Creating and Managing a Standard Lab Study

This is a dedicated tutorial for creating a standard lab study (i.e., one where participants would physically come to a location like the research suite or classroom) on Sona. It illustrates every step from adding a new study through creating timeslots and granting credit or no-shows. Follow this tutorial exactly to avoid any problems with your study on Sona.

1. Adding a Study

This is what the home screen looks like when you sign into Sona as a researcher. Notice that there are two buttons to choose from to add a new study. On the following page, ‘Standard Study’ must be selected.
2. Necessary Study information

You must pay very close attention to the information that you place online about your study. It should be descriptive, yet brief and not too revealing. Be direct. Tell participants enough for them to be informed when they sign up. A good example of a ‘Brief Abstract’ is “This experiment tests the effects of different types of phrases on problem solving.” A good example of a ‘Detailed Description’ is “You will be asked to read through several scenarios containing problems and come up with solutions that you think will work the best.” Simple, direct, and to the point. Of course, each study will be different. Work out what will be best for your study’s purpose.

You should know before you create your study roughly how long it should take participants. Indicate that here only in increments of 30 and adjust the number of credits accordingly. The Academic Technician will adjust the number of hours allowed to match the number of credits your study was allocated.

Find your name (and any other researchers on the project) in the box on the left and click on it so that it appears in the box on the right. In the drop down menu, select the professor advising on the project.
If you wish, enter your ‘IRB Approval Code,’ or just send the Academic Technician a copy of the approval. Be sure that you indicate that your study is ‘Active,’ meaning that you are ready to begin collecting data upon approval. The Academic Technician will review and approve your study.

3. Optional Study information

‘Pre-Requisites’ and ‘Disqualifiers’ specify which participants can and/or cannot participate in your study. That is, if their eligibility depends on previous studies that they have taken. For example, if a current study is very similar to one that you have conducted in the past it may cause participant bias because they would know too much about your current study.
4. Finalizing your Study

Because this is an in-person lab study you do not want to make your study available for participants to view outside of the lab. If there is any type of URL associated with your study, you should not under any circumstances, put it on Sona.

You can adjust these numbers based on your preferences. There is no formal policy on how late a participant can sign up for or cancel timeslots for your study. That is, if you don’t mind participants signing up for your study 1 hour before it begins you can certainly do that. Be advised, though, that you, as the researcher are responsible for being in the research suite for all of your timeslots. Do not make the deadlines too soon before a study that you miss your appointments.

Again, there is no formal policy on receiving emails for sign-ups and cancellations. They are just helpful when planning for running participants.

If there is more than one researcher on your study you may wish to allow researchers to be assigned to specific timeslots. This allows you to run more than one participant at a time in the research suite. However, this needs to consider the needs of other research suite users.

Always be sure that ‘No’ is selected for the option of participants signing up for your study multiple times.

Comments are not necessary, but can be helpful. Use them as you wish.

Once you have entered all of your information you are free to click ‘Add This Study.’
5. Completed Study

This is what your completed study should look like before you have received approval. If your information is entered correctly (i.e., proper credit ‘Duration,’ concise and direct ‘Abstract’ and ‘Description,’ adequate ‘Sign-up’ and ‘Cancellation Deadlines,’ and correct ‘Researcher’ and ‘Principal Investigator’) you should email the Academic Technician to request Approval for your study.

Note that the ‘75 hours’ in the ‘Timeslot Usage Limit’ box is the default amount and the Academic Technician will adjust this. Notice, also, that the ‘Direct Study Link’ is crossed out. This is because you should never email your link to any participants, students or not. Here is what your study will look like after the Academic Technician modified and approved it. If your study requires that only certain participants can complete your study based on the prescreen, you should indicate that now by clicking ‘View/Modify Restrictions’ in the ‘Prescreen Restrictions’ box.
6. Adding Timeslots

There are two main buttons to get you to the timeslot adding menu.

Clicking either of those buttons will take you to this page where you will click the ‘+ Add A Timeslot’ button. Other buttons are highlighted to show you that there are multiple sources for you to view and manage your older and upcoming timeslots.
This is what the ‘Add Timeslots’ page will look like before you add your first timeslot. Notice that it keeps track of your ‘Timeslot Usage’ in the top right. Enter the required information, but **make sure that you only enter the location that has been confirmed by the Academic Technician before your study was approved.**

After you have added your first timeslot your ‘Timeslot Usage’ will have adjusted accordingly.
However, if you reach the upper limit of your credit allocation, you may only create as many timeslots as you have been granted. Sona will not allow you to add more than the limit.

### Timeslot Usage

<table>
<thead>
<tr>
<th>Already Used Hours</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Hours</td>
<td>49.5</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>49.5 (99 timeslots)</td>
</tr>
<tr>
<td>Usage Limit (Hours)</td>
<td>50</td>
</tr>
<tr>
<td>Available Time (Hours)</td>
<td>0.5</td>
</tr>
</tbody>
</table>

_System Message: Timeslot add failed. Adding a timeslot with the number of participants specified would exceed the timeslot usage limits._

Once you have timeslots added, you can view and manage the timeslots in the ‘All Timeslots’ and simply collect participants until you have reached your limit.