



School of Psychology

Research Participation System

Instructions for Researchers 2019

Psychology staff using the Psychology Research Participation System must ensure that they and those working under their supervision are familiar with the rules and procedures for using the System, specified below. Researchers should keep a copy of these instructions in rooms used to test individuals participating in the System.

The Credit System

Students in PSYC1001/1002 can earn credit for participating in approved psychology research projects. It is **essential** that researchers provide such student-participants with a genuinely educational debriefing and information about the project relevant to the pedagogical goals of PSYC1101 and 1102 (please refer to the “Policy for use of the research participation system” document).

Students will receive 0.5 credits for each 15 mins of participation for lab studies, and 0.5 credits for each half-hour of participation for online studies. Students can earn a maximum of 10 points in Semester 1 and 12 points in Semester 2, although they can participate in additional studies without credit (i.e., for payment). Students cannot receive credit for a given study more than once. If they wish to cancel participation in a study, students are required to do so using the internet system 24 hours before their session’s start time, otherwise they are to be penalized as no-shows (except in cases of documented emergencies). There are two options for no-shows; unexcused and excused. Unexcused no-shows are deducted credit for missing a session, whereas excused no-shows do not lose credit. Students who arrive too late to participate are also to be penalized as no-shows. Being penalized as either an excused or unexcused no-show in a study does not prevent students from signing up and earning credit in that study at a later time.

Please keep in mind that the Sona system can also be used to advertise paid experiments. However, a **single** experiment cannot be advertised for both credit and payment. If you wish to run a study for both credit and payment (or switch from one to the other) then you must **create two separate studies**. Study titles must contain the suffix PAID or CREDIT.

Application to use the Psychology Research Participation System

Staff in the School of Psychology and Honours students/graduate students/research assistants working under their supervision are eligible to apply to use the System. Any research project that makes use of the System must have active ethics approval (<http://www.flinders.edu.au/research/info-for-researchers/ethics/committees/social-behavioural.cfm>).

To apply to use the System, complete the Psychology Research Participation System Application form at the end of this document (the form soon will be available for download from: <http://www.flinders.edu.au/sabs/psychology/research/>). Your application should be sent to the administrator of the system (psychsona@flinders.edu.au). If a project was approved in a prior academic year, a renewal application must be filed for it to be reactivated for the current academic year (use the same application form for both new projects and renewed projects). **Please ensure that you are using the 2019 application form for both new projects and reactivations.** Honours supervisors please submit an application form with anticipated project as soon as possible in Semester 1 with anticipated data collection period (Semester 1 or 2) so that appropriate allocations can be made for Honours projects.

PLEASE NOTE: All Honours students must have any sections on participant recruitment via the Research Participation Pool in their ethics application checked by the Honours Coordinator before the completed form is sent to the ethics committee. Please ensure that this is done sufficiently in advance of the ethics committee

meeting date. If you have any queries about this section of the ethics form please contact the Honours Coordinator.

The application form requires the following information:

- (a) **Project Code Name:** A SHORT, unique, memorable name for the study. This is to help students keep track of the studies in which they have taken part and is used by the System to manage sign-ups. The title should include the suffix PAID or CREDIT to clearly identify the nature of the study. This name is also used for the anonymous evaluation of research participation form that all participants are given after completing an experiment. Please note that SONA generates the studies listed for participants a random order so any special characters at the start of study names are not accepted
- (b) **Researcher(s):** Name of the staff sponsor(s) of the study (who are ultimately responsible for the conduct of the study) and, if applicable, the names of any research assistants or honours students conducting the study.
- (c) **SBREC Approval Code:** All studies (including pilot experiments) must have ethics approval before they can be posted.
- (d) **SBREC Expiry Date:** All studies must have an ethics expiry date before they can be posted
- (e) **New study or re-approval:** Indicate if this study is new on SONA or has been previous run and is seeing re-approval
- (f) **Is this an online study, lab study, or both?:** Indicate whether the experiment will take place online (e.g., online questionnaire) or whether participants will have to attend a session in the lab. It is important to provide the correct information as this affects the credits (i.e., online = .5 credits per half hour and lab = 1 credit per half hour).
- (g) **Expected duration of the session:** Please indicate, in minutes, the length of the testing session. This estimate must include time for an explanation of the study at the end of the session.
- (h) **Is the experiment for credits or payment?** Indicate if the study is for credits or payment and how much for. Paid studies should pay participants no more than \$20 per hour and credits studies online = .5 credits per half hour and credits studies in the lab = 1 credit per half hour.
- (i) **If for credits, which researcher should the credits be assigned to?:** Indicate who is providing the credit balance, keeping in mind that the current restriction is 50hrs per researcher. Please also keep in mind that access to the system is limited to current staff and students in the School of Psychology (academic staff, post-docs, PhD and Masters students, and honours students).
- (j) **A flinders e-mail address (ending in @flinders.edu.au):** This address is used for establishing the project in the sign-up system. A password allowing the experimenter to log into the system to post sign-up times will be emailed to the principal investigator. Therefore, please include the email address for all researchers on the experiment who do not yet have a Research account on the Sona system.
- (k) **Description of the study:** A two- to three- sentence description of the study that will be used on the sign-up site. This description should accurately convey the nature of what the student will be asked to do in the study. Ending with either “Contact: phone no.” or “Contact:
- (l) **Restrictions on who can sign up for the study** (e.g., right-handed people only): Researchers are **strongly** encouraged to be as inclusive as possible so as to provide all students with ample opportunities to participate in research.
- (m) Submission of the application means that the sponsoring staff member agrees to take responsibility for appropriate use of the Psychology Research Participation System by all those involved with the project and to ensure that the project complies with all requirements of their SBREC approval.

After approval is obtained

The system will inform you as to whether your application is approved. Upon receiving approval, you can

use the Sona experiment management system (<http://flinders.sona-systems.com/>) to begin posting and managing sign-ups for your experiment. To do so, you will need a user ID and a password. Your user ID and password will be emailed to the email address you provide on the application form. The password will be a long string of digits, but you can change it once you log into the system (by going to the “My Profile” section once you are logged into the system). If you are running multiple experiments, you will access all of them through this one user ID. Therefore, if you already are running an approved experiment, any subsequent experiments that you run will be managed with your established user ID.

Using the Sona Experiment Management System

The information below provides you with the basic information you need to use the Sona experiment management system. Full instructions, in the form of the Sona manual, are available from the administrator (psychsona@flinders.edu.au).

1. *Creating your study*

Go to <http://flinders.sona-systems.com> and enter your user ID and password. You can select “forgot password” and have this emailed to you.

To create a new study, click on "Add New Study" . Fill in the required information, including the approved name of your study (it is critical that you use only the approved study name and include the suffix PAID or CREDIT). Enter in the “Short Description” the description that was provided on your application for approval of this study. End this description with the contact telephone number and/or email address for the study that participants may use to cancel appointments.

In the “Eligibility Requirements” section, you may specify participant restrictions (e.g., left-handed participants only).

“Duration”. Specify the duration of the session (default is 30 minutes).

“Credits/Pay”. It is important that you select the correct option before you begin running the experiment, because it cannot be changed after participants start signing up. For each 30 minutes of participation participants receive 1 credit. For paid participants payment must conform with your ethics approval.

“Preparation”. Enter any advance preparation the participant must do prior to participation.

“Researcher.” Ad your name and any other researchers working on the project.

“SBREC approval expiration date.” Enter your expiration date for this project.

“Active Study”. Click “Yes”.

In the Advance settings you can adjust the following;

In the “Prerequisites” section, you may specify that participants complete a specific study before participating in the one you are adding. This is a good method for setting up studies requiring more than two sessions (the current version of the Sona system has an option for setting up studies that have exactly two sessions). For multiple-session studies involving more than two sessions, a different study must be created for each session (perhaps given sequenced names, such as Olive1, Olive2, Olive3, etc.).

The “Disqualifiers” section allows you to exclude participants who have already participated in certain other studies (perhaps because those studies are too similar to the one you are now adding).

“Invitation Code”. You can set your experiment so that participants must be given a special password in order to participate. This option should be used sparingly.

Indicate whether this is a web-based study. If so, you may need to provide the URL for the study web site (this depends on whether your study is administered by the Sona system).

“Participant Sign-Up Deadline.” Specify the deadline that participants have to be able to sign-up to your study. For example, if you enter “3,” then participants can only sign up in a timeslot up to 3 hours before that timeslot is scheduled to begin.

The final section of this form is for use with studies that involve exactly two sessions.

Click the “Add This Study” button when you are ready. You can edit it later by clicking on "view and edit" under the “My Studies” heading and selecting the desired study.

Once you have completed this form, select the option to request that your study be made visible to students.

After making your study visible to participants, the administrator will then contact you to indicate that you may now begin posting time slots for your study.

Be sure that you logout at the end of each Sona session by clicking the “Logout” button near the upper right corner of the Sona window.

2. Posting time slots

To post testing sessions for participants to sign up for your study, log onto the Sona system and go to the “My Studies” heading and click on “view, add, or change timeslots”. Then, under the “View” column for the desired study, click on "Timeslots". You will see a list of existing time slots and you can click on “Add A Timeslot” to add more. Note that you will see an option to add multiple time slots at once.

For each time slot you add, default information is initially displayed, but can be modified (except for the End Time, which is fixed by the Start Time that you designate and by the session duration that was specified when you set up your study). Be sure all relevant information, including location is entered.

3. Reporting no-shows

If a participant fails to show up for an appointment without canceling at least 24 hours in advance, record the penalty in the Sona experiment management system (see below). Exceptions are to be made in cases of documented emergency (e.g., sudden illness) and other situations beyond the participant's control. In such cases, the participant receives no credit, but s/he also should not be penalized. **If a participant arrives too late to participate**, then that participant is to be penalized as a no-show.

Once a session has been completed (or a participant has failed to show up), it is up to the researcher to assign credit to the participant (or label the participant a “no-show”). To make an entry, log into the Sona system at flinders.sona-systems.com and go to the “My Studies” section . You can click on the heading “View Your Uncredited Time Slots” to see a list of time slots with participant sign ups that have not yet been labeled as participated. You can then click the “View” button for a particular participant to either grant credit or classify the participant as a no-show. Alternatively, after going to the “My Studies” section and click on “Timeslots” for the study. This will display a list of time slots. Click the “Modify” button for any time slot for which you wish to make an entry (e.g., classify as no-show). Be sure to click the “Update Sign-Ups” button for each entry so that the change will take effect.

4. Record keeping

It is your responsibility to ensure that all participants (both paid and credit) are marked as participated (or are listed as no-shows) via the Sona system in a timely manner. If the record keeping has not been dealt with by at least 2 days after a session then the system will email the administrator and the administrator will take up the matter with the researcher. Participation must be finalized by the end of lecture weeks each semester.

5. Problems

If a participant arrives for a session but does not meet restrictions that were clearly stated on the study description (e.g., bilingual) or has already participated in the study, you are entitled to cancel the appointment and not provide credit/payment to the participant. In this case, you will make a manual entry in the Sona system, selecting the option labeled “No show” and writing an explanation in the “Comments” section, so that the participant neither receives credit nor is penalized (see section 3 above). Special allowances, however, are to be made for students with disabilities, who should be allowed to experience as much of the study as possible and receive the standard explanation of the purpose of the study and full credit for participation.

If you are uncertain about how to handle a situation involving the Psychology Research Participation System, contact the administrator (psychsona@flinders.edu.au).

6. Once your study is finished

When data collection for the entire study is complete, please go into the Sona experiment management system and go to the “My Studies” section. Select your completed study and go to the bottom of the display. Select the “Change Study Information” option and go to the bottom of the resulting display. In the “Active Study” section, click the “No” option to deactivate your study. Be sure to inform the administrator that your study has been deactivated.

Using the SURVEY CODE Feature

For web-based studies which are administered outside the system, there is a special facility available for advanced users to track sign-ups in their web-based study while still preserving confidentiality. This feature applies only to web-based studies administered outside the system.

Before going further, it is important to note that this is an advanced feature and may require some programming skills. Sona Systems will not provide technical support for any programming questions.

The way this feature works is that if the text %SURVEY_CODE% is placed anywhere within the Study URL field, the system will automatically replace this text with a unique number for the participant. This unique number will also be displayed next to their signup within the system, so it's easy to match sign-ups by this number. The number can be anywhere from 4-7 characters in length. The external study will then need to be set up to process this code and log it appropriately. Sona Systems will not provide technical support or code samples on how to program an external study, as that is code that is external to our software.

Here is an example of how this works. Let's say the study URL is:
`http://www.myschool.edu/mysurvey.html`

If the Study URL is entered in the system as:

`http://www.myschool.edu/mysurvey.html?id=%SURVEY_CODE%`

then when a participant clicks on that URL, the system will replace %SURVEY_CODE% with a unique numeric value to identify the participant. For example, the URL may be changed to:

`http://www.myschool.edu/mysurvey.html?id=30039`

If that is the case, then on the page in the system listing sign-ups for this study (i.e., in the timeslot), the code 30039 will appear next to that participant's sign-up.

If this code is parsed and handled by the external study, then the researcher can easily link up the sign-ups in the system with who they have collected data from within their external study, so they know who to credit. Note that the crediting still will not occur automatically. The purpose of this feature is to provide a way to identify participants without compromising privacy, since the system can then be configured so that names are not displayed next to sign-ups.

To help with setting this up, if a participant is not viewing the URL (for example, the researcher is viewing the URL), this special survey code text will simply be removed.

Note this special text must be in all capital letters, and surrounded by percent signs. You may confirm it was entered correctly because a sample URL will be displayed when you go to view (not edit) the study, below the normal study website link.

If you provide a Survey Monkey URL, the system will provide guidance (after saving your changes) about how to use the survey code feature. In short, by adding the text

`?c=%SURVEY_CODE%` to the end of the Survey Monkey URL, that should allow Survey Monkey to keep track of the unique survey code for each participant. You may read more about this on Survey Monkey's site, by searching for help on “web link collector.”

FLINDERS UNIVERSITY, SCHOOL OF PSYCHOLOGY

POLICY FOR USE OF THE RESEARCH PARTICIPATION SYSTEM

Psychology staff using the research participation system (both credit and paid) are responsible for the proper use of this system, as defined below, on behalf of themselves and the students that they are supervising. All researchers using the system must read the guidelines available on the School of Psychology website (<http://www.flinders.edu.au/sabs/psychology/research/>).

1. Access to the system is limited to current staff and students in the School of Psychology, Including Academic staff, Post-docs, PhD, Masters, and Honours students. Research assistants must register the project in the name of the primary researcher, not their own name.
2. An approach to be listed on the system can only be made after: (i) ethics approval for the research has been issued and (ii) a full debrief is supplied. Applicants should then complete the application form and ensure that what is listed on the form is exactly what is posted on the system (e.g., title). Failure to provide information on the system that matches the application OR failure to activate the study on SONA and launch timeslots more than 2 weeks after the study has been approved will result in the allocated hours being returned to the general pool and a new application will need to be submitted.
3. We aim to provide each researcher with 50 hours of participant time from the credit pool per semester, keeping in mind that the heaviest burden on the pool is in the beginning of Semester 2, and therefore availability to the research pool will be reserved for Honours, Masters and PhD students in Semester 2 until mid-semester break, when any excess hours not applied for will be released for other researchers' use.
4. Laboratories that have built-in grant funding for participant payment must offer the research on both the paid and credit versions of the SONA system simultaneously, and consider only using the paid version of the SONA system, where researchers are encouraged to reimburse participants no more than \$20 per hour (or \$10 per 30 minutes) of research participation time.
5. Researchers are encouraged to consider seeking research participants outside of the research participation system.
6. Researchers are encouraged to consider "piggybacking" their research with other researchers if they consider that the time required to complete their research will be less than multiples of 15 minute increments.
7. It is required that participants in credit research projects will receive information about the project relevant to the pedagogical goals of PSYC1101 and 1102 i.e., the purpose of the research explained to them in order that the participant can learn about how psychological research is designed to answer specific research questions (a pro-forma is attached). All researchers must send in this completed pro-forma form with their application to access the research participation system, however we will not release this information to the credit participants (i.e., that will be the responsibility of the researchers once they have completed their research).



School of Psychology

Psychology Research Participation System (2019)

Application for Approval of a New Project or Activation of a Project from a Previous Year

Project Code Name:

A short, apt, memorable name that will be used to identify your study and includes the suffix CREDIT or PAID

Researcher(s):

If Honours student include (Hons) and name of the supervisor

SBREC Approval Code:

You must have ethics approval before you can post a study on Sona

SBREC Expiry Date:

Is this a new study or re-approval?

Is this an online, lab study, or both?

NB: If this is a multi-part study, please provide a breakdown of each part below.

What is the expected study duration (in mins)?

Please indicate how much will be offered

Is the experiment for credits or for payment?

Please indicate how much will be offered

If for credits, which researcher(s) should the credit allowance be assigned to?

Please indicate how many hours you would like to allocate to this study (NB: Staff, Postdocs, PhD/Masters students are entitled to 50 hours per semester; Honours students are entitled to 50 hours per year).

Flinders email address for experimenter(s) in charge of the project (required)

@ flinders.edu.au

Description of the study to be posted on the website; briefly summarize the procedure so that prospective participants will have a sense of what is involved in participating in your study (2-3 lines ending with either "Contact: phone no." or "Contact: email"):

Restrictions on who can sign up for the study:

Please email the completed form to: psychsona@flinders.edu.au. You may also send any questions regarding this form to this address.

School of Psychology Research Participation: Information for First Year Students

Name of the study	
Key research question	
Key theoretical perspective/s	<i>List one key theory with reference for students to explore if they choose.</i>
Design	<i>E.g. correlational, cross-sectional, longitudinal or experimental, types of conditions or manipulations. Try to avoid complex terminology.</i>
Hypotheses being tested	<i>One hypothesis is acceptable.</i>
Independent variables	
Dependent variables	
Advantage of this methodology	
Limitation of this methodology	
For more information	Email: