



Australian School of Business

Never Stand Still

Australian School of Business

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



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](#) & 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>
- UNSW HREC Ethics Committee
 - For UNSW faculty & HDR students from other faculties
 - <https://research.unsw.edu.au/human-research-ethics-unsw>

Ensure Needed Software & Hardware is Ready in the ASB Lab

- Check w\ 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 w\ 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

May 2014

Mo	Tu	We	Th	Fr	Sa	Su
			<p>01</p> <p>10:00-11:00 ASB Lab - QUAD1041 Lasky Study gnorthey, nlsky 27 (25,2) [Participants]</p> <p>12:00-13:00 ASB Lab - QUAD1041 Understanding decision making in the workplace gnorthey, lteo 0 (0,0) [Participants]</p> <p>13:00-14:00 ASB Lab - QUAD1041 Understanding decision making in the workplace gnorthey, lteo 0 (0,0) [Participants]</p>	02	03	04
05	06	07	08	09	10	11
		<p>13:00-15:00 ASB Lab - QUAD1041 ASB Lab Directors Meeting (ASB Lab Directors Meeting) gnorthey, sgary, mtolhurst Edit [Participants]</p>	<p>09:00-13:00 ASB Lab - QUAD1041 Regulatory Focus & Online Shopping aashraf, gnorthey 0 (0,0) [Participants]</p> <p>14:30-16:00 ASB Lab - QUAD1041 Supplier Choice & Trust gnorthey, mcheng, yphua 0 (0,0) [Participants]</p>	<p>09:00-17:00 ASB Lab - QUAD1041 Endogenous organisational growth goals & performance gnorthey, myang, sgary 0 (0,0) [Participants]</p>		
12	13	14	15	16	17	18
<p>09:00-17:00 ASB Lab - QUAD1041 Perception and Analysis dcheng, gnorthey 0 (0,0) [Participants]</p>	<p>10:00-12:00 ASB Lab - QUAD1041 The effect of staff-rotation in a three-player game: experimental evidence aortmann, gnorthey, pshen, rbetz 31 (27,5) [Participants]</p> <p>13:00-15:00 ASB Lab - QUAD1041 The effect of staff-rotation in a three-player game: experimental evidence aortmann, gnorthey, pshen, rbetz 31 (27,5) [Participants]</p>	<p>10:00-12:00 ASB Lab - QUAD1041 The effect of staff-rotation in a three-player game: experimental evidence aortmann, gnorthey, pshen, rbetz 31 (27,5) [Participants]</p> <p>15:00-16:00 ASB Lab - QUAD1041 Supplier Choice & Trust gnorthey, mcheng, yphua 0 (0,0) [Participants]</p> <p>12:00-14:00 ASB Lab - QUAD1041 ASB Lab User Group Meeting (ASB Lab User Group Meeting) gnorthey Edit [Participants]</p>	<p>11:00-12:00 ASB Lab - QUAD1041 Supplier Choice & Trust gnorthey, mcheng, yphua 0 (0,0) [Participants]</p> <p>12:30-14:30 ASB Lab - QUAD1041 Understanding decision making in the workplace gnorthey, lteo 0 (0,0) [Participants]</p> <p>15:00-16:00 ASB Lab - QUAD1041 Supplier Choice & Trust gnorthey, mcheng, yphua 0 (0,0) [Participants]</p>	<p>09:00-12:00 ASB Lab - QUAD1041 Perception and Analysis dcheng, gnorthey 0 (0,0) [Participants]</p> <p>13:00-17:00 ASB Lab - QUAD1041 Endogenous organisational growth goals & performance gnorthey, myang, sgary 0 (0,0) [Participants]</p> <p>17:00-19:00 ASB Lab - QUAD1041 Endogenous organisational growth goals & performance gnorthey, myang, sgary 0 (0,0) [Participants]</p>		

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

<u>Lastname</u>	<u>Firstname</u>	<u>Student ID</u>	<u>E-Mail-Address</u>	<u>Phone number</u>	<u>Gender</u>	<u>Main field of studies/Profession</u>	<u>No-shows</u>	<u>Session</u>	<u>shown-up</u>	<u>participated</u>
1 Barber	Deborah	3376750	deborahbarber@live.com.au	0434582224	f	Medicine - Medicine (2011)	0/9	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Chen	Xingyu	3395463	154892616@qq.com	0420665786	m	Engineering - Civil and Environmental Engineering (2013)	1/11	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Harlian	Raymond	3440119	raymondharlian@gmail.com	0414492034	m	Engineering - Civil and Environmental Engineering (2013)	1/4	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Jain	Vinam	3325072	v.jain@student.unsw.edu.au	0405330826	m	ASB - Organisation and Management (2011)	2/5	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 Lee	Long Sang	3336200	oscarlee@v7mail.com	0420967787	m	Science - Biological, Earth and Environmental Sciences (2010)	2/10	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 Mahmood	Muhammad Amaluddin	3452337	amalkaybee@gmail.com	+61431932456	m	Engineering - Electrical Engineering and Telecommunications (2013)	1/8	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7 Ow	Shi Kun	3360077	hello_to_me@hotmail.com	0404668843	m	Medicine - Medicine (2011)	0/4	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8 Tran	Tina	3460334	tina.tran307@gmail.com	0435121240	f	Science - Chemistry (2013)	0/2	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 wong	po ying yolande	3360344	yolande927@gmail.com	0406619699	f	-	1/11	15/11/2013 16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Selection: ORSEE

Testexp2

Assign subjects

12 possible participants in database for laboratory experiments

12 participants assigned to this experiment

Select all ...

[Reset query form](#)

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

extend list

SEARCH AND SHOW

[Mainpage of this experiment](#)

Recruitment with ORSEE

