ACCOUNTS AND LOGIN

ACCOUNT TYPES

- **PI Account:** This is a personalized account for research personnel (Wissenschaftliche Mitarbeitende, Akademische Räte, Professoren/innen).
- **Researcher Account:** These are non-personalized accounts, associated with a PI account. PIs can share their researcher accounts with their research assistants (SHKs, WHKs, interns) and the students they supervise (students doing their Bachelor or Master thesis, students in research courses such as Experimentalpraktika or Forschungspraktika). PIs get 1-x researcher accounts associated with their PI account. How many researcher accounts you need depends on how many different groups of research assistants and students you supervise. Most PIs are happy with two researcher accounts, one is shared among research assistants and students doing their Bachelor/Master thesis, the other is shared among students in research courses (Experimentalpraktika or Forschungspraktika).

HOW DO I GET PI AND RESEARCHER ACCOUNTS?

You apply for a PI account and the associated researcher accounts by sending an email to the University of Regensburg Sona administrator at sona-admin@ur.de.

Before sending this email, you need to decide how many researcher accounts you need. Most PIs are happy with 2 researcher accounts. Ask your work group manager to apply for RZ accounts, so that you get email-addresses for each researcher account. The email-addresses should be named as follows

researcher01.yourlastname@ur.de, reseacher02.yourlastname@ur.de

e.g., researcher01.mustermensch@ur.de, researcher02.mustermensch@ur.de

In case your last name is already taken, please add your first name as follows: researcher01.mustermenschmax@ur.de

Once the RZ accounts are approved, please send an email to sona-admin@ur.de containing the following information:

- Your name: e.g. Max Mustermensch
- Your RZ Account: e.g., Mum637483
- Your affiliation: e.g., Lehrstuhl für Psychologie I
- Your email-address: max.mustermensch@psychologie.uni-regensburg.de
- The email-address(es) of your researcher account(s): e.g. researcher01.mustermensch@ur.de, researcher02.mustermensch@ur.de

The administrator will then create a PI account as well as researcher accounts. A confirmation email is sent from regensburg-admin@sona-systems.net to the associated email-accounts. To check the emails sent to your researcher email-addresses, log in on groupwise to the researcher RZ accounts (your WGM has given you the Login-Information).

HOW DO I LOG IN TO SONA-SYSTEMS?

- **PI Account:** To login to your PI-Account, click 'RZ-Account Log In'. Enter your RZ Account and the password of your RZ Account.
- **Researcher Account:** To login to your researcher accounts, you need the Sona User ID and Sona Password. These have been sent to the researcher email-addresses, when the administrator has created your accounts. You can change the Sona password after login. RZ-Account Login on Sona is not possible with researcher accounts.

SETTING UP A STUDY: 'ADD NEW STUDY'

SELECT STUDY TYPE

- Standard (Lab) or Online Study, Single-Part or Multi-Part Study
- Paid (= money) or Credit (= VP-Stunden). If you want to offer both, choose 'Credit' and include information about payment in the 'Brief Abstract'.

BASIC STUDY INFORMATION
*Please note: All info in **bold** font will be displayed in the 'All Studies' overview to participants.*

Name	Provide a short and unique study name New since 10/23: If the study is conducted in the lab, the name must start with LAB (e.g., LAB Humorstudie)[1]
Brief Abstract	The following information is essential: • Type of Experiment (e.g., Online-Studie, Laborstudie) • Participants' Task (e.g., Reaktionszeitaufgaben am Computer, Lesen und Erinnern, EEG-Studie zur Wahrnehmung von Bildern, Eye-Tracking-Studie zum Textverständnis) • Duration (e.g., Dauer: 25 min) • Warnings *(optional)* (e.g., Studie kann negative Gefühle auslösen) • Location *(optional)* (e.g., Ort: PT-Gebäude) [The exact location is displayed to participants, when they sign up for a timeslot] • Payment *(optional)* (e.g., 8 € Vergütung alternativ zu VP-Stunden) [Only necessary if you selected "credit" but want to offer payment as an alternative. If you selected "paid", the amount of payment is displayed automatically, see below.]. *Example:* Laborstudie | Reaktionszeitaufgaben am Computer | Dauer: 25 min | Ort: PT-Gebäude
Detailed Description	*(optional)* Detailed description of the contents of your study.
Eligibility Requirements	*(optional)* In- or Exclusion Information that you cannot set otherwise (e.g., Sie dürfen nicht schwanger sein. Keine Spinnen-Phobiker).
Duration (Minutes)	This information will be used to determine the timeslots. Therefore, you should round the duration to multiples of either 15, or 30, or 60 minutes.
VP-Stunden/ Payment	VP-Stunden must be evenly divisible by 0.5. / Enter the amount of money in Euro.
Preparation	*(optional)* Describe how participants should prepare (e.g., Bitte tragen Sie kein Make-Up).
Researcher	At least one of your Researcher accounts.
P.I.	You!
Ethikkommission Approval Code	*(optional)* Leave empty or enter the approval code (if available).
Approved?	Select yes.
Active Study?	When you're ready to rumble and participants should see your study, change to *yes*.

---

[1] This is important because since WS 23/24 B.Sc. students must complete a minimum of 25 VP-Stunden in lab-studies (videoconference studies are not counted as lab studies).

ADVANCED SETTINGS

- Here you can set *Pre-requisites* and *Disqualifiers*, change *Participant Sign-Up Deadline* and *Participant Cancellation Deadline*, enter the Study URL for online studies, and much more.
- For more detailed information, log-in to Sona and view the FAQs.

PARTICIPATIONS, NO-SHOWS, AND GRANTING VP-STUNDEN

VIEW/ADMINISTER TIME SLOTS

Researchers (Versuchsleitende) mark **No-Shows and Participations**	• Select '*Recent Time Slots'*. Click '*Modify'*. • **No-Show:** Depending on whether the participant provided an excuse or not you can select excused or unexcused No-Show. • **Participation:** Select '*Participated'* together with '*0 VP-Stunden'*. The latter is important because only PIs are allowed to grant credit (VP-Stunden). • If a participant received money instead of VP-Stunden, make a note in the *Comments* field.
PIs *grant credits (VP-Stunden)*	• Select '*Recent Time Slots'*. Click '*Modify'*. • Select the correct number of VP-Stunden.

IMPORTANT: Only PIs are allowed to grant VP-Stunden because VP-Stunden are course achievements (equivalent to ECTS-points).