SONA-System
Manual for Researcher

Guide:
How to Create and Manage Your own Study
v. 11-02-2023

Table of Content

General Information

- **Function of the SONA-System**

  - Everyone who is interested to participate in scientific psychological studies has the possibility to register in the system. Therefore, the system enables researchers to find interested participants for their experiments.

  - In conclusion, the SONA-system represents a communication interface between participants and researchers. It allows researchers to find participants (or better to say: the participants themselves find the studies that are offered in the system), to create timeslots where potential participants can register themselves and to grand credits after successful study participation.

General Information

- **Function of the SONA-system**

  - Attention:
    Setting up a study in SONA does not mean that the corresponding lab room has been reserved. For this, please always contact the person responsible for the respective lab! All information concerning laboratory rooms, which you specify in the SONA-system, are only supposed to inform the participants.

  - Please make sure you have already reserved a laboratory room before you schedule your SONA-system study.
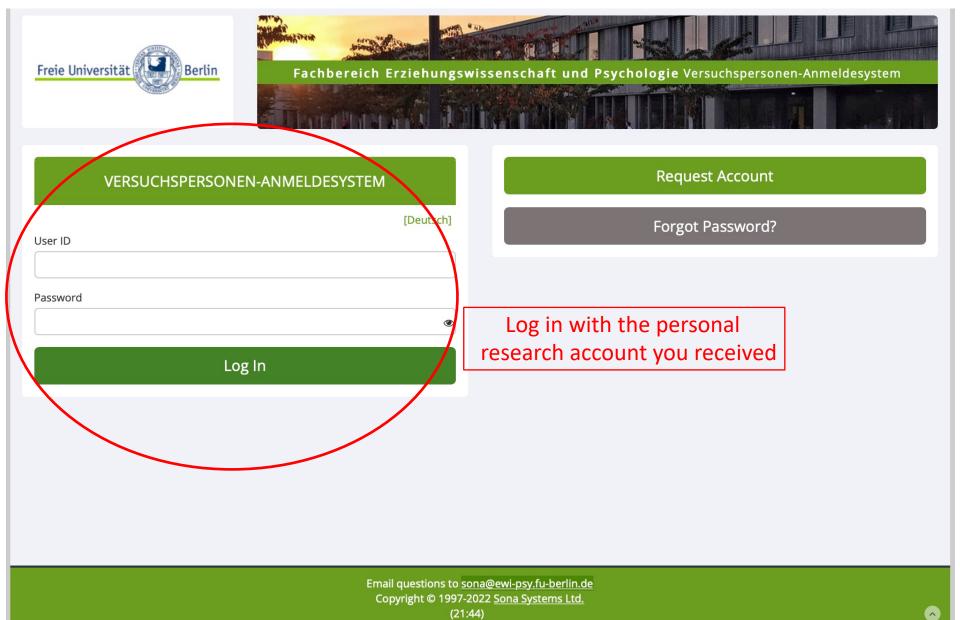
General Information

- **Access** to the SONA-system: https://fu-berlin.sona-systems.com

- To be able to create studies in the SONA-system, you need to **request a researcher account** first. You can request such an account by sending an E-Mail to sona@ewi-psy.fu-berlin.de briefly describing your concern with the E-Mail subject "Researcher Account Request".

- Within your request please add the following information:
  - your full name
  - your university e-mail-address
  - the division and working group you belong to
  - the name and e-mail address of your supervisor or your working group leader

Logging In

Read the Policy and Agree to it

Freie Universität Berlin

Fachbereich Erziehungswissenschaft und Psychologie Versuchspersonen-Anmeldesystem

🖶 PRINT

Human Subjects/Privacy Policy

Note: You must read this policy and acknowledge it to continue using the system.

📝 Go to Acknowledgement

Important Human Subject and Privacy Policy Notice

This website complies with various privacy and data protection rules and is governed by European Union regulations covering human subject research and data privacy. It complies with the OECD Guidelines on the Protection of Privacy and the European Union Directive on Data Protection. Please read the information below carefully, and contact the person listed in the Contact Information of this notice for more information.
As a person responsible for research studies, you should also review the manuals and guidelines provided to you by your institution or department.

Kontaktinformationen

Wenn Sie weitere Fragen zu diesen Regel oder Ihren Rechten und Pflichten haben, wenden Sie sich bitte an:**Jana Lüdtke, jana.luedtke@fu-berlin.de, Telephone: 030 838 55193**
You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.
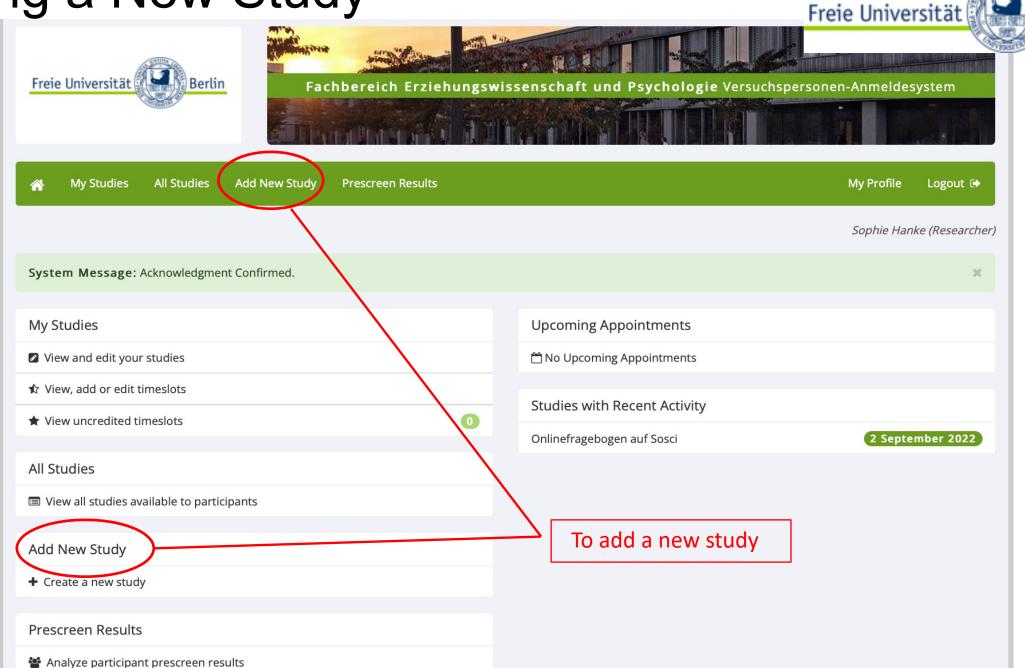
Have you read the policies above, and do you agree to the terms?

Yes   No

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Adding a New Study

Adding a New Study

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Sophie Hanke (Researcher)

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 the study type or the compensation type once you have added it, so please be sure to select the correct options now.

📹 If you are conducting your study over **videoconference**, like Zoom, Webex, or a similar tool, set it up as either a 🖥 Standard Study or a 🖥🖥 Multi-Part Standard Study.

Standard Study

A study that is scheduled to take place at a specific time, in a specific place or over videoconference, and where there is only one part to the study that participants will participate in.

○ Paid
● Credit   usually pick this option: Standard Study, Credit

Multi-Part Standard Study

A study that is scheduled to take place at a specific time, in a specific place or over videoconference, 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

Online External Study

An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlovia), REDCap, or any other website.

○ Paid
○ Credit

Multi-Part Online External Study

An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlovia), REDCap, or any other website, 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

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Selecting a Study Type

- **Usually pick: Standard-Study ➡ Credit**
  - Depending on the duration of the study, participants will be granted a number of „Credits" after their participation, those credits can be assigned to different courses and seminars. Some seminars require the participation in studies and therefore a number of credits for a successful completion.
  - **ATTENTION!** If you want to **give some of your participants a payment and others credits**, you can do that now within one single Standard-Study for Credits. You will see a pull-down box with credit value for each signup when modifying a specific timeslot. Use this to set different values for the signups as needed. When a participant wants to receive money instead of credit, you can grant 0 credits and note in the comments for the signup that payment was made as well as the amount.

- **Standard-Study ➡ Paid**
  - Only pick this option if you are going to pay every participant for their participation.
  - 10 euros per hour are recommended as monetary incentives!

- **Two-Part-Standard Study**
  - Choose this option if your study consists of two parts.
  - Please note: Participants can only sign in for both parts at the same time to prevent that they forget to sign up for the second part. For this reason, it is important to make sure that enough open timeslots exist for both parts of the study. Missing timeslots for the second part of the study will cause that participants cannot sign in for the first part of the study.

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Selecting a Study Type

- **Online External Study**
  - Online Study which was set up outside of the SONA-system.
  - Once you indicate to the system that the study is web-based, you will not be able to change it to where it is no longer web-based. However, you can copy the study and convert it to a lab study (if it was an online external study).
  - Web-based studies are typically set up so that there is one timeslot, because people usually participate right away. That timeslot contains the maximum number of participants you would like to participate, and the **_last_** date and time when they can participate (this is often at the end of the term). It is not recommended that you set up multiple timeslots for web-based studies! Though the system will support it, it confuses participants.

- **Online Internal Survey Study**
  - If you are creating an online survey within the system, credit will be granted automatically, immediately after the participant completes the survey.

Selecting a Study Type

- **Multi-Part Study**
  - You may create a multi-part lab study in the system, up to 4 parts.
  - When creating such a study, you may specify the day range for each part of the study (e.g. 7 to 10 days after the previous part). Participants are required to sign up for all parts at the same time, to reduce the chance of forgetting to sign up for all parts. Each part of a multi-part study may have a different credit or payment value, and duration, but each part must be the same compensation type. However, if the study is set up for credits and a participant wants to receive money instead, you can grant 0 credits and note in the comments for the signup that payment was made as well as the amount.

Adding a New Study

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Basic Study Information

Study Name	22WiSe_Musterstudie

Short title of the study → See next page

Brief Abstract (Up to 255 characters, optional)	Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)
Detailed Description (Up to 15,000 characters, optional)	Hier kann eine ausführlichere Beschreibung des Experiments stehen. Zumindest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein. (kann von TeilnehmerInnen gesehen werden)
Eligibility Requirements	None
Duration	60 Minutes
Credits (Credits must be evenly divisible by 1)	2
Preparation	None

Researcher

Available	Selected
Amashaufer, Sandra	Mustermann, Max
Biologische Psychologie, Experimentatoren	
Bührer, Stephanie	
Eder, Max	
Gäntgen, Julia	
Ginter, Johanna	
Karden, Alexandra	
Kleber, Janet	
Kudrna, Alexander	
Available	Selected

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Study Information - Naming a Study
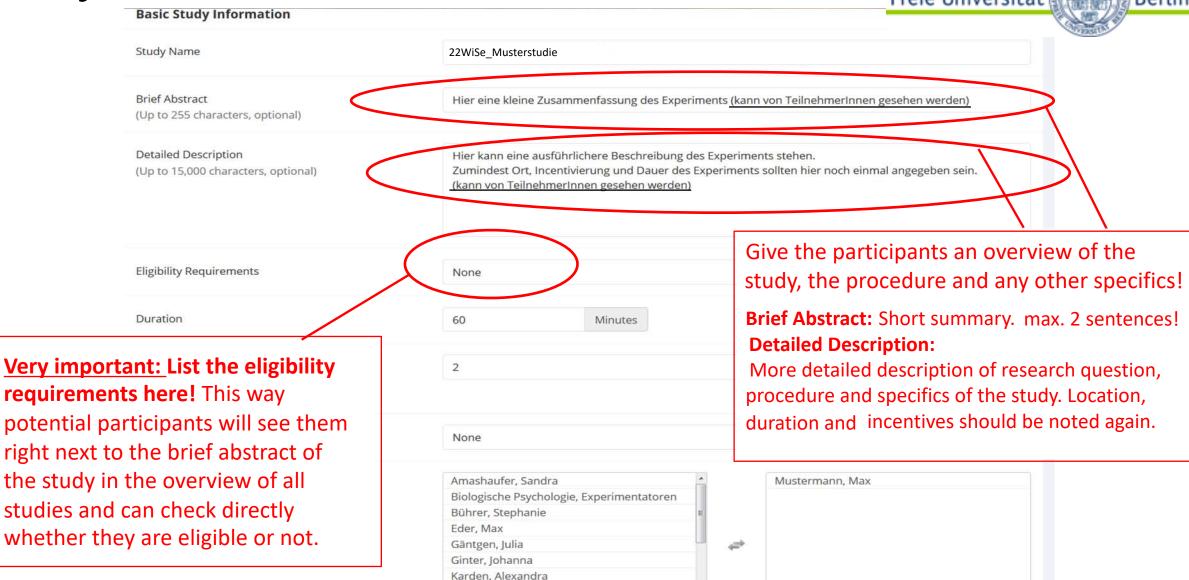
- **The name of YOUR study should match a specific form:**
  - The name of your study should consist of:
    - \<year+semester\>_\<freely chosen study name\>
- **Year + Semester**
  - last two numbers of the year followed by semester (e.g.: 14WiSe, 15SoSe, …)
- **Freely chosen study name**
  - Choose a name that is not already taken and does not reveal the real purpose of the study in order not to influence your participants beforehand.

- **EXAMPLES:**
  - 21SoSe_EEG-Studie
  - 22WiSe_Onlinestudie3

Study Information

Basic Study Information

Study Name	22WiSe_Musterstudie
Brief Abstract (Up to 255 characters, optional)	Hier eine kleine Zusammenfassung des Experiments (kann von TeilnehmerInnen gesehen werden)
Detailed Description (Up to 15,000 characters, optional)	Hier kann eine ausführlichere Beschreibung des Experiments stehen. Zumindest Ort, Incentivierung und Dauer des Experiments sollten hier noch einmal angegeben sein. (kann von TeilnehmerInnen gesehen werden)
Eligibility Requirements	None
Duration	60 Minutes
	2
	None

Available:
- Amashaufer, Sandra
- Biologische Psychologie, Experimentatoren
- Bührer, Stephanie
- Eder, Max
- Gäntgen, Julia
- Ginter, Johanna
- Karden, Alexandra
- Kleber, Janet
- Kudrna, Alexander

Selected:
- Mustermann, Max

Give the participants an overview of the study, the procedure and any other specifics!

Brief Abstract: Short summary. max. 2 sentences!
Detailed Description:
More detailed description of research question, procedure and specifics of the study. Location, duration and incentives should be noted again.

Very important: List the eligibility requirements here! This way potential participants will see them right next to the brief abstract of the study in the overview of all studies and can check directly whether they are eligible or not.

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Study Information

Study Information – Set Credits

- **Credits:**
  - Each participant will be granted "credits" for the participation in an experiment. The amount of granted credits depends on the duration of the experiment.
  - The least amount of credits is 0,5. This equals a duration time of 30 minutes.
  - If the experiment takes more than 30 minutes, you can grant one more 0,5 credit for every additional 30 minutes-interval. However, if the duration of your experiment is between an interval, please **ROUND UP.** Note, that the system will read a dot as a comma here (type "0.5" instead of "0,5"!)
  - **One is not allowed to offer more credits than are justified by the length of the study!**
- **The duration has to be determined beforehand**
  - That means there is a fixed number of credits for the participation in your experiment. This number is independent of how much time every single participant actually needed. This is why you should estimate the duration of your experiment realistically so that participants do not have to stay longer than the time advertised.
- **Before you conduct your study, you should test how long it takes!**
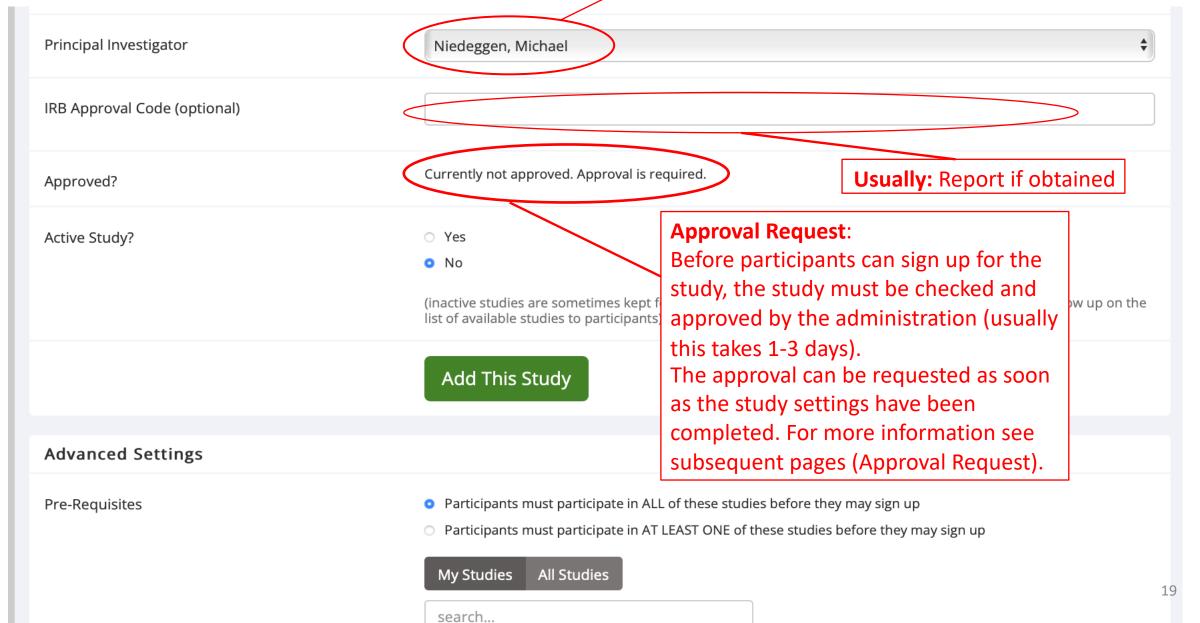
Study Information
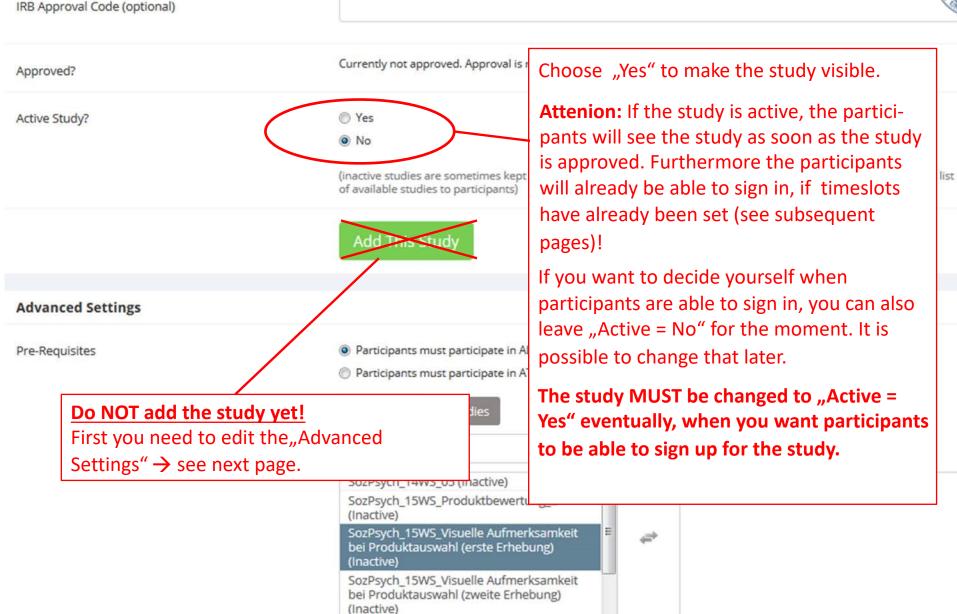
Basic Study Information

Study Name	
Brief Abstract	
Detailed Description	
Eligibility Requirements	None
Duration (Minutes)	60
VP-Stunden (VP-Stunden must be evenly divisible by 0.5)	1
Preparation (Up to 255 characters, optional)	

If there are additional researchers, click on the names to transfer them from the left to the right field.

Researcher:

Blankenbug, Felix
Calvano, Claudia
Cichy, Radoslaw Martin
Crayen, Claudia
Detel, Sibylle

Hanke, Sophie

Study Information

Choose here the head of your department/ project!
In case you shouldn't be able to find the right name,
contact: sona@ewi-psy.fu-berlin.de

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Principal Investigator | Niedeggen, Michael

IRB Approval Code (optional) |

Usually: Report if obtained

Approved? | Currently not approved. Approval is required.

Active Study?
○ Yes
● No

(inactive studies are sometimes kept f... ...ow up on the
list of available studies to participants)

Add This Study

Approval Request:
Before participants can sign up for the study, the study must be checked and approved by the administration (usually this takes 1-3 days).
The approval can be requested as soon as the study settings have been completed. For more information see subsequent pages (Approval Request).

Advanced Settings

Pre-Requisites
● Participants must participate in ALL of these studies before they may sign up
○ Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies | All Studies

search...

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Study Information

IRB Approval Code (optional)

Approved?   Currently not approved. Approval is

Active Study?   ○ Yes
                       ● No

(inactive studies are sometimes kept
of available studies to participants)

Add This Study

Advanced Settings

Pre-Requisites   ● Participants must participate in A
                        ○ Participants must participate in A

...dies

SozPsych_14WS_03 (inactive)
SozPsych_15WS_Produktbewertu...
(Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (erste Erhebung)
(Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit
bei Produktauswahl (zweite Erhebung)
(Inactive)
SozPsych_16SS_Produktauswahl in

Choose „Yes" to make the study visible.

Attenion: If the study is active, the partici-pants will see the study as soon as the study is approved. Furthermore the participants will already be able to sign in, if timeslots have already been set (see subsequent pages)!

If you want to decide yourself when participants are able to sign in, you can also leave „Active = No" for the moment. It is possible to change that later.

The study MUST be changed to „Active = Yes" eventually, when you want participants to be able to sign up for the study.

Do NOT add the study yet!
First you need to edit the„Advanced Settings" → see next page.

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Study Information

Advanced Settings

Pre-Requisites

- ◉ Participants must participate in ALL of these studies before they may sign up
- ○ Participants must participate in AT LEAST ONE of these studies before they may sign up

| My Studies | All Studies |

search...

If the participation in a certain previous study is a requirement to participate in this new study, click on the previous study to select it as a pre-requisite. Click „All Studies" to show old studies.

Usually: leave blank

SozPsych_15WS_Produktbewertung_2 (Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)

SozPsych_16SS_Produktauswahl in Entscheidungssituationen (Inactive)

SozPsych_14WS_05 (Inactive)

Available

Selected

Participants must **not** have participated in ANY of these studies before they sign up:

| My Studies | All Studies |

search...

SozPsych_14WS_05 (Inactive)

SozPsych_15WS_Produktbewertung_2 (Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)

SozPsych_16SS_Produktauswahl in

Study Infromation

(Inactive)

SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)

SozPsych_16SS_Produktauswahl in

Available

Selected

Disqualifiers

Participants must **not** have participated in ANY of these studies before they sign up:

Disqualifying studies: Identify studies which you do not want your participants to have already participated in, especially your own studies about the same topic. **Exclude similar studies under all circumstances!**

My Studies   All Studies

Studies appear after a click on „All Studies"

search...

SozPsych_14WS_05 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (zweite Erhebung) (Inactive)
SozPsych_16SS_Produktauswahl in Entscheidungssituationen (Inactive)
SozPsych_16SS_Produktbewertung_3 (Inactive)
STEOP Onlinefragebogen Forschungserfahrung sammeln

SozPsych_15WS_Produktbewertung_2 (Inactive)
SozPsych_15WS_Visuelle Aufmerksamkeit bei Produktauswahl (erste Erhebung) (Inactive)

Available

elected

If the participants already participated in at least one of these studies, they CANNOT participate in your current study.

Course Restrictions

Participants must be in one of these courses:

AB: Fehlende Stunden SS 16
AB: Freiwillige Teilnahme - Biolog. und Allgemeine
AB: PS bio. Grundl. Erleben&Verhalten (Riecansky)
AB: PS bio. Grundl. Erleben&Verhalten(Bukowski)
AB: Theorie&Empirie wiss. Arb. 1 (Müllner-Huber)
AB: VU Forschungsansätze Kogn. &

Study Information

Only individuals from the here chosen courses can participate in your study.

The researcher can decide which courses she/he/* wants to choose, but at least one course MUST be chosen.

Available

Selected

Course Restrictions

Participants must be in one of these courses:

FU VP-Stunden
FU-Extern
Mentoring ewi-psy
Seminar Sophie Hanke, SoSe 2022

All Courses

Usually: leave blank

Available

Selected

Age Restriction

● No

○ Participants must be between [18] and [99] years old

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Study Information

Participant Sign-Up Deadline | 24 | hours before study is to occur

Participant Cancellation Deadline | 24 | hours before study is to occur

You can choose these parameters freely.

Should the Researcher receive email notifications for participant sign-ups and cancellations?
- ● No
- ○ Yes -- for sign-ups and cancellations
- ○ Yes -- for cancellations only

Researchers at Timeslot-Level

Can researchers for this study be assigned to specific timeslots? Only applies if the study has more than one researcher.
- ○ Yes
- ● No

Shared Comments
(Up to 1,000 characters, optional)

Visible to all researchers and PIs in the system, but not visible to participants

Private Comments
(Up to 3,000 characters, optional)

Necessary for approval!

Detailed study description: Describe methods, primings, materials, questionnaires, examined variables, required sample, and the procedure.

Content is only visible for other researchers!
Necessary for the documentation and comprehensibility at a later juncture.

Research Alternative

Add This Study

Finally: Add study

Study Menu

Now your study has been added.

Click HERE to go to APPROVAL REQUEST

⚙️ Study Menu ▾

← Study Information

🕐 View/Administer Time Slots

📊 Timeslot Usage Summary
⬇ Download Participant List
✉ Contact Participants
☁ View Bulk Mail Summary
⊕ Download Prescreen Responses
🔄 Change Study Information
💻 Participant Study View
☰ Study Modification Log
📑 Copy Study
🗑 Delete Study

...ie

...rd (lab) study
...standard lab study. To participate,
...and go to the specified location at the
...ime.

...pants : Not Approved

...ot appear on list of available studies

Duration	60 minutes
VP-Stunden	1 VP-Stunden
Abstract	This is a test.
Description	This is a test. This is a test. This is a test. This is a test. This is a

Here you can change every information and setting you just chose.

The Administration will be notified of any subsequent change to an already approved study.

Restrictions

Prescreen Restrictions	No Restrictions 🔄 View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses: • Seminar Sophie Hanke, SoSe 2022

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
IRB Approval Code	
Direct Study Link	https://fu-berlin.sona-systems.com/default.aspx This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	7 September 2022

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Study Approval

scroll down
until you
see …

Heinzel, Stephan
Available

Principal Investigator	Lüdtke, Jana
IRB Approval Code (optional)	
Approved?	Currently not approved. ✉ Send an Approval Request to make this study visible
Active Study?	○ Yes ● No (inactive studies are sometimes kept for historical purposes; a list of available studies to participants)

Approval Request:
After the study has been
added, you can request the
approval of the study.

Save Changes

Advanced Settings

Pre-Requisites	● Participants must participate in ALL of these studies before they may sign up ○ Participants must participate in AT LEAST ONE of these studies before they may sign up

My Studies | All Studies

search...

Onlinefragebogen auf Sosci

⇌

Study Approval

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🏠	My Studies	All Studies	Add New Study	Prescreen Results	My Profile	Logout ➡

Sophie Hanke (Researcher)

Request Approval

Before participants can view this study, it must be approved by the appropriate person. You may make your reque ent to ✉ sona@ewi-psy.fu-berlin.de . Information about the study will be included in the email automatically. You may ent you may also upload a file to be included with the request.

> Here you can add further information to the request message.

> You can attach an **ethics approval** or the **study review form from a pre-registration here.**

> Click here to send the request.
>
> **Attention:** An approval can take **UP TO 3 DAYS!**

Datei auswählen Keine Datei ausgewählt

Maximum file size 5MB.

Send Request

Timeslots

- To participate in a study the participants sign up for an appointment. These appointments are called „**timeslots**" in the SONA-system. How you can create these will be shown on the following pages...

- **ATTENTION:**
    - Do not create more timeslots than participants are needed. If timeslots remain unused, you can create new timeslots.
    - If you create more timeslots than necessary, more participants than needed can sign in. As a consequence these participants are no longer available for other studies, although you don't really need them, which would be a pity.
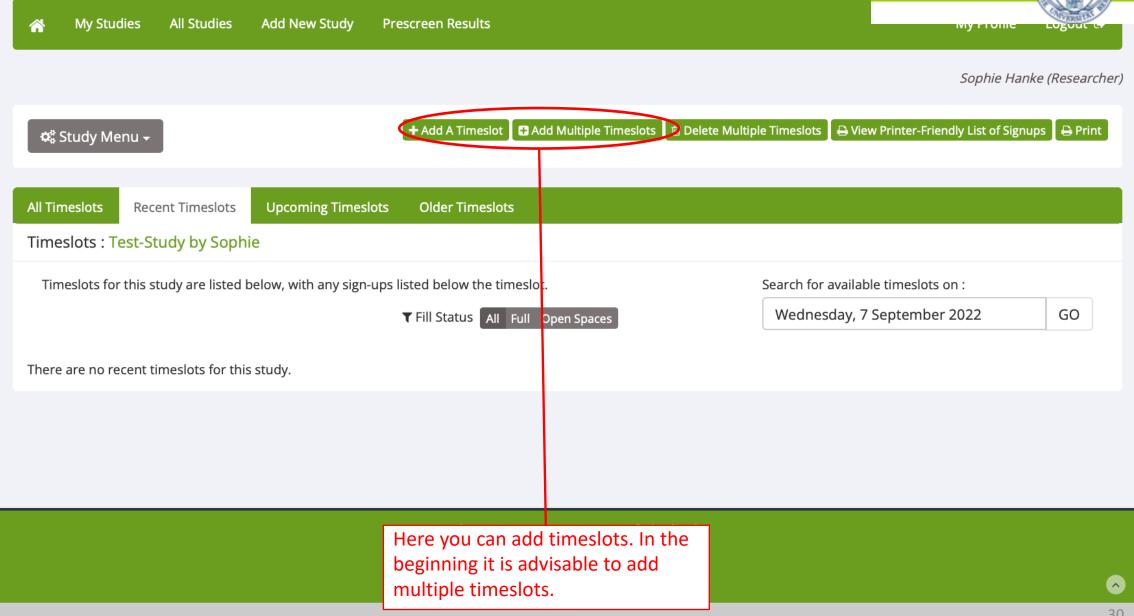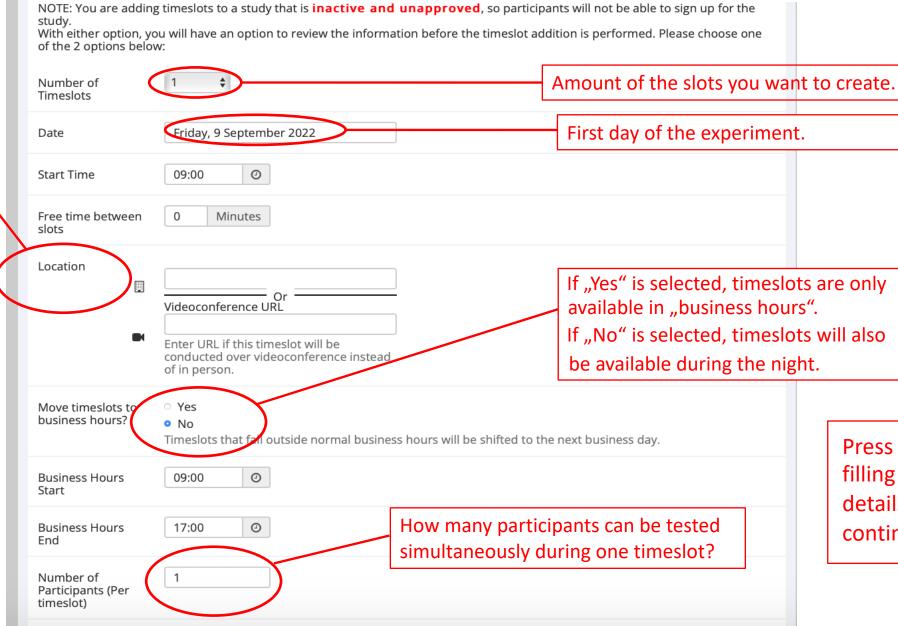
Timeslots

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Study Menu ▾
- ← Study Information
- ⏱ View/Administer Time Slots
- 📊 Timeslot Usage Summary
- ⬇ Download Participant List
- ✉ Contact Participants
- ⊘ View Bulk Mail Summary
- ⊕ Download Prescreen Responses
- ⟳ Change Study Information
- 💻 Participant Study View
- ☰ Study Modification Log
- 🗐 Copy Study
- 🗑 Delete Study

...nie

...rd (lab) study
...standard lab study. To participate, ...and go to the specified location at the ...ime.

...pants : Not Approved

...ot appear on list of available studies

Duration	60 minutes
VP-Stunden	1 VP-Stunden
Abstract	This is a test.

...test. This is a
...s is a test. This
...This is a test.
...test.

Timeslots are the available appointments, which participants can sign up for.

Restrictions

Prescreen Restrictions	No Restrictions ⟳ View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses: • Seminar Sophie Hanke, SoSe 2022

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
IRB Approval Code	
Direct Study Link	https://fu-berlin.sona-systems.com/default.aspx This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	7 September 2022

Timeslots

My Studies   All Studies   Add New Study   Prescreen Results

My Profile   Logout

Sophie Hanke (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 : Test-Study by Sophie

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

▼ Fill Status   All   Full   Open Spaces

Search for available timeslots on :

Wednesday, 7 September 2022   GO

There are no recent timeslots for this study.

Here you can add timeslots. In the beginning it is advisable to add multiple timeslots.

Add multiple Timeslots

There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over.

NOTE: You are adding timeslots to a study that is **inactive and unapproved**, so participants will not be able to sign up for the study.
With either option, you will have an option to review the information before the timeslot addition is performed. Please choose one of the 2 options below:

Number of Timeslots: 1

Date: Friday, 9 September 2022

Start Time: 09:00

Free time between slots: 0 Minutes

Location: ___ Or ___ Videoconference URL

Enter URL if this timeslot will be conducted over videoconference instead of in person.

Move timeslots to business hours?
○ Yes
● No
Timeslots that fall outside normal business hours will be shifted to the next business day.

Business Hours Start: 09:00

Business Hours End: 17:00

Number of Participants (Per timeslot): 1

Where does the study take place?

Amount of the slots you want to create.

First day of the experiment.

If „Yes" is selected, timeslots are only available in „business hours".
If „No" is selected, timeslots will also be available during the night.

Press ADD, after filling in all the details, to continue…

How many participants can be tested simultaneously during one timeslot?

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Add multiple Timeslots

Tuesday, 23 September 2014	15:30	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	○ Yes ◉ No
Tuesday, 23 September 2014	16:35	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	◉ Yes ○ No
Wednesday, 24 September 20	9:00	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	◉ Yes ○ No
Wednesday, 24 September 20	10:05	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	
Wednesday, 24 September 20	11:10	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	◉ Yes ○ No
Wednesday, 24 September 20	12:15	4	Projektraum der Sozialpsychologie (NIG, 7.Stock) ⊞ View Schedule OR type in below:	◉ Yes ○ No

Here you can edit single timeslots (e.g. if you want to delete one for a lunch break).

Add Selected Timeslots

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Add multiple Timeslots

Only 20 timeslots can be added at once. You can repeat this process until you have added all available timeslots.

Information for Researchers

You created the study and added timeslots. The study is „active"

Participants are now able to sign up for a timeslot by themselves.

Here you can see if and how many persons signed up for each timeslot. Click "Administer Time Slots" to **sign in or sign out a participant manually.**

Here you can find a general overview about the participation rates.

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Signing up Participants Manually

Click here to manually sign up a participant for a specific timeslot.

Signing up Participants Manually

Final Participation Time: `16:30` ⏱

Update Timeslot

All Sign-Ups | **Uncredited Sign-Ups**

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled. Comments will be visible to participants.

(1 Participant) 1 available space

Name	Participated	No-Sh...
ID Code: 3226 ☰ View Prescreen ✉ Contact	◉	○ Une... ○ Exc...

Here you can enter a participant's ID Code manually. **Attention**: Because of privacy concerns, there is no other way for you to find out what a person's ID Code is than to ask them directly.

🔄 **Update Sign-Ups**

⭐ Batch Credit Grant

✉ Contact All Participants

Manual Sign-Up

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using Batch Credit Grant.

Username Manual Sign-Up:
`Enter User ID`

ID Code Manual Sign-Up:
`Enter Identity Code`

Sign Up ❯

Sign Up ❯

should you experience troubles during this step pls contact the administrators via sona@ewi-psy.fu-berlin.de

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Signing up Participants Manually

Be aware of the requirements!

Signing off Participants Manually

Timeslots : SozPsych_14WS_Musterstudie

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

View timeslots on :

[   ] GO

Date	Participants Pool	Participants	Location	Modify
Monday, 22 September 2014 19:15 - 20:15	**Signed Up:** 2 **Open Slots:** 2 **Total:** 4	Ruben Maué **Status: Awaiting Action** Bernhard Oberfichtner **Status: Awaiting Action**	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 20:15 - 21:15	**Signed Up:** 1 **Open Slots:** 3 **Total:** 4	Sebastian Oberst **Status:** Awaiting Action	Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 21:15 - 22:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 22:15 - 23:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Monday, 22 September 2014 23:15 - 0:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify
Tuesday, 23 September 2014 0:15 - 1:15	**Signed Up:** 0 **Open Slots:** 4 **Total:** 4		Projektraum der Sozialpsychologie (NIG, 7.Stock)	Modify

Signing off Participants Manually

Final Participation Time: 16:35

Click here to delete the participant from the slot.

Update Timeslot
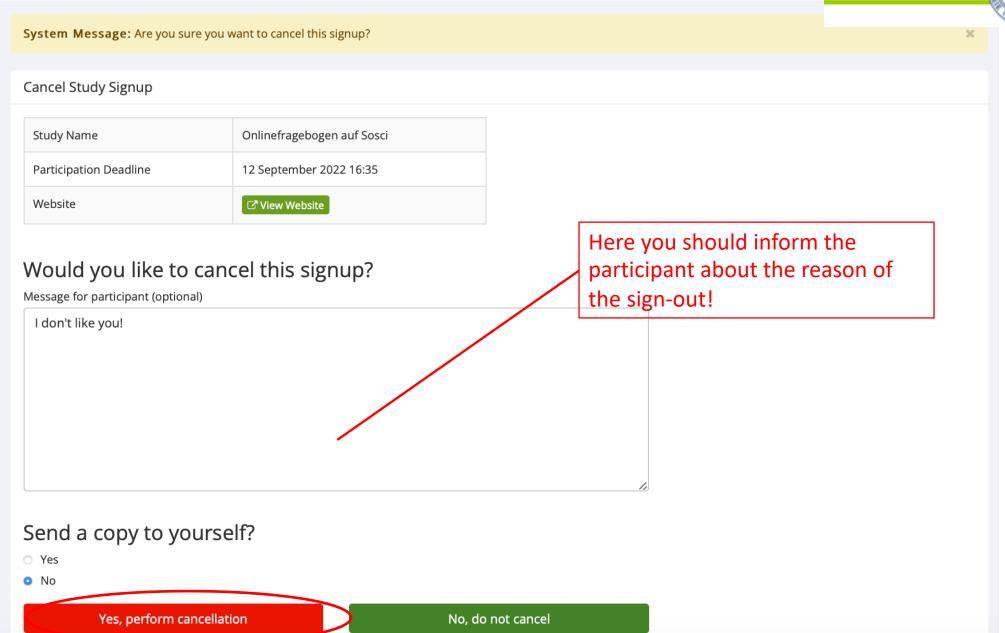
You can also contact participants here individually; in case you need to communicate with them before the appointment.

All Sign-Ups | Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled. Comments will be visible to participants.

(1 Participant) 1 available space

Name		Participated	No-Show	No Action Taken	Comments
ID Code: 3208	View Prescreen Contact Cancel	○	○ Unexcused ○ Excused	●	

Update Sign-Ups

Contact All Participants | Cancel All Sign-ups for this Timeslot

Manual Sign-Up

★ Batch Credit Grant

You may sign up a specific participant for this timeslot, using the feature below. You may also sign up and immediately credit participants in bulk for this timeslot, using Batch Credit Grant.

Username Manual Sign-Up:
Enter User ID

ID Code Manual Sign-Up:
Enter Identity Code

Sign Up ⊙

Sign Up ⊙

Signing off Participants
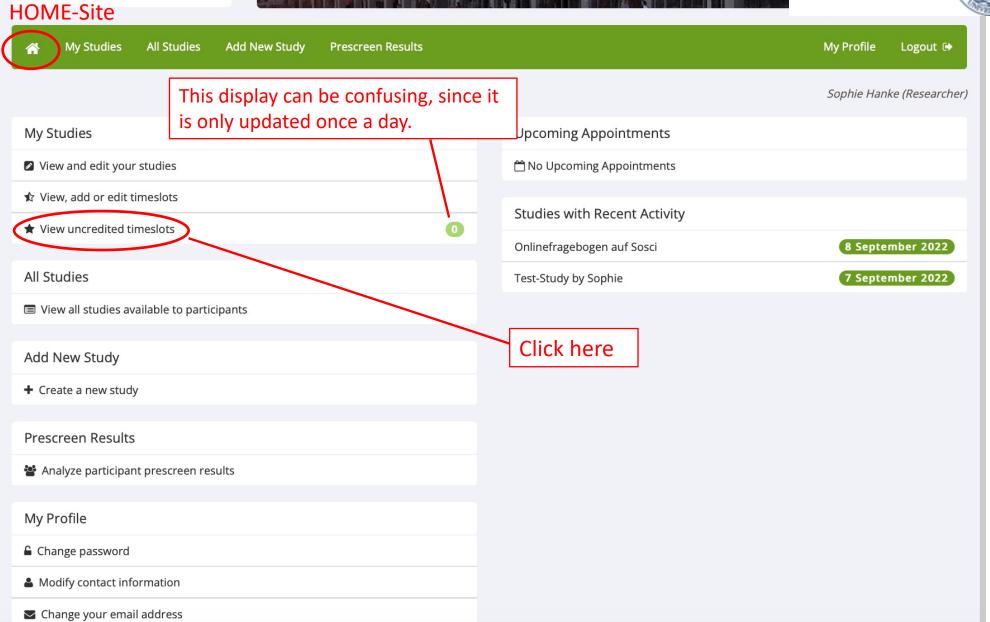
Granting Credits

- After participation the researcher has to grant the participant the promised credits. This should be done **right after the experiment** or until the end of that day at latest! If you should ever forget to do so, you will receive an E-Mail reminding you of your duty, <u>daily</u>. This is very annoying, so do yourself a favor and grant the credits right away.

- Individuals that excused themselves (e.g. via e-mail) will not receive credits but they will not be sanctioned any further („**excused no-show**").

- Individuals that neither showed up nor excused themselves will be noted in the system („**unexcused no-show**"). They will be sanctioned, because you can state as a requirement for your study that you only want people with no or not more than one "unexcused no-show", so those people see less studies in general. That should keep the students motivated to not get any "unexcused no-show" entry at all.

Granting Credits

🏠 My Studies   All Studies   Add New Study   Prescreen Results

My Profile   Logout ➡

Sophie Hanke (Researcher)

This display can be confusing, since it is only updated once a day.

My Studies

📝 View and edit your studies

⭐ View, add or edit timeslots

★ View uncredited timeslots   **0**

All Studies

📋 View all studies available to participants

Add New Study

➕ Create a new study

Prescreen Results

👥 Analyze participant prescreen results

My Profile

🔒 Change password

👤 Modify contact information

✉ Change your email address

Upcoming Appointments

📅 No Upcoming Appointments

Studies with Recent Activity

Onlinefragebogen auf Sosci   **8 September 2022**

Test-Study by Sophie   **7 September 2022**

Click here

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Granting Credits

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Uncredited Timeslots

Listed below are uncredited timeslots for your studies. The list includes all uncredited timeslots in the past, along with all uncredited timeslots for online external studies.

If you would like to mark all participants as having participated, you may use the ✔ Mark all 'Participated' option.

You may click on the study name to view more information about the study, or click on the date to go to that specific timeslot. If you would like to do a simple credit grant or no-show (no special comments), you may do so below by checking the appropriate checkbox next to each signup for which you would like to grant credit. For other options, like including comments, click on the timeslot date to go directly to the timeslot.

Past and Online	All

↕ Sort by: Study Name | Timeslot Date

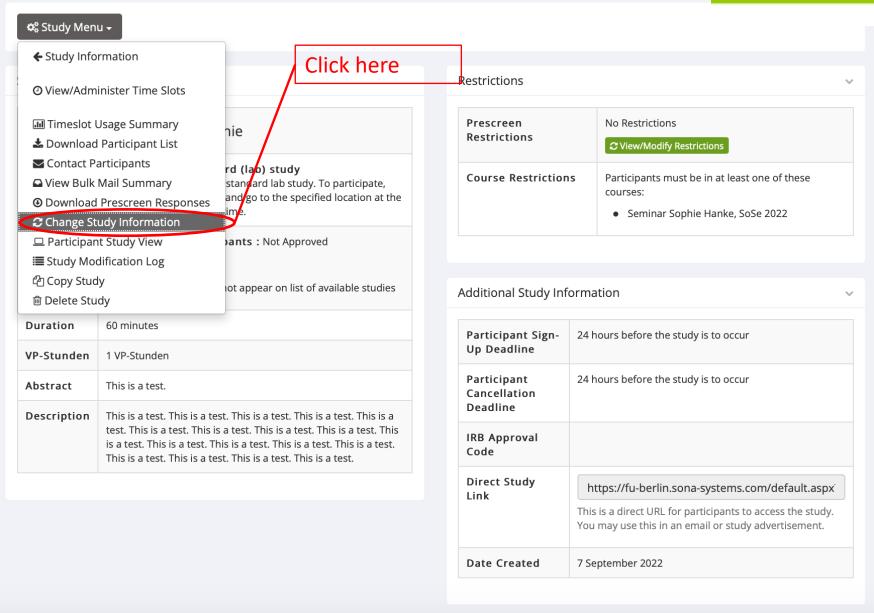| Study	Researcher	Date	Participant	Action
Onlinefragebogen auf Sosci	ALL	Online study ending 12 September 2022 16:35	ID Code 3208	● No Action Taken ○ Grant Credit ○ Unexcused No-Show ○ Excused No-Show
Total number of uncredited timeslots: 1 Total number of VP-Stunden: 0.5				○ Mark all 'Participated'

Process Changes

Closing a Study

- After the study has been conducted successfully it needs to be archived!

- This is important for the maintenance of the system and to keep everything organized.

- From time to time the administration of the SONA-system will archive old studies that are already online for a very long time and don't seem to be used anymore. If you realize, your study has been closed although you still need to conduct a survey, you can again request an approval of your study.

- Please also **inform the administrators** of the SONA-system via E-Mail, if you are **leaving the university** and your **researcher account can be deleted**!

- How you can deactivate and close your own study, will be shown on the following pages…

Closing a Study

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Study Menu ▾

- ← Study Information
- ⏱ View/Administer Time Slots
- 📊 Timeslot Usage Summary
- ⬇ Download Participant List
- ✉ Contact Participants
- 🖥 View Bulk Mail Summary
- ⏱ Download Prescreen Responses
- ⟳ Change Study Information
- 💻 Participant Study View
- ☰ Study Modification Log
- 🗐 Copy Study
- 🗑 Delete Study

Click here

rd (lab) study

standard lab study. To participate,
and go to the specified location at the
ime.

ants : Not Approved

ot appear on list of available studies

Duration	60 minutes
VP-Stunden	1 VP-Stunden
Abstract	This is a test.
Description	This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test. This is a test.

Restrictions

Prescreen Restrictions	No Restrictions ⟳ View/Modify Restrictions
Course Restrictions	Participants must be in at least one of these courses: • Seminar Sophie Hanke, SoSe 2022

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
IRB Approval Code	
Direct Study Link	https://fu-berlin.sona-systems.com/default.aspx This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	7 September 2022

Closing a Study

Available   Selected

Principal Investigator   Lüdtke, Jana

IRB Approval Code (optional)

Approved?   Currently not approved.

                                          ✉ Send an Approval Request   to make this study visible

Active Study?   ○ Yes   Select „Active Study"   → „No" and click
                                          ● No   „Save Changes" to archive the study!

                                          (inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the
                                          list of available studies to participants)

                                          Save Changes

Further Information

- This manual explains to you the most important steps on how to create and manage a study in the SONA-system and how to invite participants. We thank you for taking the time to read it thoroughly and wish you all the best with your research.

- You can also have a look at the official Master Documentation, which comprehensively describes all possible procedures for all possible roles (Researcher, Student, PI, Administrator) → https://www.ewi-psy.fu-berlin.de/service/sona/Sona_Master_Documentation_Feb2022.pdf

- Furthermore, here is an official tutorial video explaining the most important steps again: https://youtu.be/ec8S3xfO-a8

- If you have any specific or further questions, please feel free to contact us any time at: sona@ewi-psy.fu-berlin.de