

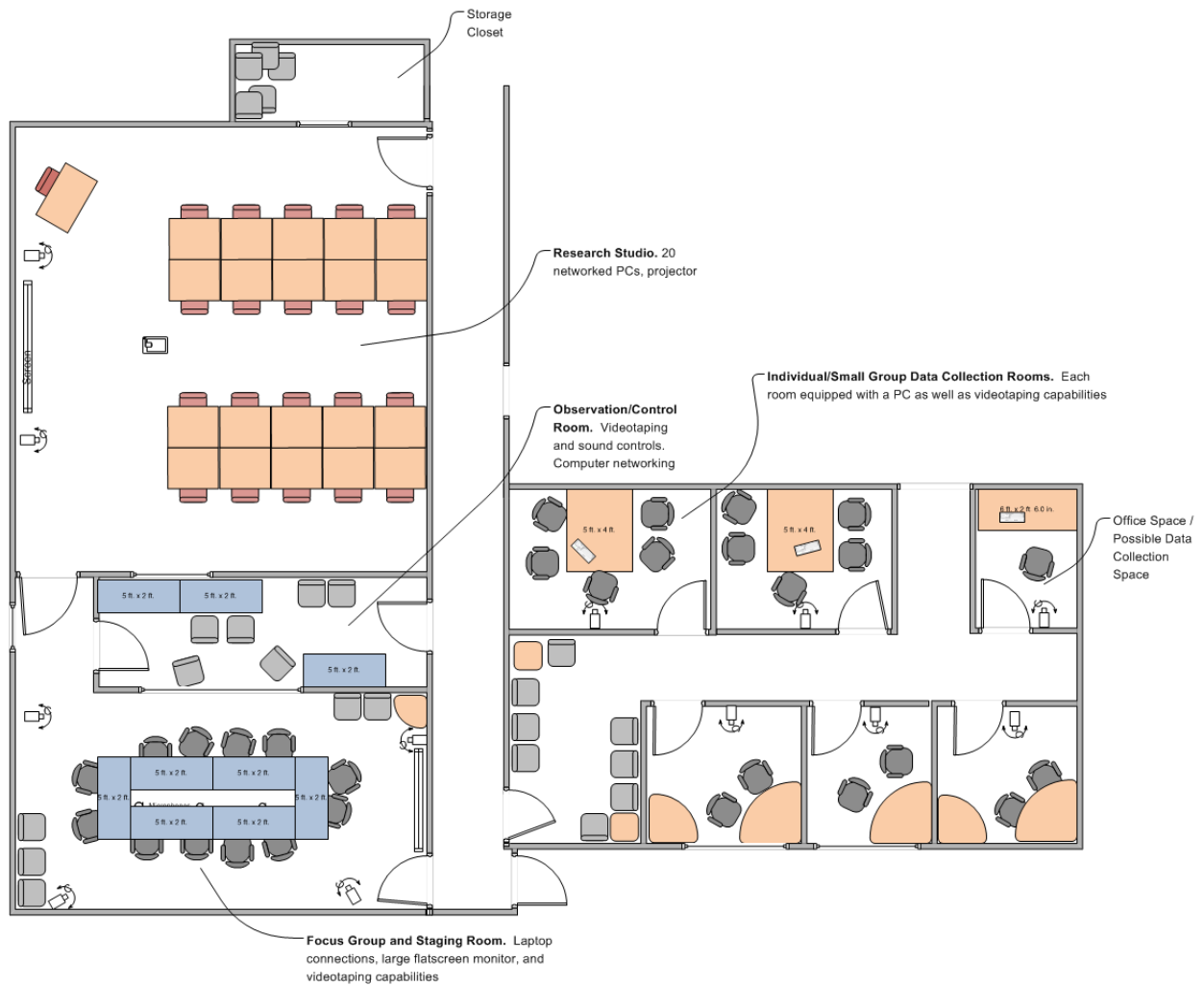
COLLEGE OF BUSINESS RESEARCH LAB— POLICIES AND PROCEDURES

The Behavioral Research Lab (see illustration on following page) is a multi-use research space designed to support a wide variety of research within the domains of accounting, information systems, finance, management, marketing, and operations. The Lab has a focus group room, central research studio, control room, and five small team rooms. The research studio provides 20 partitioned carrels each with one networked computer. An experimenter computer station with video projection is also installed in the research studio. Individual rooms are each equipped with a networked computer that enables group experiments to simulate a virtual team environment. All of the rooms are equipped with technology to facilitate professional quality videotaping.

Lab Rules

- The Behavioral Research Lab should be used to conduct research and collect data. It is not a general-purpose computer lab and should not be used for word processing, e-mail, statistical analysis, or other applications that might interfere with conducting research.
- It is important that lab security be maintained at all times. Only researchers and research subjects should be allowed into the Lab and only at the reserved times. The doors should be kept locked at all other times.
- Prior to using the lab, researchers must submit a copy of their IRB approval via the Sona Systems study scheduling system.
- In future semesters, the committee that oversees the College of Business Behavioral Lab (and eventually the Participant Pool) will establish due dates for research lab and participant pool requests. The first due date will be set toward the beginning of the semester, and depending on whether the number of requests exhausts the pool, subsequent requests may follow. During the fall 2011 semester, researchers are responsible for identifying their own participants (i.e., no subject pool will be available).
- Note that (even after a subject pool has been formed) research lab users are free to solicit their own research participants or they may elect to use the research pool. In all instances, researchers must follow the lab rules and guidelines and use of the research lab scheduling software, Sona Systems (to avoid scheduling conflicts).
- The maximum amount of time that can be reserved for any one research project (regardless of the number of researchers) is 40 hours per month of elapsed time. Requests in excess of the 40-hour limit are permitted on a last-minute basis; that is, if space is available 10 days or less in advance of the desired date, additional reservations can be made without limit (because it is presumed that the space would otherwise go unused).
- At the end of the semester, all researchers using the Lab will be asked to report the total number of hours booked and the number of hours actually used to conduct research. Any person who fails to accurately report usage or has used less than 80 percent of the total time he or she booked in the lab during a given semester will get lower priority the following semester.
- All furniture should be returned to its original location at the end of the reserved time period. Researchers also are responsible for wiping down desks and other equipment to maintain cleanliness.
- Food and beverage studies will be allowed, assuming IRB approvals have been granted. Researchers are responsible for cleaning all equipment and kitchen facilities following each session.

- With prior approval from the COB IT staff, specialized software can be installed on computers in the Lab, but this software should not interfere with the operation of other applications. The computer's hard disk will be re-imaged if the machine becomes unreliable.
- No personal materials should be left in the Lab. All surveys, disks, videotapes, etc. should be removed at the end of the reserved time period.



Behavioral Research Lab