

# ESSEXLab Procedure Overview

Below is a brief description of the daily flow of running an experiment in ESSEXLab. Following these steps will allow experimenters to run their studies smoothly and efficiently, while keeping track of objectives.

## Before you come to the lab:

1. **Printed materials:** Print off necessary instructions, consent, and receipt forms through your departments printing.
2. **Payment envelopes:** Acquire payment envelopes from your departments stationary.

## In the lab - before your sessions begin (arrive 30 minutes before start time):

1. **Attendance sheets:** Print out attendance sheets for the day from hroot.
2. **Prepare the workstations:** distribute printed instructions (if any), consent forms, and receipt forms to the work stations you plan to use.
3. **Launch the software:** Using the Netcontrol2 program on the lab office computer, launch the necessary software to run the experiment on the appropriate number of lab computers. If your experiment does not use the lab computers or otherwise requires a different procedure, set up the experiment accordingly.
4. **Prepare payment envelopes ahead of time [if possible]:** If you know how much you will pay participants beforehand, count out the cash from the safe and place it in payment envelopes numbered for the workstations you will use.

## Bringing participants into the lab:

1. **Prepare the Ping-Pong Balls:** Take a quick headcount of the participants in the waiting area. Place the range of balls ended in that number in the black drawing bag. Example: sixteen participants show up, so balls numbered 1-16 are placed in the bag. If you are using different workstations due to study design or malfunctioning workstation, skip that numbered ball(s).
2. **Participant Arrival:** Announce to participants that they are to form a queue and have their IDs ready. Check their ID, tick their names off the list printed from **hroot**, and invite them to draw a ball, look at it, and place it in the blue discard bin. This number will be their designated workstation.
3. **Excess participants:** If more than the required number of participants have arrived for the study, there should be balls numbered higher than the required number in the bag (note: ball numbers go up to 40 for larger sessions). Individuals who draw numbers above the necessary limit for the study (anything above 32 in the event of a full lab) should be asked to wait outside for a few moments. At your earliest convenience, they must fill out a receipt form, be given the “**show-up**” fee (typically £4) and dismissed. Mark their attendance accordingly if they were present but did not participate.
4. **Consent Forms:** Have participants fill out consent and receipt forms once they are seated.
5. **Deliver Instructions:** Begin giving the general instructions for the experiment. While the head researcher is delivering instructions, we recommend that an assistant sees to those excess participants waiting outside the lab-if there is space in a later lab session they may be given the opportunity to sign up for it.
6. **Commence the experiment:** Have students begin the experiment, and monitor their progress at researcher’s discretion.
7. **Administer payment:** While the study is in progress, prepare the payment envelopes with workstation numbers to make results discreet. Once the session is finished, instruct participants to wait patiently for further instruction while assembling the pay-outs in the corresponding envelopes. Then, go to each work station and collect the consent and receipt forms before giving out the respective payments. Make sure both forms are filled out and signed. In some cases, participants

may need to check their payment amount before signing their receipt form. Under this circumstance it might be better to collect and check completed receipt forms as participants exit.

**Note: receipt forms MUST be completed in full; this is not optional.**

#### **Daily Closing Procedure:**

1. **Tidying Up:** At the conclusion of your day's sessions, make the lab ready for the next session by tidying the work stations and closing out relevant software. **The lab PCs stay on! Please do not shut them down.**
2. **Attendance:** Please make sure that you have marked attendance on the hroot system for all of your sessions.
3. **Payment Summaries:** Please send a summary of payments made to the Lab Manager at the end of the day's sessions. If you are running fewer than twenty participants at a time, you may pool your summaries with your next day's sessions.

#### **End of Study Procedure:**

1. **ESSEXLab Binders:** Compile consent, receipt, and attendance forms in the designated binder to give to the ESSEXLab team on completion of your study. The materials will be returned upon request after being scanned.
2. **Final Payment Summaries:** Compile a final copy of all payments made by day of study and send to the Lab Manager for review. This will be reconciled against a final count of the lab safe.