PSYCHOLOGY PARTICIPANT POOL PARTICIPANT HANDOUT
Spring 2022

CONTACT INFORMATION

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Email: upsychol@gmail.com
SONA Web Site: http://unl.sona-systems.com

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SCHEDULE

Research credit can only be applied to a course between the class' start date and last day to earn SONA credits for that semester.

You will not be available to earn credits for the current session after Wednesday 11:59 PM during the final week of class.

2022	Classes Start:	Last day to earn SONA credits (by 11:59 PM):	Credits must be applied to course (by 11:59 PM):	Classes End:
Spring	**Tuesday, January 18th**	**Wednesday, May 4th**	**Friday, May 6th**	**Saturday, May 7th**

GENERAL INFORMATION

To help students learn about research, you are encouraged to take part in research being conducted in the department. One way to learn about psychology is to take part in research. In doing so, you help researchers from the department gather new information about human behavior. You also learn about the research process from the "inside." Studies conducted within our department always have a "debriefing" component so you can learn about the study's purposes and goals. All research projects are reviewed by the University's Institutional Review Board to ensure that your rights are safeguarded.

1. Each instructor decides if / how they will offer credit for research participation.

   1.1. If your class is offering SONA as an extra credit option, your instructor will provide an alternate way to earn extra credit.

   1.2. Each instructor also has their own policy concerning missed research appointments.

   1.3. See your class syllabus for specifics.

2. Recruiting might occasionally take place in class.

   2.1. When this happens be sure to follow the instructions given by your instructor and/or the researcher - as this may be handled a number of different ways and you want to be sure to do it correctly.

3. When signing up for a project, be sure to write down the name of the **study**, the **time**, the **location**, and **how to contact** the experimenter if you need to cancel.

4. Do not sign up for the same research project more than once. You will **not** receive credit for participating twice.

5. Some studies may offer an option of payment OR credit.

   5.1. If a participant receives payment for his/her participation in a study he/she cannot also receive Sona credit for the same study, and vice versa.

   5.2. IF YOU RECEIVE PAYMENT, YOU WILL NOT GET SONA CREDIT AND IT WILL NOT COUNT TOWARDS ANY COURSE REQUIREMENT.

6. In-lab vs. Online SONA credit restrictions:

   6.1. Typically, no more than half of your required participation credits may come from online studies, so ensure you are monitoring this. Please note that there may be occasions this requirement is lifted (e.g., when in-person research was suspended due to COVID-19).

6.1.1.   Example: Your course requires 12 credits of participation in research. NO MORE THAN 6 of those credits may come from online studies. You are welcome to participate in MORE THAN HALF of your credits worth of in-lab studies, but no more than half of your credits may come from any on-line study

7. **<u>Participants should contact the researcher directly</u>** if they need to cancel an appointment not scheduled using the computer system. As noted below, if you signed up online the latest you can cancel is 1 hour before the scheduled appointment.

7.1. Participants must also contact the researcher for any other experiment-specific issue, including excuses for not showing up to participate or questions about delays in granting credit. If necessary, leave voice mail and email messages.

8. It is your responsibility to arrive on time for the studies you sign up for.

9. Some studies will not allow you to arrive late.

9.1. If you show up late to these studies, you will be treated as a no-show. If the experimenter is unable to open the door for students who show up late, they will place a sign on the door. This way students know the study is already in session.

10. No-shows will be noted in the Sona system as 'NO-SHOWS.'

10.1. Your instructor will know if you no show for a study.

10.2. If you no-show for a study, it is possible that you will not be able to sign up for the same study again.

11. In the unlikely event that an experimenter does not show up - all students signed up for that study will receive credit.

SONA WEBSITE INSTRUCTIONS

Sona Systems is the web-based program we use to coordinate psychology research.

Researchers and participants gain access to the system though the main web site:

http://unl.sona-systems.com

Everything can be done through this site:

schedule sessions, receive credit, and assign credit to your classes.

Subject Pool Coordinator: Joshua Zosky
Preferred E-mail: upsychol@gmail.com

Your instructor should not be contacted for assistance with the SONA website.

You must contact the SONA Coordinator with any SONA related issues!

1. Go to the Sona Systems web site: http://unl.sona-systems.com

2. Click "**Request Account**" located on the front screen; red button on the right side of the screen.

3. The registration screen may require you to provide your name, username, email address, your NU ID, and select the courses you are currently taking. Alternatively, you may be able to login using your UNL Login through Single Sign On (SSO).

    3.1. If you used SONA prior to August 17th, 2020:

        3.1.1. If you previously enrolled for SONA with your UNL email, your account should have successfully migrated to the new My.UNL Log In (via SSO).

        3.1.2. If you previously enrolled for SONA with a non-UNL email, you will need to request your account to be migrated to the new login system (see 3.2).

        3.1.3. If you aren't sure, try logging into SONA via My.UNL Log In button. If you cannot login to your account, you will need to request your account to be migrated to the new login system (see 3.2).

    3.2. If you need to request that your account be migrated to the new login system, email the SONA Coordinator at upsychol@gmail.com with the following template email:

        To: upsychol@gmail.com

        Subject: SONA Login – Migrate my account

        Email Body:

        Hello,

        I need my account migrated to the new login system.

        My name is: *Your full name here*

        My Canvas Login ID is: *Your Canvas Login ID here*

        3.2.1. If everything checks out, you'll receive an email from the SONA coordinator withing 2 business days (typically less than 1 business day) informing you that your account has been updated. Try logging in using the My.UNL Log In button to ensure

everything migrated and your account information is accurate. If not, follow up with the SONA Coordinator with any issues you may have.

3.3. **You must specify which class(es) you want your research participation to apply towards.**

3.4. This course selection is important, otherwise your professor may never see your credit. Courses are listed by course number, section number, course name, and instructor's last name (e.g., PSYC.181.010.Intro_to_Psych.Williamson).

	Department	Course number	Section number	Course name	Instructor's last name
Example	PSYC	181	010	Intro_to_Psych	Williamson

4. **Selecting Multiple Courses**

4.1. In order to select multiple courses, hold "CTRL" (Windows) or the "Apple/Command" (Mac) key.

4.2. Once you have entered all the information, click "**Request Account**." Once you log in, you can modify (add/drop) your course selection (Under "My Profile").

5. A verification email will be sent to you about your account creation.

5.1. Some email clients may direct the email to your junk/SPAM folder, so **if you do not receive an email check these folders**. If you don't receive this information within an hour, email the SONA Coordinator (upsychol@gmail.com) and request that it be sent again.

6. Return to the Sona Systems website and activate your account by entering your username and password, then select "**MyUNL Log In**".

7. You will then need to complete the short prescreen, which you will take at the beginning of each semester. **Note: This is not Mass Screening.** Once the prescreen is completed, you will have 3 options: (Study Sign-Up, My Schedule & Credits, and My Profile).

7.1. **Study Sign-Up** – takes you directly to a list of available experiments

7.2. **My Schedule & Credits** – allows you to review studies you have signed up for, and information regarding credit (earned and requirements)

7.3. **My Profile** – allows you to change your password, email, and course selection.

8. You have the ability to cancel your participation in a study, but you have to do so more than 1 hour before the scheduled session.

9. **If you sign up for a research session, but do not show up at the appointed time, you will be counted as a 'no-show'**.

    9.1. Your instructor will be notified of these no-shows in their course reports.

10. If you are **taking more than one class that requires research**, you must decide how you want to assign that credit. This is done after you have participated in the experiment from the 'My Schedule and Credits' screen in Sona.

    10.1. **If you fail to ASSIGN the credit to your class, it will not show up on your professor's course report!**