SPINS Experimental Procedure

At least 30 minutes prior to session start time:

1. Turn on all 14 computers needed
2. On hub computer for Session X, open session file in z-Tree. File is located in Philips folder on the Political Science/Graduate Students shared drive.
3. Open z-Leaf for each computer in order (A, C, E, G, I, K) that will link to hub computer for Session X.
4. On hub computer for Session Y, open session file in z-Tree. File is located in Set2 folder in Phillips folder on the Political Science/Graduate Students shared drive.
5. Open z-Leaf for each computer in order (B, D, F, H, J, L) that will link to hub computer for session Y.
6. Ensure lab doors are unlocked, blinds are opened, and lights are switched to permanent "on" position.
7. Prepare paperwork for participants.
    a. 16 copies of instructions
    b. 16 copies of consent form
    c. 12 copies of pre-questionnaire
        i. Fill out the Subject ID section for each participant ahead of time so they do not accidentally write their student ID in. The standard format for the Subject ID is: (Session#)(T or C)(Subject#[1-6])(mmddyyyy) For example: 1varC10112017
            1. If the participant is an alternate, write "ALT" in the Subject ID line
        ii. Affix a post-it note to each pre-questionnaire form that states what computer the participant will use.
            1. If they are an alternate, they should not receive a pre-questionnaire form.
    d. 12 copies of post-questionnaire form
    e. 16 copies of receipt
    f. 12 copies of debrief form

When participants arrive:

1. Ask them to initial next to their name on the extra credit roster.
2. Ask the participant for their last name and confirm they are registered for the session.
3. When at least 9 participants have arrived, begin distributing paperwork in this order:
    a. Hand-out an instruction sheet to everyone, instruct them to review the information and come back to the desk to receive a consent form when they are through.
    b. Hand-out a consent form; if they are an alternate, be sure to write ALT on the form when it is returned.
    c. Retrieve the consent form, then distribute a pre-questionnaire to the subject. Instruct them to return the form, but hold on to the post-it note.
        i. If an alternate, they do not need to fill out a pre-questionnaire form.
4. When all paperwork is completed, ask everyone who has been assigned a computer to follow you. Walk to the end of the hall, count to make sure you have 12 participants. Instruct the subjects that they are not to use their cell phones at any time while in the lab, cannot get anything out of their bag, cannot talk to each other. If they have any questions, they should review the instructions on the page and if the problem is not resolved, then come and get the administrator. Tell them computers A-F are in room X and computers G-L are in room Y.
5. Let participants enter the room and find their assigned computer. When you have verified everyone is at the right computer, begin the experiment and close the doors.
6. Return to the office, and distribute receipts and money to alternates (if any)
7. Record attendance on the participation form and upload the updated version to Dropbox

After the experiment:

1. When the completion screen has appeared for both sessions, enter the room and ask everyone to fill out the post-questionnaire form, then bring it and their post-it note to the lab office one at a time to get paid.
    a. IMPORTANT: Make sure everyone has clicked through to the “Please Wait” screen, otherwise the final turn will not be recorded!
2. Access the output file for Session X from the hub computer for Session X. The file is located as the most recent Excel file in the Philips folder.
    a. Go to the second-to-last subjects table output and find the “Dollars” column. Record the dollar values for each computer (the subjects should match up with the computers in order if you accessed z-Leaf in the correct order). Round-up all decimal points (e.g. 31.1 rounds to 32).
3. Access the output file for Session Y from the hub computer for Session Y. The file is located as the most recent Excel file in the Set2 folder in the Philips folder.
    a. Go to the second-to-last subjects table output and find the “Dollars” column. Record the dollar values for each computer (the subjects should match up with the computers in order if you accessed z-Leaf in the correct order). Round-up all decimal points (e.g. 31.1 rounds to 32).
4. Return to the lab office, have participants enter one at a time. Retrieve their post-it note and post-questionnaire form. Fill out a receipt according to their earnings, ask them to sign it. Retrieve the signed receipt, and give the participant their earnings and a debrief form. Repeat for all participants.
5. Update the payment file, verify you have the correct amount of cash remaining, then upload the file to Dropbox.
6. Return to the hub computer for Session X. Enter the pre-questionnaire information for the session’s participants in three new columns in the final subjects table output of the Excel file. Then save the file as a .csv according to the following format: session_X_var_mm_dd_hhmm (if the day or month have a zero as the first digit, leave out the zero). For example: session_1_var_1_1_1300.
    a. The session number should be the master number as recorded in the SPINS Experiment Schedule file in Dropbox. DO NOT save the file according to the file number or any other number.
7. Open a new Excel file and record the post-questionnaire information for all of the participants in both sessions (one file for both sessions). Save the file as an .xlsx file according to the following format, where X and Y are the session numbers for session X and session Y, respectively: debrief_XandY_var_mm_dd_hhmm (if the day or month have a zero as the first digit, leave out the zero). For example: debrief_1and2_var_1_1_1300.
8. Create a folder in Dropbox in the correct experimental period (i.e. all files conducted during Spring Quarter of 2017 should be located in the Spring 2017 folder in the Experimental Data Files folder). The new folder should be labeled according to the following format: session_X_var_mm_dd_hhmm. For example: session_1_var_1_1_1300.
9. Upload the debrief file, .csv file of session output, and the session treatment file (i.e. the z-Tree file) to the folder.

10. Go into the Phillips folder and transfer all the files for session X into the Completed Files folder with the correct period (i.e. all files conducted during Spring Quarter 2017 should be located in the Completed Spring17 Files folder). Repeat for Set2, but in this case you will only need to move the z-Tree file for session X.
    a. For session Y, transfer all files for session Y from the Set2 folder into the Completed Files folder with the correct period. Then repeat for Phillips folder, but in this case you will only need to move the z-Tree file for session Y.
11. Repeat steps 6-10 for hub computer for session Y.
12. Verify the Dropbox has the updated participants file, the updated payment file, the session folders with the three relevant files in each.
13. Finally, update the SPINS Experiment Schedule by highlighting the completed sessions in yellow. Upload the updated version to Dropbox.
14. Turn-off all computers, close blinds, switch lights back to motion-sensor and turn the lights off, lock all doors, and close the lab doors.
    a. If you have more sessions to conduct, simply close out of z-Tree and z-Leaf for each computer, then begin from Step 2 of the "30 minutes before" procedure.
15. If we are running low on forms (e.g. less than 20) of any type, go to the copy room and make additional copies as a courtesy to the next administrator. Keep in mind that the copy room is busiest at the start of the day and around lunch.
16. Lock the lab office door, turn off the light, ensure you have all of your things (including the remaining cash), and close the door.

SPINS Recruiting Procedure

1. Prepare Qualtrics form by updating information to reflect the proper times/dates.
2. Update quotas to associate with the correct dates and double-check the correct quota is assigned to the correct session option so that the option will no longer show as available once the quota is met.
3. Update extra credit options to be accurate for the new period.
4. Update link to the information sheet so the correct survey is linked.
5. Update information sheet with correct dates and courses.
6. Request the rosters from each class in our pool.
    a. Combine the rosters, sort by last name.
    b. Make a new column for each course, mark a '1' if the student is in the course.
    c. Make a column for Alternative Activity
        i. Mark this column a '1' if the student has previously participated in the experiment (check the master list to determine if this is the case)
    d. The final column should be blank to allow students who participate to initial.
    e. Use this form to have students initial when they attend, also update if students complete the Alternative Activity. This sheet will be used to report extra credit at the completion of the quarter's experiments. Reporting of extra credit needs to be sent out within 24 hours of completion.
7. Send the information form to each instructor and request it be posted on the course Canvas page.
8. Check the Qualtrics `Data' section daily.
    a. Delete any blank responses.
    b. E-mail any incomplete responses to request they re-register, then delete the incomplete response.
    c. Sort by last name and determine if there are any duplicates. If so, e-mail the individual to ask for clarification as to which session they will attend; delete the other options.
    d. When an alternate registers for a new session, delete the old response.
9. The day before a session, e-mail the registered participants to remind them of the time and location of the session. Request they arrive a few minutes early to complete paperwork.
10. If, on the day before, a session has not reached 6 participants, cancel the session by e-mailing the registered participants that the session was cancelled due to the lack of sufficient registrants and encourage them to register for a new session. When they submit a new registration, delete the old response.
11. On the day of the session, sort the responses by their session number (smallest-largest), and use it to verify the arrivals have registered for the session.

SPINS Key Experimental Variables Codebook

Number of players == NumNodes
Pre-shock cost == startCostAll
Post-shock cost == shockCostShocked **only applied to shocked nodes, otherwise the startCostAll variable still applies
==subj_cost_of_next_tie_multiplier **can use this variable to determine the cost for each individual player (i.e. this will indicate if a player is receiving the shocked cost or the base cost)
Round the shock occurs == shock always occurs at period 43
Number of pre-experiment shocks (not sure what this is…the shock is the treatment, so how can there be a treatment before our experiment?)
Spillover payoff == benefit_of_spillover
Triangle payoff == benefit_of_closed_triangle
Number of nodes shocked == numShocked
Which nodes are shocked == shocked (1 indicates shocked, 0 otherwise)
Profit (and, if possible cumulative profit) for each node
== DisplayProfit ** for the specific period
== TotalProfitDisplay ** cumulative profit
Who is connected to whom
== fill_S#_1 & fill_S#_2 & fill_S#_12 indicate if a red arrow (e.g. a completed link, rather than simply an ignored or rejected offer) exists between the player and the node indicated by the S# in network 1, network 2, and both networks, respectively.