

# Human Research Ethics Advisory Panel (HREAP-C)

## Guide for allocating additional points on SONA-1

Allocation of additional points than the listed amount for a study on Sona occurs on a **participant-by-participant basis**.

You can undertake this process either when crediting a particular session, or at any point later in time.

To allocate additional points:

1. Locate the timeslot for which you need to allocate additional points. Click 'modify'. [This is the same step you would take to credit the participant in a typical situation]

The screenshot shows a web interface for managing sign-ups. At the top, there are two tabs: "All Sign-Ups" and "Uncredited Sign-Ups". Below the tabs, a text block explains that listed participants have signed up for a timeslot and that users can grant or revoke credit by choosing an option. It also states that points can range from 0 to 2, with a standard value of 1. A status bar indicates "(1 Participant) 0 available spaces". The main area is a table with columns: "Name", "Participated", "No-Show", "No Action Taken", and "Comments". The "Name" column contains a redacted name and a "View Prescreen" button. The "Participated" column has a selected radio button, a dropdown menu showing "1", and the label "Points". The "No-Show" column has two unselected radio buttons labeled "Unexcused" and "Excused". The "No Action Taken" column has one unselected radio button. The "Comments" column has an empty text input field. At the bottom, there are two buttons: "Update Sign-Ups" and "Contact All Participants".


Name	Participated	No-Show	No Action Taken	Comments
[Redacted Name] <a href="#">View Prescreen</a>	<input checked="" type="radio"/> 1 Points	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input type="radio"/>	

2. Just below the radio button for "Participated" is a drop-down menu. The default value is the advertised points for the session. You can allocate up to double the listed points in 0.25 point increments.
3. In the screen shot below, the advertised points for the session was 1.0. A researcher can allocate up to 2.0 points for that session.

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Points ranging from 0 to 2 Points. The standard value in Points for this study is 1 Points

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
 <a href="#">View Prescreen</a>	<input checked="" type="radio"/> 1	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input type="radio"/>	<input type="text"/>

[Update Sign-Ups](#) [Contact All Participants](#)

Manual Sign-Up is not currently available for this timeslot, timeslot is full.

4. Click 'update signups'.