

1. Setup
 - a. Have a participant sign a consent form.
 - b. Open room 416.
 - i. Use key in lockbox
 - c. Put the key back in the lockbox and close the lockbox.
 - d. Collect the consent form and put it in the 3-ring binder labeled “415 Study Forms”.
 - e. Have the participant take a seat in front of the laptop.
 - f. Login into the laptop.
2. Run the program
 - a. Double click the folder in the center of the desktop labeled “Experiment 415 start”
 - b. Double click the program labeled “clickMe.bat”, this will begin the experiment.
 - c. Instruct the participant to read and follow the instructions on screen.
 - d. While the participant is going through the experiment, get \$8 cash from the safe and fill out a new line on the cash disbursement sheet.
 - e. Once the participant has finished the experiment, **close out the program by clicking the “X” in the top right corner**. If you do not close the program this way, it will not record the data properly.
 - f. There will be a program running behind the experiment program with a black background. It will prompt you to “Press any key to continue...”. **Click this window and Press any key**. This must be done for the program to run successfully.
3. After the program:
 - a. Give the participant \$8 cash from the safe.
 - b. Give the participant a debrief form.
 - i. Read the bullet points aloud from your own copy while the participant reads theirs silently.
 - ii. here are three lines for the participant to sign:
 1. To indicate that they have received \$8 cash from the experimenter (You).
 2. To indicate that they have had all of the points on the form explained to them and have had the opportunity to ask any questions.
 3. To indicate whether or not they want their data to be included knowing now that deception was used.
 - iii. After every one of their signatures, the participant should write the date on the appropriate line.
 - iv. There is one line for you to sign to indicate that you have read aloud all of the points and given the participant a chance to ask questions.
 - v. Date the appropriate line after your signature.

- vi. All signatures should be on one copy of the debrief form. Keep this copy.
 - c. Put the signed debrief form in the binder labeled “415 Study Forms”.
- 4. Giving the participant SONA credit
 - a. Log into SONA
 - b. Find the applicable time slot and grant credits
- 5. *If the participant did **not** want their data to be included:
 - a. Open the file on the desktop titled “ID.txt” by double clicking it.
 - b. Make a note of the most recent participant ID by writing it on the sheet of paper labeled “Don’t include my data” in the folder labeled “415 Study forms”
 - c. **DO NOT DELETE THE PARTICIPANT ID FROM ID.TXT**

Note: Do not open or modify any of the files on the laptop.

If you have any questions, feel free to contact Josiah Shirley at josiahfrommontana@gmail.com & [REDACTED] or [REDACTED]
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