Setting up On-line Studies

There are a few things that you should keep in mind when conducting studies online:

- You **must** physically meet with all first-year participants as part of their having an educational interaction.

- When conducting online studies, the study needs to be run on a different website so the participants cannot automatically access the study via SONA. Do not provide a link to your study directly on SONA.

- Participants are required to meet with the researcher to receive an information sheet, discuss the research, and learn the URL for the study as well as ask questions.

### Step 1: Creating your Experiment or Survey

Before you post your study details on the SONA system you will need to create it.

The school currently has two main online survey packages to facilitate online research: Qualtrics and Checkbox.

The ethics committee mandates that you MUST use Checkbox if you are collecting user identifiable data because it is hosted on School of Psychology servers. Otherwise you are encouraged to use Qualtrics (which is externally hosted). Qualtrics is superior in almost every way.

Both packages can be accessed here:


*Qualtrics* is accessed using a standard Psychology account (this is different form your UQ student account although it may have the same username). If you do not have a Psychology account please refer to this FAQ:


*Checkbox* requires a dedicated Checkbox account to gain access. Please contact Psychology IT Support (Paul Jackson, surveymaster@psy.uq.edu.au) if you require a Checkbox account.

Note that it is only researchers that require accounts to access Checkbox and Qualtrics. Participants can gain access freely from any location with an internet connection.

Generally it is a good idea to have an external consent page proceeding the actual survey content (i.e. before Checkbox or Qualtrics). This has two advantages: it gives you a shorter and more personal web address for distribution to participants and it
means participants do not start the survey until they consent. This must be done by Psychology IT Staff (Paul Jackson, surveymaster@psy.uq.edu.au). Note that this is not required but is recommended. An optional debriefing page at the end of the survey can also be used to compliment the start page.

Under some circumstances if neither Checkbox nor Qualtrics meets the needs of your research it ‘may’ be possible to get a custom online experiment/survey created. Feel free to contact Psychology IT Support (Paul Jackson, surveymaster@psy.uq.edu.au) to discuss any unusual requirements.

For ethical and security reasons ALL online research MUST be hosted on School of Psychology servers or Qualtrics unless an exception has been granted.

It is important that you setup your website in line with any advice given by the School I.T Team. Researchers who have failed to do this in the past have set up insecure websites and have lost their data.

Please contact Psychology IT Support (Paul Jackson, surveymaster@psy.uq.edu.au) if you have any questions or problems. Generally it will be your responsibility to create any surveys but there is definitely help and support available if and when it is required.

**Step 2: Add the study to SONA**

In the SONA system set up your study as a Standard Study being sure to include in the abstract that participants must sign up to meet with you in order to receive access to the study website.

**Step 3: Grant Credit on SONA**

After the study has been completed, grant credit to participants via SONA system.