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]

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 screenshot below, the advertised points for the session was 1.0. A researcher can allocate up to 2.0 points for that session.
4. Click ‘update signups’.