1. Human Subjects Approval

Before any experiments are conducted, approval must be obtained from the Indiana University, Human Subjects Committee, located in Carmichael Center, Suite L03.

2. Lab Application

Fill out and submit the pre-project application to ielab@indiana.edu. You will then need to work with the lab staff to schedule using the lab.

3. Follow the following **security procedures** when using the lab.

Lab Security is an extremely important issue, both in terms of maintaining security and not creating false alarms. As the **experimenter**, you are responsible for following lab procedures. If procedures are not followed there can be serious consequences. Failure to follow procedures causes undue costs on lab staff and IU security.

Obtain a key, and the 4-digit security code from Fern Bennett in Wylie 215C or have one of the lab staff assist you in entering the lab if it is locked.

### Entering

Upon entering the lab (WH220), one has 45 seconds to disarm the alarm through the keypad, located directly to the right of the door (inside). Room lights are located inside the room to the right of the door.

On the keypad box, flip the front cover down exposing the illuminated keypad.

Enter your 4-digit code (the first button will not sound a beep—other three will) and press **OFF**. Close the alarm cover.

### Leaving

Check all rooms for occupants. Push chairs into place and pick up any trash on the floor/tables/etc.

Make sure all computers are logged off (not turned off). Make sure all other equipment such as projectors are turned off. Turn off all ceiling lights. (leave florescent light on at the reception desk in the main room)

Lock all interior doors and check that the blind at the entry window is closed.
**To Alarm the room:** The door must be closed to set the alarm. At the alarm control box, flip the cover down exposing the keypad. You will have to remain still while setting the alarm (digital display will say ready to arm). If movement is detected by the motion detector, the alarm cannot be armed. The minor movement of your hand setting the alarm will not be detected by the motion sensor.

Enter your 4-digit code and press AWAY. You have 45 seconds to exit.
Test the door handle to make sure the door is locked

4. Paying Subjects

Subject payments should be made in cash and in private. Use a record sheet similar to the one that is included in this document.

Make a copy of the record sheet for your files. You will need to submit the original for reimbursement purposes.

Obtaining the cash for your experiments is your responsibility. The process depends on the particular research group (or faculty member) with whom you are working.

Be sure you have sufficient cash to pay subjects for the maximum amount they could earn, in currency and coins.

5. Recruiting Subjects

Different working groups use different procedures for recruiting subjects. For example, Economics tends to recruit subjects from introductory economics classes (and possibly more advanced classes). Psychology uses a subject “sign-up” mechanism, coordinated by the department.

If you are conducting experiments that include a group context, be sure and recruit alternates. Some subjects who volunteer will not show up.

*Example:* For an experiment with 3 groups of 4 subjects, Economics would tend to recruit 12 subjects and an additional 2 to 3 alternates. Economics often recruits the day before an experiment, then sends an email reminder. See the example sign-up sheet provided below. When recruiting, it is important to remind the subjects by volunteering, it is important that they fulfill this commitment, otherwise the experiment may have to be postponed. Economics tends to pay $5 for showing up on time, $10 to alternates if they are not used, and an average total payment of approximately $25 per subject. As a general rule, do not tell subjects the amount you expect them to make. However, it helps to give a range, something like $15 to $50.
6. Experiment Documentation

   Keep a log of each experiment that you run. A copy of the experiment log should be given to Fern and entered in the appropriate experimental data base when development of that data base has been finalized.

   An example log is provided.

7. Subject Data Base

   The lab is in the process of developing a data base for subjects who have participated in experiments or would like to do so.

8. Acknowledgements

   Continued external and internal support for the lab is extremely important. Please acknowledge the lab and the lab account number in all working papers and publications.

   Suggested Wording: We gratefully acknowledge support from the Center for the Study of Institutions, Population, and Environmental Change at Indiana University through National Science Foundation grant BCS-0215738.
Application Form: Interdisciplinary Experimental Laboratory

Pre-Project Application for use of Laboratory

Contact Author:
Name: ____________________________
email: _______________ phone: _______________
Department: __________________

Author 2:
Name: ____________________________
email: _______________ phone: _______________
Department: __________________

Author 3:
Name: ____________________________
email: _______________ phone: _______________
Department: __________________

Other Authors? ____________________________________________________________
__________________________________________________________________________

Title of Project? ____________________________________________________________
__________________________________________________________________________

Human Subjects Committee Project Number? ________________________________
Source of Funding? _________________________________________________________
__________________________________________________________________________

Number of Experiments Planned? ___________________________________________
Estimated Number of Subjects per Experiment? ________________________________
Preferred Days and Times for Experiments? ________________________________
Experiment Payment Form

Experiment: ____________________________

Date: __________________

Amount Paid                 Name (Print)            Signature(Social Security #)

1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________

4. ______________________________________________________________________________

5. ______________________________________________________________________________

6. ______________________________________________________________________________

7. ______________________________________________________________________________

8. ______________________________________________________________________________

9. ______________________________________________________________________________

10. ______________________________________________________________________________

11. ______________________________________________________________________________

12. ______________________________________________________________________________

13. ______________________________________________________________________________

14. ______________________________________________________________________________

15. ______________________________________________________________________________

Total Paid: __________________

Paid By:  Print Name -                                                 Signature -                                               .
Experiment Sign-Up Sheet

Place and Time of Experiment: _______________________

Date: _______________________

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ALTERNATES: NAME (PRINT)               EMAIL ADDRESS

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**Experiment Log: Example**

Name of Experimenter: _____ Matt Halloran ______________________

Title of Project: _____ Group Commitments Exercise __________________________

Experiment Name: _VCM: Non-Binding Commitments_ _____________________________

Experiment Session Name: _VCM: Non-Binding Commitments - Treatment #2_

Date and time of Experiment: _____ 2/4 4:15 PM ____________________________

Number of Subjects: ______ 8 and 2 alternates ___________________________

Length of Experiment: ______ 1 hour ______________________________________

Cost of Experiment: ______ $216.25 ______________________________________

Software Used: _______ Novanet VCM ______________________________________

Where is Data Stored? _____ Novanet class file cmt2 _________________________

Log Notes:

Experiment proceeded well. All recruited subjects appeared on time. One subject had a misunderstanding regarding the meaning of commitments during the first 5 rounds. She had chosen a commitment of 40, and was confused as to why she could not choose a group account allocation smaller than 40. I was forced to explain the commitments mechanism out loud. I hope that this did not have a biasing effect on other subjects that could easily hear what I was saying. There were no computer or software problems during the experiment. I forgot to take the signature and ID number of one subject when paying him.