Behavioral Research at Darden (BRAD) Lab

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BRAD LAB POLICIES SHEET

The BRAD Lab is an interdisciplinary laboratory supporting the application of behavioral science to business and society. It is the operational arm of the Convergent Behavioral Science Initiative (CBSI) at UVA. We serve to further the development and application of behavioral research across disciplines. Affiliated faculty represent a wide range of data-driven fields including business, public policy, engineering, architecture, education, nursing, and medicine.

The following content outlines policies on use and operation of the BRAD Lab. Adherence to the guidelines below will enhance Lab user experience and enable efficient production of excellent research. Lab management maintains the right to update the policy as needed.

INSTITUTIONAL REVIEW BOARD (IRB)

1. **<u>IRB Approval</u>**
   All research projects involving human subject testing, whether online or in person, must receive UVA IRB approval prior to conduction through the BRAD Lab. Due to UVA research policy, BRAD Lab personnel will only conduct research projects where the UVA IRB number and approved project proposal form (iProtocol form) are submitted to the Lab in advance of research conduction. If a researcher modifies a research protocol in any way, then the researcher must also submit proof of UVA IRB modification approval to the Lab.
   - Click <u>here</u> to access the UVA IRB iProtocol form.
   - Click <u>here</u> for information on how to create a new iProtocol.
   - Click <u>here</u> to submit study details and UVA IRB protocol content to the Lab.

2. **<u>CITI Training</u>**
   All researchers listed on a UVA IRB protocol, including any project collaborators at UVA or at other institutions, must complete Collaborative Institutional Training Initiative (CITI) training. If a researcher at a non-UVA institution does not have CITI training, the researcher must provide evidence of comparable ethics training for approval by the UVA IRB Office.
   - Click <u>here</u> to access CITI training materials.
   - Click <u>here</u> for more information on transferring CITI training to UVA from another institution.

3. **<u>Protocol Modifications</u>**
   Researchers are solely responsible for obtaining UVA IRB approval of any modifications to protocol.
   - Researchers must ensure that all instructions and information provided to BRAD Lab for study conduction comply with the approved study protocol and UVA IRB regulations.
   - Click <u>here</u> to view instructions on submitting a modification form for protocol.

ACCOUNTABILITY

1. **<u>Approval</u>**
   BRAD Lab management maintains the sole right to approve or deny use of Lab resources, personnel, and facilities.
   - Lab management maintains the right to suspend or terminate research procedures if at any time management deems that use of Lab resources, personnel, and facilities deviates from approved UVA IRB protocol and compromises Lab integrity.

2. **<u>Acknowledgement</u>**
   By using the services of BRAD Lab, the researcher accepts responsibility for acknowledging Lab support in the resulting intellectual outputs, including but not limited to: papers, articles, briefings, books, teaching cases, and conferences.

FUNDING

1. **Funding Source**
   Researchers must list a funding source in advance of beginning a project through the Lab.
   - Researcher funding at UVA is assigned by finance departments at each school through an account called a Project, Task, Assignment, Expenditure, and Organization (PTAEO).

2. **Petty Cash**
   Researchers must submit all petty cash requests ***at least seven days*** in advance of the date needed.
   - The UVA IRB number, PTAEO number, and approved IRB iProtocol submission content are required to make a petty cash request. Click here to submit a request for petty cash.

3. **Payment Services**
   BRAD Lab provides payment services for data collection platforms such as MTurk, CloudResearch (formerly TurkPrime), Prolific, and Qualtrics.
   - Please contact BRAD Lab personnel concerning payment services for data collection platforms not listed.
   - All funding requests for the above vendors require a UVA IRB number, PTAEO number, and approved IRB iProtocol submission content.
   - Please email a BRAD Lab Coordinator for more information on how to complete a request to fund Qualtrics data collection.
   - Click here to submit a funding request form.

PERSONNEL

1. **Research Assistants (RAs)**
   BRAD Lab provides researchers with skilled RAs to staff projects. Researchers must adhere to the following policies in order to maintain the efficiency of Lab operations.
   - Request
     Researchers must provide BRAD Lab personnel with the RA's required qualifications, a project description, and a project timeline when making a staffing request. Click here to request an RA.
   - Assignment
     After BRAD Lab personnel identify potential RAs, researchers must confirm RA suitability for projects and establish communication with RAs within ***three business days***.
       - BRAD Lab management maintains the right to release the RA's time if within three business days the researcher has not established a connection with the staffed RA.
       - We would like to know your satisfaction with our RA's performance. We would appreciate if you take the time to give us your thoughts. Please click here to provide feedback on RA performance.
   - Cancellations
     If a researcher cancels RA meetings or project sessions ***less than 24 hours*** in advance of the session start time, then the researcher must compensate the RA for her/his time through a cancellation fee. The fee amount scales based on project structure and schedule. Lab management maintains the sole right to determine the final fee.

- Reassignment
    Researchers should not use RA time for purposes beyond originally assigned projects.
    - If a researcher seeks to use RA time for a project beyond what was originally proposed, then the researcher must consult with the Lab management and obtain consent from the RA in advance.

2. **Participants**
    Researchers are solely responsible for following UVA IRB guidelines concerning all interaction with participants. The Lab maintains the right to suspend or terminate procedures if researchers do not adhere to UVA IRB guidelines on participant interaction. Click here to see UVA IRB policies on participant groups.
    - Compensation
        Click here to see UVA IRB policies on participant compensation.
        - Researchers must consult the Lab management with any questions concerning participant compensation.
        - Researchers are required to document all payments made for funds administered by UVA. Documentation includes collection of participant signatures, compensation date, and in some instances, collection of participant SSN. Please contact the BRAD Lab for details.
        - Researchers must separate the data collection process from participant compensation information. Please consult Lab management on how to execute this properly.
    - Informed Consent
        Researchers must obtain consent from participants before beginning research procedures. Click here to see the UVA IRB policies on informed consent.
        - Study Withdrawal
            1. Participants have the right to withdraw consent or leave research procedures at any time.
            2. The participant receives no penalty for this decision and will still receive study compensation.
        - Recording Participants
            Researchers must obtain UVA IRB approval and participant consent to record participants.
            1. Click here to see adjustments to informed consent when recording participants.
            2. Researchers are responsible for keeping the signed participant consent form according to UVA IRB regulations.
        - Deception
            Obtaining participant consent is an ongoing process for studies involving deception.
            1. Researchers must provide a debriefing session, debriefing statement, and post-debrief consent form to a participant after the study is complete.
            2. Click here to see adjustments to informed consent if there is deception in a study design.

- Cancellation
  Researchers should refrain from cancelling participant sessions less than 24 hours in advance of the scheduled time of participation. A cancellation fee may apply if the cancellation will affect the integrity of the BRAD Lab subject pool.
    - Show Up Fees
      If for any reason researchers must turn away participants who are already at the research site on time, then the researcher must compensate the participant with a show up fee. For example, a researcher might require a specific number of participants in a study group in order to gather data and recruits over the needed amount of participants to ensure the needed number appears. Participants who are on time and turned away due to excessive sign ups must still receive compensation.

SPACE

1. **Usage**
   Lab space is reserved for research purposes only. BRAD Lab management maintains the right to approve or deny use of space.
   - Please submit all requests for use of space to Lab management ***at least three weeks in advance*** of study execution. Click here to request space.
   - Reasonable usage of space is subject to the size and timeframe of a proposed project.
   - No food or drink is permitted in the Lab research space unless these materials are necessary for study design and execution.

2. **Storage**
   BRAD Lab can temporarily store study materials for researchers throughout the duration of a study if necessary.
   - Researchers must remove all study materials from Lab space after a study closes due to storage limitations.

EQUIPMENT + TECHNOLOGY

1. **Hardware**
   Researchers may request use of hardware in the Lab by contacting the Lab management.
   - Lab equipment is solely reserved for research purposes.
   - Researchers are solely responsible for the safekeeping and securing of all materials used in the Lab during study procedures.

2. **VALT (Video Audio Learning Tool)**
   Researchers utilizing VALT are responsible for ensuring that all personnel staffed on a research project are properly trained on use of the system.
   - Please email Lab management to request training on VALT.
   - All use of VALT necessitates safekeeping of data in compliance with UVA IRB policies on sensitive data.
     - Researchers should never share VALT login credentials.
     - Researchers should never leave their account unattended.

- Researchers are responsible for data collected in personal VALT accounts.
- All recordings are kept in BRAD Lab's VALT server for 1.5 years before transferring to the archive for another 3.5 years. Recordings are terminated after 5 years. For the first 1.5 years after study close, researchers can access their recordings on the server any time using their login credentials. Researchers must send a request to BradAdmin@darden.virginia.edu if they want to obtain archived study recordings. Please note that it will take up to 7 business days for technical personnel to retrieve archived recordings.
- If researchers would like to download data from VALT, they must comply with the UVA IRB policies on data storage and destruction. Additionally, the researchers must review and sign the BRAD Lab VALT Download Agreement. If researchers would like to review the agreement, they may email a BRAD Lab Coordinator for a copy of the document.

3. **Damaged Materials**

Researchers must alert Lab personnel if at any point Lab hardware fails or is broken.
- If damaged materials are a direct result of researcher negligence, then researchers are liable for the cost of repair or replacement of materials.

DATA

1. **Compliance: Retention & Destruction of Data**

Researchers must adhere to all UVA IRB policies on the collection and safekeeping of data.
- Researchers are solely responsible for ensuring that all personnel staffed on projects comply with UVA IRB policies on safekeeping of data and materials during all phases of research conduction.
- BRAD Lab is not liable for storage of collected data. It is the responsibility of the researcher to ensure that data collected during research studies is adequately secure according to UVA IRB policy and to the researcher's satisfaction.
- Click here to see UVA IRB policies on data collection and storage.
- Click here to see UVA IRB policies on destruction of data.

2. **SONA Systems Participant Data**

To optimize the SONA system and to keep an updated participant pool, BRAD Lab regularly performs deletion maintenance on participant information in SONA. Additionally, SONA performs maintenance on system data. BRAD Lab is not liable for any loss of data on SONA systems. It is the responsibility of the researcher to secure any data tied to the SONA systems participant pool on a regular basis. During study closing procedures, BRAD Lab will provide support to researchers and send researchers a copy of their study data from SONA. Researchers are solely responsible for saving this data as they deem necessary. BRAD Lab does not store data for researchers. Please reach out to a BRAD Lab Coordinator if you have questions about this process.