Name of Researcher: ________________________________

Supervisor: _______________________________________

Date _________________________________

I __________________, acknowledge and agree to the following policies and expectations of the Psychology Department concerning use of the SONA system.

It is important that faculty and students follow procedures that will ensure the safety and well-being of our participants. Any violation of these policies may result in negative consequences for faculty and students who would like to continue to collect data through the SONA system. Expectations and policies to be followed in case of a failure to meet expectations are:

**Expectations include (but are not limited to):**

- **General**
  - Protocol given to IRB must be followed. Any changes must be approved by one’s supervisor and IRB.
  - Interactions with participants should be professional and cordial.
  - IRB approval is to be received before data collection begins.
  - Instructions of one’s faculty supervisor must be followed.
  - Confidentiality must be maintained.
  - Dates for data collection (e.g., when to start and stop data collection in any given semester) must be observed.
  - All outstanding credits must be assigned within 72 hours of the date the subject pool has closed.

- **Face to Face**
  - Researchers should be on time for all appointments with participants.
  - If it becomes necessary to cancel a session, participants should be notified as soon as possible.
  - Equipment and lab space must be respected. This includes, but is not limited to, turning off projectors, logging out of computers, locking doors, and generally policing the room at end of each session.
  - Appointments should be scheduled during regular business hours (8:00 am- 5:30 pm), unless an alternate time is approved of by the faculty supervisor and department chair.
  - Appropriate attire should be worn during sessions.
  - Activities not related to the data collection (e.g., talking or texting on a cell phone, checking e-mail, etc.) should be avoided.
• For face-to-face studies, credit should be assigned (in SONA) within one week of completion of the session, or within 72 hours of the closing of the subject pool, whichever comes first.
• All materials (data and study material) should be managed in a confidential manner
• Informed consent procedures must be followed. If in doubt as to whether informed consent is required for your study, it is always safer to obtain it than to omit it.

❖ **On-line**
• Credit should be assigned (in SONA) within one week of the appointment date.
• Develop standard e-mail responses that are professional and cordial in tone; if participants ask hostile questions or begin to harass an administer, please notify supervising faculty or department chair.
• Once a study is completed, it should be deactivated in SONA immediately.
• All data should be maintained in a confidential manner.

**Failure to meet expectations will result in:**

The following procedure will be followed for a violation of any of the above policies. However, the penalty may vary depending on the seriousness of the violation.

❖ **1st offense**
• Warning, documentation by SONA Administrator, and remediation on the contract

❖ **2nd offense**
• Termination of SONA privileges for the remainder of the semester in which the offense occurs or penalty will be determined by the Department Chair

❖ **3rd offense**
• Termination of all SONA privileges
• For faculty the penalty will be determined by the Department Chair

**Signatures**

(Signature of Student)                                          (Date)

____________________________________________________________________________

(Signature of Faculty or Supervising Faculty)          (Date)

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