

Instructions for Researchers

Registering:

- All researchers must create a researcher account with SONA. This is in addition to your participant account. You can set up an account yourself via the SONA login page (<https://kupre.sona-systems.com/>), e-mail your information, or make an appointment to set it up.
 - Sara Fiene or Emma Pierini
 - Email: presona@ku.edu
- If are already registered with SONA, a researcher role can be added to your current account (email SONA Admin for assistance).
- Information that is needed for the administrator to set up your researcher account includes:
 - First name
 - Last name
 - User ID – this must be your KU e-mail user id (e.g SxxxHxxx)
 - KU e-mail address
- Once your account is created you will get your user id (e.g. SxxxHxxx@KU.edu) and password via your KU e-mail account.

Your account will be active and you can go to the Sona Systems website at <https://kupre.sona-systems.com/>

 - All researchers will have an *r* placed at the end of their user id.
 - Password – This will be auto-generated and will be included in the e-mail you receive from Sona-Systems.

Getting Started:

- Under *My Profile*, you can change your password, you can provide an alternate e-mail address or change the one you have, and you can also request that an e-mail reminder be sent to you of your upcoming studies.

Set Up Your Study:

YOU CAN CREATE THE STUDY IN SONA, HOWEVER, IT WILL NOT BE VISIBLE TO PARTICIPANTS UNTIL A COPY OF YOUR HUMAN SUBJECTS OR INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL LETTER HAS BEEN GIVEN TO THE ADMINISTRATOR. THIS MUST INCLUDE THE NAME OF THE STUDY AS IT APPEARS ON SONA.

- Add New Study – Create your study by providing answers to the following questions.

First you will have to identify the type of study you are creating.

- *Standard Study*: A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study that participants will participate in.
- *Two-part Standard Study*: A study that is scheduled to take place at a specific place (i.e. not online), in two parts. The two parts may be scheduled to take place a specified number of days apart, and a participant must sign up for both parts of the study at one time.
- *Online Survey Study* – An online survey study that is set up in the system, and administered by the system.
- *Online External Study* – An online study that is set up outside the system (i.e. using another website).

The questions under *Add New Study* include:

- o Study Name – Enter the title of the study.
- o Brief Abstract – provide a brief description (this says optional but it is recommended: participants will see the title and the brief abstract first).
- o Detailed Description – this is optional, if you want to put more detail.
- o Eligibility Requirements – (e.g. you must be 18 years or older to participate, you must be male, you must be left-handed, etc..)
- o Duration – How many minutes the study takes to complete
- o Credits – These are done in 10 minutes increments (e.g. 10 minutes = 1 credit, 25 minutes = 2.5 credits, 30 minutes = 3 credits, etc..)
- o Preparation – Indicate whether anything needs to be done prior to participating in the study (most studies do not need this).
- o Researcher – This should be defaulted to your name and/or the name of your research assistant. For additional researchers hit the Ctrl button and click on the additional researchers' name.
- o IRB Approval Code – The administrator fills this in when you bring a copy of your IRB approval letter. Add the Name of the study as it appears in SONA to this letter.
- o Visible to Participants – You can ignore this, this is done by the administrator.

- o Active Study – Are you ready for participants to be able to view and sign up for your study (you can change this later when you are ready).

Lastly, click on Add This Study.

- There are also more advanced settings, if you have any questions about these settings, contact the administrator.

- o Pre-Requisites
- o Disqualifiers
- o Course Restrictions
- o Sign-Up Password
- o Is this a web-based study?
- o Study URL
- o Participant Sign-Up Deadline (You may change this if you would like).
- o Participant Cancellation Deadline
- o Should the researcher receive an e-mail notification when a participant signs up or cancels?
- o Researchers at Timeslot-Level
- o Private Comments

Even though you have created your study, it still has to be approved by the administrator. Once you receive your approval letter from the HUMAN SUBJECTS REVIEW or IRB send a copy of the letter with the approval stamp to presona@ku.edu

Study Information (Time slots, participants, etc.):

- Once you click on Add This Study, you will see a summary called Study Information. At the bottom of the screen you will see a list of options.
 - View/Administer Time slots – Here you can set up your time slots – dates, times, location (for more details see next page).
 - For FACE-TO-FACE STUDIES - BEFORE YOU ADD TIME SLOTS YOU MUST HAVE THE OFFICE PROFESSIONAL RESERVE A ROOM FOR YOU!!
 - Researchers may not post time slots in Sona until room reservations are secured. Posting time slots for face to face studies without having a confirmed room reservation will result in suspension of your researcher account.
 - For ONLINE STUDIES, you will create only one timeslot with a final participation date and maximum number of participants
 - Time Slot usage Summary
 - Contact Participants
 - Download Pretest Responses – These are the demographics
 - Change the Study Information – you can edit your study information
 - Delete Study
- If you have any questions, contact Sara or Emma:
presona@ku.edu