UCSD Psychology Department
SONA Highlights for Researchers

SONA website: https://ucsd.sona-systems.com
User Manual: http://www.sona-systems.com/support/docs/ems_docs.pdf
Information on department website: http://www.psychology.ucsd.edu/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, etc.). Identifying text is described as any language that explains 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." "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 Time Slots
Researchers are required to grant/deny credit within 24 hours of the participant completing the study.

Last Available Time Slots
All study time slots have to end by 3pm 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 3pm and a participant signs up, the researcher must grant credit to the participant prior to the 3pm 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 due to researcher restrictions on time slots rescheduling becomes impossible, the researcher must then 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 responsibility of the researcher 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.

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Group Lab Email Accounts

Research lab 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 timeslots request and other SONA related items. If UCSD Psych SONA does not receive timely 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

- 30 mins. = 0.5 credits
- 60 mins. = 1 credits
- 90 mins. = 1.5 credits
- 120 mins. = 2 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.