

## SONA for ICS

### Important Links:

- **SONA administrator:** Melissa Lett ([melissa.lett@carleton.ca](mailto:melissa.lett@carleton.ca))
- **SONA coordinator:** Kasia Muldner ([Kasia.Muldner@carleton.ca](mailto:Kasia.Muldner@carleton.ca))
- **Link to Sona:** <http://carleton-ics.sona-systems.com>
- **Information about Sona for researchers (also see the participant link below):**  
<https://carleton.ca/ics/sona-recruitment-qas-researchers/>
- **Information about Sona for participants:**  
<https://carleton.ca/ics/currentstudents/undergraduate/participating-in-psychological-research-sona/>

### Using SONA

To use SONA as a researcher to recruit and schedule participants, you will need to follow this series of steps.

#### 1. Request an account:

- email the SONA administrator from your Carleton Email Account, including your affiliation (i.e., DCS) and your supervisor (if applicable), and ask for a researcher login
- after the administrator adds you to SONA, you will receive an email from SONA with your login information (the subject line of that email will be something like: “*Research Study Sign-up System*”)

#### 2. Add your study to SONA:

- go to the Sona web link ([carleton-ics.sona-systems.com](http://carleton-ics.sona-systems.com)) and log in using that information
- add your study to Sona (the sona manual details how to do that, e.g., see page 30, but in general, the whole chapter is useful, called *Working with studies*, starting on page 27)

#### 3. Request approval of your study from the SONA Administrator:

- email the Sona admin and ask them to approve it (be sure to tell them the title of your study so they can find it in the system) – the study will not be visible to participants until it is approved.
- You can check if it is approved by clicking on the *My Studies* link, which shows the list of your studies. Click on the Active tab and see if the study is approved (a green label that says “Approved” is included by ones that are approved). **A study has to be both Active and Approved in order for participants to be able to sign up.**

#### 4. Add timeslots and giving credit.

- Details are provided in the SONA manual (e.g., see page 80, *working with timeslots*, and page 89, *granting credit* – this is for lab studies). Please remember to give participants credit ASAP after they have participated.

### Other considerations:

- If you have an online study, you have a choice of using either the Sona survey software or external survey software like Qualtrics (the latter seems more powerful/flexible, at least in my limited experience). If you use Qualtrics, see chapter called “Online external studies” – there is also tons of online information you can find by googling terms like *qualtrics and sona*. Contact <https://carleton.ca/humanresearchethics/> for access to the Qualtrics software.

- When adding timeslots, consider including a gap between them (in case things trickle over from the previous session). Plan accordingly – once you open up the slots, you have a responsibility to run the study during those times.
- **What if I have to cancel a timeslot?** This should be avoided except in extraordinary circumstances beyond the researcher's control. Email participants as soon as these arise –if they received less than 24 hours notice, contact the SONA coordinator.

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