

# Guidelines for Use of IBRC Facilities & New Researcher Instructions

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## 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.

### Oversight and Approval

- All studies that use IBRC space, participant pool, or equipment must have oversight by a full-time Duke faculty member.
- Use of all IBRC resources requires prior approval from the IBRC Research Coordinator.
- 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.
- 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.

### Use of Space

- 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.
- Data collected on the lab computers must be saved to a server or external drive rather than locally on the computer's hard drive.
- 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.

- 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.
- Problems with computers, recording equipment, or physiological measures should be reported to the IBRC Research Coordinator immediately.
- 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](#).

### Access to Additional Resources

- When running your study on-site at the IBRC, you also have access to additional resources to facilitate your research.
- You can recruit participants through your own means and/or you can advertise your study to our Duke Behavioral Research pool consisting of Duke students and Durham community members. Duke Behavioral Research is hosted on a website called Sona to maintain its participant pool and study sign-up mechanism. If you plan to use the Duke Behavioral Research participant pool to recruit participants for your study, you will need a researcher account on Sona. The account will enable you to create an online sign-up mechanism to help you recruit participants for your study. To receive a Sona researcher account, email The IBRC research coordinator or Director with the request. You'll be emailed a username and password, which you can use to access the site here: [duke-br.sona-systems.com](http://duke-br.sona-systems.com)
- The IBRC offers a limited number of \$600 mini-grants to researchers each year exclusively for participant payment. To receive an IBRC mini-grant, your study must comply with IBRC payment rates (approximately \$14/hour). If you are interested in applying for an IBRC grant, contact the IBRC research coordinator or Director.
- NOT AVAILABLE AT THE MOMENT/ The IBRC runs a Research Assistant program each semester where researchers can request RAs and the IBRC is responsible for advertising, interviewing, and pairing RAs with researchers. An email will be sent out at the beginning of each semester with information on how to request RAs for the semester. If you are interested in joining the mailing list, please contact The IBRC research coordinator or Director.

### Recruiting Participants and Use of the Duke Behavioral Research Participant Pool

- 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.
- 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.

- Studies conducted at the IBRC also have access to the Duke Behavioral Research Participant Pool. The Duke Behavioral Research Participant Pool is a diverse pool with over 4,700 community and student participants of all different ages, races, ethnicities, and religions.
- If you are interested in utilizing the participant pool but cannot conduct your research using IBRC resources, please contact the IBRC Research Coordinator and Director and they will work with you to find a solution.
- 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.

### Acknowledgement and Reporting of Use of 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 Duke Interdisciplinary Behavioral Research Center," or "The authors acknowledge the assistance of the Duke 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.

## New Researcher Instructions

### Submit IRB and Study Information Forms

For each study you plan to run at IBRC, forward an electronic copy of the IRB approval email notification as well as the full approved protocol to The IBRC research coordinator or Director.

Prior to beginning your study, fill out this brief [Pre-Study Form](#). When your study is finished, fill out a [Post-Study Form](#).

*Please note that IBRC requires the above documentation for its records and to assist staff with reporting requirements for the Duke administration; your IRB and other documentation will not be shared.*

### Tour the IBRC Lab

At least two weeks before your study is set to begin, schedule a time with The IBRC research coordinator or Director to tour the lab. You'll be able to get a sense of what room options might work for your study, be shown where resources in the lab are located, and ask any questions you may have about the IBRC.

### Reserve your Rooms

Please reserve rooms at least one week in advance. Detailed instructions can be found in the Guidelines for Use of IBRC Facilities and Resources.

To schedule rooms please contact The IBRC research coordinator or Director.

### Request Card Swipe Access

The Erwin Mill Building doors are locked at all times and you will need your Duke ID Card to enter the building and the lab.

Please contact the IBRC research coordinator or Director with your unique Duke ID number to gain swipe access to the Bay B building entrance and the IBRC Lab main entrance. Please allow 5 business days for the Card Office to process the request. As Duke ID cards can sometimes be faulty, it is best to check your card in person for access *before* running your first participant.

*Please note that, when running outside of normal business hours, participants will not have access to the front door downstairs. Doors cannot be propped open for security purposes. Ideally, you should arrange to have a researcher let participants in the main entrance of the building. If this is not possible, there is a call box outside of the main entrance and instructions for contacting the IBRC front desk phone (provided by IBRC) can be taped to the door.*

## IBRC Staff

Your primary contact person for the IBRC is the IBRC research coordinator and the IBRC director.

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