PROTOCOL RESEARCH ASSISTANT (COGNITIVE PSYCHOLOGY): LAB K1F-46

Getting accounts etc.

You need an account for the EMS system (http://ems.psy.vu.nl) - ask Daniel: d.schreij@vu.nl - and an account or the wiki page (http://coglabwiki.psy.vu.nl) - ask Artem: a.belopolskiy@vu.nl. Moreover, you have to add the lab (FPP LAB-TR-K1F46) to your Outlook Agenda so that you can book the lab K1F-46 (6 cubicles) each week - for getting the rights to do so ask Artem. For the sona system (https://vu.sona-systems.com) and to log in to the computer in the lab you will use the research-assistant-account (login: Cogpsyproefleider, pw: Aandacht!). There is a gmail account: cogpsychoproefleider@gmail.com (pw: Aandacht!), but it is rarely used.

The old research assistant has to make sure that:

1) Your email address is added to the sona system, so that you will get the email with the sign-ups one evening before.
2) The emails of the gmail account are forwarded to you email address.
3) You are added as an editor/admin to the facebook page “Cognitive Psychology, VU Amsterdam” – it has turned out to be very good to always post on facebook whenever you put new timeslots into the sona system.

What are all the systems/websites for?

Through the sona system people can sign up for experiments and you can give first-year Psychology students credits for participation. It’s good to put around 20 timeslots online per day (sign-ups are a lot more efficient than waiting for walk-ins). The EMS is used to keep track about who participated in which experiment. On the coglabwiki page, you can find/add all information about the labs and computers.

Getting Started

1. Get the key of the lab at the FPP helpdesk at -1 (return it at the end of the day – after 5pm in the postbox of the helpdesk).
2. Get in, turn on the lights in the room and the cubicles (on the little black ipod thing on the back wall: the brightness has to be on 1). If it is not such a busy day put out the advertisement.
3. Start the experimenter computer (login: Cogpsyproefleider) and click on the desktop item “WakeAllCubicles” (this will start all computers at once).
4. Check the sona system to see when people signed themselves up for experiments.

5. Check EMS system for the up-to-date experiments. Here, all the running experiments can be found, with the all the necessary information (nr .of participants to run, E-prime file names, and additional study information, restrictions to participate etc).
6. Before you start testing any participants, you have to calibrate the screens (each screen takes approx. 3 minutes):
    a. Plug the device into the USB port
    b. Hang it over the screen, so that it's in the middle
    c. Close the program and restart "blue eye pro". The circle has to be under the calibration device.
    d. Click on "continue" until "calibration" → start/run (takes approx. 3 mins), afterwards: "test and report", "start" (takes approx. 30 secs)
    e. RESULT: the deviations should be lower than 5%: if the deviation is higher, run again! → click on "quit"
7. Because of some recent experience of people stealing stuff from the rooms, it is important to always lock the door when you leave! Since it's impossible to keep an eye on every bag on a busy day - let the participants take their bags with them inside the cubicles (emphasize that they should not do anything else except for the experiment).
8. If you don't have a lot of sign-ups, you can put the experiment on the screens near the computer room (2nd basement) to attract more walk-ins. Description how to do that is on the wiki page under "reach participants via info-monitor".

Running a participant *(Participants can either sign up for experiments through the sona system, or just walk in)*

1. In case of a walk-by participant choose an experiment that is of a suitable duration for the participant. Ask if the participant wants to be paid in credits or money (for all reward experiments, people can only participate for money!!). Note: participants are required to be students (VU, UvA, Utrecht etc). In doubt ask for their student's card.
2. First, check if the subject is already in the EMS database. If not, add him/ her to the EMS. Before you start the experiment, add the participant to the experiment in the EMS – you will get a warning if the participant has already participated, you will see the subject nr and the starting time.
3. Let him/ her sign an informed consent if it is not included in the experiment (the filled out consent forms have to go into each researchers file folder).
4. Open the folder of the researcher (on desktop "Userdata-shortcut") and open the experiment (OpenSesame or E-Prime) - also check which number the file needs to

get (subject nr), and fill in any additional information when asked for; such as age, sex, and handedness of the participant. When needed to fill in personal information like last name; ask for permission of the participant). In E-Prime, session number is always 1, if not instructed otherwise.

5. When you want to terminate press control-alt-shift in e-Prime, in opensesame you have to press Esc.
6. Explain the experiment to the participant. Always first take a look at the experiments yourself, to be able to explain them correctly. Also tell them to read the instructions before they begin.
7. If necessary, give them a score Form and pen.
8. Wish good luck (if needed, remind them of the 'rules': no internet access and serious participation).
9. Only open the doors, or let the participant open the door, in between blocks.
10. When the participant is finished check whether E-prime has made a *.txt and a *.edat file (for experiments from Martijn, there is usually no .txt file!).
11. In case of a runtime error, evaluate what could have been the reason, if you can't think of one, e-mail the researcher whose experiment has crashed, and explain what happened. Pay the participant for the time he has participated (not the whole duration of the experiment).
12. If you have to restart the experiment, do this with the same information (subject number etc.)
13. Provide the subjects with a debriefing when they finish the experiment (in case you got one from the researcher).
14. In case of a problem with the computers etc. ask Yarik from the Helpdesk.

Experiments with Headphones

The headphones should be plugged in already in each cubicle. The volume is mostly on 50%.

Pay the participant

Money: Participants earn 8€/hour. Pay them for the duration of the experiment (for an experiment of 20 minutes, they'll get 3.00) (see the scheme in the lab). If a participant has ran several studies, just add up the amounts of the separate studies without counting (mandatory!) breaks between experiments. Participants should not do more than 3-4 experiments a day. Make sure they filled in ALL REQUIRED INFORMATION on the declaration form!!!

The payment system got changed in December 2014, so there is no cash money anymore but the participants get the money via bank transfer. So far, it is not clear how exactly everything is going to work in the future. For now, each participant has to fill out a declaration form (that you can get from Barbara - the secretary of Cognitive Psychology or on the wiki page). The filled-out forms can then be handed over to Barbara and she will forward it to the finance people. Since there have been some troubles with the finance department, always scan in all documents before you give them to Barbara (so you have a proof in case anything gets lost). Scanning documents can easily be done on the copy machines by putting all of the on the top tray and letting them be scanned to your VU-email address).

- ➔ Unfortunately, it still can take up to several weeks for the participants to receive their money – so, you should prepare them for that !!!

For checking the BIC numbers:
http://www.betaalvereniging.nl/europees-betalen/sepa-documentatie/bic-afleiden-uit-iban/

Credits: Credits is only for first-year Psychology (or related) students. In their first year, they have to participate in experiments for 10-hours.They get 60 credits per hour (1 per minute). When they signed up using a timeslot, you just grant them the credits by going to the corresponding timeslot in sona systems (also see the VU Sona Systems part below), else you can sign them up by hand:

1. Log in at vu.sona-systems.com as Cogpsyproefleider
2. My Studies
3. Choose the right study, and click on Timeslots
4. Add a/multiple Timeslots
5. Fill in the date and time
6. Add this Timeslot
7. My Studies (again)
8. Click on the correct experiment
9. View/Administer Timeslots
10. Modify
11. Sign up either by last name or student number (the latter is preferred, because some names are very common)
12. Go to the timeslot again, and choose the number of credits you want to grant, and click grant credit.

VU Sona Systems (https://vu.sona-systems.com)

In general, keep the sona updated: if one study is finished, change the status to inactive (otherwise you get loads of e-mails of participants that want to participate in inactive studies). Add timeslots at least a few days in advance. For the short descriptions check the EMS system or write something very general yourself.

To add a study, log in with the Cogpsyproefleider-account:

1) Click on “Add new study”
2) Usually it’s just “Standard study”; Important: if it is a reward-study, participants can only get money and no credits (select “paid” then); if people can get either money or credits, select “credit”; click next
3) Eligibility Requirements: always age and vision (check old experiments); minutes should be the same than duration, click on “approved” and “active study” otherwise the study will not appear.
4) In the advanced settings you can add studies that people should not have done before, so as soon as they try to sign-up it’s not going to work. BUT: it is possible that people have done one of these studies without being signed up through the sona system, so you also have to check in the EMS system once they arrive.

Beard-Masks

Use a new beard-mask to put over the chinrests for every participant. If you run out of beard-masks, you can get new ones at the Helpdesk.

No experiments running?

E-mail the entire Cogpsy department (cogpsy_medewerkers.fpp@vu.nl), and in no-time there will be new studies available!

Synctoy

You should run the Synctoy (on the desktop when logged in with Cogpsyproefleider) at the beginning and end of each day to 1) get new experiments that were added to the server on every computer and 2) get the participants’ data from each cubicle back to the server (the researchers really like seeing new data coming in for their experiments soon). The synchronizing takes about 20-30 minutes, so do it on time!

Administration& Practical Info

1. Keep track of the hours you make
2. Make sure you have enough time to calibrate the screens and get prepared before the first participant arrives
3. Check the wikipage (or ask Barbara) for the declaratieformulieren, informed consent forms etc.
4. If the room is already occupied by somebody else on the days you would like to work, contact that person to see if you can arrange something.

If you have questions, contact me (annethaler@web.de) or ask Artem.

Good luck! ☺