

PSYCHOLOGY SUBJECT POOL PROCEDURES AND REGULATIONS

Introduction

Sona Systems is used for the scheduling and management of the Psychology Department Human Subject Pool. As a researcher, you can set up your studies in the system, schedule sessions (timeslots) when participants may participate, and grant credit after the session.

Subject Pool Access

To access the Psychology Department Subject Pool you must submit your Subject Pool Application along with IRB or HSPC approval to Dr. Ladan Shams and the System Administrator. After submitting your application you will receive a **User ID and Password**. You will then be able to login to the system at <http://ucla.sona-systems.com/> and add your study information. Once you are ready to have your study viewed by participants contact the site administrator at subjectpool@psych.ucla.edu. The administrator will make your study visible to participants.

You will only have one User ID for all your studies. Subsequent studies will require that you submit an application and proceed to post your study. Once reviewed, the system administrator will make your study visible to participants. Please note that Subject Pool Applications are approved for use through the entire academic year (Fall through Summer Session C).

Setting up your Experiment

1. **Log in** to the Psychology Department Subject Pool Website at <http://ucla.sona-systems.com/>. The first time you log on, use the password you were emailed, but you can go to **My Profile** and change your password. To retrieve your User ID & Password at any time, click on the **Lost your password** link, and enter your email address or User ID.

2. Select **Add New Study** to set-up your experiment.

- *Please Note: All experiments must have this experiment information even if you do not plan to display your experiment.
- Study Name: The title of your experiment (must match IRB).
 - Brief Abstract (required): Be clear and concise (e.g. "Participants are invited to play and watch a bargaining game and to complete questionnaires.")
 - Detailed Description (optional)- This can be a longer description about the experiment.
 - Follow all rules as stated on the application, e.g., do not include any statement that gives an indication about the experiment being easy, fast, or include monetary compensation.
 - All appointments must be listed in hourly increments (e.g., 1:00-2:00pm or 1:15-2:15pm for one hour credit, 2:30-4:30pm for two hours credit) no matter if the experiment takes less than the full one or two hours.
 - Eligibility Requirements: any restrictions (e.g. Latino students)
 - **Duration: must be listed in 60 MINUTE INCREMENTS** (1 credit studies must be listed as 60 minutes, 2 credit studies as 120 minutes, etc., even if the exact run time is a bit different.)
 - Credits/Pay: Enter the number of credits participants will earn for your study—whole numbers only. **Monetary compensation is not permitted.**
 - Preparation: Enter any advance preparation a participant must do here (e.g., "do not eat 2 hours before the session").
 - IRB Approval Code: Enter the code provided by OPRS
 - Web-based Studies: Select the appropriate study type (online survey study or external survey study) and make sure to create at least one timeslot for students to signup

3. The **Advanced Settings** portion is optional. (After adding all information, remember to click “Add This Study”)
 - The **Prerequisite and Disqualifiers** option allows you to control a subjects’ eligibility to participate in your experiment based on their participation in your experiment and others. For example, you can set up a requirement that students must have participated in an earlier experiment before signing up for yours, or you may want make ineligible a student who has participated in another experiment. This will prompt the system to automatically check eligibility for your study.
 - **Course Restrictions:** Note that most subjects are fulfilling research requirements for Psychology 10. However, students in various other UCLA courses including Linguistics 1 will also be participating in experiments for extra credit, so be sure to set course restrictions under advanced settings to run specific students.
 - Use the **Participant Sign-Up Deadline** to specify the lead time you require before participants can sign up for your experiment. Any open appointments that are not taken within your lead-time of the scheduled start time will automatically be removed from the schedule. This prevents participants from signing up for your study just moments before it is scheduled to begin, and allows you to determine the amount of time you need to set up for each appointment.
 - **Invitation Code:** If there are students that qualify for your study based on their pretesting survey answers you may wish to contact them directly. If the student agrees to participate, make sure that either 1) you give an authorization number for the student to sign up themselves, or 2) you sign up the student for the experiment before it is run. If you plan to sign up the study be sure to ask them for their nine digit student identification (UID) number and/or User ID. **Do not run subjects who are not already registered with the Psychology Subject Pool system.**
4. To add sessions that people can sign up for select **My Studies** from the top toolbar to view your studies.
 - Click on the desired study, and click on the **Timeslots** link.
 - Under **Study Menu**, select **Add a Timeslot**. Choose the desired date. Enter the Start Time. Enter the number of participants desired. Specify the location of the experiment and click **Add this Timeslot**.
5. To Award Experiment Credit or Batch Credit
 - Locate your experiment from **My Studies** then click on **Timeslots**. Find the desired Timeslot, and click the **Modify** button. Click on the appropriate button to either give Credit or select No-Show and click **Update Sign-Ups**
 - To assign batch credit click on your Study Information. Click on **View/Administer a timeslot, Add a Timeslot, Modify timeslot**, click on the **batch credit grant** link and then enter the student username, usually a nine digit student identification (UID) number to give them credit

General Issues

- You are responsible for assigning credits within **24 hours** of the experiment time. Otherwise, students will be granted automatic credit.
- If you are unable to cancel 24 hours or more before the experiment is scheduled, or if you are more that 15 minutes late for an experiment, you are still responsible for giving students one hour of credit (even if your study was listed for more than one credit) regardless of the fact that they did not participate in your study.
- You may not post flyers or otherwise advertise your experiment to recruit from the subject pool outside of the online scheduling system.
- Some experimenters have asked that there be some way for students to sign up without having to commit to a specific appointment time, or to be able to sign up for the study first, and then contact the experimenter to schedule the actual meeting time. The Online Experiment Scheduling System is appointment driven and currently there is no “To Be Arranged” option. For an experiment to be visible there must be a future appointment time, either open or taken. If you prefer to set up appointments around students’ schedules without listing open slots online, you might first want to list a dummy date so that your experiment will appear to students. Then, you can place a restriction on signing up (perhaps by requiring an invitation code) and list all pertinent info regarding the need to contact you to set up the actually appointment time in the description of your experiment.
- For detailed researcher instructions go to <http://www.psych.ucla.edu/undergraduate/subject-pool-experiment-participation/subject-pool-directions-for-researchers>