Participating in Research Sessions

Below are detailed instructions for students who wish to satisfy their REP requirements by participating in research sessions.

**Step 1:** To register, please go to: [https://bsu.sona-systems.com](https://bsu.sona-systems.com)

On the home page you will see a “Welcome to the Research Experience Program” message. Click on the “New Participant?” link to request a participant account. When you register on the website, it is important to accurately enter your name, user ID, BSU email address, student ID number, and course and section number. Once you have registered, you will be able to view research sessions that are available. Research sessions will take place between Tuesday, January 17, 2017 and Friday, April 28, 2017. Specific dates and times of open research sessions will be posted.

**Step 2:** Students should regularly check the above website to learn about available research sessions, which will only be posted online. You will see the date, location (i.e., lab or online), and a description of each research session. You must book an appointment for a session on this website. Availability is on a first-come, first-serve basis. *Do not email your MKG 300 instructor to sign up for a session.*

**Step 3:** Research session may be Internet-based or laboratory-based. For Internet-based sessions, you can participate online following the instructions that are provided. For laboratory-based sessions, you have to show up at the announced location on the designated date and time. Please note the time and place of a session. If you do not show up for your session, the researcher may not allow you to schedule a second session. First, be sure the cancellation deadline has not passed. Please note you can cancel in Sona (the online system) should you need to cancel a session, and do so before the cancellation deadline.

**Step 4:** Make sure you sign the sign-in sheet at your research session if it takes place in a laboratory setting. This will enable the researcher to assign you credit for participating in the research session. Please note that your responses will remain strictly confidential and will not be retained in any file by your name. Further, all analyses reported will involve only summaries of anonymous responses.

Important Notes:
- If you wait until the end of the semester to sign-up for research sessions, you may have trouble finding studies in which to participate. The last day to participate in an experiment is Friday, April 28, 2017.
- All studies in the REP have been reviewed for compliance with the BSU Human Research Review Committee before you can participate in them. This review assures that there are no unethical research protocols and that the outcomes of the research benefit you and the general public.
- Any questions about the REP or concerns about a particular research session or researcher should be brought to the attention of the Subject Pool Administrator ([REP@bsu.edu](mailto:REP@bsu.edu)), not your MKG 300 instructor.
- There is a “three strikes” policy for research participation. If you accumulate three unexcused absences for research appointments, you will be permanently unable to participate in research
in the future. Avoid this by scheduling appointments conscientiously, and notifying researchers if you are unable to make an appointment. Even if the cancellation deadline has passed, and you know that you cannot make the appointment, contact the researcher anyway. It will be at his/her discretion to assign your absence as either excused or unexcused.

If you have questions, comments, or concerns please contact REP@bsu.edu