Lab Room Request Agreement

The Social Behavior Lab is a research facility in the Department of Psychology at the University of Southern California. The primary function of the lab is to facilitate and promote research investigating social behavior. Students and faculty from Psychology are welcome to use the lab, although researchers from related fields may also use the lab on a per-project basis. Studies conducted in the lab should have approval from the University of Southern California's Internal Review Board. Researchers and assistants interacting with human participants should have received CITI training.

For more information, please see:

IRB: http://www.usc.edu/admin/provost/oprs/upirb/
CITI: http://www.usc.edu/admin/provost/oprs/citi.html

Broadly, the primary investigator is responsible for ensuring that (a) the lab space and equipment are properly maintained during scheduled times, (b) keys and access codes are protected and used safely, and (c) policies and procedures are followed.

Please contact the Lab Coordinator, Drew Kogon (kogon@usc.edu), with any questions.

By reserving space in the Social Behavior Lab, I agree that:

My research is in accordance with USC’s/my department’s/my institution’s IRB policies.
I understand that if my reservation time is during an evening or weekend, laboratory staff is not available for assistance, unless special arrangements have been made.
Requests to borrow lab equipment will be sent to the lab coordinator at least a week in advance in order to schedule a release and drop-off time. I will need to get a specific confirmation from the lab coordinator before my reservation is final. I am responsible for any damage that the equipment incurs while in my possession.
I will contact the Lab Coordinator as soon as possible if my event is canceled or rescheduled.
Whenever I am occupying a room in the lab, I will post a sign outside indicating that research is being conducted. If I fail to do so, my study procedures may accidentally be interrupted.
All equipment will be properly shut down and secured when not in use.
All rooms will be free of debris (including papers and food) after use.
I will not use the room to store any data/records or my own equipment.
All doors will be closed and locked.
If I do not have an OmniLock code to access the lab, I will contact the Lab Coordinator at least one week prior to the start date of my reservation time and obtain personal codes for each individual that will require access. Codes will not be shared.

By signing below PRIOR to running studies in the Social Behavioral Lab, I am acknowledging that I have read and agree to these policies.

Signature: ___________________________ Date: __________________________
Duration of Use From: ___________________________ to ___________________________
Social Behavior Lab
Policy and Procedures

RESERVATIONS

• Reservations for rooms in the Social Behavior Lab should be made via the electronic Online Scheduling System.

• Access to the lab requires an OmniLock passcode. If you do not already have one, please contact the Lab Coordinator one week prior to the start date of your reserved time.

• If you need assistance from lab staff, please make arrangements with the Lab Coordinator.

CHANGES / CANCELLATIONS

• If changes need to be made to a reservation, please contact the Lab Coordinator. Changes will be made when circumstances allow.

• If cancellations need to be made, please provide as much advance notice as possible, at least 24 hours in advance of the start date.

EQUIPMENT

• If you will be using any special equipment and require training, please contact the Lab Coordinator to schedule a time.

• Rooms and lab furniture are shared among all users. At the conclusion of your room use each day, please make sure that the room is clean and the door closed.