

SONA Research Participation System Access and Use for Participants

Welcome to SONA, the research participation system utilized by the Department of Psychology at Illinois State University. If you choose to participate in research projects, you must sign up for individual research sessions using the [SONA Systems sign-up program](#). However, you will not be able to do so unless and until the instructor for your course requests that you be added to the SONA system. Students will be added to this system once and will be able to continue to use the same username and password for consecutive semesters. Your instructor will inform your class when the roster for a particular course has been uploaded to the system. Until that time, you will not be able to log in.

Once you have been added to a course in the SONA system, you will receive an email directly from the system that will provide your login information. Some email applications treat these message as spam, so it is important to check your spam folders for this email if it does not appear that you have received it. *Only new SONA users will receive this login email.* If you were already in the system from a previous course, you may log in using your existing username and password. If you do not remember your password from a previous semester, you may re-set it using the password retrieval function on the SONA login page.

Figure 1 shows an example of a login information email from the SONA system.

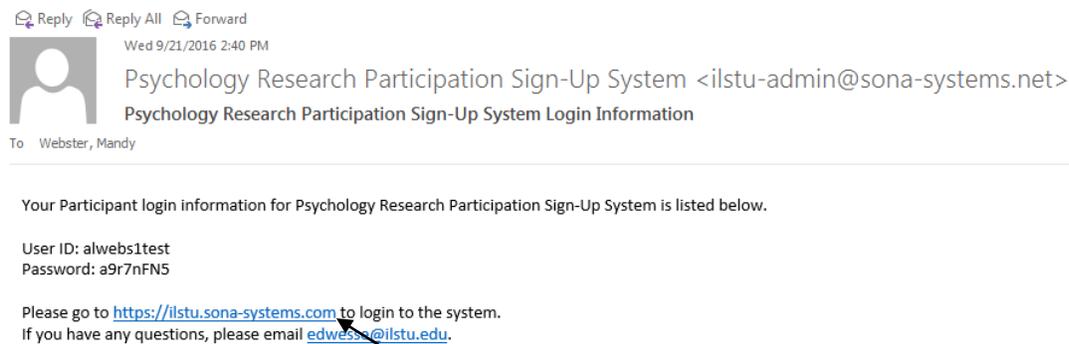


Figure 1

Once you have received this email, **follow the instructions** to login to the system. Click through the link in the email, then enter the user ID and Password provided (see figure 2).

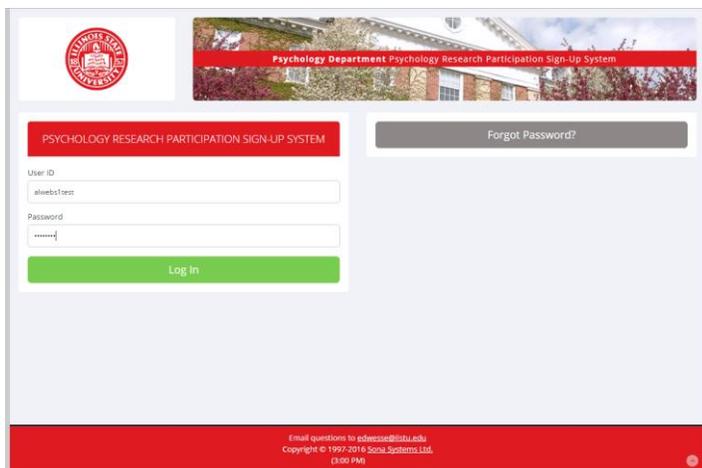


Figure 2

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The first screen you will see when logging in to the SONA system for the first time is the Human Subjects/Privacy Policy (figure 3). Please Note: You must read this policy and acknowledge it to continue using the system.

The screenshot shows the top of the SONA Research Participation System interface. On the left is the Illinois State University logo. On the right is a banner for the Psychology Department. Below the banner is a 'PRINT' button. The main content area is titled 'Human Subjects/Privacy Policy' and includes a 'Note' stating that users must read and acknowledge the policy. A red button labeled 'Go to Acknowledgement' is visible. The page contains several sections: 'Important Human Subject and Privacy Policy Notice', 'Use and Disclosure of Information', 'Individual Rights', and 'Your Institution's Duties'. Each section contains detailed text and lists of rights and duties.

Figure 3

Once you have read the policies, and if you agree to the terms, click on the green "Yes" button (figure 4).

The screenshot shows the bottom portion of the SONA Research Participation System interface. It features a question: 'Have you read the policies above, and do you agree to the terms?'. Below the question are two buttons: a green 'Yes' button and a grey 'No' button. A black arrow points from the text above to the 'Yes' button. The page also includes sections for 'Individual Rights', 'Your Institution's Duties', 'Complaints', 'Effective Date', 'Additional Information', and 'Contact Information'. The footer contains contact information for the system and a copyright notice.

Figure 4

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Your next step will be to change your password to something you can easily remember from one semester to the next. To do this, click on **Change Password** under **My Profile** (Figure 5).

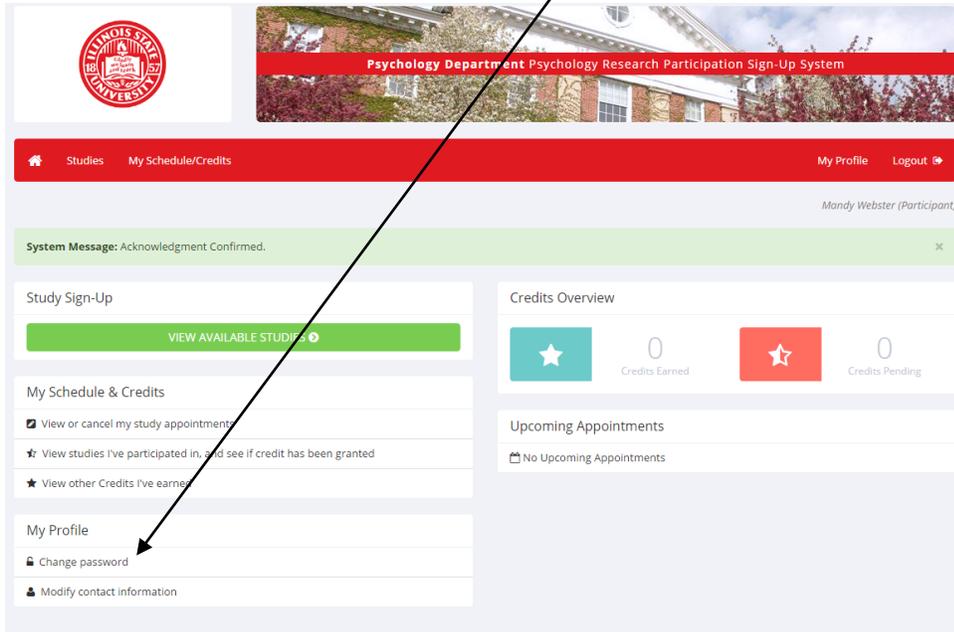


Figure 5

Enter your current password (the password that was automatically generated and sent to you in your original SONA login email) and your new password. Then click **Update** (Figure 6).

The screenshot shows the 'My Profile' page. The 'Change Password' section contains the following text: 'Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.' Below this text are four input fields: 'Current Password', 'New Password', and 'New Password (confirm)'. The 'Update' button is highlighted with a green background. An arrow points from the 'Update' button to the text above. The 'Credits' section shows 'Credits Earned: 0' and 'Credits Required: 0'. The 'Course(s)' section shows 'PSY 369, Sec 01, Psycholinguistic' and a 'Change Courses' button. The 'Prescreen Status' is 'Not completed'.

Figure 6

You are now ready to sign up and participate in research studies!

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First, click on **View Available Studies** (figure 7) to see which studies are currently available for you to take part in. These may change throughout the semester and from one semester to the next.

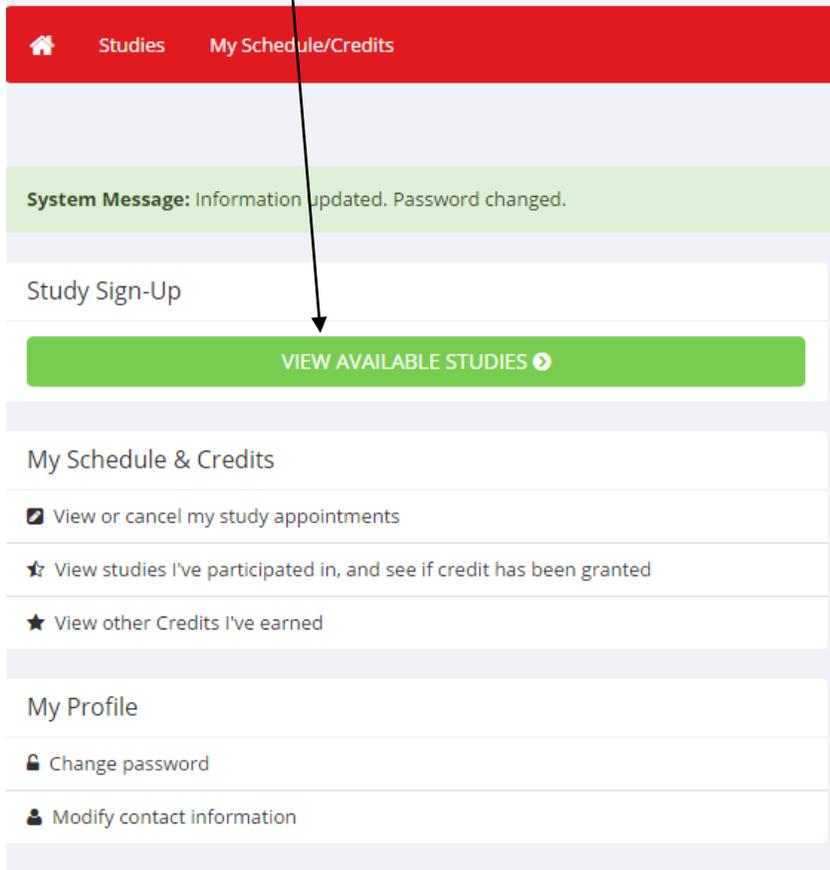


Figure 7

You may then click on the **red button** next to each study to see what timeslots are available for each individual study (figure 8).

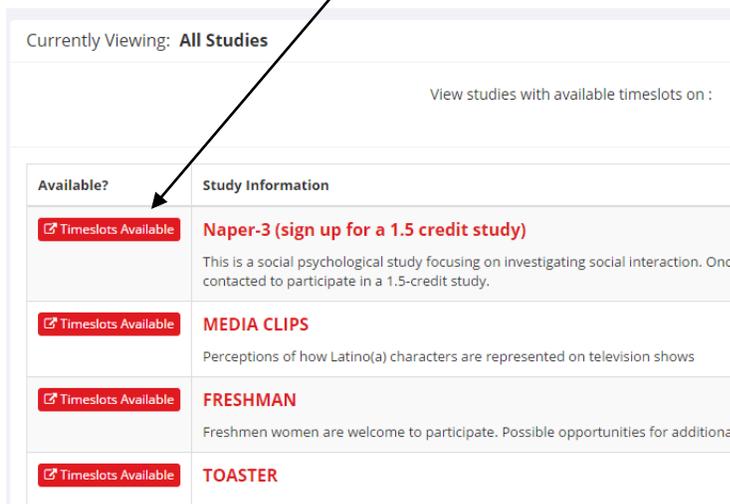


Figure 8

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Some studies begin as an **online questionnaire** that you must complete as soon as you sign up for the study (figure 9). Once you have completed the questionnaire, you will receive further instructions from the researcher. Please follow the researcher's instructions in order to complete the study and receive credit.

Study Information

Study Name	Naper-3 (sign up for a 1.5 credit study)
Study Type	 Web Study This study is an on-line survey. To participate, sign up, and you will start the survey immediately after you sign up.
Credits	0 Credits
Duration	50 minutes
Sign-Up Restrictions	You must NOT have signed up or completed ANY of these studies:  Naper-2 (Actual) (Inactive)  Naper-2 (Actual-Repeats) (Inactive)
Abstract	This is a social psychological study focusing on investigating social interaction. Once you sign up, you will be contacted to participate in a 1.5-credit study.
Description	This 3-question survey (that takes 5 seconds) gives you the opportunity to sign up for a study being conducted by Dr. Susan Sprecher, in Schroeder. YOU WILL RECEIVE 1.5 CREDITS FOR THE ACTUAL STUDY. Once you sign up through this on-line study, you will then be contacted through email by a research assistant to schedule you for an actual session. The session will last 50 minutes, be held in Schroeder Hall, and be worth 1.5 credit (which includes your travel time).

Figure 9

Other studies may be conducted 100% online. You must also follow all instructions listed to complete the study and receive credit.

A standard lab study will require that you make an appointment and go to the study location at your appointment time (figure 10).

Study Information

Study Name	FRESHMAN
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	45 minutes
Abstract	Freshmen women are welcome to participate. Possible opportunities for additional studies/credit.
Eligibility Requirements	Freshman, Women

Figure 10

In such case, you should click on **View Time Slots for this Study** at the bottom of the page (figure 11).

Deadlines	Sign-Up: 1 hour(s) before the appointment Cancellation: 2 hour(s) before the appointment
	 View Time Slots for This Study

Figure 11

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Next, choose an available date and time that works for you and click the green **Sign Up** button (figure 12) for your chosen appointment.



Timeslots for Study

Date	Location	Sign Up?
Thursday, September 22, 2016 11:00 AM - 11:45 AM	Williams Hall 307	<input type="button" value="Sign Up"/>
Thursday, September 22, 2016 1:00 PM - 1:45 PM	Fell Hall 112	<input type="button" value="Sign Up"/>
Thursday, September 22, 2016 3:30 PM - 4:15 PM	Williams Hall 22b	<input type="button" value="Sign Up"/>
Thursday, September 22, 2016 4:00 PM - 4:45 PM	Fell Hall 116	<input type="button" value="Sign Up"/>

Figure 12

Things to Remember

Be sure to read and follow any additional instructions that you may be given for completing your chosen study in order to receive credit.

You may cancel your participation in an experiment by following the instructions on-line in the SONA Systems program twenty-four hours in advance of the experiment session. Failure to do so will result in an “unexcused no show.” In the case of a dire emergency, you may directly contact the researcher or the Experiment Coordinator for consideration in rescheduling the session.

You will have access to your participation history for the semester, and will be allowed to manage the allocation of your credits to the courses that are allowing research participation credit. Following your participation, researchers will award you the appropriate credit for the study. You will receive an automated e-mail notification of their credit.

Consequences for Missing an Experiment

You will be given an “unexcused no show” for each of the following infractions:

- Every failure to show for an experiment for which you signed up (unless excused).
- If you are late for the experiment. Many experiments have a strict schedule. If you are late, you will not be allowed to participate. Avoid this problem by arriving 5 minutes early.

If it is found that you have been given “unexcused no shows” for missing 3 or more experiment sessions, you may be denied access to the SONA System. You must then use the Alternate Projects option to fulfill this course requirement. If you are denied access to SONA, you may be allowed to regain access to the SONA System under a limited amount of circumstances. However, you will need to file an appeal at the following email address: edwesse@ilstu.edu. This appeal must take the form of a polite and professional essay that outlines the reasons for your missing the experiment sessions and a compelling reason why you should be re-admitted to the SONA System. Any rude or unprofessional content will not be

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tolerated, and you may be reported to the Dean of Students for disciplinary action. When in doubt—be polite!

Various experiments are scheduled throughout the semester and are run until the last day of classes, but not during finals week. You should plan to complete your research participation before that date. Also, all alternate projects must be turned in by the deadline given to you.