Conducting Research or Training with SONA

Basic Information. There are two types of research/training accounts in SONA:

- **Principal Investigator (PI)** accounts for *faculty*

- **Researcher** accounts for *students* (graduate and undergraduate)

Both accounts have the same privileges. This set-up allows students to execute the day-to-day operations of a study and the faculty member to provide oversight. Faculty who are not working with students simply need the PI account to run studies. The only difference between the two types of accounts is that researcher accounts must be renewed every semester, whereas PI accounts will typically be enduring.

Getting Your <u>PI Account</u> in SONA.

1. E-mail sona@radford.edu with a request to use the system.

2. You will receive an email from SONA when your account has been added to the system. Your username is assigned by the administrator, which is typically your Radford username plus "_pi" (e.g., jsmith_pi). Although SONA does not allow you to change your username, you may change your password when you log-in (follow the **My Profile** link).

Getting Your Students <u>Researcher Accounts</u> in SONA.

1. E-mail sona@radford.edu a list of students who need access to the system. *You must provide a valid email address for each student.*

2. Each student will receive an email from SONA when the account has been added to the system. The username is assigned by the administrator, which is typically the student's Radford username plus "_res" (e.g., jsmith_res). Although SONA does not allow one to change the username, your students may change their passwords when they log-in (follow the **My Profile** link).

Creating Your Study or Training Experience in SONA (either the PI or researchers can do this).

Note: You can create studies **_before_** they are approved. Studies can only be activated and made visible to participants with approval from the administrator (see **Activating Your Study** below).

1. Go to http://radford.SONA-systems.com and log-in.

2. Select **Add New Study.**

3. Select the type of study you want (Standard, Multi-part Standard Study, On-line External Study, Multi-part Online External Study, Online Internal Survey Study) and

4. Complete all of the basic information and, as needed, the advanced settings for your study. Be sure to click "yes" for the "Active Study" radio button. *Note:* There are lots of cool things you can do here – enjoy! ☺

   Note: Please only select whole numbers for the amount of credit (we do not use fractional credit). **Online studies** earn 1 credit for every 30 min of research. If it is 30 minutes or less they get 1 credit. If the study is 31-60 minutes, then participants will earn 2 credits. **In-Person studies** earn 2 credits for every 30 minutes of research.

Further, all experiment times reported in the study description in SONA should be rounded to the next half-hour. For example, if an **online study** is 70 minutes in duration a participant you should list it as an hour and a half (and participants would be awarded 3 credits).

5. Click the **Add This Study** button.

Activating Your Study or Training Experience.

1. Go to http://radford.SONA-systems.com and log-in.
2. Select **My Studies.**
3. Select the study that you want to activate.
4. Under the **Study Status** subheading, select the **Send a Request** link (you do not need to add text on the next screen, but you can add an explanation if desired).
5. ***For Research Studies***, *provide the administrator (Katie Arnold at karnold23@radford.edu) with documentation that your study has been approved by the IRB.*
6. ***For Class Projects***, *please include the following: clearly indicate that your project is a class project, provide the name and section of the class, and the instructor's name.*
7. You will receive an email from SONA indicating once your study is active.

Adding Timeslots (a.k.a. Study Sessions).

Note: The last day for scheduled sessions is ***the last day of classes.*** This applies to ***all*** projects.
1. Go to http://radford.SONA-systems.com and log-in.
2. Select **My Studies.**
3. Select the **Timeslots** link for the appropriate study.
4. Select the **Add A Timeslot** or **Add Multiple Timeslots** link. Enter requisite information.
5. Click the **Add** button.

For online Studies – Before students can sign up for your study, you will need to add a timeslot that will indicate the maximum number of participants who can sign up and indicate the final date for participation.

Assigning Credits or No Shows (please assign credit within 48 hours of the study).

Note: The last day for students to assign credits to their courses ***is the Sunday immediately prior to final exams.***
1. Go to http://radford.SONA-systems.com and log-in.
2. Select **My Studies.**
3. Select **View Your Uncredited Timeslots**.
4. Use the **Grant Credit?** radio button to give ***the standard credit*** (as determined when you created the study) to a participant. *Remember that each half-hour equals 1 credit.*
5. If you need to give a particular participant slightly more or less credit, assign an Unexcused No-Show, assign an Excused No-Show, or cancel a session, click on the participant's link in the **Date** column. Scroll down to the **Sign-Ups** heading, which will give you several options for that participant. Please do not issue fractional credit (whole numbers only please).

Questions.
Students who have any questions or problems with the SONA system, please contact: sona@radford.edu

Faculty who have any questions or problems with the SONA system, please contact:

Katie Arnold – 5122 Hemphill Hall
karnold23@radford.edu
Phone: x1068

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