**Lab Room Request Agreement**

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 must have approval from the University of Southern California’s Internal Review Board. Researchers and assistants interacting with human participants must 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

You, as an investigator, agree to (a) properly maintain the lab space and equipment, (b) protect and safely use keys and access codes, and (c) follow all policies and procedures.

Please contact the Lab Coordinator, **Evans Alvarez (evansalv@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.* ***If I fail to do so, my online scheduling will be penalized, and I will lose privileges for 2 weeks and will be unable to reserve rooms during that time period.***

*I will contact the Lab Coordinator for approval if I need to use more than 3 rooms.* ***If I fail to do so, my online scheduling will be penalized, and I will lose privileges for 2 weeks and will be unable to reserve rooms during that time period.***

*I understand that I can only reserve up to* ***30 room hours*** *per week. If needed more hours, I will contact the Lab Coordinator as soon as possible.* ***If I fail to do so, my online scheduling will be penalized, and I will lose privileges for 2 weeks and will be unable to reserve rooms during that time period.***

*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 my personal code. 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.