

General Steps Before and Running Studies

This section details the process for what steps to complete before and during a study.

In-Person Studies

Before Running Study

- Day Before: Send family a reminder email + Check if parking space, waiting room, and testing room is reserved on Parking Calendar
- Check if there is certificate that is already printed out available
- Check if the family filled out the consent form
- Unlock waiting room and set up study in study room
- Wait for participant outside 10 minutes before appointment time and bring the parking pass to let them in

While Running Study

- Meet the family outside at the parking garage and direct them where to park by placing parking signs to the right side of the door. Please make sure to be helpful and considerate (e.g. if it is raining, meet them outside with the umbrella, help carry bags, etc.)
- Welcome family in the waiting room, greet the child and check if the consent form was filled. Obtain assent from the child: "So today [brief description] (e.g. I have some games I'm going to show you). But before we play this game, if at any point you don't want to play anymore, you just tell me and we will stop, okay? Great. Are you ready to do the activity with me?"
- Proceed to your reserved study room after obtaining assent

After

- Offer child the certificate and a small gift (pin)
- Let the parents know that they should be expecting a gift card by Monday
- Guide participants out of the building, obtain parking pass back and let them out of the exit gate (exit gate is located on the other side of the parking lot; QR code on the parking pass is needed for this step)
- Debrief parents on study or explain to them what the study was about
- After family leaves, clean up waiting and testing room areas

Online Studies

Before Running Study

- Day before: Check and make Zoom link, send family a reminder email

- Check if parent filled out the consent form
- Open Qualtrics Survey (or any other study material)
- Start Zoom Call (5 minutes before study)

While Running Study

- Welcome family: “Hi, I’m [NAME], I’m a researcher at the ECC Lab, and I’ll be running the study today. How are you doing? Great! Is this [CHILD NAME]? Hi [Child Name] I’m [NAME]. Are you feeling excited about this game today?” (Proceed to small talk for warm up, below are some examples)
 - “I really like your t-shirt, that’s a really cool...”
 - “Great, before we start, did you do anything fun today? ...That sounds exciting, I love...”
 - Alright, and is there anything you want to ask me before we start?
- Consent & Recording: “I see that you have already filled out the consent form, and indicated that you ARE/ARE NOT comfortable with video.” [Is it okay if I go ahead and record this session now? / So I won’t be recording this session]
- Child Assent: “So today [brief description] (e.g. I have some games I’m going to show you). But before we do this game, if at any point you don’t want to play anymore, you just tell me and we will stop, okay? Great. Are you ready to do the activity with me?”
- After experiment: “For your help today, we’d like to offer a \$5 Amazon gift card that you can use online. We process Amazon gift cards on Monday, so we will send it to you then!”
 - Also, IMPORTANT: If there are other studies running your age range, please let the family know that they are eligible for other studies and ask if they would be interested!

After Study Steps

This section details what to do after a child has completed their study with us.

In-Person Studies

- Email parent thank you email (from study scripts)
 - IMPORTANT ←Ensure that you find a study that the child is eligible for and let the family know that there is a study the child is eligible for and if they are interested!!!
 - *****NOTE*** Ensure that you CC the project lead that is running the study you are recruiting for in your thank you email**
- Add info to Compensation Tracking Sheet

- Open DukeBox
- Login using your net ID & password
- Under the “ECC Lab” folder, open up “Compensation Tracking Sheet”
- Fill out
 - Email: parent’s email
 - Child ID: found in RPAD or on calendar
 - Type: Amazon (for now)
 - Date of Participation
 - Experimenter Initials (if not you, add your initials as well)
 - In-Person Study vs. Online Study
- Rest will be filled out by lab manager – participants are compensated on Mondays
- Upload Study video on Box & Delete from camera + add notes on study tracking sheet
- Update RPAD
 - Open RPAD in FileMakerPro
 - Login using your NetID and password
 - Select the appropriate study
 - Click on the black tab labeled “Scheduled Appts”
 - Click on the pencil icon to the right of the participant’s name
 - On the right side of the screen, click on “Appointment Complete” and enter notes if necessary
 - Mark on the sheet on the file cabinet that RPAD has been updated along with your initials

Online Studies

- Email parent thank you email and attach a certificate with the child’s name (from study scripts)
 - IMPORTANT ←Ensure that you find a study that the child is eligible for and let the family know that there is a study the child is eligible for and if they are interested!!!
 - *****NOTE*** Ensure that you CC the project lead that is running the study you are recruiting for in your thank you email**
 - Attach Certificate ([Here](#)) with child’s name and date of participation filled out
 - Download the Certificate on Lab Computer
 - Open using Preview, click on pen icon next to search (top right)
 - Edit text (whichever font works for you, set color to black)
 - File > Print > Pages X to X (e.g. 1 to 1, save only the page with child’s name on it) > Save as PDF (bottom left corner, next to Hide Details)

- Piggy backing
- Add info to Compensation Tracking Sheet (Duke Box)
 - Open DukeBox
 - Login using your net ID & password
 - Under the “ECC Lab” folder, open up “Compensation Tracking Sheet”
 - Fill out
 - Email: parent’s email
 - Child ID: found in RPAD or on calendar
 - Type: Amazon (for now)
 - Date of Participation
 - Experimenter Initials (if not you, add your initials as well)
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