

## Instructions for Participating in the Psychology Course Credit Participant Pool

Below are instructions about participating in the Psychology Department's Course Credit Participant Pool. Read the information carefully. If you have questions, consult the FAQ on the department website or contact the Participant Pool Coordinator ([psych-subjects@illinois.edu](mailto:psych-subjects@illinois.edu)). If you have moral or ethical concerns with participating in research, please contact your instructor for an alternative assignment.

You must be 18 years of age or older to take part in the Course Credit Pool. For Fall 2019, **you must be 18 years old on or before September 30<sup>th</sup>, 2019** to participate.

**If you will NOT be 18 by the date above, you will complete the Under-18 Alternative Assignment. You must still register on SONA and complete the prescreen questionnaire.**

### Participation Credits

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SONA is an online system where you can sign up for studies and keep track of your credits earned. Credits are determined by the length of the study according to the following:

0.5 credit = 25 mins	1.5 credits = 80 mins	2.5 credits = 140 mins
1.0 credit = 50 mins	2.0 credits = 110 mins	3.0 credits = 170 mins

For PSYC100, 7 credits are required. For other courses, please consult your course instructor or the course syllabus for the number of SONA credits offered by your course. How each credit is converted to points for your psychology course grade will be determined by your instructor.

You can only receive credit for participating in studies that you sign up via SONA. You can review your credits by logging into SONA and clicking on "My Schedule and Credits." Researchers must record credit within 48 hours of the study. If credit has not been recorded after 48 hours, email the researcher in charge of the study and the Participant Pool Coordinator (be sure to include your name, NetID, study #, and date/time of your study appointment).

### Registration and Prescreen Questionnaire

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**If you have ALREADY REGISTERED on Course Credit SONA at any time after January 1st, 2017, please use your existing user ID and password. All others, please request for a new account.**

**If you DO NOT have a user account on Course Credit SONA, please register ASAP to become a Course Credit Pool participant and complete the prescreen questionnaire.**

Registering for the Psychology Course Credit Participant Pool consists of 2 steps: (1) Create an account in the online SONA system, and (2) Complete the prescreen questionnaire. Even if you are under-18, you must register in SONA before completing the alternative assignment.

**The deadline to register in SONA for Fall 2019 is September 30, 2019.**

1. Go to the Course Credit SONA website [<https://uiuc.sona-systems.com/>]. On the screen, click *Request Account*. Enter your name, user ID (the NetID should be used), UIUC email, student ID number, birthdate, and the course(s) you want credit in. Your temporary password will be emailed to you promptly (be sure to check your junk mail folder). **When you register, you MUST use your UIUC email address**; if you use an alternative address, you may be asked to complete the registration process again. **Please enter your UIUC email address carefully**, as you will need a correct email address to receive the temporary pass code.
2. Using the user ID and the temporary password that was emailed to you, log into your Course Credit SONA account. You will be asked to take a prescreen questionnaire, which includes a variety of background questions. The prescreen results are purged at the end of each semester, so you will be prompted to complete the prescreen every semester when you take psychology courses that allow credit for study participation. Please answer all questions honestly. All responses will be kept confidential.
3. For returning users from previous semesters, remember to update your list of course(s) that you'd like to receive credit for!

You will automatically receive 1 credit for completing the prescreen questionnaire if you complete it **before the registration deadline**. After that, you will still need to complete the prescreen before participating in any studies, but you will only get 0.5 credit for it.

Please contact the Participant Pool Coordinator if you have problems registering. If you do not register in the Course Credit SONA system, you will not be able to sign up for any studies.

### General Guidelines for Participating in Studies

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Arrive on time for each study. If you are late, you will not be able to participate, and you will be marked as Unexcused No-Show. If the researcher is not in the room when you arrive, wait 15 minutes past the scheduled start time, then email the researcher in charge of the study and the Participant Pool Coordinator to notify them that you were there (be sure to include your name, NetID, study #, date/time of study session).

You do not need to bring any items with you, unless specifically directed. Upon arrival, please turn off mobile phones and anything else that may be distracting.

Please follow instructions, be respectful, take participation seriously, and try to give quality responses. If you are disruptive, purposely provide inaccurate or inappropriate responses, or act in a manner which makes the researcher believe that your data will be unusable, you will be asked to leave and will not receive any credit for the session.

Some studies have requirements that you must meet in order to take part in them. Pay close attention to a study's requirements and do not sign up for it if you do not meet them.

### Online Studies

- Online studies require the same SONA sign-up procedures as in-lab studies.
- You **MUST** complete the entire online study in one sitting; be sure you have enough time (study duration is indicated on the sign-up page) to complete the study before you begin.

- If you do not complete the study before the deadline, you will be marked as an Unexcused No-Show.

### **Multi-Session Studies**

- If you sign up for a multi-session study, it is your responsibility to attend ALL of the sessions.
- If you cancel a part of a multi-part study, the subsequent parts (but not preceding parts) will also be cancelled. You will need to ask the Participant Pool Coordinator to manually sign you up for the other parts again, if you would like to participate in it at a later date.
- Often, if you miss the first session, you will be marked as No-Show for the subsequent sessions.
- In some cases, you may receive prorated credit for partial completion of a multi-session study. Ask the researcher to provide a Course Credit Early Withdrawal Form, which you must fill out and return to the Participant Pool Coordinator to receive partial credit.

### **Signing up for Studies**

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Once you have taken the prescreen in the Course Credit SONA, you can sign up for studies. **You must complete all studies by December 12, 2019 (Reading Day).** If you're under-18, you must complete the Under-18 Alternative Assignment and submit the necessary information to the Participant Pool Coordinator by December 12, 2019 (see Under-18 Alternative Assignment Instruction). It takes some time before studies are posted. Do not panic if no studies are posted for the first few days of the semester. Follow the directions below and keep checking SONA.

Once you have registered in SONA, you can sign up for studies. To sign up for studies, log in to the Course Credit SONA website and click the Study Sign-Up box. This will take you to a list of the studies that you are eligible to participate in. You can also click on Studies from the top toolbar and a list will be provided. This page shows studies that are available on a particular day. You can select a different date by using the drop-down menu at the top of the page. Studies that currently have available participation times (timeslots) will have "TIMESLOTS AVAILABLE" listed next to the study.

For each study, you can see available timeslots, and the length and location of the study. You won't know any other details about the study until you arrive. Please note that some studies are not held in the Psychology Building, so pay attention to the study's location. You will receive a reminder email the night before the study. However, you are responsible for showing up even if you do not get the email.

### **Cancelling Studies**

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Each study has their own deadline for cancellation. Please pay close attention to this information on the study information page before you sign up. If it is before the cancellation deadline, then you can cancel your appointment online in the Course Credit SONA system. Log in and click My Schedule/Credits. This screen shows studies that you are signed up for. If it is before the deadline for a certain appointment, there will be a Cancel button next to it. Once you click

Cancel, you will need to confirm that you want to cancel the appointment. Save a copy of this page as a record of your cancellation.

If the cancellation deadline has passed or if you miss an appointment, an Unexcused No-show will be recorded on your account. If you have a valid justification for the cancellation/absence with supporting documentation, email the Participant Pool Coordinator. This information will be reviewed and in certain cases (e.g., documented illness), the Unexcused No-show may be changed to Excused.

Sometimes, researchers may cancel a study. If a researcher cancels less than 24 hours in advance, they should email you and explain that the session has been cancelled, and you will receive credit for the study. If it is more than 24 hours in advance, you will still be notified, but you will be marked as an Excused No-Show in the SONA system and will not receive credit for the study (although you can reschedule and sign up for the same study again, if you'd like).

## **No-Shows**

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A No-Show includes any situation in which the participant does not complete a study session and receive credit. A No-Show is not necessarily a penalty because it does not remove credit earned; it just does not add a credit to your account. There are two kinds of No-Shows: Excused and Unexcused.

### **Excused No-Show**

- An Excused No-Show is marked when a participant does not show up and has a valid documented excuse (e.g., doctor's note, letter from the Emergency Dean).
- Excused No-Shows are also granted whenever a researcher cancels a study session more than 24 hours in advance, if a participant chooses to withdraw from a study, or if a participant is asked to leave the study.
- Excused No-Shows will not count towards your unexcused absences, so they will not influence whether your account gets locked (see below).

### **Unexcused No-Show**

- An Unexcused No-Show is marked when a participant does not show up and has no valid documented excuse (e.g., forgetting about the study appointment, arriving late, failing to complete an online study by the deadline).
- If you have been granted an Unexcused No-Show and can provide a valid documented excuse, email the Participant Pool Coordinator (be sure to include your name, NetID, study #, date/time of study session). If approved, your No-Show will be changed from Unexcused to Excused.
- If you receive 2 Unexcused No-Shows, your account will be locked. While your account is locked, you will NOT be able to sign up for studies (see below).
- If you have more than 4 Unexcused No-Shows in a given semester, your account will be permanently locked, and you will not be able to earn any further SONA participation credits to fulfill course requirements. Please consult your instructor should that happen.

## **Locked Accounts**

Your account will be locked if you receive 2 or more Unexcused No-Shows. You can be marked as an Unexcused No-Show if you do not have a valid excuse for missing a study, for arriving late to a study, or if you do not complete an online study by the deadline. While your account is locked, you will NOT be able to sign up for studies, although you can still take part in any studies that you have already signed up for and keep the credits you have already earned through other studies. There are two ways to get your SONA account unlocked:

1. You can provide documentation justifying your Unexcused No-Shows. Valid documentation would include a letter from the emergency dean, McKinley, or other authorized professional. You can submit your documentation via email to the Participant Pool Coordinator (be sure to include your name, NetID, study #, date/time of study session). If approved, your No-Show will be changed from Unexcused to Excused, and your account will be unlocked.
2. If you do not have a valid documentation for missing the study session(s), you can follow these steps to complete additional online ethics training:
  - Go to the CITI Program website here: <https://www.citiprogram.org>
  - Click "Register Here".
  - Select University of Illinois at Urbana-Champaign from list of participating institutions. Also, complete sections 2, 3, 4, and 5 on this page (you can select "no" for sections 6 and 7). Click "Submit".
  - Fill out the information on the next page (for the "what is your role in research question you can just select "student researcher - undergraduate"). Click "Submit".
  - Click to enroll in the Core Basic Training with the option that reads "Basic: Social and Behavioral Research". You can ignore or click "n/a" for all the other options. Click "Submit".
  - Click "no" on next page (to indicate that you do not want to affiliate with any other institutions).
  - You will then come to your main menu. Here you should see "Social and Behavioral Research, Basic Course" listed under "My Courses". Click "Enter".
  - You need to complete the following 6 required modules:
    - Belmont Report and Its Principles - SBE (ID: 1127)
    - History and Ethical Principles - SBE (ID: 490)
    - Defining Research with Human Subjects - SBE (ID: 491)
    - Assessing Risk - SBE (ID: 503)
    - Informed Consent - SBE (ID: 504)
    - Privacy and Confidentiality - SBE (ID: 505)
  - Submit the completion report to show that you have successfully completed the ethics training. **You must submit the completion report via email as a PDF document.** The dates on your completion certificate must reflect that you completed the ethics training after your account was locked.

Without documentation justifying an Unexcused No-Show or showing your completion of the ethics training, your account will remain locked for the rest of the semester.