



Psychology Research Participation Scheme  
*Taking part in real experiments outside of class.*

## **Researcher/PI User Guide**

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This system works best on any popular web browser that is less than 2 years old, such as Internet Explorer, Firefox, Safari, and Chrome. It will also work with other web browsers, and with older versions of web browsers noted above. However the layout may not be as clean. No functionality will be lost when using an older web browser. Additionally, the software will work with a screen reader or other assistive tools for those with disabilities.

## Introduction

SONA is an Experiment Management System which is used by the School to provide an easy method for participants (mainly 1st and 2nd year students) to sign up for studies within PRPS (Psychology Research Participation Scheme). As a researcher, you can set up your studies in the system, schedule the sessions (timeslots) when participants may participate, and grant/revoke credit after the session.

Everything is done through the software's web-based interface to allow researchers/participants access to the system at any time, from any computer, using a standard web browser.

PRPS forms part of the School's 1st and 2nd year courses. Participants are required to earn 6 credits per term by participating in various studies. These credits account for 6% of the participant's final CGS mark in each term.

All participants who are currently in their 1st or 2nd year course **MUST NOT** be signed up to any study unless it is via SONA, and no monies are ever to be paid to 1st or 2nd year participants.

Credits are awarded at a rate of 0.5 credits per 15 minutes (or part thereof) of participation. ie; participating in a 35 minute study earns 1.5 credits.

## System Basics

In the system, you create studies. Each of your studies may have a number of timeslots, which are the times you plan to run the study. Participants can sign up for the timeslots by viewing the available timeslots for of all studies running in the School. You will grant/revoke credit to participants after the session occurs.

## Requesting an account

Open the School's main PRPS page;

**<http://www.abdn.ac.uk/psychology/research/resources/sona-systems.php>**

Click on the link **Register as a Researcher** to request an account. You will be required to provide some basic information (*see page 2*), incomplete forms will not be accepted and will result in delays with your application. Account requests are sent to the Administrator who manually creates the accounts, usually within 24 hours of submission. You will receive an email notification with your login information. You will be assigned a default password which you may change after your first login.

If you do not receive your login information, please check your email program's junk mail folder before contacting the Administrator. One of the most common reasons for not receiving login information is that an email program misclassified the email as junk mail. Be sure to configure your junk mail filters to allow emails from that address.

**If you do not receive an email with your login details within 48 hours then please contact the SONA Administrator.**

### PERSONAL DETAILS

**First Name \***

Jim

**Last Name \***

Urquhart

**User ID \***

s83ju01

**ID Number \***

12345678

**University Email Address \***

j.urquhart@abdn.ac.uk

**Personal Email Address**

--- LEAVE BLANK ---

**Status (e.g. Student, RA, RF, Lecturer) \***

Teaching Technician

If you are a Student, please complete the following fields:

### STUDENT INFORMATION

**Year of Study**

33

**Degree Intention**

PhD

**Supervisor**

Prof Sahraie

Submit Form

### NOTES:

**Personal Email Address :** We do allow the use of private email addresses, all users must use an official University email address (prefix @abdn.ac.uk or aberdeen.ac.uk)

# Logging In

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

**NOTE: Account Request button (circled) on this page is for requesting a PARTICIPANT account, not a RESEARCHER account.**

UNIVERSITY OF ABERDEEN

School Of Psychology Psychology Research Participant Scheme (PRPS)

PSYCHOLOGY RESEARCH PARTICIPANT SCHEME (PRPS)

User ID  
j.urquhart.16

Password  
.....

Log In

**Announcement**  
The last date you can earn Term 2 credits is Friday April 1st 2016.

Request Account

Forgot Password?

Once you log in for the first time you will be asked to review and acknowledge the School's privacy policy for research. After you complete this you will see the Main Menu (shown below).

My Studies All Studies Add New Study Prescreen Results FAQ My Profile Logout

James Urquhart (Researcher)

My Studies

- View and edit your studies
- View, add or edit timeslots
- View uncredited timeslots 0

All Studies

- View all studies available to participants

Add New Study

- Create a new study

Prescreen Results

- Analyze participant prescreen results

My Profile

- Change password
- Modify contact information
- Provide an alternate email address

FAQ

- Find answers to common questions

Upcoming Appointments

- No Upcoming Appointments

Studies with Recent Activity

- You have no studies.

Your login will expire after a certain period of inactivity, which is around 20 minutes. The system will warn you a few minutes before the expiration. This is done for security purposes. If this does happen you can log in again.

## Retrieving a Lost Password

If you forget your password, select the Forgotten Password button on the SONA login page. Enter your ID on the linked page and you will be emailed a new link and instructions on how to reset your password. This link is valid for 24 hours.

## Logging Out

Once you are finished using the system, choose Logout from the top toolbar on the right side to log out. You are now logged out. It is always a good security measure to close all of your browser windows, especially if you are using a computer that is shared by others.

## Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose **My Profile** from the top toolbar.

If you change your password, please be sure to select a password that you do not use on any other systems or websites, following good computing practice. It is recommended that you provide your phone number and office location

My Profile	
You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.	
Name	James Urquhart
User ID	j.urquhart.83@abern.ac.uk
Alternate Email Address	<input type="text" value="psy482@abdn.ac.uk"/>
Optional. If provided, all emails sent to you from the system will be sent to this address.	<input type="text" value="psy482@abdn.ac.uk"/> (please enter twice for verification purposes)
Change Password	Enter your current password, then your new password twice, to change your password. Otherwise, leave blank. <input type="text"/> Current Password <input type="text"/> New Password <input type="text"/> New Password (confirm)
University ID Number (optional)	<input type="text" value="12345678"/>
Phone Number (optional)	<input type="text" value="(27)2233"/>
Office (optional)	<input type="text" value="F.03"/>
Daily Reminder Should the system send a reminder of your upcoming studies the day before?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Update"/>	

# Studies

## Two-Part Studies

You may create a two-part lab study in the system. Often these are studies involving memory research, where the participant must return a specified number of days after the first session. When creating a study, you may specify the day range for the second part of the study (e.g. 7 to 10 days after the first part). Participants are required to sign up for both sessions at the same time, to reduce the chance of forgetting to sign up for the second part. Each part of a two-part study may have a different credit value and duration. Online studies may not be two-part studies because there is no concept of making an appointment to take an online study at a specific date and time. If one part of the study is an online study, create two separate studies (one for each part) and set the first study as a pre-requisite for the second study.

With two-part studies, you may specify that the second part of the study must be scheduled to take place at exactly the same time as the first part (on a different date), or at any time on the dates that are within the specified number of days after the first part.

You should ensure that there are enough available timeslots for both parts of the study or participants will be prevented from signing up for either part. Participants may cancel either part of their sign-up if necessary. If they cancel the first part, the second part is automatically cancelled as well. If they cancel only the second part and the first part has already occurred, you will need to manually sign them up (when practical) to participate in the second part at a later date. You may also ask the Administrator to handle this.

If you grant a no-show for the first part of a two-part study, the second part of that participant's sign-up will not be cancelled automatically. However, you will be reminded of the situation in case you would like to cancel the second part. The cancellation is not automatic as there are some situations where automatic cancellation is not desirable.

Study Information	Approved?	View
<b>Crosstalk and Backward Inhibition</b> (1.5 Credits)	Approved	• Study Info • Timeslots
<b>Inhibiting Simple Stimuli</b> (1.5 Credits)	Approved	• Study Info • Timeslots
<b>Inhibition and Response Conflict</b> (1 Credits)	Approved	• Study Info • Timeslots
<b>Preparation and Inhibition</b> (1.5 Credits) This experiment will involve you preparing to do a task and then responding to a target based on what task you have prepared: e.g. colour judgement, a shape categorisation or a line orientation judgement task	Approved	• Study Info • Timeslots

Participants viewing this page will see restrictions listed with each study, when applicable, except for prescreen and course restrictions, which are always hidden from participants. They will also see studies listed in random order. Inactive studies that are approved will not appear on the list of available studies, but may be viewed when participants are checking their progress or other actions related to that study.

The system will enforce the configuration for the second part in terms of ensuring participants only sign up for timeslots that meet the two-part study restrictions. As the researcher, you also have additional control in deciding which timeslots to create for each part of the study. You want to ensure that there are sufficient timeslots for each part. For example, if the study is set up so the second part must occur exactly one day after the first part, and you have set up the first part with timeslots on Monday, then ensure you have some timeslots for the second part set up on Tuesday. Participants will have trouble signing up for the Monday timeslots for the first part because there is no corresponding timeslot for the second part to sign up for.

## Adding a Study

Two forms of approval are required before your study is available for participants to sign up to and for testing to commence;

stage 1: Ethical approval via the Ethics Committee

stage 2: SONA approval via the SONA Administrator

You can choose to set up your studies in the system before ethical approval has been granted, however, the ethics code is required before Administrator approval can be granted.

To create a study in SONA, select **Add New Study** from the toolbar on your homepage and fill out the form (see pages 9-20). You will be given the option to pick from two possible types of studies, a standard (one part) study or a two-part study. Please choose the option carefully as you will not be able to change it after this stage.

Once complete, select **Add This Study** to save it on the system. A summary of your study will then be displayed;

The screenshot displays a web interface for a study summary. At the top, a green system message reads "System Message: Study added." Below this is a "Study Menu" button. The main content is divided into two columns. The left column, titled "Study Information", contains a table with the following details: Study Name: "This is a DEMO study"; Study Type: "Standard (lab) study" with a building icon and a description: "This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time."; Study Status: "Not visible to participants : Not Approved" with a "Send Request" button and a note: "Inactive study : Does not appear on list of available studies"; Duration: "45 minutes"; Credits: "1.5 Credits"; Abstract: "Demo study : Please DO NOT SIGN UP"; Description: "The is a more detailed description regarding my demo study which you should NOT sign up for."; Eligibility Requirements: "Must have uncorrected 20/20 vision"; Preparation: "Jog for one hour before appointment". The right column, titled "Restrictions", shows "Prescreen Restrictions" set to "No Restrictions" with a "View/Modify Restrictions" button. Below this is the "Additional Study Information" section, which includes: "Automatic Credit Granting" (Credit will be automatically granted for timeslots where no action was taken, that are more than 48 hours old. Automatic credit grant is done once per day.); "Participant Sign-Up Deadline" (24 hours before the study is to occur); "Ethics Committee Approval Code" (PEC12345678); "Direct Study Link" (https://abdn.sona-systems.com/default.aspx?p\_retu) with a note: "This is a direct URL for participants to access the study. You may use this in an email or study advertisement."; and "Date Created" (27 September 2016).

Note that you do not need to have completed all of the required fields before adding (ie;saving) your study, this will allow you to return at a later date to complete and/or change entries before requesting your study to be approved by the SONA Administrator.

You can specify that your study it not visible to participants even after it has been fully approved by initially setting **Active Study** to **No**.

Check your study's information summary (making sure that your Ethics approval code is included) and then select **Send Request**, this will email a request to the SONA Administrator applying for their approval of your study. After Administrator approval is received, and you initially set **Active Study** to **Yes**, your study will immediately be visible to participants ready for them to sign up to it.

If you initially set **Active Study** to **No**, then once you are ready to begin testing you will need to set **Active Study** to **Yes** (via **Study Information - Change Study Information**).



Basic Study Information	
Field	Explanation
Study Name	<p>A short name for the study. This is how the study is identified throughout the system. Studies are shown in a random order to participants (though researchers view them in alphabetical order), so there is no advantage in choosing a study name that might put it at the top of an alphabetical list, ie; "Aardvark study" does not prioritise "Zebra study".</p> <p>Study names must be unique with a maximum of 100 characters in length.</p>
Brief Abstract (up to 255 characters)	<p>This is a short one or two line description of the study. This short description will be displayed to participants when they view the entire list of studies, so it may be beneficial to list the most pertinent details here. This field can be up to 255 characters in length.</p>
Detailed Description (up to 15000 characters)	<p>A more detailed description about the study, it is seen by participants when they click on the study to get more information before they sign up. If you would like to add a carriage-return (paragraph break), simply type in "&lt;p&gt;" (without the quotes). This field may be to 15,000 characters in length.</p>
Eligibility Requirements	<p>If there are any restrictions on who may or may not participate (and these are not covered by <b>prescreen participation restrictions</b> ) list them here. In most cases, you will leave this field as-is and set <b>prescreen participation restrictions</b> instead (those are enforced automatically). If you list any restrictions, these will be displayed on the list of studies when participants view a list of all available studies.</p> <p>This field may be up to 245 characters in length.</p>

Duration	The amount of time, in minutes, that each study session will take. If you are setting up a 2-part study, then this setting applies to the first part of the study. For online studies, this should be an estimate of how long participants can expect the study to take, so that they can plan accordingly.
Credits	<p>Enter the number of credits a participant will earn for the study. The credit value specified must be evenly divisible by the credit increment specified. Increment are in 0.5 steps, the study can have credit values like 1 and 1.5, but not 0.75.</p> <p>If you are setting up a 2-part study, this is the value for the <u>first part</u> of the study.</p> <p>After a study has sign-ups, you may not change the credit value of the study. However, the Administrator can still change the credit value of a study with pending sign-ups. If this is done, be sure to notify participants with pending sign-ups of the change, as the system will not notify them automatically.</p>
Preparation	Enter any advanced preparation a participant must do here (e.g. “do not eat 2 hours before session”). If there are no preparation requirements, leave this field as-is.
Researcher(s)	<p>Select the researcher for this study. Most likely, this is you, and your name will automatically be selected. If you are a researcher, you may not remove yourself as the researcher (the P.I. for the study, as well as the Administrator can change the researcher). Depending on how your system is configured, you may be able to specify multiple researchers for a study. If you specify multiple researchers, each researcher has full control over the study.</p> <p>The selection box lists only users who are researchers.</p>
Ethics Committee Approval Code	Enter the PEC approval code here. Only the Administrator can change the IRB approval code once it has been entered.

<p>Approved?</p>	<p>A study must be Approved and Active to show up on the list of studies that participants may sign up for.</p> <p>Only the Administrator can approve a study. Click on the <b>Request Approval</b> button when the form is complete. When you are ready to make the study visible to participants then select '<b>Yes</b>' for <b>Active Study</b>. You can always make an approved study invisible to participants (set <b>Active study</b> to '<b>No</b>').</p> <p>If you change key items about the study, specifically the name or descriptions, the study will automatically be made invisible to participants until the Administrator re-approves it. The reason for this is that PEC approvals are very specific for study names, descriptions, duration and credits etc, so the Administrator needs to ensure the study is in proper compliance.</p>
<p>Active Study?</p>	<p>Select Yes if this study is in progress. You must select Yes and the study must be Approved if you want the study to available for participants to sign up for.</p> <p>If a study is Not Approved but <i>is</i> Active, then it does not show up to participants on the listing of studies, but it is accessible through other links if the participant has participated in it before and are viewing their participation history (in case the participant has follow-up questions about the study). It will also show up on the study information page (for an individual study) where it is listed as a pre-requisite or disqualifier for a study.</p> <p>The reason to select No is if the study is being kept for future use (or reference), it may be activated at any time by the researcher without the study having to be reapproved by the Administrator.</p>

<b>Advanced Settings</b>	
<b>Field</b>	<b>Explanation</b>
Pre-Requisites	<p>If there are studies a participant must participate in before participating in your study, choose them here. You may select multiple studies.</p> <p>You may specify that participants must have participated in <i>at least one</i>, if not <i>all</i> of the studies specified.</p> <p>The system will handle enforcement of the pre-requisites in a strict fashion. The participant must have <i>received credit for</i> (participated in) the pre-requisite studies.</p>
Disqualifiers (this feature might be disabled on your system)	<p>If there are any studies that a participant must <i>not</i> have participated in, please select them here. You may select multiple studies. The system will handle enforcements of the restriction during the sign-up process. If a participant has signed up for, or participated in, at least one of the studies specified as a disqualifier, then they will not be eligible to sign up for your study.</p>
Course Restrictions	<p>If you would only like participants enrolled in certain courses to participate in your study, select the eligible courses here. Participants who are not in at least one of the courses you selected will not see the study when they view the list of available studies. You may choose No Restrictions if you would like to make the study available to participants in any course.</p> <p>Note that course restrictions do not function as a disqualifier but rather a qualifier. For example, if a participant is in both Course A and Course B, and the study is restricted to only those in Course A, the participant is eligible because they are in Course A, despite the fact Course B is not listed as a course restriction.</p>

<p>Study URL</p>	<p>The URL (web address, usually starting with https://) for your study. This is only required for web-based studies administered outside the system.</p> <p>If you are setting up a web-based study outside the system and would like the system to pass a unique identifier in the URL so that you may easily identify participants and even have the system grant credit automatically, add the text %SURVEY_CODE% in the URL where you would like the identifier to be placed. This feature is most commonly used with online survey products like Qualtrics, SurveyMonkey, LimeSurvey, SurveyGizmo, and similar products. This is discussed in further detail in the Web-Based (Online) Studies section of this documentation.</p>
<p>Participant Sign-Up Deadline</p>	<p>Enter the deadline date (before the study is scheduled to occur) that is the last possible date a participant may be allowed to sign up, in whole hours.</p>
<p>Should the Researcher receive an email notification when a participant signs up or cancels?</p>	<p>If set to Yes, the researcher for this study will receive an email notification whenever a participant signs up or cancels their sign-up for this study. The email notification will be sent to an email address based on the information the researcher has provided. See the Email Address Options section of this documentation for more information on how the email address is determined. Emails will contain the first 50 characters of the study name as part of the subject line in order to make it easier to sort the emails within an email program.</p> <p>If set to Yes, researchers will also receive a notification if the system is in lenient pre-requisite enforcement mode; and a participant cancels a study that was a pre-requisite for the current study. Read the section on Pre-Requisites in this table for more information about this situation. Emails are sent to all researchers specified for the study, unless a specific researcher is assigned to the timeslot that the email notification is being sent about. See Timeslots Linked to Specific Researchers for more information.</p>

<p>Researchers at Timeslot-Level</p>	<p>If set to Yes, it will be possible (but not required) to assign a specific researcher from the list of researchers for the study to a specific timeslot. If set to No, then it is presumed that all researchers assigned to the study are responsible for all timeslots. See Timeslots Linked to a Specific Researcher for more information. This option only appears if the system is configured to allow multiple researchers per study.</p>
<p>Automatic Credit Granting</p>	<p>If set to Yes, timeslots that are more than a specified number of hours old and still in the Awaiting Action state will be changed to a credit grant. The check for timeslots in this situation is made only once per day. If an automatic credit grant is done, you may still change it later if necessary.</p>
<p>Shared Comments</p>	<p>This is an optional area where you may enter any comments or notes about the study. These are visible to any researchers and PIs in the system, but not to participants. This field is useful if you want to make the technique used in the study visible to other researchers, so they can set your study as a disqualifier if necessary. This field can be up to 1,000 characters in length.</p>
<p>Private Comments</p>	<p>This is an optional area where you may enter any comments or notes about the study. These are only visible to the researchers (and PI) for this study. These are not visible to participants or to other researchers or PIs in the system. This field can be up to 1,000 characters in length.</p>
<p>Research Alternative?</p>	<p>If set to Yes, then this study is considered a research alternative study. For various reasons, some participants may be restricted to participate in regular studies (typically, for accruing too many unexcused no-shows or being unable to consent), meaning that they can only sign up for research alternative studies. Only an Administrator may change this value (the default is No).</p>

**Two-part Study Settings** (only applies if you select Two-Part Standard Study on the Select Study Type page)

Is this a 2-part study?	Always set to Yes.
Credits, Part 2 (credit studies only)	Enter the number of credits for the second part of the study, if this is a two-part study. A value of 0 is acceptable. The credit value specified must be evenly divisible by the credit increment specified. For example, if the increment is 0.5, then the study can have credit values like 1 and 1.5, but not 0.75.
Part 2 Duration	The amount of time, in minutes, that the second part of the study will take.
Part 2 Scheduling Range	Specify the number of days (as a range) after the first part is scheduled, that the second part should be scheduled. This setting only applies to two-part studies. The range may be the same value (e.g. “between 7 and 7 days”) if desired, but must be a whole number. See “Two-Part Studies” for more information.
Part 2 Scheduling Leniency	In some cases, you may want to ensure that the participant schedules the second part of the study to take place at exactly the same time (on a different date) as the first part. If so, choose Yes for this option. If there is some flexibility to sign up any time within the Part 2 Scheduling range, choose No for this option.

Once you have filled out the appropriate information, save it and the system will be updated immediately with the information. If you would like to add participation restrictions based on prescreen responses, you can do so when you update the study (see Prescreen Participation Restrictions). Otherwise, your next step is to add timeslots (sessions). See the **Working with Timeslots** section of this documentation for more information. If you need to update this study, see the Updating a Study section of this documentation.

## Updating a Study

You may update any of your studies at any time. To do so, choose My Studies from the top toolbar and you will see a list of your studies. Click on the desired study, and choose the Change Study Information link. You will see a form similar to the one you used to add the study.

The changes you make will take effect immediately after they are saved. When changes are made you should contact the Administrator to request re-approval once you have made all your changes. Changing the following fields may require a re-approval:

- study name,
- brief abstract,
- detailed description,
- eligibility requirements
- restrictions
- study pre-requisites/disqualifiers
- course restrictions
- duration
- preparation

There will be a notice on the Change Study Information to warn if re-approval may be required. The system will also notify you after making changes if the study is now in need of re-approval. If re-approval is required and you are ready to request such approval, you may use the option to send such a request via the system, which is the same function you would have used to request initial study approval.

If you need to change the credit value for a study, contact the Administrator who can make that change for you. *Note that the credit value is locked to the duration so make sure you have updated the duration first.*

## Deleting a Study

You must NEVER delete a study without permission from the Administrator. If you no longer require a study then mark **Active** as **No**. The Administrator clears all studies from the system at the end of term 2 (after exam re-sits are complete).

This restriction is to ensure that the credit count for participants and where they have earned credits is accurate. This means that the studies that contributed to their credit earnings must be kept intact.

## Advertising a Study

Sometimes it may be useful to advertise your study on social media channels or by other methods outside the system. Go to Study Information and copy the Direct Study Link URL. Participants who go to that link will be taken directly to your study after they log in, assuming they are qualified for the study. If they are not qualified, they will be taken to the participant dashboard as usual.

The Direct Study Link URL is also displayed on Invite Qualified Participants for your convenience.



## Timeslot Usage Summary

When viewing your study, the timeslot usage summary will be available. This gives some basic information about timeslot utilization in the past and in the future, as well as some basic no-show information. It also gives information on timeslots for the study by location (if the study is not an online survey study or external web study) and by researcher (if the study is configured to allow researchers to be assigned to specific timeslots). The system also provides a summary of how many credits were granted. This summary accurately computes credit usage.

If timeslot usage limits are enabled, the system will provide an estimate of how many timeslots can be added. Note that if the study is a two-part study, it will estimate based on allocating the entire limit to the first part or the second part (both estimates are provided). However in practice, it's more likely a researcher will want to add timeslots to both parts of the study. This should be taken into account when viewing these estimates, especially if the first part and second part of a study have a different duration.

## Prescreen Participation Restrictions

The system runs an online prescreen that participants must complete. You may place participation restrictions on your study based on prescreen responses. Participants are unaware which (if any) restrictions are placed on a study as these restrictions are never listed to them. If they do not qualify to participate in a study due to the restriction(s) set, then the study will not be shown to them. This is important to note – participants never know why a study was or was not shown to them, because they are unaware of the prescreen restrictions.

You may restrict a study on any question or questions on the prescreen that allowed for a multiple-choice answer where only one choice could be selected. You may restrict to one choice or many choices for any question. If you restrict on multiple questions, it is the same as a logical "AND." For example, if you setup the prescreen restrictions so that participants must have answered "Yes" to the question "Do you wear glasses?" question and "Left" to "Are you left or right handed", then they must meet both requirements to participate.

There is no support for a logical "OR" restriction across multiple questions, the restrictions are inclusive.

## Prescreen Participation Questions *{multiple-choice}*;

1. What is your age?
2. What hand do you write with?
3. Do you wear glasses or contact lenses?
4. Are you Colour Deficient (Colour Blindness)?
5. Are you a native English speaker?
6. If you entered 'No' to question 5, please state your first language here. Otherwise enter 'n/a'
7. Please select which of the following options you currently identify as.
8. If you selected 'Other' to question 7, please specify. Otherwise enter 'n/a'

## Setting participation restrictions

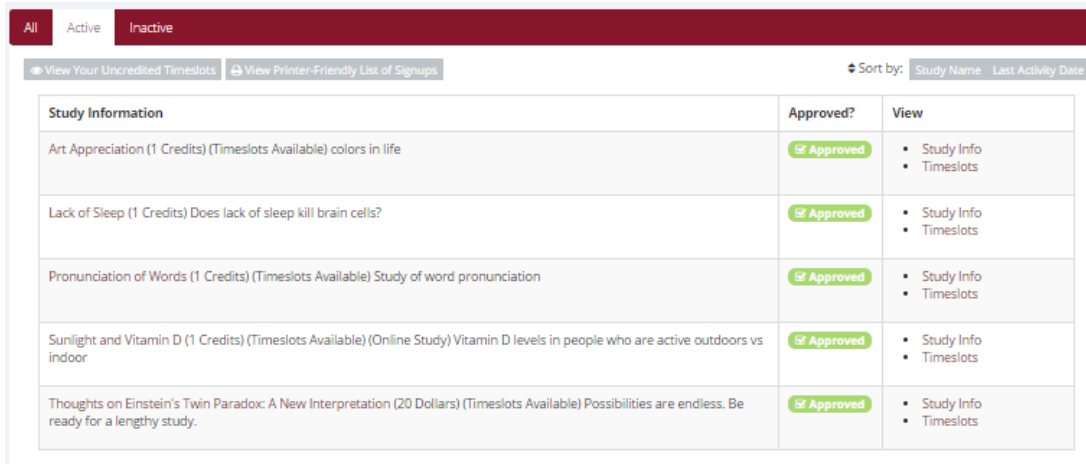
View your study and choose **View/Modify Restrictions**. You will see a list of eligible questions that you may use for your restrictions. If the study already has some restrictions, those will be checked. You will see how many participants currently meet the restrictions. Choose the questions you would like to restrict upon (and keep the existing checked restrictions checked, unless you want to remove that restriction), and click on the Set Restrictions button. On the subsequent page, you can select each value that is acceptable for each question you have chosen. Once you have selected all the acceptable values, save your changes and they will take effect immediately. It is important to note that if you change the restrictions, it will not remove the study sign-ups for participants who qualified under the previous set of restrictions as restrictions are enforced at the time the participant signs up for the study. For this reason, you should decide on your restrictions before making the study available to participants.

If you have restriction requirements where you would like to restrict participation to a percentage of the population (e.g. the responses that were chosen by the top 25% of people), but you are unsure which responses meet this requirement, you can use the Prescreen Response Analysis feature to determine the valid responses. *See **Prescreen Response Analysis** for more information.* You may also use Analyzing Prescreen Responses to get an idea of how many participants are potential candidates for participation in your study, based on a specified set of restrictions.

Prescreen Response Analysis	
What is your age?	
Multiple-choice question (only one answer can be chosen)	
Total Responses: 365	
Response Summary	
Response	Num. Respondents
16-17	21 (5.75%)
18	77 (21.1%)
19	107 (29.32%)
20	85 (23.29%)
21-25	64 (17.53%)
25-30	4 (1.1%)
30-40	5 (1.37%)
40-50	1 (0.27%)
50 & Over	1 (0.27%)

## Viewing Your Studies

To view your studies (and not the studies of others), choose the **My Studies** option on the top toolbar. The system will list all your studies in alphabetical order by study name, then will be grouped by studies that are active and inactive. You may use the tabs along the top to toggle between viewing all your studies, to viewing only those that are active or inactive.



The screenshot shows a web interface for viewing studies. At the top, there are tabs for 'All', 'Active', and 'Inactive', with 'Inactive' selected. Below the tabs are two buttons: 'View Your Uncredited Timeslots' and 'View Printer-Friendly List of Signups'. To the right, there is a 'Sort by:' dropdown menu with 'Study Name' and 'Last Activity Date' options. The main content is a table with three columns: 'Study Information', 'Approved?', and 'View'.

Study Information	Approved?	View
Art Appreciation (1 Credits) (Timeslots Available) colors in life	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
Lack of Sleep (1 Credits) Does lack of sleep kill brain cells?	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
Pronunciation of Words (1 Credits) (Timeslots Available) Study of word pronunciation	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
Sunlight and Vitamin D (1 Credits) (Timeslots Available) (Online Study) Vitamin D levels in people who are active outdoors vs indoor	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>
Thoughts on Einstein's Twin Paradox: A New Interpretation (20 Dollars) (Timeslots Available) Possibilities are endless. Be ready for a lengthy study.	Approved	<ul style="list-style-type: none"><li>Study Info</li><li>Timeslots</li></ul>

## Participant Study View

If you would like to see how your study appears when participants view it, find your study and choose the Participant Study View option. This will show exactly how the study appears to participants. With the exception of a participant who views a study, next to each pre-requisite and disqualifier study is a status indicator about whether they have met that requirement. In Participant Study View, the pre-requisite and disqualifier studies are listed, but there is no status indicator next to each study in the list.

If for some reason you think your study is not visible to participants, it may be due to various restrictions you have set on the study; such as prescreen participation restrictions where too few (or none) of the participants in the pool qualify. You can ask the Administrator to use the Check Study Configuration tool (available to them when they view your study) to provide advice on why your study may or may not be visible to participants. Administrators there also have an option to input a specific participant to see if that participant would qualify for your study.

## Viewing Other Studies

To view all studies that are visible to participants, choose the **All Studies** option from the top toolbar. You will first see a list of all Active studies. These studies will show up to participants on the list of available studies. The next group of studies (if there are any) is Inactive studies. These will not show up on the list of available studies (to participants) but participants are able to access information about these individual studies on links from the page that tracks their progress (if they have participated in the study) or if another study has the Inactive study listed as a pre-requisite or disqualifier.

## Online External Studies

Online external studies are online studies that are not hosted within the system, but instead reside on another website. This is different from online survey studies (detailed later in this documentation), where an online survey is set up directly in the system and no other website is involved.

For online external studies, you may want to develop a method of linking the participant's sign-up in the system to your online study, so you know who to grant credit to. One way to do this is to ask for the participant's name that will make it easy to locate their sign-up within the system and grant them credit once they have completed your online study.

## Working with Timeslots (Sessions)

Timeslots, also referred to as Sessions, are the available times when a participant may participate in the study. Timeslots allow you to specify date, time, location, maximum number of participants, and researcher information for a session.

## Timeslots Linked to Specific Researchers

The system allows multiple researchers per study, you will also have an option to link timeslots to a specific researcher. This is done primarily for organization purposes, and has no effect on who can view and modify the study, as well as any timeslots for that study.

This feature is useful when there are a number of researchers running a study, and researchers are responsible for running specific timeslots. If a timeslot has a specific researcher linked to it, then only that researcher will be listed as the point of contact when a participant receives any emails related to their participation in that timeslot. Only the researcher connected to that timeslot receives related notification emails, such as participant cancellation notifications, and reminder emails, assuming such emails are enabled. It is also possible to have some timeslots where a specific researcher is linked to them, and others where all researchers who are assigned to the study are responsible for the timeslot.

The options are to either link one researcher to the timeslot, or all of them.

If a researcher was removed from a study, then any timeslots that were linked to them for that study would be changed. In this case, all researchers for the study are now responsible for those timeslots.

## Creating Timeslots

To add a timeslot for a study, you must first choose the study that you would like to add a timeslot for.

To view your studies, choose the My Studies option on the top toolbar. Click on the desired study and choose the Timeslots choice.

You will see a list of any existing timeslots, and the Add A Timeslot option on the top of the page. Click on Add A Timeslot.

Timeslot Usage	
Already Used Hours	1
Scheduled Hours	3.5
<b>Total Hours</b>	<b>4.5 (9 timeslots)</b>
Usage Limit (Hours)	200
<b>Available Time (Hours)</b>	<b>195.5</b>

To assist in data entry, the system will automatically fill in the date, time, and location based on the ending time of the last timeslot for this study. If applicable, your current timeslot usage will be listed, and you will be prevented from adding a timeslot that would exceed your timeslot usage time limit. A convenient calendar is provided next to the form, and you can click on any date and that date will be transferred to the form.

The following table lists the information you may enter about a timeslot, along with an explanation. All fields are required.

<b>Field</b>	<b>Explanation</b>
Date	The date for the timeslot.
Start Time	The time when the timeslot will start. A sample time will be provided. If you want to change the time, please use the same format as the time you see presented. Note in particular how “a.m.” and “p.m.” are handled (if such a format is enabled on your system).
End Time	The time when the timeslot will end. This is computed automatically based on the duration you entered when you set up the study.
Number of Participants	The number of participants for this timeslot. This number is <i>not</i> visible to participants. They will only see whether the timeslot is full or not. The maximum number is 999.
Location	<p>The physical location where the study will take place for this timeslot. It will be automatically filled with the location of the previous timeslot, when available, to assist in data entry.</p> <p>Depending on how your system is configured, you may see a list of pre-configured locations. You may choose any of those locations and click on View Schedule to see the schedule for a location. The system will automatically prevent you from adding a timeslot using a location that is already in use at the time you try to schedule the timeslot. If you do not see the location in the list that you plan to use, simply type in the location in the text field below it.</p>
Researcher	The researcher assigned to this specific timeslot. The list will contain a list of all researchers for the study. Choose ALL if all researchers for the study should be assigned to this timeslot. See Timeslots Linked to Specific Researchers for more information.

If you add a timeslot and there is another timeslot, for any study, which occurs at the same time and location, you will receive a warning. The addition will be allowed, unless the location was chosen from the pulldown list of locations, in which case the addition will be blocked. If you add a timeslot that will take place outside of normal hours (for example, at 1:00 am), the system will provide a warning but will allow it to be scheduled. You may not schedule a timeslot to occur after the ethics expiration date for your study.

If you are running a web-based (online study), you should create a single timeslot with the participation deadline equal to the last day you would like to run the study. For number of participants, specify the maximum number of participants who may participate. If you are running a web-based study and you plan to collect data from more than 999 participants (999 is the maximum allowed in one timeslot), then once that timeslot is close to filling up, create a second timeslot at a slightly different time and/or date as the first timeslot.

## Creating Multiple Timeslots

If you would like to add multiple timeslots at once, choose the Add Multiple Timeslots link. You may choose to add a specified number of timeslots, or copy the timeslots from another week to a specified week. If you choose to copy timeslots, the system will copy the time, location, and number of participants for the specified week to the desired week, for each day of that week (starting with Monday).

If you choose to create a specified number of timeslots, you can choose the number of timeslots you would like to add, the start time and date, and the amount of time between each timeslot (to allow for breaks). You also may specify timeslots that would occur outside normal business hours be shifted to the next business day, and specify when business hours occur. The system considers Monday-Friday to be business days.

On the subsequent page, you may change any of this information to deal with special cases. Timeslots that you attempt to add that either have errors, or would result in exceeding the timeslot time usage limit will not be added. This feature is not available for web-based (online) studies, as web-based studies rarely have more than one timeslot.

If you do not want to add a specific timeslot that is listed, choose No in the Add This Timeslot? column.

Timeslots

Date	Start Time	Num. Participants	Location	Add This Timeslot?
Wednesday, December 24, 2014	11:00 AM	7	Student Lounge <input type="button" value="View Schedule"/> OR type in below: <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, December 24, 2014	11:30 AM	7	Student Lounge <input type="button" value="View Schedule"/> OR type in below: <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wednesday, December 24, 2014	12:00 PM	7	Student Lounge <input type="button" value="View Schedule"/> OR type in below: <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Add Selected Timeslots

## Modifying and Deleting Timeslots

To modify or delete a timeslot for a study, you must first choose the study that you would like to deal with. To view your studies, choose the My Studies link from the top toolbar. Choose the Timeslots option in the View column for the desired study. You will see a list of all recent timeslots. Timeslots that are in the past with no participants signed up will not be displayed. To work with timeslots more than a few days old and to see all timeslots, you will see a link to view all timeslots for the study. Select the timeslot you would like to deal with, and click the Modify button.

If the timeslot has no participants signed up for it, you will see a Delete button. You may not delete a timeslot that has participants signed up for it. You would need to first cancel all existing signups for the timeslot. If you would like to delete the timeslot, click the Delete button, and you will see a confirmation page. Choose Delete again to delete the timeslot.

If you would like to modify the timeslot, modify the desired information and click the Update button just below the timeslot information. It is important to note that participants will *not* be notified of any changes you make to the timeslot. You should contact them via email, if information needs to be passed onto them. A link is provided on the same page to do so. If you change the date or time of the timeslot, you will be warned that this was changed, in the event the change was unintended. You may not update the size of the timeslot, meaning the number of participants, to a value lower than the current number of participants signed up for the timeslot. Generally, researchers only update timeslots with sign-ups to update the location if it was not available when the timeslot was originally created.

If the study or researcher is subject to timeslot time usage restrictions, the system will enforce them. This prevents you from making changes that would result in exceeding the timeslot usage limit, for example by increasing the number of participants.

## Deleting Multiple Timeslots

If you would like to delete multiple timeslots at once, you may do so. Such a feature is only available for timeslots that have no participants signed up. To do so, select the desired study and choose Timeslots. At the top of the Timeslots page, you will see a Delete Multiple Timeslots option. The option may not appear in certain cases where such an option is not available due to a lack of available timeslots to delete.

After going to that page, you will see a list of timeslots eligible for deletion. Choose the timeslots you would like to delete, and choose Delete Selected Timeslots to continue. If you would like to delete all empty timeslots, there is a Check All option at the bottom of this page that will automatically select all timeslots listed on the page for deletion. Click the Uncheck All button to revert the effect of choosing the Check All option.

The system routinely deletes all empty timeslots more than 3 months old to preserve database space.

### Delete Timeslots : Art Appreciation

Listed below are all timeslots for this study eligible for deletion (those without any signups). Check those you would like to delete. For other options, click on the timeslot date to go directly to the timeslot.

November 30, 2013 9:30 AM - 10:00 AM Student Lounge

January 9, 2014 10:00 AM - 10:30 AM Student Lounge

Delete Selected Timeslots

Check all

Uncheck all

## Manual Sign-Up

You may manually sign up participants for your study on their behalf. There are a number of situations where this is desirable. If the participant shows up for a timeslot they were not signed up for, and you elect to let them participate, you can sign them up on the spot for the timeslot. In this situation, participants may not be able to sign-up on their own, because the sign-up deadline has passed. You may also sign up a participant for a study that has already occurred, if necessary.

It is important to note that a manual sign-up overrides any restrictions you have placed on the study (e.g. pre-requisites). However, you will be warned if you are overriding any restrictions. You may not sign up a participant for the same timeslot that they are already signed up for. You are allowed to sign them up for a study, even if they are already signed up for a different timeslot for that same study. You will receive a warning when doing this.

The participant will receive a confirmation email when you sign them up for a study. In that case, you also have the option to enter comments to be included in this email that may better explain to the participant why they were signed up. You may only sign up participants for your own study.

To sign up a participant for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the My Studies option from the top toolbar. Click on Timeslots for the desired study. Then, select the timeslot you would like to deal with, and click the Modify button.

If it is enabled, at the bottom of the page you will see a Manual Sign-Up option. Type in the participant's User ID (you may have to ask them for this) and click Sign Up. If enabled, you may also choose to sign up a participant using their unique ID code. You may have the choice to enter their last name and choose from a list of participants. In all cases, after proceeding, you will see a confirmation page that also lists any restrictions on the study. Choose Sign Up to complete the sign-up.

### Signup Confirmation

---

#### Sign-Up Restrictions:

Participant must have completed ALL of these studies:

- Climate effects on happiness **False**

**WARNING:** This study has restrictions based on which courses participants are in, and this participant does not meet those restrictions.

Are you SURE you want to sign up **Frank Bass** for the study "Art Appreciation" on December 24, 2014 10:30 AM - 11:00 AM?

#### Comments

(Optional. Any comments will be included in the email notifying participant of the sign-up.)

Sign Up

Cancel



If you are doing a manual sign-up for a two-part study, you must do a manual sign-up for each part separately. The system will overlook the scheduling range restrictions as well.

You cannot use the manual sign-up feature for online survey studies because the sign-up for the study is integrated with the administration of the survey.

The manual sign-up feature will not appear for a researcher if the study requires approval by the Administrator, and it has not yet been approved. This is to ensure that sign-ups don't occur for a study that has not yet been approved, as research should not take place prior to approval.

## Manual Cancellation

You may only manually cancel sign-ups that are in a No Action Taken state and it is not within the final 24 hour window before the study is due to take place. To cancel a sign-up, find the desired timeslot and participant. Click Cancel next to their name. The participant will be sent an email about the cancellation, and who performed it, along with a confirmation code. Their sign-up will be immediately cancelled. The Administrator will also receive a copy of this cancellation email.

You may cancel all participants for the same timeslot at one time, when applicable. The option will appear below the list of sign-ups. This is done in cases where there are two or more participants signed up for the timeslot who are eligible for cancellation (No Action Taken state).

**System Message:** Are you sure you want to cancel this signup?

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### Cancel Study Signup

Study Name	Art Appreciation
Date	December 24, 2014 10:30 AM - 11:00 AM
Location	Student Lounge

Would you like to cancel this signup?

Message for participant (optional)

Yes, perform cancellationNo, do not cancel

## Viewing the Participant List

To view the list of participants who have signed up for your study, you must first select the study and timeslot you wish to see. To view your studies, choose the My Studies option from the top toolbar. Click on the timeslots link in the View column for the desired study. Then, select the timeslot you would like to see, and click the Modify button.

The list of participants, along with their email addresses will be listed. If ID codes are enabled, you will only see an ID code and no name or email address for each participant. In this case the list will be sorted by ID code.

Timeslot Information : Art Appreciation Other Timeslots for this Study Timeslot Modification Log Printer-Friendly List

Date:  Number of Participants:

Start Time:  Location:

End Time: 30 minutes after start time View Schedule

OR type in below

---

All Sign-Ups Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Credits ranging from 0 to 2 Credits. The standard value in Credits for this study is 1 Credits

(4 Participants) 3 available spaces

Name	Participated	No-Show	No Action Taken	Comments
Gerry Brunswicker (gerryb@yourschool.edu) <span>View Prescreen</span> <span>Cancel</span>	<input checked="" type="radio"/>	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input type="radio"/>	<input type="text"/>

## Granting or Revoking Credit

At the completion of a session, you should promptly mark the attendance status of participants in the system to ensure proper credit grants. The School recommends you do this at the end of each day of testing. The reason for the prompt handling of this situation is in the event your study is a pre-requisite for another study, as well as other situations. You do not want to hold up other studies that are waiting on your response to the study you just ran.

To grant or revoke credit for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the My Studies option from the top toolbar. Click on the Timeslots link in the View column for the desired study. Then, select the timeslot you would like to see, and click the Modify button.

You will see a list of participants, identified either by name or ID code. If the participant properly participated in the study, click the radio button next to their name in the Participated column.

If the participant did not appear for the timeslot, you may choose to mark their no-show as excused or unexcused. An unexcused no-show will result in a -2 credit penalty being applied to the participants account (the system will compute this automatically). You should ask your Administrator for guidelines about when to grant an excused no-show or an unexcused no-show. Generally, excused no-shows are granted for extenuating circumstances such as illness. An unexcused no-show is generally used when the participant did not show up and had no reasonable excuse (eg; missed the bus). Many of the no-shows are unexcused and are due to the late arrival of participants.

If you want to grant a participant a lower credit value because they left the study early, or a higher credit value if the study ran longer than expected, then you will need to mark the participant as 'participated' then contact the Administrator who will have to do this manually.

If desired, enter any comments about the session in the Comments section. Generally, this is used to indicate the reason for denying credit. Participants will see anything you enter in the Comments section for their sign-up, and these comments will be included in the email sent to participants when a credit grant/ revocation occurs.

Click on the Update Sign-Ups button at the bottom of the list of sign-ups to save your changes. Credit will be granted or a penalty assessed, as necessary. The participant(s) will be emailed about this.

It is not recommended to leave any sign-up for a timeslot that has occurred in the “No Action Taken” stage. This is a credit “limbo” and the system will warn you upon your next login that the timeslot has not been dealt with properly.

NOTE: Where the researcher has taken no action, the system will automatically grant credit to participants for timeslots that are more than 48 hours old! This automatic credit grant is never revoked.

If you need to do a simple credit grant or no-show across many timeslots, see the Uncredited Timeslots section, which offers such a feature.

## Batch Credit Granting

In some cases, you may wish to automatically sign up and immediately credit a group of participants. This is useful if you administer a study on an ad-hoc basis, and want to credit participants after the fact.

To do so, go to the appropriate timeslot. You may want to create a timeslot specifically for this purpose, and click on Modify Timeslot. In the Manual Sign-Up section, you will see a Batch Credit Grant link. Click that link and you can provide the list of User IDs of users you would like to sign up and credit. Users will be signed up and credited immediately. This feature overrides any sign-up restrictions on the study, just as a manual sign-up does.

The batch credit grant feature will not appear for a researcher if the study requires approval by the Administrator and it has not yet been approved. This is to ensure that sign-ups don't occur for a study that has not yet been approved. You may provide a list of up to 50 participants or as many participants as there are available spaces for the timeslot, whichever is less. Any participants listed past that limit will be ignored, but you are able to run the batch credit again with additional participants.

### Batch Credit Grant

You may use this form to manually sign up and grant credit to a set of participants for this timeslot. You may only sign up 3 participant(s), because there are currently only 3 available spaces for this timeslot. Participants who are already signed up for this timeslot will not be signed up again for the same timeslot.

Credit Comments  
(optional)

Participant List  
Type in a list of User IDs, separated by spaces  
(Example: jsmith jdoe bsmith)

[Go to Confirmation Page](#)

## Emailing Participants

If you wish to contact participants in a particular timeslot for any reason, you may click on the Contact link that will appear next to each participant's name or ID code, to contact an individual participant. To email the group of participants for a particular timeslot, click the Contact All Participants choice at the bottom of the Modify Timeslot page for that timeslot.

You will be taken to a page where you can fill out a message that the system will send to the selected participants. The message is auto-filled with some basic information about the study, so participants are aware of which study you are referring to. You may remove this information if desired. You may choose to receive a copy of the email that you send.

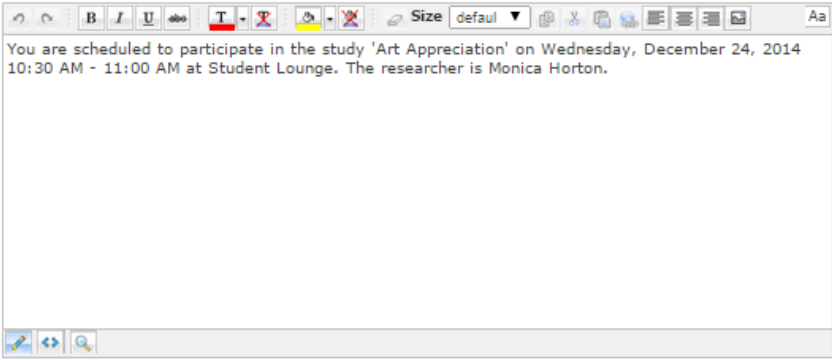
Note that participants may have already received a reminder about upcoming studies the day before they are scheduled to participate, so be very clear with the contents of any message you send.

Contact Participants: Art Appreciation

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Enter a message below that will be emailed to all participants participating in this timeslot. Emails will only be sent to participants who are allowed to login to the system. You may choose to receive a copy of the email by choosing the appropriate option below. Please be aware that the system automatically sends participants a reminder email the day before the study.

Message



You are scheduled to participate in the study 'Art Appreciation' on Wednesday, December 24, 2014 10:30 AM - 11:00 AM at Student Lounge. The researcher is Monica Horton.

Send me a copy  Yes  No

Emailing Delay

In some cases, you may find it useful to contact all participants for the study, across all timeslots. This feature may be particularly useful if you are sending debriefing information when a study has concluded. To do so, go to My Studies, click Study Info next to the desired study, and choose the Contact Participants option (in the Study Menu). You will then be able to select which group of participants to send to, and a message to send. Messages will be sent in batches of 3,000 at a time, to avoid overloading email servers. You cannot include attachments in the email, so if you have a document you would like to include, you should post it on another website and provide a link to the document in the email you send.

## Contact Participants : Art Appreciation


Enter a message below that will be emailed to participants participating in this study. Emails will only be sent to users who are allowed to login to the system. You will be able to send the emails in groups of 3000 at a time. You may choose to receive a copy of the email by choosing the appropriate option below.

Note that you have the potential to send emails to a large number of participants. In most cases, it is preferable to contact participants associated with a particular timeslot instead. You can do so by going to the desired timeslot and using the Contact feature there.

- Recipients
- All participants
  - Participants who were granted credit
  - Participants who were marked as a No-Show
  - Participants who are marked as Awaiting Action
  - Participants who are signed up in timeslots from

From  -

Message

 You have received this email because you are signed up for the study 'Art Appreciation' (either in the past or the future). The researcher is Monica Horton.

- Send a copy to yourself?
- Yes
  - No

Emailing Delay

The Sender address on the email will be the Administrator email address, which is done to prevent the email from being blocked by junk email filters. The “Reply To” address of the email will be that of the user who is actually sending the email. When a user chooses to reply to the email, the reply will be sent to that “Reply To” address.

There is also the option to restrict the emails so that they only go to participants who signed up for timeslots in a specified date range. The date range is based on the date of the timeslot, not when the participant signed up for, completed, or received credit for the study.

Finally, there is an option to specify a delay in sending the email, based on the number of hours from when the emailing option is used. This is useful if you want to target a certain time of day (e.g., during the evenings) when the email will be sent. The emails are generated at the time you use the emailing feature, but are stored on the email server queue until the specified sending time. These emails cannot be revoked once this emailing feature is used.

In most cases, summary information about the email you sent, in particular, to how many recipients it was sent to, will be logged and made available to the Administrator. This is done to ensure that there is no abuse of the email feature in the system, and to ensure compliance with generally accepted Internet practices for sending emails.

## Viewing Uncredited Timeslots

When you log in to the system, you will receive a warning if you have any timeslots that have not been dealt with. You may view a list of all timeslots that have not been dealt with by choosing the View Uncredited Timeslots option from the My Studies page. The default view will show in-person studies with timeslots in the past, as well as all uncredited timeslots for online studies. Timeslots for online studies, including those in the future, are always considered in need of a response.

If you would like to do a simple credit grant (standard credit grant, no comments) or no-show (of either type), you may do so directly from this page. Select the desired sign-ups/timeslots, and then choose the desired option.

If you need to do something more complex, like add comments you can easily click on the timeslot's date and time and go directly to that timeslot.

If a study runs over it's allocated time and extra credit requires to be awarded, or if a participant withdraws mid-study, mark the participant as 'participated' then contact the Administrator. They will increase/reduce the credit awarded manually.

In cases where a study has timeslots linked to specific researchers, you will see the warning only for timeslots that are specifically linked to you, or to everyone in the study (i.e., not timeslots linked to someone else in the study). However, when you view uncredited timeslots, you will see all uncredited timeslots for your studies, even if someone else is linked to one of the timeslots for your study. This is done to make it easier to give your fellow researchers assistance in dealing with uncredited timeslots.

### Uncredited Timeslots

Listed below are uncredited timeslots for your studies. The list includes all uncredited timeslots in the past, along with all uncredited timeslots for online external studies.

You may click on the study name to view more information about the study, or click on the date to go to that specific timeslot. If you would like to do a simple credit grant or no-show (no Credits value variations, no special comments), you may do so below by checking the appropriate checkbox next to each sign-up for which you would like to grant credit. For other options, like including comments, click on the timeslot date to go directly to the timeslot.

If you would like to sort the list below by study name or date, click on the word Study or Date below.

Past And Online

All

Sort by: Study Name Timeslot Date

Study	Researcher	Date	Participant	Grant Credit?
Pronunciation of Words	ALL	May 15, 2014 10:00 AM - 10:30 AM	Amanda Abshire	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Pronunciation of Words	ALL	May 15, 2014 10:00 AM - 10:30 AM	Richard Fish	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Pronunciation of Words	ALL	May 15, 2014 10:00 AM - 10:30 AM	Carrie Klemens	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Sunlight and Vitamin D	ALL	Online study ending December 31, 2014 9:00 AM	Martha Lee Hunt	<input checked="" type="radio"/> No Action Taken <input type="radio"/> Grant Credit <input type="radio"/> Unexcused No-Show <input type="radio"/> Excused No-Show
Total number of uncredited timeslots: 4				<input type="radio"/> Mark all 'Grant Credit'

Grant Credits

Reset

## Analyzing Prescreen Responses

Choose the Prescreen Results option from the top menu bar. You can then select which question you would like to analyze, and whether you would like to see summary data or raw data (in CSV format) for the selected question. The raw data will identify each participant only by a unique ID code and not by their name, for privacy reasons. If for some reason you need the participants' real names, ask the Administrator to run the same analysis. They are able to pull the real names with their report. This gives you access to all prescreen data across all participants in the system.

If you would like to analyze the prescreen data for just those who participated in your study, select the Download Prescreen Responses after clicking on your study. See Viewing Prescreen Responses in this documentation for further information.

### Prescreen Response Analysis

Do you wear glasses?

Multiple-choice question (only one answer can be chosen)

**Total Responses:** 3 (number does not include those who declined to answer the question)

### Response Summary

Response	Num.Respondents
Yes	3 (100%)

# Prescreen Qualification Analysis

Using this feature you can see the number of participants remaining once you have applied multiple prescreen questions (i.e. filters).

## Participant Contact

Listed below are the questions you have chosen, and the available choices for each question. Please check each specific choice (for each question) that you would like to use in your analysis. The number of participants matching will be computed based on how many participants answered at least one of the selected choices for each question.

If you have chosen to analyze based on the sum or average computed score for a section, you will see all possibilities within the allowable range of responses, computed down to 1 decimal point where applicable.

Listed below are questions for this section of the prescreen. Please provide a response for every question. If you are given the option to decline to answer a question, then declining to answer is considered a response.

What is your age?

Choices:

- 16-17
- 18
- 19
- 20
- 21-25
- 25-30
- 30-40
- 40-50
- 50 & Over

Listed below are questions for this section of the prescreen. Please provide a response for every question. If you are given the option to decline to answer a question, then declining to answer is considered a response.

Are you Colour Deficient (Colour Blindness)?

Choices:

- Yes
- No

Analyze

If you make your criteria too narrow, you may find that the number of possible participants (once your filters have been applied) to be less than the number of required participants for your study, if so then you may have to relax some your restrictions.

## Participant Contact

Based on the selected choices, **77** participants currently qualify to participate in a study with such criteria.



## ***Frequently Asked Questions (FAQ)***

*Why do I have to acknowledge the Human Subjects Policy?*

Certain regulations and research guidelines either require or recommend it. You only need to do it once every 12 months, so it should not be intrusive.

*I want to set up a study so that participants can choose to receive credit or payment. How do I set this up?*  
Credits only! The School of Psychology does not allow studies offering payment to be advertised via SONA.

*I want a participant to participate in an upcoming session, but the system says it is too late for them to sign up. What do I do?*

You can perform a manual sign-up. See the Manual Sign-Up section of this documentation.

*Where are email notifications to me sent?*

Email notifications (e.g. sign-up notices) are sent to either an address derived from your user ID or your alternate email address. See the Email Address Options section of this documentation for more information. If you do not receive them, please check your 'Junk Mail' folder/filter.

*How do I deal with dyads?*

A dyad is a study, which requires a pair of people to participate. Often, the second participant is not a “real” participant, but rather a colleague of the researcher who is “colluding” with the researcher as part of the study itself. You do not need to deal with dyads in the system itself. Participants cannot see how many people have signed up for a timeslot, or how many spaces are available for a timeslot. So, your “fake” participant can just act like a real participant and the real participant will be unaware of this.

*I have finished running my study. What should I do?*

So it does not clutter the list of studies for participants, you should make the study Inactive, DO NOT delete a study if contains records of 1st or 2nd year student participation. See the Updating a Study section of this documentation for more information.

*Who has access to my studies?*

All users can see the information about your studies and the available timeslots. Administrators, the principal investigator (if applicable) and the researchers for the study are the only people who can see who has signed up, and modify the study.

## **Contacts:**

### **System Administrator;**

**Mr James Urquhart**

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E-mail: j.urquhart@abdn.ac.uk

### **Accademic participation coordinator ;**

**Dr Mirjam Brady-Van Den Bos**

School of Psychology, Room S.08, William Guild Building, Telephone: 01224 273645

E-mail: mirjam.brady@abdn.ac.uk