

A PRACTICAL GUIDE TO LAB-BASED PSYCHOLOGICAL INQUIRY

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Version 2

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This document discusses practical matters tied to performing psychological research in the labs of the Faculty of Behavioural and Movement Sciences at the Vrije Universiteit (VU). It contains information on issues transcending individual pieces of research, such as lab access, technical support and participant recruitment.

Lab Hours

The labs are located in the basement of the *Transitorium* building. They are used primarily for cognitive psychological inquiry by means of behavioral studies, eye-tracking experiments and EEG research. You can access the labs on weekdays from 07:00 to 22:00. For more information on each lab, you are referred to the official lab wiki (<http://coglabwiki.psy.vu.nl>).

If you use a lab, indicate this by turning on the red light. This is particularly important at 19:00, when security guards check if the labs are still occupied. If no light is perceivable from outside the lab, they may turn on the alarm, while you are still in the lab. If they see the red light, they may approach you to ask when you plan to leave, which can be no later than 22:00.

Lab Access

Each lab can be accessed with a lab-specific access card, that can be obtained at the front desk in the *Transitorium* building. After showing your VU student card and indicating which lab you want to access, you have to put down your name, student number and phone number in order to receive the card from the employee at the desk.

If you need the card for a single day, you have to return it to the desk on that same day. If you need the card for multiple days, you can hold on to it until the end of the week, but you cannot keep the card during weekends. Thus, it should be returned to the desk before Friday at 22:00. If nobody is there to take the card, you may put it in the designated slit.

Lab Calendars

Each lab has its own calendar, that can be accessed via *Outlook Calendar*, which is part of your university email. In it, you can see existing bookings and book lab time yourself. If you reserve a lab, include your name and contact information in the reservation. If you want to access the calendar of a particular lab, you should contact Artem Belopolsky (a.belopolskiy@vu.nl).

EEG labs can be booked via the TOPdesk reservation system (<https://topdesk.vu.nl>). For more information on how to book the lab see <https://tinyurl.com/ut4snmin>.

Technical Support

If you have trouble with the equipment in the lab or you require special tools (e.g., luminance meters), you should contact *Technical Support for Research and Education* (TO3). Support staff for psychology can be found in room TR-K1E-33 (phone: +31622316109) and in room MF-B659 (phone: +31611319126). Alternatively, you can contact TO3 at helpdesk.fgb@vu.nl.

Informed Consent

People can only take part in a study after providing written informed consent. Thus, you need them to sign an official informed consent form before you are allowed to collect any data from them (http://coglabwiki.psy.vu.nl/index.php/File:Informed_consent_ENG.docx). If you have new participants, ensure this form is available in the lab for them to fill out on paper.

Participant Recruitment

In most cases, participants are likely to be first-years from *Psychology* or *Pedagogical Sciences*, as they are required to take part in psychological inquiry for ten hours to obtain course credits. If you require an account on the standard participant recruitment system, called *Sona Systems* (<https://vu.sona-systems.com>), you should contact Barbara Goudriaan (b.goudriaan@vu.nl).

For more information on how the system works, how to use students as participants and what responsibilities you have as an investigator, you are referred to the official researcher manual, which you may request from Barbara Goudriaan (version April 2019: <https://bit.ly/37u5QAE>). Questions about *Sona Systems* and related matters can be sent to subjectpool.fgb@vu.nl.

Reimbursement: Credits

You can have people sign up for a timeslot on *Sona Systems* or you can have them stop by the lab to participate on an ad hoc basis. In both cases, you should award participants their credits via *Sona Systems* within five business days after participation. People earn one credit for each minute they spend on the experiment, rounded up to the nearest ten.

If people participate without an appointment, you have to put down their name, VUnetID and how many credits they earned and give them a slip of paper containing the name of the study, the number of credits and your own name and email. If they sign up via *Sona Systems*, but do not turn up or cancel too late, you may give them penalty points (i.e., negative credits).

Reimbursement: Money

If people take part for money, they earn €8 an hour in most studies, but some exceptions exist (e.g., EEG studies yield €10 an hour). Participants are paid (exclusively) via bank transfer. Thus, you need them to fill out an official payment form (distinct forms exist for IBAN and non-IBAN bank accounts). For more information and the declaration forms see: http://coglabwiki.psy.vu.nl/index.php/Participant_payment.

After data collection, you should send the form(s) to Suzan Besuijen (s.a.besuijen@vu.nl), who ensures people receive their money, usually within a few weeks. Questions about the form(s) can be directed at your supervisor. If he/she is not with *Experimental and Applied Psychology*, you should ask the secretariat of their department where to send the form(s) instead.

Research Data

Legally, data on people are often not anonymous, but personal (<https://bit.ly/3apGIN8>). Thus, you have to be familiar with the most important documents on data management and privacy (<https://fgb.vu.nl/en/research/data-management>). Two indispensable ones are *Safe Practices for Students Working with Research Data* and *Safe Data Use Outside of the VU*.

Questions about data and privacy should be directed at your supervisor. If he/she is uncertain, you can send your questions to research.data.fgb@vu.nl or you can stop by room MF-C680 on Tuesdays between 14:00 and 16:00. For more information on handling research data, you are referred to the designated *LibGuide* (<https://libguides.vu.nl/researchdata>).