listed as a researcher for a study will have access to that study. Typically, a sign-up will list one researcher who acts as the Contact Person.
11. IRB Approval Code
 - Please enter the approval code from the bottom of the approved ethics document.
12. Approved
 - Click “Yes.”
13. Active Study
 - Click ‘yes’ if you are ready for subjects to sign up.
 - Click ‘no’ if you are not ready, or wish to suspend sign-ups.

Wait  – Do not click “ADD THIS STUDY” until you have also reviewed the Advanced Settings.

14. Advanced Settings
 - **Change the sign-up and cancellation deadlines.** This should have been specified in your Ethics Proposal. The default setting prevents additional sign-ups starting at 24 hours before the start of the study. The default setting also gives Participants an error message if they try to cancel their sign-up sooner than 24 hours before the start of the study. You can enter 0 hours, 1 hour, 8 hours, and so on. Partial hours are not allowed.
 - **Researchers at Timeslot-Level.** If you have multiple researchers for your study, you can change this option to “Yes” if you want to be able to set up timeslots for each specific researcher. For example, if you have a timeslot at 10:30am on January 1st, and you know that Jane Student will be the researcher at that time, you can add their name to that timeslot, while adding different researchers to other timeslots. This makes it easier to keep track of what researcher is responsible for each timeslot in a study with multiple researchers. This option is mostly for faculty research, as Advanced Lab groups will only have one researcher account that they share among group members.
 - Change other settings if you are certain you understand what you are doing. (Most settings are self-explanatory.)

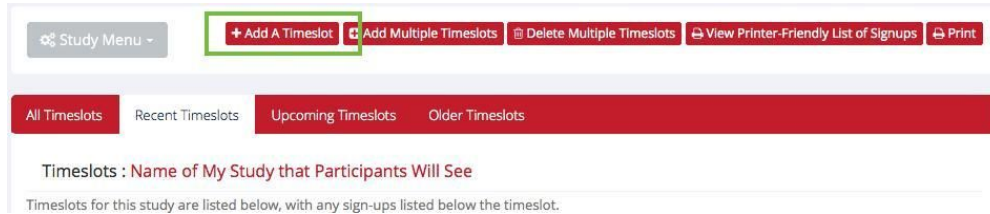
15. Click “Add This Study.”

C. ADD TIMESLOTS

1. Go to “Study Menu” and select “View/Administer Timeslots.”



- On the menu bar click “Add a timeslot.”



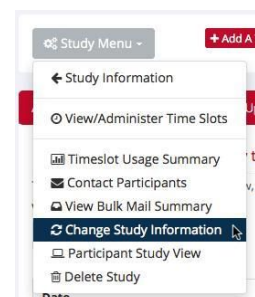
Enter the information as indicated.

- For “number of participants,” indicate how many people can sign-up for the same timeslot.
 - Examples: If you can run 5 participants at a time, enter 5 . If you can run 1 participant at a time, leave it at 1.
 - You must add a location for the study so participants know where to go for their slot. This may be listed in the “Location” section from the Ethics Application.
 - If you have enabled “Researchers at a Timeslot-Level” you will be asked to specify a researcher for the timeslot from a drop down menu which displays all Researchers who are listed for that study. You may choose not to do this, or can come back and add this information later, in which case leave the option “ALL” selected in the menu.
- Repeat as needed.
 - Alternatively, you can use the “Add Multiple Timeslots” option. Essentially, this feature allows you to easily create multiple timeslots which are either back-to-back OR are in a row, but have some free time between them.
 - For example, if you wanted to set up 4 back-to back 30 minute timeslots starting at 2pm, you would select “4” under “Number of Timeslots” and then enter the start time as 2:00pm. In the “Free time between spots” section, you would put “0.”
 - Or, if you wanted to post 4 timeslots, each 30 minutes in duration, but with 15 minutes between each time (so you could reset the lab, or in case of delays), you would complete the same steps as above, but now enter “15” in the “Free time between slots” option.
 - Once you click “Add” you will see a screen displaying the details of each timeslot which you must check for accuracy.
 - The system will automatically send Participants a receipt when they sign up, and a reminder at 5pm (EST) the day before the study.

Give the system a few minutes to update before expecting to see your new study listed.

D. TO EDIT...

- Study Information**
 - Click on the study (if not already selected) and then click on the gray “Study Menu” button.
 - Choose “Change Study Information.”
- Timeslots**
 - To delete a timeslot, click on the “Modify” button.



Date	Participants Pool	Participants	Location	Modify
Friday, September 5, 2014 2:00 PM - 2:30 PM	Signed Up: 0 Open Slots: 4 Total: 4		Moyer 006	Modify

- Note: You may **not** delete a timeslot if participants are signed up. The system may logistically let you do so, but Departmental policy (based on ethical principles) is that if you offer a timeslot, you need to fulfill that commitment. If something happens: find a friend to go and collect the names of the people who show up or, at the very least, put a sign on the door saying the study is cancelled. You should later contact participants individually with an apology and an opportunity to participate in the study again. Not showing up for a study you've scheduled is a very serious matter.

E. TO VIEW...

1. Participants who have signed up

- Click on study title to get to the gray Study Menu.
- Select "View/Administer Timeslots."
- If anyone has signed up, the "Participants" column will have names in it.
- "Status: awaiting action" mean you have not yet given the Participant credit for participation.

2. What the Participant will see about your study

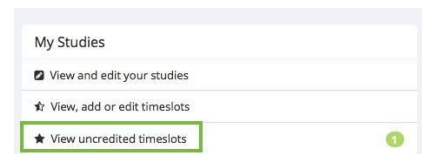
- Select "Participant Study View" from the gray drop-down Study Menu.

F. TO GRANT LOC CREDIT

1. **You must do this within 48 hours after the timeslot.**
2. **Your actions here are immediately emailed to the Participant, so double-check before clicking "Update."**
3. Contact the System Administrator if you have a problem (see bottom of any screen).

4. From your home page, click on "View uncredited timeslots."
5. Grant credit to each Participant individually, or look to bottom of page to grant credit to all.

- *What if participant didn't show up?*¹
- Click "**unexcused no show**" if you didn't get any communication from the participant (check your email before doing this; participants will automatically be sent a sternly worded email if you choose this option).
- Click "**excused no show**" if the participant didn't show up but did communicate with you.
- Participants who do not show up will automatically be able to sign-up for a new timeslot. No action is required on your part.



G. TO CONTACT YOUR PARTICIPANTS

1. If you wish to contact *all* of your participants for any other reason, choose "Contact Participants" from the Study Menu.
2. In most cases, it is preferable to contact participants associated with a particular timeslot instead. You can do so by going to the desired timeslot, select "Modify" and using the Contact feature there.

¹ If you didn't check participant names before running your study and need to find their names to grant credit after the fact, you can get names from the signed Informed Consent document. If you have to interact with participants to check names, consider the ethics of confidentiality and anonymity when figuring out the best way to do so.

FAQ

1. *Potential subjects have told me the system says it is too late to sign up for a study.*
 - Change the default settings for sign-up and cancellation deadlines in Study Information.

2. *Participants have told me the system says it is too late to cancel a study.*
 - Participants are instructed to contact the researcher directly after the cancellation deadline established in Study Information. You can change that time.

3. *Why are participants emailing me?*
 - Your email address is provided to participants. They can email you at any point. They are instructed to email you if they try to cancel their sign-up after the deadline. Sometimes participants will email researchers with questions unrelated to your study. Do not ignore their emails. Rather, reply with a suggestion about what person could better answer their question.

4. *How do I add more sign-up times?*
 - Add more timeslots.

5. *How do I take away sign-up times if I have decided to end my study, our research team's schedule has changed and we can't cover a timeslot, or I do not want more participants?*
 - Modify timeslots > Delete.
 - You may **not** delete a timeslot if participants are signed up. The system may logistically let you do so, but Departmental policy (based on ethical principles) is that if you offer a timeslot, you need to fulfill that commitment. If something happens: find a friend to go and collect the names of the people who show up or, at the very least, put a sign on the door saying the study is cancelled. You should later contact participants individually with an apology and an opportunity to participate in the study again. Not showing up for a study you've scheduled is a very serious offense.
 - You do not have to include additional participants' data in your dataset, but you do have to run them through your study and give them LOC credit.