

2017 SONA Application

Semesters 1 & 2 Psychology Research Participation (First-Year Participant Pool)



- Once ethics approval has been obtained – complete and sign this form (electronic signatures permitted) and email it to: psyethics@psy.uq.edu.au

Section A – Study Details		
Researcher/Student	First Name: Tim	Last Name: Ballard
Psychology user ID (student number):		
Is this a new experiment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
UQ Contact Email address: (visible to participants)	t.ballard@uq.edu.au	
Contact Phone number: (visible to participants)	3346 9506	
Supervisor:	NA	
Are you acting as an RA on behalf of an Academic staff Member? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who:	Are you a member of a group project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes – other members of my group are:	

Section B – Program Ceiling/Quota			
As per the decision of the School Academic Committee – see overleaf for further information.			
Program (please indicate):	Hours	Program (please indicate):	Hours
<input checked="" type="checkbox"/> Academic	200	<input type="checkbox"/> Undergraduate research	40 per semester
<input type="checkbox"/> Postgraduate	200	<input type="checkbox"/> Visiting academic staff, external supervisor or visiting PhD	100
<input type="checkbox"/> Masters coursework	100		
<input type="checkbox"/> Honours	100		
<input type="checkbox"/> 4 th Year Group Thesis (1 form per group member required)	50 hours per group member		
<input type="checkbox"/> Quota Free – only available to academic staff and postgraduates in the final 4 weeks of semester			
<input type="checkbox"/> Quota Free Honours*	50 Hours Semester 1 Only		
	Hours allocated	Signature from supervisor	Date
<input type="checkbox"/> Research Assistant			
<input type="checkbox"/> Transfer of Hours from supervisor (No transfer of hours for honours students permitted)			
<input type="checkbox"/> Additional Hours (require approval of Deputy Head of School – Teaching and Learning)		Signature - Deputy Head of School – Teaching and Learning)	

Section C – Ethics Clearance		
Do you have Ethics Clearance for this study? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ethics Clearance ID:	2015000293
Please note that the study description you put on the web must be consistent with the description cleared in your ethics application, and that deception is not allowed within these descriptions. You also may not advertise that your study takes less time than the credit given. Credit shall be given at the rate of ½ credit per ½ hour.		

Section D – Signatures	
Please note that access to the first-year research participation program is restricted to academics, postgraduate students and honours students currently in the School of Psychology. The signatures of the research student and supervisor attest to the fact that:	
<ul style="list-style-type: none"> The study has been granted ethics clearance The researchers are entitled to access the first-year research participation scheme All information provided on this form and to be provided on the web is accurate 	
Researcher's signature (and date)	8/7/17
Supervisor's signature (and date)	

Guidelines & Additional Information for Completing this Application

Section A:

All researchers must fill out this section. Note that the email and telephone contact details you provide will be visible to participants in your study.

Section B

The following ceilings will apply (as per the decisions of the School Academic Committee) for hours used within the year:

- Academic staff – 200 hours per year
- Honours students – 100 hours in year of thesis course*
- 4th Year Group Thesis students – 50 hours for each group member
- Coursework Masters students – 100 hours in the year enrolled in the thesis course
- Postgraduate students (PhD/MPhil research, PhD coursework and DCP) – 200 hours
- Undergraduate research students: 40 hours per semester
 - For UQ students, includes PSYC2991, PSYC2992, Summer/Winter Research
 - For visitors, includes WashU, USC and Princeton students
- Research Assistants – as per allocation from Supervisor
- Visiting academic staff, external supervisors and visiting PhDs: 100 hours per year, pro rata

For academic staff and postgraduate students, these ceilings may not apply in the final 4 weeks of semester. A quota free account can be set up for you. If you require a quota free account – please email a signed application form to psyethics@psy.uq.edu.au for processing.

* Honours students may have access to an additional 50 hours maximum in the final 4 weeks of Semester 1 if the 100 hours have been used. A SONA form needs to be completed for this and can be emailed to psyethics@psy.uq.edu.au. The SONA administrator will create a “Quota Free” account with 50 hours. At the end of Semester 1, the quota free accounts will be deactivated.

Researchers may also supplement their available research hours from their supervisor’s pool. Supervisors may allocate a **maximum of 100 hours** from their quota (in total) to postgraduate students under their supervision (signature of supervisor required in section B).

No hours can be transferred to any Honours student. Academic staff & postgraduate students may not give Honours students access to additional hours through use of a different SONA account.

Additionally, academics and postgraduate students may apply directly to the Research Committee for additional quota. Applications approved by the Committee require the signature of the Deputy Head of School – Teaching and Learning on this form, or attached approval.

Section C

You just have to have it. If ethics clearance has been granted for your study in a previous semester, the clearance will still be in effect so long as the study has not altered.

Section D

The signature of both the researcher and supervisor are needed to complete the application.

What do I do with this form now?

Once completed, the following options are available:

1. Email (preferred) the completed form to psyethics@psy.uq.edu.au
2. Drop off the signed form to Danico Jones at reception, Level 3 of the McElwain Building. It is fine to drop the form in the after-hours drop box if the office is unattended.

How/when do I get my logon details?

Once your details are entered into the system (generally within 3-5 working days of receipt of the form), a password will be sent to your email to enable you to enter the system and post your study for approval and participant sign-up