

## **Sona-Systems University of Regensburg**

### **FAQs - Researchers and Principal Investigators**

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## 1. What is Sona-Systems?

Sona-Systems is a cloud-based research and participant management solution for universities. Researchers can recruit participants, set up time slots for studies, and manage study participation using any major web browser.

## 2. What types of accounts exist in Sona?

There are two types of accounts for researchers: Principle Investigator (PI) accounts and researcher accounts.

- PI Account: This is a personalized account for research personnel (Wissenschaftliche Mitarbeitende, Akademische Räte, Professoren/innen).
- Researcher Account: These are non-personalized accounts, associated with a PI account. PIs can share their researcher accounts with their research assistants (SHKs, WHKs, interns) and the students they supervise (students doing their Bachelor or Master thesis, students in research courses such as Experimentalpraktika or Forschungspraktika). PIs get 1-x researcher accounts associated with their PI account. How many researcher accounts you need depends on how many different groups of research assistants and students you supervise. Most PIs are happy with two researcher accounts, one is shared among research assistants and students doing their Bachelor/Master thesis, the other is shared among students in research courses (Experimentalpraktika or Forschungspraktika).

## 3. How do I get PI and researcher accounts?

You apply for a PI account and the associated researcher accounts by sending an email to the University of Regensburg Sona administrator at [sona-admin@ur.de](mailto:sona-admin@ur.de).

Before sending this email, you need to decide how many researcher accounts you need. Most PIs are happy with 2 researcher accounts. Ask your work group manager to apply for RZ accounts, so that you get email-addresses for each researcher account. The email-addresses should be named as follows: researcher01.yourlastname@ur.de, researcher02.yourlastname@ur.de

e.g., researcher01.mustermensch@ur.de, researcher02.mustermensch@ur.de

In case your last name is already taken, please add your first name as follows:  
researcher01.mustermenschmax@ur.de

Once the RZ accounts are approved, please send an email to [sona-admin@ur.de](mailto:sona-admin@ur.de) containing the following information:

- Your name: e.g. Max Mustermensch
- Your RZ Account: e.g., Mum637483
- Your affiliation: e.g., Lehrstuhl für Psychologie I
- Your email-address: max.mustermensch@psychologie.uni-regensburg.de
- The email-address(es) of your researcher account(s): e.g.  
researcher01.mustermensch@ur.de, researcher02.mustermensch@ur.de

The administrator will then create a PI account as well as researcher accounts. A confirmation email is sent from [regensburg-admin@sona-systems.net](mailto:regensburg-admin@sona-systems.net) to the associated email-accounts. To check the

emails sent to your researcher email-addresses, log in on groupwise to the researcher RZ accounts (your WGM has given you the Login-Information).

## 4. How do I log in?

### PI-Account

To login to your PI-Account, click 'RZ-Account Log In'. Enter your RZ Account and the password of your RZ Account.

### Researcher account(s):

To login to your researcher accounts, you need the Sona User ID and Sona Password. These have been sent to the researcher email-addresses, when the administrator has created your accounts. You can change the Sona password after login. RZ-Account Login on Sona is not possible with researcher accounts.

## 5. Which account do I use to set up a study?

You can set up a study either with your PI account or with one of your researcher accounts.

**Important:** Each study must be associated with a PI account and with a researcher account.

If you set up a study with your PI account, you need to select the associated researcher account. If you set up a study with one of your researcher accounts, you need to select the associated PI account.

## 6. What types of studies can I set up?

- **Standard Study:** A study that is scheduled to take place at a specific time, in a specific place (lab) or over videoconference. Participants sign up for a time slot.
- **Multi-Part Standard Study:** In general, this type is similar to a Standard Study. However, participants must appear more than once, which is why they sign up for multiple time slots.
- **Online External Study:** A study that is conducted online on an external platform like SoSciSurvey, PsyToolkit, pavlovia or any other website. Participants take part any time by clicking on the link.
- **Multi-Part Online External Study:** In general, this type is similar to an Online External Study. However, this type consists of multiple parts which are scheduled to take place a specified number of days apart. Please note that participants must sign up for all parts of the study at one time.

## 7. What types of compensation can I choose?

When setting up a study you need to choose between credit or paid.

- **Credit:** Participants receive credit (VP-Stunden)

- **Paid:** Participants receive payment.
- In case you want to **offer both options and let participants choose whether they want credit or payment**, select credit and note in the study description that payment is an option also. For participants who get payment, the researcher/PI grants them 0 credits (so the participation is noted correctly) and marks in the comments that they were paid instead (so it's clear to everyone).

## 8. How is the number of credits (VP-Stunden) be determined?

The Institut für Experimentelle Psychologie der UR has issued the following rules regarding the determination of the number of VP-Stunden assigned for study participation:

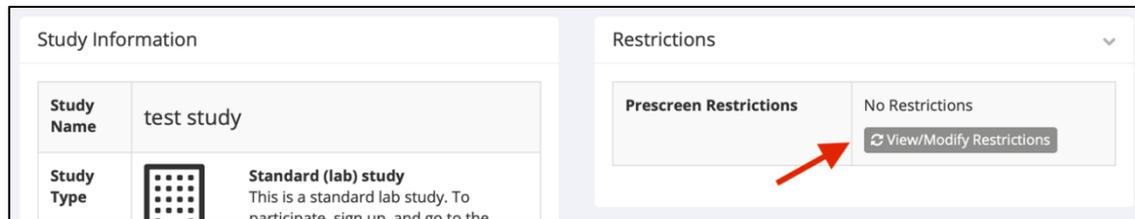
- The number of VP-Stunden must be equal to the actual time of study participation.
- The time needed to get to the lab is not included.
- For multi-part lab studies, 0.5 VP-Stunden can be added for each part.
- For studies involving inconveniences (e.g., washing hairs after EEG-application, pain induction, medication, etc.) up to 1 VP-Stunde can be granted in addition.
- VP-Stunden are rounded in increases of 0.5 units:
  - Participation time ≤ 30 minutes = 0.5 VP-Stunden
  - Participation time 31 to 60 minutes = 1 VP-Stunde
  - Participation time 61 to 90 minutes = 1.5 VP-Stunden
  - Participation time 91 to 120 minutes = 2 VP-Stunden
  - Participation time 121 to 150 minutes = 2.5 VP-Stunden
  - etc.

## 9. How can I set eligibility requirements or prescreen participants?

There are different ways of doing this:

- **Telling participants:** When setting up a study, you can enter information into the field 'eligibility requirements' (e.g. "You can only participate if you are not pregnant"). This information is displayed to participants when they look at the study information.
- **Using course (Studiengang) or previous study participation:** When setting up a study, go to advanced settings. Here you can set pre-requisites and disqualifiers based on previous study participation as well as based on the course (Studiengang) participants had selected when they had registered an account in Sona (e.g. only include B.Sc.-Psychology students, if you offer only VP-Stunden as compensation; exclude B.Sc. & M.Sc. Psychology students if you need to exclude psychological knowledge). The study will only be displayed to participants who meet the requirements.

- **Using prescreen responses:** After you have set up a study (i.e., after you clicked ‘add this study’), you see a summary of the study information. Go to ‘Restrictions’ and click ‘View/Modify Restrictions’. Here you can set restrictions based on participants’ responses in the prescreening (e.g., gender, native language). The study will only be displayed to participants who qualify. Note that setting restrictions here may heavily reduce sample size because participants can decline to answer the prescreen questions.



- **Set up a screening study:** In case you need a more specific prescreening or you need to prescreen participants based on sensible information (e.g., health data), which you do not want to be associated with participants’ account, you can set up two studies – the screener study and the main study. For the main study, set up an Invitation Code (password) needed to sign up. For the screener study, set it up as an external web study, pointing to some external survey website (like SoSciSurvey or some other product). This is key as then the data is not associated with the user. Ask the questions that need to be asked, and configure that survey so if participants answer it "correctly", it shows them the Invitation Code to sign up for the main study. If not, it can just state they are not qualified for the main study.

## 10. What information do I need to enter when setting up a study?

**Study Name:** (displayed in Study Overview) Provide a short name for the study.

**Brief Abstract:** (displayed in Study Overview) The following information is essential:

- Type of study (e.g., Online-Studie, Laborstudie)
- Participants’ Task (e.g., Reaktionszeitaufgaben am Computer, Lesen und Erinnern, EEG-Studie zur Wahrnehmung von Bildern, Eye-Tracking-Studie zum Textverständnis)
- Duration (e.g., Dauer: 25 min)
- Warnings (optional) (e.g., Studie kann negative Gefühle auslösen)
- Location (optional) (e.g., Ort: PT-Gebäude) [The exact location is displayed to participants, when they sign up for a timeslot]
- Payment (optional) (e.g., 8 € Vergütung alternativ zu VP-Stunden) [Only necessary if you selected “credit” but want to offer payment as an alternative. If you selected “paid”, the amount of payment is displayed automatically, see below.].

**Example:** Laborstudie | Reaktionszeitaufgaben am Computer | Dauer: 25 min | Ort: PT-Gebäude

**Detailed Description:** (optional) Provide more information about the study. This description is displayed after participants click on the study.

**Eligibility Requirements:** (*optional, displayed in Study Overview*) Describe eligibility requirements that you cannot set otherwise (see [‘How can I set up eligibility requirements or prescreen participants’](#)).

**Duration:** Indicate the duration of the study in minutes. Note that the duration you enter is later used when you set up multiple timeslots for your study. Therefore, it is recommended to round up the duration such that setting up time slots is convenient (e.g., round to 30, 45, 60, 75, etc. minutes).

**VP-Stunden or Payment** (*displayed in Study Overview*): Indicate the amount of VP-Stunden or money participants receive for participation. If participants can choose the type of compensation enter the number of VP-Stunden here and include information about payment in the Brief Abstract (see [‘What types of compensation can I choose?’](#))

**Preparation:** (*optional*) Here you can describe what participants should do to prepare for the study (e.g., do not eat for x hours before the study starts, no make-up, etc.).

**Researcher:** Select the researcher account(s) that should have access to the study. You are only allowed to select researcher accounts that are associated with your PI account. You can choose more than one researcher account.

**Principle Investigator:** Select the Principle Investigator (you) who is responsible for the study.

**Ethikkommission Approval Code:** (*optional*) You may want to enter the ethics committee approval code.

**Approved?** Select ‘Yes’.

**Active Study?** Select ‘yes’ if the study should be visible to participants. Select ‘no’ if the study should not be visible.

IMPORTANT: When a study is completed, select ‘no’ as well. In this way, the study remains in the system but is no longer visible to participants. Otherwise, the overview of the active studies loses its informative value (for both participants and researchers/Pis).

Please note that completed studies cannot be deleted but should be made inactive. Completed studies must remain in the system because they are needed for credit assignment and for setting disqualifiers based on previous study participation.

## Advanced Settings

**Pre-requisites:** If participants must have participated in a previous study, select this study from the list.

**Disqualifiers:** If participants must not have participated in a previous study, select this study from the list.

**Course Restrictions:** Restrict participation based on the course (Studiengang) participants belong to.

**Invitation Code:** Restrict participation based on an invitation code. You need to make sure that your participants know the code (e.g. send the code via email or display it to participants in a screening study).

**Study URL:** If this is an online study, enter the URL here.

**Participant Sign-Up Deadline:** Enter the time (in hours) participants can sign up for a time slot. Shorter time frames may increase participation rate.

**Participant Cancellation Deadline:** Enter the time (in hours) participants can cancel an appointment.

**Researcher Email-Notifications:** Select your preferred option. The email is sent to the researcher account, not to the PI account.

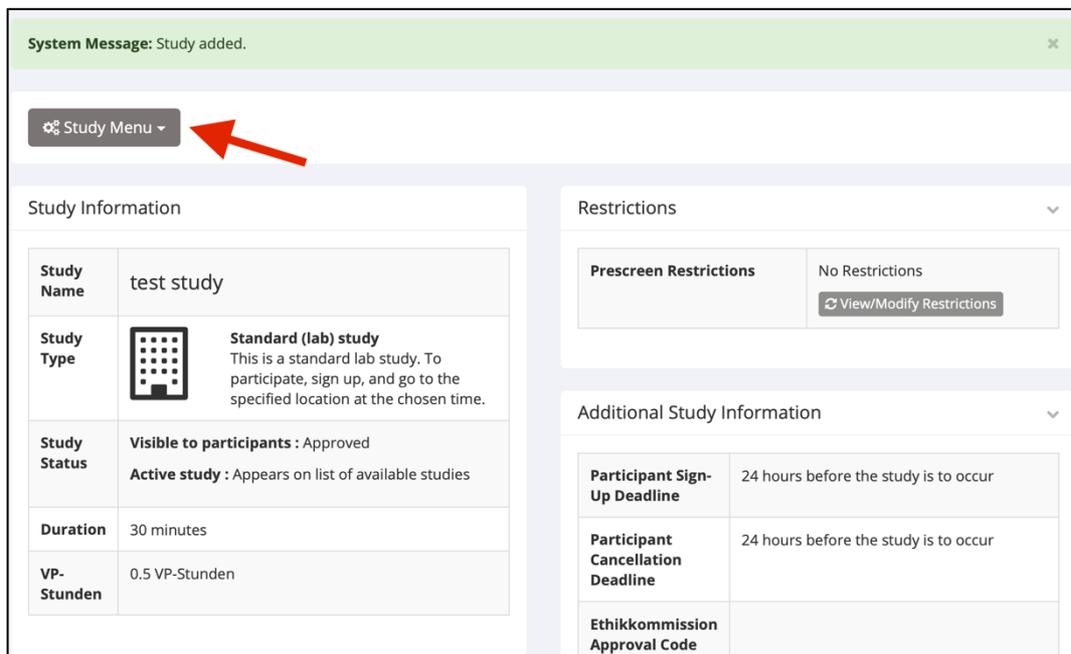
**Researchers at Timeslot-Level:** If a study is associated with more than one researcher account, you can assign researchers to specific time slot. This option may not be relevant to you, because usually a researcher account is used by more than one person.

**Shared comments:** (optional) You can enter information about the study that is visible to all researchers and PIs in the system, but not visible to participants.

**Private comments:** (optional) You can enter information about the study that is only visible to the PI and the researcher associated with this study.

## 11. How can I set up time slots and locations for a study?

After you have set up a study, go to Study Information of this study and click 'Study Menu'.



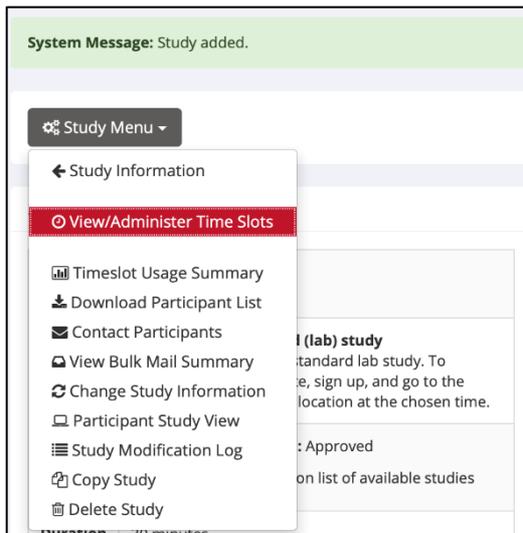
The screenshot shows a web interface for study management. At the top, a green system message bar reads "System Message: Study added." Below this is a "Study Menu" button with a gear icon and a dropdown arrow, which is highlighted by a red arrow. The main content area is divided into two columns. The left column, titled "Study Information", contains a table with the following data:

|              |  |
|--------------|--|
| Study Name   | test study   |
| Study Type   |  <b>Standard (lab) study</b><br>This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time. |
| Study Status | <b>Visible to participants</b> : Approved<br><b>Active study</b> : Appears on list of available studies  |
| Duration     | 30 minutes   |
| VP-Stunden   | 0.5 VP-Stunden   |

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 contains a table with the following data:

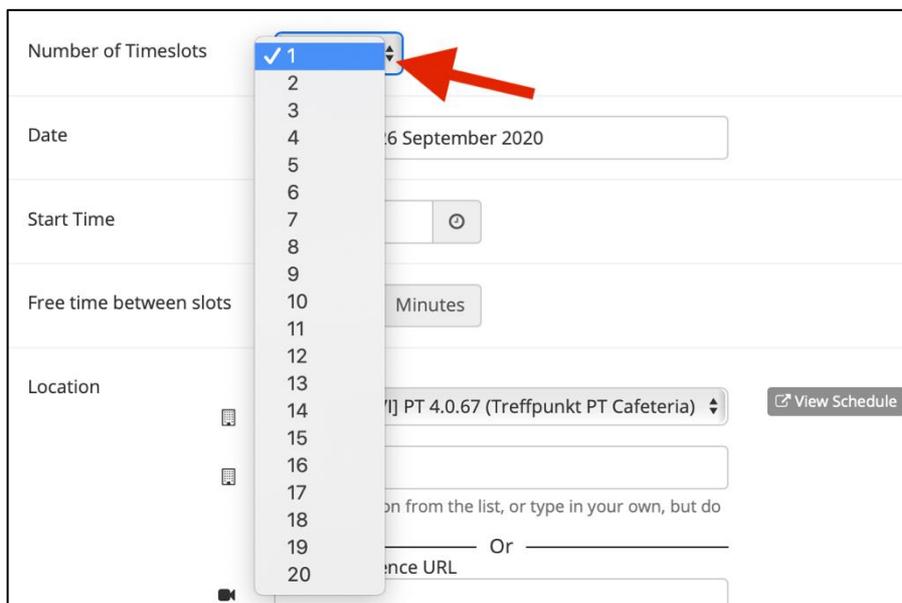
|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Participant Sign-Up Deadline      | 24 hours before the study is to occur |
| Participant Cancellation Deadline | 24 hours before the study is to occur |
| Ethikkommission Approval Code     |                                       |

Then, select 'View/Administer Time Slots' from the drop down list.



Then, you can choose between 'add a timeslot' and 'add multiple timeslots'. With the 'add multiple timeslots' option you can set up multiple timeslots for a single day (but not for multiple days). Once you have set up the timeslots for an entire week, you can copy the timeslots to another week.

To set up the timeslots for a single day, select the number of timeslots on this day that succeed one another.



Then, select the date, enter the start time on this date and (optional) free time between slots. If, for example, the duration of your study is 45 minutes, you may want to enter 15 minutes free time between slots. This way, each slot starts at the full hour.

Then, enter the location. You can either select a location from the drop down menu or enter a location not listed. Note that the location you select or enter will be sent to participants in the confirmation email. Therefore, it is recommended to mention the meeting point. There is no need to describe the meeting point somewhere else.

If your study is conducted via videoconference, enter the videoconference URL.

Then, enter the number of participants who can take part at the same timeslot.

After you have clicked 'Add' you should review the timeslots. Then, click 'add selected timeslots'.

|   |       |   |  |   |
|---|-------|---|--|---|
| Monday, 28 September 2020                             | 10:30 | 3 | [Lehrstuhl VI] PT 4.0.67 (Treffpunkt PT Cafeteria)<br>View Schedule<br>OR type in below:<br>Videoconference URL Or | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Monday, 28 September 2020                             | 11:00 | 3 | [Lehrstuhl VI] PT 4.0.67 (Treffpunkt PT Cafeteria)<br>View Schedule<br>OR type in below:<br>Videoconference URL Or | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Monday, 28 September 2020                             | 11:30 | 3 | [Lehrstuhl VI] PT 4.0.67 (Treffpunkt PT Cafeteria)<br>View Schedule<br>OR type in below:<br>Videoconference URL Or | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <input type="button" value="Add Selected Timeslots"/> |       |   |  |   |

## 12. I want to administer time slots for different studies in the same location at the same time - is that possible?

It is not possible by selecting the location from the drop down menu. This way, double bookings are prevented. However, it is possible by manually typing in the name of the location in the location field.

## 13. How do I set up online studies?

Select Online External Study. Go through the same steps as for standard studies.

**IMPORTANT:** Enter the Study URL under 'Advanced Settings'. To record whether a participant has completed the study include the text %SURVEY\_CODE% in the URL. Please check 'Detailed Help' for instructions on how to enter the completion URL in your external study platform.

|  |  |
|--|--|
| Is this a web-based study?   | Yes -- study is administered outside the system  |
| Should survey participants be identified only by a random, unique ID code? | <input type="radio"/> Yes<br><input checked="" type="radio"/> No   |
| Study URL  | <input type="text" value="https://www.soscisurvey.de/tutorial215077/?r=%SURVEY_CODE%"/><br><small>If the text %SURVEY_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.</small><br><a href="#">Detailed Help</a> |
| Study URL Display  | <small>After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated.</small><br><input type="radio"/> Yes<br><input checked="" type="radio"/> No     |

After you have set up the study, go to Study Information, click 'Study Menu' and select 'View/Administer Time Slots' from the drop down list. Click 'Add a timeslot'. Enter the final participation date and the maximum number of participants.

**Add Timeslots : Online Test Study**

This study was created as an online (web) study. Because a participant may participate in an online study at any time, most researchers create a single timeslot. The single timeslot contains the maximum number of participants who may participate, and has a final participation date of the last date that participants may participate.

|                             |   |
|-----------------------------|---|
| Final Participation Date    | <input type="text" value="Friday, 30 October 2020"/>                |
| Final Participation Time    | <input type="text" value="23:59"/> <input type="button" value="⌚"/> |
| Max. Number of Participants | <input type="text" value="100"/>                                    |

## 14. How do I include a SoSci Survey online study?

Enter the SoSci Survey under Advanced Settings. Add the following segment to the SoSci URL:  
[?r=%SURVEY\\_CODE%](#)

For instance, your project's URL in SoSci may be: <https://www.soscisurvey.de/tutorial215077/>

Then you have to enter the URL on Sona Systems as

[https://www.soscisurvey.de/tutorial215077/?r=%SURVEY\\_CODE%](https://www.soscisurvey.de/tutorial215077/?r=%SURVEY_CODE%)

Now participants will get a unique code as they access your SoSci questionnaire.

|  |  |
|--|--|
| Is this a web-based study?   | Yes -- study is administered outside the system  |
| Should survey participants be identified only by a random, unique ID code? | <input type="radio"/> Yes<br><input checked="" type="radio"/> No   |
| Study URL  | <input type="text" value="https://www.soscisurvey.de/tutorial215077/?r=%SURVEY_CODE%"/><br><small>If the text %SURVEY_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.</small><br><a href="#">Detailed Help</a> |
| Study URL Display  | <small>After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated.</small><br><input type="radio"/> Yes<br><input checked="" type="radio"/> No     |

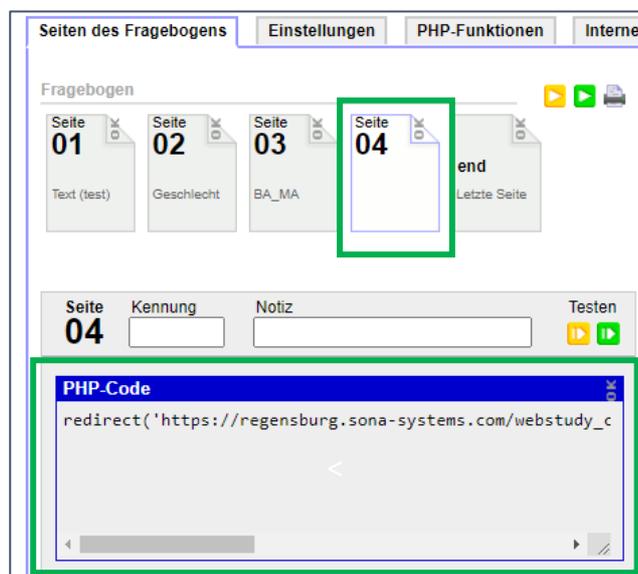
Then you need to adapt your questionnaire in SoSci Survey so that participants will be redirected to Sona Systems after finishing the survey. Sona Systems generates a Completion URL for your survey. You can find it at the 'Study Informations' site, like: [https://regensburg.sona-systems.com/webstudy\\_credit.aspx?experiment\\_id=66&credit\\_token=a7475947b1de476187b1fa8ea9b767cd&survey\\_code=XXXX](https://regensburg.sona-systems.com/webstudy_credit.aspx?experiment_id=66&credit_token=a7475947b1de476187b1fa8ea9b767cd&survey_code=XXXX)

|         |   |
|---------|---|
| Website | <a href="#">View Study Website</a>  |
|         | <a href="#">Sample Link with Embedded ID Code</a>   |
|         | <b>Completion URLs:</b><br><input type="text" value="https://regensburg.sona-systems.com/webstudy_credit.aspx"/><br><small>(client-side)</small>                    |
|         | <input type="text" value="https://regensburg.sona-systems.com/services/SonaAPI.sv"/><br><small>(server-side)</small>  |
|         | <a href="#">Instructions</a>  |
|         | <small>You can also configure it so that participants receive credit in the system immediately after finishing the survey.</small><br><a href="#">Detailed Help</a> |

For the coding in the SoSci questionnaire you must modify the Completion URL since Sona Systems uses a placeholder in the survey code segment (`&survey_code=XXXX`). Replace `XXXX` with the predefined placeholder `%reference%` which contains the specific reference given to the case number of questionnaire completion. For the php-coding you should implement the function `redirect()`. The redirect link as php-code could look like this:

```
redirect('https://regensburg.sona-systems.com/webstudy_credit.aspx?experiment_id=66&credit_token=a7475947b1de476187b1fa8ea9b767cd&survey_code=%reference%');
```

Put in the redirect link immediately before the last page of your questionnaire. Therefore, add a page including only the redirect link via php-coding. Do not put anything else on this page.



As participants reach the page with the implemented redirect link, they will be automatically transferred to Sona Systems Login where information is provided that they have successfully completed the study.

## 15. Where can researchers check the signups for their studies?

There are two ways to view the signups:

- Go to 'My studies' and click 'View Printer-friendly List of Signups'. Here, you can view the signups for all your studies on a specific day.
- Go to 'My studies', click on a specific study, go to 'Study Menu', select 'View/Administer Timeslots'. Here, you can choose between 'All', 'Recent' or 'Upcoming', or select a specific date.

## 16. How do researchers (Versuchsleitende) mark No Shows and Participations?

Go to Study Menu, click 'View/Administer Time Slots', select 'Recent Time Slots'. Click 'Modify'.

The screenshot shows the 'Study Menu' interface. At the top, there are tabs for 'All Timeslots', 'Recent Timeslots', 'Upcoming Timeslots', and 'Older Timeslots'. Below the tabs, there is a search box for available timeslots on 'Wednesday, 21 October 2020'. The main table has columns: 'Participation Deadline', 'Participants Pool', 'Participants', 'Website', and 'Modify'. A red arrow points to the 'Modify' button in the 'Modify' column for the first row.

| Participation Deadline | Participants Pool                          | Participants  | Website      | Modify |
|------------------------|--|---|--------------|--------|
| 16 October 2020 23:00  | Signed Up: 2<br>Open Slots: 8<br>Total: 10 | Regina (Survey ID: 93)<br>Status: Awaiting Action<br><br>Thomas (Survey ID: 293)<br>Status: Awaiting Action | View Website | Modify |

**No-Show:** Depending on whether the participant provided an excuse or not you can select excused or unexcused No-Show.

The screenshot shows the participant management interface. It has columns: 'Name', 'Participated', 'No-Show', 'No Action Taken', and 'Comments'. For Regina (Survey ID: 93), the 'Participated' radio button is selected, and the 'No-Show' options are 'Unexcused' (selected) and 'Excused'. For Thomas (Survey ID: 293), the 'Participated' radio button is selected, and the 'No-Show' options are 'Unexcused' and 'Excused' (selected). There are buttons for 'Update Sign-Ups', 'Contact All Participants', and 'Cancel All Sign-ups for this Timeslot'.

| Name                    | Participated                     | No-Show   | No Action Taken       | Comments |
|-------------------------|----------------------------------|---|-----------------------|----------|
| Regina (Survey ID: 93)  | <input checked="" type="radio"/> | <input checked="" type="radio"/> Unexcused<br><input type="radio"/> Excused | <input type="radio"/> |          |
| Thomas (Survey ID: 293) | <input checked="" type="radio"/> | <input type="radio"/> Unexcused<br><input checked="" type="radio"/> Excused | <input type="radio"/> |          |

**Participation:** Select 'Participated' together with 0 VP-Stunden. The latter is important because only PIs are allowed to grant credit (VP-Stunden).

If a participant received money instead of VP-Stunden, make a note in the Comments field.

Click 'Update Sign-Ups'

The screenshot shows the participant management interface after updates. For Regina (Survey ID: 93), the 'Participated' radio button is selected, and the 'VP-Stunden' dropdown is set to '0'. For Thomas (Survey ID: 293), the 'Participated' radio button is selected, and the 'VP-Stunden' dropdown is set to '0'. The 'Comments' field for Thomas contains the text 'Paid 5 €'. There are buttons for 'Update Sign-Ups', 'Contact All Participants', and 'Cancel All Sign-ups for this Timeslot'.

| Name                    | Participated                     | No-Show  | No Action Taken       | Comments |
|-------------------------|----------------------------------|--|-----------------------|----------|
| Regina (Survey ID: 93)  | <input checked="" type="radio"/> | <input type="radio"/> Unexcused<br><input type="radio"/> Excused | <input type="radio"/> |          |
| Thomas (Survey ID: 293) | <input checked="" type="radio"/> | <input type="radio"/> Unexcused<br><input type="radio"/> Excused | <input type="radio"/> | Paid 5 € |

## 17. How do PIs grant credits (VP-Stunden)?

Go to Study Menu, click 'View/Administer Time Slots', select 'Recent Time Slots'. Click 'Modify'.

Select the correct number of VP-Stunden.

Click 'Update Sign-Ups'.

| Name   | Participated  | No-Show  | No Action Taken       | Comments |
|--|---|--|-----------------------|----------|
| Regina (Survey ID: 93)<br><input type="button" value="Cancel"/>  | <input checked="" type="radio"/><br>0.5<br>VP-Stunden | <input type="radio"/> Unexcused<br><input type="radio"/> Excused | <input type="radio"/> |          |
| Thomas (Survey ID: 293)<br><input type="button" value="Cancel"/> | <input checked="" type="radio"/><br>0<br>VP-Stunden   | <input type="radio"/> Unexcused<br><input type="radio"/> Excused | <input type="radio"/> | Paid 5 € |

## 18. What do PIs do after the study is completed?

- Review whether all participants have been assigned credit (or marked as No-Show, if applicable). There should be no participant with the status 'awaiting action'.
- Go to 'Study information' and set the study to 'inactive'.

## 19. I recruited participants outside of Sona / before Sona was introduced. How can I assign credit and save study participation in Sona?

You can manually sign up participants and assign credit for a study in Sona.

To do this, set up a new study. Select 'approved' and 'inactive' (so participants cannot see the study). Set up a single time slot for this study (the date is irrelevant). Set the number of participants equal to the number of participants you want to assign credit to. Go to this time slot and click 'modify'. Go to 'Manual Sign Up' (see screenshot below). Type in the user name or the user ID. Sign up the participant. Then, select the number of VP-Stunden and click 'participated'.

If you want to sign up several participants, you can alternatively choose 'Batch Credit Grant'. For this option, you need the user IDs to sign up participants. Students at the University of Regensburg typically use their RZ account as user ID.

Timeslot Information : Musterstudie

Date:  Number of Participants:

Start Time:  Location:

End Time: 30 minutes after start time

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. Comments will be visible to participants.

You may grant VP-Stunden ranging from 0 to 1.0 VP-Stunden. The standard value in VP-Stunden for this study is 0.5 VP-Stunden.

No participants have signed up for this timeslot.

**Manual Sign-Up**

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using Batch Credit Grant.

Username Manual Sign-Up:

Manual Sign-Up by Name:

First Name:

Last Name:

You may enter first name, last name or both.

## 20. Why is my study not visible to participants?

- You must select 'approved' in 'Study Information'.
- You must select 'active' in 'Study Information'.
- You must set up timeslots for the study. This is necessary for all study types, including online studies.

## 21. How can I set up multi-part studies, if the number of parts varies between conditions?

There are two alternative approaches of implementing this:

(A) Set up a multi-part study with as many parts as are planned in the longest condition (e.g. 3 parts). Explain in the abstract that in one condition only 2 parts will take place, and that participants will be informed after sign up whether they will participate in the 2-part or 3-part condition. After participants have signed up, cancel part 3 for those participants who are in the 2-part condition. VP-Stunden are assigned separately for each part.

(B) Set up a separate multi-part study for each condition. For instance, study A has 3 parts and study B has 2 parts.

## 22. How can I set up multi-part studies, if the delay between the parts varies between conditions?

Example: The delay in condition 1 is 2 days and the delay in condition 2 is 4 days.

(A) Set up a multi-part study with 3 parts. Part 2 is scheduled with a delay of 2 days and part 4 is scheduled with a delay of 4 days. Explain in the abstract that depending on condition part 2 or part 3 will be canceled, and that participants will be informed after sign up which part(s) will be canceled. After participants signed up, cancel part 2 or part 3, depending on the condition participants have been assigned to. VP-Stunden are assigned separately for each part.

(B) Set up a separate multi-part study for each condition. For instance, study A has 2 parts with a delay of 2 days and study B has 2 parts with a delay of 4 days.

## 23. Where can I find more information?

Please, check the User manual from Sona Systems at:

[https://www.sona-systems.com/support/docs/ems\\_docs.pdf](https://www.sona-systems.com/support/docs/ems_docs.pdf)