

Researchers: Creating a Study in Sona

Navigate to <http://uri.sona-systems.com/>

Log in with your ID and password

Select Researcher

Select under Add New Study “create a new study”

Select what type of study you want to create (standard one time study in person or on videoconferencing, multi-part study in person or videoconferencing, or online survey study) and whether it's paid or for credit

Give the study a name, a brief abstract and more detailed description (recruitment materials from your IRB proposal), eligibility criteria, duration, points (i.e., credits)

In preparation you can tell participants what they need to do before showing up (i.e., complete online study at link below, come rested)

Select Researcher - yourself and any other graduate students who you want to be able to see the study and be scheduled for that study

Provide IRB approval code

Select Active

If you want to add pre-requisites there are advanced settings below. If there are prerequisite studies (like a pre-screener) that participants must complete before signing up for your study or if there are disqualifiers because they've already completed aspects of your study in a previous version of the study you can disqualify them here

You can restrict participants to be from a specific course (e.g., PSY113)

You can change settings about timing for signing up and canceling slots as well as receiving email notifications when p's sign up and if you want to grant credit automatically after a certain number of hours

Click Add This Study

You'll see a review of all of your options but you won't be able to do anything with the study until the admin has approved your study

To gain approval, select “send request” next to Study Status as it is not yet approved

This will send a request to the Sona administrator. If you don't hear from them for a couple days, click the button again or email the Sona administrator directly at psychsona-group@uri.edu

Once approved you'll receive an email

If you go back to "My Studies" you'll see your study listed under active or inactive depending on whether Sona administrators have approved it yet

From there you can add timeslots by selecting "+ add a timeslot"

You can specify the date, time, location, or videoconference URL

You can also add multiple timeslots if you would like to add several hours on specific days

You can navigate to your "study menu" and select "view/administer time slots" to view "upcoming timeslots" and see if participants have signed up for your study but you should also receive emails when participants sign up