

# TBD

## Experiment Script

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Study: [Name of Project]

UF IRB Protocol #: [IRB Number]

Protocol Version : 1.0

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## Script Key

- *Italics indicate a required action.*
- *[Bracket enclosed sentences should be replaced with experiment relevant information.]*
- Highlighted text indicates the researcher to read this text to the participant.

# 1 Study Overview

## 1.1 Before the Session

- *[Include here anything to do before the study, examples listed below]*
- *Check and clean equipment (list specific equipment)*
- *Ensure there are copies of all the binder materials for this session*
- *Make sure there is enough money to pay participants*
- *Set up pens, table, and chairs*

### 1.1.1 Materials Checklist

#### a. Equipment

No.	List	Check
a-1		<input type="checkbox"/>
a-2		<input type="checkbox"/>
a-3		<input type="checkbox"/>
a-4		<input type="checkbox"/>
a-5		<input type="checkbox"/>

#### b. Binder Materials

No.	List	Check
b-1	Informed Consent Form	<input type="checkbox"/>
b-2	Demographic Questionnaire	<input type="checkbox"/>
b-3	Experimenter Notes	<input type="checkbox"/>
b-4		<input type="checkbox"/>
b-5		<input type="checkbox"/>

#### c. Other Materials

No.	List	Check
c-1	Desks, chairs, pens	<input type="checkbox"/>

c-2	Masks, hand sanitizer	<input type="checkbox"/>
c-3		<input type="checkbox"/>
c-4		<input type="checkbox"/>
c-5		<input type="checkbox"/>

## 1.2 During the Session

The following table outlines the components of the study session and provides a brief description of the goal and the length of time estimated for each. *[Example listed below]*

Phase	Sub-Phase	Time (mins)
Introduction	Informed Consent	3
	Demographic Questionnaire (on the computer)	2
	Fill out note sheet with date (blank sheet of paper)	
Study	Block 1	5
	Break	1
	Block 2	5
	Break	1
	Block 3	5
	Break	1
	Block 4	5
	Final Questionnaire	10
End of Study	Debrief	2
		<b>40 mins</b>

**Estimated total session length: 40 minutes**

## 1.3 After the Session

- *[List everything that needs to be done after the study, examples listed below]*
- *Save and back-up the log files on computer*
  - o *Location on computer: This PC \ etc.*
- *Separate and file the consent forms, questionnaires, and receipts*

## 1.4 Notes

- *[List any additional notes, examples listed below]*

- Schedule groups of participants at least 15 minutes apart in case of going over time, and to allow for set-up time and saving data.

## 2 Study Set-up (Before the Session)

*This section describes how to set up the study, including the physical objects and the software. [Examples listed below]*

*Before beginning, make sure the “experiment in progress” sign is up on the door to room and close the door to the observation room from the main experiment room.*

### 2.1 Compensation

*Money: Make sure there is enough money to pay the participant. Each participant can earn a **maximum of \$X** in a session. Keep the money in an envelope in a secure location between sessions; do not leave it in the user study lab.*

*Prizes: Make sure there are still enough prizes to cover each participant in this session (list all available prizes).*

### 2.2 Hardware

#### 2.2.1 Experiment Schematic

The schematic below shows the full hardware setup for this experiment.

*[Insert schematic]*

#### 2.2.2 Turn on Equipment

*Equipment should be fully charged between sessions (list specific equipment).*

#### 2.2.3 Pictures & Video Recording

*Make sure video camera equipment is set up, ready to record, and has enough space. Take picture/video from behind participant or side profile.*

### 2.3 Software

#### 2.3.1 Open Programs

*Set up required software listed below (Unity, /psi Studio, screen recording software, etc).*

#### 2.3.2 Required Software

List of necessary software and/or files and the version used (if applicable).

Program or file name	Version

### 3 Study Script (During the Session)

Begin this part of the script once all participants have arrived or at latest 10-15 minutes after scheduled time. If participants show up later, experimenters may decide if they would like to continue, or ask to reschedule (if you have more participants coming next, there may not be enough time to conduct the session if people are very late).

During this phase, greet the participant, and conduct informed consent. Wherever there is an “E1:” this is something the **Experimenter 1** should say. Wherever there is an “E2:” this is something **Experimenter 2** should say.

#### 3.1 Introduction

##### 3.1.1 Greeting

**E1:** “Hi, thanks for coming in. Have a seat here please and we will get started.”

Have the participant sit at the table. **E2:** Place the “experiment in progress” sign on doors, and close the doors.

Introduce yourselves. Ask participant(s) to put his or her mobile phones on silent: **E1:** “To minimize distractions during the study, we ask that everyone please silence their cellphones now if you have them. Ok?” **Experiment staff should also make sure their own cellphones are silenced!**

##### 3.1.2 Informed Consent

Give the participant a blank copy of the consent form to follow along with you as you go through it in the next sections.

**E1:** “I will first tell you about the study and what you will be doing today, and you can decide if you still wish to participate.”

Read through the entire **consent form** with the participant. Instead of saying “I”, say “you” so that the participant understands that it is him or her who is being referred to and who must give consent.

At the very end, **E1:** “Do you have any other questions?” Answer any they have.

**E1:** “Would you still like to participate in this study?” [This wording is very important so it’s not asking in a leading way.]

**E1:** “Okay, please sign your name and date the lines given.”

If the participant gives consent, they must sign and date the consent form. The experimenter will sign and date where it says “**Experiment Staff.**”

Give each participant an unsigned copy of the full consent form to keep.

### 3.2 Demographic Questionnaire

Once they have assented, ask them to fill out the demographic questionnaire on the computer. The questionnaire is conducted using UF Qualtrics.

**E1:** "If you could, please fill out this questionnaire. If you have any questions, feel free to ask me. Let me know when you are done."

### 3.3 Note Sheet

Fill out not sheet with date, time, and the order of the blocks (if counterbalanced between participants).

### 3.4 Study Task

**E1:** "Would you like to take a break before we begin? **[wait for answer]** Ok, now we will begin the study."

[List everything the researcher should say when describing the task].

During each activity we will be watching you to make sure everything is working. There is no wrong way to complete the activities and you will not be graded or evaluated on how well you do them."

[List everything that happens during the study tasks]

#### 3.4.1 Tasks Complete

When all tasks are complete, **E1:** "That's it! We finished all the activities!"

**E2:** Turn off recording.

### 3.5 Final Questionnaire Phase

Once they have finished ask them to fill out the final questionnaire on the computer. The questionnaire is conducted using UF Qualtrics

**E1:** "Ok, just one more thing. If you could, please fill out this questionnaire. All questions are optional and if you have any questions, feel free to ask me."

### 3.6 Debrief Phase

During this phase, the experimenter will answer any questions and compensate the participant.

**E1:** "What did you think about the activities you had to complete today?" Take notes on any comments they might make.

**E1:** "Thanks for helping us out today. Do you have any questions or comments for me about anything you did today?"

Answer any questions they might have. If you do not know the answer, first **apologize** and then **direct the participant to Principal Investigator via email** (on the consent form). It is important that we provide the participants a way to have their questions answered.

The participants each receive cash in the amount of \$X.

[Date]

[Explain procedure for compensation]

**E1:** "Thanks again and have a good day." The participant may leave.



## 4 Study Take-down (After the Session)

**E2:** Remove the “experiment in progress” signs from the doors to room after the participant leaves.

### 4.1 Saving the Data

After the session is completed, make sure all of the participants’ data were successfully saved on each equipment [List where it should be saved to].

### 4.2 Leaving for the Day

Before leaving, unless doing back-ups in the next section, be sure to **turn off the equipment**. Charge equipment if needed.

### 4.3 Paper Forms

After the session is completed, put the consent and/or assent forms, receipts, and demographics questionnaires into their respective folders. Check the experiment binder to see if more copies of any documents are needed for the next session.

### 4.4 Receipts

The receipts are proof of payment for reimbursement. At the end of all sessions, return all receipts to [location] and any leftover money not used to compensate participants.

## 5 Supplementary Material

### 5.1 Order of Tasks

If having to counterbalance tasks list order to follow here:

First	Second	Third	Completed
Task 1	Task 2	Task 3	
Task 2	Task 1	Task 3	
Task 3	Task 1	Task 2	
Etc....			

### 5.2 Other Forms and Surveys

Provide a copy of any forms or surveys given to participants below.