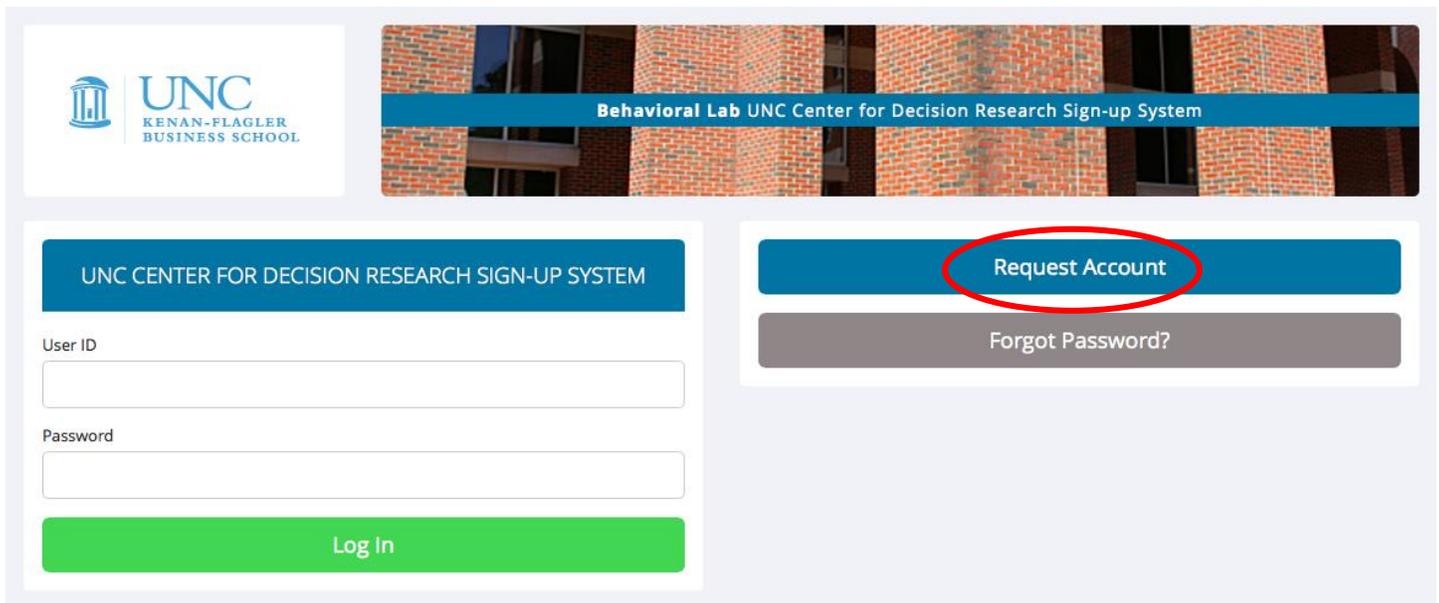


To participate in our research studies, you will need to complete two easy steps:

1. Register on the research studies scheduling website. (You should do this as soon as possible, to receive emails about available studies.
2. Over the course of the semester, studies will be posted to the website and available for you to sign up. You will need to register for and complete (!) studies in order to be compensated for your participation.

Step I: Register on the research studies scheduling website

1. To register, go to <https://kf-c4dr.sona-systems.com/> and click on “Request Account”



The screenshot shows the website interface for the UNC Center for Decision Research Sign-up System. The top left corner displays the UNC Kenan-Flagler Business School logo. The header area features a blue banner with the text "Behavioral Lab UNC Center for Decision Research Sign-up System". Below the header, there are two main sections. On the left, there is a sign-up form with a blue header "UNC CENTER FOR DECISION RESEARCH SIGN-UP SYSTEM". The form includes input fields for "User ID" and "Password", and a green "Log In" button. On the right, there are two buttons: a blue "Request Account" button, which is circled in red, and a grey "Forgot Password?" button.

2. You will be taken to an Account Information screen. Enter your first name and your last name. Then, create a “User ID” and enter and reenter your email address. Please enter an email address you use regularly. All communication regarding these studies will be sent to the email address you enter. Entering your phone number is optional.

ACCOUNT INFORMATION

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

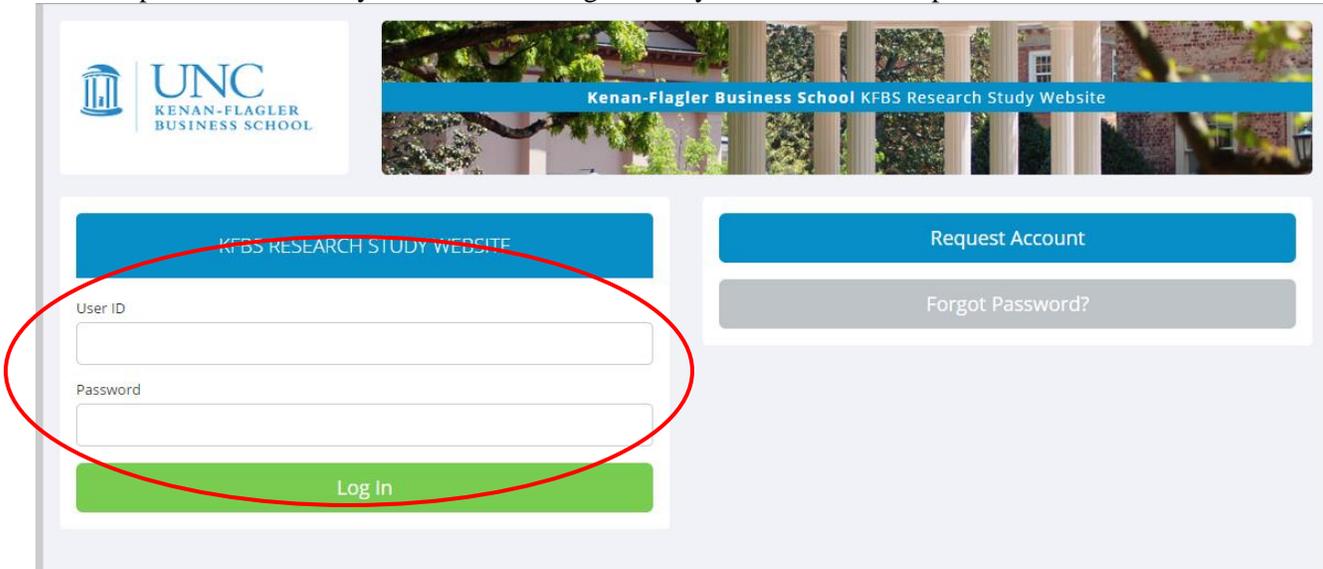
Student ID Number (optional)

Telephone (optional)

Request Account

3. Check your email for a message from KFBS Research Study Website.

Go to <https://kf-c4dr.sona-systems.com/> and log in with your user name and password from the email:



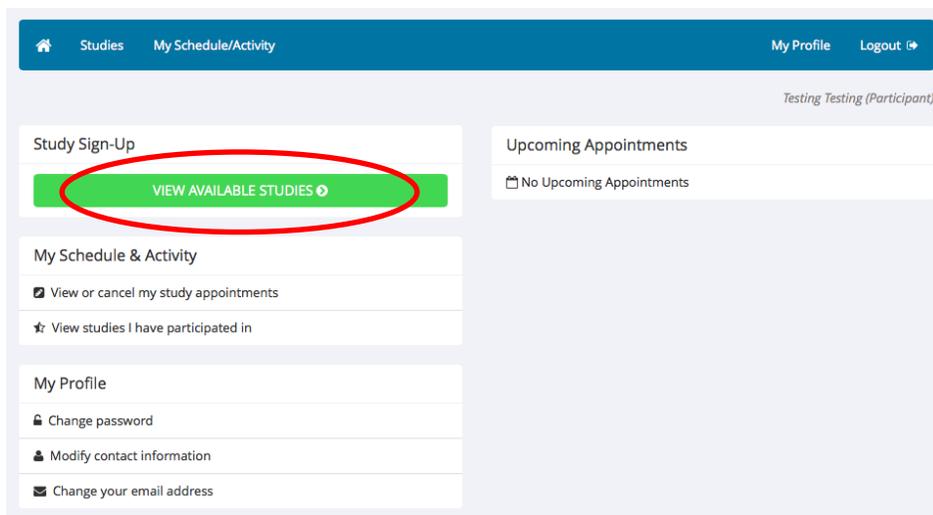
Important Note: If your browser is set on ‘high security’, you will need to make some changes in order to register. For the login to work you need to allow Sona Systems to set cookies. You can selectively add just this site to your list of trusted sites. Instructions on how to make these changes for Internet Explorer can be found here: http://kfbs.sona-systems.com/cookie_help.asp

You will then be eligible to sign up for studies...

Step II: Sign up for Studies

Studies may not be available right away, but over the course of the semester there will be multiple opportunities to sign up and complete studies. You should receive an email when a new study has been added to the system. You will probably hear of the first study opportunity within 2-4 weeks of its start time. However, it is a good idea to check the website regularly to see if anything has been posted.

To sign up for a study, go to <https://kf-c4dr.sona-systems.com/> and log in using your email and password. Under “Study Sign-Up,” click on “View Available Studies”.



You will see the names of several studies. Click on the name of a study, and then click on “View Time Slots for This Study”. You will then see a list of time slots and room numbers in which the study is taking place. When you find a time slot that works for you, select the appropriate course to credit, and then click Sign Up. Below is an example list of studies.

Currently Viewing: **All Studies**

View studies with available timeslots on :

Available?	Study Information	Eligibility
	BUSI 406 Fall 2014 Study #1 (1 Credits) This is a 1 hour study for BUSI406 students. Please arrive 5 minutes early so that you can be checked in.	
	BUSI 406 Fall 2014 Study #2 (1 Credits) This is a 1 hour study for BUSI406 students. Please arrive 5 minutes early so that you can be checked in.	
	BUSI 406 Fall 2014 Study #3 (1 Credits) This is a one hour lab session for BUSI406 students.	

In general, you will want to sign up for a study as soon as you’re notified to ensure that you can sign up for a timeslot that is convenient for your schedule. If you wait, and try to sign up for a study at the last minute, you may find that all of your preferred times have already been taken by other participants.

When you sign up for a study, you will commit to a specific date, time, and location. Make sure your scheduled session does not interfere with your schedule and that you can arrive at the specified location on time. It is your responsibility to know where to be and when to be there! Studies will start on time and no latecomers will be admitted. If you are late you will need to reschedule for a later session, if any are available (if not, you will miss your opportunity to complete that study. **If you miss 3 appointments, you will not be able to sign up for future research studies**). Keep in mind that if you sign up for a specific slot and you do not show up, you take away another participant’s opportunity to participate, so please be considerate of this.

You should only sign up if you are sure you can attend the session. However, unpredictable events do happen, so if you cannot make it to the session, you can cancel up to 24 hours in advance using the website. In order to cancel, click on the “Appointments” tab. Note that you cannot sign up for another slot of the same study unless you cancel your previously assigned slot.

When you arrive at a study, the experimenter will check you in. After the study is completed, the experimenter will credit your attendance on the website. You can check your credits by clicking the “Completed” tab under “Appointments.” If you feel that you have not been credited for a study you participated in, please contact the Center for Decision Research manager, Jake West (c4dr_manager@unc.edu)

Frequently Asked Questions

1. What are these studies about?

Studies are conducted by organizational behavior faculty members and graduate students, and thus may cover a wide range of topics. These studies do not require any specific knowledge about organizational behavior. The researchers are only interested in your honest opinion as a study participant. Participating in research is a valuable way for you to receive first-hand experience with marketing research methods and to learn about the research conducted by KFBS faculty and Ph.D. students. In addition, your involvement in research will help faculty and graduate students at KFBS continue to develop state-of-the-art management thought, which ultimately is brought back into the classroom.

2. How long are research studies?

Studies may last a few minutes to several hours. Your specific appointment will include more information about the time commitment. You may also be asked to complete a short questionnaire online prior to coming in for your lab session.

3. Where do the research studies meet?

All studies will be conducted at KFBS, but the exact location for any given study varies. When you sign up for a study, the classroom or lab where the study will be conducted will be clearly specified.

4. Should I bring anything when I participate in a study?

You must bring a valid ID with you to participate.

5. How many studies will be offered during the semester?

The number of studies offered each semester may vary. You will receive an email from the Center for Decision Research when studies are available for sign-up. Please be advised we reserve the right to change these dates at any time.

6. Do I get compensated for my participation?

Individual appointments will include compensation information prior to your signup. Details about compensation will be figured out prior to the end of your lab session. If you feel that you have not been compensated appropriately for your participation, please contact the Lab Manager, Jake West (c4dr_manager@unc.edu).

The experimenter in charge of the session will note your participation in the online system. You can check whether you got credit by logging onto the website and clicking on the "Completed" tab under "Appointments." Please allow at least 1 week after the completion of all sessions for your credit to post. If you feel that you have not been credited for a study in which you participated, please contact the Lab Manager, Jake West (Jacob_West@kenan-flagler.unc.edu).

7. What if I cannot make it to a session?

You can cancel your participation up to 24 hours in advance using the web site by clicking on the "My Schedule/Credits" tab and then clicking on the Cancel box. Please email the Lab Manager, Jake West (c4dr_manager@unc.edu) if you must cancel within 24 hours of your signup.

8. What if I did not attend a session? Are there make-up sessions?

Once a study has ended, then the opportunity to participate in that study has passed. No make-up sessions will be offered. You will be unable to signup for the same study in the future. Please note: if you are absent for 3 sessions, you will no longer be allowed to signup for research studies with the Center for Decision Research.

9. What do I do if I have trouble logging in?

Be sure to remember and type in your User Id and password correctly. Also see FAQ Nr. 10 or 11 on how to get further assistance.

10. What do I do if I forgot my password?

Go to <https://kf-c4dr.sona-systems.com> and click on "Lost your password?" at the bottom left of the screen.

11. What do I do when I have problems with this system?

If you feel that you have read all instructions carefully, and you are still having difficulties, please email Lab Manager, Jake West (c4dr_manager@unc.edu) who will try to respond to your questions within 24 hours.