

SONA System: Research Management Orientation

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Research Participant Administrator

SONA Research Management System



- The SONA Research Management System is used for the scheduling and management of research participants and the studies they participate in.
- Participants, researchers, principal investigators, and instructors all use the system for their respective purposes.
- As a researcher, you can set up your studies in the system, schedule the sessions (timeslots) when participants may participate, and grant or revoke credit after the session.
- All of this is handled through a simple web-based interface that you can access at any time, from any popular web browser.



SONA Research Management System

SONA features include (but are not limited to) the following:

- Online signups for participants
- Instant online booking
- Assign credits online
- Pre-screen participants
- Email notifications of sign-ups and cancellations



Getting Started: Request for a SONA researcher account



To request for a SONA account as a researcher, you need to follow these steps:

1. Get Human Research Ethics Committee (HREC) approval for your study
2. Download these forms
 - a. Research Participation Program Form (Application for access to SONA and Lab Facilities)
 - b. Template for Recruitment Poster (PowerPoint)

Download forms here from the *For Researchers* section:

<https://www.jcu.edu.sg/research/research-participation-program>

Getting Started: Request for a SONA researcher account



Once you have completed your form and recruitment poster, send them together with other necessary documents to the Administrator.

- a. Research Participation Program Form
- b. Recruitment Poster (using the template provided)
- c. Ethics approval form (from HREC)
- d. Information sheet (as in ethics application)
- e. Informed consent form (if any) (as in ethics application)

Send documents to the Administrator:
neesha.shinde@jcu.edu.au

Notes on Research Recruitment Posters



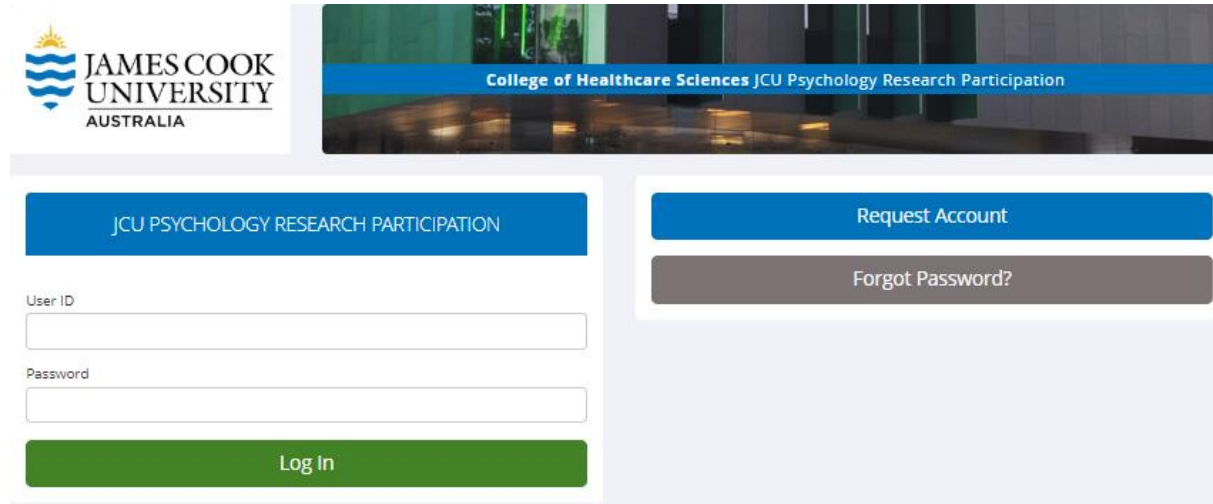
Please ensure all of the following in your recruitment poster

- Neatness: Format your file so that all information fits within the template neatly
- Accuracy: Ensure that all information is correct
 - E.g. avoid copying/pasting from another researcher's ad
- Completeness: Ensure that all information is included
 - E.g. insert information to address each point in the template

Messy/inaccurate/incomplete recruitment advertisements will not be accepted for uploading

Accessing SONA

- Once your documents are approved, the Administrator will create your account and the SONA system will send your login ID and password to your JCU email account
- You can then access the SONA system and set up your own personalized User ID and Password



The screenshot shows the login interface for the JCU Psychology Research Participation SONA system. On the left, the James Cook University Australia logo is displayed. Below it, a blue button reads 'JCU PSYCHOLOGY RESEARCH PARTICIPATION'. Underneath this button are two input fields: 'User ID' and 'Password', followed by a green 'Log In' button. On the right side of the page, there is a blue button labeled 'Request Account' and a grey button labeled 'Forgot Password?'. A banner at the top of the page reads 'College of Healthcare Sciences JCU Psychology Research Participation'.

Access the SONA system here:

<https://psychologyjcu.sona-systems.com/Default.aspx>

Adding a Study

Select Study Type

To add a new study, you must first select the type of study option now.

☒ Standard Study



☐ Multi-Part Standard Study



☐ Online Internal Survey Study



☐ Online External Study



Points to Note:

- Choose your study option correctly because this cannot be changed once created
- If incorrect, you will need to delete your study and start again
- Log-in sessions will expire after 20 minutes of inactivity
- Have all of the necessary information readily available for reference

Adding a Study

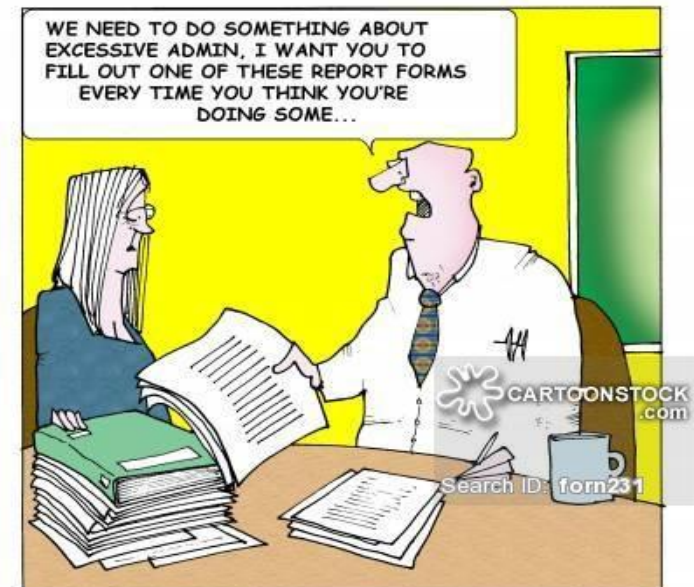
Study Type Options	Study Type Descriptions
Standard Study	A study that is scheduled to take place at a specific place (i.e. not online), and where there is only one part to the study that participants will participate in
Multi-part Standard Study <ul style="list-style-type: none">• Two-part• Three-part• Four-part	A study that is scheduled to take place at a specific place (i.e. not online), in multiple parts. The different parts may be scheduled to take place a specified number of days apart and a participant must sign up for all parts of the study at one time.
Online Internal Survey Study	An online survey study where the questions are set up in the SONA system
Online External Study	An online study located on another website like Qualtrics, SurveyMonkey, or any other website

JCU Singapore has a licence for Qualtrics survey software. For guidance, contact our Learning Advisor: nimrod.delante@jcu.edu.au

Adding a Study

- Once you have selected the correct type of study and proceeded to the next page, insert the relevant information in each of the boxes, such as Study Name, Credits, Description, etc.
- Save your changes (remember, system logs out after 20 minutes of inactivity)

The next step is to create Timeslots. Without this step, your study will not be visible to participants



Details of Your Study

- **Credits** (must be evenly divisible by 1): For Standard studies (on site), 2 credits/15 mins; for Online Internal or External studies, 1 credit/15 mins
- **Timeslot Usage Limit**: set to 300 hrs by default
- **Preparation**: Indicates any preparation that is required on the part of participants before their session (e.g., activity/dietary restrictions, etc.)
- **HREC Approval Code**: While this is indicated as optional, please keep in mind that it is a requirement of HREC approval that all records relating to an approval must refer to this number. We recommend that you add the code here – you can find it at the top of your ethics approval form as ‘Application ID’.

E.g. HREC
Approval Code

<p>Human Research Ethics Committee</p> <p><i>APPROVAL FOR RESEARCH OR TEACHING INVOLVING HUMAN SUBJECTS</i></p>	<p>Application ID</p> <p>H8064</p>
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Creating Timeslots

Home My Studies All Studies Add New

My Studies

- View and edit your studies
- View, add or edit timeslots
- View uncredited timeslots

All Studies

- View all studies available to participants

Add New Study

- Create a new study

Step 1

Step 2

Sort by: Study Name Last Activity Date

Approved?	View
<input checked="" type="checkbox"/> Approved	<ul style="list-style-type: none">Study InfoTimeslots
<input checked="" type="checkbox"/> Approved	<ul style="list-style-type: none">Study InfoTimeslots


Step 3


My Profile Logout

Denise Dillon (Researcher)

+ Add A Timeslot Print

Creating Timeslots

Final Participation Date	<input type="text" value="Thursday, 31 December 2020"/>
Final Participation Time	<input type="text" value="09:30"/> 
Max. Number of Participants	<input type="text" value="150"/>

 **Step 4**

- These steps apply for Online Internal Survey and Online External studies.
- Only 1 timeslot required for final participation date
 - i.e. when your survey closes
- Do not exceed the number of participants as per your ethics approval

- For Standard and Multi-Part Standard studies, researchers will need to create multiple timeslots according to participation session times

Booking Facilities for Standard Studies



- Researchers conducting Standard studies have a range of options from which to choose, depending on the type of study
 - E.g., single participant versus groups of participants
 - E.g., studies requiring specialised software or equipment versus those that can be conducted in any quiet space
- Classrooms
- Computer Labs
 - A02-09
 - B02-04/05/06
- Psychology Labs
 - B02-08
 - B02-09
 - B02-10
 - B02-11

Booking Facilities for Standard Studies

Bookings can be managed or arranged according to the type of facility required for a study



Classroom bookings can be managed by researchers themselves using the online Facilities Booking System:

<https://afm.jcu.edu.sg>

Booking Facilities



[Facility Booking Guide](#)

Log in as:

☐ Staff ☒ Existing Student
☐ Pre Arrival (New) Student

Student ID:

Date of Birth:
(ddmmyyyy)

Refer to the Booking Guide if you encounter any difficulty in completing a booking

For **Student** Login Problems,
Please contact facilities at 6709 3890 during office hours or email to facilities-singapore@jcu.edu.au.

For **Staff** Login Problems,
Please contact ICT at 6709 3690 during office hours or email to itr-singapore@jcu.edu.au.

For **Booking Approval**, please email to pd-singapore@jcu.edu.au.
Please allow 2 working days to process your request.
Please provide the following details:

1. JCU Student ID & Name as in NRIC/Passport
2. Date of birth
3. Email address as in jcu.edu.au

Contact our Facilities team if you encounter login problems

Booking Facilities


Booking Request Form

1. Booking Details

☒ Misc ☐ Block ☐ Lessons ☐ Exam

Booking Title

Purpose

Date 

Time From Till

Campus Facility Type

Approving Lecturer

Setup Time min(s) Teardown Time

Preferred Facility [Show matching location](#)

Remarks (if any)

Equipment Required ☐ Camera ☐ CD Player ☐ Ear phone ☐ Flip Chart ☐ Laptop ☐ Microphone ☐ OHP ☐ PowerPo ☐ Whiteboard

Seating Capacity

Enter the relevant details of your booking/s

- Apple Room
- Apple Room
- Canteen
- Classroom
- Computer Lab
- Conference Room
- Consultation Room
- Financial Lab
- Function Hall
- General Area
- Laboratory
- Lecture Theatre
- Meeting Room

2. Requestor Contact Information

Requestor

Contact Number

Email

Please check that your contact details are correct before submitting this form.

Facility Details

Classroom (various seating plans)



Seating Capacity	32 to 64
Equipment:	1 white board, 1 computer, 1 projector
Manager:	Room Booking Administrator
Booking System:	Facilities Booking System (https://afm.jcu.edu.sg)
Booking Procedure:	Researchers should book the room using the facilities booking system

Facility Details

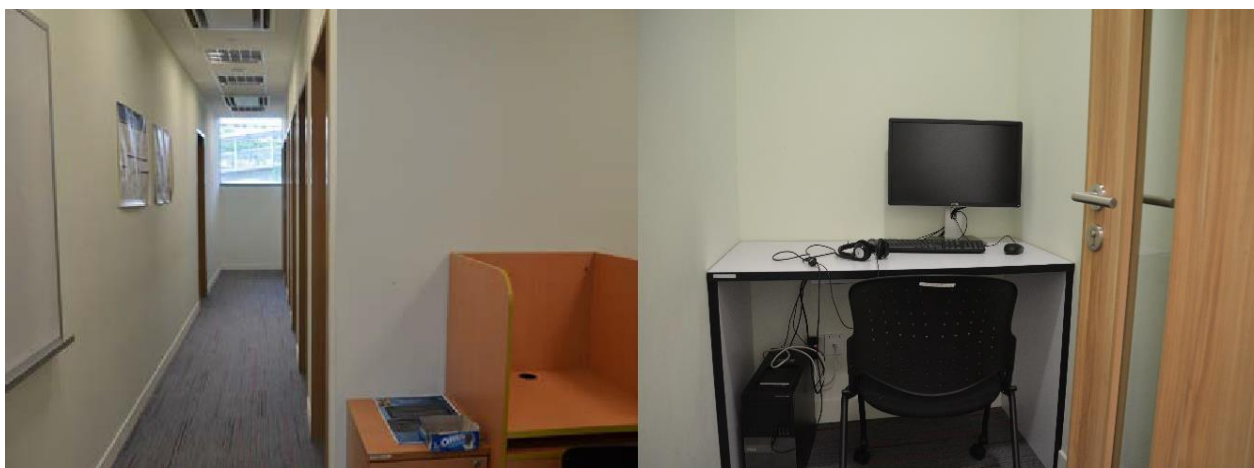
Computer Lab (A2-09, B2-04, B2-05, B2-06)



Seating Capacity	24 (B2-04/5/6) to 40 (A2-09)
Equipment:	Computers, 1 whiteboard, and 1 projector
Lab Manager:	Room Booking Administrator
Booking System:	Facilities Booking System (https://afm.jcu.edu.sg)
Booking Procedure:	Researchers should book the room using the facilities booking system

Facility Details

Research Lab B2-08



Seating Capacity	12 cubicles
Equipment:	5 computers. For more information on available equipment, please contact the Lab Manager.
Software:	SPSS, E-Prime 2.0, Inquisit 5, AMOS
Lab Manager:	Yow Yong Jie (yong.yow@jcu.edu.au)
Booking System:	Google Calendar
Booking Procedure:	Researchers should book the lab using the Google Calendar, with access provided by the Lab Manager

Facility Details

Research Lab B2-09



Seating Capacity	8 Cubicles
Equipment:	8 computers with Serial Response Boxes. For more information on available equipment, please contact the Lab Manager.
Software:	SPSS, E-Prime 2.0, Inquisit 5, AMOS
Lab Manager:	Yow Yong Jie (yong.yow@jcu.edu.au)
Booking System:	Google Calendar
Booking Procedure:	Researchers should book the lab using the Google Calendar, with access provided by the Lab Manager

Facility Details

Research Lab B2-10



Seating Capacity	N.A.
Equipment:	5 sub-rooms Comes with sink and freezer. 4 computers situated in sub-rooms For more information on available equipment, please contact the Lab Manager.
Software:	SPSS, E-Prime 2.0, Inquisit 5
Lab Manager:	Yow Yong Jie (yong.yow@jcu.edu.au)
Booking System:	Google Calendar
Booking Procedure:	Researchers should book the lab using the Google Calendar, with access provided by the Lab Manager

Facility Details

Research Lab B2-11



Seating Capacity	12 Cubicles
Equipment:	5 computers. For more information on available equipment, please contact the Lab Manager.
Software:	SPSS, E-Prime 2.0, Inquisit 5, AMOS
Lab Manager:	Yow Yong Jie (yong.yow@jcu.edu.au)
Booking System:	Google Calendar
Booking Procedure:	Researchers should book the lab using the Google Calendar, with access provided by the Lab Manager

Contact Details

Contact the Research Participation Administrator

- neesha.shinde@jcu.edu.au
- For any questions or clarifications on SONA or SONA system

Contact the Lab Manager

- yong.yow@jcu.edu.au
- For access to the psychology research labs

