Workflow for Researchers –

Applying for Research Ethics Review for Experiments with Participants NOT from the Subject Pool

1. 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.

2. Submit a request form 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 a Study I.D. (e.g: dre20140) 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.

3. i) Prepare relevant documents (Student Research Ethics Application Form, Consent Form, Debriefing Form, and Survey and Behavioral Research Ethics Training Certificate) for applying for Research Ethics Review.

   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:

   [**expID-ethicsForm.docx** or **expID-ethicsForm.pdf**]*
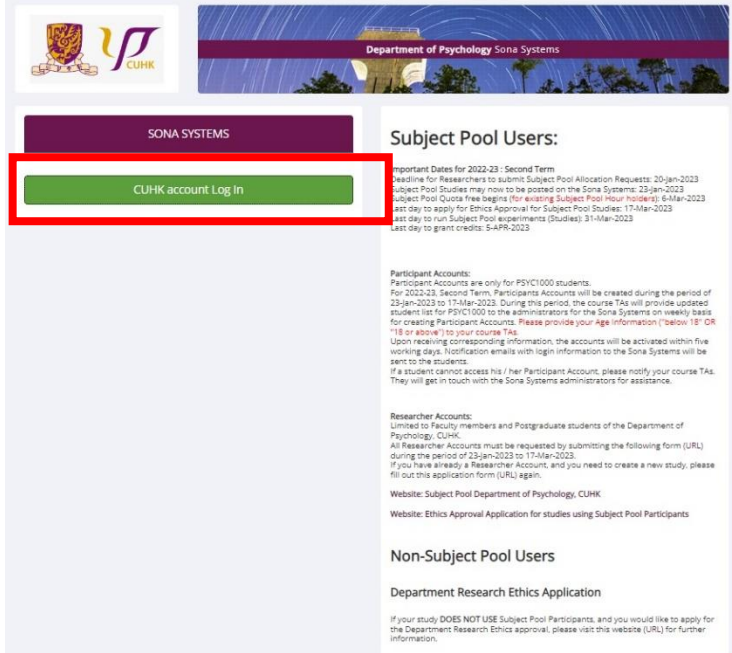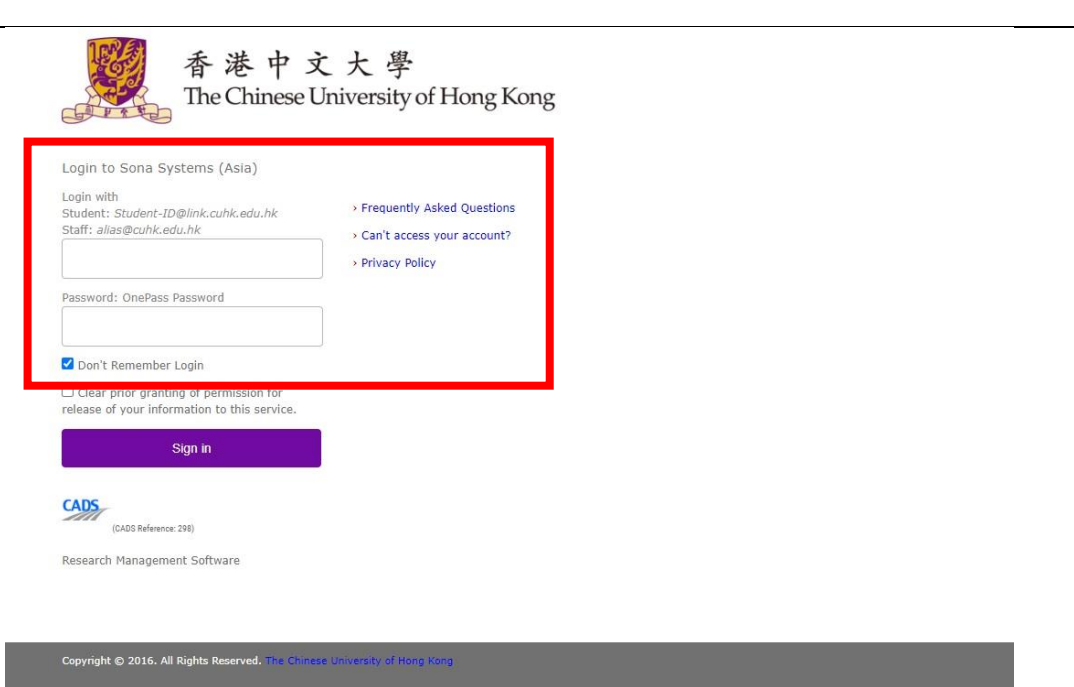   (e.g.: **dre20140-ethicsForm.docx** or **dre20140-ethicsForm.pdf**).

   *REMARKS: "expID" is a Study I.D. assigned to an experiment

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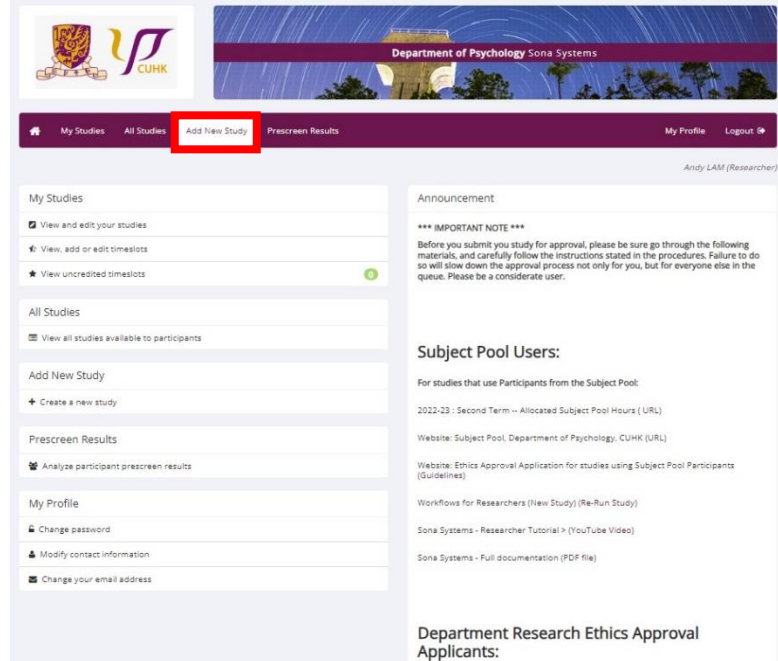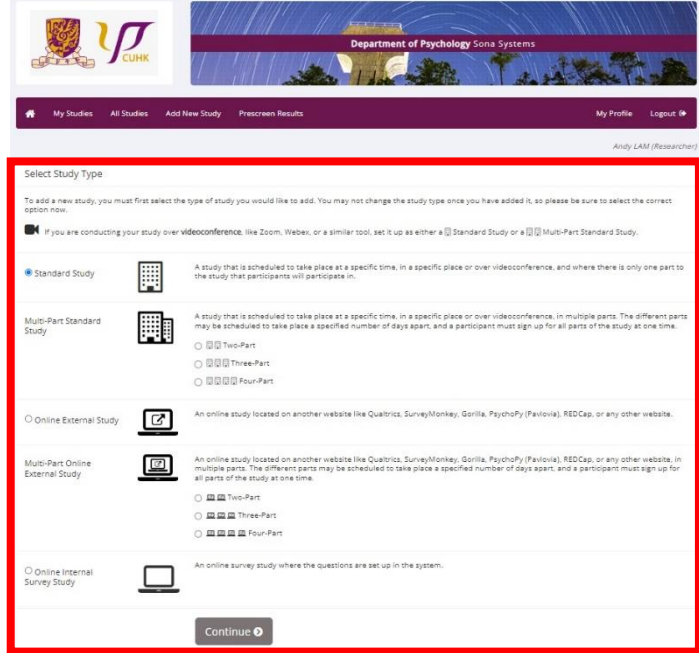4. To file your Research Ethics Review via the Sona Systems:

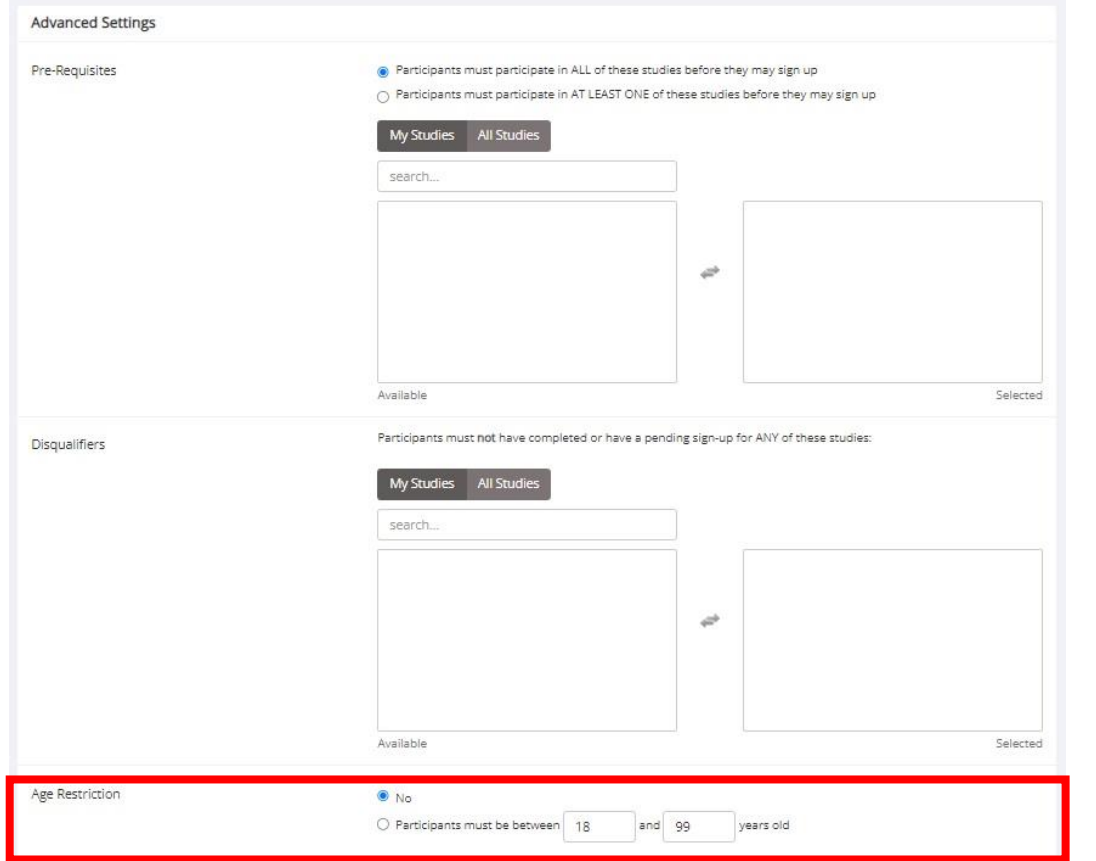|	
i)	
	Visit the Sona Systems – Department of Psychology, CUHK website https://cuhkpsy.sona-systems.com/. Press the "CUHK account Log in" button.
ii)	
	Log into the Sona Systems with your CUHK OnePass credentials

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

iii)	
	Select "Add New Study" in the menu bar
iv)	
	Select the study type that best suits your experiment. Press the "Continue" button to proceed.

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

v)	
	Basic Study Information
	Study Name
	Brief Abstract (Up to 255 characters, optional)
	Detailed Description (Up to 15,000 characters, optional)
	Eligibility Requirements — None
	Duration (Minutes) — 0
	Points (Points must be evenly divisible by 1) — 0
	Preparation (Up to 255 characters, optional)
	Researcher — LAM, Andy
	Principal Investigator — -- Select P.I. --
	Research Committee Approval Code (optional)
	Approved? — Currently not approved. Approval is required.
	Active Study? — ◯ Yes ◉ No
	(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)
	Add This Study

Under Basic Study Information:
- for "Study Name", please use this convention [expID study_title] (e.g. dre20140 My Study Title); for a Rerun study, please use the convention [expID 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.

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

vi)	
	Under "Advanced Settings": • for "Age Restriction", please enter the targeted age range of your Participants if needed.

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

vii)	
	Under "Advanced Settings": • 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.

Workflow for Researchers –

Applying for Research Ethics Review for Experiments with Participants NOT from the Subject Pool

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

viii)	
	• Press the "Send Request" button in the "Study Menu" page.

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

ix)	
	• 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: [**expID-ethicsForm.docx** or **expID-ethicsForm.pdf**]* (e.g.: **dre20140-ethicsForm.docx** or **dre20140-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.