

# UC San Diego Psychology Department

## Sona Highlights for Researchers

UCSD Psych Sona website: <https://ucsd.sona-systems.com>

Researcher User Manual: [http://www.sona-systems.com/support/docs/ems\\_docs.pdf](http://www.sona-systems.com/support/docs/ems_docs.pdf)

Researcher information: <https://psychology.ucsd.edu/about/resources/instruction/sona.html>

### Identifying Text

Per our Departmental policy, researchers are not allowed to enter any identifying text in their study information (i.e., abstract, description, eligibility requirements, etc.). Identifying text is described as any language that explains if the study is in-person or online or what will occur during the study (i.e., “participants will read several passages for 20 minutes and then be tested on recognition of terms for 10 minutes” and “participants will be shown a series of images and quizzed on memorization of images”). Exceptions to this policy can be made if it’s crucial to the participant’s knowledge prior to participating (i.e., use of an EEG machine where a gel substance will be placed in the participant’s hair. They need to know this information so they can plan accordingly for activities directly after the study).

### Uncredited Timeslots

Researchers are required to grant/deny credit within 24 hours of the participant completing the study.

### Last Available Timeslots

All study timeslots have to end by 3:00 PM the day Sona closes for participants. This provides time for the researcher to grant credit immediately upon participant completion and time for the participant to assign the credit to the appropriate course. If a researcher lists timeslots after 3:00 PM and a participant signs up, the researcher must grant credit to the participant prior to the 3:00 PM deadline and cannot penalize the participant in any way (by assigning 0 credits or registering a no-show).

### Researcher Cancellation Policy

As researchers require a cancellation timeframe from participants, the researcher also has a responsibility to the participant not to cancel with short notice.

- If a researcher cancels with at least 24 hours' notice, then nothing further needs to be done.
- If a researcher cancels with less than 24 hours' notice, the researcher must provide opportunities for the participant to mutually re-schedule. If rescheduling becomes impossible due to researcher restrictions on timeslots, the researcher must grant credit. (This should be avoided if at all possible)
- If the cancellation occurs in Weeks 9-10 and the researcher cannot provide a re-schedule, credit must be granted to the participant since there is not sufficient time to participate in other Sona studies.

### Eligibility Requirements

It is the researcher's responsibility to list any mandatory eligibility requirements for the study. This might include age (must be 18 years or older), language background, visual acuity, etc. If a participant meets all listed eligibility requirements, the researchers must run the participant and/or provide full Sona credit for the study. If a prospective participant signs up for a study despite not meeting all listed eligibility requirements, he or she cannot participate and should not receive Sona credit for the study.

### Group Lab Email Accounts

Research labs are allowed to use a group email address as long as there is an assigned individual who is responsible for responding to UCSD Psych Sona emails within 2 business days to follow through on uncredited timeslot requests and other Sona-related items. If UCSD Psych Sona does not receive timely

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responses from a research lab Gmail address, the lab may be required to use the researcher's individual email address for correspondence.

### **Paper Slips**

All studies must go through Sona in order for participants to obtain Sona credit. No other forms of participation are permitted (i.e., paper slips, emails, etc.).

### **Time = Credits**

Time over 120 mins. (2 hours) cannot be granted Sona credit, and participants will need to be paid for their time over 2 hours.

### **In-Person Studies**

- In-person: 30-minute study = 1 Sona credit.
- In-person: 1 hour study = 2 Sona credits.
- In-person: 1.5 hours = 3 Sona credits.
- In-person: 2 hours = 4 Sona credits.

### **Remote Studies**

- Remote: 30-minute study = 0.25 Sona credit.
- Remote: 1 hour study = 0.5 Sona credit.
- Remote: 1.5 hours = 0.75 credits.
- Remote: 2 hours = 1 Sona credits