Human Research Ethics Advisory Panel (HREAP-C)

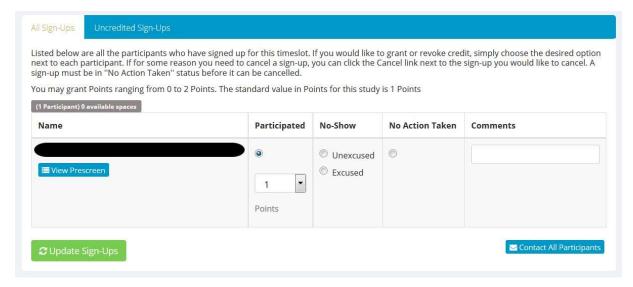
Guide for allocating additional points on SONA-1

Allocation of additional points than the listed amount for a study on Sona occurs on a *participant-by-participant basis*.

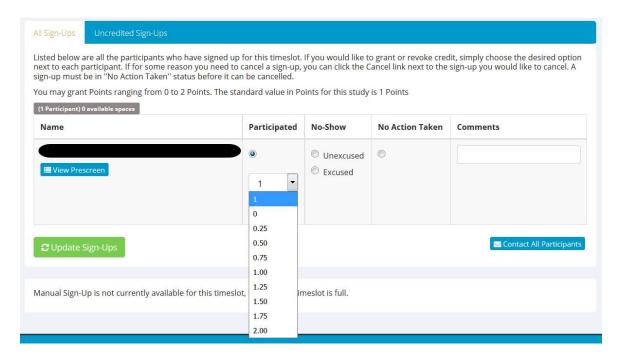
You can undertake this process either when crediting a particular session, or at any point later in time.

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 screen shot 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'.