








Multiple-Part Online Studies

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

Select Study Type

To add a new study, you must first select the type of study you would like to add as well as the compensation type. You may not change the study type or the compensation type once you have added it, so please be sure to select the correct options now.

 If you are conducting your study over **videoconference**, like Zoom, Webex, or a similar tool, set it up as either a  Standard Study or a  Multi-Part Standard Study.

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.
		<input type="radio"/> Paid <input checked="" type="radio"/> Credit
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.
		<input checked="" type="radio"/> Two-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Three-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Four-Part: <input type="radio"/> Paid <input type="radio"/> Credit
Online External Study		An online study located on another website like Qualtrics, SurveyMonkey, or any other website.
		<input type="radio"/> Paid <input type="radio"/> Credit
Multi-Part Online External Study		An online study located on another website like Qualtrics, SurveyMonkey, 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.
		<input checked="" type="radio"/> Two-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Three-Part: <input type="radio"/> Paid <input type="radio"/> Credit <input type="radio"/> Four-Part: <input type="radio"/> Paid <input type="radio"/> Credit

[Continue](#)

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).

Multi-Part Online External Study Information

There are a few things you need to know before setting up a multi-part online external study:

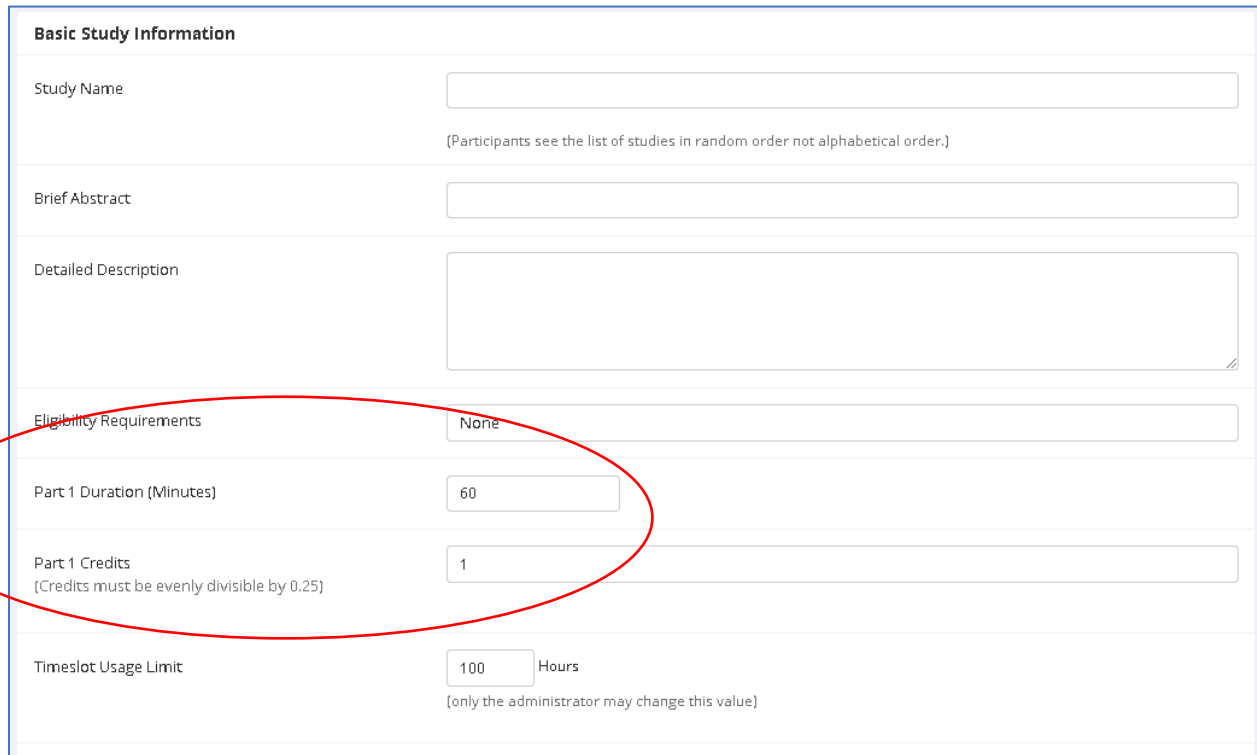
Study URLs	The Study URL for each part should be unique.
Part Separation	The time separation between each part of the study is determined based on the date credit was granted (participation was noted) for the participant, and is specified in hours.
Participant Access	Participants will be given access to the URL for each part of the study at the appropriate time, based on when they participated in the previous part.
Timeslots	Set up one timeslot for each part of the study. The timeslot for the first part should be the last date you want to allow participation in the first part. The timeslots for the other parts should be any time on or after the date of the timeslot for the first part.
Survey Product Usage	You may use different products for each part (for example, Qualtrics for part 1, SurveyMonkey for part 2) or the same product for each part.
Credit Granting Integration	It is highly recommended to use the External Credit Granting feature so that credit is granted automatically when a participant finishes each part. Detailed Help

To continue setting up this study, please Continue:

[Back](#) [Continue](#)

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.



The image shows a form titled "Basic Study Information" with several input fields. A red circle highlights the "Part 1 Duration (Minutes)" and "Part 1 Credits" fields. The "Part 1 Duration (Minutes)" field contains the value "60". The "Part 1 Credits" field contains the value "1". Below the "Part 1 Credits" field, there is a note: "(Credits must be evenly divisible by 0.25)".

Basic Study Information	
Study Name	<input type="text"/>
	<small>(Participants see the list of studies in random order not alphabetical order.)</small>
Brief Abstract	<input type="text"/>
Detailed Description	<input type="text"/>
Eligibility Requirements	<input type="text" value="None"/>
Part 1 Duration (Minutes)	<input type="text" value="60"/>
Part 1 Credits <small>(Credits must be evenly divisible by 0.25)</small>	<input type="text" value="1"/>
Timeslot Usage Limit	<input type="text" value="100"/> Hours <small>(only the administrator may change this value)</small>

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.

Part 2 Study Settings

Credits, Part 2 (zero Credits allowed or must be evenly divisible by 0.25)
Credits

Part 2 Duration (Minutes)

Part 2 Study URL
If the text *SURVEY_CODE* is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.
[Detailed Help](#)

Part 2 Scheduling Range hours after completing Part 1, and be available for hours

Part 3 Study Settings

Credits, Part 3 (zero Credits allowed or must be evenly divisible by 0.25)
Credits

Part 3 Duration (Minutes)

Part 3 Study URL
If the text *SURVEY_CODE* is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.
[Detailed Help](#)

Part 3 Scheduling Range hours after completing Part 2, and be available for hours

Part 4 Study Settings

Credits, Part 3 (zero Credits allowed or must be evenly divisible by 0.25) (zero Credits allowed or must be evenly divisible by 0.25)
Credits

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.

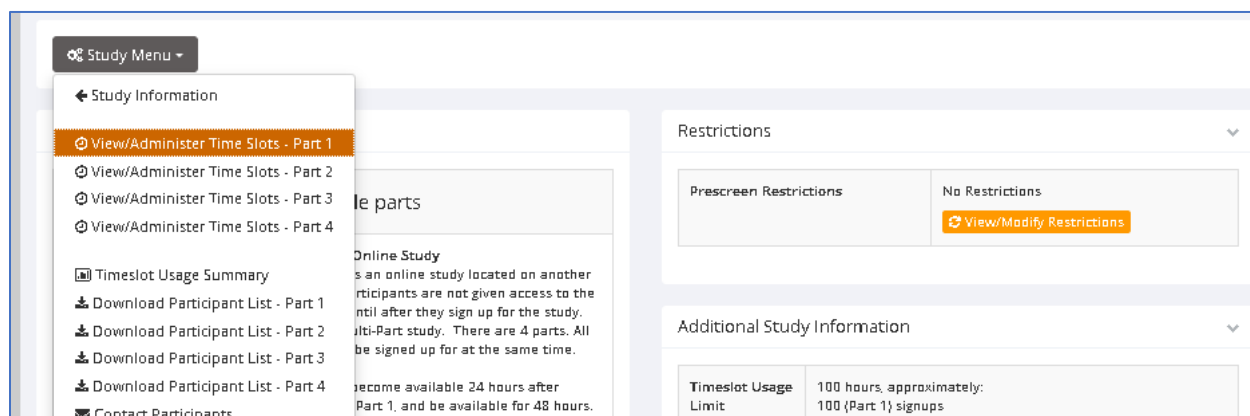
Participants will be granted access to the URL for each part at the appropriate time based on when they participated in the previous part.

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.

Add Timeslots : test study for in-lab multiple part study - Part 1

Use this page to add a single timeslot for your study. You may also add multiple timeslots at once using the Add Multiple Timeslots option. You may not add a timeslot that takes place after the December 7, 2020 5:00 PM study schedule deadline.

NOTE: You are adding timeslots to a study that is **inactive and unapproved**, so participants will not be able to sign up for the study.

Date

Start Time

End Time 60 minutes after start time

Number of Participants

Location Or

Videoconference URL

Enter URL if this timeslot will be conducted over videoconference instead of in person.

Timeslot Usage

Already Used Hours	0
Scheduled Hours	0
Total Hours	0 {0 timeslots}
Usage Limit (Hours)	100
Available Time (Hours)	100

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)

Part 2 Study Settings

Credits, Part 2 (zero Credits allowed or must be evenly divisible by 0.25)
Credits

Part 2 Duration (Minutes)

Part 2 Scheduling Range Part 2 must be scheduled to take place between and days after Part 1 of the study

Part 2 Scheduling Leniency Must Part 2 be scheduled to take place at exactly the same time (on a different day) as Part 1?
 Yes
 No

Part 3 Study Settings

Credits, Part 3 (zero Credits allowed or must be evenly divisible by 0.25)
Credits

Part 3 Duration (Minutes)

Part 3 Scheduling Range Part 3 must be scheduled to take place between and days after Part 2 of the study

Part 3 Scheduling Leniency Must Part 3 be scheduled to take place at exactly the same time (on a different day) as Part 2?
 Yes
 No

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.