

## How to add your research study to Sona

**Contact the Psychology Technicians (SSB4217) for support:**  
**Email: [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk)**  
**Web: [psychtech.blogs.lincoln.ac.uk](http://psychtech.blogs.lincoln.ac.uk)**



**START HERE**  
 Gather the following information:  
 - Study details  
 - Ethical approval number

Do you have a Sona researcher account?

No → Scan the QR code to request a researcher account  
 You will be notified once you have been given a Sona researcher account

Yes → Log into your Sona account and click on 'RESEARCHER' and select '+ Create new study'



Is your study online (e.g. QuestionPro survey) or a lab study?

Online study → Select 'Online External Study' for a single-part study or 'Multi-Part Online External Study'

Lab study → Select 'Standard Study' for a single-part study or 'Multi-Part Standard Study'

Complete the 'Basic Study Information' section. The duration should be rounded up to the nearest 15 minutes (1 credit point per 15 minutes). Enter your name in the 'Researcher' section. Enter your dissertation supervisor's name in the 'Principle Investigation' section. Complete 'Advanced Settings' as required  
 For multiple-part studies, complete additional study parts section  
 Click 'Add This Study'  
 You may wish to use 'external credit granting' so participants are redirected back to Sona and granted their credits automatically on completion

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 For multiple-part studies, complete additional study parts section  
 Click 'Add This Study'  
 Note that lab space must be booked separately



You will need to request approval of your study before it is visible to participants. You can do this by clicking 'Send Request' in the Study Status section when viewing your study. You will be notified once your study has been approved or asked to make amendments

Do you want to grant credits automatically or manually?

Automatically → Add time slots to your study on Sona. The participant pool will then see your study appear in the list of available studies during those time slots  
 Time slots can be added/amended before or after your study is approved on Sona  
 Scan the QR code and select your study platform for instructions



Manually → You will need to manually grant or reject credit points for each participant. This should be done within 48 hours of their participation  
 Scan the QR code for instructions



Once you have finished collecting data then you will need to deactivate your study on Sona. You can do this by going to the 'Study Menu' > 'Change Study Information', selecting 'No' to the 'active study' question and saving changes  
**DO NOT DELETE YOUR STUDY FROM SONA**  
 You may wish to deactivate your online study from the study platform

Progress to download your data