

Research Participation Handout – Psychology Department

Students in specific psychology courses are encouraged to participate in research conducted by the Psychology Department. Through this participation, you can earn **credits** (percentage points) that are put toward your final grade. Credit is assigned based on the amount of time spent participating in research: a study involving one session of up to 60 minutes in duration is typically worth 1%, and a study involving a session up to 30 minutes is worth .5%, etc.

All the studies being conducted by the University of Guelph Department of Psychology (both in person and on-line) can be found through the sign-up system (called the [Sona System](#)). **For the best experience, you are encouraged to complete at least one study in-person.**

**Studies for WINTER 2025 will be available from
MONDAY, January 20th at 5pm until FRIDAY, April 4th at 5pm.**

**PLEASE READ ALL OF THE BELOW INFORMATION AS IT IS RULES AND
REGLUATIONS OF SONA AS WELL AS IMPORTANT INFORMATION.**

Logging into Sona:

The Sona system can now be accessed using University of Guelph central login. To log into Sona ([Sona System](#)), you must enter the first page of the website and click the green button that says “University of Guelph SSO Log In.” Clicking this green button will lead you the University of Guelph central login window, where you will need to enter your central login information. As a reminder, your username is your University of Guelph email address without including the “@uoguelph.ca” and your password is the same password you use to access Courselink. If you have questions about the login process, please email ppadmin@uoguelph.ca.

Pre-screening Questionnaire:

When you are initially sign-up to participate in research on Sona Systems, you will be asked to complete a set of screening questions. These important questions are used by researchers to determine who is eligible for their study and should be answered honestly. For example, some research is conducted with women only; so, when you log into the system you will be asked your gender, and only women will be able to see research studies designed specifically for women. Taking part in the pre-screening questionnaire is completely voluntary, but if you choose not to take part, you will not have access to as wide a variety or number of studies. You will not receive credit for completing the pre-screening survey.

Signing up for a Study:

You can check which studies are running by clicking on “**Study sign-up.**” When you do, the next screen will show you a list of studies that you can sign up for. If the first column says, “**Timeslots available,**” you can click on the study, which will take you to a page containing a brief description of the study. Here, you can click on “**View time slots for this study**” at the bottom of the page, and then click on “**Sign-up**” to the right of the timeslot you wish to participate in.

PLEASE ensure to write down the time and location of the study as well as the researcher’s contact information.

Missing a Study/Appointment:

If you cannot attend a study timeslot that you have signed up for, you can cancel your session by clicking on “**My Schedule/Credits**” from the menu at the top of the page and click on “**Cancel**” to the right of the session you cannot attend. Please note that each session has a cancellation deadline. **If you miss your appointment without cancelling, it will be considered an unexcused no-show and you may be penalized 1 credit.** Thus, you would have to participate in additional research to “make up” for the penalty. If you receive **3 unexcused no-shows your account will be locked, and you will not be able to complete any more research studies** through SONA. After your account is locked you will only have the option of completing alternative assignments to gain the remaining credits for your course. If you missed your session and did not cancel by the deadline, contact the researcher immediately to see if alternate arrangements can be made. You can also click on “**My Schedule/Credits**” to determine how many credits you earned, and for which studies you received credit.

Winter 2025

Alternative Assignments

An alternative assignment can be completed to replace 1 credit worth of research participation. For example, to gain 5 credits for your course, 5 *different* alternative assignments can be completed. Please see <https://www.uoguelph.ca/psychology/research/sona> for the most up to date alternative assignment instructions. The document should have WINTER 2025 written in the title; if it does not, this is an old document and should not be used. Different articles are used each semester, meaning if an assignment is submitted with old articles, **it will not be accepted.**

Support: Please contact ppadmin@uoguelph.ca if you have any questions.