Research resources for the Carlson School of Management

- Subject Pool
- SONA Experiment Management System
- Flexible research space
- Experiment development space
- Hidden video and audio
- Secured Access
- Data Security
- IRB contact

About the Labs

All of the information regarding the labs can be found on the Carlson School website under Faculty & Research/Research Facilities/Behavioral Labs:

http://carlsonschool.umn.edu/faculty-research/behavioral-labs

Lab hours

The Behavioral Labs are used by researchers who have reserved them in advance. The labs can be reserved for any available time slot during public building hours. Access to the Carlson School building is restricted after 7:00 p.m. on weekdays and all day on weekends. Only those with UCard access may enter the building during these times. Receptionist coverage for the 3rd and 4th floor security doors is 7:00 AM – 6:00 PM. Outside these hours you will need to monitor hall doors to assure access for all subjects. The Lab Manager’s hours are generally 8:00 a.m.–4:30 p.m., Monday–Friday.

Behavioral Lab I (Carlson Room 3-114) has five private rooms, four with capacities for 1 participant, one conference room with capacity for 6, and a central computer station accommodating 4 individuals. This secure facility provides eight computers equipped with research software. Reserving this facility also gives you access to a small waiting room across the hall (room 3-113) with a capacity for 12 participants.

<table>
<thead>
<tr>
<th>Room</th>
<th>Equipment</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-114A</td>
<td>One computer and chair, privacy door</td>
<td>1</td>
</tr>
<tr>
<td>3-114B</td>
<td>One conference table, 6 chairs, privacy door</td>
<td>6</td>
</tr>
<tr>
<td>3-114C</td>
<td>One computer and chair, privacy door</td>
<td>1</td>
</tr>
<tr>
<td>3-114D</td>
<td>One computer and chair, privacy door</td>
<td>1</td>
</tr>
<tr>
<td>3-114E</td>
<td>One computer and chair, privacy door</td>
<td>1</td>
</tr>
<tr>
<td>3-114 Central Computer Station</td>
<td>4 private workstations</td>
<td>4</td>
</tr>
<tr>
<td>3-113 Waiting Room</td>
<td>12 chairs for participants and one small table</td>
<td>12</td>
</tr>
</tbody>
</table>
Behavioral Lab II (Carlson Room 4-264) has two separate rooms for research, both equipped with video cameras and monitoring capability. The Group Research room seats 8–10 participants. The Individual Research room seats 6 participants at private carrels with desktops. It has a separate observation room with a private entrance that offers multiple observation options.

<table>
<thead>
<tr>
<th>Room</th>
<th>Equipment</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>Individual Research Room</td>
<td>Seats 6 participants at private carrels</td>
<td>6</td>
</tr>
<tr>
<td>Group Research Room</td>
<td>One conference table, 8–10 chairs, private door</td>
<td>8–10</td>
</tr>
</tbody>
</table>

Behavioral Lab III (Carlson Room L-119) has seven desktops with internet access and limited research software. Space for up to 7 subjects in private carrels. This secure facility is easy to access in Carlson's lower level.

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<thead>
<tr>
<th>Room</th>
<th>Equipment</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Research Room</td>
<td>Seats 7 participants in private carrels</td>
<td>7</td>
</tr>
</tbody>
</table>

Behavioral Lab IV (Carlson Room 1-148) has six desktop computers equipped with internet access and limited research software; one wireless laptop for the researcher. Space for up to 6 subjects, with dividers for privacy. This secure facility offers easy access on the ground level of the Carlson School.

<table>
<thead>
<tr>
<th>Room</th>
<th>Equipment</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Research Room</td>
<td>Seats 6 participants with dividers for privacy</td>
<td>6</td>
</tr>
</tbody>
</table>

Mobile Lab has six laptop computers equipped with internet access and limited research and security software, and one wireless laptop for the researcher all locked in a mobile storage cabinet. The Mobile Lab may be reserved and checked out through the reservation request form. Room reservations should be arranged separately through the appropriate departmental staff.

Social and Behavioral Sciences Laboratory in Anderson Hall – Carlson School Researchers may also use the CLA behavioral lab. Information on this lab may be found at: http://researchsupport.cla.umn.edu/home.

- 36-station controlled environment computer lab
- Custom-designed privacy carrels
- Support for precision timing/display tasks and real-time group interactions
- Support for software including Inquisit, z-Tree, MatLab, PsychoPy, E-Prime
- Separate waiting and instruction rooms
Before reserving the labs

- Visit our website, carlsonschool.umn.edu/behavioral-labs/, and read the Behavioral Labs Guidelines and Procedures before making a reservation.
- If your research includes subject pool use, please email your IRB approval letter, submission and any updates to the Behavioral Labs manager prior to completing the reservation form. More information on the IRB can also be found on our website under the Researchers/IRB Information tabs.
- Check the Labs Calendar on our website for available time slots.
  - Add the Labs Calendar to your own calendar by clicking on the calendar icon located at the bottom right of the calendar.
  - Filter calendar views by viewing the pull down menu when you click on the down arrow located at the top right of the page.

To reserve lab space

- Visit our website at carlsonschool.umn.edu/behavioral-labs/ and under the Reserve the Labs tab you will find the reservation request form. Once filled out completely, you will receive confirmation of your lab reservation within 24 business hours by email on weekdays when school is in session. If you haven’t, please email csomblab@umn.edu.
  - A short security training is required for all lab users. Security software on lab computers can cause you to lose valuable data if you have not been trained. Please include the names of ALL people who will be using the lab in connection with your study on your lab reservation form and contact csomblab@umn.edu to schedule training. Please direct additional research assistants to arrange training.
  - Do not request lab space more than 6 weeks in advance. Reservation requests more than 6 weeks out will not be scheduled unless special circumstances necessitate it. If continuous use of a lab is needed, researchers must submit a separate reservation request for each 6 week period. If a special circumstance requires you to reserve the labs early please include an explanation in the comments section of the reservation request form.
  - To ensure no lab time is wasted, each researcher will be given a maximum of roughly 10% of the total available lab space per semester. This equates to roughly 1,915 available subject hours per researcher per semester. In the event you are unable to use the lab at your scheduled times,

**Hardware**

- 8 Dell Optiplex 780 Desktop PCs in Lab I
- 6 Dell Optiplex 780 Desktop PCs in Lab II
- 7 Dell Optiplex 745 Desktop PCs in Lab III
- 6 Dell Optiplex 7010 Desktop PCs in Lab IV
- 1 Dell Latitude E6500 Laptop in Lab IV
- 6 Dell Latitude E6540 Laptops in the Mobile Lab
- Headphones available in all labs
- Printers available in all labs
- Locked supply storage available in all labs
- Locked food storage (Lab I)

**Software**

- Windows 7 environment
- Office 2010
- Visio 2010
- Project 2010
- Firefox/Internet Explorer
- Quicktime
- Silverlight
- Qualtrics service available outside of labs
- Media Lab v2012 (Lab I)
- Direct RT v2012 (Lab I)
- SPSS 19 and Amos (Lab I)
- E-Prime 2.0 (Lab I)
- Quickcam webcam (Lab II)
please email us to cancel your reservation as soon as possible, so other researchers may use the lab. Please do not schedule excess time in the lab. **Time scheduled but not canceled will count towards your total usage.**

- Please also make sure you are requesting time in the lab most appropriate for your research. The 3rd (3-114) and 4th (4-264) floor labs should only be used if your research specifically requires the resources available (i.e. separate confederate rooms, conference tables or video recording). If your research only requires use of computers and internet access please consider requesting time in the lower level (L-119) or first floor (1-148) labs. Please also remember the lab in Anderson Hall is available to CSOM researchers as well.

- **Always schedule time for testing your experiment in the lab you will be using at least one week ahead of your experiment.** Give at least two weeks notice for any software installations. Please review the "READ ME" document, found on every lab computer desktop. This document contains important computer information and it is kept updated with the latest IT recommendations.

**Lab Access**

All labs in the Carlson School have restricted access. In order to gain card access to the labs you will be using, you must go through lab security training. Please contact the Lab Manager or the Lab Assistant at csomblab@umn.edu to set up a training. After training your access to the lab will be requested. Please allow 48 hours for lab clearance processing.

**Carlson School Paid Subject Pool**

The Carlson School of Management Subject Pool operates using the Sona System online Experiment Management System. This provides an easy method for researchers to post research studies and for people to sign up to participate. The Behavioral Labs Manager oversees this pool and participates in campus events each semester to recruit subjects.

The pool is made up of primarily UofM students and staff but does include some alumni and community members as well. The goal is to have at least one to two thousand active participants within the pool at all times.

Studies posted on this pool provide subjects with compensation for their participation in a study. This usually amounts to approximately $5 per half hour, but can vary based on each researcher’s resources. If your research includes subject pool use, you must email your IRB approval letter, submission and any updates to the Behavioral Labs manager prior to posting your study in Sona or reserving the labs. More information on the IRB can also be found on our website under the Researchers/IRB Information tabs.

For full instructions on how to post a study on the Sona website, please visit our website under the Researchers/Post your Study tabs. Always contact the lab manager at csomblab@umn.edu before posting or adding time slots to your study in the subject pool. Please also contact the lab manager if you are reactivating a study or adding time slots to an existing study. Your cooperation is appreciated as there may be questions to address.

**Sona Training**

If you will be using the paid subject pool for your research, you will need training on the Sona Subject Management System. Please contact the Lab Manager or the Lab Assistant at csomblab@umn.edu to set up a training.
Contact Information
Lab Manager: Shelly Hubbling
Email: mhubblin@umn.edu
Phone: 612-626-8101
Office Address: Carlson School Room 4-300E (in the Dean’s Suite)

Lab Assistants: OlySeyi Agboola and Hannah Pedersen
Email: csomlab@umn.edu
Phone: 612-624-4891
Office Address: Carlson School Room 3-358

Visit online today!
http://carlsonschool.umn.edu/faculty-research/behavioral-labs
Room 4-264A  Group Testing room with hidden cameras

Room 4-264C  Individual testing room with six individual carrels, one height-adjustable.
Privacy carrels with desktops and webcams

Room 4-264A and 4-264C can be reserved separately from each other.

Lab 4-264

Locked Storage

Participant Entrance
Mobile Lab equipped with 6 laptops installed with research and security software, and headphones. Carlson room reservations to be arranged separately by researcher through departmental staff.