Orientation to the ASB Experimental Research Laboratory

Shayne Gary, ASB Lab Director
Agenda

Overview of Lab procedures and protocols (from starting a new study in the Lab through to running the lab sessions & using ORSEE)

IT Hardware and Software (including the Lab Administrative Control Panel, turning internet access on and off, getting new software installed)

Developing online Surveys/Questionnaires (Qualtrics intro)

zTree overview
Overview of the ASB Lab

- Multi-disciplinary research lab involving faculty across all ASB Schools
- Management Committee sets overall policies
- User Group of 17 faculty members ensures smooth operations
- Funded by ASB Research Office & UNSW MREII grant
- High level of Admin/IT support
  - Lab Manager and Dedicated IT support
Laboratory Infrastructure

- 32 fixed workstations with divider screens in main lab
- Observation room & 20 person negotiation table
- 9 fixed workstations + Bio-physical equipment in small lab (next door)
  - 3 fixed eye-tracking workstations, Galvanic skin response, Heart-rate monitors, EEG to measure brain electrical activity
- 20 laptops as mobile lab + Portable dividers
- In-lab experiment servers (Windows)
- Subject pool of > 3,000 students
- Automated recruitment system (ORSEE)
- Software to remotely power on/off computers and run/stop programs
Overall Process to Run an Experiment in the ASB Lab

- Secure funding
- Obtain ethics approval
- Test Software & Hardware
- Reserve lab session times
- Recruit Participants
- Run Lab Sessions
- Add No-show info
Securing Funding/Access to Participants

- Paying participants recruited from ASB Lab subject pool
  - MUST secure your own funding
  - ASB Lab provides competitive funding in SPG rounds
  - $5 show up payment + avg payment $15-$20 per hour

- Drawing participants from a course credit subject pool
  - School of Marketing
  - School of Management
Obtaining Ethics Approval: 3 Paths

- **ASB Lab Ethics Protocol**
  - ASB Lab Director can confirm ethics approval for experiments adhering to the approved Lab protocol considered negligible risk
  - ONLY available for active members of ASB Lab User Group
  - Download [ASB Lab Ethics Protocol](http://www.asb.unsw.edu.au/currentstudents/research/Pages/humanresearchethics.aspx) & submit to ASB Lab Director

- **ASB HREA Ethics Panel**
  - For all ASB faculty & HDR students
  - [http://www.asb.unsw.edu.au/currentstudents/research/Pages/humanresearchethics.aspx](http://www.asb.unsw.edu.au/currentstudents/research/Pages/humanresearchethics.aspx)

- **UNSW HREC Ethics Committee**
  - For UNSW faculty & HDR students from other faculties
  - [https://research.unsw.edu.au/human-research-ethics-unsw](https://research.unsw.edu.au/human-research-ethics-unsw)
Ensure Needed Software & Hardware is Ready in the ASB Lab

- Check with Lab Manager (asblab@unsw.edu.au) that software & hardware required for your study is in place
  - Before booking Lab sessions
- Arrange a time to TEST that everything is working
- If you have software/hardware requirements that are not already in ASB Lab, then discuss with Lab Manager
Reserve Lab Sessions (time slots)

- Check the **ASB Lab Calendar** to view vacancies
  - Main ASB (Lab 1): QUAD1041
  - Small ASB (Lab 2): QUAD1042a (9 workstations, including 3 with eye-trackers)
  - Can book session times 4 weeks in advance

- Identify preferred dates & times and email Lab Manager (asblab@unsw.edu.au)
  - Identify which lab you prefer
  - Lab manager will reserve the times for your study in the online recruitment system (ORSEE)
  - Do NOT try to add your study to ORSEE or reserve time slots in ORSEE; this is the Lab Manager’s domain
<table>
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<th>Time</th>
<th>Event Description</th>
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<td>ASB Lab - QUAD1041, Lucky Study, gnothey, robetz, 27 (25,2) (Participants)</td>
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Organise Recruitment of Participants (using ASB Lab subject pool)

- When identifying the preferred dates and times for your lab sessions, also provide info on desired participants:
  - Total number of participants required for the study
  - Number of participants needed per session + reserves
  - Desired criteria for recruiting participants (e.g., age, gender, language, nationality, degree type)

- Lab Manager will handle ORSEE subject pool recruitment:
  - All your lab sessions may not completely fill up
  - Some participants who register will not show up (10-15%)
  - MUST run sessions anyway (cancelling causes big problems)
  - You will receive an email 24 hours before each lab session with a list of participants (we recommend logging into ORSEE just before your session to print the final list)
Run Lab Sessions for your Study

- Arrive early enough to set-up the lab
  - Get the workstations ready
  - Hand-outs should be ready
- Greet participants as they enter the lab
  - Check each participant off on the participants list
  - Random assignment to workstations
  - Hand-out participant information sheets and consent forms
  - Pay reserves not needed for the session the show-up $
- Run the session
- Pay participants at the end of the session
  - MUST end on time
Add No Show Info for Each Lab Session in ORSEE

<table>
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<tr>
<th>Lastname Firstname</th>
<th>Student ID</th>
<th>E-Mail-Address</th>
<th>Phone number</th>
<th>Gender</th>
<th>Main field of studies/Profession</th>
<th>No-shows</th>
<th>Session</th>
<th>shown-up participated</th>
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<tr>
<td>Barber Deborah</td>
<td>3376750</td>
<td><a href="mailto:deborahbarber@live.com.au">deborahbarber@live.com.au</a></td>
<td>0434952224</td>
<td>f</td>
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<tr>
<td>Chen Xingyu</td>
<td>3395463</td>
<td><a href="mailto:154862616@qq.com">154862616@qq.com</a></td>
<td>0420665786</td>
<td>m</td>
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<tr>
<td>Harian Raymond</td>
<td>3440119</td>
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<td>3325072</td>
<td><a href="mailto:v.jain@student.unsw.edu.au">v.jain@student.unsw.edu.au</a></td>
<td>0405330826</td>
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<td>Loe Long Sang</td>
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<td>0420967787</td>
<td>m</td>
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<tr>
<td>Mahmod Muhammad Amaluddin</td>
<td>3452337</td>
<td><a href="mailto:smallkaybee@gmail.com">smallkaybee@gmail.com</a></td>
<td>+61431932456</td>
<td>m</td>
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</table>
A Bit More about Online Recruitment System (ORSEE)

- Recruitment emails are sent 1-2 weeks in advance by Lab Manager
- Subjects meeting specified criteria sent recruitment email inviting them to participate
  - Random sampling within specified criteria
  - Random order of email invitations
  - Participants self-select into studies & session times
- Participants removed from database after 2nd No-show
### Assign subjects

12 possible participants in database for laboratory experiments

12 participants assigned to this experiment

<table>
<thead>
<tr>
<th>Select all ...</th>
<th>Reset query form</th>
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<tbody>
<tr>
<td>1. Options</td>
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<tr>
<td>12. Options</td>
<td></td>
</tr>
</tbody>
</table>

- 1. where \( \text{in} \) \( \text{anyone} \)
- 2. who have a number of no-show-ups \( \leq 0 \)
- 3. who have a number of registrations \( \leq 0 \)
- 4. where subjectpool is \( \text{not specified} \)
- 5. where gender is \( \text{male} \)
- 6. where begin of studies was in year \( \leq \)
- 7. where field of studies is \( \leq \)
- 8. where profession is \( \leq \)
- 9. only \( \geq \) subjects who have participated on ONE of the following marked experiments
  - mm (bgreiner, 03/22/2004)
- 10. only \( \geq \) subjects who have participated on ALL of the following marked experiments
  - mm (bgreiner, 03/22/2004)
- 11. only \( \geq \) participants were assigned to one of the following experiments
  - t (gonzalez, 06/12/2003)
- 12. and the maximum number of participants is \( \leq \)

[Mainpage of this experiment](#)
Hello Billy Anyhow!

Herewith we want to invite you to participate at an experiment in our laboratory.

The sessions are scheduled for the following times:
04/13/2004 15:00-17:30 Goethe-Gallery, registration until 04/10/2004 6:00
04/14/2004 12:00-13:30 Institute's Laboratory, registration until 04/11/2004 12:00
04/15/2004 15:00-16:30 Goethe-Gallery, registration until 04/12/2004 15:00

If you want to participate, you can register by clicking on the following link:

http://www.orsee.org/public/participant_show.php?p=cdhMuaI0kcckA

(If you cannot click on the link, copy it to the clipboard by selecting it, rightclick and choosing "Copy", and then paste it into the address line in your browser by right clicking there and choosing "Paste".)

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This E-Mail was sent to you by the experiment participant recruitment system.

If you want to change or to delete your data, please follow the link:

http://www.orsee.org/public/participant_edit.php?p=cdhMuaI0kcckA

Online Recruitment System for Economic Experiments
http://www.orsee.org

University of Cologne
http://www.uni-koeln.de

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