# **Filling in study information fields on SONA**

This guide provides information about how to complete the specific study information textboxes on SONA.

Study Name

Use something descriptive so participants have some idea about your study, but don’t give the game away with too much detail.

Brief Abstract & Detailed Description

Leave these boxes empty and then we will enter this text with the link to your info sheet. Once you have *finalised* your info sheet with your supervisor’s agreement, send it to the psychology technicians ([sasspsychlab@brighton.ac.uk](mailto:sasspsychlab@brighton.ac.uk))

Eligibility requirements

If you’re recruiting a sample with certain characteristics (e.g. "females only", or "must identify as LGBT+". or "parents only") specify it here. **IMPORTANT:** Do not specify the upper age limit, unless you have theory-based reason to do so. This is to avoid discrimination against mature students.

Duration

Estimate the duration in the increments of 15 minutes for an average participant. Remember to count in the time needed for reading the info sheet, singing the consent form and debriefing the participant.

Research Points

You can award 1 Research Point for every 15 minutes of participation + additional 5 Points because your study is face-to-face. For example, for a 30 minutes study, you can award  
2 + 5 = 7 Research Points

Preparation

Do the participants need to complete/avoid any activities before coming to the lab to complete the study? For example if you’re going to be measuring heart-rate, you might want to ask them to avoid drinking coffee before the study.

Researcher

This should be displaying your name

Principal Investigator

Select your supervisor from the drop-down list.

Tier 1 Ethics Panel Approval Code

If you’ve received the ethical approval and incorporated comments to your supervisor’s satisfaction, type in APPROVED, otherwise type in NOT APPROVED.

Active Study?

Your study needs to be Active for the participants to see it in the list of studies. However, the study will not appear on the list until it’s been approved by your supervisor.

Invitation Code

Sometimes you might want only specific people to sign up who agreed to take part in the study up front. For this, you can set up a password (‘’invitation code). Only the people with the password will be allowed to sign up for your study.

Study URL

Please do not enter anything here.

Should the researcher receive an e-mail notification…?

This is set at "No" by default. We recommend you set this to

"Yes - for sign-ups and cancellations". This way whenever someone signs-up for your study, you’ll receive an e-mail.

Shared Comments & Private Comments

If you want, you can use Private Comments to make notes about your study that only you will see. If you type something into the ‘Shared Comments’ box, your supervisor will be able to see it.

Add this study

Click this option once you’ve completed the edits. This will create an info page for your study. You can make changes to this at any time. **Remember:** Your study won’t go live until the psychology technicians approve it on the direction of your supervisor. Click "Send Request" in your study page once your supervisor has agreed that you’re ready to start recruiting.

Questions?

E-mail your questions to Joe and Martina, the psychology technicians, at [sasspsychlab@brighton.ac.uk](mailto:sasspsychlab@brighton.ac.uk), or visit the [lab’s website](https://blogs.brighton.ac.uk/sasspsychlab) for more resources.