

BELSS

Bocconi Experimental Laboratory for the Social Sciences

Usage Agreement (Version: April 10, 2022)

We welcome Bocconi researchers to make use of the Bocconi Experimental Laboratory for the Social Sciences (henceforth, BELSS) and its associated subject pool. In doing so, the rules below apply and must be adhered to. Rules with (*) apply to studies conducted in the physical premise of BELSS, regardless of how participants are recruited (for example, regardless of whether participants are recruited from the BELSS subject pool or the “Marketing Lab” subject pool). Rules with (#) apply to studies that recruit participants from the BELSS subject pool, regardless of where the study is conducted (for example, regardless of whether the study is conducted in the physical premise of BELSS or online).

1. **(*, #) No Deception.** The BELSS laboratory and the BELSS subject pool cannot be affiliated with any experiment that involves deception. Deception is defined as intent to deceive and includes deliberately providing 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. Participants may suspect deception if it is present. Moreover, even if participants fail to detect deception within a session, it may jeopardize future experiments if participants 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 prohibited.
2. **(*) Lab Calendar.** The lab availability can be checked online. To add the BELSS calendar to your Outlook calendars, follow these instructions: 1) Go to <https://outlook.office365.com/calendar> and login with your Bocconi credentials; 2) Click on "Add calendar" in the left-hand column; 3) Select "Add from directory" on the left-hand column; 4) Type belss.lab@unibocconi.it in the field "Enter a name or email address"; 5) Ignore "No results found" and click on "Use this address: belss.lab@unibocconi.it"; 6) Click on "Add".
3. **(*) Lab Booking.** To reserve the laboratory for an experiment, email the lab’s Senior Research Assistant (see <https://www.belss.unibocconi.it/wps/wcm/connect/Cdr/Belss/Home/People/> for current contact information). For reservations more than 10 days in advance, no more than two full days per week can be booked.
4. **(*) Cancellation.** Cancellations impose serious opportunity cost, therefore the following cancellation policy is strictly enforced: lab sessions can be canceled without cost up to three working days in advance. If you need to do so, contact the lab’s Senior Research Assistant immediately, so other researchers can be contacted to fill up the sessions. When lab sessions are canceled less than three days in advance, the PI must pay the minimum participation remuneration of 5€ to each scheduled participant.
5. **(#) Participants’ Recruitment.** The lab’s Senior Research Assistant manages the SONA system and the recruiting of student participants from the BELSS subject pool. Researchers who wish to run experiments with the BELSS subject pool need to ask the lab’s Senior Research Assistant to recruit participants for them.
6. **(#) Participants’ Remuneration.** For any participant recruited from the BELSS subject pool, the minimum average payment per hour spent in the laboratory (including check-in, instructions and

check-out) is 7.5€, the absolute minimum payment per hour is 5€. Payments can be probabilistic as long as the minimum payment is 5€. If a participant is signed up for an experiment and arrives at the lab on time, that participant must be paid. If payments are made through Amazon gift-cards, cards must be delivered to participants within two weeks. The lab's senior research assistant handles all subject payments.

7. **(*, #) Bocconi ECR Approval.** All experiments using participants recruited from the BELSS subject pool as well as all experiments conducted in the BELSS laboratory must obtain approval from Bocconi's Ethics Committee Review (<https://ecr.unibocconi.it>). Experimenters must ensure that the lab's Senior Research Assistant has proof of ECR approval (or proof of ECR submission for studies which are eligible for self-evaluation as determined in Appendix B of the Bocconi Reserch Ethics Policy) and the most recent ECR-approved version of the experimental instructions on file at all times.
8. **(*) Installing Software.** To install new software on any of the the 28 computers located in the laboratory, researchers need to get approval from the BELSS Director or Vice-Director (see <https://www.belss.unibocconi.it/wps/wcm/connect/Cdr/Belss/Home/People/> for current contact information). Software can only be installed by BELSS IT Consultant (Davide Musella from Iniziativa).
8. **(*) Clean-Up.** After using the lab, we expect all researchers to leave it in the state it was in upon arrival. No experiment-related papers/materials should be left on any desk, and all experiment-specific files should be removed from the computers.
9. **(*) Early Arrival.** Experimenters must be at the laboratory at least thirty minutes before an experimental session start time.
10. **(*) Senior Research Assistant.** In addition to scheduling sessions on the calendar (see 3 above) and recruiting subjects from the BELSS subject pool (see 5 above), the lab's Senior Research Assistant will help researchers with setting up the laboratory, checking-in participants, running the study, and checking-out/paying participants. He/She will also help with technical problems encountered while using laboratory equipment or software (but note that hardware issues are not guaranteed to be solved immediately).
11. **(*) Covid-19 Protocol.** The laboratory is open for data collection at full capacity (i.e., up to 27 participants per session). However, researchers are required to enforce social distancing (e.g., at participants' check-in and check-out) and to disinfect computer stalls between sessions (with the help of the Senior Research Assistant). We also recommend researchers to reward participants with electronic payments (e.g., Amazon gift-cards) rather than cash.

By signing this document, you verify that you have read and understood each of these rules. Usage of the laboratory or its associated subject pool will not be granted without this signed form. Failure to comply with these rules will result in future lab usage privileges being revoked.

Principal Investigator Name

Principal Investigator Signature

Date

If Principal Investigator is a Bocconi Student:

Academic Advisor Name

Academic Advisor Signature

Date