

## Sona Study Guidelines

### Study Type:

1. Online Study - for studies that are online, with no need for time slots/interactions with researchers. You provide a link and a deadline, and students complete it in their own time before the deadline.
2. Standard (lab) study - this is used when:
  - a. Participants come into your lab/research space during the time slots you provide.
  - b. It is a Zoom interview or something similar, where they must interact with the researchers/other participants during a time slot you provide. With this option, you can supply a meeting link when you post your timeslots.

The Study Type is one of the only things that can't be changed after a study is set up, so make sure you select the correct study type.

**Credit:** If you are going to be running a study where you offer cash or credit, set it up as a for credit study. It's easy in a credit study to just give cash (and assign zero credit) but a cash study cannot give credit.

**Study Name:** Please make the study name your name. This will be updated to your study number once your study is approved.

**Brief Abstract:** This should be your catchy title. This is what students will see while scrolling through the list of experiments.

**Detailed Description:** This should contain information on what participants will be doing, but also where they should go and what number/extension they should call the day of their experiment. You also need to list the names of all researchers who are associated with this study (including faculty, graduate and undergraduate students).

**Eligibility Requirements:** You can list any requirements for your study here. You can also add these to the pre-screen restrictions to ensure that only participants who meet your requirements can see and sign up for your study. The pre-screen restrictions can be found in the top right corner of the main study page once you have finished setting up your study.

**Duration and credit:** Students are awarded 0.5 credits for each half hour of participation rounded up. For example, if your study is 1 hour and 15 minutes long, you should offer 1.5 credits.

**Researchers:** Multiple researchers can be added to a single study. If you have more than 1 person working on a study, you should also enable "researchers at timeslot level" which is located in the advance settings further down. This will allow you to see who scheduled what

timeslots. If you need someone added as researcher please email me (cadieum@mcmaster.ca) their full name and their McMaster email address.

**MREB code:** All studies must include the MREB approval code. This can be found on the MacREM website (<https://reo.mcmaster.ca/macrem>). You do not need to send me your approval certificate, you just need to put the approval code in this section.

**Active Study:** This is the on/off button for your study. It lets you control if your study is currently visible to students.

**Online studies:** If you are running an online experiment and not using the automatic credit option, make sure to collect participants' real names or McMaster email addresses. You will need some way to identify participants to assign credit on Sona.

**Getting your study approved:** Once you have your experiment set up, email me (cadieum@mcmaster.ca) your consent/letter or information and debriefing forms. Your debriefing sheet needs to explicitly state what the independent and dependent variables are. Please do not request approval through Sona, just send me an email with the forms.