How do I set-up my study in the Sona system?

1. Attend the Sona Workshop that is scheduled in the Fall semester.
2. Email the Sona administrator to request a researcher account (note: this is different than your participant account). Please allow at least 24 hours for a response.
3. Once you receive your account information you can log into the Sona system with your researcher account.
4. Before you set-up your study – please review the Sona Researcher Manual located on Allegheny College’s Psychology Department web-site. This manual will walk you through step-by-step on how to set up your study, add time-slots, and grant credits. You can also watch the Sona Researcher tutorial located on the department web-site.
5. Once you receive IRB approval, your first reader will email the Sona Administrator the title of your study and that your study has been IRB approved. The Sona Administrator will then approve your study. Please allow at least 24 hours for a response.
6. Once your study is approved through the Sona system, you can now Activate your study and start recruiting participants.

Additional Notes:

• Please refer to the manual first when you have any questions regarding the Sona system. Most of the time your answers can be found in the manual.
• If you require further assistance from the Sona administrator, please come during office hours. Do not send an email asking a list of questions.
• It is recommended that you become familiar with the manual and system before you set-up your study and start recruiting participants.
• Once you are finished with your study, please Deactivate the study in the Sona system.
• The Sona credit system is as follows: 1 credit=20 minutes.