



BROWN

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## INSTRUCTIONS FOR APPLYING FOR & USING THE CLPS DEPT HUMAN SUBJECT POOL

The CLPS online study management system, Sona, can be used for studies where subjects are awarded course credit for their participation (<http://brown-clps.sona-systems.com/>). Studies that do not have an Exempt determination or IRB Expedited approval cannot use the subject pool. After your application has been received, we will create a researcher account for you, if you do not already have one, that will be linked to all of your studies and will allow you manage your studies, scheduling, and participants online. You may not create a Sona study for the subject pool (i.e., for course credit); only an administrator is allowed to. Study PI, faculty advisor, and current protocol number are required for every study to help the Human Research Protection Program (HRPP) monitor participant recruitment. The protocol number is a 9-digit number unique to each research study, assigned by the HRPP upon receipt of your application. This number is listed on the HRPP Exempt determination or IRB approval memo.

The number of subject hours available each semester is usually smaller than the number of hours researchers would like to have, so student requests will have higher priority than faculty. Your initial allocation will not be as large as the number you requested to make sure everyone gets their fair share. Please do not inflate your requested hours in an attempt to increase the size of your allocation. That would be cheating.

To apply for subject hours from the pool, fill out the appropriate application form(s) for your needs. If you wish to start a new course-credit study, please use “ResearcherApplyForNewCreditStudy.docx”. If you wish to continue a course-credit study from last semester, please use “ResearcherApplyForContinuingCreditStudy.docx”. If you email your application to CLPS-Sona-Admin@brown.edu, please include your name or initials in the filename (e.g. LW\_ResearcherApplyForNewCreditStudy.docx). Restrictions might be ‘native English speaker’ or ‘normal vision’. You can also restrict participants based on which courses they are currently taking or based on other studies they have participated in. Note that your IRB-approved consent form must be submitted before you will be allocated any subject hours. You are responsible for obtaining formal human subject approval from Brown’s HRPP, and the application form must include the protocol number before you will be allocated subjects from the pool.

At the beginning of the study session, you will go through your informed consent procedure. At the end of the study, the participant **MUST BE TOLD ABOUT THE PURPOSE OF THE STUDY**, and you should enthusiastically respond to questions and comments concerning your study.

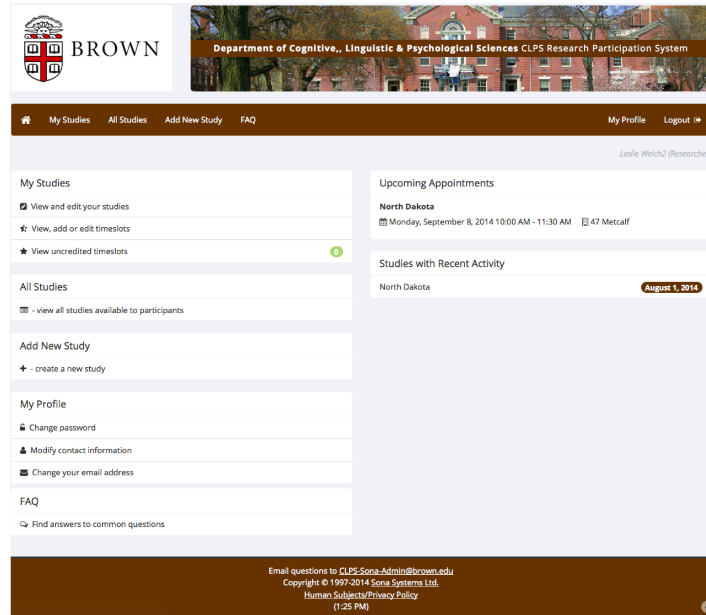
Some courses ask students to report on the studies they participate in, so it is essential that they be given information about the study purpose including independent and dependent variables, at minimum. It is important that researchers be ready and willing to use the experiment as a teaching tool. If they are not, students will be unenthusiastic, and the pool will suffer. Furthermore, if students report that a particular study is not fulfilling its obligations, it may be dropped from the program.

In every study, the participant has the right to stop **at any time** without suffering disadvantage. Thus, if a subject says s/he wants to stop being in the study, you must let her/him go without argument and grant her/him full research credit for that session. Keep in mind that students may have class right after your study in which case they may not be able to stay for 60 min. Even if a subject does not give a good reason for wanting to leave, it is unethical to attempt to coerce her/him to continue. If the study is terminated because of equipment malfunction, researcher error or tardiness, or any other reason outside of the subject's control (e.g., fire alarms, riot, power outage), the subject is to be granted research credit for the session.

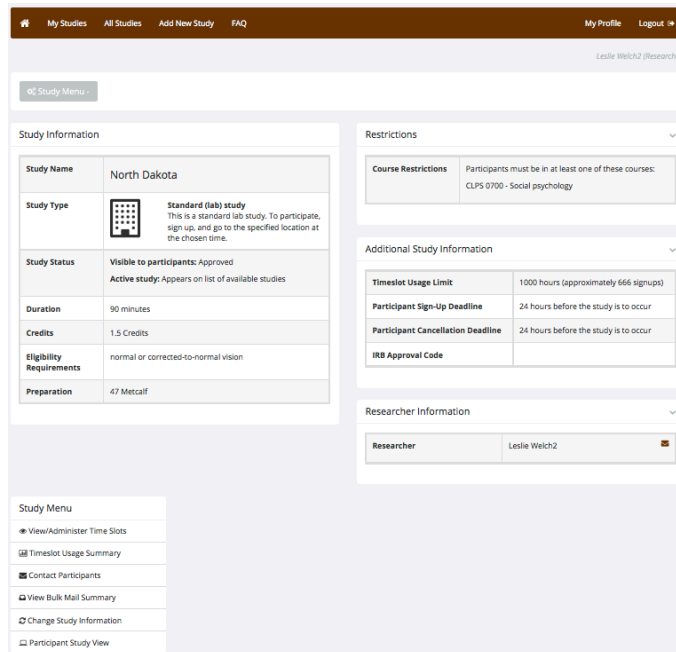
The default study length is 60 min, which counts as 1 credit to participants. You can specify longer or shorter times, and credits will be assigned in units of 0.5 credit (e.g., 0.5, 2.5 credits). You may not give subjects money for their time; they may only receive course credit for participation. Subjects can be given monetary incentives if the incentives are built into the study procedure (e.g., rewards for correct answers).

Experiments can be administered as two-, three-, or four-part studies that 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 once. If your study is multi-part, include on your application whether the later sessions need to be at the same time of day as the first session and whether the later sessions must be a specific number of days later. Studies with more than 4 sessions cannot be administered through Sona.

Once your researcher account has been created, the system will send you an email with login instructions including a password. If you cannot remember your password, Sona has a password retrieval method. When you login to 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.



When you choose a study from your list, you can view and edit it (see fig below); view, add or change time slots; and grant or deny participant credit. Please take a look at 'Study Info' for each study to make sure we did not make any errors. Please **do not change** most of the information in the Basic Information section (**do not change** Name, Abstract, Description), but you can change many other things including adding existing researchers to a study. You can edit the information yourself, or send me an email, and we will fix it. Please do not create a new study that uses the subject pool and awards course credit.



An administrator will send you email when a study is approved and can be made available to participants. 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, and it will send you and the participant a reminder email the day before a scheduled time slot. It will also remind you to grant credit (or not) for subjects with time slots in the past. If a subject contacts you to cancel a time slot, please indicate 'Excused No-Show'. We send participants increasingly irate emails for more than 3 Unexcused No-Shows. You can turn off some of these messages on the 'My Profile' page.

This is a test to verify you actually read these instructions. Send "manypok" to [leslie\\_welch@brown.edu](mailto:leslie_welch@brown.edu). Thanks.

## How to add time slots

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. It will not let you add more time slots than you have been allocated. 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.

The screenshot shows the Sona system interface. At the top, there is a navigation bar with links for 'My Studies', 'All Studies', 'Add New Study', and 'FAQ'. On the right, there are links for 'My Profile' and 'Logout'. Below the navigation bar, the user's name 'Leslie Welch2 (Researcher)' is displayed. A 'Study Menu' dropdown is visible, with options for '+ Add A Timeslot', '+ Add Multiple Timeslots', 'Delete Multiple Timeslots', 'View Printer-Friendly List of Signups', and 'Print'. The main content area is titled 'All Timeslots' and shows 'Timeslots: North Dakota'. Below this, there is a section for 'View timeslots on:' with a date selector set to 'Tuesday, August 12, 2014' and a 'GO' button. A table displays the following data:

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]

At the bottom of the page, there is a footer with contact information: 'Email questions to CLPS-Sona-Admin@brown.edu', 'Copyright © 1997-2014 Sona Systems Ltd.', and 'Human Subjects/Privacy Policy'. The time is shown as '(4:07 PM)'.

## **How to grant course credit**

Once a participant serves in your study, choose 'My Studies' then click on 'View Your Uncredited Timeslots' to see a list of participants whose time slots are in the past. If a participant showed up, click the 'Grant Credit' button. For any other actions, click on the time slot, and you will have the options to grant credit, indicate a no-show, or manually sign-up a participant. My computer screen is small enough that I did not see those other options when I first visited this page so make sure you scroll down each page to see all of your options.

If a participant contacts you to cancel a time slot, please go to the grant credit screen and choose 'Excused' in the No-Show column. When participants miss at least 3 time slots, we send them increasingly irate emails instructing them to cancel appointments they cannot make. If you fail to choose 'Excused' we will be scolding students who have followed the rules and that would be bad. Thank you.

If you would like more information about Sona, including for online studies, we will send you the Sona documentation.

For more information about how the CLPS 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).