# Kidd Lab Research Protocols

## What is a protocol for conducting research?

The protocol is a document that describes **how studies will be conducted**. It includes all information about the procedures of a study, who the participants will be, who are the researchers involved, how will we recruit participants, what will we say to participants, what materials will we give participants, how we will store data, etc.

Every research institution has an Institutional Review Board (IRB) that approves research protocols. Their primary purpose is to ensure the protection and ethical treatment of human participants in research studies. At UC Berkeley, our IRB is called the Committee for Protection of Human Subjects (CPHS). Although the research in the Kidd Lab is neither controversial nor risky, the lab does work with a group that is protected by the IRB - **children**.

Our research protocols are updated often, so it is important to check the protocol you intend to use before starting a new study. If you have questions about whether or not something is allowed based on the current version of the protocol, make sure that you ask the lab manager before acting to make sure there are no violations. Any protocol violations must be reported to CPHS and may shut down the lab if it is severe enough, so it is important to know the protocol and review it often.

Whenever we want to change anything about the way our research is conducted, we need to ask CPHS for approval by submitting an amendment to the protocol.

## Current Kidd Lab Protocols

1. **Learning, Attention, and Decision-Making Throughout Development**

PI: Celeste Kidd

Co-PI: Steve Piantadosi

CPHS Protocol ID: 2018-12-11653

* This protocol covers most of our studies with kids, ages 4 months to 12 years old.
* It includes eye tracking, touchscreen tasks, and tasks with physical objects (like toys, stickers, or a light table).
* In-lab, off-site (schools, day care centers, museums, etc.), and Zoom studies are approved.
* This is a non-exempt protocol, meaning that any changes to the protocol or its documents (permission form, assent form, recruitment materials, etc.) must be reviewed and approved by CPHS.
  + If you would like to run a study that deviates from the approved protocol, contact Holly to discuss submitting an amendment.

1. **Cognitive Mechanisms of Learning in Adults**

PI: Celeste Kidd

Co-PI: Steve Piantadosi

CPHS Protocol ID: 2018-12-11675

* This protocol covers studies with adults, both in the lab and online using MTurk and Prolific.
* It includes eye tracking and computer-based studies.
* This is a non-exempt protocol, meaning that any changes to the protocol or its documents (consent form, recruitment materials, etc.) must be reviewed and approved by CPHS.
  + If you would like to run a study that deviates from the approved protocol, contact Holly to discuss submitting an amendment.

1. **Belief Formation**

PI: Celeste Kidd

CPHS Protocol ID: 2020-07-13508

* This is an online-only protocol for all studies related to the topic of belief formation in adults.
* Studies using MTurk and Prolific are approved.
* This is an exempt protocol, meaning that some changes to the protocol can be made without full review from CPHS. Most importantly, the consent form is approved as a template that should be edited to include study-specific details such as procedures, study duration, and payment amount.
  + If you would like to make changes beyond this, please check with Holly to see whether an amendment is needed.

1. **Children’s Learning and Decision Making in Social Contexts**

PI: Celeste Kidd

CPHS Protocol ID: 2021-05-14322

* This protocol covers studies with children that involve learning in a social context; subjects are ages 2 to 12 years old.
* It includes computer-based tasks run over Zoom and in person on touchscreen tablets.
* In-lab, off-site (schools, day care centers, museums, etc.), and Zoom studies are approved.
* This is a non-exempt protocol, meaning that any changes to the protocol or its documents (permission form, assent form, recruitment materials, etc.) must be reviewed and approved by CPHS.
  + If you would like to run a study that deviates from the approved protocol, contact Holly to discuss submitting an amendment.

## General Protocol Rules

### Contact with Data or Participants

Only researchers that are **approved on the protocol** are allowed to have contact with data or participants.

**Accessing data or having contact with research subjects** includes all the following:

* Greeting the participant
* Viewing data
* Watching videos of participants that are not open to the public
* Watching a testing session with or without the participant’s knowledge
* Looking at filled consent forms on Qualtrics

Only researchers that are **approved on the protocol** are allowed to have contact with data or participants.

### Confidentiality

In order to maintain participant’s confidentiality, there are a few procedures that the lab follows:

* Minimize ties between participant’s identity and the data.
  + Always **use Participant ID numbers** instead of names
  + Always separate names and birthdays (keep Logs separate from Keys)
* Any papers with identifying information should be **stored in a locked cabinet**
* Computers and external drives should be **encrypted**
* Data is ONLY stored on lab computers, external hard drives, and Box - **NEVER on personal devices**
* Papers with identifying information such as filled out consent forms or data sheets should never be carried around unnecessarily - papers are locked away **immediately or within 24 hours**

### What are the requirements for a study to be approved?

1. Risks to subjects are **minimized** as much as possible
2. Risks to subjects are offset by **potential benefits** to society
3. **Informed consent** andassent process for participants and their guardians if their child is old enough

### Parent/Legal Guardian

For a child to participate, their consent form must be signed by a **child’s legal guardian**. If the adult present is not the child’s legal guardian, do NOT test the child. You should check with the adult to make sure before they sign the consent form. Babysitters or grandparents do not usually count as the child’s legal guardian. **This is especially important at museums and parks, because non-guardians often take children to these places**.

As long as a parent or guardian has given consent, it doesn’t matter who is present for the testing session (i.e. grandparent can accompany child to testing session, IRL or on zoom).

### Informed Consent

Informed consent involves parental Permission and child Assent.

There are four main components to informed consent:

1. **Purpose** of the study
2. **Procedures** of the study
3. Potential **risks** and **benefits** of participating in the study
4. **Rights** of participants (e.g., right to withdraw)

Two other important components about informed consent:

* **Confidentiality**
* **Anonymity**

To ensure Confidentiality, we download all consent data from Qualtrics and upload them to Box (a more secure platform) once a week.

We need to be sure that a parent has given permission and the child has given assent **before a study begins.** In the case of Zoom testing, this means that we need to make sure that the parent has signed the correct consent form **before a study session begins.** If the child is 7 years or older, they must also fill out an assent form. For children younger than 7, we just need to get their verbal assent. If you can’t find the permission/assent form on Qualtrics, check the latest Box file. **If you can’t find the consent/assent form, take a minute at the beginning of the Zoom call to have the parent fill out the consent for**m. We’d rather have double consent than no consent.

Informed consent is an **ongoing process**. This means that the participant can change their mind at any time. If the participant becomes bored, uncomfortable, etc. during the study, there is no longer consent. STOP the study.

### Violations of the Protocol

All violations of the protocol **must be reported**, even incidents that seem small or insignificant.

Certain violations of the protocol may **shut down the lab** for a full investigation. All research would have to stop indefinitely and the investigation could take as long as a year or more.

If you are not sure if something qualifies as a violation - **ask the lab manager.** She won’t be mad!

**How to Avoid Violations**

* **Learn the protocol** 
  + When you first start in the lab you should carefully read the lab manual
  + You should attend trainings with the lab manager
  + Ask the lab manager if you have any questions or need clarification on any part of the protocol.
  + You should review your trainings with the lab manager at least once a year
  + If you feel like you’re not sure about something, ask Holly! She’d be happy to chat with you and help you understand the ins and outs. Learning *all the things* in a brand new lab can be overwhelming, so please don’t be afraid to ask!
* **Follow instructions** and protocol-related rules exactly
  + Incidents occur when people decide to do things differently without asking first
  + Before deviating from the protocol in any way (no matter how small), consult with the lab manager first.
  + Some rules may seem time consuming and inefficient, especially when you first start out, but usually things are done that way for a reason.

Possible Violations

* **Downloading data** - all data should be stored online in Box and on your study’s external drive.
  + *If, during work-from-home, you must download data to re-upload it to a secure server (i.e. box), delete it from your computer immediately*
* **Bringing friends** to lab
* Leaving lab **doors open**
* Forgettingto **lock the door** when leaving a lab room that no one else is using
* Forgetting to store consent forms and data properly **under lock and key immediately** after consenting
* Leaving **filled-out consent forms unattended** when going to the bathroom or recruiting new participants at testing sites.
* **Discussing data** in public - this includes, names of children, birthdays, what children did during the study, etc.
  + This includes taking a virtual meeting in a public or shared space.
* Running a study **without informed consent**
* Continuing a study after the **child has asked to stop**
* Deviating from protocol rules
* Not reporting any **incident that suggests a higher level of risk to future participants** - for example if a child became upset while playing your game
* Using the wrong consent form

Make sure that if any of these rules are violated, you **report it to your advisor and the lab manager**. Failure to do so may result in your being **asked to leave the lab** and may result in the **lab being shut down**. If you are not sure if something is against the protocol, make sure you still report this to the lab manager.

# Required Trainings

* [CITI Training](https://cphs.berkeley.edu/quickguideCITItraining.pdf) is required for all researchers prior to being added to protocols and conducting research
* [Responsible Conduct in Research (RCR) Training](https://rac.berkeley.edu/rcr.html) is required for any researchers being supported by NSF funding
  + Please complete required training(s) and send your completion certificate to Holly for the lab’s records.

# Guidelines for Running Studies

* Please collect demographic information (a demographic questionnaire is approved under each protocol) and keep track of the demographics and the number of subjects run in each study.
  + This information will be collected annually to report to CPHS and funding agencies.
* For online (MTurk and Prolific) studies, our lab policy is to pay each subject who completes a task, regardless of the quality of their submission (i.e, even if you have to throw out the data, you should still compensate the subject).

# Purchasing

* In general, you shouldn’t have to pay out of pocket for most lab related things. If you need to purchase something, check with Holly to determine the most appropriate way to go about it.
  + Holly has a lab credit card (bluCard) that can be used to purchase MTurk/Prolific subject fees, lab/office supplies, computers, equipment, society memberships, and conference registrations.
  + The main exception is that travel expenses cannot be placed on the bluCard, and the traveler must pay out of pocket. Travel expenses will only be reimbursed after the travel has been completed.
    - Send Holly the receipts that need to be reimbursed along with an explanation of the business purpose for your travel (conference, meeting with collaborators, etc.).
  + Paying for services (e.g., a freelance videographer) is another special circumstance that requires prior approval from the university.
    - Check in with Holly before hiring someone or paying for a service so we can get started on the required paperwork

TO ADD:

* MTurk & Psiturk login info
* Info about undergrad RAs (application questions, pay rate)
* Active grants/funding
* Safe operating principles/plan for working in the building during Covid
* List of Psych admin
* Early Childhood Education Program (ECEP) testing site procedures
* More details on travel expenses/reimbursements
* Petty cash system for paying in-lab subjects
* CalTime & reporting your hours and leave