

# VB Lab MANAGEMENT MANUAL AND APPROVAL PROCEDURE

*Drafted by the VB Lab Founding Committee at the Duke Kunshan University, approved by the VB Lab founding director on the date of 10/25/2020.*

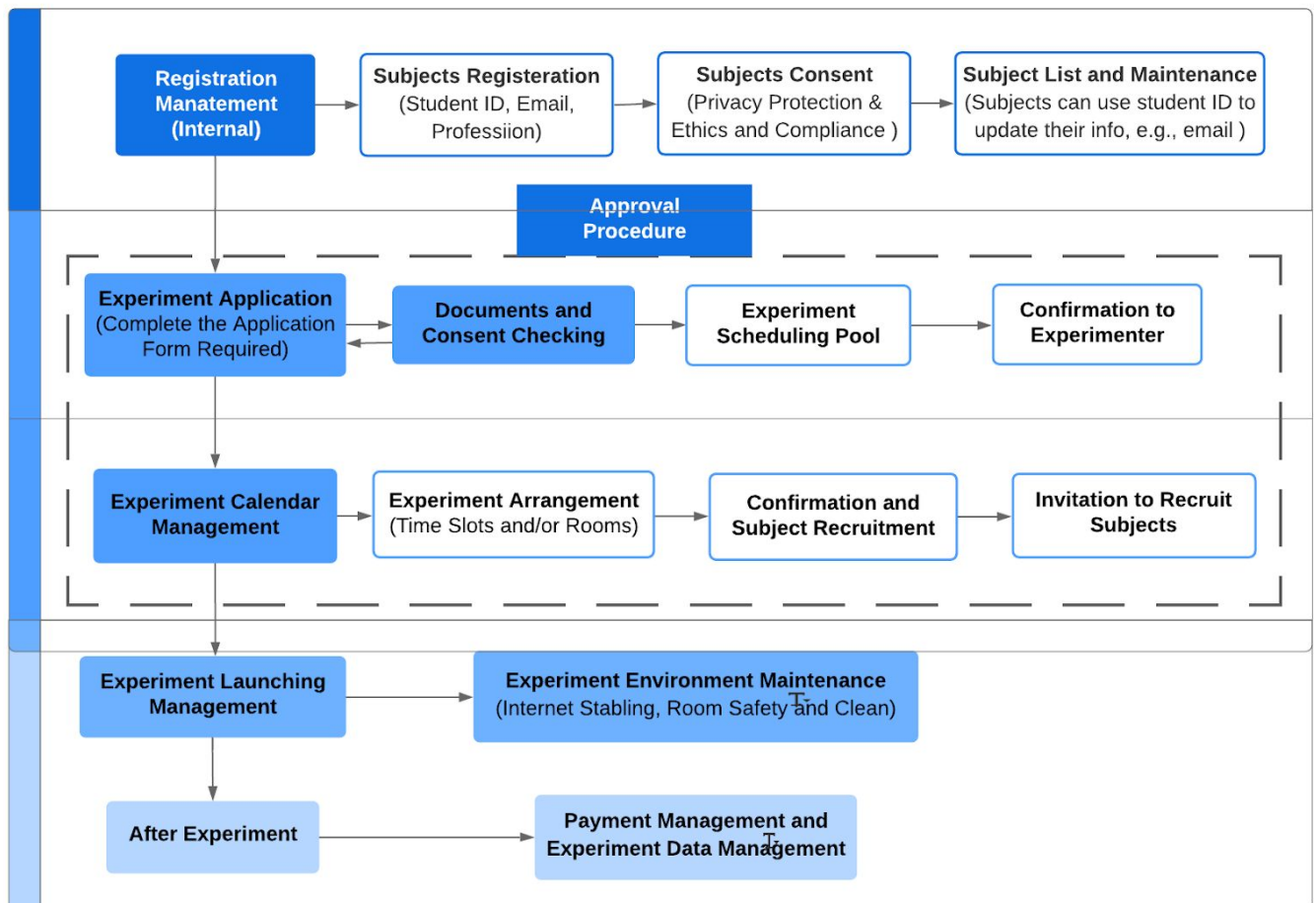
## Management Manual

1. Registration Management (Internal)
  - a. For internal students registering, students should indicate their NetIDs, email addresses (for receiving notification), and professions.
  - b. By registering to be a voluntary experiment subject, the subject should submit his/her consents of privacy protection & ethics and compliance.
  - c. Subjects' info should be collected to construct a subject list for constant maintenance, where subjects can use their NetID or email to update their information.
2. Experiment Application, researchers should follow the VB Lab Instruction for Researchers and complete the application form required.
  - a. Researchers should check all the documents and consents and to ensure that their experiments strictly comply with the regulations of the written rules.
  - b. Researchers should well organize the experiment scheduling pool, and set up the cooperation of lab pools on and off campus based on regulations if needed.
  - c. Confirmation to experimenter. The lab manager should confirm the application status with the experimenter (Approve/Deny/Need to modify).
3. Experiment Calendar Management
  - a. Arrange experimental options, including schedule making, time slots confirmation and room reservation.
  - b. Confirm the subject recruitment method and process.
  - c. Invite and advertise to recruit subjects for experiment.
4. Experiment launching management

- a. Establish the maintenance system for the experimental environment, including internet stabling, room safety and clean to ensure the normal operation of the experiment and the reuse of the experimental environment.
5. After experiment
  - a. Ensure the completion of the payment process and the management of experimental data.

## Approval Procedure

Section 2 and 3 in Management Manual are applied as approval procedure in VB Lab.



Graph 1. Management and Approval Procedure Chart