

RUNNING ONLINE STUDIES ON ERPS

A quick guide

March 2020

Running online studies on ERPS is very similar to running offline studies: the main difference lies in a few modifications that need to be made to your Qualtrics survey during set up.

Summary of steps:

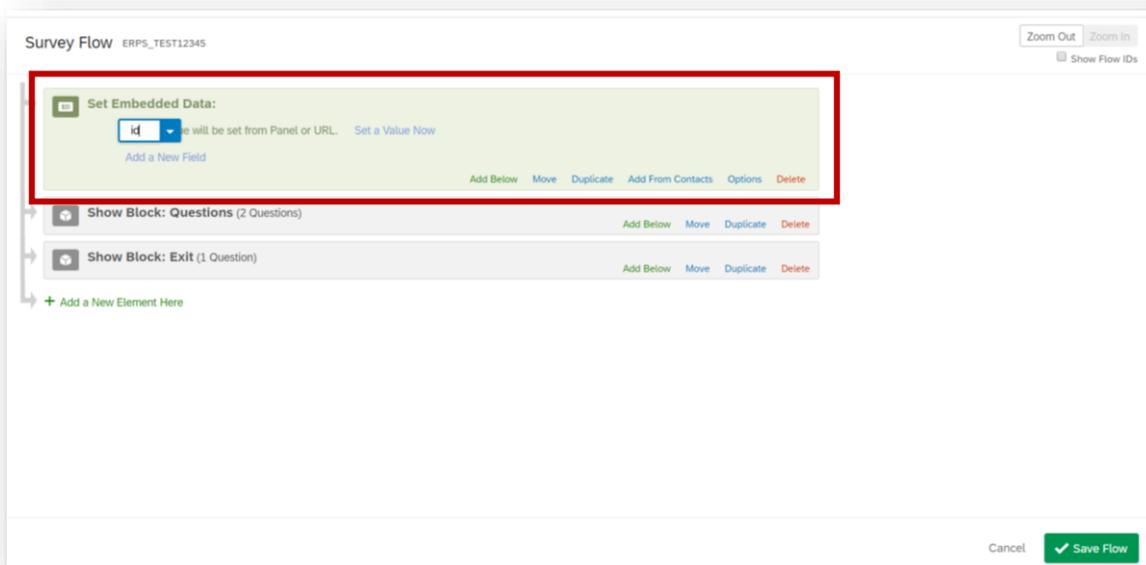
- Include embedded data 'id' in Qualtrics survey
- Set up study on ERPS website, adding ?id=%SURVEY_CODE% to the end of the survey URL
- Once the study is set up, find the unique redirect link in the study information
- Set Qualtrics end page to redirect to redirect link
- Add custom ERPS end message to your survey

Step by step procedure

Make sure your survey is completely finalized and ready to go before you start setting up for ERPS. If you have to change the Qualtrics link, start a new study – do not mix and match. Each study (and redirect code) has to match a single survey.

1. Set Qualtrics study to accept unique IDs

- In 'Survey Flow', at the top, add embedded data "id" (lower case!) to your survey (do not set a value now)



2. Set up study on ERPS – add query string to link

- On the ERPS website, 'Create a New Study' → select 'Online External Study'

- Name and describe your study as usual
- Scroll down to 'Advanced Settings – Study URL', and paste in your Qualtrics study URL, **adding query string ?id=%SURVEY_CODE%** at the end (not %SURVEY_CODE% as the website suggests!)
- Save the new study

Is this a web-based study? Yes -- study is administered outside the system

Should survey participants be identified only by a random, unique ID code? Yes No

Study URL Your survey link Query string

If the text %SURVEY_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study.

Study URL Display After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated. Yes No

Participant Sign-Up Deadline hours before study is to occur

Should the Researcher receive an email notification when a participant signs up or cancels? No Yes -- for sign-ups and cancellations Yes -- for cancellations only

Researchers at Timeslot-Level Can researchers for this study be assigned to specific timeslots? Only applies if the study has more than one researcher. Yes No

3. On ERPS: find the unique redirect link

At the end of your Qualtrics study, participants need to be redirected to Sona systems to get their credit. This takes two steps:

- Step 1: Find the redirect link in 'Study Information – Website – Qualtrics Redirect to a URL'. **Copy this link**

Duration	30 minutes
Credits	1 Credits
Website	View Study Website Sample Link with Embedded ID Code Qualtrics Redirect to a URL <input type="text" value="https://erps.sona-systems.com/webstudy_credit.aspx?exp"/>
Abstract	This is a drill
Description	This is an online study test

Researcher Information

Researcher	Camilla Zallot	✉
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Instructions

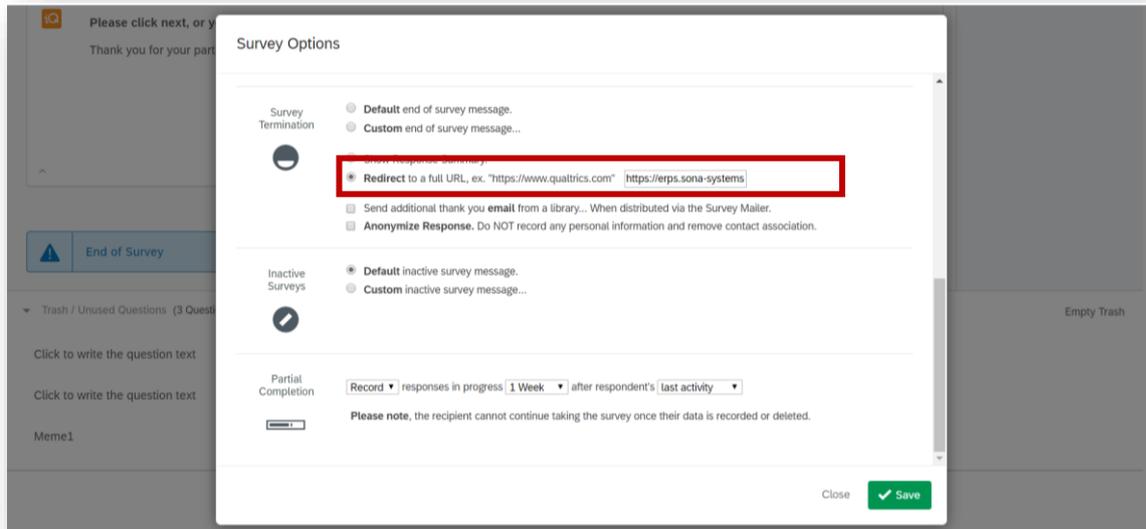
You can also configure it so that participants receive credit in the system immediately after finishing the survey. If you are using Qualtrics, add ?id=%SURVEY_CODE% to the end of the URL to make use of this feature.

[Detailed Help](#)

Study Menu

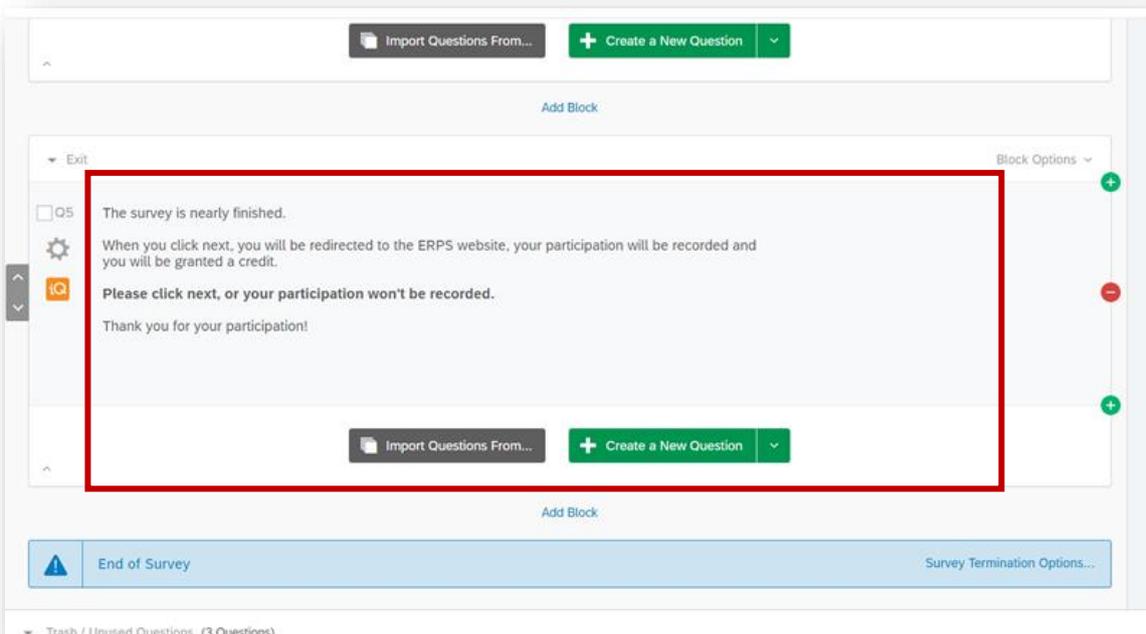
4. Set Qualtrics survey to redirect to ERPS

- Step 2: In Qualtrics, under 'Survey Options – Survey Termination', select 'Redirect to a full URL' and paste in the **redirect link**
- **Remember: The redirect code is unique and has to match a single survey**



5. Add survey end question on Qualtrics

- To make sure participants click through until they are redirected to the ERPS website, add a final Qualtrics question saying:
*"The survey is nearly finished. When you click next, you will be redirected to the ERPS website, your participation will be recorded and you will be granted a credit. **Please click next, or your participation won't be recorded. Thank you!**"*



- When participants click next on this final question, the survey goes on to 'End of Survey' which will redirect participants to the ERPS website, **where their credit is granted automatically**
- The participant unique ID is saved both on ERPS and in your Qualtrics data for reference

6. Set up a timeslot for your study

- In Study Menu → View/Administer Timeslots → Add a Timeslot simply select a deadline for your study.
 - Participants can sign up until 24h before the deadline
 - Participants can participate anytime until the deadline
 - Participants can cancel their sign up until 17:00 the day before the study is to occur

The first screenshot shows the 'Add Timeslots: Online Test' form. The fields are: Final Participation Date: Tuesday, 31 March 2020; Final Participation Time: 12:00; Max. Number of Participants: 200. There is an 'Add This Timeslot' button.

The second screenshot shows the 'Timeslots: Online Test' table. The 'Participants Pool' column is highlighted, showing: Signed Up: 0; Open Slots: 200; Total: 200. The table also has columns for Participation Deadline, Participants, Website, and Modify.

Participation Deadline	Participants Pool	Participants	Website	Modify
31 March 2020 12:00	Signed Up: 0 Open Slots: 200 Total: 200		View Website	Modify

7. Run a pilot

- Make sure that the study is approved by the ERPS coordinator (find the 'Send Approval Request' button in the Study Information page)
- **You are strongly advised to run a pilot with an N of 10-15 first**
- **Please check that credits are being recorded correctly in your pilot (Study menu -> view/administer time slots)**
- Once you are sure everything is working correctly, you can change the N in the timeslot to a higher number to open the study to more sign ups

