Table of Contents

[General Lab Procedures](#jnd2zotemcsj)

[EconDec Procedures](#xbl471stv7t1)

[Absence/ Missing from Typical Research Hours](#kkpd8u6shw1e)

General Lab Procedures

EconDec Procedures

* Make sure to save the n-back data to the server, or else it gets deleted/goes missing
* Email Kylie when there is **potential** data loss

Absence/ Missing from Typical Research Hours

This document is to act as an informative guide on how to handle the various lab procedures and help answer any logistical questions.

It is not meant to be exhaustive by any means.

**General Lab Logistics**

· You are expected to be in the lab during your scheduled hours, *regardless of participant cancellations*.

· If for any reason you will not be in the lab (planned event, sick, etc.) please email the lab manager and all graduate students when you become aware that you will miss some hours, and then send a reminder email the week before (if the absence is for a planned event). In addition, please remove the hours you have posted on the Google calendar labeled “ADD Lab” for the days you will be gone.

o Lab manager: (Ian Dalton) ian.dalton@ucf.edu

o Grad Students:

(Kylie Fernandez) [knfernandez@knights.ucf.edu](mailto:knfernandez@knights.ucf.edu)

(Lindsay Conner) [lbconner@knights.ucf.edu](mailto:lbconner@knights.ucf.edu)

(Xiaoqing Wan) [xiaoqingwan@Knights.ucf.edu](mailto:xiaoqingwan@Knights.ucf.edu)

· If you are sick or there is an emergency, but you have a participant scheduled, please do NOT cancel that slot! Instead, let the lab manager and all graduate students know as soon as possible, and we will try to have someone cover that slot instead.

o For emergencies, please call and/or text the lab manager and all graduate students.

· Please post your SONA time slots at LEAST one week in advance of the time slot. You can post time slots for the month or semester, but make sure they are consistent with your availability, and you keep them updated.

o  [https://ucf.sona-systems.com](https://ucf.sona-systems.com/)

· You will be assigned to a specific room in order to run participants. Please keep the room calendar you are assigned updated with the time slots you have opened for participants. (Either “303B” or “303H” calendars). The same applies to removing a time slot you cancel/will be absent from the lab for.

o  [https://calendar.google.com](https://calendar.google.com/)

o To check what room you are assigned, see the ADD Lab Roster<https://docs.google.com/spreadsheets/d/1BzpsU2Qkw84EXNgj0botjsT0orbab_5Q1kj-GatBfZU/edit#gid=228602016>

· When arriving at the lab, please place your bags and other effects along one of the desks on the whiteboard wall.

· If you are the first to arrive in the lab, please check out the master key from the front desk in the faculty suite (the 320 suite) to unlock whichever doors you need for your time in the lab. That probably includes room 203c and either room 303B or 303H for running participants.

· If you complete all your tasks for the day, but still have time in the lab please check the Task List for more to do

o <https://docs.google.com/document/d/1-Vaffa0ew-HVtRH9IcQFgF4rfT45wVe7903xIXQwB5g/edit>

· When leaving the lab, please ensure all materials are put back in their place, and the space is generally orderly, chairs pushed in, etc.

**Training to Run Participants**

· In general, URAs will follow particular steps to train for running participants:

o First, URAs will be expected to go through the experiment as a mock participant

o Then URAs should shadow (observe) an experienced researcher run at least 2 participant sessions.

o Then URAs will run participants as the main researcher while under observation until they have approval to run participants on their own.

· Please keep your progress updated in the Google Spreadsheet

o <https://docs.google.com/spreadsheets/d/1LQ2xa5nYemfDo5V8JYX3mU0mfnV3Cktv9d3Wu-UNgoU/edit#gid=0>

**Running Participants**

· Before any session:

o Make sure you have all materials including your copy of the study protocol (with your name on the top).

· During the session:

o Please take *detailed* notes on the *checklist* about the participant and session, such as any reasons the data may be unusable or any technical errors.

o If the experiment is for pay, make sure the participant properly filled out the receipt

· After the session:

o Translate important, *abbreviated* notes to the *experimental log*.

o Erase or redact any potentially identifying information (SONA ID, UCFID, name, etc.) from checklists and survey forms.

o Staple all survey forms together, but leave the checklist separate.

o If you must leave, place the survey forms and checklists in the marked folder to be processed later.

o Otherwise, enter the surveys, from your session and from the marked folder, into Qualtrics, and the checklist notes into experimenterNotes.xlsx

o File all processed hardcopy documents in their proper storage cabinet.

· If there was a problem with the experiment (caused by technology) and there may be data loss, **please email the graduate student in charge of the project immediately**. What we don’t know can’t be fixed!

**Other Notes**

· If you have finished all your tasks for the day, and have checked the general task list and completed all that too, please ask for additional lab tasks you can help with! You really make a difference with these other tasks, so please use your time in the lab effectively.

· As always, if you have any questions or feel like you have too many or too few tasks in the lab, ASK! That is what the lab manager and the graduate students are here for. Again, what we don’t know can’t be resolved.

o Just remember to keep the lab manager *and* the graduate students informed, because sometimes one will not be in the lab, and we need all parties to know what is going on in the lab.

· We give more project responsibility to those who are active in the lab, ask questions, and are engaged. The more we see these qualities, the more we’ll give you, and the more we’ll all get out of the ADD Lab experience. OK, now back to lab stuff.

**Recommendations**

· It takes at least 2 complete semesters in the lab in order for Dr. Lighthall to write a thorough recommendation for jobs, internships, schools, etc. Therefore, if you are planning on requesting a recommendation from Dr. Lighthall you should plan on committing at least 2 semesters to the lab.

**Dress code**

· While we do not have a uniform or strict dress code, it is always advantageous to dress professionally in a research lab. This gives you more authority and respectability in the eyes of your participants, which can make the process considerably easier. We recommend wearing clothing you would be comfortable talking to a professor in, what you might wear for a slightly casual office building, or similar situations.

· If the lab takes over some stress study responsibilities, there may be additional requirements for safety such as closed-toed shoes and long pants. These are standard in wetlabs.

· If you have any questions about what is appropriate, please ask!

**Abbreviations/Definitions**

· ADD Lab: the Adult Development and Decision Lab

· URA(s): undergraduate research assistant(s)

· PI: Principle Investigator; this will usually be Dr. Lighthall

· Shadow participant slot: URA is watching how an experienced researcher runs a participant through the experiment

· Observe participant slot: URA is running a participant as the lead, with an experienced researcher ensuring the proper process is being followed

· ED1: Economic Decision Making study 1 (good probability)

· ED2 aka Reversal: Economic Decision Making study 2 (bad probability)

· ED3 or eye-tracking: Economic Decision Making study 3 with eye-tracking (good probability)

· CJ/CJfMRI: Consumer Judgment study (UF collab @ McKnight Brain Institute)

· OA: older adults or individuals usually defined as being older than 65 years of age