SSEL User Policies and Guidelines for Experimenters

Registering as an SSEL experimenter:

- Anyone involved in the design, setup, conduct, or supervision of experiments at SSEL must be registered with the Caltech IRB as an experimenter on an approved protocol before applying for registration as an SSEL experimenter. To apply click here and fill out the SSEL experimenter application form. All users of the lab must provide proof of certification, having passed the online test, and agree to abide by SSEL policies. This includes faculty, visitors, postdocs, and research assistants. Registered SSEL users will be given a SSEL domain login account and card access to the lab, and be provided with a tutorial for using the lab, the computer, and the subject recruiting software.
- Non-Caltech Investigators must identify a Caltech Faculty sponsor.
- The Faculty sponsor must submit an IRB Initial Query to the Caltech IRB.
- Non-Caltech Investigators are required to provide evidence of human subjects training and IRB approval from their home institution.
- The director of SSEL will determine if a Non-Caltech Investigator's study meets the requirements for the study to be run at SSEL
- Postdocs, Visitors, Grad RAs, and Undergrad RAs may only be registered as an SSEL user under a faculty sponsored protocol.
- All registered SSEL experimenters agree to abide by the user policies described in this document. Violations may result in suspension of SSEL privileges and, in serious cases, notification to the Caltech IRB and/or the Caltech administration.

Approval for running an experiment at SSEL:

- Prior to running any sessions, each new experiment must be approved by the Director. The experimenter must provide specific information, including a brief abstract-length description of the experiment, a sample copy of instructions, the expected number of subjects to be used across all sessions, and the expected number of sessions.
- Submit this information by clicking here and filling out a new experiment application form. Then email a copy of the IRB approval notice for the protocol and a sample copy of your experiment's instructions to director@ssel.caltech.edu.
- Experiments using deception will not be approved and may not be conducted at SSEL.

Setting up, running, and recording summary information for a session of an experiment at SSEL:

- At certain times that are hard to predict, time slots for running experiments become scarce. Anyone wishing to reserve more than 6 hours of time slots in a given week must receive prior approval from the director or assistant. Signups for software testing should also be made on the calendar when possible, but may be bumped by real experiments up to 24 hours before the time the testing is scheduled. No signups are allowed more

than 2 weeks in advance. Canceled sessions must be removed from the calendar and reported to the director or one of the SSEL staff members.
- Experiments approved for SSEL must be conducted at the SSEL site and may only use subjects recruited from the SSEL subject pool.
- Experimenters should arrive at the lab 30 minutes prior to the experiment. Experimenters must block off enough time on the calendar to allow for this, plus the actual conduct of the experiment, subject payments, and cleanup time.
- Before an experimental session, experimenters must check each participant's Caltech
- student ID card and match it with the information in the signup sheet. All SSEL participants must be registered Caltech students.
- Login procedures at the start of the experiment must be done so that identifying information is not recorded by the computer. To facilitate this, workstations are now "named" and either those names, the IP address of the workstation, or some other anonymous login procedure should be used. Experiments run by pencil and paper should not have identifying information on any subject's recording forms.
- Subjects may not use the computers for general use such as browsing, email, or searching directories. It is the responsibility of the experimenter to monitor this.
- Subjects must be paid in private and must leave the lab immediately after being paid.
- All recruited subjects who show up in time for the posted experiment are entitled to receive a showup fee of $5.00. For any subject who participates in the experiment, their earnings during the experiment are added to their showup fee. Negative earnings during an experiment may not be subtracted from the showup fee. The standard lab payment for on-time extras is $5.00. Experimenters are not obliged to pay showup fees to late-arriving extras. Showup fees in excess of $10.00 require prior approval from the SSEL director.
- Subjects, extras, no-shows, and payment information must be recorded in the SSEL Subject Database immediately after each experiment. Basic information about every session conducted at SSEL (including failed sessions) must be filled out in the summary form (found on the Manage Experiment page) after the session is completed and emailed to sseladmin@ssel.caltech.edu.
- Any unusual or inappropriate circumstances must be reported to the SSEL director.

General Rules:

- No food or drink or personal use of phones is allowed in the lab.
- Files should be moved off of local machines and off the expuser SSEL domain account as soon as possible. Any files an experimenter leaves on a local machine or on the expuser account, including the desktop, may be deleted without notice by SSEL staff. The entire SSEL lab cluster is ghosted on a regular basis, so this is a real risk. SSEL is not responsible for your lost files.
- Exceptions to any of these policies for a particular experiment require the permission of the director in advance.