



## 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](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/orktsResearch/>) 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:

[Study I.D. ethicsForm.docx or Study I.D. ethicsForm.pdf]\*  
(e.g.: 23241001-ethicsForm.docx or 23241001-ethicsForm.pdf).

**\*REMARKS:** “Study I.D.” 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 a Study I.D., and a Researcher Account on the Sona Systems (for new users) using this form:

[https://esurvey.psy.cuhk.edu.hk/jfe/form/SV\\_eEiDeMO7cAwtUAB](https://esurvey.psy.cuhk.edu.hk/jfe/form/SV_eEiDeMO7cAwtUAB)

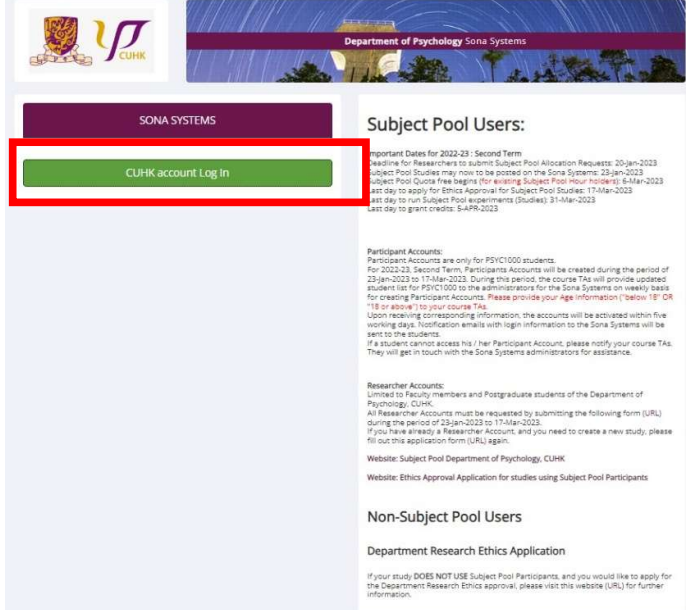
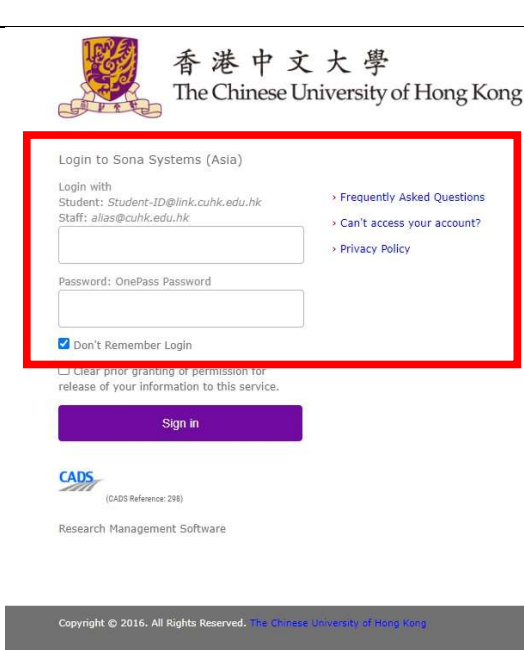
Within three working days, a Sona Researcher Account will be created, and an email notification will be generated by the Sona Systems. If you do not hear from us after 3 working days, please contact the Department Subject Pool Administrators via email [subjectpool@psy.cuhk.edu.hk](mailto:subjectpool@psy.cuhk.edu.hk)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



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

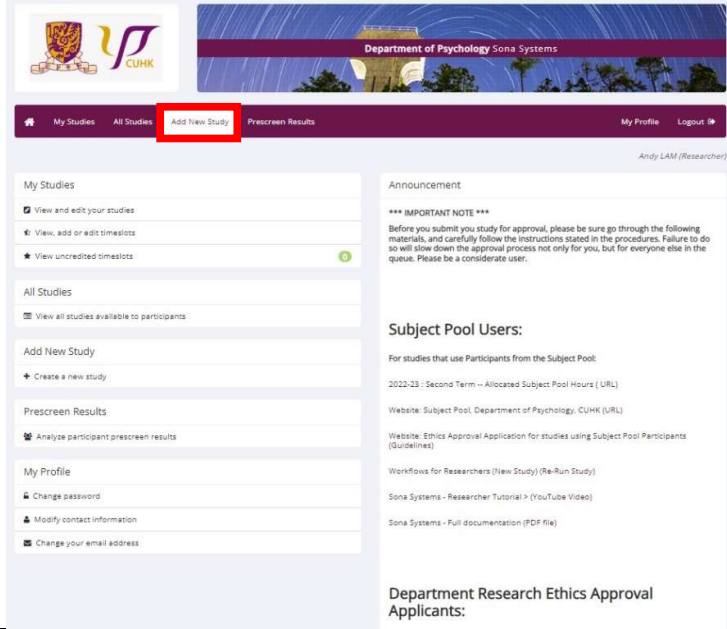
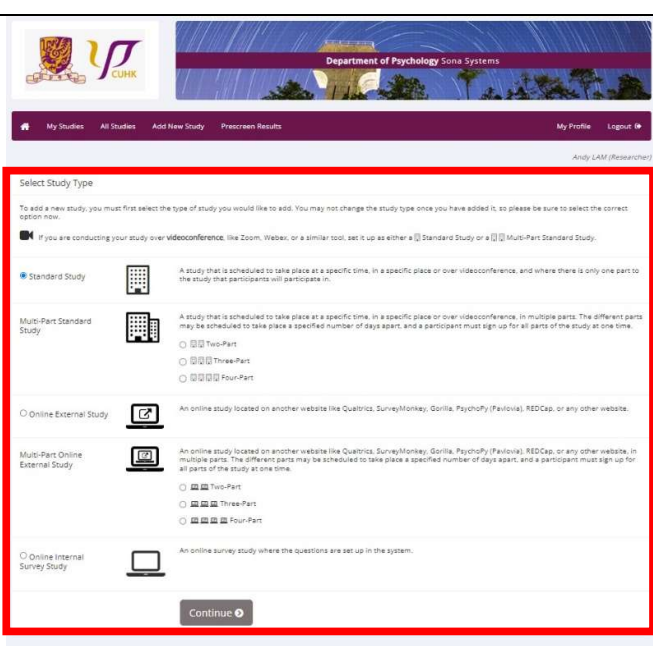
i)	 <p>Department of Psychology Sona Systems</p> <p>SONA SYSTEMS</p> <p><b>CUHK account Log in</b></p> <p><b>Subject Pool Users:</b></p> <p>Important Dates for 2022-23 : Second Term Deadline for Researchers to submit Subject Pool Allocation Requests: 20-Jan-2023 Subject Pool Studies may now be posted on the Sona Systems: 23-Jan-2023 Subject Pool Quota Free Begins (for existing Subject Pool Hour Invoicing): 6-Mar-2023 Last day to apply for Ethics Approval for Subject Pool Studies: 17-Mar-2023 Last day to run Subject Pool experiments (Studies): 31-Mar-2023 Last day to grant credits: 5-Apr-2023</p> <p><b>Participant Accounts:</b> Participant Accounts are only for PSYC1000 students. For 2022-23, Second Term, Participants 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 TAs. 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. 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><b>Researcher Accounts:</b> Limited to faculty members and Postgraduate students of the Department of Psychology, CUHK. All Researcher Accounts must be requested by submitting the following form (URL) during the period of 23-Jan-2023 to 17-Mar-2023. If you have already a Researcher Account, and you need to create a new study, please fill out this application form (URL) again. Website: Subject Pool Department of Psychology, CUHK Website: Ethics Approval Application for studies using Subject Pool Participants</p> <p><b>Non-Subject Pool Users</b></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>
	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.
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 Student: <a href="mailto:Student-ID@link.cuhk.edu.hk">Student-ID@link.cuhk.edu.hk</a> Staff: <a href="mailto:alias@cuhk.edu.hk">alias@cuhk.edu.hk</a></p> <p>&gt; Frequently Asked Questions &gt; Can't access your account? &gt; 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 or permission for release of your information to this service.</p> <p><b>Sign in</b></p> <p> (CADS Reference: 246) Research Management Software</p> <p>Copyright © 2016. All Rights Reserved. The Chinese University of Hong Kong</p>
	Log into the Sona Systems with your CUHK OnePass credentials



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

iii)	 <p>The screenshot shows the Sona Systems dashboard for the Department of Psychology at CUHK. The top navigation bar includes 'My Studies', 'All Studies', 'Add New Study' (highlighted with a red box), and 'Prescreen Results'. The left sidebar contains links for 'My Studies', 'All Studies', 'Add New Study', 'Prescreen Results', and 'My Profile'. The main content area displays an announcement and a list of links for Subject Pool Users.</p>
	Select “Add New Study” in the menu bar
iv)	 <p>The screenshot shows the 'Select Study Type' form. It includes a red box highlighting the form content. The form asks the user to select a study type from the following options:</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Standard Study: A study that is scheduled to take place at a specific time, in a specific place or over videoconference, and where there is only one part to the study that participants will participate in.</li><li><input type="radio"/> Multi-Part Standard Study: A study that is scheduled to take place at a specific time, in a specific place or over videoconference, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time.<ul style="list-style-type: none"><li><input type="radio"/> Two-Part</li><li><input type="radio"/> Three-Part</li><li><input type="radio"/> Four-Part</li></ul></li><li><input type="radio"/> Online External Study: An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlova), REDCap, or any other website.</li><li><input type="radio"/> Multi-Part Online External Study: An online study located on another website like Qualtrics, SurveyMonkey, Gorilla, PsychoPy (Pavlova), REDCap, or any other website, in multiple parts. The different parts may be scheduled to take place a specified number of days apart, and a participant must sign up for all parts of the study at one time.<ul style="list-style-type: none"><li><input type="radio"/> Two-Part</li><li><input type="radio"/> Three-Part</li><li><input type="radio"/> Four-Part</li></ul></li><li><input type="radio"/> Online Internal Survey Study: An online survey study where the questions are set up in the system.</li></ul> <p>A 'Continue' button is located 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><h4>Basic Study Information</h4><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. 23241001 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. (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):

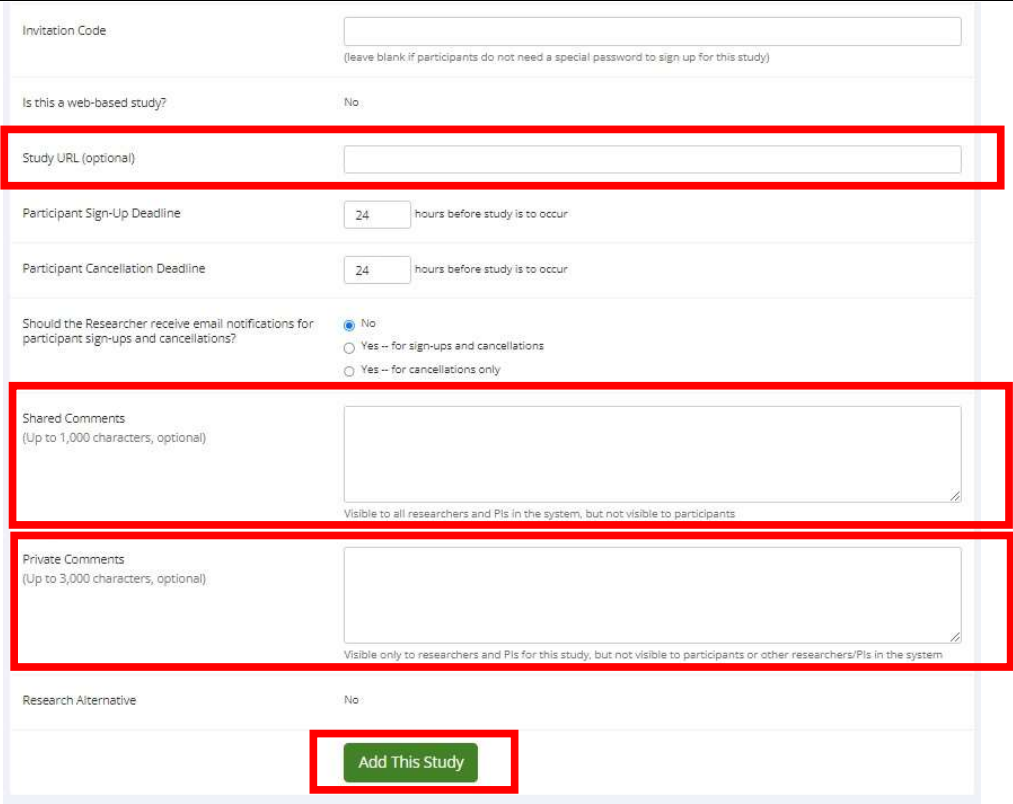
vi)	<div><p>Advanced Settings</p><p>Pre-Requisites</p><p><input checked="" type="radio"/> Participants must participate in ALL of these studies before they may sign up <input type="radio"/> Participants must participate in AT LEAST ONE of these studies before they may sign up</p><p>My Studies All Studies</p><p>search...</p><div><div></div><div></div></div><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><div><div></div><div></div></div><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></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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#### 5. To file your Research Ethics Review via the Sona Systems (Cont'd):

vii)	
	<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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### Applying for Research Ethics Review for Experiments with Participants from the Subject Pool

#### 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 interface is divided into several sections:

- Study Information:** Displays details for a study titled "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. The duration is 10 minutes, and the points are 0. The abstract mentions "dire20134 -- For Testing Purpose (Non-Subject Pool) Ethics Approval 29-AUG-2022".
- Restrictions:** Shows "Prescreen Restrictions" and "No Restrictions" with a "View/Modify Restrictions" button.
- Additional Study Information:** Includes fields for "Participant Sign-Up Deadline", "Participant Cancellation Deadline", "Research Committee Approval Code", "Direct Study Link" (https://cuhkpsy.sona-systems.com/default.aspx?), and "Date Created" (21 July 2023).
- Researcher Information:** Lists the researcher as Andy LAM (ID: 39431329) and the principal investigator as System Administrator (ID: 12345678).

• 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) Consent Form, 2) Debriefing Form, 3) Supervisor Endorsement 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.: **23241001-ethicsForm.docx** or **23241001-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 Department Subject Pool Administrators via email [subjectpool@psy.cuhk.edu.hk](mailto:subjectpool@psy.cuhk.edu.hk) for assistance.