

Sona Systems for Participants: Frequently Asked Questions

How do I get a user account?

At the beginning of the semester, we add students and their assigned courses into the system. Typically, it takes about a week to input students and courses. If you are not registered to a course that offers extra credit, please [contact the Sona administrator](#) to add you to the system.

Why do students less than 19 years old require parental consent to participate in research studies?

Alabama State Law requires students less than 19 years old to obtain parental consent prior to participating in research studies. EACH study has its own parental consent form for minors. Therefore, students will need to contact EACH researcher prior to participating in the study to obtain a parental consent form. Students under 19 years need to get their parent/guardian's signature prior to participating in the study.

Why do I need to get a different parental consent form for each study?

Because each study is unique, the IRB requires that parents and students under 19 know all the potential risks associated with each study before they participate.

Where can I find parental consent forms?

Parental consent forms can be found on the Research Participation Bulletin Board on the 2nd floor of Thach (off the main entrance). Additionally, the researchers will inform you where you can obtain the forms in their study description in Sona Systems.

How do I view available studies?

Click on "Studies" from the top toolbar. You will see a list of current studies. To view more information about a particular study, click on the study name. Note: You will/can only sign-up for studies that have "TIMESLOTS AVAILABLE".

When are new studies added?

New studies and times posted daily. Please [login to Sona Systems](#) to view a list of current studies and times.

How do I sign up for a study?

Click on the study name; view the details of the study (including any restrictions). Then click "View Time Slots for this Study" to view the list of available timeslots. Choose a timeslot that is convenient for you, and click "Sign Up". You will see the time and location of the study on the screen, and you will also receive an email confirmation.

Can I participate in the same study more than once?

The system will not allow you to participate in the same study again.

How do I cancel a study once I have signed up for that study?

You can cancel a study up to **24 hours before** the beginning of your scheduled participation time by selecting the "My Schedule/Credits" option on the top toolbar. You will see a list of all studies (pending as well as the ones that you have completed). You will be able to cancel any pending studies by clicking the Cancel button next to the study. If you do not have a cancel button, you need to contact the appropriate researcher to cancel the study.

What is a no-show and what happens if I have too many no-shows?

A no-show is a missed appointment where you did not cancel a scheduled appointment to participate in research. It is your responsibility to cancel an appointment if you cannot make the scheduled time. You have 24 hours prior to participation to cancel the appointment on Sona. If you need to cancel an appointment less than 24 hours in advance, you must contact the researcher (their contact information is located on Sona) to let them that you cannot show up for the scheduled time so that they can cancel your appointment. If you have too many missed appointments, you run the risk that your user account will be inactive and you will not be able to sign up for future studies.

How can I keep track of my credits?

Choose "My Schedule/Credits" from the top toolbar. You will have the option to see how many credits you have earned. If you completed a study and did not receive credit, please contact the researcher associated with that particular study.

How do I change my email address for system notifications?

You can provide an alternate email address by updating your information under "My Profile" on the top toolbar.

How do I reassign my hours to another course?

If you belong to multiple courses that offer extra credit for research participation, the system allows you to reassign earned hours from one course to another. To reassign credit hours, use the "reassign" link and select the new course.

Who can see the information about my sign-ups? I do not want everyone to know that I have signed up for a particular study.

Only the Researcher and Principal Investigator of the study that you signed up for can see that you have signed up for a particular study. Additionally, the system administrator will have access this information. None of the other users or researchers will have access to this information.