

# SONA Information (Faculty)

The SONA Research Management System ([SONA research management system](#)) provides web-based human subject pool management software for the Department of Psychology. Students use the system to sign up for studies and track their progress throughout the quarter. Researchers, set up studies in the system, schedule the sessions when participants may participate, and grant credit after the session. Instructors use the software to check on the credit status of students in their courses.

IT IS ESSENTIAL THAT INSTRUCTORS AND RESEARCHERS/PIs REQUEST SONA ACCOUNTS. Please read and follow the instructions below.

If you are an instructor who offers research extra credit in your course(s), you must request a SONA instructor's account. This way, student participants can tell SONA to apply the extra credit they've earned to your course. I strongly encourage you to request an instructor's account early, so that students can begin earning and applying extra credit to your course. To request an instructor's account, send the following information to Robert Cupp ([rcupp@csusb.edu](mailto:rcupp@csusb.edu)):

1. Your name
2. The type of account you are requesting (instructor, researcher, or PI)
3. Your CSUSB email address
4. An alternative email address (optional)
5. The name and number, including section, of your course (e.g., PSYC382 (section 2), Introduction to Social Behavior)

If you are a student researcher, you must request a researcher account. If you are a faculty researcher (e.g., PI), you must request a PI account. To request one of these account, send the following information to Robert Cupp ([rcupp@csusb.edu](mailto:rcupp@csusb.edu)):

1. Your name
2. The type of account you are requesting (instructor, researcher, or PI)
3. Your CSUSB email address
4. An alternative email address (optional)

PLEASE NOTE: If you are a faculty member that is teaching a course offering research extra credit AND conducting human subjects research, you will need to request TWO DIFFERENT ACCOUNTS...a instructor's account and a PI account.

## Account Instructions:

- [SONA Account Instructions for Instructors](#)
- [SONA Account Instructions for Principal Investigators](#)
- [SONA Account Instructions for Researchers](#)