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 C.E.L.S.S.) 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:** Check the C.E.L.S.S. blog calendar section for experimentation hours. Any experiments or testing outside these hours must be arranged with the CELSSS manager and/or director.

2. **No deception:** The C.E.L.S.S. 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; this is to ensure that subject actions are motivated by induced monetary rewards rather than by reactions to suspected manipulation. 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 the C.E.L.S.S., 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 are encouraged to choose experimental parameters leading to average payments of at least $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. **IRB Approval.** Unless they are part of a class, all experiments using the C.E.L.S.S. or the ORSEE subject pool must obtain approval from Columbia’s Institutional Review Board (IRB). 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.

7. **Lab Booking.** Available C.E.L.S.S. blocks can be viewed on the Calendar page of our recruitment system, at http://orsee.econ.columbia.edu/admin/calendar main.php. These times may be booked up to one month in advance. The lab cannot be reserved for more than 8 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.
8. **Cleanup.** After using the C.E.L.S.S. 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. In addition, it is important to turn off all computers at the end of the day. Economics graduate students use the space when it is not devoted to experiments and should not be able to have access to the computers. The computers can be turned off remotely from the server computer using the lab remote program.

9. **Early Arrival.** Experimenters must be at the C.E.L.S.S. at least thirty minutes before start time.

10. **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.

11. **Softwares.** No other software or applications shall be installed on any of C.E.L.S.S.’s computers. Users should only use the applications that have already been installed.

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.

________________________   ________________________
Signature                          Date

________________________   ________________________
Principal Investigator/Adviser (if different)  Date