Responsibilities of Researchers Using Sona Systems

1. RESPECT YOUR PARTICIPANTS. The continued viability of the participant pool requires that participants be treated with respect and dignity.

   A. Pay participants credit or cash immediately upon completion of the study. If this is not possible, this should be stated on SONA Systems so participants know this before participating. All participants should be credited on SONA Systems within a maximum of 48 hours after participation.

   B. If for any reason a research session needs to be cancelled, email participants immediately and post a note on the door noting this. If participants are not notified at least 24 prior to the study, they should be paid.

2. RESPECT YOUR FELLOW RESEARCHERS. All students and faculty are interested in procuring enough participants for their research projects. It’s thus not appropriate to promote your study over your colleagues’ studies.

   A. Do not ask to solicit participants for your study in a classroom. *Exception: With instructor permission, you may administer ¼-credit studies at the end of classes.*

   B. Do not over-compensate your participants. If it appears that most participants are finishing well early of the quarter-hour, either add pilot materials for another study or cut down the time and compensation advertised on SONA Systems.

   C. Do not promote your study on SONA Systems. For example, phrases like “super easy!” or “fun!” are inappropriate. Also, don’t promise or suggest extra compensation: Don’t say “you might win a t-shirt!” or “you could win an extra $5!” You may certainly do so once participants are in the study, but to advertise this in advance of the study serves to unfairly promote one study over another. If such verbiage is necessary, consider recruiting through avenues other than SONA Systems.

By signing below, I indicate that I understand these responsibilities and will abide by them.

Signature __________________________________________

Printed Name _________________________________________

Date ________________________________________________
## SONA Systems Online Registration Form

<table>
<thead>
<tr>
<th><strong>Your name and Union email address:</strong> Indicate if you need a researcher account created on Sona Systems.</th>
<th><strong>Name:</strong> ____________________________</th>
<th>I need a Sona Systems researcher account created for me.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Union Email:</strong> <a href="mailto:______________________@union.edu">______________________@union.edu</a></td>
<td><strong>[ ]</strong> YES</td>
<td><strong>[ ]</strong> NO</td>
</tr>
<tr>
<td><strong>Names &amp; emails of any additional student researchers &amp; note if they need a Sona Systems researcher account created</strong></td>
<td><strong>Name:</strong> ____________________________</td>
<td>Need Researcher account?</td>
</tr>
<tr>
<td><strong>Union Email:</strong> <a href="mailto:______________________@union.edu">______________________@union.edu</a></td>
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<td><strong>[ ]</strong> NO</td>
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</tbody>
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**Your faculty sponsor (if applicable)**

**Brief, non-technical** title of study for participants

Location of study: Provide building and room number

Approximate duration of study (in minutes)

What will participants receive for participating?

Check which ones apply: **[ ]** PSYCH CREDIT  **[ ]** CASH  **[ ]** 2-PART STUDY

Note the departmental standards: Studies lasting 0-15min are worth ¼ hour credit or $2.50, studies lasting 16-30min are worth ½ hour credit or $5; studies lasting 31-45min are worth ¾ credit or $7.50 and studies lasting 46-60min are worth 1 hour credit or $10; and so forth. If there is reason to deviate from the standard, please explain.

Description of study as participants will see it.  

*Include any restrictions or requirements for participation.*

Human Subjects Review Committee Information

<table>
<thead>
<tr>
<th>Approval date</th>
<th>Approval number</th>
</tr>
</thead>
</table>

Submit this form after:
1. You have a researcher account at [sona.union.edu](mailto:sona.union.edu) (if not, contact [georget3@union.edu](mailto:georget3@union.edu) to have one created for you)
2. You have received HSRC approval for this study
3. You have read and signed the Responsibilities on Page 1.  
Submit to Timothy George, Bailey Hall Room 307 (or in the mailbox in Bailey 309)