December 31, 2018

Dear Psychology Department Researchers:

Enclosed are instructions about how to add your study to the Psychology Research Experience website for the Spring 2019 semester. The web address for SONA Systems is:[**http://ucf.sona-systems.com/**](http://ucf.sona-systems.com/)**.** If you would like to carry over an existing study from this past semester, please e-mail a request to Samuel Eckrich & Mark Crisafulli ([psych-research@ucf.edu](mailto:psych-research@ucf.edu)) and one of them will change your setting back to active (as long as the IRB expiration date has not passed). If you would like to add a new study, please follow the directions below. You are responsible for reading and adhering to the departmental SONA rules document (attached to this same e-mail). You need to clearly note the name of the Psychology Department faculty member who is directly running or supervising the study. We will not approve applications that do not have a current Psychology Department faculty member directly involved with the study (which includes being listed on the IRB protocol for the study).

Please note that some of our undergraduates are under the age of 18. In order to expose these minors to any portion of your research procedures (including online or paper surveys), you must include the proper parental permission procedures in your IRB submission. It is up to each experimenter to decide whether they would like to include these individuals and to go through the necessary IRB paperwork and consent procedures. **However, if you did not clear your specific study for the inclusion of minors through the IRB, you must set your study filter to only make your study visible to those at least age 18**. We have a prescreen questionnaire with basic demographic questions required of all participants and you can then choose to set your filters to hide your study from particular students, based on responses to these questions.

The first day that you can start collecting data for the Fall 2018 term is 01/07/19. The last day for data collection is 04/19/19.

PLEASE NOTE: the faculty administrator of SONA Systems is Dr. Chrysalis Wright. The graduate student assistants are is Mr. Samuel Eckrich and Mr. Mark Crisafulli. Please direct questions to Sam or Mark ([psych-research@ucf.edu](mailto:psych-research@ucf.edu)) whenever possible.

Sincerely,

Chrysalis L. Wright, Ph.D., Lecturer, UCF Psychology Department

###### Psychology Research Experience Procedures

If you want to post a new study on SONA Systems you must **submit the below application to the “SONA Systems Grad Assistant” mailbox (or scan and e-mail it to Sam Eckrich & Mark Crisafulli at** [psych-research@ucf.edu](mailto:psych-research@ucf.edu)).

**The Required Application Packet:**

* Submit the following items:
  1. Completed Research Experience Application form (attached)
  2. Your IRB research protocol document
  3. A copy of your approval letter from the UCF Institutional Review Board

##### **Study Approval**

**If you have never been a researcher in SONA Systems:** After Sam or Mark has approved your application materials, he will enter you as a researcher in SONA Systems and you will be e-mailed your log-in information (within 2 business days). At that point, you will need to add your study in the system, including your current IRB expiration date (and IRB study #). When you are ready for your study to be approved and immediately visible to participants, click on the link called, “Send a Request” listed next to the “Study Status.” This will send Sam and Mark an e-mail stating that you are ready for him to activate your study and make it immediately available to participants. He will then approve the study within two business days, by setting it to be visible to participants. If Sam or Mark has not approved either your initial log-in information or your study within two business days from a given request, please contact him at [psych-research@ucf.edu](mailto:psych-research@ucf.edu).

**If you already have a researcher log-in with SONA Systems:** You can proceed with entering your new study at any point before or after giving Sam and Mark the application packet. When you are ready for your study to be approved and immediately visible to participants, click on the link called, “Send a Request” listed next to the “Study Status.” This will send Sam and Mark an e-mail stating that you are ready for him to activate your study and make it immediately available to participants. You will need to submit your application packet before clicking on this request. He will then approve the study within two business days online, by setting it to be visible to participants. If has not approved your study within two business days from a given request, please contact him at [psych-research@ucf.edu](mailto:psych-research@ucf.edu).

\*\*NOTE: A feature on this system is implemented so that the system will automatically “freeze” your study from further participants if your IRB expiration date passes. If you get a new IRB continuation expiration date, you must put a copy of that letter in Sam and Mark’s SONA mailbox (or scan and e-mail to him), so that he can update the date in your account.

##### **Research Project Summary**

The summary of your research project is for our departmental records. For this you must use a copy of the protocol that you submitted to the Institutional Review Board. Your IRB approval letter must cover the *specific project* that you are running on this system.

##### **Ethical Principles of Research Training**

**All** of your experimenters/research assistants (including undergraduate assistants) who will have any interaction with a human participant must complete the online research ethics training (CITI course) found on the UCF IRB web site at http://www.research.ucf.edu/Compliance/IRB/Investigators/Docs/IRB\_Online\_Training\_Program\_Info.pdf. Per UCF IRB rules, this training needs to be completed before any particular individual can interact with a human research participant or even with the data.

##### **Post-Participation Educational Feedback (REQUIRED)**

Providing the undergraduate students with educational feedback about your experiment is critical to the training mission of our department. This needs to be done regardless of whether your study has a waiver for not providing consent. This will not only provide participants with an explanation of the overall research purpose, it will provide an opportunity for them to inquire further on a given topic. As such, feedback should be as clear and informative as possible -- students who complete your study must understand both the purpose and the significance of your research project. You must also provide this summary in a written form, which includes your name and telephone number (or the faculty member’s info), along with an invitation for students to contact you if they have any further questions or comments about your project, or if they would like to receive the results of the experiment.

##### **Research Experience Evaluation (REQUIRED)**

*Every* student who participates in an online or in person research study must be given access to the link for our Research Experience Evaluation Form. This form will automatically be emailed to students via the SONA system once a researcher has awarded credit. There is nothing that you, as a researcher, need to do to provide participants with this form. If interested, you may view the form here: <https://ucf.qualtrics.com/jfe/form/SV_6iiRz5Wbs4R2ngV>

##### **Participant Reminders/Cancellations/Crediting**

Students who sign up for your study will automatically receive an email reminder 24 hours prior to the appointment time. They may cancel the appointment up to 24 hours prior to the scheduled appointment. In addition, no participant can sign up for your study within 24 hours of a given time slot. It is your responsibility to regularly check the website for participants who have signed up for your study. These deadlines include weekend days.

For most studies, after a participant completes the study, he/she will *automatically* receive credit in 48 hours. Please note that if you use an outside website for a survey, the students will not be automatically credited. Therefore, you will have to manually credit those students within 48 hours after the completion of their participation. If the number of points varies from the set number in your study, you will also need to manually award that credit. If you manually enter credit for any reason, please put the credit date as the date of actual participation.

All face-to-face studies are worth twice as much as online studies. Face-to-face studies must be credited at the rate of 0.5 credits per 30 minutes (rounded up) and online studies must be credited at the rate of 0.25 credits per 30 minutes (rounded up). Thus, if your face-to-face study takes approximately 20 minutes to complete, your study should be set up to award 0.5 points to each participant. If the face-to-face study takes 40 minutes to complete, the study should be set up to award participants 1 point. Likewise, a 20 minute online study would be worth 0.25 points and a 40 minute online study would be worth 0.50 points.

\*\*We realize that your stated time duration for either a face-to-face or online study that you list on your application is only an estimate (sometimes a rough estimate). Therefore, you will need to closely monitor your first batch of participants to see how long it actually takes them. For online SONA studies, there is a variable in the Excel download file that tells you exactly how many minutes the person took to complete your online study. If the actual duration varies from your initial estimate, you need to e-mail Sam Eckrich and Mark Crisafulli at [psych-research@ucf.edu](mailto:psych-research@ucf.edu) and request that he change your duration and related automatic credit points in the system (and in the study description). We will be monitoring this over the course of the semester as well.

**Participant No-Shows or Late Arrivals:**Please keep in mind our rule that undergraduates who either fail to arrive for a scheduled appointment (without cancelling more than 24 hours prior to the appointment – including weekends) or are more than 5 minutes late to that appointment need to be manually tagged as a “Unexcused No Show” in the system by the researcher under that time slot. This will not give them any penalty points, but if a particular student receives this tag more than one time during the course of a semester, the undergraduate will be locked out from using the system for the remainder of the semester. This will be clearly communicated to the students. However, we rely on the researchers to make sure they note the instance as an “unexcused no show” under that student’s timeslot in the system. In terms of the students who are more than 5 minutes late, it is at the researcher’s discretion whether to proceed with running them or tagging them as a no-show. It may depend on the researcher’s schedule.

**Advertising to Students**

Please be aware that the department has decided that researchers cannot go into classrooms or stand outside of classrooms for the purpose of recruiting participants for a study.

**Psychology Research Experience Application**

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| --- |
| Name of person completing this form: |
| Department: |
| Office: |
| Telephone Number: |
| Email to be Used for SONA Systems Announcements: |
| Username as a SONA Researcher (different from participant account): |
| Title of Study that participants will see on SONA Systems: |
| IRB Approval Number: |
| Do you have IRB approval for using minors in this particular study? (YES / NO) \*\*Note: If “no,” you must set a prescreen filter on your experiment under SONA Systems to “hide” the experiment from students under the age of 18. |
| Estimated number of participants needed: |
| Estimated time required for each study session (e.g., 30m, 1hr, 10hr): |
| Study location (building and room number): |
| Name of all individuals on IRB protocol for this study: |
| Psychology Department faculty advisor/collaborator name: |

**Checklist (Please place a checkmark next to each item after reading)**

|  |  |
| --- | --- |
| I read and understand the terms outlined in the Research Experience Procedures. |  |
| I will adhere to the Ethical Principles of Psychologists and Code of Conduct (www.apa.org/ethics). |  |
| I am aware of the data collection deadlines for this term. |  |
| I understand that I must provide a post-participation education form to participants in my study. |  |
| I will provide copies of the Research Experience Evaluation Form to all participants in my study. |  |
| I am aware that participation points are earned in 30 minute increments (rounded up). |  |
| I am aware that SONA Systems automatically credits participants 48 hours after the scheduled appointment time and that I must manually override this if needed. |  |
| I am aware that I must enter a participant timeslot as “Unexcused No Show” if a participant does not show without cancelling more than 24 hours prior to the study – or if they are more than 5 minutes late (this latter example is at researcher’s discretion). |  |
| I realize that I must have specific IRB permission to use participants under the age of 18. |  |
| I understand that I have unlimited timeslots for this semester. |  |
| I have attached (a) a summary of my research project AND (b) a copy of my approval letter from the University's Institutional Review Board to this form. |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_