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Laboratory rules for researchers

The Helsinki Laboratory for Behavioral and Experimental Studies (Helsinki LABBET) is a multidisciplinary laboratory for experimental research using human subjects. Helsinki LABBET infrastructure includes 24 client notebooks and 1 server/experimenter notebook. There is no charge for using the laboratory facilities.

Helsinki LABBET complies with the ethical principles of research with human participants of the Finnish National Board on Research Integrity ([TENK](#)).

The Helsinki LABBET is committed to protecting subject privacy and processing personal information fairly and lawfully in compliance with the EU General Data Protection Regulation 2016/679 (GDPR).

Any violation of the guidelines outlined in this document may undermine the reputation of the Helsinki LABBET and the credibility of the gathered data. Thus, in case of a violation of the guidelines, the laboratory management are expected to raise the issue with the responsible researcher. **The director of the laboratory is authorized to revoke usage rights of or restrict access to the laboratory to any user that systematically violates the guidelines outlined in this document.**

Rule 1: No deception

All researchers conducting experiments under the Helsinki LABBET brand **and/or** using the Helsinki LABBET subject database in recruiting participants are required to adhere to the principles commonly agreed upon in experimental economics, such as **no-deception** of participants (see, e.g., Friedman & Sunder, 1994). Any deviations from these principles will jeopardize the credibility and reliability of experimental data gathered in the lab and as such will not be permitted. In particular, all users must adhere to the guidelines summarized in this document.

All researchers using the Helsinki LABBET subject database and/or the laboratory facilities agree to protect the reputation of the laboratory with respect to its subjects. They also agree to protect the reputation of the laboratory and affiliated institutions with respect to the general public. When there is uncertainty on the part of the researcher regarding this, he/she should discuss the issue with the laboratory management.

Rule 2: Subject compensation

In case the participants have been recruited using the Helsinki LABBET subject database for **an in-person study where a participant must arrive to a specific location and/or if the experiment, subjects should be paid a minimum show-up fee of at least 5 Euros.** If subjects show up, but cannot participate due to capacity constraints, they should still be paid at least 5 Euros. If the experiment is cancelled (e.g. due to hardware or software malfunction), all participants who showed up should be paid at least 5 Euros. Besides the show-up fee, providing subjects with monetary incentives is not required but it is highly recommended. Note that giving subjects the possibility to earn a reasonable amount is

important for reputational concerns and possibly creates positive spill-over effects, which makes recruiting easier.

A show-up fee of potentially lower amount is recommended but not necessary for **an online study where a participant's presence in a specific location is not required.**

Each invitation to a study should contain clear information about whether a show-up fee is paid or not, and whether the study involves monetary incentives/compensation, and the estimated (average) duration of the experiment.

Rule 3: Anonymity and privacy of collected data

The Helsinki LABBET is committed to protecting subject privacy and processing personal information fairly and lawfully in compliance with the EU General Data Protection Regulation 2016/679 (GDPR).

All data collected by the Helsinki LABBET during **subject recruitment** is stored in a server at Hanken School of Economics. These data in the Helsinki LABBET subject database are used only for the purpose of recruiting subjects to participate in the Helsinki LABBET experiments.

The **data generated in experiments is not linked to the data in the Helsinki LABBET subject database**, nor is it stored in the same server as the data in the subject database. In most experiments, decisions will be made anonymously.

If the design of the experiment is such that personal information is collected or a participant's identity may be revealed to other participants (which is permitted only in a very rare occasion),

- **the researcher must mention this in the application to use the lab**
- **the participants must be informed in the invitation and an explicit consent must be collected before the experiment starts.**

Regardless of the nature of the experiments, the data collected must be anonymized at the data analysis stage. Hence, the data must be made anonymous and not be attributed to an individual in any presentation or publication of results.

Rule 4: Informed consent

Experimental research conducted at the Helsinki LABBET usually does not require an ethical review if it only collects anonymous non-personal data. In particular, a **general informed consent is collected from subjects when they register at Helsinki LABBET subject database. Subjects must be reminded of the general informed consent at the start of the experiment. If the research design contains elements that deviate from the general informed consent (e.g., subject anonymity does not hold), a separate informed consent must be collected at the start of the experiment.**

An ethical review statement is required if the research design contains elements listed by TENK (see Section 4.2 in TENK [guidelines](#)). The researcher should then request an ethical review statement from the ethics committee of her own institution. If the researcher is uncertain about whether her research design contains any of the listed elements, she may consult the laboratory management.

Rule 5: No changes without permission

When using the Helsinki LABBET facilities, careful use of the hardware and equipment is of utmost importance. Researchers using Helsinki LABBET hardware have no permission to install software or change the settings of the notebooks without notifying the lab management beforehand and restoring the initial settings after use, unless explicitly otherwise agreed with the management. If you cause or notice hardware or software malfunctions or damages to the laboratory infrastructure, or if you have feature requests, please immediately contact the laboratory management (management@helsinkilabbet.fi).

Rule 6: Pleasant environment and tidy spaces

Wherever you conduct experiments, the (provisional) physical space where the study is run has to be clean before the study start and left clean and in orderly state when the study is finished. We wish to provide a pleasant environment. In particular, make sure there is no disturbing noise in the space when the experiment is being run, please remove any litter, and clean the whiteboard to prevent the display of misleading information during the next sessions. It is **also necessary to delete all the collected data from the computers of Helsinki LABBET**. Please make sure to restore the space to its previous layout before leaving, such that the next user can use the space without advance clean-up and reorganization work.

Rule 7: Subject recruitment

Experimenters using the Helsinki LABBET subject database have to properly indicate that subjects were recruited using ORSEE. ORSEE is citeware, that is, any academic report, publication, or other academic disclosure of results obtained with the use of this software has to cite the following publication:

Greiner, Ben. 2015. Subject Pool Recruitment Procedures: Organizing Experiments with ORSEE, *Journal of the Economic Science Association*, 1(1): 114–125.

If the experiment is conducted using z-Tree or oTree, the researcher has to indicate its use in the academic publication and cite the corresponding publication:

Fischbacher, Urs. 2007. z-Tree: Zurich Toolbox for Ready-Made Economic Experiments. *Experimental Economics*, 10(2): 171–178.

Daniel L. Chen, Martin Schonger, Chris Wickens. 2016. oTree – An Open-source Platform for Laboratory, Online, and Field Experiments. *Journal of Behavioral and Experimental Finance*, 9: 88–97.

After the experimental session, the researcher must inform the laboratory management about whether each of the invited subjects showed up at the session or not. This allows to keep track of no-shows in the subject database. It is recommended that for this purpose the researcher uses a printed list of invited participants attainable from the subject recruitment system.

Over-recruiting should be kept within adequate limits as it may impair the seriousness and steadiness of subject's participation. Thus, for single-player experiments, no additional participants should be recruited. For experiments in pairs/groups, the researcher must mention the overrecruiting policy in the application to use the lab and receive green light

from the lab management before sending the invitations.

Rule 8: Application to use the Helsinki LABBET subject pool

A researcher intending to use the Helsinki LABBET subject pool must send an application to the laboratory management.

The application shall

- include a statement that the lab rules are complied
- clarify how the participants will be compensated.
- declare whether the applicant is a student under formal guidance, or not. If the applicant is a student under formal guidance, the supervisor must give his consent in the application.
- priority is given to researchers that pay for use of the lab.
- If the experiment is subject to any deviation from these rules, the researcher must mention this clearly in the application, inform the lab management, and potentially receive approval both from Hanken IRB and IPO and from those of her/his own institution. Once a permission from all these parties have been given, the researcher must inform the invitees about the deviation in the invitation to the study.

Rule 9: Responsibility for the experiment

The researchers who create, conduct and analyze the experiment are also responsible for the experiment. If the researchers are students or others who receive formal guidance, then it is the supervisors who are responsible for the experiment and for compliance with the lab rules. Officially, the research institution is responsible for the project – ethically and legally. The researcher should therefore have cleared the study with its institution.

Rule 9: Cases of doubt

If in doubt about whether the experiment violates any of the lab rules, you are required to contact the lab management.