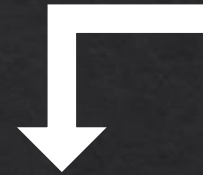


# Adding New Studies on SONA

# Enter Logistics Information

1. From SONA homepage go to “Add New Study”



2. Specify credit/pay, number of sites, and if the study will have online components

The screenshot displays the SONA system interface for the University of Central Florida. The top navigation bar includes links for 'My Studies', 'All Studies', 'Add New Study' (highlighted with a red line), and 'Prescreen Results'. The 'My Studies' section shows options to 'View and edit your studies', 'View, add or edit timeslots', and 'View uncredited timeslots'. The 'All Studies' section is also visible. On the right, there are sections for 'Upcoming Appointments' (showing 'No Upcoming Appointments') and 'Studies with Recent Activity' (listing 'The Effects of Fatigue on Cognition' and 'Motion Research Utilizing fNIRS').

The 'Select Study Type' form is shown below, with the following options:

- Standard Study**: A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study that participants will participate in. Options: ☐ Paid, ☒ Credit.
- Multi-Part Standard Study**: A study that is scheduled to take place at a specific place (i.e. not online), in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time. Options: ☒ Two-Part: ☐ Paid ☒ Credit; ☐ Three-Part: ☐ Paid ☒ Credit; ☐ Four-Part: ☐ Paid ☒ Credit.
- Online Internal Survey Study**: An online survey study where the questions are set up in the system. Options: ☐ Paid, ☒ Credit.
- Online External Study**: An online study located on another website like Qualtrics, SurveyMonkey, or any other website. Options: ☐ Paid, ☒ Credit.

A 'Continue' button with a right arrow is located at the bottom of the form.

# Basic Study Information

## 1. Enter basic info

1. IRB Name
2. Brief Abstract ~1-2 sentences
3. Longer description
4. Eligibility requirements text box is only for participant information, disqualifiers will be specified later
5. Duration (informational only)
6. Credits (1 credit = 1 hour)
7. Preparation (usually omitted)

The screenshot shows a web browser with multiple tabs open. The active tab is titled "Basic Study Information". The form contains the following fields:

- Study Name**: A text input field with a red "1" written next to it. Below the field is the text "(Participants see the list of studies in random order not alphabetical order.)".
- Brief Abstract**: A text input field with a red "2" written next to it.
- Detailed Description**: A larger text input field with a red "3" written next to it.
- Eligibility Requirements**: A dropdown menu with "None" selected and a red "4" written next to it.
- Duration**: A numeric input field with "0" and a "Minutes" button, with a red "5" written next to it.
- Credits**: A numeric input field with "1" and the text "(Credits must be evenly divisible by 0.25)", with a red "6" written next to it.
- Preparation**: A text input field with the text "(Up to 255 characters, optional)" and a red "7" written next to it.

# Basic Study Information

1. Add researchers (RA's) by searching name and clicking the tile to move from “Available” to “Selected”
2. Enter UCF IRB Approval Code and Expiration Date from outcome letter
3. Select “Yes” for active – will be visible as soon as the study is approved by SONA
4. Don't click the green “Add” button yet!

The screenshot displays a web form for adding study information. At the top, the 'Researcher' section features a search input with 'pate' entered. Below the search bar is a list of available researchers: Patel, Pooja; Patel, Shivam; and Patel, Tulsi. To the right of this list is a box for 'Selected' researchers, which currently contains 'Killingsworth, Clay'. A double-headed arrow indicates the movement of researchers between the two lists. A red arrow points from the 'Available' label (underlined in red) to the 'Selected' label (underlined in red). Below the researcher selection, the form has fields for 'UCF IRB Approval Code' and 'UCF IRB Approval Expiration' (set to 'Tuesday, January 1, 2019'). The 'Approved?' status is 'Currently not approved. Approval is required.' The 'Active Study?' section has radio buttons for 'Yes' and 'No', with 'No' selected. A note at the bottom states: '(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)'. At the very bottom is a green 'Add This Study' button.

Researcher	Available	Selected
Patel, Pooja		
Patel, Shivam		
Patel, Tulsi		
		Killingsworth, Clay

UCF IRB Approval Code

UCF IRB Approval Expiration: Tuesday, January 1, 2019

Approved? Currently not approved. Approval is required.

Active Study? ☐ Yes ☒ No

(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)

Add This Study



# Advanced Settings

1. If there's a prerequisite study or a disqualifying study for participation in the new one, specify here. Note: Only open studies can be added here. They don't have to be "Active", but they have to still be on SONA

### Advanced Settings

Pre-Requisites

☒ Participants must participate in ALL of these studies before they may sign up

☐ Participants must participate in AT LEAST ONE of these studies before they may sign up

My StudiesAll Studies

search...

(NEW: Weekend Timeslots Available)  
Category Training Techniques (Inactive)

Category Learning Feedback (Inactive)

Category Learning with Partner

Characterization of Perceptual Category Learning (Inactive)

Main Campus: Brain Activity during Category Learning (Inactive)

Motion Research Utilizing fNIRS

The Effects of Fatigue on Cognition and

Available

Disqualifiers

Participants must **not** have participated in ANY of these studies before they sign up:

My StudiesAll Studies

search...

(NEW: Weekend Timeslots Available)  
Category Training Techniques (Inactive)

Category Learning Feedback (Inactive)

Category Learning with Partner

Characterization of Perceptual Category Learning (Inactive)

Main Campus: Brain Activity during Category Learning (Inactive)

# Advanced Settings

1. Enter course restrictions (e.g., must be enrolled in PSY XXXX)
2. **SPECIFY AGE RESTRICTION** – system doesn't automatically exclude <18 y.o.
3. Invitation Code – if you want to restrict signups
4. Signup Deadline – only relevant for in-person studies. Don't go lower than 3h
5. Notification preferences
6. Assign RA's to specific timeslots? (only relevant for in-person studies)

Course Restrictions

Participants must be in one of these courses:

- Bedwell PPE3003H 0201
- Bedwell PSB 3002 0W62
- Chesnut CLP3184 0W60
- Chesnut CLP3302 0W61
- Chesnut CLP4314 0W61
- Chesnut SOP3742 0050
- Chetta INP4313 0W60**
- Chin PSY3213C 0001
- Chin SOP3004 0001
- Chin SOP3004 0W60

Available

All Courses

Selected

Age Restriction

☐ No

☒ Participants must be between **18** and 35 years old

Invitation Code

(leave blank if participants do not need a special password to sign up for this study)

Is this a web-based study?

No

Study URL (optional)

Participant Sign-Up Deadline

3 hours before study is to occur

Should the Researcher receive an email notification when a participant signs up or cancels?

☐ No

☒ Yes -- for sign-ups and cancellations

☐ Yes -- for cancellations only

Researchers at Timeslot-Level

Can researchers for this study be assigned to specific timeslots? Only applies if the study has more than one researcher.

☒ Yes

☐ No

# Advanced Settings


1. Automatic Credit Granting in case you forget? Yes
2. Repeat participants? Probably not
3. Additional information (Shared is for all researchers to see, Private is for only researchers on this study) [optional]
4. Click “Add This Study”

Automatic Credit Granting	If no action is taken by the researcher, should the system automatically grant credits to participants after the timeslot is more than 48 hours old? Automatic grants occur once a day, and can be changed back later. <input checked="" type="radio"/> Yes <input type="radio"/> No
Can a participant sign up for this study more than once? (at different times)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Shared Comments (Up to 1,000 characters, optional)	<div></div> <div>Visible to all researchers in the system, but not visible to participants</div>
Private Comments (Up to 3,000 characters, optional)	<div></div> <div>Visible only to researchers for this study, but not visible to participants or other researchers in the system</div>
Research Alternative	No
<div>Add This Study</div>	

Email questions to [psych-research@ucf.edu](mailto:psych-research@ucf.edu)  
Copyright © 1997-2019 [Sona Systems Ltd.](#)  
[Human Subjects/Privacy Policy](#)  
(11:58 AM)

# Approval

1. Go to My Studies tab
2. Select Study Info
3. Under Study Status, select Send Request



Psychology Department UCF Psychology Research Participation System

[My Studies](#) [All Studies](#) [Add New Study](#) [Prescreen Results](#) [My Profile](#) [Logout](#)

Clay Killingsworth (Researcher)

[All](#) [Active](#) [Inactive](#)

[View Your Uncredited Timeslots](#) [View Printer-Friendly List of Signups](#)


Sort by: Study Name Last Activity Date

Inactive Studies (do not appear on list of available studies for participants)

Study Information	Approved?	View
(NEW: Weekend Timeslots Available) Category Training Techniques (1 Credits) We are comparing different training techniques to teach people to categorize objects.	Not Approved	<a href="#">Study Info</a> <a href="#">Timeslots</a>
Category Learning Feedback (1.5 Credits) We are comparing different types of corrective feedback during category learning	Not Approved	<a href="#">Study Info</a> <a href="#">Timeslots</a>
Characterization of Perceptual Category Learning (1 Credits) We are attempting to characterize the different ways in which people learn to make categorical decisions.	Not Approved	<a href="#">Study Info</a> <a href="#">Timeslots</a>
Main Campus: Brain Activity during Category Learning (2.5 Credits) We plan to explore a series of implicit and explicit rule learning categorization conditions, and to assess changes in blood flow in the prefrontal cortex.	Not Approved	<a href="#">Study Info</a> <a href="#">Timeslots</a>
The Perceptual and Decisional Basis of Emotion Identification in Creative Writing (1 Credits) (Online Study) Decision-making on creative writing passages	Not Approved	<a href="#">Study Info</a> <a href="#">Timeslots</a>

Participants viewing this page will see restrictions listed with each study, when applicable, except for prescreen and course restrictions, which are always hidden from participants. They will also see studies listed in random order. Inactive studies that are approved will not appear on the list of available studies, but may be viewed when participants are checking their progress or other actions related to that study.

Study Information

Study Name	Category Learning Feedback
Study Type	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Study Status	<b>Not visible to participants : Not Approved</b> <a href="#">Send Request</a> <b>Inactive study :</b> Does not appear on list of available studies
Duration	90 minutes
Credits	1.5 Credits
Abstract	We are comparing different types of corrective feedback during category learning
Description	You will participate in a categorization task that involves different types of corrective feedback. The study should take no more than an hour.
Eligibility Requirements	You must be at least 18 to participate.

Restrictions

Prescreen Restr

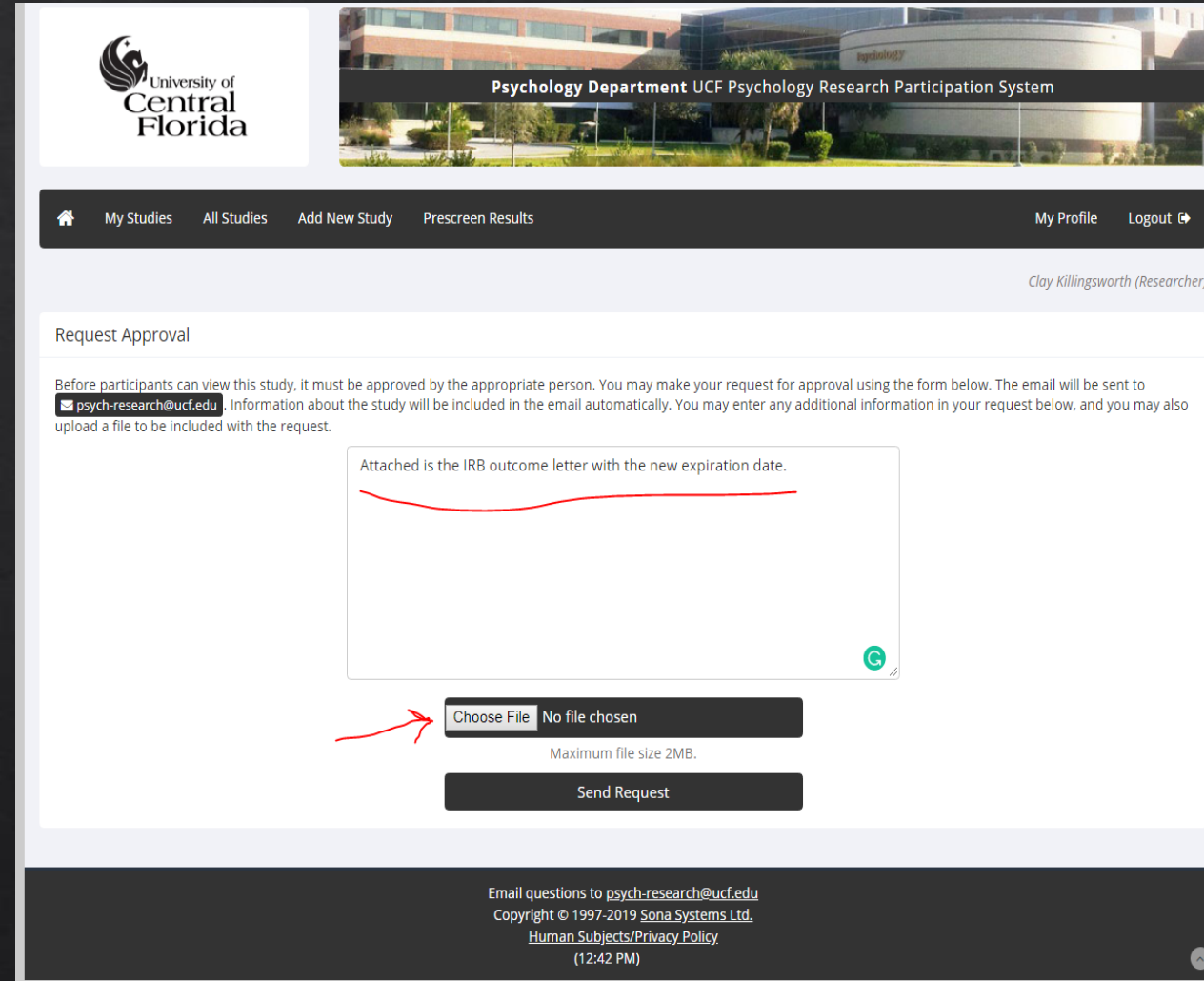
Additional Stud

Automatic Credit Granting	C v 15
Participant Sign-Up Deadline	1
UCF IRB Approval Code	S
Direct Study Link	T L



# Approval

1. Note that there is an attachment
2. Attach the outcome letter showing the new expiration date from the IRB
3. Send



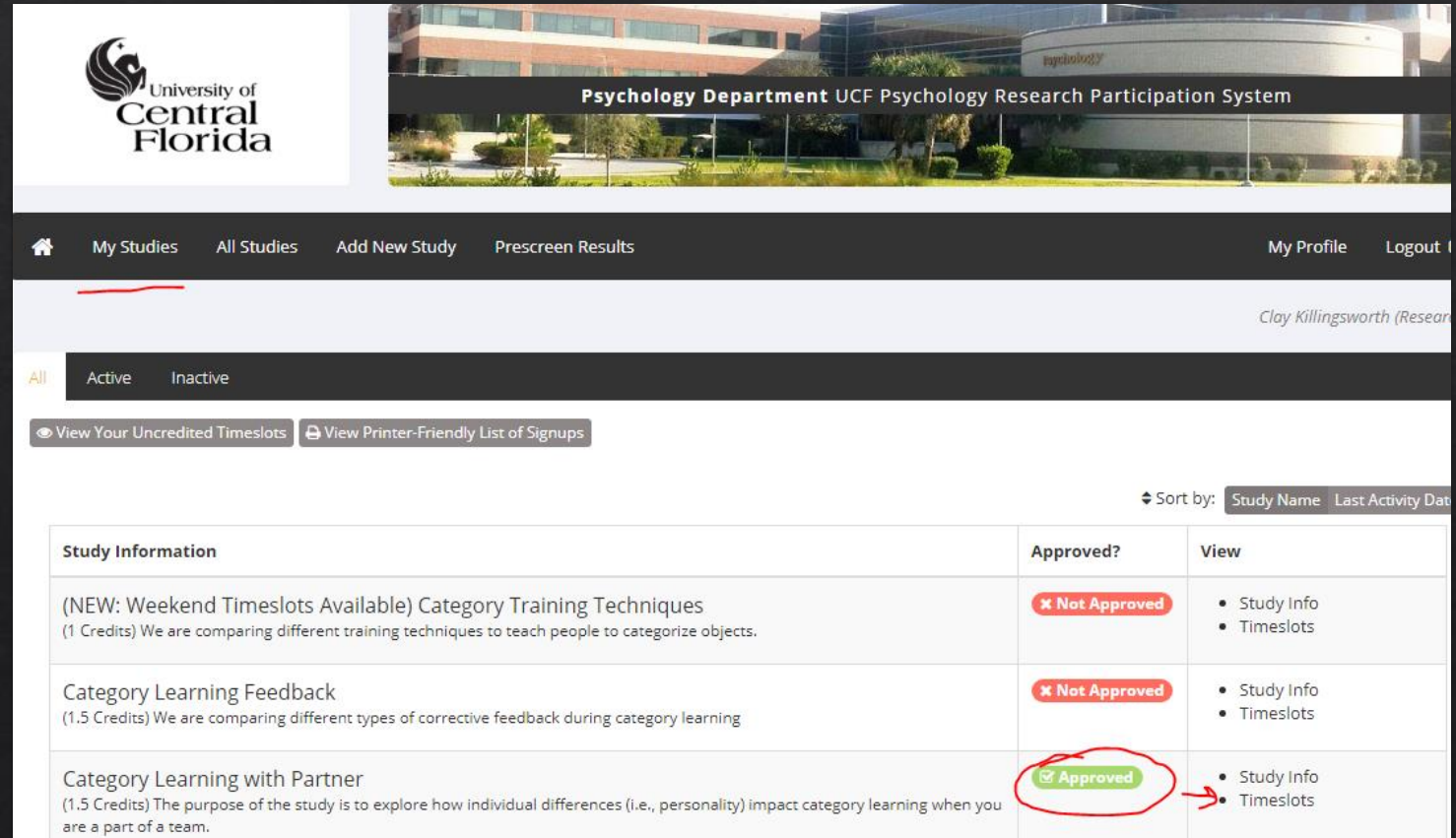
The screenshot shows the 'Request Approval' form in the UCF Psychology Department Research Participation System. The form includes a header with the University of Central Florida logo and a navigation bar with links like 'My Studies', 'All Studies', 'Add New Study', 'Prescreen Results', 'My Profile', and 'Logout'. The main content area is titled 'Request Approval' and contains instructions: 'Before participants can view this study, it must be approved by the appropriate person. You may make your request for approval using the form below. The email will be sent to [psych-research@ucf.edu](mailto:psych-research@ucf.edu). Information about the study will be included in the email automatically. You may enter any additional information in your request below, and you may also upload a file to be included with the request.'

Below the instructions, there is a text area with the text 'Attached is the IRB outcome letter with the new expiration date.' and a red wavy line representing an attachment. A red arrow points to the 'Choose File' button, which is currently disabled and shows 'No file chosen'. Below this, there is a 'Maximum file size 2MB.' label and a 'Send Request' button.

The footer contains contact information: 'Email questions to [psych-research@ucf.edu](mailto:psych-research@ucf.edu)', 'Copyright © 1997-2019 Sona Systems Ltd.', and a link to the 'Human Subjects/Privacy Policy'. The time is displayed as (12:42 PM).

# Approval

1. Once notified (by email) that the study has been approved, you can...
2. Add timeslots!



The screenshot displays the UCF Psychology Department Research Participation System interface. The header includes the University of Central Florida logo and the title "Psychology Department UCF Psychology Research Participation System". The navigation bar contains links for "My Studies", "All Studies", "Add New Study", "Prescreen Results", "My Profile", and "Logout". Below the navigation bar, there are tabs for "All", "Active", and "Inactive", and buttons for "View Your Uncredited Timeslots" and "View Printer-Friendly List of Signups". The main content area shows a table of studies with columns for "Study Information", "Approved?", and "View". The "Approved?" column shows the status of each study: "Not Approved" (red) for the first two studies and "Approved" (green) for the third study. The "View" column provides links to "Study Info" and "Timeslots" for each study.

Study Information	Approved?	View
(NEW: Weekend Timeslots Available) Category Training Techniques (1 Credits) We are comparing different training techniques to teach people to categorize objects.	✗ Not Approved	<ul style="list-style-type: none"><li>• Study Info</li><li>• Timeslots</li></ul>
Category Learning Feedback (1.5 Credits) We are comparing different types of corrective feedback during category learning	✗ Not Approved	<ul style="list-style-type: none"><li>• Study Info</li><li>• Timeslots</li></ul>
Category Learning with Partner (1.5 Credits) The purpose of the study is to explore how individual differences (i.e., personality) impact category learning when you are a part of a team.	✓ Approved	<ul style="list-style-type: none"><li>• Study Info</li><li>• Timeslots</li></ul>