

Sona Policies and Regulations

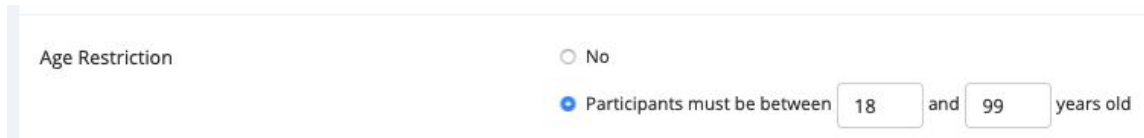
<https://tiny.utk.edu/SonaPolicies> or <https://tiny.utk.edu/SonaRegulations>

How to add new researchers

1. If you'd like a new member of your lab to get a researcher account, have them fill out their info here: <http://tiny.utk.edu/SonaNewResearcher>
2. Ask new researchers to read through this document before submitting a request.
3. After I have given them accounts, they'll get an automated email about how to log in.

Setting up studies

4. Study durations must be in intervals of 30 minutes (e.g., 30 minutes, 60 minutes, 90 minutes). Even if your study will only take (say) 20 minutes, you need to specify that it takes 30 minutes. This is to prevent students from shopping around for the shortest studies.
5. In the "Age Restriction" field, you must require that students be at least 18 years old to participate. Students under 18 years of age cannot participate in research because they are not old enough to provide informed consent.



The screenshot shows a form field labeled "Age Restriction". There are two radio button options. The first option is "No", which is unselected. The second option is "Participants must be between 18 and 99 years old", which is selected with a blue dot. The numbers "18" and "99" are in input boxes, and the word "and" is between them.

6. The default primary investigator is the SONA Administrator. Replace this with whoever is actually the primary investigator. If you're a faculty member, it's you. If you aren't a faculty member, it's your advisor or some other faculty member who is collaborating with you on the project.
7. Anyone who is collecting data for the study should be included as a researcher. This will make it easier for me to get in touch with researchers if the need arises.
8. For online studies, documentation on how to set up your study so that participants are automatically granted credit is available here: <http://tiny.utk.edu/SonaAutocredit>

Posting slots

Psyc 110 students can earn extra credit by earning a specified number of SONA credits by specified deadlines. This has implications for online studies but not lab studies.

9. For online studies, you cannot post slots with deadlines that come after the next extra credit deadline. For instance, if it's 8/15 and the next deadline is 9/15, you can't post slots with a deadline of 9/16. These deadlines should be posted at <http://tiny.utk.edu/SonaInfo>. (If they aren't posted, don't say, "Oh, I guess I don't have to worry about this." Instead say, "Hmmm, it looks like the Sona Administrator forgot at least one of the 842 things he needs to remember. I'd better email him at SonaAdmin@utk.edu and say, 'Please update the extra credit deadlines in <http://tiny.utk.edu/SonaInfo>. Thanks for all you do! You're the best Sona Administrator within 100 miles of here!'")
10. For lab studies, you can post slots up through the last day of class at any time during the semester.

Researcher cancellations

11. If you cancel a study less than one business day in advance, students are entitled to credit.
12. If you cancel a study more than one business day in advance, students are not entitled to credit.

Student cancellations

13. ***Students can no longer be given unexcused no-shows under any circumstances.*** According to the Office of Human Research Protections at HSS:
“Under the provisions of 45 CF 46.116(a)(8), students must be free to choose not to participate in research that they have signed up for at anytime prior to the start of their involvement in the research. Furthermore, students must be free to communicate their decisions not to participate in research in whatever way they choose, including by simply not showing up for the research.”

Granting credit

14. Students who complete the study in the allotted time or less earn the amount of credit advertised. For instance, if it's a 1 credit study but they finish in 25 minutes, they still get 1 credit.
15. Students who take longer than the allotted time to complete the study earn .5 credits for every half hour or portion thereof that they participate. For instance, if it's a 1 credit study but it takes them 65 minutes to complete the study, they get 1.5 credits.
16. Students who opt to quit midway through a study earn .5 credits for every half hour or portion thereof that they participate.
17. If you need to terminate the session early for any reason (e.g., equipment malfunction), students are entitled to the amount of credit they signed up for.
18. Students who show up for in-person studies but decline to consent get 0.5 credits. This is to prevent signing the consent form from being an undue incentive to participate in a study they'd rather not complete.
19. You should always handle timeslots (i.e., award credit, excused absence, or unexcused absence) within 24 hours of the end of the timeslot. If it's a lab study, you should complete it by the end of the day of participation. *Researchers who neglect to handle timeslots in a timely fashion may lose access to the Sona system.*