

How to add your research study to Sona

Contact the Psychology Technicians (SSB4217) for support:
Email: psychtech@lincoln.ac.uk
Web: psychtech.blogs.lincoln.ac.uk



START HERE
Gather the following information:
- Study details
- Ethical approval number

Do you have a Sona researcher account?

Yes

Log into your Sona account and click on 'RESEARCHER' and select '+ Create new study'

Is your study online (e.g. QuestionPro survey) or a lab study?

Select 'Online External Study' for a single-part study or 'Multi-Part Online External Study'

Scan the QR code to request a researcher account.

You will be notified once you have been given a Sona researcher account.

Lab study

Online study

Select 'Standard Study' for a single-part study or 'Multi-Part Standard Study'

Complete the 'Basic Study Information' section.
The duration for an **online study** should be rounded up to the nearest 15 minutes (**1 credit point per 15 minutes**).
Enter your name in the 'Researcher' section.
Enter your dissertation supervisor's name in the 'Principle Investigation' section.
Complete 'Advanced Settings' as required.

For multiple-part studies, complete additional study parts section.

Click 'Add This Study'.

You may wish to use 'external credit granting' so participants are redirected back to Sona and granted their credits automatically on completion.

Complete the 'Basic Study Information' section.
The duration for a **lab study** should be rounded up to the nearest 15 minutes (**2 credit point per 15 minutes**).
Enter your name in the 'Researcher' section.
Enter your dissertation supervisor's name in the 'Principle Investigation' section.
Complete 'Advanced Settings' as required.

For multiple-part studies, complete additional study parts section.

Click 'Add This Study'.

Note that lab space must be booked separately.

Manually

Automatically

You will need to manually grant or reject credit points for each participant. This should be done within **48 hours** of their participation.

Scan the QR code for instructions.

You will need to configure Sona and Questionpro.

Scan the QR code for instructions.

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