

Procedures for running an experiment (1/20/10)

Recruiting

1. Schedule experiment and generate eligible list of subjects using Casselweb
2. Use recruiting email template (use Thunderbird to send to all address at once – **BCC!**)
3. Over-recruit about 50%
4. Send out recruitment email approximately 3-4 working days before the experiment.
5. Send out a reminder email one day before the experiment reminding subjects that they have agreed to participate and asking them for an immediate reply if their plans have changed.

Day of the experiment

1. Prepare subject sign-in sheet (no signature line needed)
2. Double-check that students on sign-in sheet haven't already participated
3. Check email /phone messages for cancellations
4. Set-up easel downstairs if additional subjects may be needed
5. Set up computers and check networking. Complete a trial run of the experiment
6. Give subjects consent form, all consent forms must be signed before the experiment begins
7. Ask subjects to complete the "research subject payments" form
 - a. All subjects must provide a UA student id or ss number – **double-check this!!**
 - b. All international subjects must provide entry and departure information in the box regardless of length of stay in the US
 - c. Copy passports of international student subjects and scan into database

Payment of Subjects

1. Enter payment information on "research subject payment" form
2. Call students individually to the front of the room
 - a. Privately give cash to subject in an envelope
 - b. Ask subjects to verify payment and to sign the "research subject payments" form

After the experiment

1. Scan "research subject payment" and consent forms – store on researcher folder on admin computer. Shred paper copies of consent forms..
2. Return paper copies of "research subject payment forms" and account for remaining cash with Debbie by the end of the day or the next day (if experiment finishes after 5).
3. Enter earnings information on casselweb
4. Note on an excel spreadsheet names and email addresses of subjects who signed up but didn't show up.
5. Send out a follow-up email to subjects who signed-up but didn't show up for the experiment – (double-check first that they didn't email the lab).
 - a. First and Second offense – warning email
 - b. Third offense – final warning
 - c. Fourth offense – remove from the database
6. Lab cleanup and lockup