



Brown University  
Cognitive, Linguistic & Psychological Sciences  
Box 1821  
Providence, RI 02912

## Paid studies administered through Sona

The CLPS online study management system, Sona, can be used for studies where subjects are paid for their participation (<http://brown-clps.sona-systems.com/>). If you do not already have a researcher account, I will need to create one for you so please email me your name and preferred email address. If you have a *participant* account already, I can modify it to allow you to choose *researcher* as a 'role' using the same account. Once a researcher account is created, Sona will send you login instructions including password. If you wish to change your password or other information, select 'My Profile', change what you wish, and click the 'Update' button at the bottom of the page.


### Key points for a paid study:


1. On the 'Select Study Type' page, choose 'Paid' (not 'Credit').
2. Please put the word 'paid' in your study title.
3. Do NOT give your study a name that is a place name.
4. Scroll past the first green 'Add This Study' button to 'Course Restrictions' and choose 'Not Applicable – Not in any Course.'

**To create a new paid study**, select 'Add New Study'. The first page allows you to choose the study type; please make sure you choose one of the 'Paid' options. Only an administrator may create a course-credit study. Click 'Continue' at the bottom of the page.


Select Study Type

To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change a study nor the compensation to a different type once you have added it, so please be sure to select the correct type of study now.

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.

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.

Two-Part:  Paid  Credit

Three-Part:  Paid  Credit

Four-Part:  Paid  Credit

Figure 1. Make sure you choose 'Paid' and not 'Credit'.

On the next page, give your study a name, but do not use a place name (e.g. do NOT use a U.S. state name). Include the word 'paid' in your study name (e.g., Aurora borealis – PAID). Studies are listed in random order each time a participant logs in so your study's name will have no impact on where it appears in their list. Include whatever information you like for the 'Brief Abstract' and 'Detailed Description'. What potential participants will see in the list of studies is the 'Study Name' and 'Brief Abstract', and they will see the 'Detailed Description' if they select your study to learn more. You can see studies already in Sona in alphabetical order (not the random order that subjects see) by clicking on 'All Studies'.

'Eligibility Requirements' provide information to potential participants but does not prevent someone who does not meet the requirements from signing up for your study. Most studies that use Sona are expedited by the IRB so they are not approved for people under 18 years old so you may wish to include an age requirement.

**NEW** Add your name to the 'Researcher' Selected box on the right. Also, please add the lab PI to the 'Researcher' Selected box so the Office of Research Integrity can reference the project.

Please include your 'IRB Approval Code' because we are moving toward requiring this information for all studies. You can just put the last 4 digits, if you like.

**Make sure that you continue down the page past the first 'Add this study' green button into the 'Advanced Settings' area because you **MUST choose 'Not Applicable - Not in any course'** in the 'Course Restrictions' box. This is critical for making paid and credit studies work correctly with each other.**

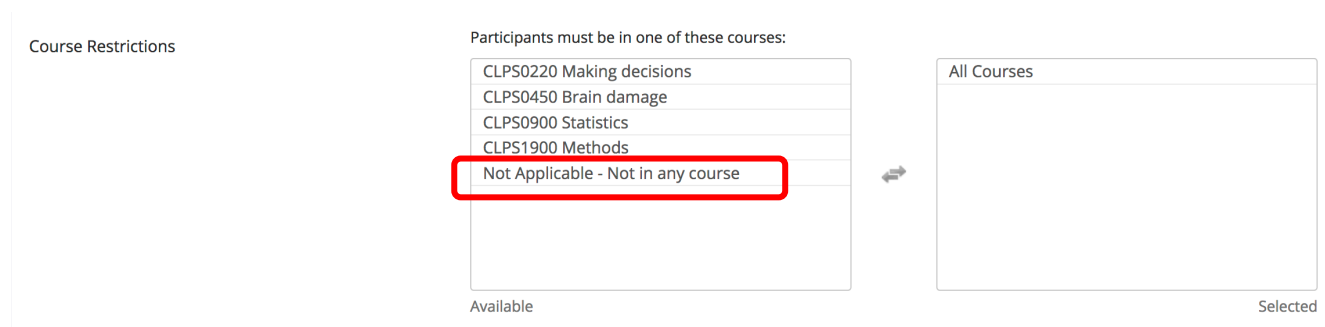


Figure 2. By default, 'All Courses' is in the Selected box. Click on 'Not applicable - Not in any course' to move it to the Selected box and 'All Courses' will move to the Available box. Failure to do so will result in annoyed emails from me.

At the very bottom of the page, click on the green 'Add This Study' button.

Your study will not be visible to participants until you create time slots for sign-ups. Sona is not set up for subjects to contact you directly; you must create time slots. Sona will send you and the participant a verification email each time a participant signs up or cancels (unless you turn off notifications), and it will send you and the participant a reminder email the day before a scheduled time slot. It will also remind you to indicate that a subject participated (or not) for time slots in the past. Please do indicate when someone participates! Otherwise I get messages from Sona telling me about subjects missing their time slots and I complain to them to cancel

their appointments when they are not at fault. You can turn off some of these messages on the 'My Profile' page.

**Instructions for using Sona:** When you log into Sona, you will have several options to choose from: My Studies, All Studies, Add New Study, FAQ, My Profile, and Logout (see fig. below). These options are always available right underneath the Brown University banner. From 'My Profile' you can change your password and contact information.

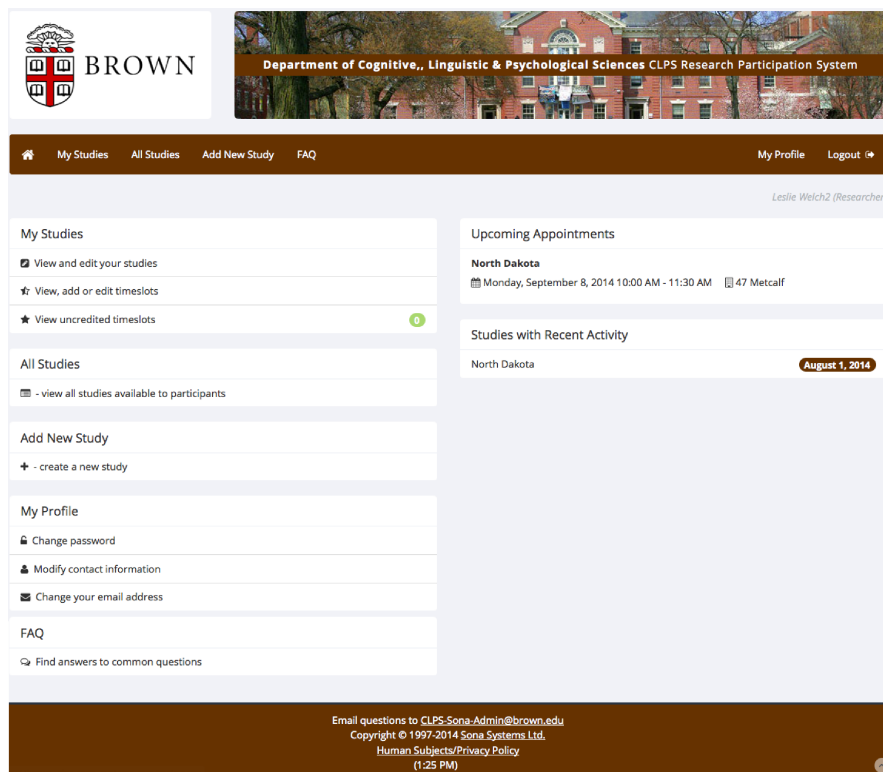


Figure 3. Researcher home page.

When you choose a study from your list, you can view and edit it; view, add or change time slots; and indicate a subject participated or not. You can change most of the items in the study description including adding existing researchers to a study.

### How to add time slots

The interface is getting better, but it's still bad. First click on 'My Studies' to get a complete list and choose a study from the list. Click on 'Add A Timeslot' or 'Add Multiple Timeslots' (see fig below in the blue box, my addition). There are directions on the page to help you. In the box 'Number of Timeslots', first choose a number from the pull-down menu. Next choose the date (Start Date) and time (Start Time) of the first time slot you want. If you ask for 5 (1 hour) slots starting at 10:30 am, it will fill out a solid schedule 10:30-11:30, 11:30-12:30, ... 2:30-3:30. If you want anything else, you can modify an already-created slot to whatever date and time you want. Or you can create time slots one at a time. There is an option at the bottom of the screen to copy time slots from one week to another. Make sure you click on the green 'Add >>' button; you will

have the opportunity to check the time slots on the next screen before the system updates your time slot schedule. Again, make sure you click the green 'Add Selected Timeslots' before leaving this page.

My Studies All Studies Add New Study FAQ My Profile Logout

Leslie Welch2 (Researcher)

Study Menu - + Add A Timeslot + Add Multiple Timeslots Delete Multiple Timeslots View Printer-Friendly List of Signups Print

All Timeslots Recent Timeslots Upcoming Timeslots Older Timeslots

Timeslots : North Dakota

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

View timeslots on : Tuesday, August 12, 2014 GO

Date	Participants Pool	Participants	Location	Modify
Monday, September 8, 2014 10:00 AM - 11:30 AM	Signed Up: 1 Open Slots: 0 Total: 1	Leslie Welch7 Status: Awaiting Action	47 Metcalf	Modify
Monday, September 8, 2014 11:30 AM - 1:00 PM	Signed Up: 0 Open Slots: 1 Total: 1		47 Metcalf	Modify

Email questions to [CLPS-Sona-Admin@brown.edu](mailto:CLPS-Sona-Admin@brown.edu)  
 Copyright © 1997-2014 Sona Systems Ltd.  
[Human Subjects/Privacy Policy](#)  
 (4:07 PM)

Figure 4. Add timeslots page. Blue box (my addition) shows the buttons for adding single timeslots or multiple timeslots.

For more information about how the Sona system is set up, see the FAQ on the Sona site (<http://brown-clps.sona-systems.com/>). If you have read all the instructions, read the FAQ and still have questions, please direct them to [CLPS-Sona-Admin@brown.edu](mailto:CLPS-Sona-Admin@brown.edu). I will share the documentation for Sona if you want further information about what it can and cannot do.