

# SONA SYSTEM

## Psychology Participant Handbook

## Contents

Participant Handbook - Introduction .....	3
Requirements.....	3
Participation Requirements .....	3
Technical Requirements.....	3
System Overview .....	3
Registering for the system .....	4
As a participant .....	4
Getting started with SONA.....	4
Logging in .....	4
Resetting your password .....	5
Logging out.....	5
Setting your profile/Changing your password .....	5
Using SONA .....	5
Home Screen.....	5
Viewing Studies.....	5
Signing up for a study.....	5
Cancelling a sign-up .....	6
Non-attendance .....	7
Tracking your progress.....	7
Frequently Asked Questions .....	8
I have participated in a study but have not received my SONA Credits. What should I do?.....	8
Who can see information about my sign-ups? What about anonymity and confidentiality?.....	8
How many SONA Credits should I get? .....	8
I want to take part in a study but it has no available timeslots. What should I do? .....	8
What do I do if I have a problem with the system? .....	9

## Participant Handbook - Introduction

Psychology is an empirical discipline and this is reflected in the diverse range of research that takes place in the Department of Psychology at Aberystwyth. As undergraduate students, you are part of our vibrant research community and there is no better way to gain practical experience of research than to take part in real research projects that are conducted in the Department.

To assist with this, the Department of Psychology uses **SONA** to timetable and reward research participation by undergraduate students. SONA is a web-based experiment management system that provides an easy way for you to sign-up for research that is taking place in the Department. You simply log in to the system from any web-connected device, browse the list of available studies, choose convenient timeslots and sign up for your selected studies. For each study that you complete, you will be awarded a number of SONA Credit which will be recorded in SONA.

## Requirements

### Participation Requirements

The purpose of SONA is to a) support our research community by ensuring a pool of available participants for those conducting research in the Department, b) enable you to gain practical experience of taking part in research and c) allow you to get a taste of the types of research that take place in the Department. To achieve these aims, we ask that undergraduate students take part in a **minimum of three research studies per year**. By completing studies and earning SONA Credits, when you get to your final year you will be able to use SONA to recruit participants for your final year project research - something which can save you large amounts of time and effort.

### Technical Requirements

SONA will work with any internet-connected device that has a web browser. A SONA app is also available for [Android](#) and [iOS devices](#). If you choose to install the app, please be aware that you do so entirely at your own risk.

### System Overview

The purpose of SONA is to allow eligible researchers – typically staff, postgraduates and final year project students – to recruit participants for their research studies. SONA does this by allowing participants to sign-up electronically to take part in research studies. You log in, browse the list of available studies, choose timeslots that suit you and sign up instantly. SONA does the hard work by reminding you when your appointment is and by automatically granting your SONA Credits once you have completed the study. SONA also keeps track of which studies you have completed.

## Registering for the system

### As a participant

You will receive an email with your username (your Aberystwyth email address) and a temporary password. You will be required to change this password on your first login to the system.

### Getting started with SONA

SONA is a web-based system. To login, go to <http://aberpsych.sona-systems.com>. You can also access SONA via the Psychology Department webpage or via Blackboard links in PS11300, PS21410, PS21310 and PS33100/PS34100.

### Logging in

Your user ID is the same as your University e-mail ID – e.g. if your e-mail is viw8@aber.ac.uk, your SONA ID is viw8. Please note that your password is **NOT** the same as your e-mail password. You should login using the password you were given at the start of term. We recommend changing the password as soon as you login for the first time.

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

The screenshot shows the login interface for the SONA system. At the top left is the Aberystwyth University logo. A banner across the top reads "Department of Psychology Aberystwyth Psychology Research Participation System". The main login area contains a purple header "ABERYSTWYTH PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM". Below this are two input fields: "User ID" with the placeholder "@aber.ac.uk" and "Password". A green "Log In" button is positioned below the password field. To the right of the login form is a grey button labeled "Forgot Password?". At the bottom of the page, a footer contains the text: "Email questions to [MLw11@aber.ac.uk](mailto:MLw11@aber.ac.uk), Copyright © 1997-2016 Sona Systems Ltd. (10:41)".

When you login for the first time, you may be asked to review and acknowledge the Department's ethics and privacy policy.

## Resetting your password

If you have forgotten your password, simply click **Forgot Password?** on the main login screen.

## Logging out

To log out of SONA, click the **Logout**  button in the top right-hand corner.

## Setting your profile/Changing your password

Clicking **My Profile** in the top right-hand corner of the screen enables you to specify an alternate e-mail address (optional) and to change your password.

## Using SONA

### Home Screen

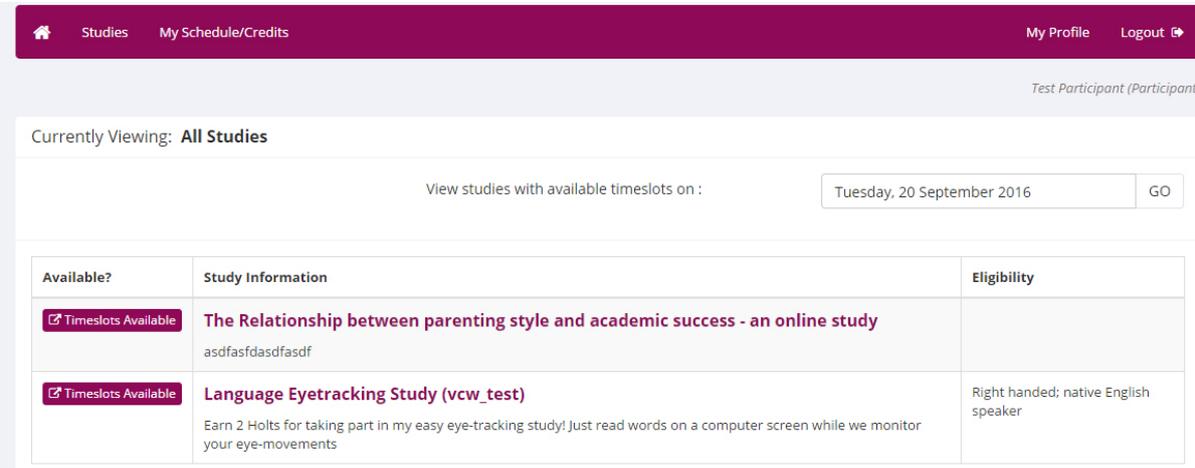
Once you have successfully logged in to SONA and reviewed the ethics and privacy policies, you will see the Home Screen.

### Viewing Studies

To view available studies, click **All Studies** at the top left-side of the home screen

### Signing up for a study

The **All Studies** screen lists all currently available research studies. The study listing gives a brief title for each study and the number of 'SONA Credits' available. To get more detail about a specific study, click **Study Info** to read more about the study and click **Timeslots** to view available timeslots.



Available?	Study Information	Eligibility
	<b>The Relationship between parenting style and academic success - an online study</b> asdfasfdasfdasfd	
	<b>Language Eyetracking Study (vcw_test)</b> Earn 2 Holts for taking part in my easy eye-tracking study! Just read words on a computer screen while we monitor your eye-movements	Right handed; native English speaker

When you read **Study Info**, you will need to check that you meet the study's Eligibility Requirements. Many studies have no requirements – however, some may require specific attributes (e.g. left-handed people, Welsh speakers, females etc.) By signing up for a study, **you are confirming that you meet all the eligibility requirements.**

Study Information

<b>Study Name</b>	The Relationship between parenting style and academic success - an online study	
<b>Study Type</b>	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.	
<b>SONA Credits</b>	1 SONA Credits	
<b>Duration</b>	20 minutes	
<b>Abstract</b>	asdfsasdfsasdfsdf	
<b>Description</b>	asdf asd fasdf asdf asdf a	
<b>Website</b>	<a href="#" style="background-color: #800040; color: white; padding: 5px 10px; border-radius: 3px;">View Study Website</a>	
<b>Researcher</b>	Rachel Rahman	
<b>Principal Investigator</b>	Victoria Wright	
<b>Deadlines</b>	Deadlines that occur on a Saturday or Sunday will be moved back to Friday Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment	
	<a href="#" style="background-color: #76c73a; color: white; padding: 10px 20px; border-radius: 3px;">View Time Slots for This Study</a>	

Once you have checked you are eligible, sign up for the study by clicking one on of the available timeslots. You will then receive an e-mail confirming your appointment.

Timeslots for Study

Date	Location	Sign Up?
Friday, 23 September 2016 9:00 - 9:20	0.51 - Qualitative Lab	<a href="#" style="background-color: #76c73a; color: white; padding: 5px 10px; border-radius: 3px;">Sign Up</a>
Monday, 26 September 2016 9:20 - 9:40	0.51 - Qualitative Lab	<a href="#" style="background-color: #76c73a; color: white; padding: 5px 10px; border-radius: 3px;">Sign Up</a>

### Cancelling a sign-up

To cancel a study sign-up, go to the 'My Schedule/Credits' tab in the menu bar and press cancel on the right hand side of the study you would no longer like to participate in. You then need to confirm this on the following screen. Please be aware that the system requires 24 hours notice for a cancellation. Therefore, if you sign up for a study, please ensure you attend.

<b>The Relationship between parenting style and academic success - an online study</b>  SONA Credits: 1 SONA Credits	23 September 2016 9:00 - 9:20	0.51 - Qualitative Lab	Awaiting action from researcher	<a href="#" style="background-color: #800040; color: white; padding: 5px 10px; border-radius: 3px;">Cancel?</a>
--	----------------------------------	------------------------	---------------------------------	---

**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. Weekends are not included when determining if it is too late to cancel. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	The Relationship between parenting style and academic success - an online study
Date	23 September 2016 9:00 - 9:20
Location	0.51 - Qualitative Lab
Researcher	Rachel Rahman Email: rjr@aber.ac.uk
Principal Investigator	Victoria Wright

Would you like to cancel this sign-up?

Yes, I want to cancel

No, I do not want to cancel

## Non-attendance

If you **fail to attend** your appointment and you did not cancel with 24 hours notice, 2 SONA Credits will be deducted from your account. This could potentially leave you with a negative balance, or could wipe out any credits you have already accrued.

If you **arrive late** for your appointment, it is at the discretion of the researcher whether they have time to test you or whether they penalise you as a no show.

If you attend your appointment and the **researcher fails to show up**, in most circumstances you will still receive your credits (unless the researcher gave you 24 hours notice that they would not be able to attend).

## Tracking your progress

Your progress is listed on the right side of the Home Screen. Here you will find your number of SONA Credits and total number of studies participated in.

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 SONA Credits I've earned

---

My Profile

- 🔒 Change password
- 👤 Modify contact information

SONA Credits Overview

★

5

SONA Credits Earned

★

1

SONA Credits Pending

---

Upcoming Appointments

**The Relationship between parenting style and academic success - an online study**

📅 Friday, 23 September 2016 9:00 - 9:20    📍 0.51 - Qualitative Lab

## Frequently Asked Questions

### **I have participated in a study but have not received my SONA Credits. What should I do?**

The system automatically grants credits to users who attended their appointments. This happens within 24 hours. If after 24 hours you have still not received your 'SONA Credits', please contact the researcher.

### **Who can see information about my sign-ups? What about anonymity and confidentiality?**

Only the researcher and the system administrator can see which studies you have signed up for. No other users – including researchers and staff – are able to see details of the studies in which you have participated. All studies listed on SONA have gone through the Departmental (or University) Ethics Committee and are compliant with the British Psychological Society's Code of Ethics and Conduct (2009). As such, your rights as a participant are assured. Details of your participation and any data collected from you are stored and processed in ways that guarantee anonymity and confidentiality.

### **How many SONA Credits should I get?**

We expect you to participate in a **minimum of three research studies per year**. This is an absolute minimum and the expectation is that as enthusiasts of psychology, you would participate in as many studies as you are able. One credit is awarded for each 20 minutes of participation – thus, a 20 minute study will earn you 1 credit, a 40 minute study 2 credits, a 60 minute study 3 credits' and so on. There is no subdivision of credits. If a study's duration is not in increments of 20 minutes (e.g. a study was 50 minutes long), the expectation is that the researcher would round up to the next 20 minutes (so a 50 minute study would be rounded up to 60 minutes with 3 credits, rather than rounded down to 2 credits).

Therefore, depending on the studies you select, you should be aiming for a minimum of between 3-9 credits per year. As outlined above, no-shows on your part will earn you negative credits, which will make it more difficult to reach your target.

### **I want to take part in a study but it has no available timeslots. What should I do?**

Contact the researcher. Details of the researcher and their e-mail address are listed on the **Study Information** screen.

Study Information	
Study Name	The Relationship between parenting style and academic success - an online study
Study Type	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
SONA Credits	1 SONA Credits
Duration	20 minutes
Abstract	asdfasfdasdasdf
Description	asdf asd fasdf asdf asdf a
Website	<a href="#">View Study Website</a>
Researcher	Rachel Rahman 
Principal Investigator	Victoria Wright
Deadlines	Deadlines that occur on a Saturday or Sunday will be moved back to Friday Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment
	<a href="#">View Time Slots for This Study</a>



Similarly, if there are timeslots available but none suit you, contact the researcher, tell them when you are available and ask if they can create a timeslot for you. If they agree, you can then go in and sign up in the newly-created timeslot. The researcher is also able to manually sign you up – you will need to ask them to do that for you.

### What do I do if I have a problem with the system?

If you experience any issues whilst using SONA, please make a note of the problem and what you were doing in the system at the time. You should then contact Matt Wilby, Department Technician and SONA System Administrator (mlw11@aber.ac.uk).