



Workflow for Researchers – Applying for Research Ethics Review for Experiments with Participants BOTH From AND Outside the Subject Pool

1. Submit “Subject Pool Allocation Request” at the beginning of a semester by completing [this form](#). **Please note that the window for applying for Subject Pool Allocation is the FIRST TWO WEEKS of a semester.** Result of Subject Pool Allocation will be announced at the beginning of Week 3.
2. Obtain the “Survey and Behavioral Research Ethics Training Certificate” by following the instructions stated in the Research Ethics Training website (<https://www.research-ethics.cuhk.edu.hk/orktsResearch/>) of the University.
3. Submit a [request](#) to create a Researcher account in the Sona Systems and/or to add a new study to your existing account. You will receive an email with an expID (e.g: dre20001) assigned to your experiment. If you do not hear from us after 3 working days, please contact the Administrators via email dept-research-ethics@psy.cuhk.edu.hk for assistance.
4. For Researchers with allocated Subject Pool Hours, from the beginning of Week 3 to the end Of Week 10, you can submit a request [here](#) to obtain another expID (e.g.: 23241001) for your experiment.
5. i) Prepare relevant documents for applying for Research Ethics Review:
 - a) Student Research Ethics Application Form;
 - b) Consent Form for Participants recruited from the Subject Pool;
 - c) Consent Form for Participants recruited from OUTSIDE the Subject Pool;
 - d) Debriefing Form;
 - e) Survey and Behavioral Research Ethics Training Certificate

Templates and samples of Student Research Ethics Application Form, Consent Form, and Debriefing Form can be found under the “Documents required for applying for Research Ethics Review” Section of the “Research Ethics Review for Experiments that DO NOT Recruit Participants from the Subject Pool” page of the Department Website.

ii) Merge all of the above documents into **ONE file**.

iii) Name the file using the following convention:

[expIDs-ethicsForm.docx or expIDs-ethicsForm.pdf]*

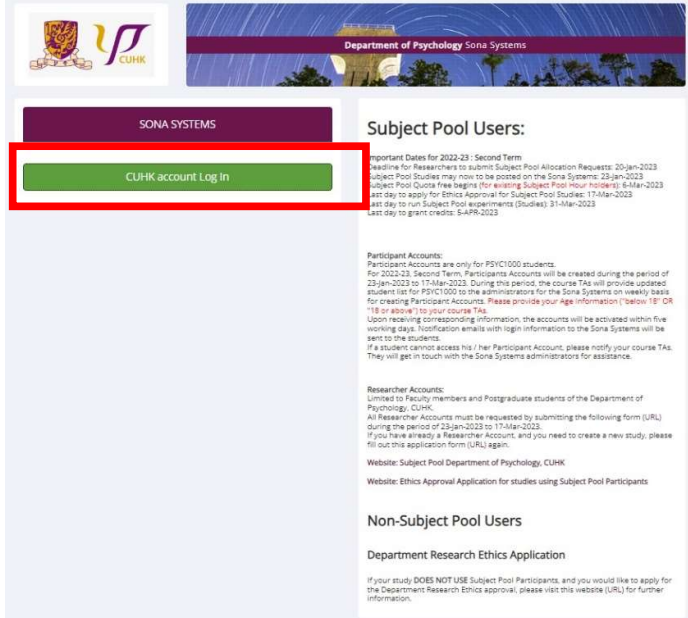
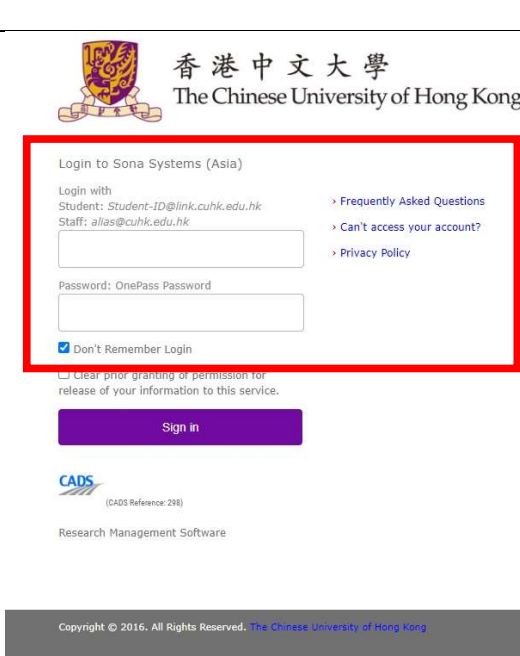
(e.g.: **dre20001+23241001-ethicsForm.docx or dre20001+23241001-ethicsForm.pdf**).

***REMARKS:** “expID” is a Study I.D. assigned to an experiment. Two different types of expIDs (e.g.: dre20001 & 23241001) will be needed, if an experiment is intended to have Participants BOTH FROM AND OUTSIDE the Subject Pool.



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f) To file your Research Ethics Review via the Sona Systems:

i)	 <p>Department of Psychology Sona Systems</p> <p>SONA SYSTEMS</p> <p>CUHK account Log In</p> <p>Subject Pool Users:</p> <p>Important Dates for 2022-23 - Second Term Deadline for Researchers to submit Subject Pool Allocation Requests: 20-Jan-2023 Subject Pool Studies may now be posted on the Sona Systems: 23-Jan-2023 Subject Pool Quota Free Begins (for existing Subject Pool Hour Invoicing): 6-Mar-2023 Last day to apply for Ethics Approval for Subject Pool Studies: 17-Mar-2023 Last day to run Subject Pool experiments (Studies): 31-Mar-2023 Last day to grant credits: 5-APR-2023</p> <p>Participant Accounts: Participant Accounts are only for PSYCI000 students. For 2022-23, Second Term, Participants Accounts will be created during the period of 23-Jan-2023 to 17-Mar-2023. During this period, the course TAs will provide updated student list for PSYCI000 to the administrators for the Sona Systems on weekly basis for creating Participant Accounts. Please provide your age information ("below 18" OR "18 or above") to your course TAs. Upon receiving corresponding information, the accounts will be activated within five working days. Notification emails with login information to the Sona Systems will be sent to the students. If a student cannot access his / her Participant Account, please notify your course TAs. They will get in touch with the Sona Systems administrators for assistance.</p> <p>Researcher Accounts: Limited to faculty members and Postgraduate students of the Department of Psychology, CUHK. All Researcher Accounts must be requested by submitting the following form (URL) during the period of 23-Jan-2023 to 17-Mar-2023. If you have already a Researcher Account, and you need to create a new study, please fill out this application form (URL) again.</p> <p>Website: Subject Pool Department of Psychology, CUHK Website: Ethics Approval Application for studies using Subject Pool Participants</p> <p>Non-Subject Pool Users</p> <p>Department Research Ethics Application</p> <p>If your study DOES NOT USE Subject Pool Participants, and you would like to apply for the Department Research Ethics approval, please visit this website (URL) for further information.</p>
<p>Visit the Sona Systems – Department of Psychology, CUHK website (https://cuhkpsy.sona-systems.com/). Press the “CUHK account Log in” button.</p>	
ii)	 <p>香港中文大學 The Chinese University of Hong Kong</p> <p>Login to Sona Systems (Asia)</p> <p>Login with Student: <code>Student-ID@link.cuhk.edu.hk</code> Staff: <code>alias@cuhk.edu.hk</code></p> <p><input type="text"/></p> <p>Password: OnePass Password <input type="password"/></p> <p><input checked="" type="checkbox"/> Don't Remember Login</p> <p><input type="checkbox"/> Clear prior granting of permission for release of your information to this service.</p> <p>Sign in</p> <p>CADS (CADS Reference: 248)</p> <p>Research Management Software</p> <p>Copyright © 2016. All Rights Reserved. The Chinese University of Hong Kong</p>
<p>Log into the Sona Systems with your CUHK OnePass credentials</p>	



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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

iii)

Department of Psychology Sona Systems

My Studies All Studies **Add New Study** Prescreen Results My Profile Logout

Andy LAM (Researcher)

My Studies

- View and edit your studies
- View, add or edit timeslots
- View uncredited timeslots

All Studies

- View all studies available to participants

Add New Study

- Create a new study

Prescreen Results

- Analyze participant prescreen results

My Profile

- Change password
- Modify contact information
- Change your email address

Announcement

*** IMPORTANT NOTE ***

Before you submit your study for approval, please be sure go through the following materials, and carefully follow the instructions stated in the procedures. Failure to do so will slow down the approval process not only for you, but for everyone else in the queue. Please be a considerate user.

Subject Pool Users:

For studies that use Participants from the Subject Pool

2022-23 | Second Term -- Allocated Subject Pool Hours (URL)

Website: Subject Pool, Department of Psychology, CUHK (URL)

Website: Ethics Approval Application for studies using Subject Pool Participants (Guidelines)

Workflows for Researchers (New Study) (Re-Run Study)

Sona Systems - Researcher Tutorial > (YouTube Video)

Sona Systems - Full documentation (PDF File)

Department Research Ethics Approval Applicants:

Select "Add New Study" in the menu bar

iv)

Department of Psychology Sona Systems

My Studies All Studies **Add New Study** Prescreen Results My Profile Logout

Andy LAM (Researcher)

Select Study Type

To add a new study, you must first select the type of study you would like to add. You may not change the study type once you have added it, so please be sure to select the correct option now.

If you are conducting your study over videoconference, like Zoom, Webex, or a similar tool, set it up as either a Standard Study or a Multi-Part Standard Study.

Standard Study A study that is scheduled to take place at a specific time, in a specific place or over videoconference, and where there is only one part to the study that participants will participate in.

Multi-Part Standard Study A study that is scheduled to take place at a specific time, in a specific place or over videoconference, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time.

- Two-Part
- Three-Part
- Four-Part

Online External Study An online study located on another website like Quora, SurveyMonkey, Gorilla, Psychofy (Pavlova), REDCap, or any other website.

Multi-Part Online External Study An online study located on another website like Quora, SurveyMonkey, Gorilla, Psychofy (Pavlova), REDCap, or any other website, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time.

- Two-Part
- Three-Part
- Four-Part

Online Internal Survey Study An online survey study where the questions are set up in the system.

Continue

Select the Study Type that best suits your experiment. Press the "Continue" button to proceed.



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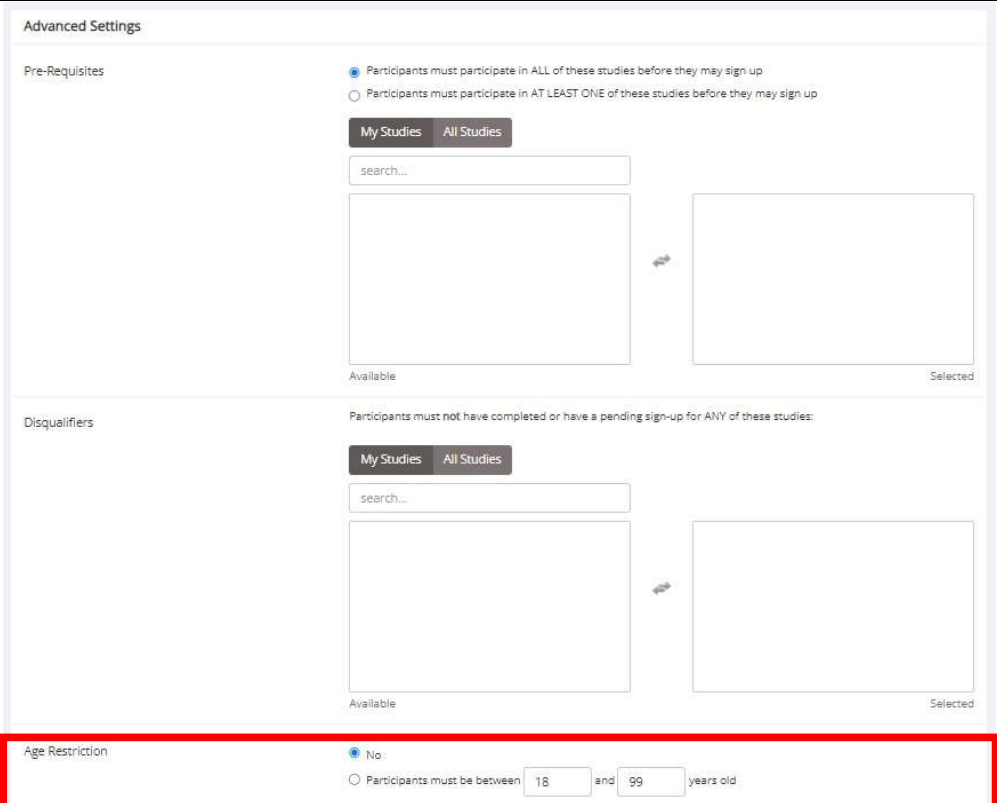
5. To file your Research Ethics Review via the Sona Systems (Cont'd):

v)	<div><p>Basic Study Information</p><p>Study Name <input type="text"/></p><p>Brief Abstract (Up to 255 characters, optional) <input type="text"/></p><p>Detailed Description (Up to 15,000 characters, optional) <input type="text"/></p><p>Eligibility Requirements <input type="text" value="None"/></p><p>Duration (Minutes) <input type="text" value="0"/></p><p>Points (Points must be evenly divisible by 1) <input type="text" value="0"/></p><p>Preparation (Up to 255 characters, optional) <input type="text"/></p><p>Researcher <input type="text" value="LAM, Andy"/></p><p>Principal Investigator <input type="text" value="-- Select P.I. --"/></p><p>Research Committee Approval Code (optional) <input type="text"/></p><p>Approved? <input type="text" value="Currently not approved. Approval is required."/></p><p>Active Study? <input type="radio"/> Yes <input checked="" type="radio"/> No</p><p><small>(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)</small></p><p><input type="button" value="Add This Study"/></p></div>
	<p>Under Basic Study Information:</p> <ul style="list-style-type: none">• for "Study Name", please use this convention [expIDs study_title] (e.g. dre20001+23241001 My Study Title); for a Rerun study, please use the convention [expIDs study_title RERUN]. You can remove "RERUN" after the study is approved by the Reviewers.• for "Researcher", please select your name, if it is not already.• for "Principal Investigator", please select the name of your Supervisor if you are a Student Researcher.



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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

vi)	 <p>Advanced Settings</p> <p>Pre-Requisites</p> <p><input checked="" type="radio"/> Participants must participate in ALL of these studies before they may sign up <input type="radio"/> Participants must participate in AT LEAST ONE of these studies before they may sign up</p> <p>My Studies All Studies</p> <p>search...</p> <p>Available Selected</p> <p>Disqualifiers</p> <p>Participants must not have completed or have a pending sign-up for ANY of these studies:</p> <p>My Studies All Studies</p> <p>search...</p> <p>Available Selected</p> <p>Age Restriction</p> <p><input checked="" type="radio"/> No <input type="radio"/> Participants must be between 18 and 99 years old</p>
	<p>Under "Advanced Settings":</p> <ul style="list-style-type: none">for "Age Restriction", please enter the targeted age range of your Participants if needed.



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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

vii)	<p>Invitation Code <input type="text"/> <small>(leave blank if participants do not need a special password to sign up for this study)</small></p> <p>Is this a web-based study? No</p> <p>Study URL (optional) <input type="text"/></p> <p>Participant Sign-Up Deadline <input type="text" value="24"/> hours before study is to occur</p> <p>Participant Cancellation Deadline <input type="text" value="24"/> hours before study is to occur</p> <p>Should the Researcher receive email notifications for participant sign-ups and cancellations? <input checked="" type="radio"/> No <input type="radio"/> Yes – for sign-ups and cancellations <input type="radio"/> Yes – for cancellations only</p> <p>Shared Comments (Up to 1,000 characters, optional) <input type="text"/> <small>Visible to all researchers and PIs in the system, but not visible to participants</small></p> <p>Private Comments (Up to 3,000 characters, optional) <input type="text"/> <small>Visible only to researchers and PIs for this study, but not visible to participants or other researchers/PIs in the system</small></p> <p>Research Alternative No</p> <p><input type="button" value="Add This Study"/></p>
	<p>Under “Advanced Settings”:</p> <ul style="list-style-type: none">• For an External Online Study, please enter "Study URL".• enter "Share Comments", "Private Comments" if needed.• press the "Add This Study" button once you have correctly entered all study information.



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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

viii)

The screenshot shows the Sona Systems interface for a researcher named Andy LAM. The main content area is titled "Study Menu" and displays details for a study named "Testing -- TST @ PSY, CUHK". The study status is "Not visible to participants : Not Approved", and a red box highlights the "Send Request" button. Other details include a duration of 10 minutes, 0 points, and a direct study link. The interface also shows restrictions (No Restrictions) and researcher information (Andy LAM, System Administrator).

Study Information	
Study Name	Testing -- TST @ PSY, CUHK
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.
Study Status	Not visible to participants : Not Approved Send Request Inactive study : Does not appear on list of available studies
Duration	10 minutes
Points	0 Points
Abstract	dire20134 -- For Testing Purpose (Non-Subject Pool) Ethics Approval 29-AUG-2022

Restrictions	
Prescreen Restrictions	No Restrictions View/Modify Restrictions

Additional Study Information	
Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
Research Committee Approval Code	
Direct Study Link	https://cuhkpsy.sona-systems.com/default.aspx? This is a direct URL for participants to access the study. You may use this in an email or study advertisement.
Date Created	21 July 2023

Researcher Information	
Researcher	Andy LAM 39431329
Principal Investigator	System Administrator 12345678

- Press the "Send Request" button in the "Study Menu" page.



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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

ix)

Request Approval

Before participants can view this study, it must be approved by the appropriate person. You may make your request for approval using the form below. The email will be sent to sp-ethics@psy.cuhk.edu.hk. Information about the study will be included in the email automatically. You may enter any additional information in your request below, and you may also upload a file to be included with the request.

Subject Pool Ethics Application
Applying for ethics approval using subject pool participants from the Department of Psychology
Subject Pool Ethics application (Before submitting your application, please make sure you have used the consent and debriefing forms template) (Guidelines)
Workflow for subject pool researcher (New Study) (RERUN Study)

Non Subject Pool Ethics Application
Department Research Ethics Application
Applying for ethics approval using non-subject pool participants
Department Research Ethics Application (Before submitting your application, please make sure you have used the consent and debriefing forms template) (Guidelines)
Workflow for Department Research Ethics Applicant (pdf)

Choose File No file chosen

Send Request

Email questions to sona-admin@psy.cuhk.edu.hk
Copyright © 1997-2023 Sona Systems Ltd.
[Human Participants/Privacy Policy](#)
(14:46)

- Upload the consolidated file for required documents required. The file should contain the 1) Student Research Ethics Application Form, 2) Consent Form, 3) Debriefing Form, and 4) Survey and Behavioral Ethics Certificate.

The file should be named using the following convention:

[expIDs-ethicsForm.docx or expIDs-ethicsForm.pdf]* (e.g.: **dre20001+23241001-ethicsForm.docx** or **dre20001+23241001-ethicsForm.pdf**).

- Press the “Send Request” button to submit your request for Research Ethics Review.



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6. If your study is NOT APPROVED, the Reviewers will contact you via email for providing further clarification / information. Please carefully follow his / her instructions on revising the information accordingly, and re-submit for approval again in the Sona Systems. Failure to do so will result in longer processing time for your application.
7. After your study is approved by the Reviewers, you will receive an email notification generated by the Sona Systems. You can make your study "Active" under the "Basic Study Information" section of your study. Participants can sequentially sign up for your experiment.
8. If you do not hear from us after 10 working days upon sending in an Approval Request on the Sona Systems, please contact the Administrators via email dept-research-ethics@psy.cuhk.edu.hk for assistance.