

CBPE User Guide

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Talbot M. Andrews
Stony Brook University
Department of Political Science

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1 Lab Facilities and Polices

This document was most recently updated in February of 2019. It will be continuously updated to reflect the most recent rules and procedures of the Center for Behavioral Political Economy (CBPE).

1.1 Center Staff

Center Director: Dr. Reuben Kline, reuben.kline@stonybrook.edu

Co-Associate Director: Dr. Peter DeScioli, peter.descioli@stonybrook.edu

Lab Manager: Alessandro Del Ponte, alessandro.delponte@stonybrook.edu

1.2 Facilities

The Center for Behavioral Political Economy (CBPE) is located on the 7th floor of the Social and Behavioral Sciences building in room S-736. Below is a description of the available facilities:

- It is quipped with 30 client PCs and a master PC in the experimenter office next to the lab's main room.
- Each computer is equipped with Z-Tree. You must get administrative access to the master PC in order to use Z-Tree.
- The computers are compatible with other experimental software, for example: Qualtrics, Otree

1.3 Investigator Policies

This is a non-deceptive lab. You may not use deception as a part of any experiment run in the CBPE.

You must pay participants if you are using the CBPE subject pool. Participants must receive a show-up fee (usually between \$5-\$7). On average, subjects should earn \$14 an hour. This includes the show-up fee. Participants must be paid privately so that other participants do not know their earnings. To do so, bring participants into the control room one at a time, give them their payments, and dismiss them.

You do not have to pay participants if you recruit subjects from a different subject pool (eg. the Political Psychology Subject Pool.)

You must get informed consent from all subjects before beginning a session.

You get signed receipts from each subject. See the forms attached at the end of this guide for the most recent approved receipt.

1.4 Subject Policies

Below are all policies for those in the subject pool. All participants must read these policies before joining the subject pool. All subjects must be 18 or older in order to be a part of the CBPE subject pool.

1. You can only register once. Registering multiple accounts undermines our scientific research. Any participant found with more than one profile will be excluded from all future studies.
2. Only current students at Stony Brook University are eligible to participate in CBPE Lab experiments. You must bring your unexpired Stony Brook University ID card to each session, so that CBPE Lab researchers can verify your status.
3. A certain number of registered persons will receive an invitation email to each experiment. The exact number is determined by the researcher conducting that experiment. Only the invited persons may take part in that experiment.
4. If you receive an invitation email, you must respond affirmatively in order to participate. Spaces in an experiment are limited, so it is important to respond early to better ensure that a space will still be available. Important **Note: Once you respond affirmatively, you cannot later withdraw this response from the recruitment system, so please verify that you are actually able to come before you respond.**
5. Usually, some extra persons are invited to ensure that a minimum participation level is achieved. Alternates will receive compensation for arriving for the experiment on time. The exact amount of this payment is determined by the researcher conducting that particular experiment, and will be described in the invitation email.
6. Participants will usually be compensated based on the decisions they make during the experiment. The exact amount of this payment is determined by the researcher conducting that particular experiment, and will be described in the invitation email.
7. **Important Note: After the scheduled start time, anyone who responded affirmatively to an invitation but did not show up will not receive any compensation for that experiment. In addition, he or she will be charged with a “no-show penalty.” After a person receives 2 no-show penalties, he or she will be permanently removed from the database, and will be ineligible for any further experiments.**
8. During an experiment, Participants must follow the directives of the researchers. The researchers will identify themselves before the commencement of the experiment.

2 Before you begin a study

2.1 IRB Approval

All studies run in the CBPE must have IRB approval. There are two ways you can get approval to run a study in the lab.

1. **Submit your own IRB package.** You may submit an IRB using the normal steps, specifying that you will be running the study in the CBPE.
2. **Modify the CBPE Omnibus.** The CBPE maintains an Omnibus IRB package. Rather than creating your own IRB package, you can amend this omnibus package to include your study which is often faster than creating your own IRB package. Only one amendment can happen at a time. Please e-mail the lab manager (Alessandro Del Ponte) to be added to the Omnibus.

2.2 CBPE Approval

Before running a study in the CBPE you must also get approval from the center director or center co-assistant director. This is to ensure that all studies comply with the above listed investigator policies.

2.3 Lab preparation

Before you recruit subjects, you must schedule time in the lab to avoid conflicts with other researchers. To do so, please e-mail the lab manager.

Before you recruit subjects, you should also test your study on all the lab computers. Occasionally there will be an issue with a computer that needs to be resolved. If you find a problem, please e-mail the lab manager. Again, before you can successfully use Ztree in the lab, you need administrative credentials on the master PC in the CBPE office.

2.4 Recruiting subjects on ORSEE

Our subject pool is maintained using ORSEE. Below is a step-by-step guide for starting a study and recruiting subjects using this computer software. You must get log-in credentials from the lab manager before you can use the software.

Creating A New Study

Creating A New Study

CBPPE-DEL: Admin login page

https://cbppe.labs.stonybrook.edu/orsee/admin_login.php?requested_url=admin%2Findex.php%3F

ADMIN LOGIN PAGE

Get credentials from lab manager

Username: talbotandrews
Password:
Login

Admin Area

User: talbotandrews
Date: 02/12
Time: 11:53am

Main

Experiments Overview My Experiments Create new Completed Experiments

Participants Overview Create new

Calendar

Emails

Files

Options

Statistics

Logout

Powered by ORSEE.3

Creating A New Study

The screenshot shows the 'CBPE:DEL: welcome' screen. At the top right, there are several icons: a red circle with a minus sign, a green circle with a plus sign, a left arrow, a right arrow, a 'C' icon, a link icon, and a question mark icon. Below these are user status indicators: a star, a red circle with a '0', a green circle with a '1', a blue circle with a '1', and a gear icon.

The main header reads 'Stony Brook University | Center for Behavioral Political Economy'. On the left, there's a 'WELCOME' section with a user summary: 'User: talbotandrews Date: 02/12 Time: 11:55am'. Below it is a 'Main' navigation bar with a house icon. To the right is a 'EXPERIMENTS' navigation bar with icons for Participants, Overview, Create new, Calendar, and Statistics, along with Email, Files, Options, and Logout links.

A large central area is titled 'WELCOME TO CBPE'. It contains a message: 'This is the Experimenter's Area. Here you can schedule your experiments and manage subject recruitment.' At the bottom of this area is a red-bordered button labeled 'Create new'.

A red arrow points from the 'Create new' button on the 'EXPERIMENTS' bar down towards the 'Create new' button in the central area.

At the bottom right of the page, the text 'Powered by ORSEE.3' is visible.

Creating A New Study

Stony Brook University | Center for Behavioral Political Economy

CBPE:DEL: Edit experiment +

Name visible only to experimenters

1549990607
CBPE Test
Test Experiment
Notes for yourself

Internal description:
Public experiment note
(will be shown on enrollment pages next to experiment details);

Type:
Class:
Experiment:
Experiment access restricted?
Get emails:
Experiment completed?
Hide in participant statistics?
Hide in public calendar?
Link to paper:

Add other experimenters here

Main Experiments Overview My Experiments Create new Completed experiments Participants Overview Create new Calendar Emails Files Options Statistics Logout

Powered by ORSEE.3

Creating A New Study

The screenshot shows the CBPE:DEL software interface. At the top, there's a toolbar with various icons. Below it, a header bar displays the URL https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_edit.php?experiment_id=1549990607. The main content area is titled "EDIT EXPERIMENT". A prominent orange message bar at the top of this section says "Note: Changes saved!". Below this, there are several input fields and dropdown menus for experiment details like "Internal name", "Public name", "Internal description", "Public experiment note", "Type", "Class", "Experimenter", "Experiment access restricted?", "Get emails", "Experiment completed?", "Hide in participant statistics?", "Hide in public calendar?", and "Link to paper". On the left side, a sidebar titled "Admin Area" shows user information (User: talbotandrews, Date: 02/12, Time: 11:55am) and navigation links: Main, Experiments (which is selected), My Experiments (highlighted with a red box), Create new, Completed experiments, Participants, Overview, Create new, Calendar, Emails, Files, Options, Statistics, and Logout. A red arrow points from the "My Experiments" link in the sidebar to the "Create new" button in the "Experiments" section of the main content.

This means you successfully created the study! It will NOT take you to a new window

Next, go to "My Experiments"

⬆ Main page of this experiment

Main
Logout

Creating A New Study

The screenshot shows the 'My Experiments' page of the CBPE:DEL software. At the top, there are navigation icons and a URL: https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_my.php. Below the header, the main content area is titled 'MY EXPERIMENTS'.

Admin Area:
User: talbotandrews
Date: 02/12
Time: 12:01pm

Main

Experiments

3 current experiments

- Contributions to Prevent Climate Change (Contributions)**
Talbot Andrews
Sessions: 33 4:29:7/31/59
- Climate Costs (Experiments on Cost Perceptions)**
Talbot Andrews
Sessions: 9 33:66/24/7164
- CBPE Test (Test Experiment)**
Talbot Andrews
Sessions: 0 0:00

Add new experiment

Completed experiments

5 completed experiments

- Pickup_L-C_Liberals (Decision Study)**
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu
Sessions: 6 7:26/11/4/79 No-shows: 29.8%
- Pickup_L-C_Cons (Decision Study)**
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu
Sessions: 6 7:23/11/4/79 No-shows: 27.3%
- Pickup_D-R_Dems (Decision Study)**
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu
Sessions: 4 7:22/11/4/79 No-shows: 20%
- Pickup_D-R_Rep (Decision Study)**
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu
Sessions: 4 7:22/11/4/79 No-shows: 16.9%
- Schultz Study (Decision Making Experiment)**
Talbot Andrews, Autumn Bynum, Jonathan Schulz, Ruben Kline, Yi-Ta Lu
Sessions: 15 10/18/2016 to 10/26/2016 Laboratory 2452/508/398 No-shows: 18.8%

Calendar

Emails

Files

Options

Statistics

Logout

Your newly created study will be here, with any other active studies you are added to

Any studies you've completed will be down here

Creating A New Study

CBPE:DEL: My Experiments [X](#) [+](#)

https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_my.php

MY EXPERIMENTS

Admin Area
User: talbotandrews
Date: 02/12
Time: 12:01pm

Main

Experiments

Overview

My Experiments

Create new

Completed experiments

Participants

Overview

Create new

Calendar

Emails

Files

Options

All Statistics

Logout

My Experiments

Add new experiment

3 current experiments

Contributions to Prevent Climate Change (Contributions)
Talbot Andrews

Climate Costs (Experiments on Cost Perceptions)
Talbot Andrews

CBPE Test (Test Experiment)
Talbot Andrews

Next, click on your new study

Completed experiments

5 completed experiments

Pickup_L-C_Liberals (Decision Study)
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu

Pickup_L-C_Cons (Decision Study)
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu

Pickup_D-R_Dems (Decision Study)
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu

Pickup_D-R_Reps (Decision Study)
Talbot Andrews, Autumn Bynum, Edward Schrader, Mark Pickup, Ruben Kline, Yi-Ta Lu

Schultz Study (Decision Making Experiment)
Talbot Andrews, Autumn Bynum, Jonathan Schulz, Ruben Kline, Yi-Ta Lu

04/26/2018 to 05/31/2018 Laboratory (Lab)
Sessions: 33 4:29:57/31:58:9

03/25/2018 to 04/12/2018 Laboratory (Lab)
Sessions: 9 3:56:24/7:16:4

02/22/2017 to 03/07/2017 Laboratory (Lab)
Sessions: 0 0:00:00

02/22/2017 to 03/07/2017 Laboratory Sessions: 6
(Lab) Pickup_Study_Registration

02/22/2017 to 03/07/2017 Laboratory Sessions: 6
(Lab) Pickup_Study_Registration

02/22/2017 to 02/23/2017 Laboratory Sessions: 4
(Lab) Pickup_Study_Registration

02/22/2017 to 02/23/2017 Laboratory Sessions: 4
(Lab) Pickup_Study_Registration

10/18/2016 to 10/26/2016 Laboratory Sessions: 15
(Lab) Pickup_Study_Registration

This is the home page for your study.

The screenshot shows the 'EXPERIMENT' section of the CBPE Test application. A red arrow points from the text in the previous block to the 'Basic Settings' button in the top right of the experiment details area.

EXPERIMENT

CBPE Test

Basic Settings Upload file

CBPE Test

1549990607

Name: CBPE Test

Type: Laboratory (Lab)

Class: Talbot Andrews

Public name: Test Experiment

Experimenter: Notes for yourself

Email sender address: Talbot Andrews

Experiment not completed

Sessions Create new

0 Sessions scheduled

Participants

Overview Create new

Calendar

Participants

Assigned Subjects: 0

Invited Subjects: 0

Signed-up Subjects: 0

Actions

Assign subjects Delete subject assignments

Send invitation emails Monitor experiment mail queue

Customize enrollment confirmation Generate recruitment report

Main

Admin Area

User: talbotandrews

Date: 02/12

Time: 12:07pm

Experiments

Overview

My Experiments

Create new

Completed experiments

Participants

Overview

Create new

Calendar

Emails

Files

Options

Statistics

Logout

You can always go back and edit it's basic settings here (name, notes)

Creating Sessions

The screenshot shows the 'EXPERIMENT' settings for the 'CBPE Test' experiment. A red box highlights the 'Sessions' section, which contains a button labeled 'Create new'. A red arrow points from the text 'To create a new session, first click "create new"' to this 'Create new' button.

EXPERIMENT

CBPE Test

Basic Settings

Sessions

To create a new session, first click "create new"

To create a new session, first click "create new"

Creating Sessions

The screenshot shows the 'Edit Session' screen of the CBPE:DEL software. At the top, there's a navigation bar with icons for creating sessions, experiments, and users, along with links for 'Main', 'Logout', and 'Help'. Below the navigation is the title 'Stony Brook University | Center for Behavioral Political Economy'.

The main area is titled 'EDIT SESSION' and contains several input fields:

- Study Time:** Includes fields for 'Id' (1549991474), 'Date' (02/12/2019), and 'Time' (12pm).
- Laboratory:** Set to 'CBPE Decision Experiment Lab'.
- Duration of experiment:** Set to 30 minutes.
- Session reminder email (hours before start):** Set to 24 hours.
- Send session reminder email:** A dropdown menu indicates 'when as many participants registered as needed, else manually'.
- Required participants:** Set to 30.
- Reserve participants:** Set to 06.
- Signup deadline (hours before start):** Set to 02 hours.
- Internal notes:** A note about conducting trials online.
- Public session note:** A note about session details.
- Session status:** Set to 'Planned'.

On the right side of the screen, there are several buttons and links:

- 'Add' button for participants.
- 'Mainpage of this experiment' link.
- 'Logout' link.
- 'Main' link.
- 'Statistics' link.
- 'Logout' link.

Red arrows point from the text labels on the right to specific fields in the form:

- A red arrow points from 'Study Date' to the 'Date' field.
- A red arrow points from 'Study Duration' to the 'Time' field.
- A red arrow points from 'Time of session reminder to subjects' to the 'Send session reminder email' dropdown.
- A red arrow points from 'Condition for session reminder to send. I usually set to "in any case, don't ask"' to the 'Session status' dropdown.
- A red arrow points from 'Number of participants' to the 'Required participants' field.
- A red arrow points from 'Signup Deadline' to the 'Signup deadline (hours before start)' field.
- A red arrow points from 'You **MUST** set this to live for subjects to be able to enroll' to the 'Public session note' field.

Powered by ORSEE..3

Creating Sessions

The screenshot shows the 'Edit Session' screen in the CBPE:DEL software. At the top, there's a navigation bar with icons for creating sessions, a search bar, and session details (User: talbotandrews, Date: 02/12, Time: 12:21pm). Below the navigation is the main content area:

EDIT SESSION

Note: Changes saved! (highlighted with an orange box)

Session Details:

- Id:** 1549991474
- Date:** 02/12/2019
- Time:** 00:00
- Laboratory:** CBPE Decision Experiment Lab
- Duration of experiment:** 01:30
- Session reminder email (hours before start):** 24 (02/11/2019 12:00pm)
- Send session reminder email:** when as many participants registered as needed, else manually
- Required participants:** 30
- Reserve participants:** 06
- Signup deadline (hours before start):** 02 (02/12/2019 10:00am)

Internal notes: (e.g. conducted treatment, etc.; will be included in recruitment report)

Session status: Planned (highlighted with a red dashed box)

Public session note: (will be shown on enrollment page next to session details)

Buttons:

- Change** (highlighted with a red arrow)
- Copy as new session...** (highlighted with a red arrow)
- Delete**

Footer:

- Main**
- Experiments** (highlighted with a red arrow)
- Overview**
- My Experiments**
- Create new**
- Completed experiments**
- Participants** (highlighted with a red arrow)
- Overview**
- Create new**
- Calendar**
- Emails**
- Files**
- Options**
- Statistics**
- Logout**

This means you successfully created the session! It will NOT take you to a new window

To easily make more sessions with the same settings, you can copy as a new setting

When you're done making sessions, go back to your experiments

Creating Sessions

The screenshot shows the 'EXPERIMENT' section of the CBPE:DEL software. A red box highlights the 'Sessions' tab, which is currently selected. The main content area displays session details:

CBPE Test

Basic Settings

Session Details:

- Id:** 1549990607
- Name:** CBPE Test
- Type:** Laboratory (Lab)
- Class:** Talbot Andrews
- Public name:** Test Experiment
- Description:** Notes for yourself
- Get emails:** Talbot Andrews

Participants:

Sessions from: 02/12/2019 to: 02/12/2019

1 Sessions scheduled

02/12/2019 12:00pm-01:30pm

Signed-up Subjects: 0 (30.6)

Participants:

Assigned Subjects: 0

Invited subjects: 0

Signed-up Subjects: 0

Actions:

- Assign subjects
- Delete subject assignments
- Monitor experiment mail queue
- Customize enrollment confirmation
- Generate recruitment report
- Send invitation emails
- Customize session reminder

A red arrow points from the text "Your new sessions will be here (and say 'live' if subjects can enroll)" to the 'Sessions' tab.

Your new sessions will be here (and say "live" if subjects can enroll)

Assign Subjects

Next, you have to assign subjects to your study

The screenshot shows the 'EXPERIMENT' section of the CBPE Test setup. On the left, there's a sidebar with links like 'Main', 'Experiments', 'Overview', 'My Experiments', 'Create new', 'Completed experiments', 'Participants', 'Overview', 'Create new', 'Calendar', 'Emails', 'Files', 'Options', 'Statistics', and 'Logout'. The main area has tabs for 'Basic Settings' (selected) and 'Edit basic settings'. It shows details: Id: 1549990607, Name: CBPE Test, Class: Talbot Andrews, Experimenter: Talbot Andrews, Email sender address: Experiment not completed. Below this is a 'Sessions' table with one row: from: 02/12/2019 to: 02/12/2019, 1 Sessions scheduled, 02/12/2019 12:00pm-01:30pm, Session status: Planned. To the right is a 'Participants' section with buttons for 'Assign subjects' (highlighted with a red box), 'Delete subject assignments', 'Send invitation emails', 'Customize session reminder', and 'Generate recruitment report'. A red arrow points from the 'Assign subjects' button in the participants section back up to the 'Assign subjects' link in the sidebar.

Click here to assign subjects

Assign Subjects

This is the subject assignment screen. You can add conditions for your subjects (eg. only undergraduates, US citizens, ect.)

The screenshot shows the 'ASSIGN SUBJECTS' page for the 'CBPE Test' experiment. At the top, it displays '4364 potential participants in pool for Lab' and '0 subjects assigned to this experiment'. Below this, there is a search bar with the placeholder 'Q SEARCH AND SHOW' and a red box highlighting it. To the left of the search bar is a button labeled 'Add condition' with a red box around it. Further down, there is a 'Select all ...' button. On the far right, there are links for 'Mainpage of this experiment', 'Main', and 'Logout'. The bottom navigation bar includes links for Experiments Overview, My Experiments, Create new, Completed experiments, Participants Overview, Create new, Calendar, Emails, Files, Options, Statistics, and Logout.

If you click search and show, it will show you everyone in the subject pool

Assign Subjects

Here, I've added that I only want undergraduate students.

The screenshot shows the 'ASSIGN SUBJECTS' page for the 'CBPE Test' experiment. At the top, there's a search bar with a placeholder 'where Are you currently an undergraduate or graduate student?'. Below it, there are two dropdown menus: one set to 'undergraduate' and another with a 'Choose ...' option. A red box highlights the 'SEARCH AND SHOW' button. On the left, a sidebar lists various experiment-related links like 'Experiments Overview', 'Participants Overview', and 'Calendar'. On the right, there's a sidebar with links for 'Main', 'Logout', 'Files', 'Options', 'Statistics', and 'Logout'.

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ASSIGN SUBJECTS

CBPE Test

4364 potential participants in pool for Lab

0 subjects assigned to this experiment

Select all ... Add condition

Reset query form

where Are you currently an undergraduate or graduate student?

undergraduate Choose ...

SEARCH AND SHOW

Main

Logout

Experiments Overview My Experiments Create new Completed experiments Participants Overview Create new Calendar Emails Files Options Statistics Logout

Next, click search and show

Powered by ORSEE.3

Assign Subjects

User: tabtoandrews
Date: 02/12
Time: 12:29pm

Main

Experiments

Participants Overview Create new

Completed experiments

Calendar

Emails Options

Statistics

Logout

CBPE Test

Select all active participants ...
where Are you currently an undergraduate or graduate student? In: undergraduate

3710 Participants in result set
List only shows subjects who have not been assigned to this experiment yet.

Activate this query permanently

Assign only selected participants

Assign all participants in list

All	First name	Last name	E-Mail	Phone number
<input type="checkbox"/>	Adam	Alim	Male.milidio@stonybrook.edu	6316027447
<input type="checkbox"/>	Hanyia	Abbas	hanyia.abbas@stonybrook.edu	5168731152
<input type="checkbox"/>	Ibn-Umar	Abbasparkier	ibn-umar.abbasparkier@stonybrook.edu	848-203-9862
<input type="checkbox"/>	Nirma	Abbaszadeh	nirma.abbaszadeh@stonybrook.edu	6316222310
<input type="checkbox"/>	Katharine	Abbot	katharine.abbot@stonybrook.edu	914-309-8373
<input type="checkbox"/>	Mariam	Abdullahi	Mariam.Abdullahi@stonybrook.edu	3477407996
<input type="checkbox"/>	Marie	Abdi	Marie.abdi@stonybrook.edu	913-972-0382
<input type="checkbox"/>	Israt	Abdin	Israt.abdin@stonybrook.edu	3475101981
<input type="checkbox"/>	Karan	Abichandani	karan.abichandani@stonybrook.edu	5163128178
<input type="checkbox"/>	Ahmad	Abid	ahmad.abid@stonybrook.edu	7186289646
<input type="checkbox"/>	Dalvin	Abogaje	dalvin.abogaje@stonybrook.edu	8457968391
<input type="checkbox"/>	betsy	abraham	betsy.abraham@stonybrook.edu	516-492-1139
<input type="checkbox"/>	Jason	Abraham	jason.abraham@stonybrook.edu	6316481840
<input type="checkbox"/>	Josmy	Abraham	josmy.abraham@stonybrook.edu	9143306813
<input type="checkbox"/>	Jame	Abdu-Solo	jamee.abdu-solo@stonybrook.edu	6468125927
<input type="checkbox"/>	Jana	Abumusallam	jana.abumusallam@stonybrook.edu	6316712824
<input type="checkbox"/>	Fernando	Acevedo	Fernando.acevedo@stonybrook.edu	914-325-7464
<input type="checkbox"/>	Juan	Adames	juan.adames@stonybrook.edu	3477383890
<input type="checkbox"/>	Jocelyn	Adams	jocelyn.adams@stonybrook.edu	6316820565
<input type="checkbox"/>	Yvette	Adams	Yvette.adams@stonybrook.edu	845-505-3639
<input type="checkbox"/>	Abiola	Adeleji	abiola.adeleji@stonybrook.edu	5163059882
<input type="checkbox"/>	Temitope	Adeniji	temitope.adeniji@stonybrook.edu	347581986
<input type="checkbox"/>	Sefiat	Adeogun	sefint.adegun@stonybrook.edu	9148747894
<input type="checkbox"/>	Tayo	Adesuyi	tayo.adesuyi@stonybrook.edu	9175093281
<input type="checkbox"/>	Oreoluwa	Adewale	oreoluwa.adewale@stonybrook.edu	6316124453
<input type="checkbox"/>	Seodem	Adiewoda	seodem.adiewoda@stonybrook.edu	1917509329
<input type="checkbox"/>	kurnmi	Adabi	oluwabukunmi.adabi@stonybrook.edu	6316387665

Then click assign all subjects

Assign Subjects

The screenshot shows the 'ASSIGN SUBJECTS' page of the CBPE Test application. At the top, there is a message: 'This means you were successful!' with a red arrow pointing from it to the 'Note: Query saved.' message. The 'Note' message is enclosed in an orange box and says: '3710 participants assigned to this experiment.' Below this, there is a 'CBPE Test' button. On the left, there is a sidebar with links: Admin Area, User: talbotandrews, Date: 02/12, Time: 12:37pm, Main, Experiments Overview, My Experiments, Create new, Completed experiments, Participants Overview, Create new, Calendar, Emails, Files, Options, Statistics, and Logout. The 'Logout' link is highlighted with a red arrow.

Stony Brook University | Center for Behavioral Political Economy

ASSIGN SUBJECTS

Note: Query saved.
3710 participants assigned to this experiment.

CBPE Test

4364 potential participants in pool for Lab
3710 subjects assigned to this experiment

Select all ... Add condition

where Are you currently an undergraduate or graduate student?
undergraduate Choose ...

Q SEARCH AND SHOW

Mainpage of this experiment

Main

Experiments

Overview

My Experiments

Create new

Completed experiments

Participants

Overview

Create new

Calendar

Emails

Files

Options

Statistics

Logout

Next, navigate back to your experiment

Invite Subjects

The screenshot shows the 'Participants' tab of the experiment management interface. A red arrow points from the 'Participants' section towards the 'Send invitation emails' button.

CBPE:DEL: Experiment | CBPE:DEL: Experiment | CBPE:DEL: Experiment | +

https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_show.php?experiment_id=1549990607

EXPERIMENT

Admin Area

User: talbotandrews
Date: 02/12
Time: 12:35pm

Main

- Experiments
- Overview
- My Experiments
- Create new
- Completed experiments

Participants

- Overview
- Create new

Calendar

Emails

Files

Options

Statistics

Logout

Participants

Assigned Subjects: 3710
Invited subjects: 0
Signed-up Subjects: 0 (30.6%)

Assign subjects

Delete subject assignments

Send invitation emails (button highlighted with a red box)

Monitor experiment mail queue

Customize enrollment confirmation

Generate recruitment report

Next, you have to invite your assigned subjects to participate

...stonybrook.edu/orsee/.../experiment_participants_show.php...

Main

Invite Subjects

Here, you can edit the invitation e-mail that is sent to the subjects. An automatic template you can edit is put in the body of the message

CBPE:DEL: Send invitation eml: x + https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_mail_participants.php?experiment_id=1549990607 ☆ :

CBPE Test

Subject: Experiment

Body of message:

To rebuild the default invitation mail, clear the message body window below and click on save.

Hello #name# #namen#!

We would like to invite you to participate in an experiment.

You are eligible to enrol in one of the following sessions:

#sessionlist#

If you would like to participate, this link will take you to the environment page:

#link#

This experiment is expected to run for about 1 hours.

Participants will receive the show-up payment plus additional money. The total participant payment varies from person to person, with a minimum of \$5 (the show-up payment) and a maximum of \$30.

Some alternates will be recruited for this experiment. If you

1. Save email text only Email preview Save

Assigned Subjects: 3710 Invited subjects: 0 Signed-up Subjects: 0

Emails in email queue: 0 Monitor experiment mail queue

Send

2. Send email to all who have not received one yet

3. Send email also to subjects who have received it before but have neither participated nor registered for any session

Send to all

Mainpage of this experiment

Automatic Subject Recruitment E-mail

Hello #fname# #lname#! (*automatically adds name of the subject*)

We would like to invite you to participate in an experiment.

You are eligible to enroll in one of the following sessions:

#sessionlist# (*automatically adds list of session dates and times*)

If you would like to participate, this link will take you to the enrolment page:

#link# (*automatically adds signup link to the sessions*)

This experiment is expected to run for about 1 hours. Participants will receive the show-up payment plus additional money. The total participant payment varies from person to person, with a minimum of \$5 (the show-up payment) and a maximum of \$30.

Some alternates will be recruited for this experiment. If you show up on time but we do not require your participation, you will receive the \$5 show-up payment and can leave the laboratory immediately thereafter.

The No-Show Policy is in effect for this experiment. (Please see the FAQ on the recruiting site if you don't remember what this policy is.) So, please don't enroll unless you are confident that you can come for the whole time.

We hope to see you at one of these sessions!

Cheers,

CBPE Team

Invite Subjects

The screenshot shows the 'SEND INVITATION EMAILS' screen in the CBPE:DEL software. The top navigation bar includes icons for CBPE:DEL, Send invitation email, +, back, forward, URL (https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_mail_participants.php?experiment_id=1549990607), star, and other settings.

The main area has a title 'CBPE Test' and a sub-section 'SEND INVITATION EMAILS'. On the left, there's a sidebar with 'Admin Area' and 'User: tabotandrews Date: 02/12 Time: 12:43pm'. Below this are links for 'Main', 'Experiments', 'Participants', and 'Emails'. A 'Logout' button is at the bottom.

The central content area contains a form for sending an invitation email:

- Subject:** Experiment
- Body of message:**

Hello #name# #name#!

We would like to invite you to participate in an experiment.

You are eligible to enrol in one of the following sessions:

#sessionlist#

If you would like to participate, this link will take you to the enrollment page:

#link#

This experiment is expected to run for about 1 hours.

Participants will receive the show-up payment plus additional money. The total participant payment varies from person to person, with a minimum of \$5 (the show-up payment) and a maximum of \$30.

Some alternates will be recruited for this experiment. If you

Below the message body, there are three numbered steps:

1. Save email text only
2. Send email to all who have not received one yet
3. Send email also to subjects who have received it before but have neither participated nor registered for any session

Buttons for 'Save', 'Send', and 'Send to all' are located at the bottom right of the message body area. Red arrows point from the text in the 'Body of message' section to the numbered steps below it, indicating the flow of the process.

You can also
send duplicate
emails to
subjects you've
already e-
mailed, but who
haven't
participated

Mainpage of this experiment

The screenshot shows the CBPE:DEL Experiment management interface. At the top, there's a navigation bar with icons for CBPE:DEL: Experiment, CBPE:DEL: Experiment, CBPE:DEL: Experiment, and a plus sign. The URL is https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_show.php?experiment_id=1549990607. On the left, a sidebar titled 'EXPERIMENT' lists 'Main' (User: talbotandrews, Date: 02/12, Time: 12:35pm), 'Experiments' (Overview, My Experiments, Create new, Completed experiments), 'Participants' (Overview, Create new), 'Calendar', 'Emails', and 'Files'. The main content area has tabs for 'Basic Settings' (selected) and 'Edit basic settings'. Under 'Basic Settings', it shows Id: 1549990607, Name: CBPE Test, Type: Laboratory (Lab), Public name: Test Experiment, Description: Notes for yourself, and Email sender address: Talbot Andrews. Below this is a section for 'Experiment not completed' with a link to 'Completed experiments'. To the right, there's a 'Sessions' section with a table:

	from: 02/12/2019 to: 02/12/2019	Create new
1 Sessions scheduled	02/12/2019 12:00pm-01:30pm	Session status: Planned
Signed-up Subjects:	0 (30,6)	

Below the sessions is a 'Participants' section with a table:

	3710
Assigned Subjects:	0
Invited subjects:	0
Signed-up Subjects:	0

Under 'Participants', there are several buttons: 'Delete subject assignments', 'Assign subjects', 'Send invitation emails', 'Customize session reminder' (which is highlighted with a red box), and 'Generate recruitment report'. A red arrow points from the text 'Here you can see how many subjects you have assigned, invited, and how many have signed up' to the 'Signed-up Subjects' value in the participants table.

At the bottom right, there's a footer with a 'Main' link and the URL ...stonybrook.edu/orsee/.../experiment_participants_show.php...

Here you can
customize the
reminder e-mail
subjects get
before they
participate

Here you can
see how many
subjects you
have assigned,
invited, and
how many have
signed up

2.5 Recruitment Tips

1. Running 30 subjects at a time is **hard**. I would avoid it unless you have a very straight-forward study or lots of help. Sometimes there are computer problems, so it is also nice to have at least one unused working computer in case you need to move a subject.
2. There will be no-shows (up to 25%), recruit subjects accordingly.
3. Make sure you edit the subject recruitment e-mail to reflect the details of your study.
4. If different conditions of your study have different maximum possible earnings, when you send out your recruitment e-mail I recommend listing the **lowest** maximum earnings. Participants are much more likely to complain when they find out they can earn less money than they thought rather than additional money.
5. Before starting your session, make sure to walk a lap around the political science floor. Subjects often get lost, and are running late because they are somewhere else on the 7th floor.
6. If you do not have enough subjects, you may ask people to participate who are nearby. They must also fill out both the consent form and the receipt. Best practices are to also get them signed up in ORSEE and add them to the session, though you can complete this step after they have participated in the study.

3 During your study

3.1 Keeping track of participants

You must keep track of whether or not participants show up. Sometimes subjects will show up for the wrong time, who are not registered at all, or will try to sneak into extra sessions. The easiest way to track participation is to print your subject lists from ORSEE, check off subjects as they sign in, and go back and update ORSEE after the session.

Whatever method you use to track participation, you must remember to update whether or not participants completed the study in ORSEE after the session is complete. Below are the steps needed to print off the subject lists and update participation status in ORSEE.

Keep track of participation

The screenshot shows the CBPE:DEL Experiment software interface. At the top, there's a navigation bar with icons for experiment status (red, yellow, green), experiment name (CBPE:DEL: Experiment), experiment ID (1524406411), and a plus sign (+). Below the navigation is a URL: https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_show.php?experiment_id=1524406411. The main area has a header "Main" and a sidebar with links: Experiments Overview, My Experiments, Create new, Completed experiments, Participants Overview, Create new, Calendar, and Emails.

Basic Settings panel:

- Id: 1524406411
- Name: Contributions to Prevent Climate Change
- Class: Talbot Andrews
- Experimenter: Talbot Andrews
- Email sender address: **Experiment not completed**
- Type: Laboratory (Lab)
- Contributions
- Public name: Contributions
- Description: Get emails: Talbot Andrews

Sessions panel:

from: 04/26/2018 to: 05/31/2018		Create new
33 Sessions scheduled		
04/26/2018 11:00am-12:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
04/26/2018 12:00pm-01:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
04/26/2018 01:00pm-02:00pm	Signed-up Subjects: 29 (30.0)	Session status: Completed
04/26/2018 02:00pm-03:00pm	Signed-up Subjects: 29 (30.0)	Session status: Completed
04/26/2018 03:00pm-04:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
04/27/2018 01:00pm-02:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
04/27/2018 02:00pm-03:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
04/27/2018 03:00pm-04:00pm	Signed-up Subjects: 30 (30.0)	Session status: Completed
05/01/2018 03:00pm-04:00pm	Signed-up Subjects: 28 (30.0)	Session status: Completed

A red arrow points from the text "First, click ‘signed up subjects’ for the session you are preparing" to the "Signed-up Subjects" link in the session table.

Keep track of participation

Next, click “print version”

The screenshot shows the 'Participants' section of the CBPE:DEL interface. At the top, there's a navigation bar with links for 'Admin Area', 'User: talbotandrews', 'Date: 02/12', 'Time: 01:19pm', and a 'Logout' link. Below this is a main menu with options like 'Experiments Overview', 'My Experiments', 'Create new', 'Completed experiments', 'Participants Overview', 'Create new', 'Calendar', 'Emails', 'Files', 'Options', 'Statistics', and 'Logout'. The main content area is titled 'Contributions to Prevent Climate Change, Session 04/26/2018 11:00am-12:00pm, Signed-up Subjects'. It displays a table of participants with columns for 'All', 'Last name', 'First name', 'What is your SEU Net Brook ID number? (The 9-digit ID number listed on your SBU Student ID.)', 'Participation status', 'Last session enrollment', and 'State'. A red box highlights the 'PRINT VERSION' button at the bottom right of the table.

All	Last name	First name	What is your SEU Net Brook ID number? (The 9-digit ID number listed on your SBU Student ID.)	Participation status	Last session enrollment	State
<input type="checkbox"/>	1 Aniff	Nadia	nainff	04/26/2018 11:00am ↗	Participated	04/22/2018 05:56:00pm Active
<input type="checkbox"/>	2 Antonio	Jonathan	111191174	04/26/2018 11:00am ↗	Participated	04/22/2018 07:16:00pm Active
<input type="checkbox"/>	3 Berinski	Sampsom sternlinski	111725245	04/26/2018 11:00am ↗	Participated	04/22/2018 05:55:00pm Active
<input type="checkbox"/>	4 Blais	Matthew		04/26/2018 11:00am ↗	Participated	04/22/2018 05:01:00pm Active
<input type="checkbox"/>	5 Chen	Vivichen	111241390	04/26/2018 11:00am ↗	Participated	04/22/2018 04:49:00pm Active
<input type="checkbox"/>	6 Friedlander Jake	JAFRIEDLANDE	110920117	04/26/2018 11:00am ↗	Participated	04/22/2018 07:52:00pm Active
<input type="checkbox"/>	7 Garcia	Kelsey	kgmgarcia	04/26/2018 11:00am ↗	Participated	04/22/2018 05:52:00pm Active
<input type="checkbox"/>	8 Gor	Dhyian		04/26/2018 11:00am ↗	Participated	04/22/2018 04:38:00pm Active
<input type="checkbox"/>	9 Haque	Ahsnail		04/26/2018 11:00am ↗	Participated	04/22/2018 05:03:00pm Active
<input type="checkbox"/>	10 Huang	Sandy		04/26/2018 11:00am ↗	Participated	04/22/2018 04:57:00pm Active
<input type="checkbox"/>	11 Mai	Huyi	109834577	04/26/2018 11:00am ↗	Participated	04/22/2018 06:16:00pm Active
<input type="checkbox"/>	12 Monplaisir Israh			04/26/2018 11:00am ↗	Participated	04/22/2018 05:56:00pm Active
<input type="checkbox"/>	13 Mourinder Roqubul	RMOZUMDER	111105449	04/26/2018 11:00am ↗	Participated	04/22/2018 06:08:00pm Active
<input type="checkbox"/>	14 D Day	RyC'DAY	1109268549	04/26/2018 11:00am ↗	Participated	04/25/2018 01:07:00pm Active
<input type="checkbox"/>	15 O'Halloran John	joholanran	110311832	04/26/2018 11:00am ↗	Participated	04/22/2018 07:20:00pm Active
<input type="checkbox"/>	16 Pajkowsky Kristen			04/26/2018 11:00am ↗	Participated	04/22/2018 04:43:00pm Active
<input type="checkbox"/>	17 Patterson Chaites	cipaterson	110933722	04/26/2018 11:00am ↗	Participated	04/22/2018 05:55:00pm Active
<input type="checkbox"/>	18 Rose	Chelsea	chrose	04/26/2018 11:00am ↗	Participated	04/22/2018 07:33:00pm Active
<input type="checkbox"/>	19 San Jose Aaron	AG3ANJOSE	1111897472	04/26/2018 11:00am ↗	Participated	04/22/2018 07:19:00pm Active
<input type="checkbox"/>	20 Seltzer Jacob	Jaseltizer	109667568	04/26/2018 11:00am ↗	Not show	04/22/2018 06:47:00pm Excluded
<input type="checkbox"/>	21 Shen Winnie			04/26/2018 11:00am ↗	Participated	04/22/2018 07:18:00pm Active
<input type="checkbox"/>	22 Shin Margaret			04/26/2018 11:00am ↗	Participated	04/22/2018 07:20:00pm Active
<input type="checkbox"/>	23 Suberia Melanie			04/26/2018 11:00am ↗	Participated	04/22/2018 07:47:00pm Active
<input type="checkbox"/>	24 Thomas Alecia	ALETHTHOMAS	111731893	04/26/2018 11:00am ↗	Participated	04/22/2018 06:33:00pm Active
<input type="checkbox"/>	25 Tokunaga Michelle			04/26/2018 11:00am ↗	Participated	04/22/2018 04:43:00pm Active

Keep track of participation

Print this sheet:
As subjects sign in, keep track of who checks in and mark down their computer number for the session

CBPE:DEL: Participants
experiment_participants_show
https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_participants_show_pdf.php?experiment_id=152...
experiment_participants_show_pdf.php

1 / 1

Contributions , Session 04/26/2018 11:00am-12:00pm - Signed-up Subjects

	First name	Last name	E-Mail	Phone number	Participation status
1	Nadia	Anifif	Nadia.anifif@stonybrook.edu	914-486-9233	Participated
2	Jonathan	Antonio	jonathan.antonio@stonybrook.edu	845-754-9191	Participated
3	Sampath	Berlinski	sampson.berlinski@stonybrook.edu	631-383-9292	Participated
4	Matthew	Blaiss	matthew.blaiss@stonybrook.edu	508-690-754	Participated
5	Vivian	Chen	vivian.chen.3@stonybrook.edu	347-302-1773	Participated
6	Jake	Friedlander	jake.friedlander@stonybrook.edu	(516) 286-8723	Participated
7	Kelsey	Garcia	Kelsey.Garcia@stonybrook.edu	914-357-1091	Participated
8	Dhiyan	Gor	dhyan.gor@stonybrook.edu	Participated	Participated
9	Absmaul	Haque	Ahsmaul.haque@stonybrook.edu	646-527-680	Participated
10	Sandy	Huang	Sandy.huang@stonybrook.edu	917-822-8029	Participated
11	Huiyi	Mai	huiyi.mai@stonybrook.edu	917-302-9152	Participated
12	Isiaiah	Monmehaisir	isiah.monmehaisir@stonybrook.edu	917-596-6169	Participated
13	Requibul	Mozumder	Requibul.Mozumder@stonybrook.edu	917-622-7735	Participated
14	Ryan	O'Neil	ryan.oden@stonybrook.edu	914-715-08000	Participated
15	John	O'Halloran	john.ohalloran@stonybrook.edu	347-301-3200	Participated
16	Kristen	Pajkowski	Kristen.Pajkowski@stonybrook.edu	631-764-5877	Participated
17	Charles	Patterson	charles.patterson@stonybrook.edu	631-278-1600	Participated
18	Cheleca	Rose	cheleca.rose@stonybrook.edu	914-715-0672	Participated
19	Aaron	San Jose	aaron.sanjose@stonybrook.edu	631-687-7669	Participated
20	Jacob	Seltzer	jacob.seltzer@stonybrook.edu	201-562-8863	No Show
21	Winnie	Shen	winnie.shen@stonybrook.edu	347-359-777	Participated
22	Margaret	Shin	Margaret.shin@stonybrook.edu	757-698111	Participated
23	Melanie	Subietka	melanie.subietka@stonybrook.edu	914-293-337	Participated
24	Aléa	Thomas	alea.thomas@stonybrook.edu	151-660-0429	Participated
25	Michelle	Tokunaga	michelle.tokunaga@stonybrook.edu	775-313-4310	Participated
26	James	Trainor	james.trainor@stonybrook.edu	401-699-8271	Participated
27	Benjamin	Tucker	Benjamin.tucker@stonybrook.edu	347-303-703	Participated
28	Melanie	Tucker	Melanie.tucker@stonybrook.edu	646-592-0868	Participated
29	Zi Jing	Wong	ziling.wong@stonybrook.edu	646-521-0859	No Show
30	JESSICA	ZHEIG	jessica.zheng@stonybrook.edu		



Keep track of participation

After the session, mark whether each participant participated, was an unused alternate, or a noshow

All	Last name	First name	What is your SEU Net Brook ID number? Or the username you use for logging into listed on your SBU Student ID?	Participation status	Last session State
<input type="checkbox"/>	1 Anff	Nadia	naff	<input checked="" type="checkbox"/> Participated	Not set 15:56:09pm Active
<input type="checkbox"/>	2 Antonio	Jonathan	111191174	<input type="checkbox"/>	17:16:09pm Active
<input type="checkbox"/>	3 Berinski	Sampsom	sterlinski	<input type="checkbox"/>	16:55:09pm Active
<input type="checkbox"/>	4 Blais	Matthew		<input type="checkbox"/>	15:01:09pm Active
<input type="checkbox"/>	5 Chen	Vivian	vivchen	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	6 Friedlander Jake	JAFRIEDLANDER	1109201117	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	7 Garcia	Kelsey	kgarcia	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	8 Gor	Dhyian		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	9 Haque	Ahsnail		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	10 Huang	Sandy		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	11 Mai	Huyi	109834577	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	12 Mompalair	Izrahath		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	13 Mourinder	RMOZUNDER	111105449	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	14 D Day	RYCDAY	110286549	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	15 O'Halloran John	joholanran	110311832	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	16 Pajkowski Kristen			<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	17 Patterson	Chaites	cipaterson	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	18 Rose	Chelsea	chrose	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	19 San Jose Aaron	AGSANJOSE	1111897472	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	20 Seltzer	Jacob	Jaseltizer	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	21 Shen	Wimme		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	22 Shin	Margaret		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	23 Suberia	Melanie		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	24 Thomas	Alecia	ALETHOMAS	<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated
<input type="checkbox"/>	25 Tokunaga	Michelle		<input type="checkbox"/>	04/26/2018 11:00am ↗ Participated

Keep track of participation

CBPE:DEL: Participants +

https://cbpe.labs.stonybrook.edu/orsee/admin/experiment_participants_show.php?experiment_id=1524&id=06411...

	Name	Email	Date	Action	
<input type="checkbox"/>	9 Hague	Aishnau	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	10 Huang	Sandy	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	11 Mai	Huji	109834577	Participated	
<input type="checkbox"/>	12 Morplaisir	Ishaih	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	13 Mozumder	Rouqubil RMOZUNDER	1110105849	Participated	
<input type="checkbox"/>	14 O'Day	Ryan	RYODAY	Participated	
<input type="checkbox"/>	15 O'halloran	John	johalloran	Participated	
<input type="checkbox"/>	16 Paljovski	Kristen	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	17 Patterson	Charles	cjpatterson	Participated	
<input type="checkbox"/>	18 Rose	Chelsea	chrose	Participated	
<input type="checkbox"/>	19 San Jose	Aaron	AGSANJOSE	Participated	
<input type="checkbox"/>	20 Seitzer	Jacob	Jasitzer	04/26/2018 11:00am	Noshow
<input type="checkbox"/>	21 Shen	Winnie	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	22 Shin	Margaret	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	23 Subieka	Melanie	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	24 Thomas	Aleta	ALETHOMAS	04/26/2018 11:00am	Participated
<input type="checkbox"/>	25 Tokunaga	Michelle	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	26 Trainor	James	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	27 Tucker	Benjamin	04/26/2018 11:00am	Participated	
<input type="checkbox"/>	28 Tucker	Melanie	mrntucker	04/26/2018 11:00am	Participated
<input type="checkbox"/>	29 Wong	Zijung	zwong	04/26/2018 11:00am	Participated
<input type="checkbox"/>	30 ZHENG	JESSICA	Jhzheng	04/26/2018 11:00am	Noshow
<input type="checkbox"/>	31	Jing	111555008	04/26/2018 11:00am	Noshow

Make sure to click "change" after marking each participant

For all selected participants, ...

Set session 04/26/2018 11:00am Set

Set state Not set Set

Send bulk email to listed participants

Mainpage of this experiment

3.2 Check-in procedures

When a participant comes to the lab, they must fill out two forms. First, they must sign and date your consent form.

Second, they must fill out a receipt (leaving their earnings blank). A blank copy of the most recently approved receipt is available at the end of this guide. There are two key things to note about the receipt. First, it asks subjects for their social security number. If they feel uncomfortable giving their social security number, they can put their student ID number.

Tip: Procurement prefers that we get the SSN of each subject. I do not tell participants they can put down their student ID number unless they ask or when they check in they have left that section blank. Otherwise, all of the subjects use their student ID number.

Second, you need to mark down on each receipt which computer the subject is sitting at. To keep track of this, when a participant brings their forms to the front desk, I trade them a yellow card with a computer number on it for their forms. I then write down their number on their receipt. They are instructed to sit at the computer with the same number as the number on their card.

If you need a specific multiple of subjects for your study (eg. multiples of 2 for trust games), I will let subjects into the lab 2 at a time. This makes it easy to keep track of how many people you are letting in. If you end up with an odd number of subjects, or more subjects than computers, first ask for volunteers who would like to just receive their show-up fee and can leave. If no one volunteers, the last person in the door is given their show-up fee and cannot participate. They are informed in the policies that extra subjects are recruited and they may be turned away with just the show-up fee.

Tip: Subjects who are given the show-up fee and then dismissed also need to fill out a receipt. I also keep envelopes with show-up fees at the front desk in the check-in room.

3.3 Paying Subjects

At the end of the study, ask participants to line up outside of the control room door in the order of their computer number. Call them in **one at a time** to receive their payment, sealed in an envelope. This ensures that earnings are anonymous. It also saves you from having to answer questions about how much they earned and why, as they generally will not look in the envelope until they have left the control room.

As participants come in, trade them their earnings for their yellow computer number. Make sure to also mark on the receipt how much money they earned during the experiment.

3.4 Late participants

I rarely start a study exactly on time, giving subjects a few minutes of a grace period. The 7th floor of SBS is confusing, and subjects are often lost. Again, it is helpful before you begin your study to walk through the floor and find any lost participants. However, you shouldn't give too long a grace period, or the subjects who do show up on time will be waiting for a while.

There will almost always be late subjects. Make sure to shut all doors before you start the experiment or late subjects will try and come in and interrupt the study. Participants know they cannot participate if they are late.

If a student e-mails apologetically (and politely) after missing their session, I usually remove their no-show penalty and invite them to participate in future sessions. To do so, you have to remove them on ORSEE manually from the session they missed. However, this is up to your discretion. There is a balance to strike between maintaining the large subject pool, getting enough subjects for your own study, and removing subjects who will continue to miss study sessions.

4 After your study

4.1 Reporting Payments

After you have completed your study, you need to reconcile your funds with the procurement office. To do so, you must follow the following steps:

1. **Put all receipts in alphabetical order.** This is a pain, but greatly expedites the entire process.
2. Scan all receipts so you have digital copies.
3. Make a spreadsheet with all of the receipt information. This spreadsheet must include, in separate columns: session date, session time, first name of participant, last name of participant, SSN, student ID number (if no SSN), and earnings. **This spreadsheet must list participants in the same order as listed in the stack of physical and scanned receipts.** This is where alphabetizing makes your life, and procurement's life, much easier.
4. Fill out the petty cash count sheet (e-mail lab directors or manager for a copy of this sheet.)
5. Send the scanned receipts, digital petty cash count sheet, and spreadsheet to the procurement office.
6. Send the hard copies of the receipts, petty cash count sheet, and spreadsheet to the procurement office.

4.2 Complete study on ORSEE

Once you have finished all sessions in the lab, you also must indicate that you have finished the study on ORSEE. **Do not do this until you are certain you are not running any more subjects as a part of the same study.** Otherwise, it is extremely difficult to ensure you don't have repeat subjects in your study. The steps to complete your study on ORSEE are illustrated below.

Completing a Study

Once you're done with all sessions, navigate back to your study's home page

The screenshot shows the 'Basic Settings' section of the experiment configuration. A red arrow points to the 'Edit basic settings' button, which is highlighted with a red box. The 'Edit basic settings' button is located next to the 'Upload file' button. Other settings visible include the experiment ID (1549990607), name (CBPE Test), type (Laboratory (Lab)), and description (Test Experiment Notes for yourself Talbot Andrews). The 'Get emails:' field is also present.

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EXPERIMENT

Once you're done with all sessions, navigate back to your study's home page

Admin Area
User: talbotandrews
Date: 02/12
Time: 01:28pm

Main Experiments Overview My Experiments Create new Completed experiments Participants Overview Create new Calendar Emails Files Options Statistics Logout

CBPE Test

Basic Settings

1549990607 CBPE Test

Type: Laboratory (Lab)
Name: CBPE Test
Class:
Experimenter:
Email sender address:
Experiment not completed

Public name:
Description:
Notes for yourself
Talbot Andrews
Get emails:

Sessions from: 02/12/2019 to: 02/12/2019

1 Sessions scheduled
02/12/2019 12:00pm-01:30pm
Signed-up Subjects: 0 (30.6)

Participants

Assigned Subjects: 3710
Invited subjects: 0
Signed-up Subjects: 0

Assign subjects
Delete subject assignments
Send invitation emails
Monitor experiment mail queue
Customize session reminder

Then, click "edit basic settings"

Completing a Study

CBPE:DEL: Edit experiment

https://cbpe.labs.stonybrook.edu/orseed/admin/experiment_edit.php?experiment_id=1549990607

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Main

Experiments

Overview

My Experiments

Create new

Completed experiments

Participants

Overview

Create new

Calendar

Emails

Files

Options

Statistics

Logout

Mainpage of this experiment

Main

Logout

EDIT EXPERIMENT

Id: 1549990607
Internal name: CBPE Test
Public name: Test Experiment
Notes for yourself: Notes for yourself
Internal description: Notes participants can see
Public experiment note (will be shown on enrollment page next to experiment details):
Type:
Class:
Experimenter:
Experiment access restricted?
Get emails:
Experiment completed?
 Hide in public calendar?
Link to paper:

Indicate that your study is completed

Finally, click change

5 Forms

5.1 Receipt

Note: As we negotiate with the IRB, we are hoping to change the process of getting receipts and paying subjects. For a most recent copy of the receipt, contact the lab directors or lab manager.