

C.E.L.S.S.
COLUMBIA EXPERIMENTAL LABORATORY IN THE SOCIAL SCIENCES

Usage Agreement

We welcome researchers to make use of the Columbia Experimental Laboratory for Social Sciences (henceforth CELSS) and its associated subject pool on ORSEE, at orsee.econ.columbia.edu. In doing so, the following general guidelines apply and must be adhered to:

1. **Day of usage:** Experiment hours must be arranged with the CELSS manager.
2. **No deception:** CELSS and the ORSEE subject pool cannot be affiliated with any experiment that involves deception. Deception is defined as intent to deceive and includes deliberately partial or unclear information that would be misinterpreted by an observer in good faith. The laboratory is very concerned about developing and maintaining a reputation among the student population for honesty. Subjects may suspect deception if it is present. Moreover, even if subjects fail to detect deception within a session, it may jeopardize future experiments if the subjects learn that they were deceived and report this information to friends and acquaintances, i.e. future potential participants. Experiments that involve deception and then later truth-telling (i.e. debriefing) are also proscribed.
3. **ORSEE recruitment software.** In order to use CELSS' physical lab, experimenters are required to recruit their subjects by using the ORSEE Recruitment Software (orsee.org), at orsee.econ.columbia.edu. To create an account on ORSEE, please contact the lab manager at celss-manager@columbia.edu. The guide on ORSEE's use is available at <http://orsee.econ.columbia.edu/public/documentation/exp-guide.pdf>
4. **Financial reward.** For any subject recruited through ORSEE, the minimum payment for an experiment (if completed) cannot be below \$5. This is our baseline incentive used to encourage subjects to sign up for experiments; any lesser reward could cause attrition of our show-up rate and subject pool. Experimenters must choose experimental parameters leading to average payments of about \$15 per hour.
5. **Payments.** If a subject is signed up for an experiment and arrives at the lab on time, that subject must be paid according to the payment rules specified at <http://orsee.econ.columbia.edu/public/rules.php>
6. **Online experiments and surveys.** Any online experiment or survey run using either CELSS' financing or software must also satisfy the no-deception rule. Although the motivation in these cases is different, CELSS intends to build the reputation of upholding best experimental economics standards. Online experiments and surveys using the ORSEE subject pool must also pay a minimum of \$5 and an average of \$15 per hour. Online surveys and experiments using online subject pools (e.g., MTurk) must pay a minimum of \$1 and an average of \$15 per hour.
7. **IRB approval.** All experiments using the ORSEE subject pool, as well as all experiments using CELSS' financing, physical lab, or software must obtain approval from Columbia's Institutional Review Board (IRB). (Note that this includes online experiments or surveys funded or otherwise supported by CELSS.) For more information on this process please refer to the IRB website at <http://www.columbia.edu/cu/irb/>. Experimenters must ensure that the lab manager has the most recent IRB stamped version of the experimental instructions on file at all times. The only exceptions to this rule are experiments that are part of a class and do not use the ORSEE subject pool.
8. **Lab booking.** Available CELSS blocks can be viewed on the Calendar page of our recruitment system, at http://orsee.econ.columbia.edu/public/show_calendar.php. These times may be

booked up to ten days in advance. The lab cannot be reserved for more than eight hours for the same researcher more than one week in advance. If an experiment is canceled after being scheduled on ORSEE, an email must be sent to all signed up participants as early as possible. Furthermore the experimenter must be present at the beginning of the original experiment time. Any participants who show up for a canceled experiment must be paid the show-up fee.

- 9. Cleanup.** After using the CELSS we expect all researchers to leave it in the state it was in upon arrival. No experiment-related papers should be left on any desk, and all experiment-specific software and files should be removed from the computers. Wipe down keyboards, mice, and glass above screens. In addition, it is important to turn off all computers at the end of the day.
- 10. Early arrival.** Experimenters must be at the CELSS at least thirty minutes before start time.
- 11. Lab staff.** Lab staff will help with technical problems encountered while using laboratory equipment or software. However, they will not assist in running any experiment. Hardware issues are not guaranteed to be solved immediately.
- 12. Softwares.** No other software or applications shall be installed on any of CELSS's computers. Users should only use the applications that have already been installed.

By checking the boxes below, you additionally confirm the following:

- I will not begin recruitment for my experiment until I have received IRB approval and sent the stamped protocol to the lab manager. I will ensure that the lab manager has the most recent IRB stamped version of the protocol at all times.
- My experiment does not contain deception. I have included language about CELSS's no-deception policy (<https://celss.iserp.columbia.edu/research-projects/rules>) in my experiment's instructions.
- My experiment pays at least \$15 per hour on average. The minimum payment is at least \$5 if the ORSEE subject pool is used, or the minimum payment is at least \$1 if an online subject pool is used.
- I will not begin recruitment before testing my experiment with the lab manager. I will alert the lab manager if I intend to use a recruitment invitation that differs from the ORSEE default invitation.
- I understand that I will need to sign a new usage agreement each time I run a new experiment.

Please address all questions regarding this document to the lab manager at celss-manager@columbia.edu. By signing this document, you verify that you have read and understood each of these guidelines. Usage of the lab will not be granted without this signed form. Failure to comply by these guidelines will result in future lab usage privileges being revoked.

Experiment Title

Signature

Date

Principal Investigator/Adviser Signature (if different)

Date