



## 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: 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](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.

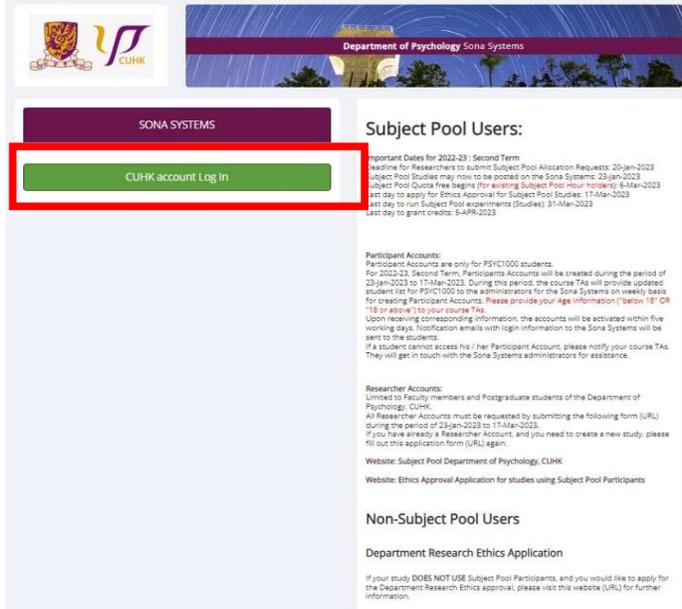
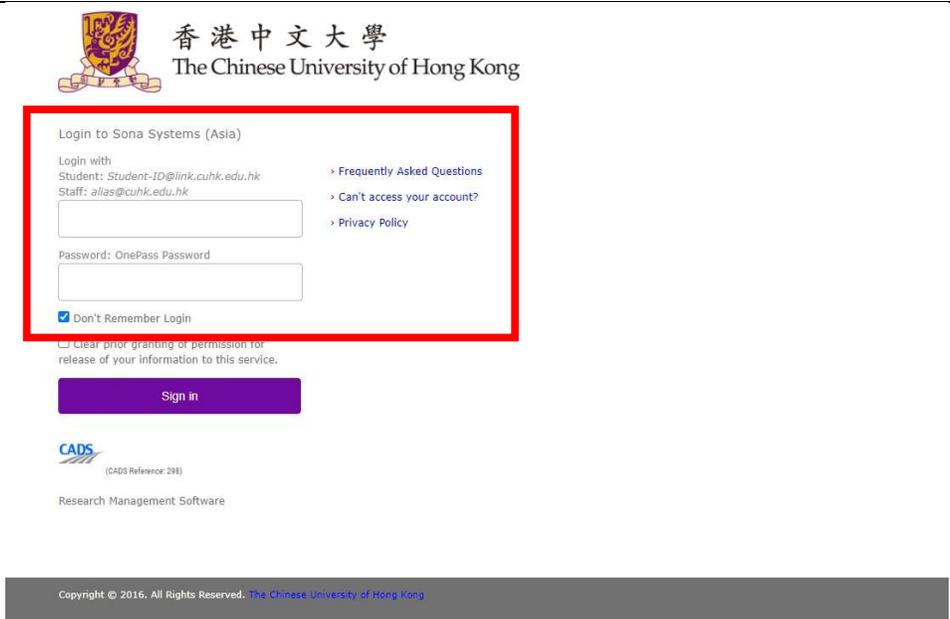
- ii) Merge all of the above documents into **ONE file**.
- iii) Name the file using the following convention:

[**Study I.D. ethicsForm.docx** or **Study I.D. ethicsForm.pdf**]  
(e.g.: **dre20001 ethicsForm.docx** or **dre20001 ethicsForm.pdf**).



## Workflow for Researchers – Applying for Research Ethics Review for Experiments with Participants NOT from the Subject Pool

### 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 text regarding 'Subject Pool Users' and 'Participant Accounts'.</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) on the CUHK website. The login form, including fields for 'Student ID' and 'Password', and a 'Sign in' button, is highlighted with a red rectangular box. The page also includes a 'Frequently Asked Questions' link and a 'Clear prior granting of permission for release of your information to this service.' checkbox.</p>
	<p>Log into the Sona Systems with your CUHK OnePass credentials</p>



## Workflow for Researchers –

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#### 4. 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.



## Workflow for Researchers –

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

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

v)

<b>Basic Study Information</b>	
Study Name	<input type="text"/>
Brief Abstract (Up to 255 characters, optional)	<input type="text"/>
Detailed Description (Up to 15,000 characters, optional)	<input type="text"/>
Eligibility Requirements	None
Duration (Minutes)	<input type="text" value="0"/>
Points (Points must be evenly divisible by 1)	<input type="text" value="0"/>
Preparation (Up to 255 characters, optional)	<input type="text"/>
Researcher	LAM, Andy
Principal Investigator	-- Select P.I. --
Research Committee Approval Code (optional)	<input type="text"/>
Approved?	Currently not approved. Approval is required.
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>	
<input type="button" value="Add This Study"/>	

**Under Basic Study Information:**

- for "Study Name", please use this convention [Study I.D. Study\_Title] (e.g.: dre20001 My Study Title); for a Rerun study, please use the convention [Study I.D. Study\_Title RERUN]. You can remove "RERUN" after the study is approved by the Reviewers.
- for "Duration", please fill in the estimated time required to participate in your Study.
- for "Points", please fill in "0".
- 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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#### 4. To file your Research Ethics Review via the Sona Systems (Cont'd):

vi)	<div data-bbox="341 504 1331 1302"><p><b>Advanced Settings</b></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><div data-bbox="690 693 1315 882"><div data-bbox="690 693 966 871">Available</div><div data-bbox="1031 693 1315 871">Selected</div></div><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><div data-bbox="690 1018 1315 1207"><div data-bbox="690 1018 966 1197">Available</div><div data-bbox="1031 1018 1315 1197">Selected</div></div><p>Age Restriction</p><p><input checked="" type="radio"/> No <input type="radio"/> Participants must be between 18 and 99 years old</p></div>
	<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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#### 4. 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><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>



## Workflow for Researchers –

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

viii)

The screenshot shows the Sona Systems interface for a researcher. The study name is "Testing -- TST @ PSY, CUHK". The study type is "Standard (lab) study". The study status is "Not visible to participants: Not Approved", and the "Send Request" button is highlighted in red. The study duration is 10 minutes, and it has 0 points. The abstract is "dre20134 -- For Testing Purpose (Non-Subject Pool) Ethics Approval 29-AUG-2022". The researcher is Andy LAM, and the principal investigator is System Administrator.

Study Information	Restrictions														
<table border="1"><tr><td>Study Name</td><td>Testing -- TST @ PSY, CUHK</td></tr><tr><td>Study Type</td><td>Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.</td></tr><tr><td>Study Status</td><td>Not visible to participants: Not Approved <b>Send Request</b> Inactive study: Does not appear on list of available studies</td></tr><tr><td>Duration</td><td>10 minutes</td></tr><tr><td>Points</td><td>0 Points</td></tr><tr><td>Abstract</td><td>dre20134 -- For Testing Purpose (Non-Subject Pool) Ethics Approval 29-AUG-2022</td></tr></table>	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	<table border="1"><tr><td>Prescreen Restrictions</td><td>No Restrictions <a href="#">View/Modify Restrictions</a></td></tr></table>	Prescreen Restrictions	No Restrictions <a href="#">View/Modify Restrictions</a>
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Prescreen Restrictions	No Restrictions <a href="#">View/Modify Restrictions</a>														

Additional Study Information	Researcher Information														
<table border="1"><tr><td>Participant Sign-Up Deadline</td><td>24 hours before the study is to occur</td></tr><tr><td>Participant Cancellation Deadline</td><td>24 hours before the study is to occur</td></tr><tr><td>Research Committee Approval Code</td><td></td></tr><tr><td>Direct Study Link</td><td><a href="https://cuhkpsy.sona-systems.com/default.aspx?">https://cuhkpsy.sona-systems.com/default.aspx?</a> This is a direct URL for participants to access the study. You may use this in an email or study advertisement.</td></tr><tr><td>Date Created</td><td>21 July 2023</td></tr></table>	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	<a href="https://cuhkpsy.sona-systems.com/default.aspx?">https://cuhkpsy.sona-systems.com/default.aspx?</a> 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	<table border="1"><tr><td>Researcher</td><td>Andy LAM 39431329</td></tr><tr><td>Principal Investigator</td><td>System Administrator 12345678</td></tr></table>	Researcher	Andy LAM 39431329	Principal Investigator	System Administrator 12345678
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Direct Study Link	<a href="https://cuhkpsy.sona-systems.com/default.aspx?">https://cuhkpsy.sona-systems.com/default.aspx?</a> 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	Andy LAM 39431329														
Principal Investigator	System Administrator 12345678														

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



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

- Upload the consolidated file (**i.e. in ONE FILE ONLY**) 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:

**[Study I.D. ethicsForm.docx or Study I.D. ethicsForm.pdf]\*** (e.g.: **dre20001-ethicsForm.docx** or **dre20001-ethicsForm.pdf**).

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



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5. 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.
6. 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.
7. If you do not hear from us after **14 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.