ESSEXLab: Overview and Lab Policy

1. OVERVIEW

ESSEXLab is the University of Essex's shared social sciences laboratory, supporting in-person studies in our lab on the Colchester campus. ESSEXLab also has a mobile lab that includes tablets with some experimental software pre-installed that can be used outside the lab. In the Summer of 2020 ESSEXLab will also be adding biometric equipment to a group of its computers so information on eye-tracking, GSR (galvanic skin response), EMG/ECG (Electromyogram), and facial expressions can be collected during experiments run in the lab on the Colchester campus.

ESSEXLab is open to any researcher interested in conducting social science research at the University of Essex. To use ESSEXLab, one must agree by the following, <u>not negotiable</u> guidelines:

1. All studies must have received ethical approval. Ethical approval must be sought and granted from the University of Essex or a researcher's home institution prior to being granted permission to conduct and ESSEXLab study.

2. No use of deception. Studies may not involve deception of research participants, even if this deception has received ethical approval. This applies to all aspects of ESSEXLab as itemized below.

3. Participants must be compensated financially, or, if the study requires, in kind. All ESSEXLab participants must be compensated financially based on current rates published by ESSEXLab; class credit and non-pecuniary benefits cannot be used as compensation. We do allow for study designs that incorporate payment into the purchase of products or donations, such as to charities. Online studies may use digital vouchers rather than cash.

4. The primary purpose of the research is academic. Currently, the lab is not open for private sector use. However, we do encourage companies and non-HE organizations to work with researchers on questions that could be examined using ESSEXLab and its facilities. Interested parties can reach out to a researcher directly or email the ESSEXLab team at ✉ essexlab@essex.ac.uk and ask for suggestions on who to contact.

To contact the Lab Manager or anyone on the ESSEXLab team, for general queries or questions about this document specifically, reach out to ✉ essexlab@essex.ac.uk.

<u>There are four main ways to run your study through ESSEXLab:</u>

1. In-person studies (Colchester Campus):

ESSEXLab is located in the Social Science Research Centre on the Colchester Campus of the University of Essex. It can accommodate up to 32 participants (14 for biometric experiments, see below). For study designs that might make use of it, the lab can also be partitioned into two rooms of 18 and 14 workstations. Cash for payment is kept on site in a safe to which researchers are given access. In-lab studies are also supported by a team of ESSEXLab Assistants, one of whom will always be present during live studies.

Participants for ESSEXLab studies are recruited from our online subject pool, which will soon be supported by SONA. Lab Assistants typically handle the recruitment, but, by special request, researchers may be allowed to handle recruitment if their study requires a special sample from outside the lab subject pool.

ESSEXLab workstations can accommodate a variety of software, but are preloaded with the mostly commonly used, including zTree (multiple versions), web-browsers (for oTree, Qualtrics, etc.), EPrime 2.0 & 3.0, and iMotions (biometric workstations only). Please contact the ESSEXLab staff for the complete list or special arrangements.

2. Online studies:

ESSEXLab can also support online studies that that make use of participants from its subject pool. We can support any study for which participants are recruited via a link, such as Qualtrics or oTree. In most circumstances, the lab supports the recruitment of participants only, but some paid programming support may be available upon request.

3. ESSEXLab Mobile:

The mobile lab consists of 32 iPad tablets pre-loaded with several commonly used programmes for field-data collection. These will soon be updated with newer tablets that have more features. Currently, the mobile lab may be used for data collection in the UK and abroad, but limitations may be placed on the amount of time it may be reserved depending on the number of iPads needed and the location of the data collection. Please contact the ESSEXLab staff for more details.

4. ESSEXLab Biometric (Colchester Campus):

In the near future, fourteen (14) of ESSEXLab's workstations will be equipped with biometric equipment for data collection using eye-tracking, GSR (galvanic skin response), EMG/ECG (Electromyogram), and webcam-based facial expression recognition. iMotions will be the primary software used to collect the biometric data. It is capable of running along with some other software (e.g. z-Tree or Qualtrics).

If necessary, the Biometric Lab will be bookable separately from the main lab to allow two studies to take place at once. For details about the equipment or procedures for using it, please contact the ESSEXLab staff.

5. Other Services:

ESSEXLab can also support your study in other ways. We can provide additional lab assistants for data collection on or off campus (subject to availability), as well as programming support for some commonly used software, and research design support on a consultation basis.

6. Reserving ESSEXLab for Non-Research Purposes:

ESSEXLab prioritizes experimental research first and foremost. However, there are times when a lecturer or administrator may wish to use the lab for non-experimental purposes. For example, instructors may like to use the lab to show their research-oriented modules what lab

research looks like or others may wish to book the lab for a hands-on workshop. This will be considered on a case to case basis and can be arranged by contacting the lab manager. For such requests, please notify the lab at least a month ahead of your planned activities.

7. The Remainder of This Document

The majority of ESSEXLab studies are run in our lab on the Colchester campus, so this lab policy is written with that in mind. All ESSEXLab studies must follow the same application guidelines, but the procedures for study execution will differ depending on the modality of the study. This document provides an overview of the process of applying for, planning, and executing an in-lab study, but you should always consult with the lab manager and your assigned ESSEXLab Study Coordinator when planning your study.

8. A Final Note on Lab Policy

While we work hard to make sure our policy stays up-to-date to best inform researchers, please note that the judgment of the Lab Manager supersedes any guidelines presented in this document. Appeals may be discussed with the Lab Director.

2. THE ESSEXLAB APPLICATION PROCESS

> **<u>Please note:</u>** ESSEXLab expects applications at least 6 weeks prior to your first session. Not following this timeline may lead to delays in your data collection.

We work hard to make using the lab as smooth of a process for researchers as possible. This section lays out the roadmap for applying to use the lab, but once you submit your application form (Step 1), the Lab Manager will assign you an ESSEXLab Study Coordinator to walk you through the remainder of the process. We ask that applications for all new studies be completed no later than 6 weeks prior to when you would like to run your first session. The lab can get very busy; sufficient lead-time helps us ensure a good experience for everyone, including the lab team and the researchers themselves.

A Note on the Lab Payment Policy

> **<u>Please note:</u>** It is a requirement that your participants are provided with a financial incentive. Course credit is not an acceptable reward.

A helpful point for planning your study before you apply is to estimate your payments to participants. Our current payment policy is as follows:

- o Show-up payment: Participants who arrive in time to take part in the study are entitled to a £4 show-up payment. Participants receive this payment even if 1) the session ends prematurely; 2) they ask to leave prematurely; or 3) the researcher cancels the session less than 24 hours in advance.

- o Send-off payment: Sometimes researchers will purposefully over-recruit for their sessions. If you send participants off, they need only be paid £4, if they are waiting outside the lab in time to participate.[1]

- o Participation payment: In addition, participants should be compensated at a rate of £8/hr, rounded up to the nearest quarter hour. Example: your study takes 30 minutes – a participant should expect to receive £4 (show-up) + £4 (participation) for a total of £8.

- o Variable payments: Some studies (e.g. behavioral economics) use variable payments that depend on the outcome of the actions of participants. These are more than acceptable in ESSEXLab, but you must ensure that the average payment for each session is in line with the payment policy above. Participants are still entitled to their show-up payment of £4, however, participants should also receive a minimum of £1 for their participation in addition to their show-up payment. That means, in variable payment experiments, no subject should leave the lab with less than £5 after participating in the experiment. The use of variable payments must be indicated on your consent form, in recruitment materials, and in participant instructions.

- o Non-university participants: The ESSEXLab subject pool contains several hundred

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[1] More guidance is offered on when/when not to pay a participant who is late below in the section on attendance.

adults from the Colchester area, who commute to the university to take part. In addition to their normal payment, we also offer to compensate them for bus fare or parking, upon the presentation of receipt.

- o   Online payments: see the section below on Online Studies.

- o   Mobile study payments: see the section below on Mobile Lab Studies.

Unless otherwise discussed with the lab manager, all payments must be made in cash, which will be provided from the lab safe. Other acceptable variants include:

- o   Donation: ESSEXLab allows researchers to ask participants if they would like to donate some of their reward to a charity or other organization. However, you <u>must make the donation no later than the conclusion of the study</u>. Otherwise, you would be in violation of the lab policy on deception. Additionally, we ask that you provide the lab with receipts for any such donations in case a participant requests to see it.

- o   Purchase of goods: ESSEXLab also allows researchers to offer participants the opportunity to purchase some sort of tangible good as part of their study, to be furnished immediately at the conclusion of the session.

  <u>**Please note:**</u> The time of the participants must be respected; if you use more time that mentioned you need to provide additional compensation and notify the lab manager immediately. Subjects need to be given accurate information and inadvertently lying about the time needed to participate may be considered deception.

For any questions about the lab payment policy, or any potential deviations you would like to incorporate into your study, please contact the Lab Manager.

Step 1: Complete the Online Application Form

While we are always available to discuss whether ESSEXLab is a good fit for your study, the process of planning your study will not actually begin until you complete <u>our online application form.</u> This will give the lab team an overview of your study so that we have all of the pertinent information to help you plan it. Once completed, the lab team will be notified and get in touch with you as soon as the Lab Manager has had a chance to review your application.

A Note on Software Requests

Any software requested that is not already available in the lab will need to be installed by ITS, through the normal procedure. This includes furnishing licenses for the number of workstations that will be used, if the university does not already have a site license. Except in extraordinary circumstances, ESSEXLab will not purchase software licenses for researchers. Please plan accordingly.

Additionally, ITS asks for a month's notice to install new software, so it is important this information is included in your lab application. Delays to report software needed may delay your study.

Step 2: Wait to Be Assigned a Study Coordinator

The Lab Manager will review your application and assign you a Study Coordinator.

Our study coordinators are student lab assistants who have been trained on lab procedures, study planning, and working with participants. They are a great resource and there to help you run your study. They will assist you with uploading your supplementary documentation, scheduling your lab orientation, programming check, pilot, and all of your sessions, as well as recruiting your participants. Finally, they will ensure that you have a lab assistant and a trained volunteer (if available) to help with your data collection.

Step 3: Log on to Basecamp

As soon as your application has been approved, you will receive an invitation to log on to Basecamp from your Study Coordinator.

Basecamp is our study-management software. It is intended to help keep all of the documents and communication relevant to your study in one place. An overview of Basecamp is provided when a project is set up for your study, but among other tools, it includes a complete to-do list for the planning of your study from the perspective of the lab. Your study coordinator will help you walk through these.

Initially, only the researcher, Study Coordinator, and Lab Manager have access to the Basecamp project, but others can be granted access as necessary (e.g. additional lab assistants, research team members, etc.).

Step 4: Upload Supplementary Study Documentation

While the Lab Manager tentatively approves your study while reviewing your lab application, several key pieces of information are needed for final approval before your study goes forward. These documents help us establish that your study has received ethical approval and is in line with ESSEXLab policy (e.g. does not use deception; pays participants sufficiently; etc.). All studies must receive approval from the Lab Manager before data collection may begin.

> **Please note:** ESSEXLab expects to receive your supplementary documentation no later than 4 weeks before your first session. Any scheduled sessions will be considered preliminary and potentially subject to cancellation until this documentation is received.

For the Lab Manger to approve the study, researchers must upload copies of the following to their Basecamp project at least four weeks before you would like to conduct your first session:

Ethical Approval:

Your study must have received ethical approval from your department, school, or the University of Essex Ethics Committee. More information can be found through the Research Enterprise Office.

> **Please note:** ESSEXLab may impose stricter ethical limitations than those approved by the researcher's institution.

Participant Consent Form:

Unless your ethical review states that you have been granted a waiver of consent, you must collect written consent from your participants before they can take part in your study. ESSEXLab recommends the standard consent template from the Research Enterprise Office, but typically any consent form that has received ethical approval may be used.

In addition to the standard text indicating compensation, the use of variable payments must be indicated on your consent form, in recruitment materials, and in participant instructions.

> **Please note:** ESSEXLab leadership takes protection of subjects' rights and anonymity very seriously. Any suspected breaches of subjects' rights must be reported to the Lab Manager immediately.

Participant Instructions:

These are required in advance so that the Lab Manager can ensure there is no deception. Ethical approval may be granted to studies that use deception, but such studies may not be run in ESSEXLab, use the mobile lab, use the biometric equipment, or recruit participants through the ESSEXLab subject pool.

Email Recruitment Text:

We will also need a template for your online recruitment, conducted via email using our participant database. There is a template for your use included in your Basecamp project, which may be edited to add more description. At minimum, please expect to include information regarding the study activities (e.g. 'online survey'), expected payment, and expected duration, as well as the name and contact information of the researcher.

[EXTERNAL USERS:] Contract or Institutional Agreement:

External users are encouraged to speak to the Lab Manager before compiling and sending their documents through. External users must ask for a quote and guidance on contracting and payment to use the lab. There may also be added requirements or co-authorship needed for non-academic organizations to run an experiment.

Step 5: Receive Approval and Begin Study Planning

After all of your documentation has been received, it will be reviewed and approved by the Lab Manager within 10 business days. Meanwhile, your Study Coordinator will help you begin the next steps for running your study, which are detailed in the next section.

> **Please note:** If you change the participant instructions after the Lab Manager has approved them, you must get them approved again.[2] If you do not, it will be considered a violation of lab policy and your experiment slots will be cancelled.

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[2] We understand researchers may want to make minor adjustments to instructions before the experiment takes place; as long as these do not represent major changes to the design or protocol, they do not need to be reported.

3. RUNNING AND ESSEXLAB STUDY

We want your study to run as smoothly as possible. At this point, your study should have been approved and you're ready to start planning it. There are several additional requirements to be completed before you run your first session, but your Study Coordinator will help walk you through it.

1. Lab Orientation

In order to conduct a study in the lab, we require all researchers to attend a brief training session with your Study Coordinator or the Lab Manager <u>at least a week before your pilot session</u>. These sessions typically last for 30-60 minutes during which the lab staff will walk you through each step of the process of running a session in the lab. We will also do the following:

- o   Give you access to the lab on your Essex ID [must be done by the lab manager]

- o   Give you access to the safe for payment purposes [must be done by the lab manager]

- o   Provide an overview of the lab's payment policy and procedure

- o   Provide an overview of the lab's attendance policy

- o   Check your access to the participant database

- o   (If desired) we can also help you set up your software and conduct your programming check.

For more experienced researchers, we may offer an abbreviated review or waive the requirement for a lab orientation entirely; however, if you have never used the lab before, lab orientation is mandatory.

2. Scheduling the Lab

All scheduling for your study will go through your Study Coordinator. We ask that you contact them on Basecamp so that any dates under discussion are easy for everyone to reference. Once you have settled on dates, your Study Coordinator will add these to the official lab calendar and send you a confirmation email. Sessions in ESSEXLab cannot be scheduled after 8pm or on the weekends without special permission, as alternative arrangements for access will need to be made.

> **Please note:** Sessions should only be booked when there is a genuine intention to use the lab; mass pre-bookings of sessions will now be allowed.

3. Programming Checks and Pilot Sessions

In order to ensure that your study proceeds smoothly, we require several checks for your study ahead of actual data collection. This helps to make sure that your study is road ready; we know from experience that both programming checks and pilots help to ensure that your software is functioning properly and that the study protocols will lead to smooth data collection.

What Is a Programming Check?

> **Please note:** Programming checks should be conducted at least two weeks prior to your first 'live' session.

You will schedule time for your Study Coordinator (and the Lab Manager, if necessary) to meet you in the lab to install and test your software. This includes the actual code (e.g. zTree, EPrime, etc.) that you will actually use during data collection. While the lab assistants are able to provide some assistance, we recommend you bring as many colleagues, students, or friends, that you feel are needed so you have large enough group to effectively test of the software. Example: you are running a study with zTree that requires four players – it would be wise to have four people to help test it, including yourself.

What Is a Pilot Session?

> **Please note:** Pilot sessions should be conducted at least one week prior to your first 'live' session.

A pilot session is a single session filled with live participants. We recommend you recruit as many as you need to effectively test your programming. We have found in the past that a programme may run fine with a handful of participants but strain when in use by a full lab. Ideally, this session runs without issue and the pilot data will be usable for your project at large.

> **Please note:** Special arrangements may be made for visiting researchers and for lab veterans, but you should <u>expect</u> to conduct a pilot session unless otherwise discussed with the Lab Manager.

4. Participant Recruitment

The lab staff will take care of recruiting your participants roughly a week before any scheduled sessions, including your pilot session, via the online recruitment database. However, please be in close contact with your Study Coordinator to monitor this process. Participants will receive emails based on the email template you have provided to the lab and will be able to sign themselves up for sessions.

The lab staff handles all communications with participants, including rescheduling and cancellations. Should a participant contact you directly, please forward their communication to ✉ essexlab@essex.ac.uk.

The lab offers some prescreening services if you have specific sample requirements for your study. Please discuss these with your Study Coordinator or the Lab Manager when planning your study.

External samples are allowed in the lab, should the ESSEXLab subject pool not fit your needs, but this should be discussed with the Lab Manager in advance. Additionally, the researcher will be responsible for any logistical concerns of helping participants to reach the lab if applicable.

5. Lab Attendance Policy

ESSEXLab operates on a policy of 24-hour notice, which goes both ways. For participants, if researchers cancel a session less than 24 hours in advance, they are still entitled to their show-up payment.

For researchers, if participants cancel less than 24-hours, or do not show at all, participants will be marked as a no-show (note: this is reviewed by the lab for exceptional excuses).

The attendance is marked by the lab staff using the lab participant database. However, it is still the researcher's responsibility to check that this has been done after each session. A participant may be marked as "showed up", "participated", or "no-show".

If a participant is late for the session, they can be allowed to participate at the researcher's discretion, but 1) other participants should be given priority, and 2) their late entrance should not adversely affect other participants.

The lab staff handles all communications with participants, including rescheduling and cancellations. Should a participant contact you directly, please forward their communication to ✉ essexlab@essex.ac.uk.

6. Assistance in the Lab

Running a study by yourself is typically very difficult, especially in a lab environment with over thirty participants arriving for each session. There are several forms of support available to you to help run your study, including our trained team of lab assistants, lab volunteers, and provisioning study support yourself.

Lab Assistants

Except in extraordinary circumstances, researchers should never be in the lab alone. The lab is run by a team of student lab assistants, one of whom will always be on hand to assist with your study. The lab assistants have been trained on lab procedures and many of them have several years of experience interacting with participants and running sessions in the lab. Please heed their advice and guidance.

> **Please note:** Neither your Study Coordinator or any other Lab Assistant should be expected to run your study for you unsupervised.

The lab assistants are there to provide advice, guidance on lab policy, logistical support, and assistance with troubleshooting. They are not there to run the study on behalf of researchers. Lab assistants also do not have access to the safe. While they can assist with payments, researchers are directly responsible for the cash accounting while in the lab. See the section below on Financial Reporting for more details.

> **Please note:** Lab assistants should also never be given access to the safe unless authorized directly by the Lab Manager. This is not because of lack of trust, but to shield them from liability. Should you leave the lab, even temporarily, the cashbox should be returned to the safe.

Should there not be a lab assistant present when you arrive, please contact your Study Coordinator and the Lab Manager via Basecamp. If there is no lab assistant present 30 minutes before your study, please contact the Lab Manager directly via telephone.

Lab Volunteers

ESSEXLab also has a pool of trained lab volunteers, which exists to try and provide a wider range of students with experience in a lab environment. Lab volunteers will not have detailed knowledge of lab procedures, but do receive a baseline training before they are allowed to help in the lab. They can assist with a variety of tasks including passing out participant materials, helping to direct participants, watching for questions, and helping to distribute payments.

If your study would benefit from more than one volunteer, please let your Study Coordinator know. If you would like to opt out of having a volunteer present, please contact the Lab Manager.

Your Own Students and Research Assistants

Researchers may also wish to have the assistance of their own students or colleagues, which is generally acceptable. However, this cannot be a substitution: a lab assistant will still need to remain present. The Primary Investigator also takes full responsibility for any students who assist with a study.

While it is acceptable for PGR students to operate in the lab without faculty supervision, PGT and Undergraduate students may not be asked to supervise a study on their own without the express permission of the Lab Manager. Additionally, we encourage faculty to think carefully before putting students in an unsupervised position and request that, even in the case of PGR students, a faculty supervisor is present for the first several sessions.

7.   Printing of Materials:

Printing of materials including but not limited to consent forms, receipt forms, and participant instructions must be printed in academic departments using the researcher's printing quota. The one exception to this rule is the printing of participant rosters before each session. Additionally, the lab printer may be used in emergency situations, at the discretion of the Lab Assistant on duty.

8.   Running Sessions in the Lab:

Guidance on running sessions in the lab will be provided during your lab orientation. ESSEXLab also has several documents posted in the lab summarizing the process, as well as an FAQ embedded in your Basecamp project and a separate Researcher Wiki that provides detailed answers to common questions.

Here is a brief overview of what is expected during your sessions:

o   Arrive no later than 30 minutes before your session is to start to provide the lab assistant with instructions and help to prepare for the session

o   Count the cash in the Researcher Safe (#1) before your first session of the day.

o   Take attendance as participants enter the lab

o   Collect consent forms before the start of the session and check for completeness

o   Distribute payments, collect receipt forms, and check the receipt forms are completely

filled out before participants leave the lab.

- o Count the cash in Researcher Safe (#1) after your last session of the day.

- o Upload an updated financial reporting form to your Basecamp project.

- o Check in with your Study Coordinator to flag any problems arising during the day.

- o Leave the lab tidy, including binning any coffee cups, snack wrappers, etc.

  Please note: ESSEXLab has a no food, no drink policy. While researchers and LAs may have these in the lab office, we ask that food and drink remain there, and that the policy is enforced for participants and researchers alike in the lab.

9. Financial Reporting

As noted above, ESSEXLab will provide you with all of the cash for your study payments. Your payments will be charged to the cost-code you provided.

However, the researcher is responsible for helping the lab to keep track of spending by doing the following:

- o Safe Counts. Researchers are expected to count the safe at the beginning of their first session of the day and after the last session of the day. This is the case whether you run one session or twenty. Counts should be noted on the researcher account form provided on Basecamp. Lab assistants may help with counts but should remain supervised.

- o Spending Summaries. Researchers are also expected to keep their researcher account form up-to-date with the most recent payments. Researchers may not use their own form; they must use the form provided on Basecamp. An updated copy must be uploaded to Basecamp within 1 business day of distributing payments.

- o Reporting top-ups. The Researcher Safe has a Box A and a Box B. Box A is for payments, and Box B is for topping up if Box A is running low. Cash taken from Box be should be reported on your researcher account form.

- o Receipt forms. Researchers are responsible for ensuring that receipt forms accurately reflect the payments distributed, are completed correctly, and are stored in their allocated binder in the lab until the conclusion of the study. At that time, the lab will make a digital copy of them and can then release the hard copies to the researcher, if desired.

If you need further guidance please contact the Lab Manager.

10. Follow-up:

ESSEXLab will hold hard copies of all consent forms and receipt forms, but will make researchers a digital copy at the end of the study. Should you require one sooner, or should you need the hard copies, please notify your Study Coordinator. At minimum, the lab must retain a digital copy of ALL consent and receipt forms.

Additionally, we ask that ESSEXLab researchers expect to be contacted by a member of the lab

team to track research outputs six months, one year, and two years after the completion of your study. We welcome researchers to report any outputs sooner by contacting the lab at ✉ essexlab@essex.ac.uk.

4. RUNNING AN ESSEXLAB MOBILE STUDY

Currently the mobile lab consists of 32 iPads, plus locks, contained in 2 carry cases. There is also a laptop server, a wireless router, and a mobile printer, available on request. The Mobile lab can be used on the Colchester campus of the University of Essex. However, to use the lab off campus, special approval is required by both the Lab Manager and Lab Director.

9. Mobile Lab Application Process

The application process for running an ESSEXLab Mobile study is largely the same as above. You will need to provide the same materials and will still be assigned a Study Coordinator.

If the Lab Manager and Lab Director approve use of the Mobile Lab, one is required to submit a written security plan that will then be approved by the Lab Manager. The security plan should cover:

- o How and where the lab will be used.

- o Where the lab will be stored when not in use.

- o The list of members of the research team will use the lab.

- o The name of the person responsible for the lab while it is on loan.

If the iPads will be set-up in a static location, they should wherever possible be attached using security cords; lab equipment should <u>never</u> be left alone in a publicly accessible location. If one is using 3G or mobile connectivity, the researcher is responsible to cover those costs; ESSEXLab will not pay for the lab to have mobile access.

10. Compensation

If you are using the ESSEXLab subject pool, the expectation for compensation for participants in a mobile experiment is the same as in an ESSEXLab study. If you will recruit your own participants, payment should be discussed with the Lab Manager.

11. Software

New software will need to be provided by the researcher if it's not already available through ITS.

Software cannot be installed on the iPads or laptop without explicit permission from the Lab Manager and ITS must give approval.

You will still be expected to conduct a programming check.

12. Damage and Liability

Any damage to a mobile lab component should be reported immediately to the Lab Manager. If the equipment has been used under unusual circumstances or in a way not approved of by the Lab Manager, the researcher may be required to pay for a replacement.

The University's travel policy will cover the mobile lab, but this should be discussed during advance planning with the lab manager if your study will take place off-site.

Researchers are still responsible for keeping appropriate receipts and holding the data in a GDPR complaint manner that also follows the requirements laid out in the ethical approval.

5. RUNNING AN ONLINE EXPERIMENT

To run an online experiment, one still needs to submit all documents, work with the Lab RA to send out recruitment emails and be responsible for data and keeping receipts as described above. However, show-up fees are not required for online experiments. The £8 per hour compensation fee still applies, though, but it can be paid via many different methods: Amazon gift vouchers; PayPal; etc.

Other Considerations

1. Required Costs

There is no cost to using the physical lab or mobile lab for researchers at Essex. However, for each experiment, one must cover the costs of the Lab RA assigned to each experiment. This is to make sure the lab is used properly, that there is someone on hand with experience working in the lab, and to have a point person to help solve problems if the develop. After your project has been approved, you will need to discuss with the Lab Manager how much you must pay for the Lab RA time.

For other Academic Researchers and NGOs, besides the costs of the Lab RA time, there is also a per hour cost for renting ESSEXLab or having access to the ESSEXLab subject pool. If you are interested in renting ESSEXLab, please reach out to the Lab Manager for a quote.

2. Programming and Experimental Design Support

ESSEXLab has worked with many researchers and programmers. If you are interested in hiring a programmer email ✉ essexlab@essex.ac.uk naming the program you would like to use and wage information – amount of time, offer of hourly wage, etc. – and, if we know of a programmer, we will try to put you in touch.

If you are a non-HE institution interested in working with an Essex researcher to design an experiment please also email ✉ essexlab@essex.ac.uk with a brief paragraph of the research questions and research project you have in mind. If we can match you with a researcher, we will send through your contact details.

In the near future, ESSEXLab will start working with a new centre at Essex called ExCESS (http://www.essex.ac.uk/centres-and-institutes/experimental-social-sciences), which will include a list of all researchers interested in doing experimental research in the lab and field. Before the centre is fully functioning, you could peruse the website to see if it has any information on programming or researchers that may be of assistance to your work.

3. Data Storage

All files must be kept in your assigned researcher folder on the lab server. Files elsewhere on the server (e.g. in the zTree directory) will be cleaned periodically and your data may be lost.

After your study is finished, the lab team will encrypt and store research files in your archived Basecamp project for at least one year in case the researcher should need to access them. After a year from the completion of your study, these files are subject to deletion.

4. Civility

ESSEXLab is a shared resource. It is expected that all uses will respect the facility and must leave the lab in good order after each session: having chairs in the correct location; clearing away any debris; etc. If the lab is found in state of disarray the researcher will be barred from using the lab again.

If any equipment is damaged during research sessions, report to your Lab RA and the Lab Manager immediately. Researchers are expected to compensate ESSEXLab in full for the repair or replacement of any damaged articles or equipment.

If any computers malfunction during a research session, work with your Lab RA to fix the issues and/or contact the Lab Manager immediately so that ITS can be notified to fix or replace the workstation. Please note that researchers will not be penalized for software problems or naturally occurring computer hardware failures.

6. KEY POINTS REPEATED

- o Check out www.essex.ac.uk/essexlab for information.
  - Refer to "Conduct a Study" -> "Conduct your Study" for a step by step guide of how to apply and run your study.
- o You need enough **money** to pay:
  - [External only] the hourly lab rate.
  - You <u>need</u> to have £4 show-up fee for each subject.
  - You <u>need</u> to pay £8 per hour for each subject, not including the show-up fee.
  - Additional funds for any over-recruitment requested. Recruited participants who do not participate are entitled to a £4-pound show-up fee.
  - Any additional lab assistants you require beyond the first.
- o Use **Basecamp** to communicate with your Study Coordinator. Pay close attention to your Basecamp project.
- o All documents must be submitted via Basecamp four weeks before you want to conduct your study.
- o You cannot book a session slot until the Lab Manager has approved your application so the earlier you do this the better.
- o At least **two weeks before your study**, you should conduct your <u>lab orientation</u> (if applicable) and your <u>programming check.</u>
- o At least **one week before your study**, you should conduct a <u>full-session pilot</u>.
- o Make sure that attendance and subject payments are kept up-to-date for your study.