Conducting Research or Training with Sona

Basic Information. There are two types of research/training accounts in Sona:

- **Principal Investigator (PI)** accounts for faculty
- **Researcher** accounts for students (graduate and undergraduate)

Both accounts have the same privileges. This set-up allows students to execute the day-to-day operations of a study and the faculty member to provide oversight. Faculty who are not working with students simply need the PI account to run studies. The only difference between the two types of accounts is that researcher accounts must be renewed every semester, whereas PI accounts will typically be enduring.

Getting Your PI Account in Sona.
1. E-mail Jay Caughron (jcaughron@radford.edu) with a request to use the system.
2. You will receive an email from Sona when your account has been added to the system. Your username is assigned by the administrator, which is typically your Radford username plus “_pi” (e.g., jsmith_pi). Although Sona does not allow you to change your username, you may change your password when you log-in (follow the My Profile link).

Getting Your Students Researcher Accounts in Sona.
1. E-mail Jay Caughron (jcaughron@radford.edu) with a list of students who need access to the system. You must provide a valid email address for each student. Researcher accounts must be renewed each semester.
2. Each student will receive an email from Sona when the account has been added to the system. The username is assigned by the administrator, which is typically the student’s Radford username plus “_res” (e.g., jsmith_res). Although Sona does not allow one to change the username, your students may change their passwords when they log-in (follow the My Profile link).

Creating Your Study or Training Experience in Sona (either the PI or researchers can do this).

*Note:* You can create studies before they are approved. Studies can only be activated and made visible to participants with approval from the administrator (see Activating Your Study below).
2. Select Add New Study.
3. Select the type of study you want (Standard, 2-part, On-line w/ Sona, On-line w/ other host) and
4. Complete all of the basic information and, as needed, the advanced settings for your study. Be sure to click “yes” for the “Active Study” radio button. *Note:* There are lots of cool things you can do here – enjoy! 😊

*Note:* Please only select whole numbers for the amount of credit (we do not use fractional credit). Further, All experiment times are rounded to the next half-hour, with each half-hour equaling 1 credit (e.g., a 70 minute experiment equals 3 credits).
5. Click the Add This Study button.
Activating Your Study or Training Experience.
2. Select My Studies.
3. Select the study that you want to activate.
4. Under the Study Status subheading, select the Send a Request link (you do not need to add text on the next screen, but you can add an explanation if desired).
5. For Research Studies, provide the administrator (Jeff Aspelmeier, 402 Russell Hall, x5520) with documentation that your study has been approved by the IRB.
6. For Class Projects, please include the following: clearly indicate that your project is a class project, provide the name and section of the class, and the instructor’s name.
7. You will receive an email from Sona indicating once your study is active.

Adding Timeslots (a.k.a. Study Sessions).
Note: The last day for scheduled sessions is the last day of classes. This applies to all projects.
2. Select My Studies.
3. Select the Timeslots link for the appropriate study.
4. Select the Add A Timeslot or Add Multiple Timeslots link. Enter requisite information.
5. Click the Add button.

For online Studies – Before students can sign up for your study, you will need to add a timeslot that will indicate the maximum number of participants who can sign up and indicate the final date for participation.

Assigning Credits or Penalties (please assign credit within 48 hours of the study).
Note: The last day for students to assign credits to their courses is the Sunday immediately prior to final exams.
2. Select My Studies.
3. Select View Your Uncredited Timeslots.
4. Use the Grant Credit? radio button to give the standard credit (as determined when you created the study) to a participant. Remember that each half-hour equals 1 credit.
5. If you need to give a particular participant slightly more or less credit, assign an Unexcused No-Show, assign an Excused No-Show, or cancel a session, click on the participant’s link in the Date column. Scroll down to the Sign-Ups heading, which will give you several options for that participant. Please do not issue fractional credit (whole numbers only please).

Questions.
Students who have any questions or problems with the Sona system, please contact:
   Pittman, Megan
   mpittman2@radford.edu

Faculty who have any questions or problems with the Sona system, please contact:
   Jay Caughron – 439 Russell Hall
   jcaughron@radford.edu
   Phone: x2585