

LSU Psychology: Research Participation System

Researcher/P.I. Guide

General information

- **Contact information**
 - Website: <https://lsuhumanresearch.sona-systems.com/>
 - System administrator: psycexp@lsu.edu
- **Logging in/requesting an account**
 - LSU uses SSO (single sign-on) which requires users to log in with their myLSU credentials
 - If you do not have a researcher account, you will have to email the Sona administrator to request one

Setting up studies

- **Add a study**
 - You will need to email your approved IRB to the Sona administrator and complete the “Application for Sona System Study Approval” which is a Google form – please request a link from the Sona administrator
 - *Note: The system requires you to add your IRB# and the IRB expiration date*
 - If you are ready to collect data, make the study active so that the study will be visible to participants once the Sona administrator approves
 - *Note: Studies must be active and approved to be visible to participants*
- **Naming your study**
 - Be sure to include the prefix “PSYC - “. This allows participants to differentiate PSYC studies from CMST studies
- **Duration/Credits**
 - For every 30 minutes of participation, participants earn 1 credit
- **Study types**
 - Online or Lab
 - *Note: Once you set-up a study, it cannot be changed to a different format. In other words, once you set-up a laboratory study, you cannot change it to an online study. In these cases, you will need to create a new study and let the Sona administrator know.*
- **Course restrictions**
 - Course restrictions is a listing of courses that are allowing extra credit and allows students to choose which course their credits will be applied to
 - *Note: Make sure your course restrictions are correct for the current semester*
- **Participation deadlines**
 - There are two participation deadlines each semester (i.e., mid-term & final) - these deadlines are the Tuesday before mid-term grades are due and the Tuesday before the last day of class
 - Online studies should initially have one timeslot with a participation deadline of the mid-term credit deadline. Once the mid-term deadline passes, a new

timeslot should be added with the final participation date as the participation deadline

- Lab studies only need to use the final participation deadline

Other information

- **Prescreen**
 - The prescreen is a brief survey built into the Sona system that each participant must complete each semester and allows researchers to identify and recruit qualified individuals for studies that have special requirements - you can do this by using the “Prescreen Restrictions” option
 - Each lab can have up to 3 questions on the prescreen
 - *Note: Additional question(s) may be requested but we cannot guarantee they will be included because the prescreen is uncredited*
- **Participant information**
 - All PSYC 2000 students are required to participate in research; however, other psychology courses may offer extra credit for Sona participation
 - *Note: The research participation system is shared with the Department of Communication Studies, however, psychology students may only earn credit for participating in psychology studies*
 - Participants who are under the age of 18 must obtain written parental consent before participating. Participants should send the completed form to the Sona administrator, but also provide a copy of the completed form to the researcher for each study they participate in
- **Granting Credits**
 - Credits should be granted as soon as possible after participation; however, credits MUST be granted by 5:00 pm the day after the mid-term and final participation deadlines so that the Sona administrator can send credit reports to instructors
 - Excused vs. Unexcused absences
 - Participants may cancel within the participant cancellation deadline without penalty
 - If a participant needs to cancel after this time period, they should contact the researcher directly. In general, an absence is considered excused if they notify the researcher in advance
 - A “no-show/unexcused” should be assigned if participants do not contact you before their scheduled timeslot
 - Important: Participants can choose to withdraw from a study at any time and credit must be granted (this includes online studies as well).
 - *Important: If a participant needs to reassign credits, please direct them to the Sona administrator and they will take care of this!*
- **Credit Limits**
 - It is important to note that the participant pool is limited. In the study approval process, you will be approved for a certain number of participants/credits. The Sona administrator monitors credit usage; therefore, if you are close to exceeding your limit, you may be contacted and requested to scale back your timeslot usage

- Note: The number of time slots opened should be commensurate with the number of participants/credits approved – if you have a study that may need to exceed the approved credit limit, please contact the Sona administrator as soon as possible