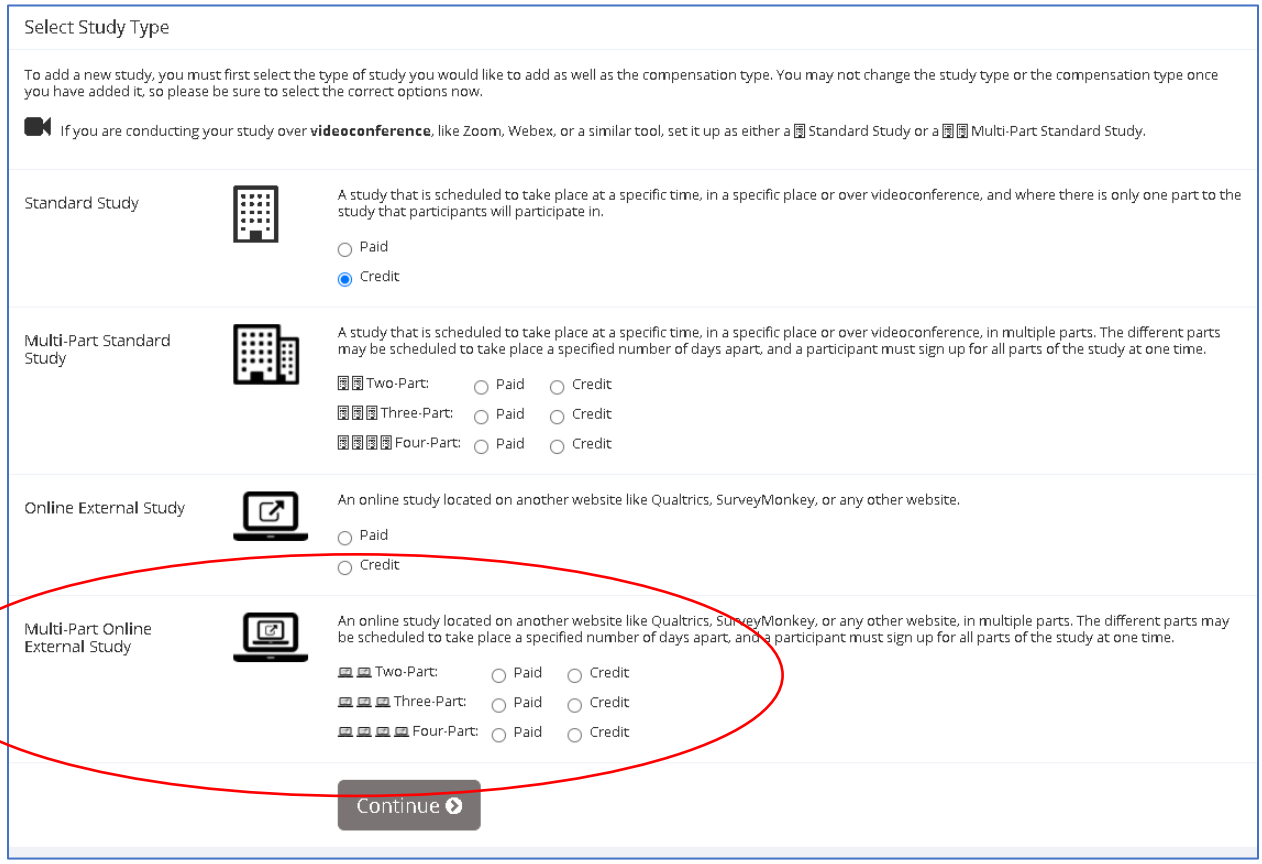
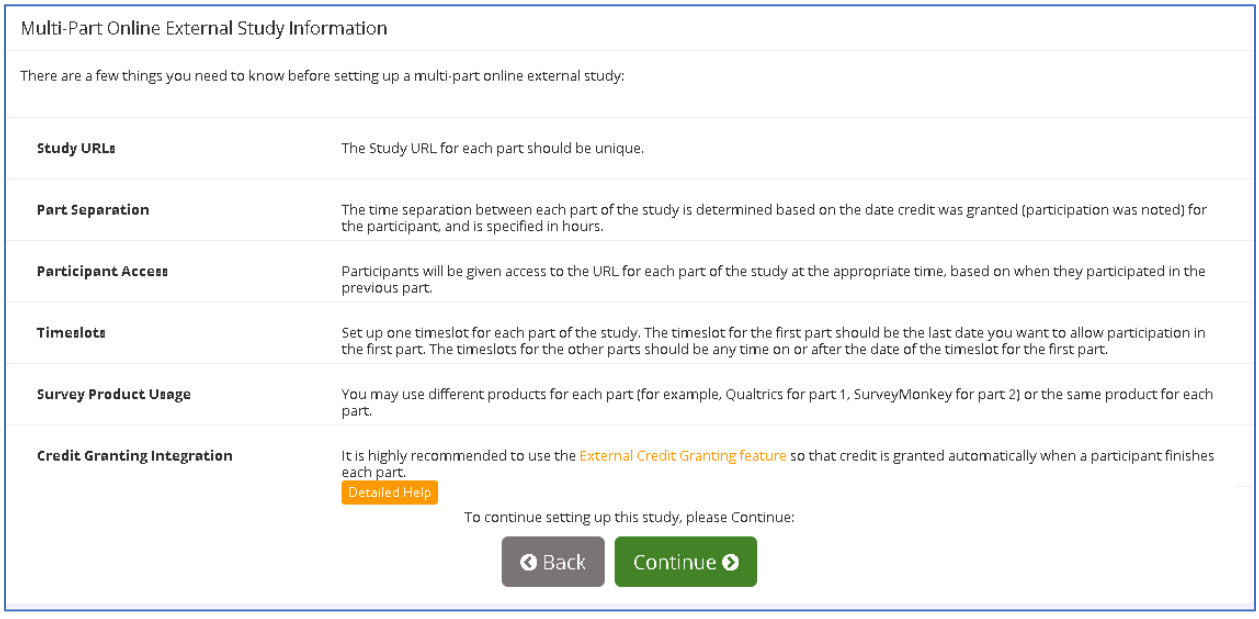
Multiple-Part Online Studies

You may now offer multiple part online studies. Further, you can have different URLs for each part.

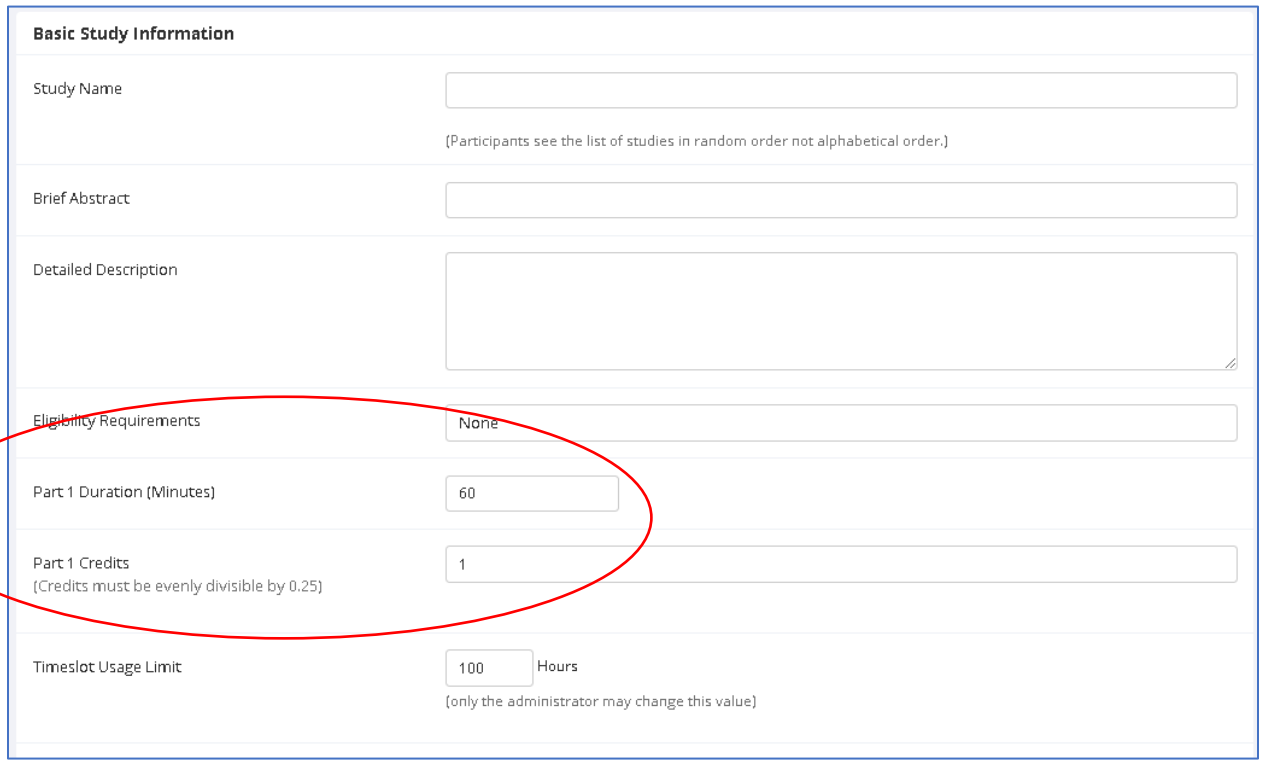


When you are setting up your new online study, go to the **multi-part online external study section** and select the number parts (2, 3 or 4) and the remuneration method (paid or course credit).



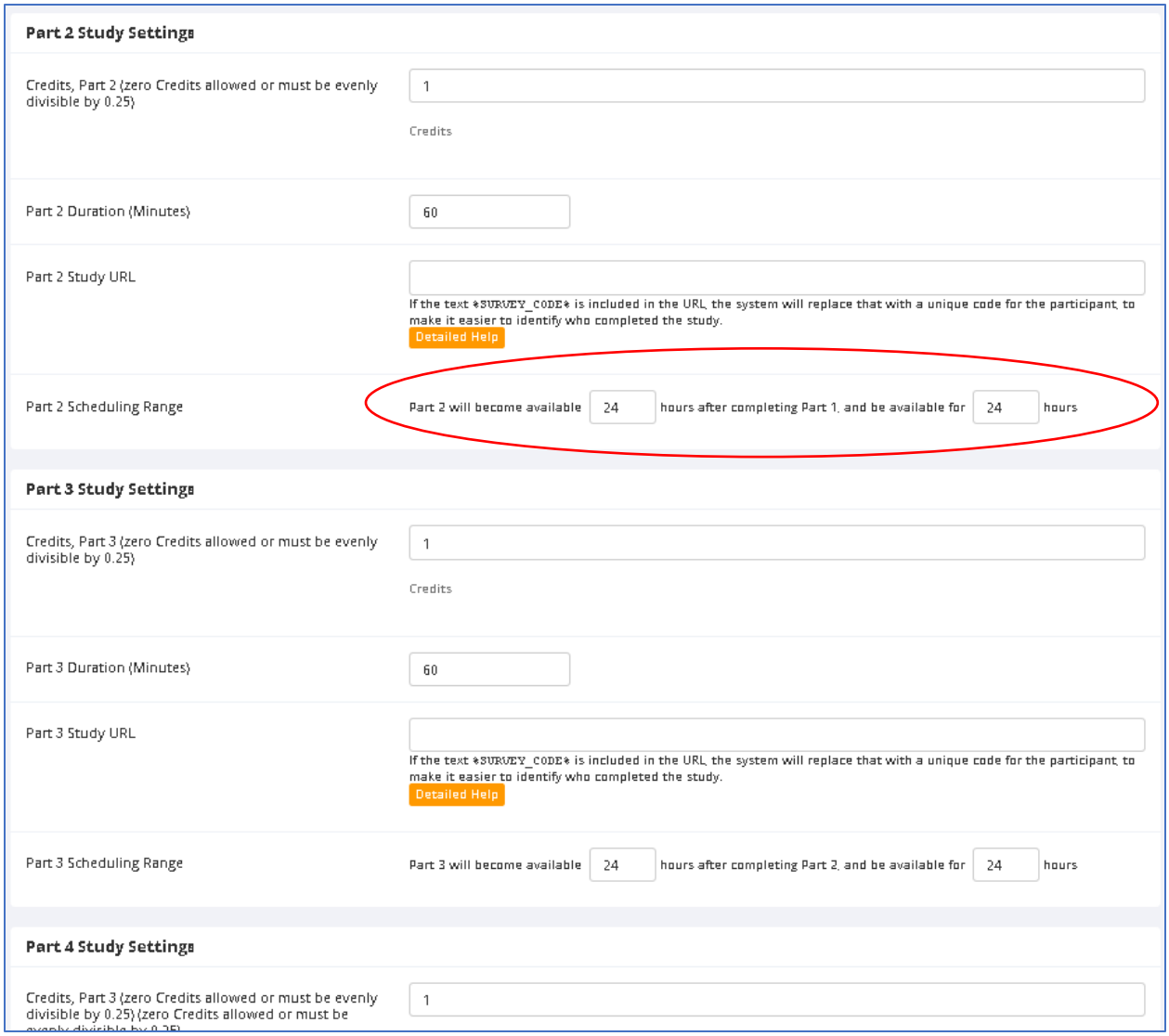
You will be presented with a list of settings and explanations of each setting (see image above).

As is the case with multiple part in-lab studies, you fill in the basic and advance Study Information. The duration and credits in the Basic Information section is for Part 1 of your study.



You add the URL for Part 1 in the Advanced Settings section.

The Study Settings for the subsequent parts of your study will be completed in the Part X Study Settings sections that appear after the Advanced Settings section.



Remember: The duration separation between each part is determined by the date that the credit was granted (or participation was noted) and is specified in hours.

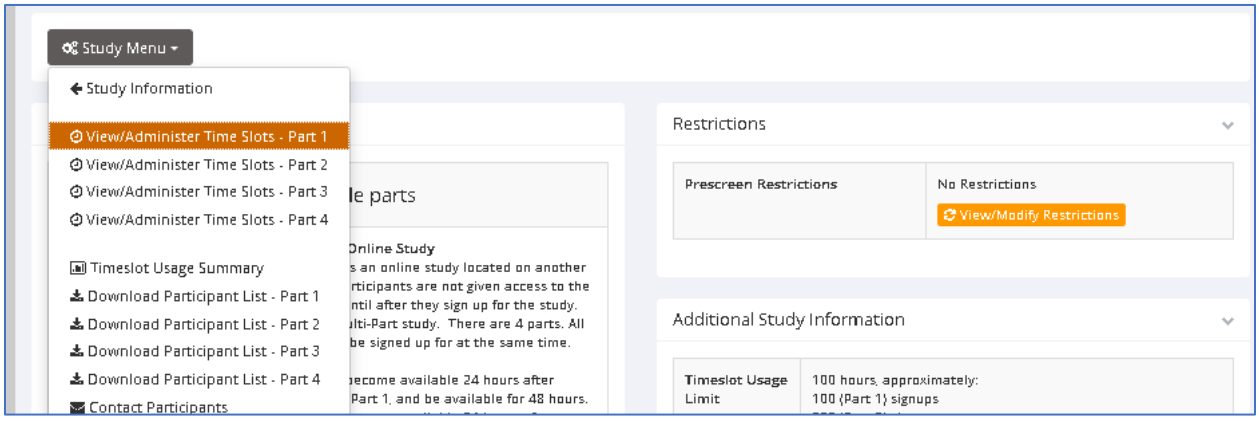
Participants will be granted access to the URL for each part at the appropriate time based on when they participated in the previous part.

Set up one timeslot for each part. The timeslot for the First Part should be the last date you want to allow participation in that part. The timeslots for the other parts should be on or after the date of the first part.

You can use different platforms (Qualtrics, SurveyMonkey, etc.) for each part or the same platform for each of them. Just remember a unique URL must be displayed for each part.

It is highly recommended that the auto crediting feature be initiated so that a participant is remunerated as they complete each part.

Setting up Timeslots



Be aware that the Sona system **will** permit you to add a timeslot that is the same for all parts. It is recommended that the deadline for the subsequent part's timeslots follows the duration set out for the scheduling range of the part study setting.

For example:

A study has been posted with 4 parts and is 30 minutes in duration. The study setting scheduling range is 24 hours.

Part 1 timeslot has a deadline of August 26th at 9 am.

Part 2's deadline should be listed to end **NO EARLIER THAN** August 27th at 9:30 am.

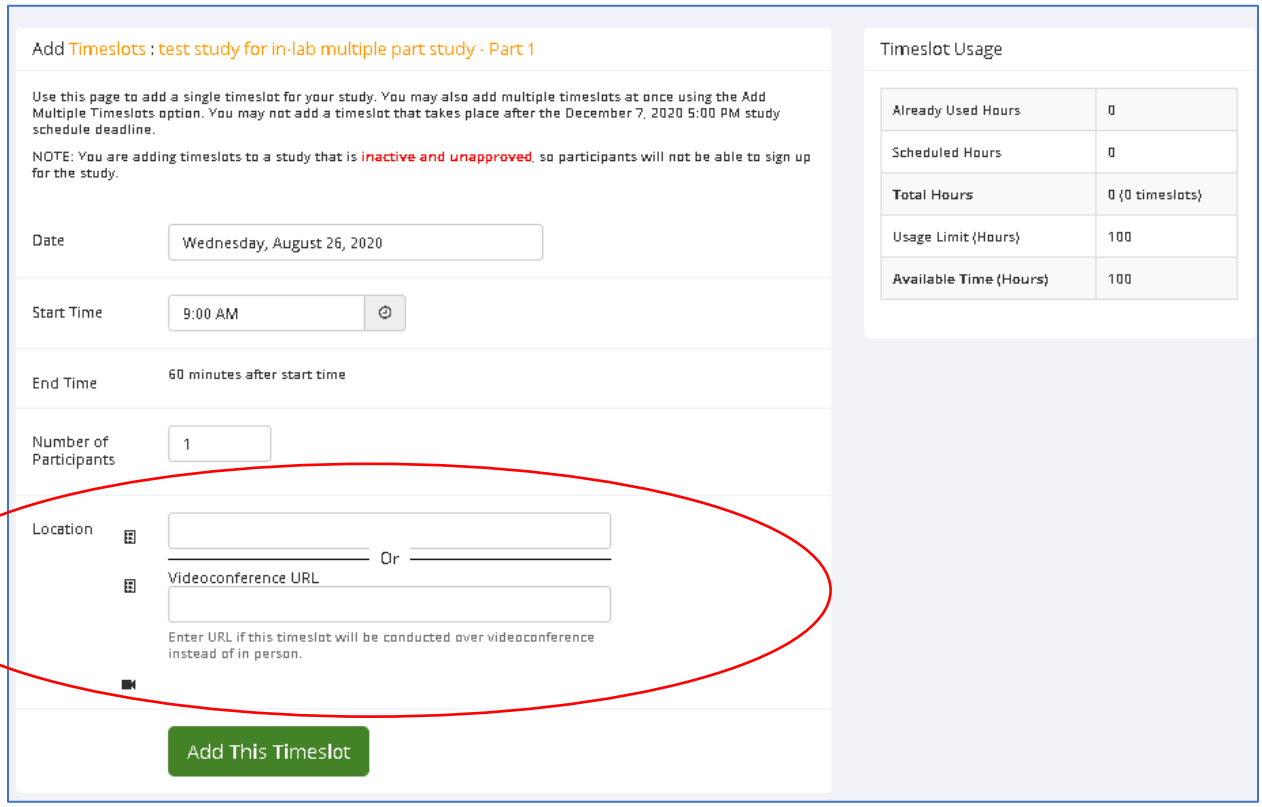
Part 3's deadline should be listed to end **NO EARLIER THAN** August 28th at 10 am

Part 4's deadline should be listed to end **NO EARLIER THAN** August 29th at 10:30 am

NOTE: Sona policy states that a single study cannot remunerate more than 1 1/2 course credits (90-minute study). For studies that will have durations that are more than 90 minutes, Researchers should find alternate remuneration (eg. Cash, gift card). *See the REG policies on the REG website at* https://uwaterloo.ca/research-experiences-group/researchers/regdepartment-policies.

Videoconference for Remotely Operated (replaces in-lab) Studies

You can now set up timeslots for studies that take place over videoconference. You have the option to set up in-lab (face-to-face) timeslots (not currently available) and/or over videoconference. Participants will be given access to videoconference URL 10 minutes before the schedule timeslot.



As a reminder, for in-lab studies (offered as remotely operated in the Fall 2020 term) the scheduling range is in days not hours as is the case for online studies. You can also schedule subsequent parts to be at the same time but on a different day as the previous part.

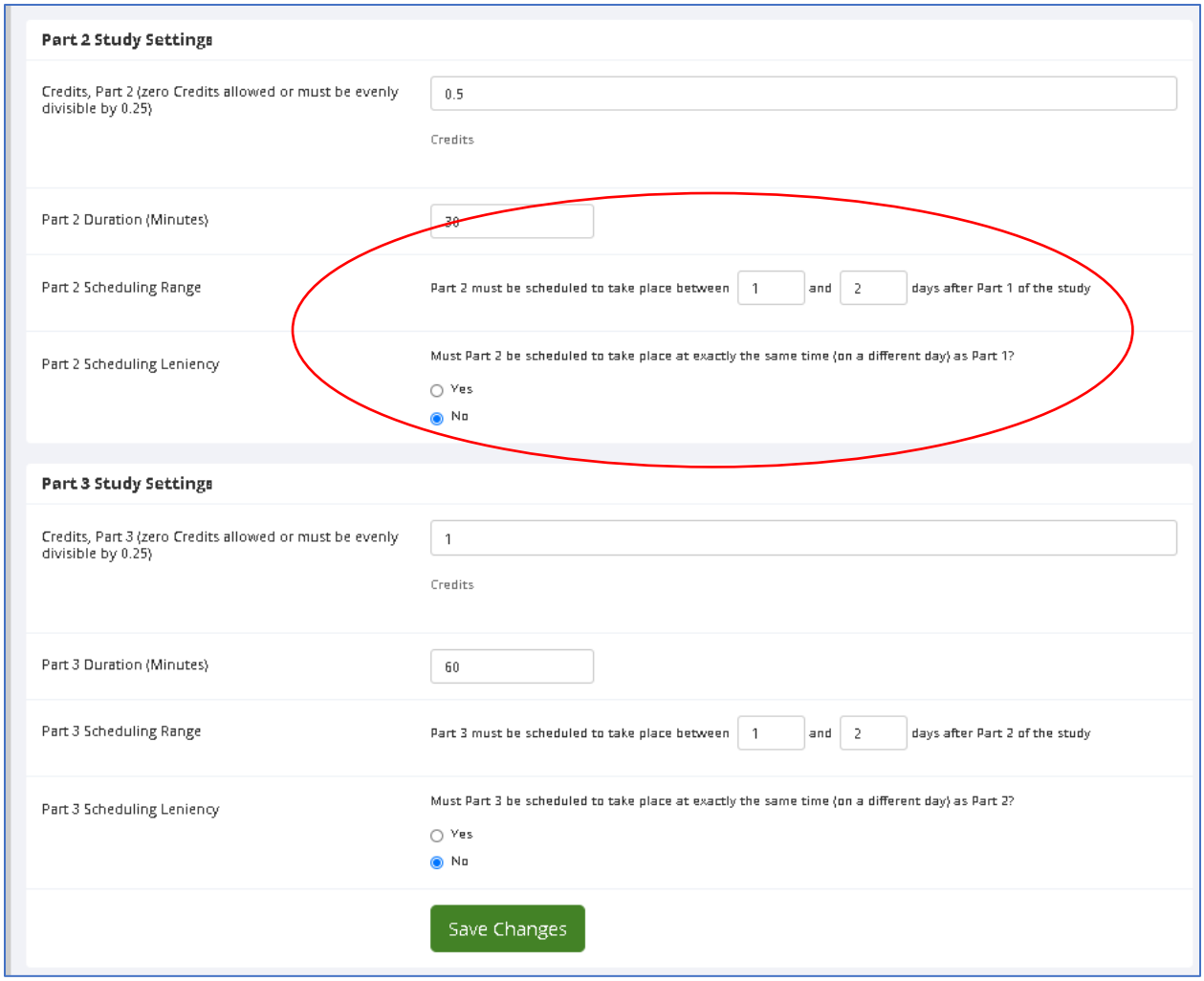
For example:

Remotely operated 30-minute study.

Part 1 is scheduled for August 27th at 10 am

Part 2 is scheduled for August 31st at 10 am (4 days after Part 1)

Part 3 is scheduled for September 4th at 10 am (4 days after Part 2)



Contract Tracing

Hopefully this will not be necessary, but should you require to see all people that encountered a Researcher or Participant, then contact the REG Coordinator. The REG Coordinator can run a **contact tracing report** of any Participant, Researcher, or PI. The report provides the date, time, and length of the potential exposure.