The UAB Department of Psychology uses a web-based system to schedule research appointments and assign students credit for research participation. The following information is provided to help Research Methods Instructors understand how to use the system. This document and all forms and documents to which it refers are available from the department’s research web page: [http://www.uab.edu/psychology/research](http://www.uab.edu/psychology/research).

I. General Information

A. Initial Steps

Typically, research methods instructors require their students to conduct research projects using the Introductory Psychology Subject Pool to recruit participants. With this in mind, we recommend that research methods instructors do the following within the first two weeks of the term.

1. Form student research groups (teams) with each team having one leader. Team leaders will be responsible for setting up their group’s study on SONA, assigning timeslots, granting credits and reporting no shows. They can do these things alone or at a computer collaboratively with members of their group, according to team and/or instructor preferences. Naturally, they will have to coordinate with their group no matter how they choose to operate (alone or collaboratively).

2. Submit a completed Subject Pool Request Form, to Ed Cook, the PY101 Research Participation Coordinator (ecook@uab.edu). In completing the form, instructors should identify themselves as PI and Faculty Supervisor. They should skip over the IRB information because student training projects are not considered research by the federal regulations and therefore do not require IRB approval. However, they should indicate the appropriate term and year. In blank space on the form, or in an e-mail to which the form is attached, the instructor should indicate the following for each team leader:

   a. The name, as indicated on the course roster.

   b. The Blazer ID.

Also indicate the number of participants that each team expects to include in their study, and how many credits they will award to each participant. Usually this will be the same for each team.

A range of study numbers will be assigned to the course. A PI account on SONA will be created for the instructor, if he or she does not already have one, and a Researcher account will be created for each team leader. See the User Guide for Researchers and PIs for further details about these two kinds of accounts. You will be informed when these accounts are established. Studies and researcher accounts will typically be terminated at the end of the term, while researcher accounts may be maintained if the instructor is expected to need such an account again in the near future.
B. Access to SONA

To directly access the SONA system, please use the following URL: https://uab.sona-systems.com. You also can access the system from department website.

C. Last Day of Participation

The SONA system will stop assigning research credits at the end of the last day of regular classes. Introductory Psychology students will not be allowed to participate in research during or after the finals period in a given semester.

II. Using the System

A. Study Set-up for Researchers

When a study (team) is ready to post timeslots and run participants…

1. Login to SONA using your researcher account.

2. Select "Add New Study" from the top toolbar and select study type.

3. Insert basic information (required):
   a. Study name: Insert assigned subject pool study number.
   b. Eligibility requirements: These should be minimal for Methods projects.
   c. Duration: Maximum amount of time that your study will take to complete.
   d. Credit Hours to be awarded to each participant
   e. Researcher: Team leader’s name
   f. PI: Class instructor’s name
   g. IRB Protocol Number: PY315
   h. Expiration Date: Date of the last day of the finals period for the current term
   i. Approved? Answer Yes
   j. Active Study? Answer Yes

B. Create a Screen Shot

1. If requested by the instructor, team leaders might want to obtain a digital (screen shot) file in their records for a quick view of study details. To do so, click the Add Study button at the bottom of the page.
2. If all study information is correct, press the “Print Screen” key on their keyboard, Open a word processing document and paste the screen shot into the document.

C. Add Timeslots for a Study

1. Select "My Studies" from the top toolbar.

2. Click on the study and then choose the Timeslots option.

3. Click on the ADD A TIMESLOT option at the bottom of the page. You can also add MULTIPLE TIMESLOTS for consecutive times in one day.

D. Grant Credit Hours and Report No Shows

1. Do this as soon as possible (and always within 24 hours) after a scheduled timeslot, Select "My Studies" from the top toolbar and select the appropriate study.

2. Next to the participant’s name, either grant the appropriate number of hours for participation or indicate that the participant did not show up (no-show).