# **Complete this checklist before requesting approval in SONA.**

* **IRB approved studies**: “This study was reviewed and approved for human subject participation by the CSUN Institutional Review Board” is the final sentence in the SONA description. Make sure your IRB approval number is included on your SONA study page on the ‘IRB Approval Code’ line.
* **Exempt studies:** Type “Exempt” on your SONA study page on the ‘IRB Approval Code’ line.
* Under ‘Researcher Information,’ make sure the faculty member is the Principal Investigator and the Research Assistant or lab account is the Researcher.
* Verify that credits listed are the same in SONA and your consent document.
* Make sure the study has the correct title so the Research Coordinator can locate the study in SONA (the title will later change to the study number the Research Coordinator gives you).
* Set the experiment in SONA as “**Active**” before requesting approval.
* Verify that the proper documents (e.g., IRB approval/exemption letter) have been uploaded to the **Research Area Box (**[S2022 Box upload link](https://mycsun.app.box.com/f/ca444c4564cd4f728bcce44324f0bc1b) **and** [view link](https://mycsun.box.com/s/lhpadtvml6szi417cj4nv4wjs7gwjv7i)**)** prior to requesting approval.
* Verify that an online study is set up correctly to either: 1) automatically assign credits when the participant is sent to an external (non-SONA) online experiment site; or, 2) promptly manually assign credits after the participant has completed the external online experiment.
* If your graduate or undergraduate student is requesting approval for your study, make sure you are CC’d in the approval emails.

## **To request approval, select “Send Request” from the study’s homepage. You can also email** [**psychpool@csun.edu**](mailto:psychpool@csun.edu) **or the Research Coordinator directly.**

