Protocol Summary

1. Introduce yourselves and thank everyone for coming
2. Welcome / sign-in – subjects read laminated consent form.
3. Pay each person 200 rubles for showing up.
4. Ask if everyone agrees to participate or has questions about the consent form.
5. Begin reading instructions
6. Begin sharing game
7. Conclude sharing game
8. Roll die to select round that will count for earnings & announce outcome.
   a. Be sure that people can observe the die roll and let someone inspect the outcome.
   b. Display the selected round on the overhead
9. Distribute post-experiment survey, which includes dictator game instructions at the end.
10. Prepare final earnings for each person
11. Call subjects up one at a time to get paid.
    a. Confirm that everyone places dictator sheet in the envelope
    b. Ask if they have any questions about the dictator game (“one last sharing decision”)
    c. Pay subjects in cash (subjects should be paid in a separate room – or private space).
       i. Make sure they have the right bills to “make change” depending upon their sharing decision. Don’t want their decisions constrained by the way they are paid.
    d. Record payment in record book for Martha
12. Subjects leave room & exit experiment one at a time – (be sure you don’t send them out too fast that they bump into one another before depositing the envelope)
    a. Subjects place cash in envelope in private room and seal envelope.
    b. Subjects place envelope in container.
Dictator Game

1. Record session date and time in dictator game excel spreadsheet
2. Remove envelopes from folder
3. Record giving decisions and names of recipients / needy
4. Put all dictator game cash into one envelope
5. At end of experiments in a community randomly select recipients for all participants. If you run 4 treatments in one place – with 40 subjects – you will need to make 40 random selections (some people may give 0). It may be worthwhile to have a community leader sit in on this for transparency?
   a. For each player contribution place the amount given into a new envelope, double it, and write the name of the player you just randomly selected on the envelope. Distribute the envelopes to the players selected. It might be worthwhile to pay a trusted 3rd party to distribute the envelopes.
### Additional notes

**White USPS envelopes**

- We (mostly Dan!) prepared material for 24 sessions (4 treatments x 3 villages x 2 sessions per village).
- Each envelope contains all the materials for two groups of 5 people (blue and tan groups)
  - Decision cards (2 packs per person, one pack for each stage)
  - Sharing cards (stage 2 only, of course)
  - Record sheet (one stage on each side)
    - At start of experiment, make sure people are using correct side!
  - Manila envelope with surveys.
    - The dictator game instructions are on the last page of the survey.
  - 20 Letter-size envelopes
    - 10 will be used for subjects when making their sharing decision.
    - The other 10 envelopes are for after you open the original envelopes, record the data, double the money, put the recipient name on it, seal it and deliver it.
- There is one additional envelope with “extra stuff”
  - Laminated player numbers (needed for the survey, not the experiment)
  - Laminated consent forms
  - Extra envelopes (letter envelopes, USPS envelopes and manila envelopes)
  - Other stuff, but I forget...you might want to put the die, duct tape, etc in this envelope and bring it along every time.
- We sealed the envelopes so that it would not fall apart during your travels
  - If customs or someone opens them, remember they can be resealed with the duct tape.
- When running an experiment, you only need to bring one envelope for each session. **However, I’d suggest that you bring an extra (for the same treatment!) just in case something is missing or whatever.**

### Before people arrive

- Prepare public goods game spreadsheet
  - Enter the experiment date and the treatments into the spreadsheet.
  - Save each file with a unique name that includes the location, date and time.
    Example: Ossora-2011-05-01-1300.xls
For treatment T1, remember to hide the two columns related to the shock (there isn’t a shock in T1).

- Prepare entry for experiment logbook
  - Before every experiment, record the date, time, location, and treatments to be run.
  - During/after experiment, record number of subjects.
  - Keep track of how many sessions of each treatment have been conducted in each village.
    - The goal is to keep the design as “balanced” as possible, which means the same number of people in each treatment.
    - Hopefully you can get at least 10 people (2 groups of 5) to play each of the 4 treatments in each village (i.e., a minimum of 40 people per village).
- Dictator Game
  - Prepare spreadsheet by entering date_time
  - Find a place where you can pay people and where they can make dictator game decisions privately

Welcome

- Maybe have tea and snacks available. Could be handy if the next group is waiting for the previous to wrap up.
- Have laminated consent forms available on the table. Make sure each person looks it over, preferably before the experiment gets started.
- Make sure no one is under 18 years old

Notebook / log

- Be sure to make an entry for every experiment noting the date, time, location, number of subjects. Also be sure to record the treatments.
- Also use log to record anything noteworthy that could help interpreting the results.
  Examples:
  - In period 6, a subject notes that his data are entered wrong. Keep the data in the spreadsheet, then record what the incorrect and correct entries were, and the subject number who identified the problem. We will drop that data later.
  - Write down subjects numbers who are “unusual” in some way. Confused, drunk, loud. If you need to ask someone to leave, keep going with a 4-person experiment.
When possible, after the experiments debrief people about the experiment. Record any comments that are interesting, noteworthy.

Getting ready to start

- Ask if everyone has read the consent form and ask if anyone has any questions about it.
- Give each person their 200 rubles for showing up (if possible, give this at start rather than at end).
  - If someone leaves before the end and keeps the 200 rubles, be sure to get them to sign a receipt.
- If you have extra people show up, try to reschedule them for another time. Drew can decide whether it is appropriate to give the “bumped” people 200 rubles just for showing up. We do that here at UAA, and it’s probably a good gesture to do in the field as well.
- Try to assign seats at random, don’t just let people sit anywhere or pick seats next to friends, etc.
- Make sure people are seated in a way that there is at least some space for people to make decisions in private.
- With groups of 10, have the blue group sit together and the yellow group sit together. We want them to know who is in their group, and it’ll make handling the decision cards easier.
- Make sure people understand that the two groups are totally separate and will not interact.
- Have them sit in order of player number, again it’s easier for dealing with the cards.

Powerpoint slides for instructions

- Remember to start powerpoint slide at the right place. I’d let Drew take care of the powerpoint while Cristina reads the instructions.
- Cristina...remember to pause and point to the slides when appropriate. Help the participants understand why the slides are there and what they mean.
- There are also slides with examples of different decision cards and sharing cards. I don’t expect you to work through all of these during the instructions. They are there in the event that they could help with answering a question. It’s probably easier to point to a slide than to hold up one of the cards.

Practice rounds
After the first practice round, walk people through the whole table on the overhead.

Things to point out:
- Total hours for each person add up to 50
- Different people put different amounts in the individual and group activities
- Not all decisions have to be multiples of 5 or 10
- Get out a calculator
  - add up the group hours and note the total group hours
  - multiply the total group hours by 20 and announce the result
  - divide this by 5. It should match the spreadsheet.
  - Note that everyone gets the same from the group activity regardless of their decisions.
- Use 1 or 2 examples of the individual activity hours, multiply by 10, show individual earnings.
- Use 1 or 2 examples, add the individual and group earnings together to get total earnings

Then, have everyone copy their results from the overhead onto their earnings table. Drew and Cristina should walk around the room and check that each person is copying the correct information.

Ask if any questions.

For the first practice round of Stage 2, follow the same steps walking people through the new information on the overhead display. Make sure results are copied correctly.

At the start of stage 1, and probably again during it...
- Let people know that you can scroll back to review the history of previous rounds
- This is particularly important in the reputation treatments, but should be done in all for consistency.

Handing out player cards
- People should only have the cards for the current stage. When you hand out the next set of cards for stage 2, collect any leftover cards from stage 1.

Rolling the die
- Make sure you do this in a transparent way.
- At least some of the group members should be able to observe the roll.
• Be sure to show the mapping of the die to their outcome (e.g., 0-1 means A gets shocked, etc). If possible, write on the board or display on the projector.

• With two groups, it may be easier to roll the die once and have it count for both groups. Just be sure that’s clear. (If you find it confusing because the groups should be treated separately, then it’s ok to have separate rolls. Whatever is easiest to implement and best understood will be fine, just be consistent across groups).

Start of stage 2

• After the first practice round, be sure to review the results on the overhead.
• Check that people are recording the results correctly on their earnings table
• Ask people to make sure that the total shared matches what they think they shared.

Cash payments & Dictator Game

• When paying people in cash, make sure they have the right bills to make their own change. They need the ability to share whatever amount they want without having to go back to you requesting that you change bills for them.
• An ideal set up would be to have two rooms available.
  o Run the public goods game in Room #1.
  o Call people out into the hall one-by-one for payment in private (others in the group should not observe how much people are getting).
  o Direct them into Room #2 to make sharing decision in private
  o If there’s only one room available, perhaps you could position the dictator game space a reasonable distance away from you (down the hall) and behind you.
• When handing each person his/her cash, be sure to ask if he/she understands how this “last sharing decision” works. Walk through an example or two if needed. Make clear the decision is optional. If they wish to share nothing, leave the colored paper in the envelope with nothing in the envelope.

After the experiment

• The only experiment material that needs to be saved are
  o the surveys
  o dictator game envelopes.
Place these in the manila envelope. Be sure to label the manila envelope with date, time, location so you will remember which session the data are from. It
might be useful to keep the manila envelopes with the completed surveys in one of the extra USPS envelopes since those are water resistant.

- The decision cards, sharing cards and earnings tables can be destroyed.
  - Do this after you are sure that there’s a backup copy of the data on both computers.
  - Do not leave the discarded material someplace where it’d be easy for someone to find. We want to maintain confidentiality.

- Before you leave town, you will need to open the dictator game envelopes, record the data (Lance will send you a spreadsheet), double the amount, label the recipient, and reseal the envelope.
  - Remember to double the amount in the envelope before delivering!!

- Deliver the envelopes in person if possible. Otherwise, find a reliable 3rd party who you can trust to deliver the money. Maybe have a 4th person, like the mayor, aware of who should be receiving envelopes to keep the 3rd party honest. This way, the mayor can say “hey, did Bob ever give you an envelope?” The mayor does not need to know how much is in the envelopes, just that Bob should be getting one.

Survey data

- Next week, Lance and I will work on developing a data entry spreadsheet for the survey data. If you have down time, you can get started recording the data. Cristina, if you want to work on this in Moldova (when you have time), that’s ok. Keep track of your hours and we will pay you for it. Otherwise, we will have a Russian student at UAA do the data entry.

- Remember that we promised that we would keep people’s dictator game decisions anonymous. The only way we could trace their decisions is through the surveys which have individual names on them. Be sure to review the surveys in a way that protects this anonymity. Lance and I will develop a process that merges all the data while removing personally identifying information.