



Workflow for Researchers –

Applying for Research Ethics Review for Experiments with Participants from the Subject Pool

1. Submit “Subject Pool Allocation Request” at the beginning of a semester by completing the following form:

https://esurvey.psy.cuhk.edu.hk/jfe/form/SV_2sPxGxGCmMo5509

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/orctsResearch/> of the University.
3. i) Prepare relevant documents (Consent Form, Debriefing Form, Supervisor Endorsement Form, and Survey and Behavioral Research Ethics Training Certificate) for applying for Research Ethics Review.

Templates and samples of Consent Form, Debriefing Form and Supervisor Endorsement Form can be found under the “Documents required for applying for Research Ethics Review (Subject Pool Experiments)” Section of the “Research Ethics” 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.: **23241001-ethicsForm.docx** or **23241001-ethicsForm.pdf**).

***REMARKS:** expID is a number assigned to an experiment that recruits Participants from the Subject Pool.

4. From the beginning of Week 3 to the end of Week 10, Researchers with allocated Subject Pool hours can apply for an Experiment ID (expID), and a Researcher Account on the Sona Systems (for new users) using this form:

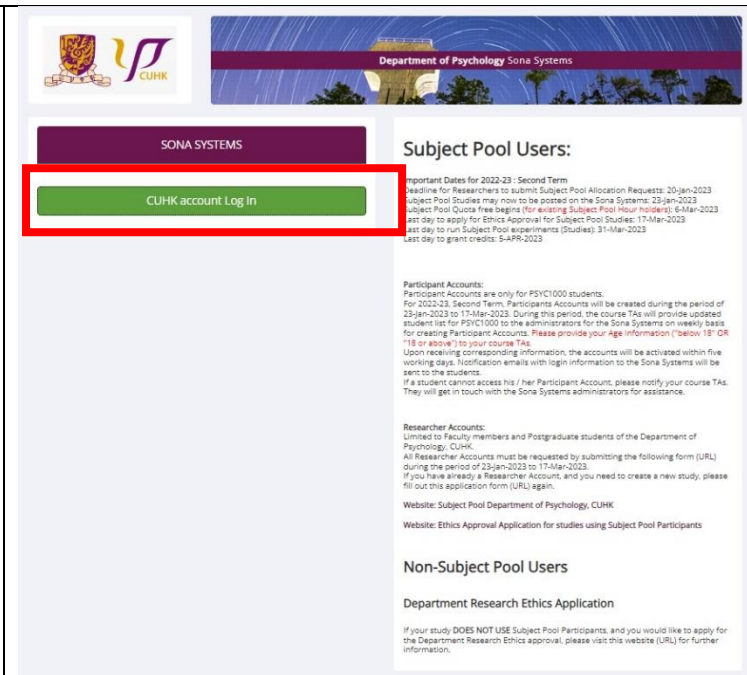
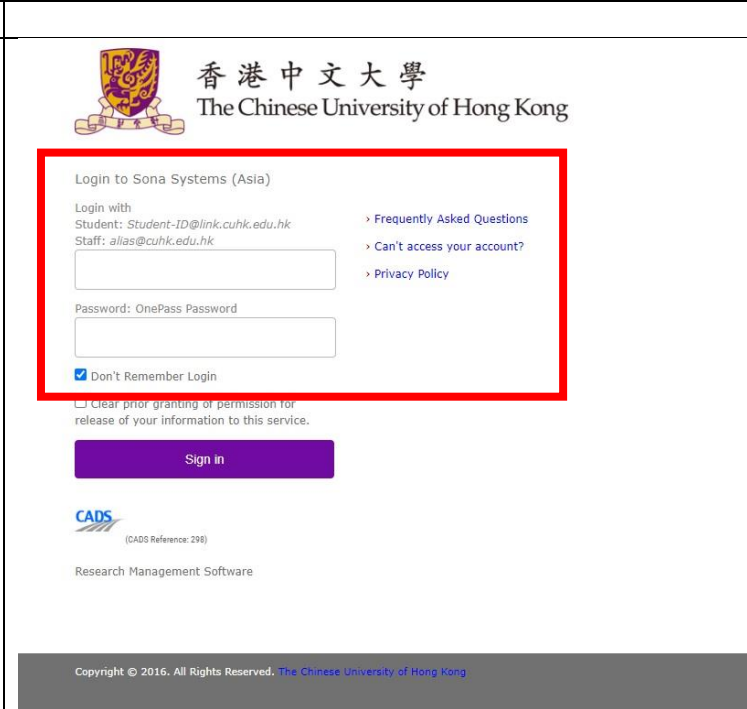
https://esurvey.psy.cuhk.edu.hk/jfe/form/SV_eEiDeMO7cAwtUAB

Within three working days, a Sona Researcher Account will be created, and an email notification will be generated by the Sona Systems. If you do not hear from us after 3 working days, please contact the Department Subject Pool Administrators via email subjectpool@psy.cuhk.edu.hk for assistance.



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

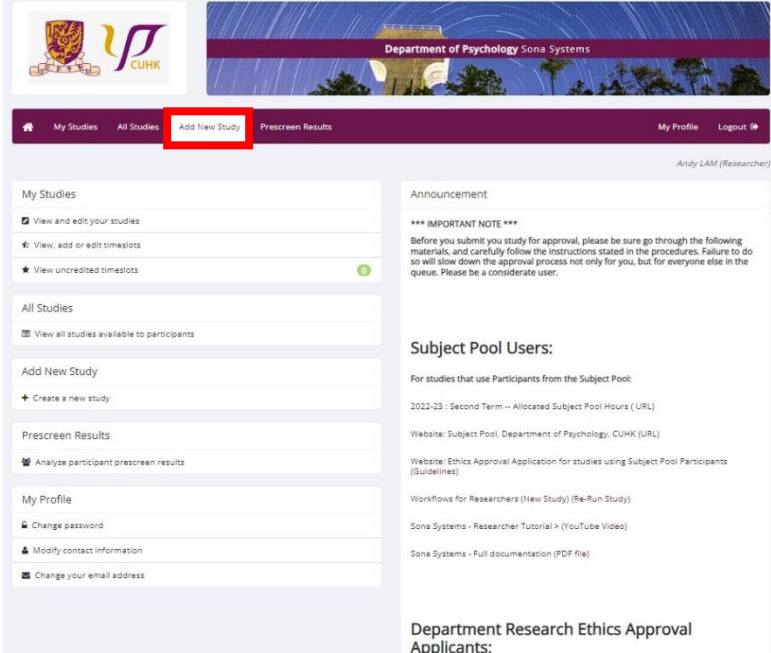
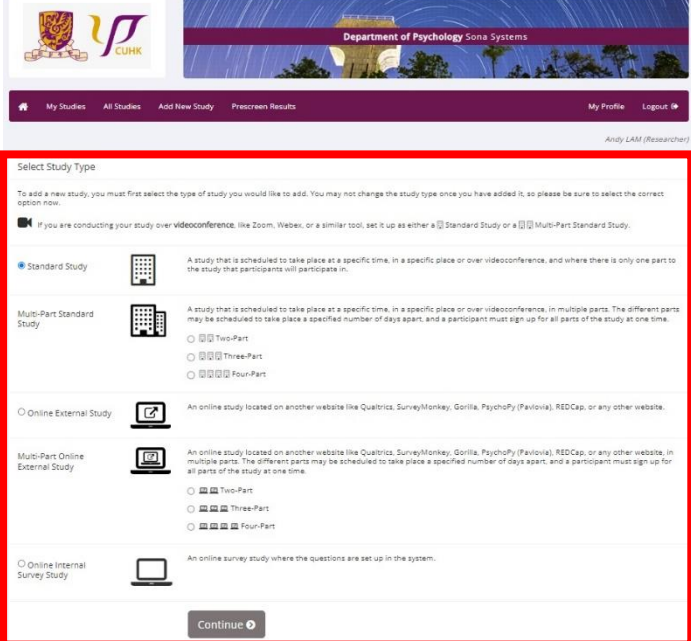
i)		
	<p>Visit the Sona Systems – Department of Psychology, CUHK website https://cuhkpsy.sona-systems.com/. Press the “CUHK account Log in” button.</p>	
ii)		
	<p>Log into the Sona Systems with your CUHK OnePass credentials</p>	



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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), and 'Prescreen Results'. Below the navigation bar, there are sections for 'My Studies', 'All Studies', 'Add New Study', 'Prescreen Results', and 'My Profile'. An 'Announcement' section contains an important note about the approval process. A 'Subject Pool Users' section provides links to various resources, including 'Sona Systems - Researcher Tutorial' and 'Sona Systems - Full documentation'. The user is identified as 'Andy LAM (Researcher)'.</p>
	Select “Add New Study” in the menu bar
iv)	 <p>The screenshot shows the 'Select Study Type' page. It includes a heading 'Select Study Type' and a sub-heading '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.' Below this, there are several options: 'Standard Study', 'Multi-Part Standard Study' (with sub-options for Two-Part, Three-Part, and Four-Part), 'Online External Study', 'Multi-Part Online External Study' (with sub-options for Two-Part, Three-Part, and Four-Part), and 'Online Internal Survey Study'. A 'Continue' button is located at the bottom of the page, highlighted with a red box.</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><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? <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>Under Basic Study Information:</p> <ul style="list-style-type: none">• for "Study Name", please use this convention [expID study_title] (e.g. 23241001 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.



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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 <input type="text" value="18"/> and <input type="text" value="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? <input type="radio"/> 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 <small>(Up to 1,000 characters, optional)</small> <input type="text"/> <small>Visible to all researchers and PIs in the system, but not visible to participants</small></p> <p>Private Comments <small>(Up to 3,000 characters, optional)</small> <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><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 Information' and displays details for a study named 'Testing -- TST @ PSY, CUHK'. The study type is 'Standard (lab) study'. 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 an abstract. The 'Restrictions' section shows 'No Restrictions' with a 'View/Modify Restrictions' button. The 'Additional Study Information' section includes deadlines for participant sign-up and cancellation, a direct study link, and the date created (21 July 2023). The 'Researcher Information' section lists Andy LAM as the researcher and System Administrator as the principal investigator.

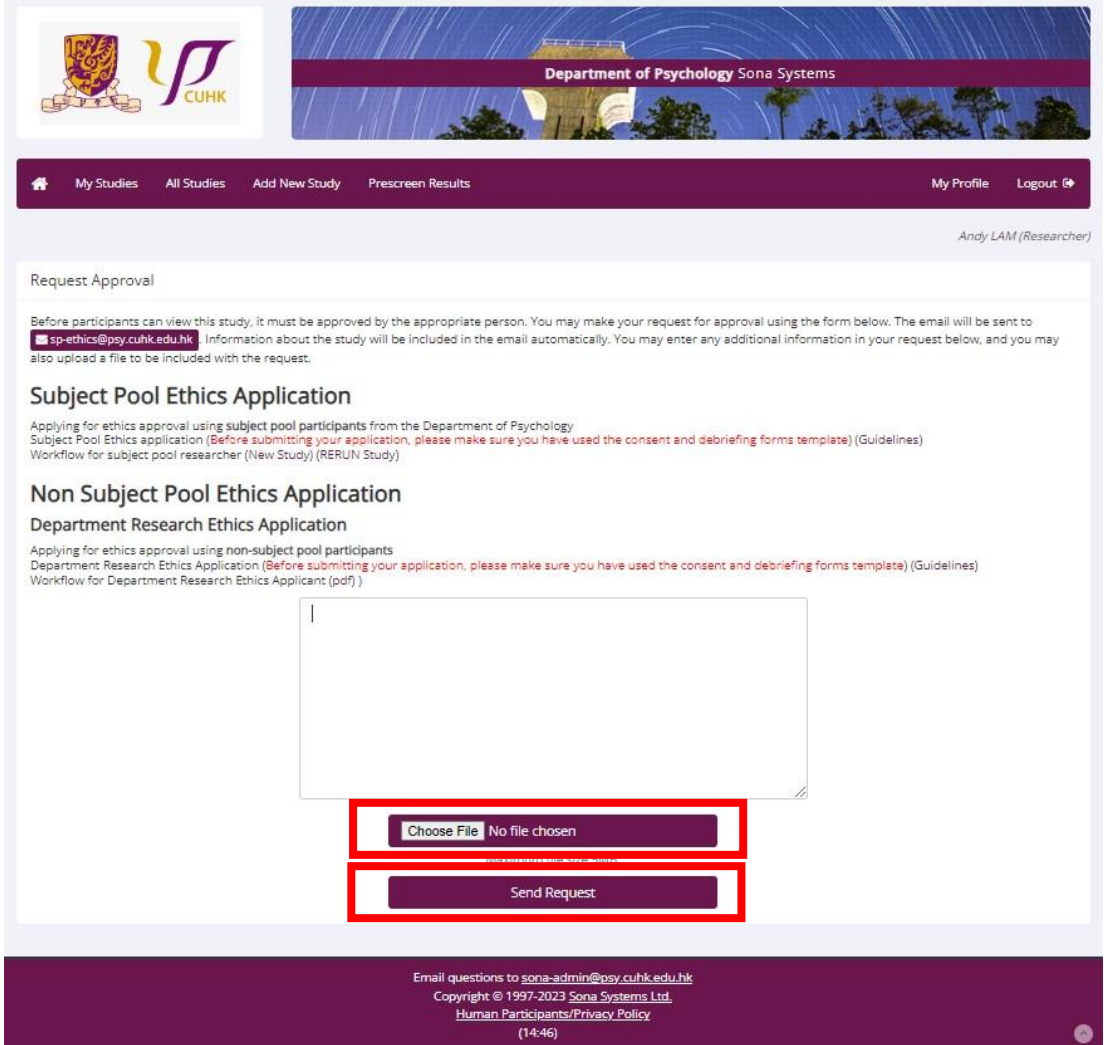
- Press the "Send Request" button in the "Study Menu" page.



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

ix)	 <p>The screenshot shows the 'Request Approval' page on the Sona Systems platform. It includes a navigation bar with 'My Studies', 'All Studies', 'Add New Study', and 'Prescreen Results'. The user is logged in as 'Andy LAM (Researcher)'. The main content area is titled 'Request Approval' and contains instructions for submitting ethics applications. Two application types are listed: 'Subject Pool Ethics Application' and 'Non Subject Pool Ethics Application'. Below these, there is a large text input area and a file upload section. The 'Choose File' button and the 'Send Request' button are highlighted with red boxes.</p>
	<ul style="list-style-type: none"> • Upload the consolidated file for required documents required. The file should contain the 1) Consent Form, 2) Debriefing Form, 3) Supervisor Endorsement Form, and 4) Survey and Behavioral Ethics Certificate. <p>The file should be named using the following convention:</p> <p>[expID-ethicsForm.docx or expID-ethicsForm.pdf]* (e.g.: 23241001-ethicsForm.docx or 23241001-ethicsForm.pdf).</p> <ul style="list-style-type: none"> • 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 Department Subject Pool Administrators via email subjectpool@psy.cuhk.edu.hk for assistance.