![Ludwig-Maximilians-Universität München Logo]

SONA-Manual for LMU-researchers

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1. What is the SONA-System and why should I register at SONA or enter my study into SONA?

The Sona system is a cloud-based research and participant management solution for universities. Researchers can use it to recruit participants, set up time slots for studies and manage study participation. This is possible via any standard web browser.

SONA is a system for managing, coordinating and scheduling studies and study participation, as well as managing and allocating subject hours to subjects. In-house studies can be entered into the SONA system and subjects are automatically shown these studies in the SONA system, resulting in faster recruitment for studies. In addition, SONA sends automatic emails for study registration and reminders, so this time aspect for researchers is also now eliminated.

However, using SONA does not mean that you cannot recruit for your studies in other, familiar ways (e.g. with flyers).

The only important thing here is that the study information in the other ways (e.g. via flyers) matches the information within SONA.

2. Who can get a SONA account for researcher?

At LMU, only members of the Department of Psychology and Education are granted a SONA account for researchers.

This includes professors, doctoral students, research assistants and administrative staff.

Students do not receive their own researcher accounts. Also not Hiwis or in the context of a thesis. For these activities, e.g. final theses, a respective superior employee is responsible. One of the reasons for this is that students are not authorized to assign researcher hours. In addition, the permanent employees are responsible for the compliance with ethical aspects, as well as the adequate allocation of subject hours, of the respective studies.

Group accounts are not permitted for reasons of traceability and to avoid misuse.

3. How can I get a SONA account for researchers as a member of the Institute of Psychology and Education?

If you are a staff member of the Department of Psychology and Education, please email SONA Administration (SONA@fak11.lmu.de) with the following information:

- Title

- first and last name

- E-mail address (of LMU)

- Chair incl. direct supervisor

- In which project are you working? What is the content of your study?

- In which function do you need the SONA access? (e.g. as a doctoral student)

- From when and until when do you expect to need access?

- Comments and questions

Important: For data protection reasons, the e-mail address you enter must be the LMU e-mail address.

If you terminate your activity at the chair or in the project prematurely, please send an e-mail to the administration so that your account can be deleted and no data leaks occur in the system.

You will then promptly receive an e-mail with the SONA ID and a temporary password.

4. Can I get a SONA reseracher account as a student?

Students do not receive their own researcher accounts. Neither do Hiwis or within the scope of a final thesis. For these activities, e.g. final theses, the respective supervisor is responsible. One of the reasons for this is that students are not authorized to assign researcher hours. In addition, the permanent employees are responsible for compliance with ethical aspects, as well as the adequate allocation of subject hours, of the respective studies.

5. What do I do if I made a mistake during the account creation?

If you made a mistake when requesting the account and you cannot change it, please contact the main SONA administrator.

6. What are the tasks of the administrators?

The administrators have the task of assigning SONA accounts for researchers and ensure the proper use of SONA.

They are a contact person for and between the researchers, the participants and the SONA system.

The administration can be contacted by e-mail (SONA@fak11.lmu.de) at any time in case of questions.

7. Designation in the SONA-system

The SONA system distinguishes between researchers and principal investigators.

A researcher is the person responsible for conducting the study (e.g. research assistant).

The Principal Investigator (P.I.) is the person responsible for the experiment (e.g. professor of the department).

The difference between the two roles is that P.I.s and Researcher have the same rights, but the P.I. has mainly the function of supervising studies. Thus, the P.I. does not receive any e-mails from the system, e.g. concerning the organizational process of the study.

In addition, there are the administrators and trial subjects.

8. First steps

After your account creation you will receive an automatic e-mail containing your access data. Please log in to the SONA-LMU website (https://lmu.sona-systems.com) with this data from the e-mail.

You will be prompted to change your password the first time you log in. To do this, you must enter your new password after logging in and confirm it by entering it again. To confirm the change, please click on "Update". Please keep your SONA password strictly confidential and do not use the same one as in your university account.

To continue using it, you must read and agree to the Trial Participant and Privacy Policies.

Note that SONA will automatically log you out after 20 minutes of inactivity. You can log out on your own via the menu item "Logout".

9. Your profile

Under the item "My user data" you will find the data you have entered and can also change it there. Here you can, for example, change your password, your e-mail address or your general contact data.

Usually, you will receive a reminder e-mail at 23:00 on the day before a survey. You can also turn this on and off under the menu item "My user data".

If you have forgotten your password, please open the SONA-LMU website and click on the button "Forgot your password?". Here please enter your user name or your e-mail address and you will receive an e-mail to reset your password.

10. What is an ID/Identity Code?

To protect the privacy of the participants, the researchers do not know their name when they register for the study, but only their unique numerical code. This code is assigned to the subjects by the system. Subjects bring their code with them to each study. The ID code can be found under "My user data".

If subjects have forgotten their code, they can also do this later via the SONA system. If there are problems and the ID cannot be recorded, please note the name of the subject and contact the administration to ask for the ID. With the help of the codes it is also possible to check whether all subjects have appeared for testing or not.

11. Types of studies

There are four different types of studies in the SONA system, and each study type has two forms of compensation: subject hours or monetary compensation.

The four study types are as follows:

1. standard study: this is a normal laboratory study. Appointments take place in a clearly defined place (e.g. laboratory) and at a clearly defined time.

2. two-part standard study: This is a normal laboratory study, but consisting of two parts or appointments (e.g. memory experiments). You specify the distance between the two dates when creating the study, and subjects register for both dates at the same time. In the case of a two-part study, the duration and the amount of payment (of the individual appointments) can vary, but the type of payment must remain the same.

3. online survey study: an online study that you program within the SONA system.

4. online external study: An online study on an external website (e.g. on Unipark). Usually only one timeslot is assigned and the subjects see the link only after registering for the study. The particpants can take part at any time.

5. multi-part online study: A multi-part online study. The intervals between the two test times can be defined.

11.1 Special case: External online studies via e.g SoSciSurvey

You can offer external online studies at SONA (e.g. via SoSciSurvey). Here the booking takes place automatically via SONA. I.e. the subjects click on the corresponding link, fill out the study and receive the subjects credited directly after successful completion.

To do this, proceed as follows:

Create your study in SoSciSurvey as usual (example url: https://www.soscisurvey.de/tutorial123/).

1. Enter the SoSciSurvey URL in the "Study URL" field. Note, however, that you have to make an adjustment to the default URL

   Thus, the SoSciSurvey URL becomes: https://www.soscisurvey.de/tutorial123

   The following new URL: https://www.soscisurvey.de/tutorial123/?r=%SURVEY_CODE%

   You thus insert "/?r=%SURVEY_CODE%" at the end of the URL.

2. SONA will now show you a "Destination URL". For coding in SoSciSurvey you have to change this URL, because SONA uses a placeholder in the survey (&survey_code= XXXX). Change this XXXX to the following starting with "%reference%". This will make the SONA code recognisable when used. For the php-coding you should also implement the function "redirect()".

3. Now log in to SoSciSurvey and go to the normal questionnaire editor. Immediately before the last page of your questionnaire, insert the redirect link into a new questionnaire page. On this page, insert only the php-coding (e.g. redirect('https://lmu-psy.sona-sys-tems/webstudy_credit.aspx?experiment_id=66&credit_token=a7475947b1de476187b1fa8e a9b767cd&survey_code=%reference%').

These steps will result in participants being redirected back to SONA at the last page of the online survey, and subject hours will be credited.

A list of questionnaire tools linked to SONA can be found here: Sona Systems : External Study Credit Granting - Help Pages (sona-systems.com). You can also find a summary of the steps at this link. In addition, you will see instructions under "Detailed Help" that can support you in editing the URL.

Note: Try the link between the two portals again yourself, so that you can be sure that everything has worked accordingly. The administrators also have the option of checking the link for you from a student perspective.

11.2 Special case: External online studies via e.g Unipark

You can offer external online studies at SONA (e.g. via Unipark). Here the booking takes place automatically via SONA. I.e. the subjects click on the corresponding link, fill out the study and receive the subjects credited directly after successful completion.

To do this, proceed as follows:

Create your study in Unipark as usual (example url: http://www.unipark.de/us/university/lmu).

4. enter the Unipark URL in the "Study URL" field. Note, however, that you have to make an adjustment to the default url

   Thus, the Unipark URL becomes: http://www.unipark.de/us/university/lmu

   The following new URL: http://www.unipark.de/us/university/a5a1?a=%SURVEY_CODE%

   You thus insert "?a=%SURVEY_CODE%" at the end of the URLS. If there is already an "?a" at the end of the Unipark-URL, it is sufficient to add "%SURVEY_CODE%".

5. SONA will now show you a "Unipark Destination URL" link.

6. Now log in to Unipark and select the "Survey settings" under "Project properties". Here select the "User defined variables" under the property "Number of URL parameters" now select "1" with the settings Integer and the new name "survey code". Here you name this new variable "p_0001". Important: Make sure you use the correct settings and the correct spelling!

7. After that please go to the normal questionnaire editor on the end page and click on "properties" in the menu on the left.
   Under the point "Redirect to Survey" add the "Unipark Destination URL" from the SONA page to (Destination URL external survey).
   Afterwards remove the two checkmarks at "Automaitcally add ospe.php3 to URL) and at "Add return ticket".

These steps will result in participants being redirected back to SONA at the last page of the online survey, and subject hours will be credited.

A list of questionnaire tools linked to SONA can be found here: Sona Systems : External Study Credit Granting - Help Pages (sona-systems.com). You can also find a summary of the steps at this link. In addition, you will see instructions under "Detailed Help" that can support you in editing the URL.

Note: Try the link between the two portals again yourself, so that you can be sure that everything has worked accordingly. The administrators also have the option of checking the link for you from a student perspective.

11.3 Special case: A Screening takes place before your study
Again, there are two ways you can proceed.

1. your study consists, for example, a appointment in the laboratory and you must determine certain inclusion and exclusion criteria beforehand, e.g. by a screening (approx. 30 minutes).

For this purpose, you only need to set up a one-part study. The timeslot in the SONA system thus represents the appointment for the screening. However, you mention in the name and/or in the description that this is only the screening appointment and that further appointments, if the screening fits, will then be made together. However, please indicate the credits for the entire participation (e.g. 3 credits). If it becomes clear after the screening that the participation is not possible, you can award 0.5 credits for the screening and not 3 as intended for the entire participation. If it is clear after the screening that a participation is possible, you make the follow-up appointments with the person and credit the full 3 credits at the end of participation.

2. You create two studies. A "screening study" and a "main study". For the main study, you set up an invitation code that is necessary for study participation. For the screening study, set up timeslots and conduct screenings (via. telephone or questionnaire). If the screening is suitable, you can send the invitation code to the person so that they can register for the main study.

11.4 Special case: You have a multi-part study in which the number of measurement points varies depending on the condition

Again, there are two ways you can proceed.

1. You create a study with the maximum number of possible required measurement points, e.g. three dates. Describe in the abstract that there is, for example, one condition (A) with two appointments and another condition (B) with three appointments and that the registered participants will be informed after registration in which condition they are participating. After participation, you can delete/remove the third appointment for the participants who were in condition A (only two appointments) and credit the VPN hours for only two appointments.

2. You create e.g. two multi-part studies for each condition. For example, Condition A has three appointments and Condition B has two appointments.

12.   Types of remuneration for studies

The SONA system distinguishes between two types of studies:

1. credit studies: credit studies are studies where participants receive subject hours for successful participation.

2. paid studies: Paid studies are studies where participants receive some other form of compensation e.g. money or a voucher, etc.

Please note that you can only select one type of compensation for a study. It is therefore not allowed that people who have already received subject hours receive additional payment or further incentives (e.g. participation in a raffle). Studies in which there are further incentives as part of the trial (e.g., economic games) are exempt from this rule. Thus, the participant may only receive one form of compensation: subject hours OR other compensation.

In the event that you specify both options, there are two options:

1. choose 'credits' as the mode of payment within the study to ensure a digital credit in case the person opts for VPN hours. Note in the study description, however, that the decision is possible. If the subject then decides to take the money, assign "0 credits" in the system and note in the comments that the subject decided to take the money.

2. You create the study twice. Once as a credit study and once as a paid study. You can adjust the other study as a disqualification study in the options so that double study participation is prevented.

Subject hours may be given in quarter hours. Accordingly, they may also be rounded up to the nearest quarter hour if needed.

Participation 0-15 Minutes → 0.25 VP-hours

Participation 16-30 Minutes → 0.5 VP-hours

Participation 31-45 Minutes → 0.75 VP-hours

Participation 45-60 Minutes → 1 VP-hour

Participation 61-5 Minutes → 1.25 VP-hour

If your study consists of two parts and you remunerate the participation, enter the total payment, i.e. the payment after the second test part.

13. How do I add studies in the system?

To do this, click on the menu item "Add new study" and select the type of study (see point 11). In addition, please enter basic information about the study as well as the type of remuneration (subject hours, monetary remuneration or vouchers, etc.).

Please note that the specification of subject hours must use a dot "." as decimal separator.

For a two-part standard study, you must also specify how many days after the first test the second part can/should take place (e.g. 7 days after the first test) and whether the test should take place at the same time as the first part (e.g. 17:00).

Other settings include the following:

- You select whether study participation is by invitation only (provided with a password)
- You select whether the study is a web-based study
- You select how short notice subjects can still sign up, e.g., up to 12 hours before the test date (default setting is 24 hours before the test; paricipant sign-up deadline)
- You choose whether the respective researchers should receive e-mails for sign-ups and sign-offs.
- You choose whether subjects must have participated in other studies to participate in your study (pre-requisites) or whether they are not allowed to participate (disqualifiers).
- You choose from which group of subjects the study can be conducted (e.g., only undergraduate psychology students; course restrictions).

The study must be approved and active after it has been created so that subjects can register.

The approval is done by the P.I. responsible for you.

14. What information should the subject receive?

After you have added a new study and selected the type of study, you will be taken to the "study information" page. On this page you provide information about your study.

Study Name: The title/name of your study

Brief Abstract: A brief summary or description of your study (approximately 1-2 sentences). This abstract appears with the title of the study for subjects

Detailed Description: This is where the exact process of the study should be described in detail (about 1-2 paragraphs). VPNs will only see this information after clicking on the study title. Your contact details should also be included here so that participants can contact you directly if they are interested. Please avoid unnecessary prefixes (*+# etc.) in the study name as well as the study description.

Eligibility Requirements: Here you specify whether the VPN must meet certain requirements, e.g. be right-handed.

Duration: This is the duration of your study. Please indicate here how long the study will take (e.g. 30 minutes) and the corresponding subject hours number (0.5 subject hours). Please make sure that the duration of the study and the number of subject hours to be credited match. subject hours can be credited starting at 0.25 (15 minutes).

Subject-Hours/Pay: Again, indicate how many subject hours the person would receive. Here you can also indicate that this is a paid study and how much money you will pay for participation.

Preparation: Here you enter information that participants must take into account before participating, e.g. that they are not allowed to drink coffee beforehand. If there are no preparation measures, leave this field blank.

Researcher/Principal Investigator: Here you must enter who is conducting the study (researcher) and who is primarily responsible for the study (supervisor). Here you enter all researchers who are working on your study or who are also assigning appointments. Only through this assignment is it possible for several researchers to have access to the study.

Ethics Committee Approval Code: Here you enter the code of the approval of the ethics committee.

Approved?: Here you can see if your study has already been approved (subjects do not see this).

Active Study?: If your study has been approved, you can activate your study. The study will then appear in the list of all studies and VPN can log in. If the study is finished, do not forget to set the study to inactive. Under the menu item "Change Study Information" you can set the study to "No" under "Active Study" to deactivate the study. Do not delete your study, as this will also result in the loss of all subject hours awarded by that study.

Important: Some items cannot be changed later. Therefore, please check your information carefully. If you still notice an error after setting the study, you must delete the study completely and set it again.

The studies are always displayed to the test subjects in random order so that no studies are given preference.

Note: You can use HTML codes to modify the text e.g. "<p></p>" for paragraph insertion or "" for bold.

15. Further informations/settings for my study

Under "Advanced Settings" you can edit further information and settings for your study.

Here, for example, you can set whether you want to receive an e-mail notification each time you register for the study. You can also set whether participants who have already taken part in another study (XY) are not allowed to take part in your study (exclusion).

Under the item "Study URL" you enter the link for your online studies.

Under the item "Participant Sign-Up Deadline" and "Participant Cancellation Deadline" you specify the time until which subjects can sign up for and cancel their participation in your study. Here the default setting is 24 hours (also on weekends). The registration and deregistration time can be shortened to 12 hours.

Under the Prerequisites item, you can specify whether the participant must also have participated in another specific study that has run in SONA in order to participate in your study.

Under the "Disqualifiers" item, indicate which previous study participation is an exclusion criterion for participation in your study.

Under "Course Restrictions" you can specify whether only participants of a certain course are allowed to take part in the study. Here you can select, for example, that only Bachelor Psychology students may participate in your study.

Under the item "Invitation Code" you can define any code for your study. Subsequently, only persons who have this code and can use it to register for your study will be able to participate.

Under "Researcher Email-Notification" you specify whether emails are sent to the researcher when people register or deregister for the study.

You can use the item "Researcher at Timeslot-Level" if more researchers are involved in the study. Here you can set which timeslots "belong" to which researchers.

"Shared Comments" is additional information that are visible to other researchers, while "Private Comments" are only visible to researchers in the study.

16. How do I set up time slots for my study?

After you have created your study, you can offer participants appointments for your study, called "Time Slots". Go to "My Studies" and click on the study name or the "Study Info", of the study you want to edit.

Here you will find the entire description of the study as well as the "View/Admister Time Slots" button. Here you can set up single and multiple time slots for your study. In addition, you can also delete time slots again here.

The quickest way to create time slots is to use the "Add Multiple Timeslots" command. Here you can specify how many slots can be conducted on one day and how many participants (e.g. at least two) can take part in a slot. Example:

You specify the time frame from 9 am to 5 pm for a one-hour study. Thus there are eight time slots on this day. You can also specify whether there should be a break between the slots ("free time between slots").

Here you can also indicate where the study will take place "Location". Please note that this location will also be listed for the participants in the confirmation email. If the study takes place via a video conference, for example, enter the URL.

In addition, you can also copy the time slots to the following weeks "Copy Timeslots from a specific week".

Within this setting item you also specify the room/location of the study.

Important: You must also specify a time slot for online studies. As with normal studies, go to "View/Admister Time Slots" and then "Add a Time Slot". The time slot you enter here represents the end date of the study (Final Participation Date), i.e. until when subjects can participate in the study via this link. You can also specify how many subjects can participate in your study (Max. Number of Participants).

17. My studies

You can view your studies under the menu item "My studies".

Here you can see all studies, in alphabetical order, grouped by activity status.

If you want to see how many subjects have already participated via SONA, click on the desired study and there on the button "Participan Study View".

If you click on a desired study, you will see all occupancies as well as the respective ID of the subject under the item "Timeslots".

18. How long does it take for my study to be activated in SONA?

Usually, it should not take longer than 48 hours for you to receive feedback on your study.

However, if in exceptional cases you have not received any feedback for more than 48 hours, please write an email to the administration (SONA@fak11.lmu.de) that you are waiting for the activation of your study.

19. Which criteria play a role in the activation of my study?

The studies are checked by the administration before they are entered into SONA. This is only a check with regard to the information provided, such as whether the study duration and subject hours match.

There is no verification from a scientific or ethical point of view.

Therefore, you may be asked to provide more information about the study or to adjust settings. This may delay the activation.

20. Why is my study not visible to participants yet?

- Has the study been approved? (approved)
- Is the study active? (active).
- Are timeslots set?

21. Where can I see if someone has registered for my study?

There are two ways to do this:

1. Go to "My Studies" and then click on "View Printer-friendly List of Signups". Here you will see the signups for your study on a particular day.
2. Go to "My Studies" and then click on "View/Admister Timelots": Here you choose between "All", "Recent" or "Upcoming" or a specific date.

22. What do I do if a registered subject does not show up for your appointment?

Subjects have the possibility to log off before the study ("Excused No-Show"), but if the log off does not take place in time, please mark the person as "Unexcused No-Show" within the SONA system. To do this, click on "Recent Time Slots" under "View/Admister Time Slots" and then click on "Modify" next to the timeslot.Then you search for the ID of the person who did not come and select "0" credits and, depending on the situation, the "Excused No-Show" or the "Unexcused No-Show". Don't forget to save after your entry by clicking on "Update Sign-Ups" at the bottom of the page.

Subjects have the option to deregister prior to the study, however, if the deregistration is not done in a timely manner, please mark the individual as an "Unexcused No-Show" within the SONA system.

The subjects will be notified of this mark via email.

If the subjects fails to show up for agreed upon appointments multiple times, the administration reserves the right to take further action.

23. How can I contact other participants via SONA?

SONA automatically sends an email once a week (on Saturday) with studies that are currently enrolled in SONA and in which you can participate.

In addition to the simple setting of your study, you can also contact registered test persons by e-mail via SONA. SONA allows you to send an invitation email to up to 200 registered study participants at the same time. However, you should only consider this if recruitment is otherwise very slow, as students should not be flooded with recruitment emails.

24. How can I get in touch with participants in general?

You can contact participants in the respective study menu under "Contact Participants".

25. Can I register participants for my study at SONA myself?

Yes, this is possible, for this you only need to know the last name of the participant.

If you have made a private/personal appointment with a subject, click on "My Studies", then on the name of the study in question and then on "View/Admister Time Slots".

At the top of the list you now see, you can click on "Modify". Under Modify you will get to a "Manual Sign-up" where it is possible that you sign up a VPN with the respective last name or ID to your study.

26. What do I do if I have to cancel an appointment after the deadline?

SONA allows the investigator to cancel the registration of participants in case of an emergency (e.g. illness).

The participants will be informed via SONA by e-mail.

27. Change, delete and deactivate studies

Under the menu item "My studies" you can select all your studies.

Here please select the desired study and click on "Change study information". Under this menu item, you will again receive the same form as when creating new studies, but with the information you have already entered. Here you can edit information.

However, it may not be possible to edit some fields, depending on the current status of the study and if subjects have already registered.

Under the same menu item, you can click the "Delete study" button by clicking on the desired study. You have to confirm the deletion with "Yes" on a following confirmation page.

Studies can only be deleted if no one has registered yet and if the study has not allocated any subject hours until then. SONA cannot delete studies in which subjects are already registered or subject hours have been allocated, because a deletion would result in all allocated VPN hours being deleted from the subjects as well.

If a study has ended, you can set the study to inactive. This means that the study is no longer visible to new participants, but is still in the system.

28. How do I assign subject hours for successful participation in the study?

When you log in normally to the SONA-LMU site, you will automatically see, as a system message, whether a subject has participated in your study and you have not yet credited the participant with a subject hour.

Then click on "Click here to view". Here you will see a complete list of all subjects that have participated in your study but have not yet been credited with a subject hour. If you click on the "Grant credit" field for these subjects and then click on the "Grant credits" button at the bottom of the page

"Grant credits" at the bottom of the page, the subjects will have their VPN hours credited directly to your SONA account. You can also see the list under "My Studies" on "View your uncredited timeslots".

If a participant has an excused no-show, please select "Excused No-Show".

If a participant is an unexcused no-show, please select "Unexcused No-Show".

If you have rescheduled or cancelled, please select "No Action Taken".

This selection is important as it is the only thing that will allow the subject to re-enroll in the study to attend a new appointment.

If a person decides during the trial to take the monetary compensation instead of the subject hours, click on "Grant credit" for the first time and then select "View/Administer Time Slots" then "Modify" within the trial. Under this item, you can make verifications to the subject attribution. Please change the credit here to "0 Credits" and write "paid" in the comment as well as the amount of payment.

If a person decides during testing to take subject hours instead of monetary payment, also click on "View/Administer Time Slots" then "Modify". Here, click on the appropriate user and then click on "Participated". Please also write in the comment field that the person has chosen VPN hours and has not received payment. Important: You have to inform the admin about such a change, because SONA cannot rebook this change automatically.

If you do not complete the crediting of VPN hours in a timely manner, you will receive automated emails from the SONA system. Automated crediting of subject hours by the SONA system cannot occur.

Note: For studies with payment, please select the "View uncredited timeslots" field under "My Studies". Then check the "participated" box. To save the entry, please click on "Update Sign-Ups".

29. What if a study/investigation takes longer or shorter than planned?

If, for whatever reason, a study takes significantly shorter or longer than specified, it is possible to credit the VPN with more or fewer VPN hours than intended.

To do this, select the menu item "View/Administer Time Slots" under "My Studies" within the corresponding study. Here, select "Modify" and select the time slot that the VPN had logged into. Check the "participated" box for the VP in question and select the appropriate number of VPN hours underneath.

To save the entry click on "Update Sign-Ups". You should note such a change in the comment column, so that you can still track this at a later time.

30. What do I do if a subject comes to my study more than once?

In principle, multiple participation in the same study is not possible or prohibited. Since students only have one account, this is usually not possible. Nevertheless, it may happen that a person has more than one account.

If you notice this or suspect such misuse, please inform the administration immediately.

31. I have conducted previous studies (before SONA) and would like to transfer this study and the subject hours into SONA.

Create the study as usual. However, mention in the title that the study is already completed and leave the study in "inactive" mode. Create a single timeslot for the study (the date doesn´t matter). Set the number of participants to the number of participants that actually took part. Then click on the timeslot and on "Modify". Here you select "Manual Sign up". Enter the user name or user ID of your participants, select the number of VP hours and click on "Participated". If you want to credit the VP hours to several participants, click on "Batch Credit Grant".

Note: The user name is usually the first part of the @campus.lmu.de email address.

32. Can I delete or deactivate my researcher account by myself?

No for deletion or deactivation please write an informal e-mail to the administration (SONA@fak11.lmu.de).

33. The SONA-App

SONA is also available as an app for Android and iOS in the respective Play Store under "Sona Mobile". You can voluntarily download this app free of charge:

For Android phones and tablets:

https://play.google.com/store/apps/details?id=com.sona_systems.mobile

For Iphones and Ipads: http://appfinder.lisisoft.com/app/sona-mobile.htm

However, the functionalities of the app are less than those of the homepage.

34. Why is SONA in English?

SONA is an American software and is used by many universities in the USA, Netherlands and UK. Increasingly also in Germany. However, a German translation is not available yet.

35. Still questions?

If you have any questions, please read the guide carefully.

An English language video is provided by SONA-Systems at the link

https://www.youtube.com/watch?v=ec8S3xfO-a8.

For existing further questions, please contact the administration (SONA@fak11.lmu.de).

(Text adapted from: Versuchspersonen_SONA_04.11.20.pdf (uni-ulm.de))

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