



Bar-Ilan University
אוניברסיטת בר-אילן

A guide to using the SONA system



- The link to the system: <https://biu.sona-systems.com/default.aspx?logout=Y>
- For technical assistance (regarding your SONA account, coupons that do not appear, and so forth) please contact the following email: BIU.coupons@gmail.com
- For other or academic questions, please contact the following email: ylevy.biu@gmail.com

Collecting Coupons

- The collection of research coupons is a long-standing tradition within the department, which is intended to provide first-year students the opportunity to experience scientific research conducted at the university and to understand how research functions from the side of the participant.
- Each coupon is equivalent to half an hour of study participation. In some experiments "half coupons" will be given which are equivalent to a quarter of an hour, i.e. 15 minutes, of study participation.
- Accordingly, it is an academic obligation so it is important that you make sure not to postpone it to the last minute and to keep track of how many coupons you have accumulated and how many more you have left to collect.
- Collecting the specified number of coupons is necessary for receiving a "passing" grade in the "Research Experience" course.
- During the first semester there are typically less studies than in the second one.

Collecting Coupon – Know Your Rights!

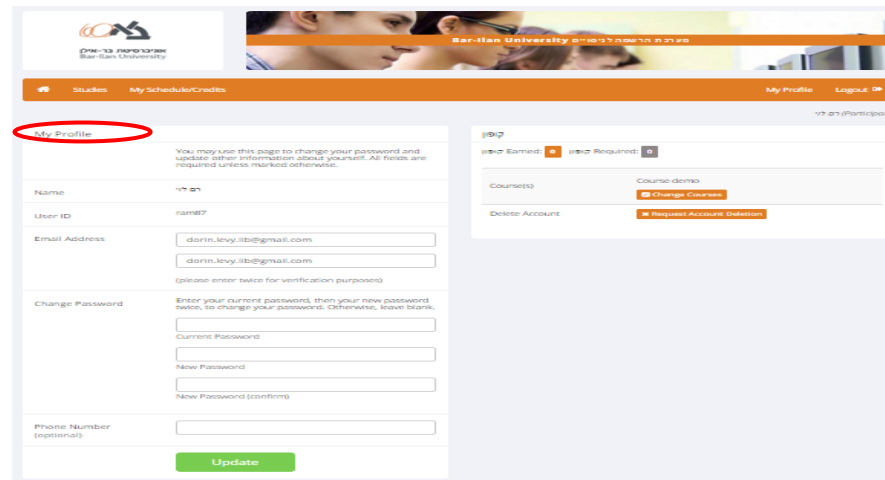
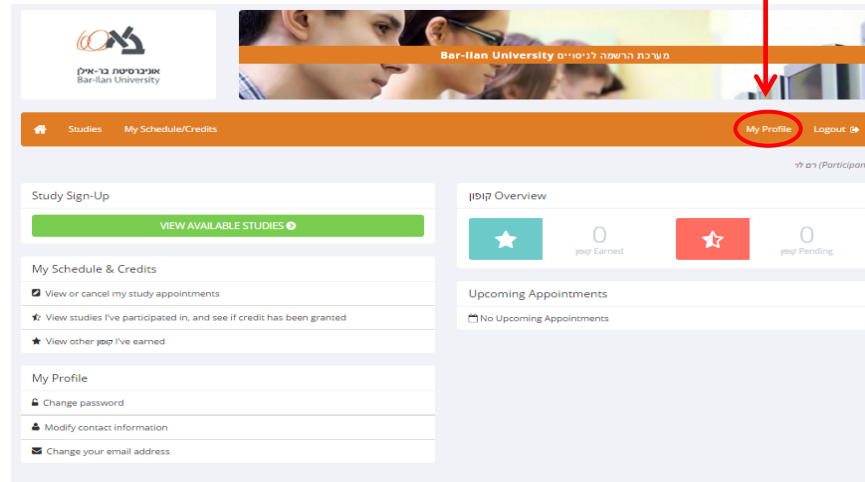
- Important to know – if an issue arises during the experiment – it is your right to stop the experiment at any moment. Note, that this is your right, and no matter what the researcher tells you, if you do not feel comfortable or something else is bothering you, you can stop your participation in the study.
- Please check after a few days that the researchers entered your awarded coupon into the system.
- For any problem - personal or ethical, you can contact by email: ylevy.biu@gmail.com, and arrange a meeting if necessary.

User accounts

In the first two weeks of the first semester, you will receive an email with your login information, which includes: a username and initial password, which you can change afterwards.

Do not open your own account!

To change your personal information (telephone number, email, or password), press the following tab, on the website: **“My Profile”**.



When you log in for the first time, you will be asked to answer a number of questions.

Please pay attention to the completion of this questionnaire. These questions are intended to test your suitability for various studies. Only after filling out these questions, you will be able to view the available studies.



The Home Page:

This screen will appear every time you log-in (after the questionnaire has been answered).

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מערכת הרשמה לניסויים Bar-Ilan University

Studies My Schedule/Credits My Profile Logout

רם לי (Participant)

Study Sign-Up
VIEW AVAILABLE STUDIES

My Schedule & Credits
View or cancel my study appointments
View studies I've participated in, and see if credit has been granted
View other קרדיט I've earned

My Profile
Change password
Modify contact information
Change your email address

קופון Overview
0 Earned
0 Pending

Upcoming Appointments
No Upcoming Appointments

support@biusignup.org
Copyright © 1997-2015 Sona Systems Ltd.
Human Subjects/Privacy Policy
(10:57)

The second step: Signing up to studies

To sign up to a study, you have to register to one of the studies available in the system.

Select the tab “**View Available Studies**” from the Home Page, which will give you access to the studies currently present in the system.

Study Sign-Up

VIEW AVAILABLE STUDIES



Bar-Ilan University
מערכת הרשמה ליסודיים

Home Studies My Schedule/Credits My Profile Logout

Participant (רשום)

Currently Viewing: All Studies

View studies with available timeslots on : Wednesday, 21 October 2015 GO

Available?	Study Information	Eligibility
	test9 (1 קיתונ) test	



The study's
name

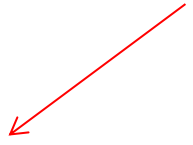
Clicking on the name of the study will provide further details, such as: researchers' names, study duration, amount of payment/credit, and more.

Please be aware that...

- Some experiments offer payment. You are, of course, allowed to participate in them as well. However, you must ensure that you also accumulate the necessary number of coupons. Experiments that offer payment will indicate this in the study's personal details.
- The experiments you are enrolling in belong to the Criminology department, the Psychology department, or the Neuroscience department, respectively. Some experiments provide coupons to students from other departments (coupons from these other department will not be counted toward the total amount required). Moreover, please participate in all experiments of the Criminology Department (indicated by 'CR' before the study's name) before participating in experiments from other departments (e.g., Psychology).
- Many of the experiments have not been made available yet, but you will see new ones available soon.
- You should arrive on time for the studies you have signed up for. A student who is late or will miss several studies may be required to accrue more coupons, or other sanctions may apply.
- You meet the study conditions when signing up (some studies specify specific conditions for participating in them). If you do not meet the conditions, you will not be able to complete the experiment and receive the credit/payment.

Study Information

Study Name	test9	
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.	
קופון	1 קופון	
Duration	30 minutes	
Abstract	test	
Description	test	
Researcher	Liad Uziel	
Principal Investigator	PI Test	
Deadlines	Deadlines that occur on a Saturday or Sunday will be moved back to Friday Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment	
	View Time Slots for This Study	



Once you have verified that you are suitable for the experiment, click on the tab: **“View Time Slots for This Study”**, to view the list of time slots available for the chosen experiment and its specified location.

מועדי הזמן



Test michael Michael test (Participant)

Timeslots for Study

Date	Location	Sign Up?
Friday, 1 March 2019 9:20 - 9:40	Building 98, room 304a	<input type="button" value="Sign Up"/>



Date
Date and
time of the
study



Location
The place
where the
study will take
place



Sign-Up
Sign-up to the
study



Successfully signing up will take you to the following screen:

System Message: Sign-up Successful ✕

Your signup has been completed. Please copy down the following information:

Signup Information

Study Name	שם הניסוי test, no action is required
Date	1 March 2019 9:20 - 9:40
Location	Building 98, room 304a
Preparation	לאכול ארוחת בוקר דשנה
Eligibility Requirements	דוברי סנסקריט ברמת שפת-אם
Brief Description	תיאור קצר test, no action is required
Detailed Description	תיאור מפורט test, no action is required
Researcher	מיטאל Phone: 0544 Email: @post.bgu.ac.il
Principal Investigator	הזמנת חדרים

- By clicking on the tab: “**My Schedule / Credits**” (which is located on the home page), you can view all the experiments you have participated and / or signed up for.
- **Credit Information** - In this section you will be able to keep track of the amount of credits you have accumulated (**Overall Credit Earned**) and the amount of credit you still need to accumulate (**Overall Credits Requirements**).



Home Studies **My Schedule/Credits** My Profile Logout

רם לוי (Participant)

קופון

Overall קופון Earned: 0 Overall קופון Pending: 0 Overall קופון Requirements: 0

Study Signups

You have not signed up for any studies.

Good luck and a fun and productive school year!