



PSYCHOLOGY RESEARCH POOL

Kwantlen Polytechnic University, Department of Psychology

<http://kwantlen.sona-systems.com>

In order to search for and participate in most research studies, you will need an online account with the Kwantlen Research Pool System (RPS). Using this system, you will be able to sign up for different studies and track your progress easily from the web.

***Remember that the last day to complete studies is on March 29 2019.**

What is the Psychology Research Pool?

The Psychology Research Pool is a secure place where confidential information, such as personal details of participants, is kept. Promoting research studies, recruiting participants, recording participation credits and booking research space are the primary tasks of the Psychology Research Pool.

What are the advantages of participating in research studies?

Participating in different research studies can give you valuable, first-hand experience with psychological research, furthering your understanding of the methods of psychology. Through participation, you may meet potential research supervisors, and brainstorm ideas for future research projects. In addition, depending on your instructor, you may be able to earn bonus credits toward your courses.

**Please check your course outline for the deadline as some professors/course instructors may want to receive students' participation records early.*

How do I sign up for an account?



- 1) Visit <http://kwantlen.sona-systems.com>
- 2) Click on “**New Participant?**”
- 3) Enter the information requested by the online form. A few notes:

User ID

- **Please use your student ID number as your account user ID**
- Any account that is registered using a different format for user ID will be changed to the student ID number by the administrator

Email Address

- **Be sure to enter an email address that you actually use and have access to.** After you submit this form, a randomly-generated password will be emailed to that address. You may change your password after you log in.
- If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from kwantlen-admin@sona-systems.net, as emails from the system will often be sent from that address.
- **If you still do not receive an email with your login info within 30 minutes, please email the administrator at psychresearchpool@kpu.ca.**

Course(s)

- You must select at least one course in order to create an account. Select the course(s) you are participating in research studies for.
- If you are selecting more than one course, hold the ctrl or apple button and click for multiple courses.
- Please see FAQ if your course is not on the drop-down list, or if you are not participating for bonus credits.

But I already have an account from a previous semester!

If you already have an account, you do not need to sign up for a new one. Please note that your student ID number is now also your online user ID, regardless of what user ID you chose when you originally registered for an account.

Once you log in for the first time this semester, you will have to select the courses you are in again.

If you believe you already have an account, but you are having trouble logging in, please email psychresearchpool@kpu.ca.

What are some features of the online system?

- Signing up for studies
- Email reminders sent before your study appointment
- Tracking your progress
- Reassigning credit from one course to another

How do I participate in a study?

Most studies require you to sign up ahead of time. You will be able to view all the available timeslots for a study, and select one that is convenient for you. **Usually, the latest you can sign up for a study is at 2pm, the day before it begins.**

The latest you can cancel a study is also at 2pm, the day before your scheduled time. Any no-shows without 24 hrs notice to researchers will lead to a 0.5 deduction of credit on SONA accounts (research pool), exceptions at the discretion of the researchers. Please note that if you have 3 unexcused no-shows for a study appointment, you will no longer be able to participate in any more studies. Depending on the circumstances, your privileges may be reinstated.

If you have participated in a study before, you will not be able to participate in it again. If you are not sure whether this is the case, feel free to contact either of the psychology labs.

FAQ

1) I do not see my course on the scroll-down list. Does that mean I cannot participate in research studies for bonus marks?

If you do not see your course, please select **“Unlisted Course (please contact admin)”**. Afterwards, email the administrator at psychresearchpool@kpu.ca immediately to request that your course be added onto the list. Be sure to include your:

- Course number
- Section number
- Instructor name
- Time and day(s) of your class

We will confirm with your course instructor before adding the course to the list.

2) I signed up for an account but only selected one course at the time. I would like to participate in research studies for more than one course.

You can easily add courses to your profile after you have signed up. After you have signed in to your account, simply click on **“My Profile”** from the top toolbar, scroll down the page, and click on **“Change Courses”**. Remember to hold the ctrl or apple button in order to click multiple courses.

3) I am not in any classes that offer bonus credits, but I would still like to participate in some research studies. Can I sign up for an account?

Yes! We always welcome anyone who is interested in participating in research studies. When you are signing up, please select **“Not for Course Credit”** as your course.

4) *I participated in a study, but I have yet to receive credit. How do I receive credit?*

The researcher usually grants you credit shortly after your participation. If it has been more than 3 business days and you have still not received credit, email the administrator at psychresearchpool@kpu.ca with your ID and the title of the study.

Please feel free to contact us if you have any questions or concerns.

Richmond Psychology Lab
rpsychlab@kpu.ca
604.599.2527
Room 2400

Surrey Psychology Lab
spsychlab@kpu.ca
604.599.2161
Fir 214

Research Pool System Administrator: psychresearchpool@kpu.ca

Actions you should take:

- 1) Sign up an account: <http://kwantlen.sona-systems.com>
- 2) Sign in and sign up for studies that you want to participate (esp. after receiving a reminder from the research pool)
- 3) Check your credits after participating in a study
- 4) Report any errors such as missing credits to psychresearchpool@kpu.ca by March 29 2019.

