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GETTING STARTED

Welcome to the Research Center for Group Dynamics Robert B. Zajonc Experimental Laboratories, a.k.a. RCGD Labs or Zajonc Labs. We are located in the basement of the ISR building on Thompson Street. This resource is a shared resource for all of the members of RCGD. Please read this entire document to become familiar with lab policies. These policies are not intended to make it difficult to use the labs but rather to make it possible for many to share them.

If you have questions about anything in the Zajonc Labs, please email zajonclabs@umich.edu.

Access to Waiting Rooms

Access to Waiting Room doors is available through an M-Card reader. An ISR key request form must be filled out at least two business days prior to the need to gain access to the labs. Borrowing M-Cards from someone else who has access is not permitted.

Leave Waiting Room door(s) open to allow subjects to wait; shut the Waiting Room door(s) when you leave. For security purposes, never leave the Waiting Room doors open when unattended.

Interior Door Keys

Keys to the interior lab rooms are kept in lock-boxes in the lab. There is one lock-box next to room 248 and there is another lock-box in front of room 224. Each box has a key that opens 204, 248, 212, 224, 228 and 232.

When you arrive in the lab, open one of the lockboxes; remove the key; open your lab door(s); return the key immediately. Remember – the keys in the lockboxes are for everyone running. The combination for the lock boxes can be obtained from the Zajonc Lab Manager or your study manager.

Reservations

Reservations are required for all rooms in the Zajonc Labs via the ISR Meeting Room Manager (MRM). An ISR Windows domain account is required to obtain access to the MRM system. If you do not have an ISR domain account, talk to the Zajonc Lab Manager. Your RCGD support person can reserve rooms for you in the meantime. The MRM system is on the ISR Intranet which means it is available from within the ISR buildings, via a VPN connection or by logging onto the ISR Intranet (compute.isr.umich.edu log in with your ISR username preceded by ISR\ and ISR password).

DO NOT sign up for more time than is required for your experiment – there are many others that may need to use the same space at the same time.

When reserving rooms, (1) include an experiment description; (2) include your contact information (email and/or phone – NOT just your name); (3) do NOT reserve rooms for 24/7.

Recurring reservations:

When creating a recurring reservation, do not change the End date to your last day.
• Enter the beginning time and the ending time;
• Check the box next to the room
• Enter your meeting information;
• Click the Recurrence box.

NOTE: If nothing happens check to see if you are blocking popups.

• In the Recurrence popup box Select tab indicating whether you are making a daily, weekly, monthly, yearly or random reservation and fill in the information that is appropriate; uncheck Include weekends if you are not running on the weekend;
• Click the calendar icon and choose the last day you will run. Now click [OK] … then [Save and Close] on the main page.

Be sure to select appropriate room(s) when reserving space. If you are running one to four people, do not reserve room 212 which has 20 computers and is designed for groups. See “Available rooms” in the Resources section of this document to select the appropriate space for your experiment.

Computer Passwords
All computers require a login and password. A generic login can be used (user = pclab   password = pclababc). An ISR domain account for your study is preferred and allows you to save your data privately on the server. Data saved to pclab is viewable by anyone who logs in as pclab. If you have any problems with passwords, contact the Lab Manager.

Required Front Desk Notification of Experiment
ISR Lab Experiment Information Sheets are required each month you are running. Return completed forms to the ISR Information Desk. If the Information Desk is closed, there should be directions for where to turn them in. If there are no notes at the information desk, please leave the form on the Lab Manager Mailbox on 5th Floor.

Do Not Disturb Signs
There are plastic sign holders next to most interior lab doors and/or signs on the door knobs. These laminated “EXPERIMENT IN PROGRESS … DO NOT DISTURB” signs should be made visible during your experiment. After you are finished turn the sign(s) around to the blank side; clean up your area; turn off the lights; and shut the door(s).

Getting your subjects into the lab
If you are running in one of the interior lab rooms, tell your subjects to come to the ISR basement, either to Waiting Room 1 or Waiting Room 2 and provide directions: Enter main entrance of ISR at 426 Thompson Street, turn left and take elevators or stairs down to the basement. Exit left from the elevator or stairs; the waiting rooms are about 30 feet down on your left.
Running experiments in the RCGD Zajonc Labs

**Running after hours**

If you are running after ISR’s normal business hours (7:00AM-5:00PM) additional planning will be required. If there is Information Desk coverage (someone working the Information Desk), they will unlock the front door and your subject(s) can enter and proceed down to the labs. If there is no Information Desk coverage, you will need to meet your participants at the front door to let them in.

**Never** prop the ISR entrance door open after hours. It would be wise for you to have a plan in place in case there is no coverage.

There is a telephone keypad inside the set of double doors at the ISR main entrance. When #001 is entered, the telephones in both waiting rooms will ring. If you are running in the evening when there is no Information Desk coverage, you can instruct your subjects to enter #001 on the keypad; the telephones will ring; you can answer then go meet your subject(s).

We are **not** putting a permanent note above the keypad because we do not want random people calling the lab nor do we want you responsible for meeting them. You may post a temporary note above the keypad while you are running, but you **must** remove it when you meet your last subject.

This means that you should add this information to the instructions you give to your subjects when you are running after hours. If the Information Desk is open they should follow the instructions on the door and they will be let in; if the Information Desk is not open, they should dial **#001** and you will come up and let them in.

**NOTE:** *The # in the keypad number is the pound key and must be entered. When giving directions you might want to be clear (i.e., dial the pound key then 001 … #001).*

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**RESOURCES**

**ISR Duplicating Service**

Copies can be made in the ISR Duplicating Center -- 160 ISR. Their hours are 7:30AM-4:45PM. You must have a short code or cash to use their services. For prices and services available, check with them directly.

**Digital Data Projector (aka LCD Projector or DDU)**

There is a DDU mounted in room 212 and another available (see Lab Manager).

**Network**

All of the lab computers are connected to the ISR network. They are all capable of reaching the Internet, therefore they are all able to run experiments from the Internet or from one of the ISR servers.

**Printer**

There is one printer in the lab. It is in room 232. This printer is provided for the use of anyone running in the lab. If you are running and need to print, you should bring paper since paper is not provided. Also, the printer is not installed on all computers. If you will need to print, check to make sure it is installed and available. If you need it installed on a computer, contact the Lab Manager. The expectation is that most of your printed material is produced elsewhere. Remember the ISR Duplicating Service is an excellent resource.
**Saving Files**

Do **not** save your data to the hard drive of any computer in the lab. Periodically machines become unstable and need to be rebuilt. There will never be any hesitation to reformat hard drives in the lab. If you have saved data on a machine that becomes unstable and is reformatted you will lose your data. All users should be able to either save data to a server (all machines have access to server space) or to some other removable device.

**Software**

The following software should be installed on all windows computers:

- Adobe Reader
- Mozilla Firefox
- MS Office
- MediaLab/DirectRT

If you have software specific to your study, contact the Lab Manager and arrangements will be made to install the software. Be sure to allow enough time (one week or more) for this process to occur prior to when you plan to begin running.

**Supplies**

You are responsible for your own supplies. This means you obtain whatever supplies you need (yes, including paper and pencils). There are lateral file cabinets and shelves in the space near 204 and 248 that you may store your supplies in. Be sure to mark them with your name unless you are willing to share them.

**Telephones**

There are telephones in some rooms. These phones are for local calls only.

- Waiting Room 1: 936-1176
- Waiting Room 2: 647-5622

Cell phones do not always receive a good signal in the basement.

**Available Rooms**

The following room descriptions should be taken into consideration when trying to determine which room(s) is/are appropriate for specific studies. Do not reserve rooms for more time than you have subjects committed or you may be asked to give up your time.

Rooms 248A-F **accessible from Waiting Room 1:** These small cubicles are reserved individually and have both Macintosh and windows based computers.

Rooms 204A-C **accessible from Waiting Room 1:** These small cubicles are reserved as a group. They have windows based computers.

Rooms 204D-F **accessible from Waiting Room 1:** These small cubicles are reserved as a group. They have windows based computers.

Room 212 **accessible from Waiting Room 2:** This room has 20 windows based computers divided by partitions. There is a data projector in this room with a pull-down screen. A Powerpoint presentation
may be shown using either the computer in Room 232 with a remote control device, PC #10 (LAB212-10), or a laptop. This room was designed to be used when running a group. Because Z-Tree is frequently used, there is a computer in room 232 designed to be used as the Z-Tree server. Note: room 232 cannot be reserved but is automatically linked to the 212 reservation.

Room 232: Not on Reserve System. The computer in this room is only available to groups reserving room 212. The lab printer is stored in this room and available to the entire lab. Lockers in this room are also available to all running in the lab.

Room 228 accessible from Waiting Room 2: There are four computers in this room with partitions between the workstations.

LAB ETIQUETTE

Clean up
The labs do not have nightly janitorial service. It is everyone’s job to keep the area looking nice. Please pick up after yourself and your study. If a wastebasket is full, dump it in the large receptacle in the hall. If you notice a mess that you are unable to clean up, please put a note on the door at the end of the outer hall (custodian room). Our custodians are very good, but they cannot clean up a mess if they do not know about it.

Data Storage
This is an ongoing problem that we do not have a solution for. There is very limited space in the lab which means we do NOT have storage facilities for everyone’s data. You can store a limited amount of blank and completed questionnaires if you can find empty shelf space or empty file drawers. If you are stacking your papers loosely around the lab -- on top of filing cabinets, counters and on the floor, your papers are in jeopardy of being moved (possibly to the recycle bin). PLEASE store your data somewhere outside of the lab.

Food
Do not eat or have food and/or drink at the computers. If you are running a study where you are giving your participants snacks, please ask them to eat them in the Waiting Room. If your participants show up with food, please ask them not to eat and drink at the computer stations.

Health
Flu germs can be spread when a person touches something that is contaminated with germs and then touches their eyes, nose or mouth. Flu germs can live for hours on surfaces like doorknobs, desks, keyboards and mice. To help stop the spread of germs, wipe the keyboard and mouse with antibacterial wipes provided prior to running. If there are no wipes or hand cleaner in the lab, contact the Lab Manager and request more.

Identify your subjects
One of the difficulties of running experiments anywhere is getting enough subjects for your sample. Every study has the same expectation of their subjects showing up and being part of their experiment. Please have your list of subjects and check them off as they arrive. If a subject arrives but is not
on your list, please do NOT include them in your study. Ask them to wait in the Waiting Room until the Investigator for their study gets them.

**Lockers – Temporary Use**
There are small lockers with padlocks in room 232 for temporary storage of valuables. The intention is for these to be used during the running of a study then emptied and the padlock put back on the empty locker ready for the next user.

**Moving equipment**
Don’t do it! Please! These labs are a shared resource. The equipment configuration has been created after much thought and consideration. If the configuration does not work for you and you think you need to alter it, please check with the Lab Manager first.

**Show up**
This may sound silly, but every semester subjects show up at their assigned time and no Experimenter is there to meet them. Subjects are confused and annoyed and spend time trying to figure out who they should contact. If you have scheduled a subject and are running late, please arrange for an assistant to show up, contact the subject (making sure that you reach them), or as a last resort, call the Lab Manager and ask that a note be put on the door for the subject.

**PROBLEMS**

**Emergencies**
You are responsible for guiding your subjects in case of an emergency. In case of fire or other emergency that requires evacuation, please stop your experiment immediately and show them out. In case of bad weather, you may continue your experiment, but encourage them to stay until the “all clear” is given. There are emergency booklets on lab bookshelves for your information and on the ISR Intranet (please become familiar with them): http://www.compute.isr.umich.edu/ISREAP/.

**Computer Problems**
When a problem arises on one of the computers, please contact the Lab Manager at zajonclabs@umich.edu; or SRC computing at 3-7699.

Be sure to note what room the computer is in and which computer you are having an issue with. (Computers should have an identifier either on the CPU, monitor or both, i.e., RCGDLab-37 in room 212.)

**Visitors**
Occasionally visitors wander in looking for paid experiments to participate in. Please tell respondents unless they have official University business, such as an assigned study time, they should not come to nor remain in the ISR buildings. Be clear that participants are not chosen or assigned by any staff at the ISR building. If you are confronted with people attempting to get into an experiment, please ask them to go back to the source of the experiment (Psychology, School of Information, Communications, etc.). Do not send them to the ISR information desk.
APPENDICES

APPENDIX 1 -- FORMS

ISR Key Request form is required to obtain M-Card access to the waiting rooms. This must be done prior to day of experiment. Please do not wait until the day you are running then try to find someone to let you in.

Available online [http://www.rcgd.isr.umich.edu/rcgdlabs.htm](http://www.rcgd.isr.umich.edu/rcgdlabs.htm) and next to RCGD Director’s Office floor.

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**ISR KEY AND CARD ACCESS AUTHORIZATION FORM (Revised 11/14/2007)**

All information must be legible – please print neatly or type all applicable information (except signatures).

<table>
<thead>
<tr>
<th>UMID Numbers:</th>
<th>ISR Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RCGD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Office Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mina</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Office Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor</td>
<td>E-Mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you moved to a new office?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If “Yes” provide old office address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING KEYS REQUEST:**

<table>
<thead>
<tr>
<th>Key #1:</th>
<th>Key #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>duplicate</td>
<td>replacement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IM Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CARD ACCESS REQUEST:**

Access Type: ISR - Thompson

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Immediate Supervisor</th>
<th>Signature Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Entrance (124-7, 1170)</td>
<td>R. Connell or S. Mann</td>
<td>Nancy Exelby signature</td>
</tr>
<tr>
<td>Main Entrance (1121-7, 1200-3M)</td>
<td>R. Connell or S. Mann</td>
<td>Nancy Exelby signature</td>
</tr>
<tr>
<td>Main Entrance (1301, 1303)</td>
<td>R. Connell or S. Mann</td>
<td>Nancy Exelby signature</td>
</tr>
</tbody>
</table>

**FOR NON-REGULAR PERSONNEL**

Access End Date (required: 7-1-2008)

In order to process this request for non-regular personnel, describe why direct access is needed in lieu of a designated regular staff member providing the necessary access for this person.

The following Supervisor agree to be responsible for the order of all listed keys. Non-regular personnel’s access and date:

Supervisor Name: ____________________________
Signature: ____________________________

Date: ____________________________

**ACCESS HOLDER’S SIGNATURE: ____________________________**

Date: ____________________________

**CENTER DESIGNATE AUTHORIZATION: ____________________________**

Date: ____________________________
The **Confidentiality Form** must be signed by everyone working in ISR including everyone running studies in the Zajonc Lab. Available online [http://sites.isr.umich.edu/confidentiality](http://sites.isr.umich.edu/confidentiality) and next to RCGD Director’s Office 5th Floor.

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**Institute for Social Research**  
**University of Michigan**

**PLEDGE TO SAFEGUARD RESPONDENT CONFIDENTIALITY**

I have read the Institute for Social Research Policy on Safeguarding Respondent Confidentiality, and pledge that I will strictly comply with that Policy. Specifically:

I will not reveal the name, address, telephone number, or other identifying information of any respondent (or family member of a respondent or other informant) to any person other than an employee directly connected to the study in which the respondent is participating.

I will not reveal the contents or substance of the responses of any identifiable respondent or informant to any person other than an employee directly connected to the study in which the respondent is participating, except as authorized by the project director or authorized designate.

I will not contact any respondent (or family member, employer, other person connected to a respondent or informant) except as authorized by the project director or authorized designate.

I will not release a dataset (including for unrestricted public use or for other unrestricted uses) except in accordance with authorization, policies and/or procedures established by ISR and the Center with which I am affiliated.

I will take all necessary precautions to avoid unintended disclosure of confidential information, including securing of paper and electronic records, computers, user IDs and passwords.

I agree that compliance with this Pledge and the underlying Policy is: 1) a condition of my employment (if I am an employee of ISR), and/or 2) a condition of continuing collaboration and association with ISR (if I am an affiliate of ISR). I understand that violation of this Policy and Pledge may result in disciplinary action, up to and including termination of employment or severance of any relationship with ISR and the applicable research project.

If I supervise affiliates who have access to ISR respondent data (other than unrestricted public release datasets), I will ensure that those affiliates adhere to the same standards of protection of ISR respondent privacy, anonymity, and confidentiality, as required by this Pledge and the associated Policy.

Signature: ______________________________

Typed or printed name: __________________ Date: ______________

Affiliation (if non-ISR employee): ______________________________

Rev 1-3-2011
ISR Lab Experiment Information Sheet is required each month you are running experiments. Return completed forms to the ISR Information Desk. If the Information Desk is closed, there should be directions for where to go. If there are no notes, please leave the form in the Lab Manager’s mailbox on the 5th floor.

Available online http://www.rcgd.isr.umich.edu/rcgdlabs.htm and next to RCGD Director’s Office 5th floor.
APPENDIX 2 – ZAJONC LAB FLOOR PLAN

APPENDIX 3 – HELPFUL LINKS

Emergency Action Plan (what to do in an emergency): [http://www.compute.isr.umich.edu/ISREAP](http://www.compute.isr.umich.edu/ISREAP)

RCGD Lab Page: [http://rcgd.isr.umich.edu/rcgdlabs.htm](http://rcgd.isr.umich.edu/rcgdlabs.htm)


ISR Duplicating: [http://projects.isr.umich.edu/duplicating/](http://projects.isr.umich.edu/duplicating/)

ISR Intranet: [http://compute.isr.umich.edu](http://compute.isr.umich.edu) (see note below for login help)

ISR Pledge to Safeguard Respondent Confidentiality: [http://sites.isr.umich.edu/confidentiality/Docs/ConfidentialityPledge.pdf](http://sites.isr.umich.edu/confidentiality/Docs/ConfidentialityPledge.pdf)

VPN --- Instructions for Mac: [http://www.compute.isr.umich.edu/ms/indexold.html](http://www.compute.isr.umich.edu/ms/indexold.html)

VPN – Instructions for Windows 7: [http://www.compute.isr.umich.edu/ms/win7vpn.html](http://www.compute.isr.umich.edu/ms/win7vpn.html)

Z-Tree: [http://www.iew.uzh.ch/ztree](http://www.iew.uzh.ch/ztree)

**NOTE:** Some of the links above are housed on the ISR Intranet and require you to either be inside of ISR or log in. You can log in with your ISR username and password preceded by ISR\