



## 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/orctsResearch/>) 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 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.
4. For Researchers with allocated Subject Pool Hours, from the beginning of Week 3 to the end Of Week 10, you can submit **another request** [here](#) to obtain **another Study I.D.** (e.g.: 24252001) 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:

**[Study I.D. ethicsForm.docx or Study I.D. ethicsForm.pdf]\***

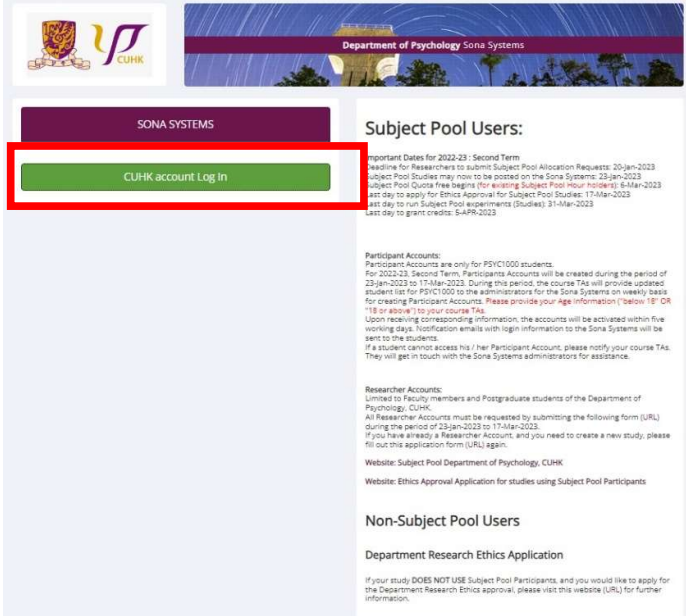
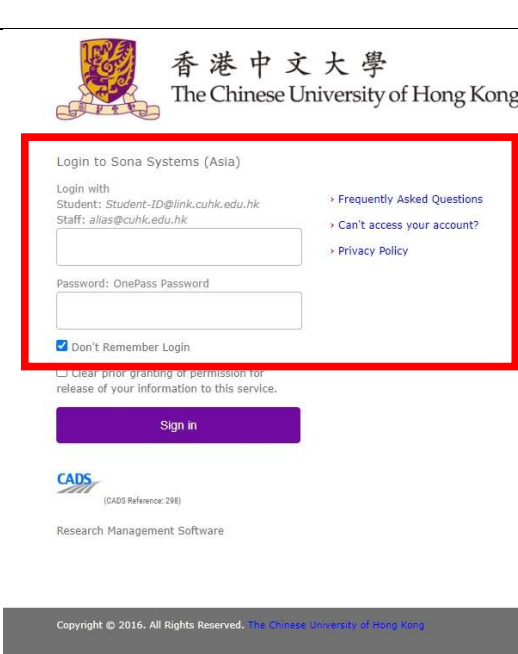
(e.g.: **dre20001+24252001-ethicsForm.docx** or **dre20001+24252001-ethicsForm.pdf**).

**\*REMARKS: Two** different types of Study I.D.s (e.g.: dre20001 & 24252001) will be needed, if an experiment is intended to have Participants BOTH FROM AND OUTSIDE the Subject Pool.



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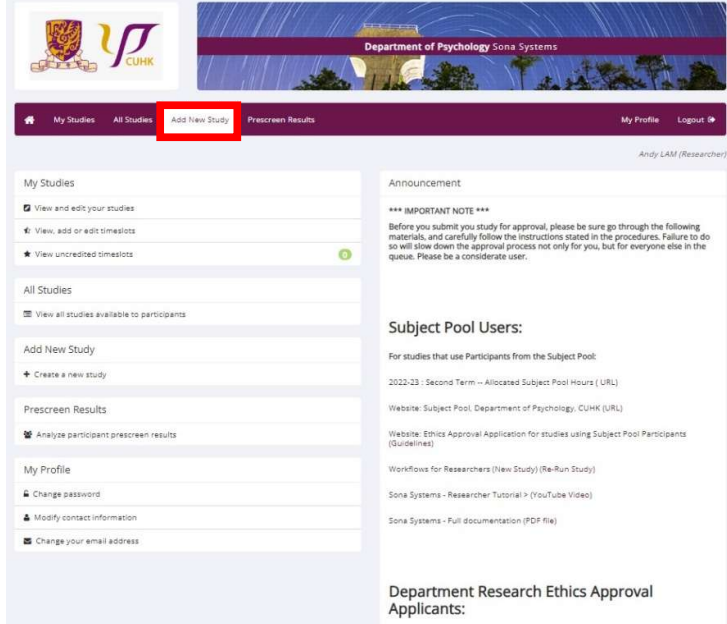
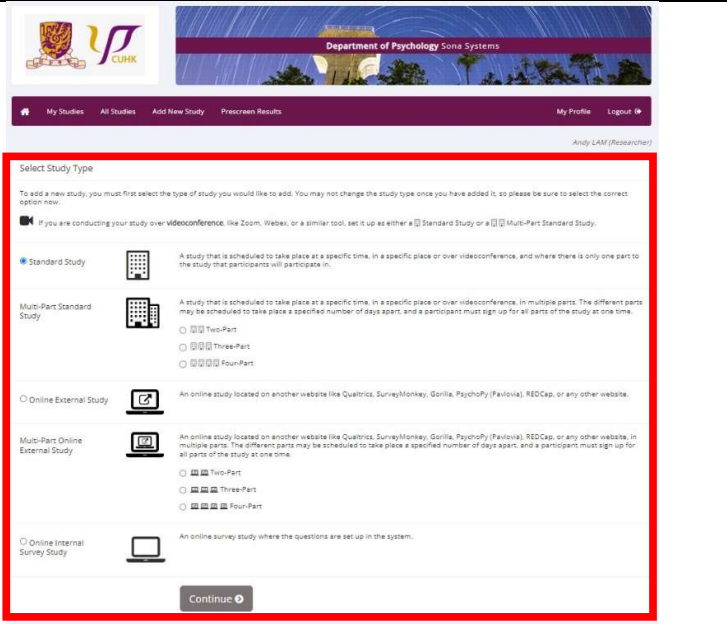
f) To file your Research Ethics Review via the Sona Systems:

i)	 <p>Subject Pool Users:</p> <p>Important Dates for 2022-23 - Second Term</p> <p>Deadline for Researchers to submit Subject Pool Allocation Requests: 20-Jan-2023</p> <p>Subject Pool Studies may now be posted on the Sona Systems: 23-Jan-2023</p> <p>Subject Pool Quota free begins (for existing Subject Pool Hour holders): 6-Mar-2023</p> <p>1st day to apply for Ethics Approval for Subject Pool Studies: 17-Mar-2023</p> <p>1st day to run Subject Pool experiments (Studies): 31-Mar-2023</p> <p>1st day to grant credits: 5-Apr-2023</p> <p>Participant Accounts:</p> <p>Participant Accounts are only for PSYC1000 students.</p> <p>For 2022-23, Second Term, Participant 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 PSYC1000 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 TA.</p> <p>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.</p> <p>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:</p> <p>Limited to Faculty members and Postgraduate students of the Department of Psychology, CUHK.</p> <p>All Researcher Accounts must be requested by submitting the following form (URL) during the period of 23-Jan-2023 to 17-Mar-2023.</p> <p>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</p> <p>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 (<a href="https://cuhkpsy.sona-systems.com/">https://cuhkpsy.sona-systems.com/</a>). 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</p> <p>Student: <a href="mailto:Student-ID@link.cuhk.edu.hk">Student-ID@link.cuhk.edu.hk</a></p> <p>Staff: <a href="mailto:alias@cuhk.edu.hk">alias@cuhk.edu.hk</a></p> <p>➤ Frequently Asked Questions</p> <p>➤ Can't access your account?</p> <p>➤ Privacy Policy</p> <p>Password: OnePass 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: 298)</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>	



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

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.



## Workflow for Researchers –

### Applying for Research Ethics Review for Experiments with Participants BOTH From AND Outside the Subject Pool

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

v)	<div><p>Basic Study Information</p><div><div>Study Name</div><div></div></div><div><div>Brief Abstract (Up to 255 characters; optional)</div><div></div></div><div><div>Detailed Description (Up to 15,000 characters; optional)</div><div></div></div><div><div>Eligibility Requirements</div><div>None</div></div><div><div>Duration (Minutes)</div><div>0</div></div><div><div>Points (Points must be evenly divisible by 1)</div><div>0</div></div><div><div>Preparation (Up to 255 characters; optional)</div><div></div></div><div><div>Researcher</div><div>LAM, Andy</div></div><div><div>Principal Investigator</div><div>-- Select P.I. --</div></div><div><div>Research Committee Approval Code (optional)</div><div></div></div><div><div>Approved?</div><div>Currently not approved. Approval is required.</div></div><div><div>Active Study?</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div></div><div><div>(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)</div></div><div><div>Add This Study</div></div></div>
	<p><b>Under Basic Study Information:</b></p> <ul style="list-style-type: none"><li>• for "Study Name", please use this convention [Study I.D. Study_Title] (e.g. dre20001+24252001 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.</li><li>• for "Duration", please fill in the estimated time required to participate in your Study.</li><li>• for "Points", please fill in the corresponding points to be awarded to your Participants recruited from the Subject Pool. (e.g.: 1 Point for 30mins of Participation)</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)	<div><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><div><div>Available</div><div>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><div>Available</div><div>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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### Applying for Research Ethics Review for Experiments with Participants BOTH From AND Outside the Subject Pool

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

vii)	<div><div>Invitation Code</div><div><input type="text"/></div><div>(leave blank if participants do not need a special password to sign up for this study)</div></div> <div><div>Is this a web-based study?</div><div>No</div></div> <div><div>Study URL (optional)</div><div><input type="text"/></div></div> <div><div>Participant Sign-Up Deadline</div><div>24</div><div>hours before study is to occur</div></div> <div><div>Participant Cancellation Deadline</div><div>24</div><div>hours before study is to occur</div></div> <div><div>Should the Researcher receive email notifications for participant sign-ups and cancellations?</div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Yes -- for sign-ups and cancellations</div><div><input type="radio"/> Yes -- for cancellations only</div></div> <div><div>Shared Comments (Up to 1,000 characters; optional)</div><div><input type="text"/></div><div>Visible to all researchers and PIs in the system, but not visible to participants</div></div> <div><div>Private Comments (Up to 3,000 characters; optional)</div><div><input type="text"/></div><div>Visible only to researchers and PIs for this study, but not visible to participants or other researchers/PIs in the system</div></div> <div><div>Research Alternative</div><div>No</div></div> <div><div>Add This Study</div></div>
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5. To file your Research Ethics Review via the Sona Systems (Cont'd):

viii)

The screenshot displays the Sona Systems interface for a researcher named Andy LAM. The 'Study Menu' is active, showing details for a study titled 'Testing -- TST @ PSY, CUHK'. The study is a 'Standard (lab) study' with a duration of 10 minutes and 0 points. The 'Study Status' is 'Not visible to participants : Not Approved', and the 'Send Request' button is highlighted with a red box. 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, the research committee approval code, a direct study link, and the date created. The 'Researcher Information' section lists the researcher as Andy LAM and the principal investigator as 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)

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**) 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:

**[explIDs-ethicsForm.docx or Study I.D. ethicsForm.pdf]\***  
(e.g.: **dre20001+24252001-ethicsForm.docx** or **dre20001+24252001-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 **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.