

POLICIES FOR USE OF IBRC FACILITIES AND RESOURCES

All faculty members, students, and post-docs in the social and behavioral sciences at Duke University are entitled to use the facilities and resources of the Interdisciplinary Behavioral Research Center (IBRC) subject to the guidelines below. IBRC's purpose is to provide researchers with space, equipment, and services to facilitate the recruitment of research participants and the collection of data for laboratory-based social and behavioral research.

Because the IBRC and the ResearchMobile are communal resources used by dozens of researchers and thousands of participants each year, the IBRC staff oversees all research that uses IBRC facilities or equipment to ensure that particular studies do not compromise use of the facility, the participant pool, and other resources for other members of the Duke research community. These policies are intended to ensure that the IBRC continues to provide the greatest service for the largest number of researchers possible.

A. Oversight and Approval

1. All studies that use IBRC space, participants, or equipment must have oversight by a full-time Duke faculty member.
2. Use of all IBRC resources requires prior approval by the IBRC Research Coordinator.
3. To request space, participants, or equipment, researchers must submit evidence of IRB approval and a copy of the approved IRB protocol. Please specify in your IRB if you plan to utilize the Duke Behavioral Research Pool to recruit participants. No studies may be conducted using IBRC resources without currently valid IRB approval for the specific study to be conducted.
4. Approval of a study by the Duke IRB does not automatically entitle researchers to use the IBRC resources if the approved study undermines the viability of the lab for other researchers. Use of the IBRC may be disallowed for studies, procedures, and populations that create noise or disruption, require excessive rooms that deprive others of use of the space, depart from typical ways of recruiting participants, or otherwise interfere with other researchers' use of the resources.

B. Use of Space

1. Rooms may be reserved only for times at which participants will actually be tested, plus a reasonable amount of time for set-up and take-down. When scheduled sessions are cancelled, the rooms must be released immediately. Given that space is limited, researchers who repeatedly reserve rooms for times that are not subsequently used may forfeit their right to use IBRC space.
2. Data collected on the lab computers must be saved to a server or external drive rather than locally on the computer's hard drive.

3. Changes may be made to the lab computers and software only with prior permission from the IBRC Research Coordinator. Any changes on computers that are made for a particular study must be removed at the end of each session.
4. Researchers must clean up rooms that they use at the end of each session, throwing away trash, straightening tables and chairs, logging out of computers, and putting all furniture and equipment back where it belongs.
5. Problems with computers, recording equipment, or physiological measures should be reported to the IBRC Research Coordinator immediately.
6. Be sure that all research assistants interacting directly with participants have the proper Human Subjects Research CITI training completed. All undergraduate research assistants at the IBRC must also complete this brief [IBRC Research Assistant Training module](#).

C. Recruiting Participants and Use of the Duke Behavioral Research Participant Pool

1. All materials that are used to recruit participants for studies conducted at the IBRC, including descriptions of studies posted on the IBRC web site or included in flyers or advertisements, must be approved in advance by the IBRC Research Coordinator. (Typically, recruiting materials that are posted in public places also require IRB approval.) Descriptions of studies must be limited to an objective description of the study's purpose and procedure, without efforts to embellish the attractiveness of participation through claims that the study is enjoyable or important, or offering incentives beyond normal payment. Changes or amendments in recruiting materials must also be approved.
2. When participants have the opportunity to earn additional money during the study itself, the possibility of extra earnings may not be advertised except when specific language is explicitly approved by the IRB and the IBRC Staff based on justification that the study could not otherwise be conducted.
3. The Duke Behavioral Research Participant Pool may be used only for studies that are conducted at the IBRC, Fuqua B-Lab, Fuqua Social Cognition Lab, Levine Science Research Center, or Social-Psychology Building. We rarely approve exceptions to this rule but can do so following IRB protocol review by the IBRC team. Exemptions generally fit all of the following criteria:
 - clear reason for why the research cannot be conducted at the IBRC or related sites (e.g., use of equipment that the IBRC cannot provide)
 - study outcomes clearly related to social and behavioral research
 - study involves only minimal risk (e.g., surveys)
 - study involves only limited prescreening and exclusion criterias
 - current use of our pool by researchers running their studies at the IBRC and related sites allow for the advertisement of additional research opportunities (i.e., priority is always given to researchers using our space)If your study does not qualify for an exemption, we are always happy to print your study flyer and post it in the IBRC waiting room on a board dedicated to other research opportunities.
4. Under normal circumstances, studies conducted at the IBRC should pay participants the typical rate at Duke (usually equivalent to \$12-\$15 per hour). When larger payments are needed to recruit samples that are otherwise difficult to obtain, exceptions may be made contingent on approval by the IRB. In

studies in which participants have the opportunity to earn money as part of the research design, participants may receive whatever payment is approved by the IRB.

D. Acknowledgment and Reporting of Use of the IBRC Resources

Duke asks that researchers who use IBRC resources acknowledge IBRC's assistance in papers and articles that report the results. For example, the acknowledgement might use language such as "This research was facilitated by use of the labs at the Interdisciplinary Behavioral Research Center," or "The authors acknowledge the assistance of the Interdisciplinary Behavioral Research Center."

The IBRC asks that researchers inform the IBRC Research Coordinator of any projects, presentations, or papers that develop out of the research conducted at the IBRC, for their own records.

IBRC Staff

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