

## Checklist for Submitting Studies for SONA Approval

Check that these tasks are complete before requesting SONA approval for your study.

- The *IRB-approved* description of your study is pasted into “detailed description” box.
- Eligibility includes that participants must be 18 years of age or over. Be sure that you have also included any other requirements or selection criteria.
- The number of credits the study is worth matches up with the duration (e.g., 30 minutes = .5 credits). Remember that in-person studies get an extra .5 credits.
- The course restrictions are correct. I **HIGHLY** recommend listing that participants should be restricted to the study debugging course at first. This way you can log in as a participant after approval and test your study before you release it to all participants/classes.
- The sign-up deadline is appropriately set for your study. For online questionnaire-based studies, I recommend changing it to 0. For appointment-based studies, leave it at 24 hours before the study session (or similar), so you’ll know participants are coming in advance.
- Email notification is appropriately set up for your study. For appointment-based studies, I highly recommend selecting “yes- for sign-ups and cancellations” so that you will know if people sign up for a timeslot.
- For appointment-based studies and studies that link to another service (e.g., Survey Monkey), be sure automatic credit granting is set to “yes”. Remember, *you* should grant credit within 24 hours of a session. The automatic credit granting option is a failsafe.
- The IRB approval letter is attached to the approval request.
- After receiving SONA approval:* use a test-participant account to make sure everything displays properly, and that your data can be downloaded in a form that is easily analyzed. Also make sure that credits are being granted properly. Test participant accounts have login information as follows: ID: TestParticipantA, password: 12345678, ID: TestParticipantB, password: 12345678, etc.

For studies using SONA to administer questionnaires, etc., also be sure that

- The consent form is pasted under “introductory text”.
- The debriefing is pasted under “closing text”.
- Your questions are all entered.
- The consent form and debriefing are properly formatted. By default, they display as one big paragraph. You can check how things look by going to the page that lists your sections and questions, and clicking the “Preview Introductory Text” button near the top of the page in the "edit questions and settings" area. Adjust appearance using the following codes: <p> for new paragraph, <b> and </b> to turn on and off bolding, and <center> and </center> to turn on

and off centering. Be sure the text and formatting match what is in your IRB-approved document, especially that what is bold in your IRB consent form is bolded.