RESEARCHERS
How to Create a New Study

1. Go to wou.sona-systems.com and login using your researcher username.
2. Click on “+ Create a new study” under the Add New Study menu.

3. Choose one of the following study types and indicate whether participants will receive credit (points) or be paid (cash).
   - **Standard Study**: An in-person study for which participants arrive only on one occasion.
   - **Two-Part Standard Study**: An in-person study for which participants arrive on two occasions (e.g., longitudinal studies).
   - **Online Survey Study**: An online survey administered through the SONA website.
   - **Online External Study**: An online survey administered through a third-party website (e.g., Survey Monkey, Qualtrics).
4. Provide the following pieces of information about your study:
   - **Study Name** (This is the study title that participants will see. Consider giving the study a representative yet vague title so that participants cannot readily determine the study’s purpose/hypothesis.)
   - **Brief Abstract/Detailed Description** (optional) (These fields are also visible to participants.)
   - **Eligibility Requirements** (optional; e.g., must be at least 18 years old)
   - **Duration** (in minutes)

   The only duration values that researchers are permitted to enter are 15, 30, 45, and 60. **If your study takes 1-15 minutes to complete, enter “15” (even if your study only takes 5 minutes to complete).** For studies that take 16-30 minutes to complete, enter “30.” For studies that take 31-45 minutes to complete, enter “45.” For studies that take 46-60 minutes to complete, enter “60.”

   - **Credits** (in whole numbers; e.g., 1, 2, 3)

   **Studies that take 1-15 minutes to complete are worth 1 credit.** Studies that take 16-30 minutes to complete are worth 2 credits. Studies that take 31-45 minutes to complete are worth 3 credits. Studies that take 46-60 minutes to complete are worth 4 credits.

   - **Preparation** (optional; e.g., refrain from eating 3 hours prior to experimentation)
   - **Select yourself** (and co-authors if applicable) as the researcher(s)
   - **Select the Principle Investigator** (If you are creating a study as a course requirement, your instructor is the P.I. If you are not creating a study as a course requirement – e.g., faculty research – you are the P.I.)
   - **IRB code** (optional; ignore if you are creating a study as a course requirement)
   - If you are ready to begin experimentation, indicate **Yes** for the “Active Study?” question. Otherwise, select **No** and your configuration preferences will be saved so that your study can be activated at a later date.

5. Consider the optional **Advanced Settings** toward the bottom of the page.
   - **Pre-Requisites:** Restrict your study to students who have completed particular studies in the past.
   - **Disqualifiers:** Prevent students who have completed particular studies from participating in your study.
   - **Course Restrictions:** Indicate which course(s) participants must belong to in order to participate.
   - **Invitation Code:** Participants must enter a special password (communicated outside of the SONA system) to sign up for the study.
   - **Researcher email:** I strongly recommend choosing “**Yes – for sign-ups and cancellations.**” This will cause you to receive an email notification when a participant signs up for your study (or cancels a scheduled timeslot).
   - **Researchers at Timeslot-Level:** If a study has more than one researcher (e.g., group project), this option allows researchers to be assigned to specific timeslots. For example, Julia will be responsible for timeslots between 12:00 – 2:00 and Thomas will be responsible for timeslots between 4:00 – 6:00.
6. Click the green “Add This Study” button.

7. The following page will provide you with a summary of your configuration preferences. If you would like to restrict your study to participants with particular demographic characteristics (e.g., sex, age), click on the red “View/Modify Restrictions” button and reference the Prescreen Survey guide.

8. **All studies must be approved by the SONA administrator.** To request approval, click on the “Send Request” button next to “Study Status” in the “Study Information” menu.
9. On the following page, enter any questions or additional information you would like the administrator to know before evaluating your study for approval (optional). Then click the “Send Request” button. You will receive a confirmation message. The SONA administrator aims to approve all studies (or provide feedback if there is an error) within 48 hours.

10. You can view your study by clicking on “View and edit your studies” from the main page. Until your study is approved, you will see a red “Not Approved” button and participants will not be able to view your study.

How to Create Timeslots

A timeslot is an experimental session in which one or more participants will complete your study. Each timeslot has an associated date, time, and location (with the exception of online surveys).

1. View your study by clicking on “View and edit your studies” from the main page.

2. Click on “Timeslots” to the right of your study title.
3. Click on “+ Add A Timeslot” from the top menu bar.

4. Enter the date, time (Start Time), and location of the room/lab you reserved for a particular study session. For “Number of Participants,” indicate how many participants can be run in the same study session. (For most studies, only one participant can be run at a time.) Then click the green “Add This Timeslot” button.

For example, if you reserved a room from 2:00 – 3:00 with only one participant for each 15-minute study session, you would need to create 4 separate timeslots: One at 2:00, 2:15, 2:30, and 2:45 with the Number of Participants listed as “1” for each timeslot.

5. You can view your scheduled timeslots from the “Timeslots” page (see #2 above). Under the Participants Pool column, you can see the number of participants who have signed up (Signed Up) out of the total number of participants who can be run during that study session (Total). Participants will not be identified by name; rather, each will have a unique ID Code (e.g., #3106). You can see the ID Code for each participant signed up for a study session, as well as their prescreen survey responses.

Once a participant signs up for a study session, his or her Status will be “Awaiting Action.” After you have awarded credit, his or her status will change to “Credit Granted.”

If you must change the date, time, location, or the number of participants for a study session (or delete the session entirely), click “Modify” next to the relevant timeslot. Please do not change details about the study within 24 hours of its start time.