

Dear Researcher,

The Spinoza Centre has adopted “Sona”, a new system for registering and approaching test subjects. This document provides information about the practical details of the system. To be able to contact participants or let participants subscribe to a study, you have to register your project.

Some important points to keep in mind:

- Sona has no administrative purposes other than subject registration. Subjects may use the system to subscribe for a project. Optionally, researchers can define time slots that participants can then register for. Note that Sona does not replace the calendar system Calpendo and that Sona and Calpendo are not linked in any way.
- Researchers may use the system to send an email to a whole group of participants. To prevent annoyance on the side of participants by flooding them with emails, you should use this feature maximally once per month!
- Upon registration in Sona, prospective participants are prescreened for MR compatibility. Please note that this prescreen doesn’t cover all MRI safety questions. The responsibility to properly screen participants before subjects enter the scanner room lies with the researcher and MR Operator.
- In addition to the check for MR compatibility, prospective participants complete a number of questions that can be used to selectively display studies or contact participants. You can discriminate based on age, sex, handedness, color-blindness, native language, and level of education. Also, participation in previous studies can be used to include or exclude subjects from participating in your study. As there is no guarantee that the information in Sona is correct you should always check eligibility with the subject.

To direct participants to the Sona system you can give them the following links

www.spinozacentre.nl/proefpersonen

www.spinozacentre.nl/participants

Should you have any questions about Sona, please email them to

ppadmin@spinozacentre.nl.

Register to Sona

1. Send an email to ppadmin@spinozacentre.nl with your request
2. You get your login details within five days.

Registering a project

3. Go to <https://spinoza.sona-systems.com> and log in with the login details.
4. Click “Add New Study”
5. Choose “Standard Study” and click “Continue”

Study Information

Basic Information

Study Name

Brief Abstract
(optional)

Detailed Description
(15000 chars max, optional)

Eligibility Requirements

Duration minutes

Payment

Preparation

Researcher
Buur, Pieter
McCoy, Bronagh
Stoffers, Diederick
Talsma, Lotte
(hold the Ctrl or Apple key and click for multiple researchers)

EC/METC Approval Code
(optional)

Approved? No -- Approval required

Active Study? Yes No
(inactive studies are sometimes kept for historical purposes; a study must be active and approved to show up on the list of available studies to participants)

6. Complete the Study Information form. Note: do not provide any information about (financial) compensation in the Study Name.
Detailed description: here you can provide information about the procedure, location, exclusion criteria, compensation, etc.
Eligibility Requirements / Preparation: preferably ignore these fields and include the relevant information in the “Detailed description” field.
Approved: By default, studies have to be approved by a Sona administrator (currently Tinka).

Active study: If you are not recruiting any participants, simply switch “Active Study” to “No” and the study will be made invisible.

7. Complete the “Advanced Settings” if needed.
8. Click “Add This Study”
9. Sona now displays the study as you requested. Check this information. Modify if necessary by clicking on “Change Study Information”

Study Information	
Study Name	Great study!
Prescreen Restrictions	No Restrictions - [View/Modify Restrictions]
Duration	60 minutes
Pay	0 Euro
Researcher	Pieter Buur Email: p.buur@spinozacentre.nl
Participant Sign-Up Deadline	24 hours before the study is to occur
Study Status	Not visible to participants (not approved) -- [Send a Request] to have this study approved Active study (does not appear on list of available studies -- must also be approved)
EC/METC Approval Code	

- [View/Administer Time Slots](#)
- [Timeslot Usage Summary](#)
- [Contact Participants](#)
- [View Bulk Mail Summary](#)
- [Download Prescreen Responses](#)
- [Change Study Information](#)
- [Participant Study View](#)
- [Delete Study](#)

Once the project is approved, the project becomes visible for test subjects and they can subscribe.

Set prescreen restrictions

If you only wish to recruit subjects in a certain age range, either males or females, etc. you can set prescreen restrictions by clicking “View/Modify Restrictions” in the Study Information view. By setting restrictions, your study will be visible only to those subjects that meet your criteria.

Create timeslots

To let Sona do the planning for you, create Timeslots.

10. Log in to <https://spinoza.sona-systems.com>.
11. Click under “My Studies” on “view, add or change timeslots”
12. Click on the study name
13. Click on “View / Administer Time Slots”
14. Click “Add a Timeslot”

15. Fill in the fields, including the location

Add Timeslots : Great study! (dummy)

Use this page to add a single timeslot for your study. You may also [\[Add Multiple Timeslots\]](#) at once.

Timeslot Information			
Date:	16 ▾	March ▾	2014 ▾
Start Time:	<input type="text" value="9:00"/>		
End Time:	60 minutes after start time		
Number of Participants:	<input type="text" value="1"/>		
Location:	<input type="text" value="Spinoza Roeterseiland"/>		
<input type="button" value="Add This Timeslot"/>			

March 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Contact participants

Sona makes it possible to email a group of participants depending on some of their characteristics.

16. Log in to <https://spinoza.sona-systems.com>.

17. Click on "Prescreen Results" in the upper menu

18. Click on "Prescreen qualification analysis" in the text.

19. Select relevant questions

20. Click on "View Question Response Data"

21. Select the responses you would like to select on. It is possible to select multiple options.

22. Click "Analyze"

23. The next screen allows you to decide how many participants you will contact, and to exclude participants that participated in previous studies. If you select a percentage below 100%, the system randomly selects these participants. Note that when you

repeat this the system again makes a random selection and hence does not exclude previously contacted participants.

24. Click "Send Messages"

Participant Contact

Percentage to Mail 100% - All 32 participants
(participant estimates are approximations)

Emailing Delay 0 hours
(the email(s) will be delivered after the chosen number of hours)

Study Exclusions Exclude participants who have participated in the following studies:
NO EXCLUSIONS
fMRI - Visual choice (Inactive)
Gezonde deelnemers gezocht voor de MOTAR studie
Great study! (dummy)
(hold the Ctrl or Apple key and click to select multiple studies)

Message

Send Messages
(emails may take a moment to send -- please be patient)