MonLEE policies and first-time user registration

Contact:
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Lab Manager:
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MonLEE is available for booking by staff members, graduate students, honours students, and visitors of the Faculty of Business and Economics at Monash for conducting research in experimental economics, as well as for conducting class-room experiments in units offered by the Faculty.

Important:
MonLEE lab strictly prohibits any study that involves deception, which basically means providing false information to the subjects. If you are not sure whether your study involves deception, please contact the lab director to discuss.

Subjects usually expect to be paid in cash on site for their participation. If you use any other payment method, please discuss it with the lab director before you conduct any session.

All first-time users must read the information described below, and sign the registration form to acknowledge that he/she agrees to accept these terms and conditions when using MonLEE for research and teaching activities.

A signed registration form needs to be submitted to the lab manager, upon which a staff member will be granted access to the lab. In addition, you will need to submit the following additional information if you are a graduate student, a visitor, or a non-economics staff member.

Graduate and honours students:
- experiment instructions;
- one page description of the experiment;
- a brief supporting statement by your supervisor.

Visitors:
- experiment instructions;
- one page description of the experiment;
- a brief supporting statement by a Monash Business School sponsor.

Non-economics staff member:
- experiment instructions;
- one page description of the experiment.

Your application will be reviewed by the lab director and approval for access to the lab will be provided by the lab manager. If you are a visitor conducting research at MonLEE, you must acknowledge the use of MonLEE facilities in relevant working papers and published work.

Visitors, students, and non-economics staff are required to make the booking through the lab manager.

At the end of each year, every user will be required to provide MonLEE with information regarding his/her usage of the lab (see attachment). For research conducted at MonLEE, the user should report the number of sessions he/she has conducted and the number of participants involved. For classroom experiments, the unit director should report the number of classroom experiments conducted for each unit, and the number of students enrolled in the unit.
FAQ

When can I use the lab?
MonLEE is available for booking from 8.00am-8.00pm, Monday through Friday. The hours between 10.00am-6.00pm are designated as regular hours, and the hours between 8am-10am and 6.00-8.00pm are designated as early and late hours.

How far in advance and for how many hours can I book the lab?
Booking of the lab can be done via MonLEE recruitment webpage https://monash-monlee.sona-systems.com. The booking will be processed on a first-come-first-serve basis.

For bookings more than two weeks in advance, a user is restricted to no more than 10 regular hours and 8 late/early hours for a particular week.

Visitors can make reservation no more than two weeks in advance and for no more than 6 regular hours a week. Any additional need can be considered according to the demand for the space.

Important: When there is severe capacity constraint, please do not book the lab during regular hours for testing programs. When you choose the time slots of experiments, please bear in mind the potential impact on other users.

When booking a slot, please make sure to allow at least a 30 minute window between sessions, especially if your session is right after another session. This is to allow the time to prepare and clean up* after a session ends. Note that the time you book on SONA will be the same time shown to the subjects. For example, if one books a slot from 11:00am to 12:30pm, subjects will also see the same and assume the session will start at 11:00am and finish by 12:30pm. Any one who wants to book a session right after this one should not start earlier than 1:00pm.

*The lab should be left in good condition after a session. All rubbish should be taken out (including rubbish left by subjects), pens, instructions, etc., and desks kept clean. Software or programs should be shut down in all computers.

May I book the lab for teaching purpose?
Yes. Unit instructors may book the lab for conducting class-room economic experiments in units offered by the School. However, this should be a class that requires certain software, such as z-tree, that is not provided by other computer labs on campus. Special cases should be discussed with the lab director.

The booking restrictions stipulated above do not apply for bookings for teaching purpose. Instructors can book the lab for classroom economic experiments 18 weeks in advance for up to 2 hours per week. If additional time is needed, the instructor should contact the lab director before the beginning of the semester for further assistance.

MonLEE also hosts visits from High Schools. For such visits, a faculty host can book the lab 24 weeks in advance for up to 5 hours per week. If additional time is needed, the faculty host should contact the lab director for further assistance.

How to get access to the lab?
A user will need a Monash ID to access the lab. For more information, please contact the lab manager.
**What software is provided on the computers?**

The lab is equipped with the software z-tree. However, z-tree requires that every individual researcher obtains his or her own personal license (which is free, see [http://www.iew.unizh.ch/ztree/index.php](http://www.iew.unizh.ch/ztree/index.php)). A pre-condition for conducting experiments using the z-tree software installed at MonLEE is that the user has obtained this license from z-tree, and it is the responsibility of the user to satisfy this licensing requirement prior to using the facilities at MonLEE.

**What is the ethics requirement for conducting experiments at MonLEE?**

All the users are required to obtain all necessary ethics approvals.

Monash staff must have obtained appropriate ethics clearance from the Monash Human Ethics Office ([http://www.monash.edu.au/research/ethics/human](http://www.monash.edu.au/research/ethics/human)) before conducting experiments at MonLEE.

Visitors who intend to use the lab must submit proof of ethics clearance from their home institutions together with their registration form and supporting statement from the sponsoring faculty.
Registration Form

Please fill out the rest of this form, and submit it to:

Tatiana Oyagawa-Quinn
Email: tatiana.oyagawa-quinn@monash.edu

Note that by signing this registration form, you acknowledge that you have read the lab policies described in this document, and agree to accept these terms and conditions when using MonLEE for research and teaching activities.

You also agree to provide a report on your lab usage at the end of the academic year.

Name: 

Status: Staff/HDR student/Visitor

Department: 

Phone Number: 

Fax Number: 

E-mail address: 

Postal address: 

Signature
Usage of MonLEE

At the end of each year, each user is required to complete the following information for MonLEE records. Your cooperation is much appreciated. You will receive an email reminder towards the end of the year, requesting you to submit this form.

Research activities conducted at MonLEE for the year 20..

<table>
<thead>
<tr>
<th>Number of experimental sessions conducted</th>
<th>Total number of participants involved in these sessions</th>
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</thead>
<tbody>
<tr>
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</table>

Teaching activities conducted at MonLEE for the year 20..

<table>
<thead>
<tr>
<th>Name of the unit</th>
<th>Number of class-room experiments conducted for this unit</th>
<th>Enrolment in this unit</th>
</tr>
</thead>
<tbody>
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Name: 
Fax Number: 
Status: Staff/HDR student/Visitor 
E-mail address: 
Department: 
Postal address: 
Phone Number: 

Signature