**Research Participation (RPS or SONA) FAQ**

**What is RPS (SONA)**

RPS is the Research Participation System that students in some psychology courses can participate in to earn credits towards their final grades. In some courses this is a mandatory requirement of the course and in others its an option.

**Do I have to participate in the RPS for my course?**

1. For PSYC 203, 200 and 201 participating in research is mandatory and is worth 4% of students’ final grade. Students can either sign up to participate in research or complete article evaluations for these marks.
2. For all 300-level courses, the RPS is optional and will be noted on the course outline if the instructor is allowing students to apply a 2% bonus to their final grade. Currently all 400 and 500-level courses are not eligible for the 2% bonus credit.

**How do I Sign-Up?**

On the first day of classes students need to set up an account through the SONA system <https://ucalgary.sona-systems.com>. Follow the instructions and once you are all signed up you need to select the courses in SONA that you want to apply credits to for the semester. Please make sure you put in your correct ID number and email when you are setting this up to ensure you receive your credits at the end of the term.

**How do I Participate?**

1. You need to search studies based on your prescreen responses. You might not see the same studies as your other classmates as access to certain studies are based on your prescreen responses. Certain studies are looking for specific demographics and therefore might not apply to you. That being said, note that the majority of studies posted do not have any prescreen restrictions but that it is very important that you check the system often (i.e., ideally multiple times a day) to sign up for open studies as sign-ups fill quickly by other students. Each 30 minutes of research participation is worth .5%.
2. If you do not want to participate in research studies for PSYC 203, 200 and 201, you can choose to do an article evaluation instead. You can only submit one article per deadline per class and for each deadline you need to submit a different article from the approved list for that deadline. Please see the course D2L page for more information about this option, along with the article list and evaluation form. Please follow the instructions very carefully when filling out and submitting the evaluation form to ensure you are credited. Once you are done with the article it needs to be emailed to [**psyc205a@ucalgary.ca**](mailto:psyc205a@ucalgary.ca)**,** by the deadline. Each evaluation is worth 1%.

**How do Credits Get Applied?**

1. If you participate in a study, the researcher will apply the credit to your account within 48 hours. You will then have to select which course you wish to assign the credit from the drop-down menu to the right of the study in your account.
2. If you do an article evaluation, the credits will be applied to your account within 14 days after the deadline for each article. If you did not receive credit for an article evaluation please follow up with the [psyc205a@ucalgary.ca](mailto:psyc205a@ucalgary.ca) email. It might be that you failed to address specifics when submitting the article evaluation.

**What if I Can’t Make a Study I Signed Up For?**

1. Students can cancel an appointment online within their RPS accounts provided they do so AT LEAST 24 HOURS before their scheduled appointment; if necessary, appointments can also be cancelled by contacting the researcher by email, phone, or in person. Students who fail to cancel their appointment at least 24 hours beforehand, or who arrive for their appointment 5 minutes late or more, shall be classified as a “no show”.
2. Students who are classified as “no shows” for more than 2 appointments in a given term shall have their RPS access suspended and will thus not be able to participate in studies for credit for the remainder of that term. Students who are classified as “no shows” for more than 2 appointments per term in more than 1 term shall have their RPS access permanently suspended and will thus no longer be able to participate in studies for credit.
3. Students who do not meet the eligibility requirements posted on the RPS for a given study will not be tested and will not receive credit.

**There are no exceptions to this.**

**Can I Use Credits From Previous Semesters?**

1. No, credits earned can only be used in the semester they were earned. If you had extra credits that were earned, but not used, they will be removed from your account at the end of the term and cannot be carried over.

**Email Reminder:**

1. A week before classes end you will get an email from the RPS system asking you to log into your account and verify that you ID number is correct and also to make sure you have allocated the right number of credits to the proper courses. **PLEASE MAKE SURE YOU DO THIS**. If you fail to do this and things are incorrect your credits will not be allocated properly and you run the risk of losing them.

**How are My Credits Applied to My Course(s):**

1. Reports are generated at the end of each semester and sent to all the instructors for each course that RPS credits can be applied to. The instructors then upload the credits and apply it to your grade. If you have an incorrect ID number or did not apply the credits to the right lecture (there are sometimes 2 lectures of the same course) your credits will not upload properly and it will show you have 0 earned.

**What if My Credits Were not Applied to My Course Properly:**

1. Please contact [psycugrd@ucalgary.ca](mailto:psycugrd@ucalgary.ca) as soon as your instructor has applied the RPS credits. Please note that no changes to credits will be made 15 days after your grades have been entered into D2L.