

**Policy and Procedures for Conducting Experiments**  
Cleve E. Willis Experimental Economics Lab (*WillisLab*)  
Department of Resource Economics

**Use of the *WillisLab* is based on a series of basic principles:**

- Recruitment of subjects for lab experiments will be done through ORSEE.
- Subjects will be paid for their time, provided they registered and showed up for the experiment. In the event of cancellation or termination of the session, or if too many subjects show up for a session, subjects will be paid the show-up fee. Anonymity of subjects should be guaranteed during payment.
- Under no circumstances will subjects be lied to or deceived in any way. This includes recruitment, instructions, and payment procedures. If lies or deception occur, the experimenter will be disallowed in the future from running experiments in the *WillisLab*.

***WillisLab* Reservation Policy:**

- Experiments have priority in the lab during afternoons and evenings (from 1:00 PM until 8:00 PM), Monday through Friday.
- No classes, discussion sections, or office hours are to be regularly scheduled during those hours.
- Experiments should be scheduled two weeks in advance via reservation forms completed and submitted to Eileen Keegan.
- Experiments to be scheduled at the last minute will need to be worked around any existing bookings.
- One-time use of the lab can be scheduled if the lab is available.

***WillisLab* Reservation Procedure:**

- The experimenter completes a reservation form (downloadable from the Experimental Economics Program website).
- The completed reservation form should be submitted to:
  - Eileen Keegan (keegan 'at' umass.edu) to reserve lab times.
  - John Spraggon (jmspragg 'at' umass.edu) for ORSEE recruitment.
- The experimenter and Eileen maintain correspondence for the duration of the experiment (this could be a week, a month, or a semester) in order to keep reservation times accurate and to enable reporting of any exceptions.
- Procedures at completion of the experiment's run:
  - Experimenter updates and signs Reservation Form at console
    - ✓ Reporting actual lab time required for set up, run, and closeout in each specific experiment
    - ✓ Noting any exceptions (not enough participants, computer issues, etc.)
  - Experimenters are expected to return lab conditions to those they found upon arrival—that is, cleaning up the desks and experimenter stations (including payment booth) and rebooting all computers.
  - Eileen updates job log/calendar and submits the signed registration form to Gail for billing.