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>
</tr>
</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. The walls separating each carrel are moveable should you need to reconfigure the room. This secure facility is easy to access in Carlson’s lower level.

<table>
<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, and 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 all locked in a mobile storage cabinet. There are also cardboard dividers available to separate participants if necessary. 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.
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)

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

Before reserving the labs
- Prior to IRB approval, please discuss your lab needs with the Lab Manager. ***Don’t forget to check out CLA’s Research Support Services to determine if your study’s needs would be better met by their resources.***
- 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 as needed.
  - 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
CSOM Behavioral Labs
Policies and Procedures

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 1,969 available subject hours per researcher per semester. In the event you are unable to use the lab at your scheduled times, 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 as CLA’s Research Support Services.

- 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.

Lab Maintenance
Please turn out all the lights when leaving the lab at the end of your reserved time. Food and/or beverages should always be kept away from the computers, and are allowed only if they are part of your study. Please indicate on your reservation form if food or beverage(s) will be involved in your study. Please discuss protection of electronic equipment with the lab manager. Report any special needs for lab cleaning maintenance or problems immediately following your experiments by email at csomblab@umn.edu.
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 csomlab@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 csomlab@umn.edu to set up a training.
CLA Research Support Services (http://researchsupport.cla.umn.edu/home) provides consultative services to researchers in the College of Liberal Arts and the Carlson School of Management. With a high level of expertise in research methodology, our staff can assist with nearly every step of the research process. We provide support from initial grant proposals and human subject protocols through instrument design, experiment programming, participant recruitment strategies, technologically-assisted data collection and management, analysis, and consultation on dissemination and long-term preservation. We are able to assist researchers at any time in the research project process. Researchers anticipating substantial need for research support should contact us early to discuss any costs that should be integrated into grant proposals.

Suite #25 Blegen Hall
269 19th Ave S
Minneapolis, MN 55455
Phone: 612-625-2064
Email: surveys@cla.umn.edu

Online Service Request Form
(https://umn.qualtrics.com/SE/?SID=SV_4GwEdqd6WViLzrn)

SERVICES

Research Planning
- Research Design and methods consulting
- Technical details for IRB or Grant applications
- Data Management Plan Consultation
- Survey sampling and participant pools
- Data and file storage
- Research computing

Data Collection
- Consultation on survey and experimental design
- Survey development
- Experimental task programming
- OVPR-funded support for precision timing research
- Consultation on secure storage of research data
- Social and Behavioral Science Laboratory
- Several small mixed use research spaces

Data Management
- Consult on Data Management Plans
- Consult on IRB proposals that allow for data sharing and archival
- Consult on best practices in research work flow
- Data wrangling, preprocessing, reshaping
- Codebooks, data dictionaries

Analysis
- Consult on experimental design, basic and advanced data analysis
- Preprocess data for analysis
- Research computing
Sharing
- Shared data storage options
- Consultation on meeting data sharing requirements
- Facilitate deposit of data in the Data Repository for the University of Minnesota (DRUM) or in other archives

Preserving
- Consultation on data preservation and archival in partnership with the University Libraries

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

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<tr>
<td>Large Individual Research Room</td>
<td>36-station controlled environment computer lab with custom designed privacy carrels</td>
<td>36</td>
</tr>
</tbody>
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Contact Information
Carlson Behavioral Labs
Carlson School of Management
321 Nineteenth Avenue South
Minneapolis, MN 55455-0438
csomblab@umn.edu
612-624-4891
Office: 3-358

Department Staff
Shelly Hubbling
Behavioral Labs Manager
mhubblin@umn.edu
612-626-8101
Office: 4-300E (in the Dean's Suite)

Behavioral Labs Assistants (Lab Reservations, Training, General Questions)
csomblab@umn.edu
612-624-4891
Office: 3-358

Subject Pool
csompool@umn.edu

Research IT Support
csareait@umn.edu
612-624-1154

CLA Research Support Services
surveys@cla.umn.edu
612-625-2064

IRB Contact
Jeffery Perkey, Social Science Research
perke001@umn.edu
612-626-5922

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

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

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

Lab 4-264

Participant Entrance

Locked Storage

Locked Storage

Locked Storage

Printer

Locked Storage

Locked Storage

Shredder

Researcher Entrance

Locked Storage
Lab 1-148
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.