

What is the last day for pool participation?

The pool will be open until April 11th, 2025, at 6PM.

When is the deadline to finish granting credit?

You must resolve all study timeslots **no later than midnight on Monday, April 14th, 2025.**
However, we please ask that you try to resolve all timeslots as promptly as possible.

How do I get my study approved?

Please review the detailed instructions you received from the pool TA at the beginning of the semester. Make sure that you send in the (1) Excel spreadsheet containing all study information, (2) consent form, (3) debriefing form, (4) debriefing questions, and (5) researcher responsibilities form for all researchers involved in that study, including the PI. Then, set up the study on the SONA website. You can then send a Request for Approval to the TA via SONA. Please follow all the provided instructions to ensure your study is approved with no delay.

How do I make my study active?

Click on the study, go to "Change study information"> "Active" > select "Yes". Do this when you are ready to make your study visible to participants.

How do I turn off "Uncredited Timeslot Notification" emails?

The only way to turn off the "Uncredited Timeslot Notification" Emails is to turn off the "Daily Reminder" of the following day's appointments. This is done in My Profile. If that is turned off, you also won't receive emails about upcoming appointments. Alternatively, you could set up a filter to have these emails not go to your inbox but to a specific folder in your email program.

How do I turn off participant signup or cancellation emails?

On SONA, navigate to your study page, scroll down to advanced settings > "Should the Researcher receive email notifications for participant sign-ups and cancellations?" > Save changes. The notification settings are set for each study.

Can I use a SONA researcher account to participate in studies?

You cannot access studies with a researcher account; you will need to a participant account. You can either create a second, participant account, or contact the Pool TA with a request to add the participant role to your existing researcher account. When making this request with the TA, **you must provide your McGill student number.**