



## 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](mailto: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**).

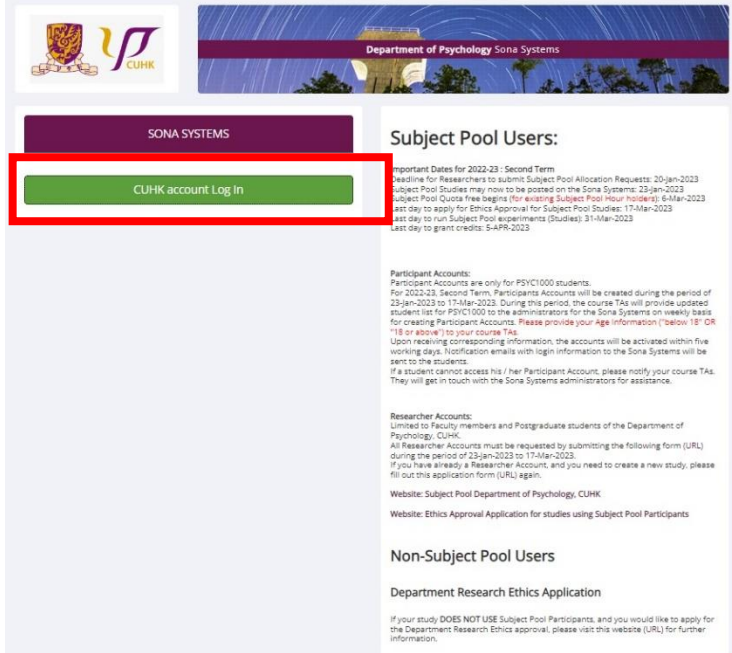
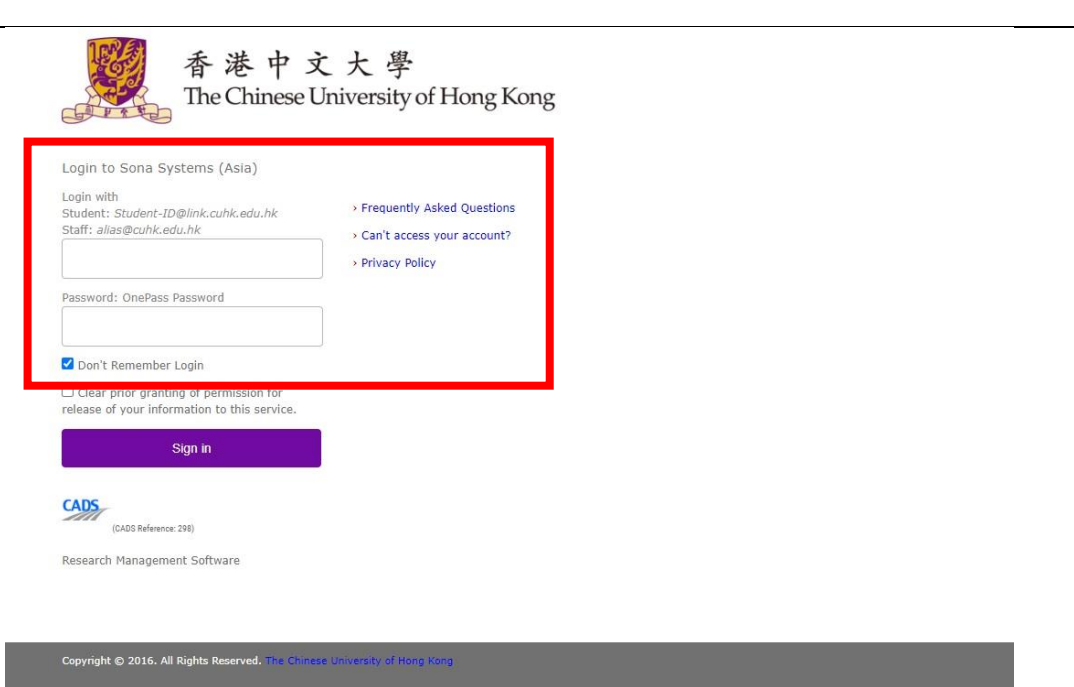
\***REMARKS:** “expID” is a Study I.D. assigned to an experiment



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

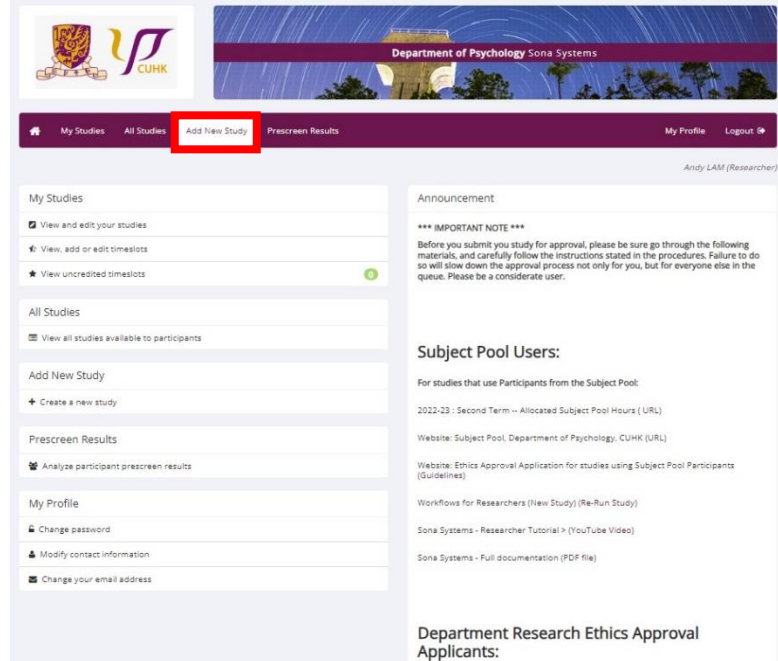
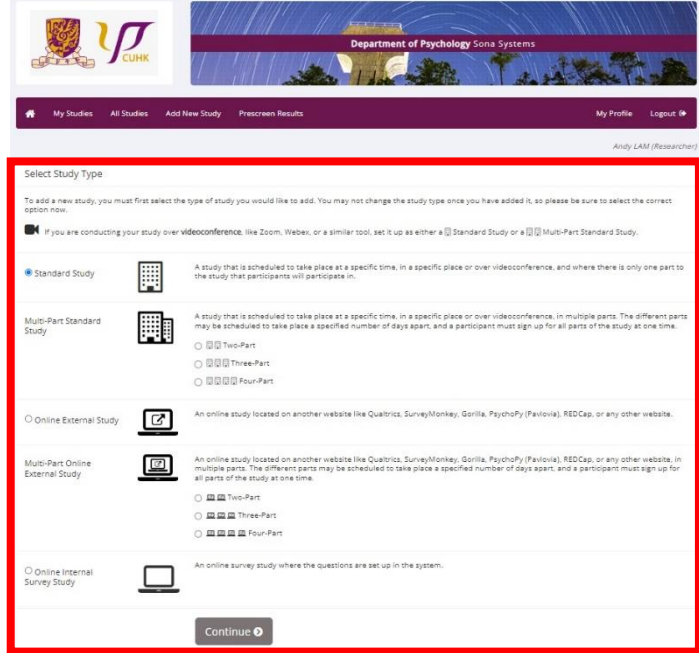
i)	 <p>The screenshot shows the 'Department of Psychology Sona Systems' website. A green button labeled 'CUHK account Log In' is highlighted with a red rectangular box. To the right of the button, there is a 'Subject Pool Users:' section with various notices and links.</p>
	<p>Visit the Sona Systems – Department of Psychology, CUHK website <a href="https://cuhkpsy.sona-systems.com/">https://cuhkpsy.sona-systems.com/</a>. Press the “CUHK account Log in” button.</p>
ii)	 <p>The screenshot shows the login page for Sona Systems (Asia) at The Chinese University of Hong Kong. The login form, including fields for Student ID, Password, and a 'Sign in' button, is highlighted with a red rectangular box. The page also includes a 'Frequently Asked Questions' link and a 'CADS' logo.</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)	 <p>The screenshot shows the 'Department of Psychology Sona Systems' interface. The top navigation bar includes 'My Studies', 'All Studies', 'Add New Study' (highlighted with a red box), 'Prescreen Results', 'My Profile', and 'Logout'. The main content area is divided into sections: 'My Studies' with options to view and edit studies; 'All Studies' with a view all studies button; 'Add New Study' with a 'Create a new study' button; 'Prescreen Results' with an 'Analyze participant prescreen results' button; and 'My Profile' with options to change password, contact information, and email address. An announcement section contains an 'IMPORTANT NOTE' and links for 'Subject Pool Users', including a URL for 2022-23 subject pool hours and various guides and tutorials. At the bottom, it says 'Department Research Ethics Approval Applicants:'.</p>
	Select “Add New Study” in the menu bar
iv)	 <p>The screenshot shows the 'Select Study Type' form. It includes a title 'Select Study Type' and a paragraph explaining that the study type must be selected correctly. Below this are several options, each with a radio button and a description: 'Standard Study' (with a calendar icon), 'Multi-Part Standard Study' (with a calendar icon and sub-options for Two-Part, Three-Part, and Four-Part), 'Online External Study' (with a laptop icon), 'Multi-Part Online External Study' (with a laptop icon and sub-options for Two-Part, Three-Part, and Four-Part), and 'Online Internal Survey Study' (with a laptop icon). A 'Continue' button is at the bottom of the form.</p>
	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):

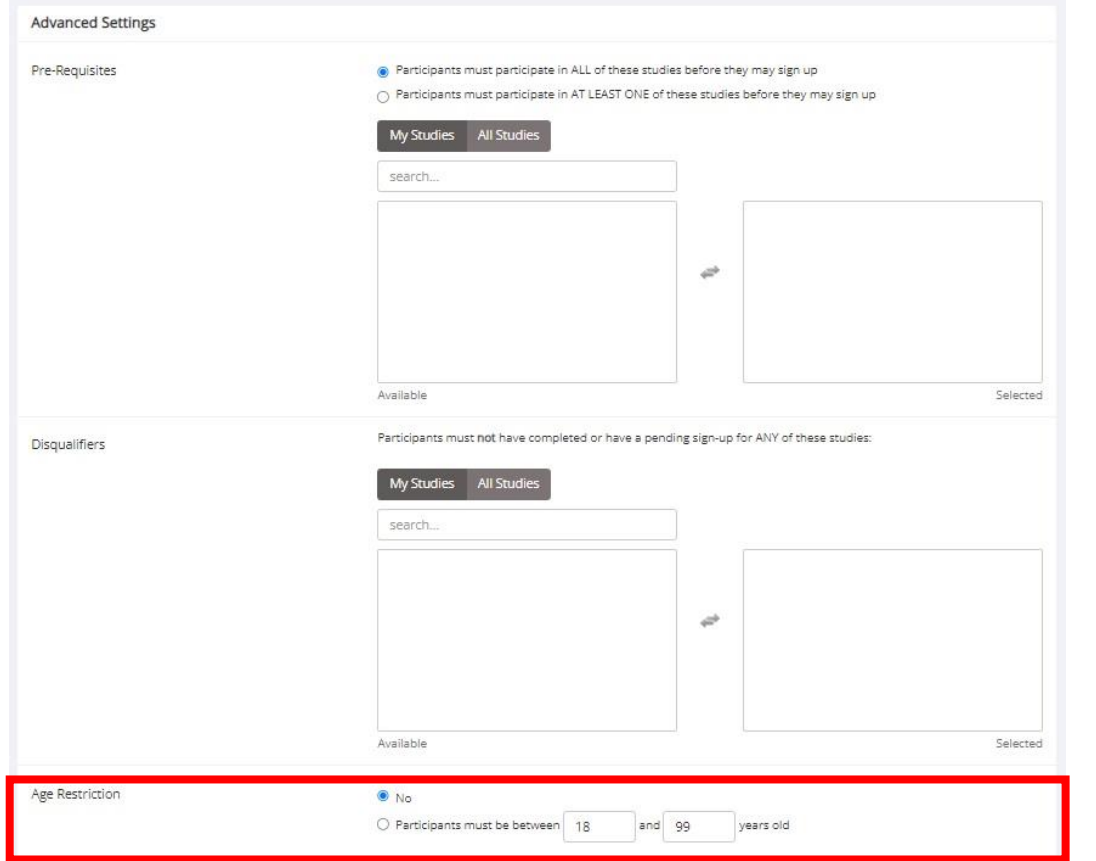
v)	<div data-bbox="295 548 1388 1579"><p><b>Basic Study Information</b></p><p>Study Name <input type="text"/></p><p>Brief Abstract (Up to 255 characters, optional) <input type="text"/></p><p>Detailed Description (Up to 15,000 characters, optional) <input type="text"/></p><p>Eligibility Requirements <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? <small>Currently not approved. Approval is required.</small></p><p>Active Study? <input type="radio"/> Yes <input checked="" type="radio"/> No <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><b>Under Basic Study Information:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• for "Researcher", please select your name, if it is not already.</li><li>• for "Principal Investigator", please select the name of your Supervisor if you are a Student Researcher.</li></ul>



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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><b>Under "Advanced Settings":</b></p> <ul style="list-style-type: none"><li>for "Age Restriction", please enter the targeted age range of your Participants if needed.</li></ul>



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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? <input type="radio"/> No</p> <p><b>Study URL (optional)</b> <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><b>Shared Comments</b>      (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><b>Private Comments</b>      (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 <input type="radio"/> No</p> <p><b>Add This Study</b></p>
	<p><b>Under "Advanced Settings":</b></p> <ul style="list-style-type: none"> <li>• For an External Online Study, please enter "Study URL".</li> <li>• enter "Share Comments", "Private Comments" if needed.</li> <li>• press the "Add This Study" button once you have correctly entered all study information.</li> </ul>



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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 Information' and contains the following details:

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 <b>Send Request</b> Inactive study : Does not appear on list of available studies
Duration	10 minutes
Points	0 Points
Abstract	dre20134 -- For Testing Purpose (Non-Subject Pool) Ethics Approval 29-AUG-2022

Other sections visible include 'Restrictions' (No Restrictions), 'Additional Study Information' (Participant Sign-Up Deadline, Participant Cancellation Deadline, Research Committee Approval Code, Direct Study Link, Date Created), and 'Researcher Information' (Researcher: Andy LAM, Principal Investigator: System Administrator).

- 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)	<p>Request Approval</p> <p>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 <a href="mailto:sp-ethics@psy.cuhk.edu.hk">sp-ethics@psy.cuhk.edu.hk</a>. 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.</p> <p><b>Subject Pool Ethics Application</b></p> <p>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)</p> <p><b>Non Subject Pool Ethics Application</b></p> <p>Department Research Ethics Application</p> <p>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)</p> <p>Choose File No file chosen</p> <p>Send Request</p> <p>Email questions to <a href="mailto:sona-admin@psy.cuhk.edu.hk">sona-admin@psy.cuhk.edu.hk</a> Copyright © 1997-2023 Sona Systems Ltd. <a href="#">Human Participants/Privacy Policy</a> (14:46)</p>
	<ul style="list-style-type: none"><li>• 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.</li></ul> <p>The file should be named using the following convention:</p> <p><b>[expID-ethicsForm.docx or expID-ethicsForm.pdf]*</b> (e.g.: <b>dre20140-ethicsForm.docx</b> or <b>dre20140-ethicsForm.pdf</b>).</p> <ul style="list-style-type: none"><li>• Press the “Send Request” button to submit your request for Research Ethics Review.</li></ul>





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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](mailto:dept-research-ethics@psy.cuhk.edu.hk) for assistance.