PAID RESEARCH PARTICIPANTS

Instructions for Using the University of California, Santa Barbara Psychological & Brain Sciences Sona System

Introduction

Sona is the Department of Psychological & Brain Sciences research participation system. Everything is done through the software's web-based interface, so that you can access the system at any time from any computer with a standard web browser.
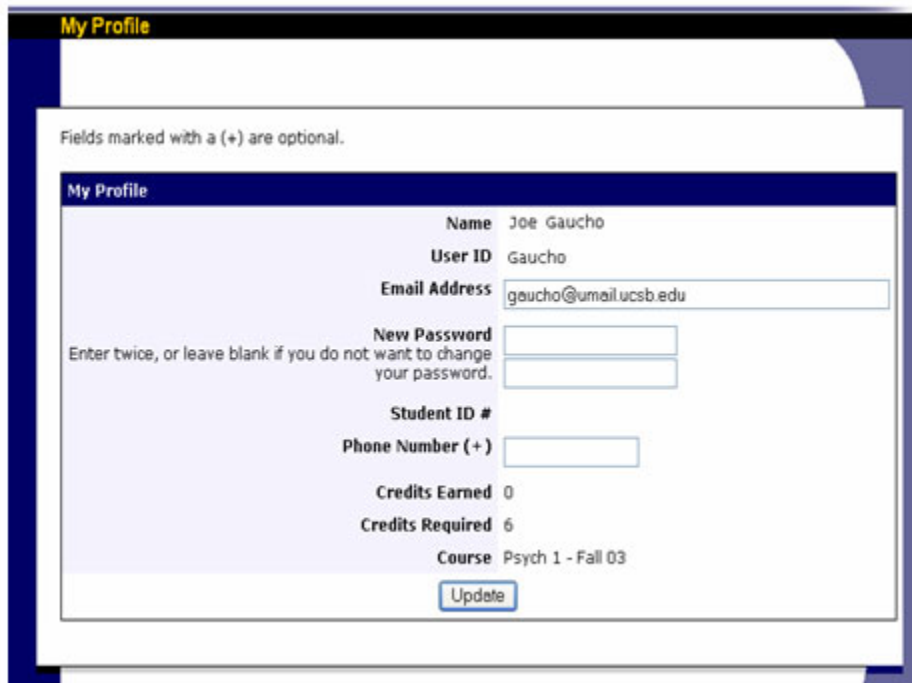
Getting Started

Using a web-browser (such as Internet Explorer, Mozilla Firefox, or Netscape), go to:

http://ucsb.sona-systems.com

Note: The system works best if you use a web browser that is reasonably up to date. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers, and with older versions of Internet Explorer and Netscape, however, that layout may not be as clean.

Requesting a Paid Account

On the left side of the main login screen is a link for new users to request an account. Click on the link that says **New User**. After you click on the **New User** link, you will be asked to provide some contact information.

Please make sure to provide a valid email address. Under **Course**, select **PAID EXPERIMETNS** from the pull down menu. Telephone numbers are optional, but highly recommended in case a researcher needs to contact you (for instance if a study must be canceled at the last minute).

After you complete the form, you will receive an email notification with your **User ID** and **Password**, which you can then use to login to the system. You will be assigned a default password, which you can change after your first login.

Subject Pool Policies and Procedures

The first time you login you will be asked to read important information regarding your rights and responsibilities as a participant in Psychological & Brain Sciences department research. Please read ALL of this information carefully. At the bottom of the page you will need to indicate whether or not you agree to these terms before you may continue.

Complaints

You may file a complaint with the institution, or with the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. See the **Contact Information** below to file a complaint. You will not be retaliated against for filing a complaint.

Effective Date

This notice is effective immediately.

Additional Information

You should also review additional information provided by your institution, which is **available here**.

Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: **wwwsubpool@psych.ucsb.edu**

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

CLICK "YES" IF YOU AGREE TO THESE TERMS

In order to receive payment for participating in a study, **you will be required to fill out a receipt** that asks for your name, permanent address, and social security number, and signature. You cannot be paid for your participation if you do not fill out this receipt. This information is required by the federal government for financial record-keeping purposes since human subjects payments are considered to be taxable income. All of this information will be held in strictest of confidence and will be kept in a file separate from any other research materials. You will also be asked to show identification verifying that you are 18 years or older.

Pre-screening

When you login for the first time, you will be asked if you want to participate in an online **Prescreening**. This is an optional survey that consists of questionnaires and demographic information that help determine which studies you qualify for. You may choose not to answer certain Prescreening questions, but this may limit the number of studies you can participate in.

The information from the Prescreening is stored in a confidential database. In order to protect your privacy, the information is coded with a unique code instead of your name. The information is maintained in strictest confidence and is not accessible by any of the researchers, your instructors, or anyone else.

The Prescreening survey should take 40-45 minutes. The Sona System will only display studies for which you qualify in order to prevent you from signing up for studies you do not meet the

requirements for. At the end of the Prescreening, you will have a chance to review and change any of your responses. You only need to complete this survey once. The system is set up so that once you have saved the Prescreening, you cannot modify it. Answer Prescreening questions carefully. You may skip any questions you do not feel comfortable answering without any penalty.

If you have questions or concerns about the Prescreening, or if you have a reason for wanting to change a Prescreening answer after submitting it, please contact the system administrator at psych-subpool@ucsb.edu

BE ADVISED: You **MUST** complete the entire survey, and hit **Submit** at the end, or the system will **NOT** record your responses. This means that your data will not be saved, and the system will have no record that you participated. So, if you want to participate in Prescreening, you should only do it when you will have the full 45 minutes to devote to completing the questionnaire.

The Prescreening questionnaire is disabled during both summer sessions and you will not be able to participate in Prescreening during the summer. If you sign up for a paid Sona account during the summer, you may access the prescreening survey in the fall by going to the **My Profile** tab in Sona.

If you are under the age of 18, you **MAY NOT** complete Prescreening or participate in paid studies.

Thanks in advance, for your cooperation. The Psychological & Brain Sciences Department's researchers appreciate you participation!

The Home Screen

After you have acknowledged the human subjects policy and completed the Prescreening, you will see a main screen that will allow you to view and sign-up for studies, examine what studies you have scheduled and completed, and manage your profile on the system. This is the first screen you will see each time you log into the system.

Changing Your Password and Other Information

If you would like to change your password or other information, choose **My Profile** from the main menu. If you would like to change your password, type the new password (twice for confirmation) in the provided boxes. If you do not want to change your password, simply leave these boxes empty.

Viewing Studies

To view a list of studies, click on **Studies** from the top toolbar or **Experiment Sign-up** from the main page. You will see a list of studies, a brief description of each study, as well as any special requirements that may restrict your eligibility to participate in the study. To view more information about a study, click on the study name.

Profile •   FAQ •   Logout •

Studies

Available?	Study Information	Restrictions
	Test Experiment (1 Credit) This experiment is a test	
	Knowing the Names of Famous Psychologists (1 Credit) Test your knowledge of people in psychology	Must have completed psych 1 & done prescreening. Sign-up restrictions (experiment prerequisites or disqualifiers).
Timeslots Available	**Psychophysical Parallelism** (1 Credit) Will measure stimuli and reactions	Sign-up restrictions (experiment prerequisites or disqualifiers).
	Test Experiment #3 (1 Credit) View pictures and answer questions	All welcome Sign-up restrictions (experiment prerequisites or disqualifiers).
	Parapsychology (1 Credit)	Sign-up restrictions (experiment prerequisites or disqualifiers).
	graphs (1 Credit) view graphs; answer questions	
Timeslots Available	**My New Experiment** (1 Credit) Watch a video and answer questions	Sign-up restrictions (experiment prerequisites or disqualifiers).

Studies that currently have open timeslots will say **Timeslots Available** on the left side of the screen. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. Studies and timeslots will be added throughout the quarter.

To sign-up for a study, or to view more information about a study click on the study title. You will see a description of the study, the number of credits offered, as well as a contact person if you have questions about the study. You may also see a URL for the study.

Experiment Information

Experiment Name	Psychophysical Parallelism
Abstract	Will measure stimuli and reactions
Eligibility Requirements	None
Sign-Up Restrictions	You must NOT have signed up or completed these experiments:
	• **Knowing the Names of Famous Psychologists OK**
Duration	60 minutes
Preparation	None
Credits	1 credit
Experimenter	Wilhelm Wundt Phone: 893-3182 Email: Wilhelm@psych.ucsb.edu

. **View Time Slots for This Experiment**

You may also see a list of special restrictions or eligibility requirements. Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers, those will be listed. For example, participation in some studies may disqualify you from participating in others. The study may have other restrictions listed as **Subject Restrictions**. If listed, then the system does not enforce this restriction, but you should only sign-up for the study if you meet the requirements. If you sign-up for a study even though you do not meet the requirements, you will not receive payment for this study. It is your responsibility to follow the study requirements and to verify that you are eligible for the study.

Once you have determined that you meet all the requirements, click on the **View Timeslots for This Study** and you will see a list of available timeslots. Choose a timeslot that is convenient for you and click **Sign-Up.**

Experiments •   My Schedule/Credits •   My Profile •   FAQ •   Logout •

1Test1, you are logged in.   **Timeslots for Experiment**

Timeslots

Date	Location	Sign Up?
Monday, May 17, 2004 10:00 AM - 11:00 AM	Psychology 1332	Sign Up
Wednesday, May 19, 2004 11:00 AM - 12:00 PM	TBA	Sign Up

REVIEW THE AVAILABLE TIMES...
THEN CLICK THE APPROPRIATE
"SIGN UP" BUTTON

After you click **Sign-Up**, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation. You are now signed up for the study. You will see a screen that looks like this:

Some studies require a special password to sign-up. If this is the case, it will be noted. You will need to acquire a password from the researcher. It is *not* the same as the password you use to login to the system. You will need to enter the special sign-up password just before you click the **Sign-Up** button to sign-up for a timeslot.

Canceling a Sign Up

If you need to cancel a timeslot you have signed up for, you can do this from the **My Schedule and Credits** page. Choose the **My Schedule/Credits** option from the top toolbar. You will see a list of all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you still have time to cancel will have a **Cancel** button next to them.

CANCELING A SIGN UP

You may cancel your appointment in Sona up to 24 hours prior to when the experiment is scheduled to occur. If a last minute emergency comes up, please contact the researcher directly to let them know you will not be able to attend (the researcher's contact info can be found in the study description in the **My Schedule/Credits** screen).

Once you click **Cancel**, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. Click **Yes** to cancel your sign-up.

Multipart Studies

Some studies involve multiple sessions. Depending on the laboratory, the researcher may list these as separate studies and only allow you to sign-up for the second part of the study after you have completed the first part.

For other studies, you must sign-up for each part of the study all at once. Each session will be scheduled a predetermined number of days apart. These studies will be clearly marked as multipart studies. If you cancel the first part of a multipart study, the following parts will also be cancelled. If you cancel the second part of a two-part study, you will need to ask the researcher to sign you up for the second part again if you would like to participate in it at a later date.

Retrieving a Lost Password

If you forget your password, there is an option on the bottom left side of the login screen to have the password sent to the email address you have listed in the Sona System.

Logging Out

For security purposes you should always logout of the system by clicking on **Logout** at the right side of the top menu bar. This is particularly important if you are accessing the site from a public computer.

Parking

All parking on the UCSB campus is done through a permit/metered system. You may use cash or a credit card to purchase parking permits from the permit machines. Some metered spots require quarters.

Be sure to look at the parking signs carefully before you park to avoid parking tickets. Some lots allow visitor parking, but only during certain hours. During construction, some lots may be closed or may not allow visitor parking. Plan ahead and be sure to arrive early to allow yourself time to find parking. Visit the UCSB Parking and Transportation website if you have any questions.

http://www.tps.ucsb.edu/mapFlash.aspx
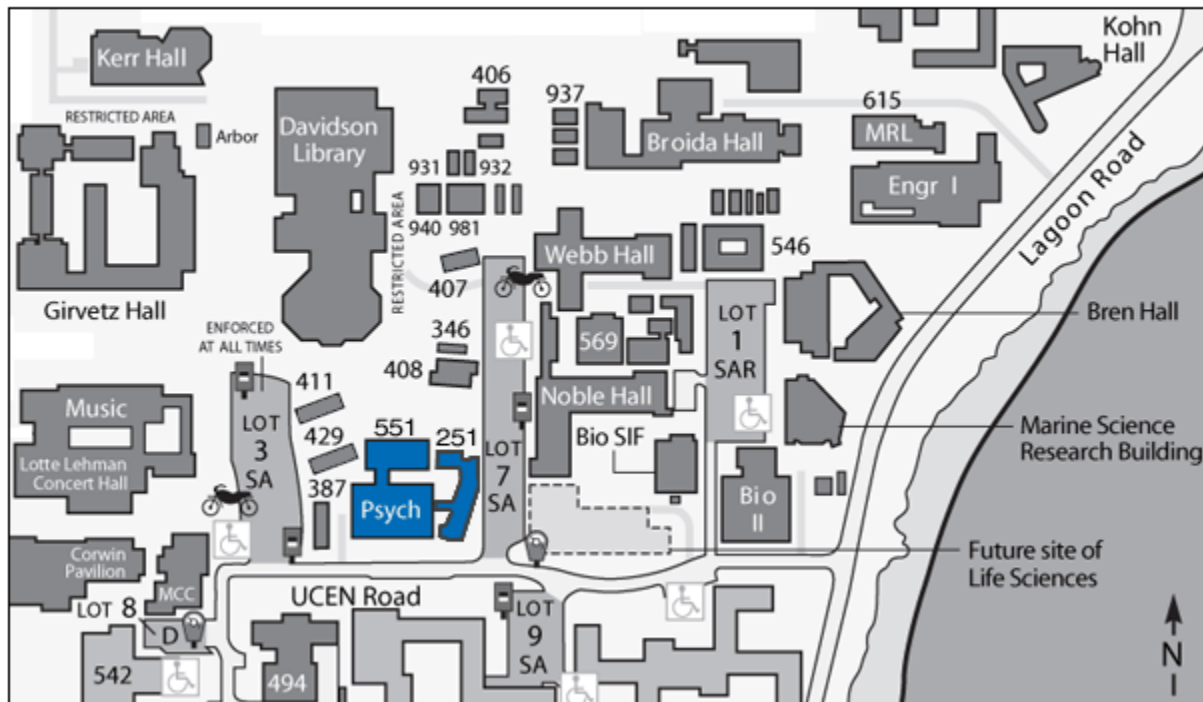
Questions or Concerns

If you believe that you have not received all of your research credits, contact the researcher for the study in question. If you are unable to resolve the problem with the researcher, contact the Subject Pool Coordinator at psych-subpool@ucsb.edu.