

Psychology Research Participation

SONA

Key Policies to Remember

Credit

Online studies

- 1 SONA credit for each half hour

In-person studies

- 2 SONA credits for each half hour

Website

<http://radford.SONA-systems.com>

- All registration, account reactivation, sign-up, scheduling, cancellations, login needs, profile management, and credit tracking is handled through this site.

No show policy

- Missing two studies without cancelling your appointment with 12 hours prior to the appointment will result in being blocked from participation in future studies.

Problems and questions

- Email sona@radford.edu

Psychology Research Participation

Rationale for Research Participation. Much of what psychologists know comes from research studies conducted at universities like Radford. If we are to learn about human behavior, then we must observe humans. By agreeing to participate in research studies conducted by members of our Psychology Department you are providing information that is not available by any other means. In addition, we intend for your participation to have educational value for you as a student. Thus, you will be given a full explanation of the studies in which you participate. Aggregated results of the studies in which you participate will be made available to you upon request.

Credit. Students enrolled in certain classes (ask your instructor if your class is eligible) may participate in Psychology Department research to 1) fulfill a course requirement, 2) receive extra credit, or 3) both. Each ½ hour of research participation **for online studies** will earn you “one credit” in the SONA system. Each ½ hour of research participation **for in-person studies** will earn you “two credits” in the SONA system. All experiment times are rounded to the next half-hour (e.g., a 70-minute experiment equals 3 credits). Your instructor determines the value of each credit. For example, each credit might equal 5 points toward your course grade. Furthermore, your instructor determines the maximum amount of research extra credit that you can earn for the course. Finally, your instructor will provide alternative assignments so that you can still earn extra credit without participating in research.

Rights of Participants. You may choose to leave any experiment at any time without penalty. If you choose to leave, you will receive at least partial credit for that session. If there is ever an instance in which you feel that you were not treated properly, respectfully and courteously, you should contact the department’s participant pool committee (Dr. Katie Arnold at 540-831-1068) or the Office of the Institutional Review Board at Radford University (540-831-5290).

Responsibilities of Participants. During studies, you should behave in the same way you would behavior during an exam. Any behavior that disrupts a research study even slightly is a violation of the Standards of Student Conduct. When you sign up for a study and you cannot keep your appointment you should cancel your appointment online at least 12 hours prior to the study. After the 12-hour cut off, you must contact the researcher directly (their contact info is included with the sign-up information). If you miss two studies in one semester without cancelling your appointment (either online or by contacting the researcher directly) you will be blocked from participating in any studies posted on SONA for the remainder of the semester.

Procedures

Starting with SONA. You must **register**, **login**, and indicate your **course/section** with SONA **BEFORE** you sign-up for an experiment to receive credit! Please follow these steps:

1. Go to <http://radford.SONA-systems.com>
2. Select the **Request an account here** link (lower left corner).
3. Enter your name, and your Radford User ID (everything *before* @radford.edu in your email address). Your password and instructions for log-in will then be emailed to your Radford account.
4. After log-in, you will be required to select a course (if your course is not listed, select “Correct Course Not Listed” and please inform your instructor that his or her course is not listed).
5. You can change your password by following the **My Profile** link.

Scheduling Research Participation. **Note: The last day to participate in a study is the last day of classes!**

1. Go to <http://radford.SONA-systems.com> and log-in.
2. Select the **View Available Studies** link under Study Sign-Up.
3. You can either view all available studies (default) or you can select a particular day. Regardless of which you choose, only studies with available timeslots will be displayed.

4. Find a study that sounds interesting and select the **Timeslots Available** link. Click the **View Time Slots** link to see if there is a session that fits your schedule.
5. Select the course to which you want to apply the credits from the drop-down menu, then click the **Sign Up** button for the desired time. For **online studies**, you will be given then link for the study when you sign up. For **in-person studies**, you will receive a confirmation email within a few hours and a reminder email the evening before the appointment. If you forget when your appointment is, you can review your appointments by following the **My Schedule and Credits** link after you've logged-in.

Canceling Experiments. You can cancel scheduled in-person experiments on-line up to 12 hours prior to the experiment. If you have a last-minute emergency and cannot attend a scheduled session, please contact the experimenter directly (you can obtain their contact information by following the steps below). **If you miss two experiments without canceling your appointment online or contacting the experimenter directly, you will be blocked from participating in any studies for the remainder of the semester.** Please make every effort to attend scheduled experiments – researchers (most of whom are fellow students) spend a great deal of time and energy preparing their studies. If you cannot attend, please cancel your appointment in a timely manner.

1. Go to <http://radford.SONA-systems.com> and log-in.
2. Select the **My Schedule and Credits** link.
3. If more than 12 hours prior to the study, select the **Cancel** button. If less than 12 hours prior to the study (or after the study), obtain experimenter contact information by selecting the study name. Contact the experimenter as soon as possible.

Re-assigning Credits to Your Courses. Please give researchers at least 48 hours to assign credits to your account after you have participated in their experiment. If you have not received your credits within 48 hours, consider sending a *gentle* reminder to the experimenter.

1. Go to <http://radford.SONA-systems.com> and log-in.
2. Select the **My Schedule & Credits** link. The credits are automatically assigned to the course that you selected when signing-up for the study.
3. If necessary, reassign credits from a study to a different course. Credits from a given study can be assigned to only one course.
4. **Note: You must assign your credits before the Participant Pool Reporting Date (the Sunday immediately prior to final exams). If you miss this date you may not receive the correct credit for your course!!!**

Frequently Asked Questions.

Question: What happens if I forget my password?

Answer: There is a link on the SONA site (below **Lost Your Password?**) that can send you your password.

Question: I went to my scheduled experiment and no one was there. What should I do?

Answer: Go to the **My Schedule & Credits** page to make sure that you had the correct time and location. If you believe that the experimenter was in error, contact that person immediately (experimenter contact info is available in the SONA system). Politely explain the situation and the experimenter should give you credit for showing-up. If you have any problems resolving the situation, please contact the Graduate Assistant listed below.

Question: I completed the study, but my credits have not been awarded. What should I do?

Answer: Give researchers at least 48 hours to award credit. After that, look at the study information and contact the researcher who is assigned to the study. If that does not resolve the matter then contact the research pool manager at sona@radford.edu

Unresolved Questions. If you have any questions or problems with the SONA system, please contact: sona@radford.edu

Revised: 8/17/2021

Updated: 9/1/2021