General Information

A. To access Sona Systems, please use the following URL: https://uci.sona-systems.com/

B. All instructors must create an instructor account to register your class on the website.

Step 1: To register for an Instructor Account, send your course syllabus to Ruth Kim, Human Subjects Lab Administrator (kimrs@uci.edu).

Please make sure your course syllabus includes all of the following information:

Your Name,
Your UCI e-mail address,
The title and course number of the class, and most importantly
The Extra Credit Section: Per the IRB, faculty members who offer extra credit in their course(s) to students for participating in research have an obligation to clearly state the following in their syllabi:

1. Students must be informed that research participation is voluntary and that there is an alternative option to accrue the same amount of extra credit.
2. This alternative option must be of equal or less time and/or difficulty so that students can garner the same possible number of points.
3. Students must be told clearly what the conversion factor is to properly convert their hours of research participation to credit points in class.
4. Instructions on how students can sign up for research through the Sona Systems must be clearly stated. *Please refer to the Participant Handout*

The Human Subjects Lab will use this information to establish an Instructor Account for you, as well as add your course to Sona Systems. Adding your course to Sona Systems allows students to apply their extra credit to your course.

For each quarter that you are offering extra credit for research participation, please send a copy of your syllabus to kimrs@uci.edu with a brief note stating that you are offering extra credit.

Step 2: Once your account has been created, a confirmation email will be sent to your UCI email. Go to the website (https://uci.sona-systems.com/) to enter your ID and temporary password.

Step 3: After logging in to Sona Systems, go to “My Profile” to change your temporary password to a personal one, and confirm that your information is correct.

Step 4: In the “My Profile” section, you can designate an alternative email address if you want all correspondence from Sona Systems to be sent to a non-UCI email address.

Last Day for Participation

Sona Systems will stop assigning research credits on the last day of instruction. Students will not be allowed to participate in research during finals week.
Generate Course Report:

1. After you login, select the “Course Reports” tab and then click on “Generate course credit reports.” You should see a list of courses you are teaching that offer participation extra credit.
2. If you click on the “All Participants” link, you will see a course report on your screen. The report will present your students’ names, the credits that they have earned, and the credits they are required to earn.
   *Note: You will need only the first and last column of the report to get student names and their hours earned for your course.
3. At the bottom of the web page, you will have the option to download and save this report to your computer. The information will be in .csv format (Excel).

No–Show Appointment Policy:

The UC Irvine Human Subjects Lab used to have a policy regarding no-shows, whereby students who have failed to show up for appointments received negative credit. However, in January 2010, the federal Office of Human Research Protection (OHRP) determined that such penalties violate the section of the federal regulations that requires that research participation be voluntary, and that refusal to participate in research involves no penalty or loss or benefits to which the subject is otherwise entitled. The OHRP letter may be viewed at:

http://www.hhs.gov/ohrp/policy/Correspondence/sonasystems20100108letter.html

Since we have discontinued the policy of “awarding” negative credits, all students have the responsibility to either attend their research appointments once they have scheduled them, or to cancel them at least 24 hours in advance.

To discourage no-shows, Sona Systems will send out reminders to participants. Sona Systems will keep record of the no-shows and the HS Lab will monitor the penalties. Any student who receives a total of 2 penalties during one quarter will be prohibited from using Sona Systems to earn extra credit for the remainder of that quarter. When a student is barred from Sona Systems, they may still earn extra credit by completing the alternative option(s) outlined in your syllabus. The alternative option should be comparable to participation in research through the lab pool.