

Virtual Lab Rules of Conduct

Study etiquette:

- Please be attentive to instructions and respond to questions sincerely.
- Keep your phone on silent and refrain from using it, along with any other devices you may have.
- Do your best to make sure you are not interrupted by anyone or anything during the study.
- Participants should be respectful of research assistants and any other participants they may virtually interact with.

Restrictions and eligibility:

- Participants are not eligible to take a study more than once. This often means that participants are ineligible for studies because they previously participated in a similar study.
- Our labs reserve the right to apply eligibility restrictions on a study-by study basis. Please note that lab staff members do not make decisions about restrictions or how they are applied.

Missed Appointments:

- If a participant is significantly late or fails to complete a study more than 2 times without letting us know, they will no longer be able to enroll in our online studies.
- If you will be late or can no longer complete a study before its deadline please email cdrlabs@chicagobooth.edu up to an hour before without penalty. Some studies can be completed via a link that's sent to your email, while others involving Zoom require appointments.

We reserve the right to refuse participation in our research to any participant who fails to follow these rules for appropriate conduct within our lab.

Email cdrlabs@chicagobooth.edu if at any time you have questions about a study.

Old lab rules: <https://research.chicagobooth.edu/-/media/research/cdr/docs/LAB-CONDUCT.pdf>

(will use CDR/PIMCO letterhead)

Current link: <http://chicagocdr.org/participate/VirtualLabConduct.pdf>

Virtual Lab Rules of Conduct - long (old) version

To ensure a comfortable and safe environment for all of our participants and staff, we maintain the following rules of conduct in our lab:

- **Study etiquette:** During your participation, please be attentive to instructions and respond sincerely. Keep your phone on silent and refrain from using it, along with any additional technological devices you may have. Furthermore, when taking a study please only use your technological device for the purposes of the study. For instance, do not open unrelated tabs on your internet browser during a study. Do your best to make sure you are not interrupted during the study by anyone or anything. For example, refrain from eating, talking to anyone, etc. during your participation.
- **Respect:** We expect participants to be respectful of research assistants and any other participants they may virtually interact with.

Restrictions and eligibility: Our labs reserve the right to apply eligibility restrictions on a study-by study basis. Please note that staff members at the labs do not make decisions about restrictions or how they are applied. To be eligible for any of our online studies, new participants are required to sign up for and complete the Computer Skills Survey on our website.

- **Scheduling:** Please complete your studies on time, as lateness results in our lab falling behind schedule. Some studies can be completed anytime before a set deadline, whereas studies involving Zoom require participants to be ready at their computer at an exact time. All study information can be found on our [website](#) under the “View Available Studies” link.
- **Tardiness and canceling:** If you will be late or can no longer complete a study before its deadline please email cdrlabs@chicagobooth.edu up to an hour before without penalty. If a participant is significantly late or fails to complete a study more than 3 times without letting us know, they will no longer be able to take our online studies.

We reserve the right to refuse participation in our research to any participant who fails to follow these rules for appropriate conduct within our lab.

Email cdrlabs@chicagobooth.edu if at any time you have questions about a study.