

General Protocol (Draft)

UAA Experimental Economics Lab

February, 2010

The UAA lab is open to faculty from any UAA department and is also open to faculty from other Universities. The lab will make every effort to accommodate your particular software choice.

While the lab is open to researchers from a variety of disciplinary perspectives and is very flexible in allowing faculty researchers to determine appropriate protocol, we require the following:

1. No deception
2. Subjects should be paid in cash at the end of the experiment, unless such payments are restricted by other University rules.
3. Recruited subjects turned away on the day of the experiment should receive some monetary compensation.

Running a paid research experiment:

UAA lab staff can assist in subject recruitment, scheduling, basic record keeping, and technical assistance during an experiment. Here are few simple procedures that will facilitate a smooth and successful experiment.

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1. Approval:

UAA IRB Approval

All experiments run in the UAA lab must show evidence of UAA Institutional Review Board approval - even if you are a researcher from another University and have received IRB approval at your home institution. Faculty needing to receive such approval should go to the UAA IRB web page ([click here](#)) and follow the procedures specified in order to have your experiment approved. This process can take as long

as 4-6 weeks so be sure to start early. Also note that UAA IRB approval must be renewed each year.

Please email Lance for a sample IRB form. Note that the lab has IRB approval for general subject recruitment and you can mention you will follow approved protocol in your request.

Experimental Lab Approval

Experiments run in the lab will also need our approval. Please submit a summary of the general research design (to elhowe at uaa.alaska.edu) prior to submitting the IRB request. Your proposed research design will be reviewed by an experimental economics lab committee.

2. Scheduling:

A NEW Experiment

To schedule a **NEW** experiment please email elhowe at uaa.alaska.edu about two weeks prior to a planned experiment. If not already on file, please also email a copy of your approved IRB application.

If your experiment is new or you have made major changes, plan on you and/or your programmer meeting with a lab assistant to perform a trial run of your software about one week before the date of the planned experiment.

We will recruit based on parameters you provide and that have been approved by the IRB.

An Ongoing Experiment

To schedule a session for an experiment that has already been run in the lab, you can [LOG-IN to the researchers home page](#) and schedule the experiment.

Alternatively, email elhowe at uaa.alaska.edu and we will do it for you. You can check the [calendar](#) to make sure the date is open. Please also contact the lab assistant to make sure the timing fits with his/her schedule.

Depending on the time of the year, recruitment should start at least three days prior to the start of the experiment. Overbooking by about 50% is usually needed (more during exam weeks).

3. Requesting cash: Individual researchers can follow the guidelines below or on request the lab director can make the request on your behalf.

CBPP Account: If you are requesting money from a CBPP account fill out the internal [“experiment petty cash request” form](#) developed by the CBPP Dean’s office. Submit this form to Debbie Risch (786-1916; [aycee at uaa.alaska.edu](mailto:aycee@uaa.alaska.edu)). This form should be submitted at least 10 working days before the planned start date of experiments. On the form indicate the amount requested, an account to charge, and a closure date (the date that all funds are accounted for with Debbie). As long as cash is stored in the CBPP safe, the accounting office will allow large requests with long time lags. However, all incentive payments must be accounted for before June 30 of each year.

Other UAA account: Ask administrative staff to submit a petty cash request to Martha Nelson in accounting. Note in the request that you are requesting petty cash to run an experiment and indicate the amount requested, an account to charge, and a closure date (the date that all funds are accounted for with your administrative assistant). As long as cash is stored in the CBPP safe, the accounting office will allow large requests with longer time lags. However, all incentive payments must be accounted for before June 30 of each year.

4. Getting Cash: You can either have cash delivered or you can pick up cash on your own. Picking up cash on your own is usually faster (it usually takes about three to five days to get a petty cash check) while cash delivery is more convenient but takes more time (it usually takes about five additional days for cash delivery).

To pick up cash on your own: The UAA accounting office will issue you a petty cash check. The accounting office is at the University Center. To pick this check up go in person or ask your department administrative staff to pick up the check (most departments have daily runs to accounting and can pick up the check). Go to a bank and cash the petty cash check. NOTE: you should not deposit a petty cash check into a personal account, the check needs to be cashed out in full and the cash stored by the researcher.

To have cash delivered: To have cash delivered, indicate this on the [“experiment petty cash form”](#) and submit a [FNBA central vault request form](#) with your petty cash request. Use the vault request form to indicate the denominations of cash that you are requesting.

The petty cash request that your administrative staff submits to Martha Nelson in accounting should indicate the name of the person to whom the cash will be delivered. Right now it is easiest to list Lance Howe – 786-5409 – [elhowe at uaa.alaska.edu](mailto:elhowe@uaa.alaska.edu) – as the primary contact since he has been dealing directly with the cashier’s office, UPD, and the safe is in his office.

Accounting will submit the petty cash check directly to the UAA cashiering office (you don't need to pick it up). Once the cash is delivered to the UAA cashiers office, Lance will receive a call and will set up a day for delivery or pick-up. If UPD delivers the cash they will deliver sometime between 11:00 and 12:00 Monday through Friday. Currently we are charged around \$25 per delivery.

After deliver Lance will contact the researcher and they will verify the amount of cash delivery using the lab cash-counting machine.

5. Cash handling and storage: We have several small cash boxes that are stored in the larger safe. Each researcher receives a cash box for each project / experiment they are running. Researchers receive a key to their cash box and the only back-up key is kept in a sealed envelope in an administrative office. All researchers have the combination to the safe but each researcher has a unique cash box key. Researchers are responsible for accounting for all cash at the end of an experiment and they are responsible for any missing cash.

If a lab assistant will be running experiments for a researcher, then the researcher should coordinate with the assistant to provide the cash. The assistant will have an empty lab cash box to use for cash handling. The assistant should only be given enough cash for daily experiments. At the end of the day, or early the next day, the assistant will return residual cash to the administrator who will put it in the safe. We do not store cash in the lab.

6. Making Cash Payments: Lab staff will make incentive payments for the researcher at the conclusion of experiments. All participating subjects who receive a cash payment sign the lab show-up / sign-in sheet and complete the [UA Research Subject Payments form](#). Subjects must include either a student id number or a social security number.

Subjects who are not US citizens or resident aliens are paid in cash at the time of the experiment but must complete additional paperwork. International students must provide the additional Tax Residency information on the [UA Research Subject Payments form](#). This information should be kept current. Lab staff must also make photocopies of the international student passport and visas and submit them to the UAA accounting office. To allow for cash payments the lab pays a 30% tax on incentive payments for each student participating in the experiment. Researchers from other institutions will need to reimburse the lab for this extra cost.

7. Researchers from Other Institutions: When researchers from an institution other than UAA run an experiment at UAA, the lab will make subject incentive payments on their

behalf and will follow UAA accounting protocol. The outside researcher will make a direct payment CBPP and funds will be deposited into the designated lab account. The lab will arrange for cash to be available for the outside researcher to run their experiment. The outside researcher will be charged a small fee for this service.

8. Subject Packets:

Before your experiment please email lab staff electronic copies of any extra handouts you would like us to include in subject packets on the day of the experiment. Normally we distribute the consent form and the subject compensation form.

9. Running the Experiment:

Researchers should coordinate with the lab director to run experiments. The lab assistant can run experiments for researchers and it is easiest if lab staff assist in making incentive payments. If the programming for your experiment is new, please plan to be present the first experimental session or have your project programmer present.

10. Accounting for cash:

For each experiment the lab assistant (or experimenter) prepares a summary sheet of subject earnings for each session ([click here for an example](#)). This summary sheet, along with the subject's payment forms for all participants should be turned in to Debbie Risch. Debbie will forward these receipts to accounting and provide the researcher with a receipt equal to the total of subject payment forms.

The accounting office has requested that receipts are turned in as experimental sessions are completed. A general rule of thumb is to turn in a batch of receipts when a set of three sessions are complete. Alternatively, you can give Debbie receipts after each session.

After completing planned sessions (or seven days before the petty cash closure deadline) the researcher should give Debbie any remaining cash along with the receipts Debbie provided the researcher. The receipts plus the residual cash should equal to the amount of the petty cash request.

Facility Use Fees:

The lab can receive payments for facilities use or administrative support of experiments. We have created a CBPP facilities use form for these purposes and money received by the lab for services will be kept in the designated lab account (org 11124 – fund 104110).

At the lab's discretion a nominal service fee may be charged to researchers running experiments at the UAA lab. We request that **researchers writing grant proposals include a service fee in their proposed budget.** The cost for running 10 identical two hour experiments is roughly \$1,500 to \$2,000.

Please contact Lance Howe at 786-5409 or elhowe at uaa.alaska.edu for more information.