The purpose of the Brain & Cognition Lab is to facilitate the research of faculty and students in the Cognition and Brain Sciences Program who are interested in examining the electrophysiology of human cognition. The Lab is thriving and supports the activities of many researchers in the program spanning a variety of research domains. We have developed the following guidelines to ensure that the lab continues to run smoothly. As outlined below, there are three levels of users: trainees (Level 1A & 1B), external and internal users (Level 2), and experts (Level 3). Lab privileges, restrictions, and specific approval procedures are assigned according to the level of the user.

**Level 1A: Trainee**

**Approval Procedure:**
- Read, sign and date this Brain Lab User Policy
- Approval by Clay or Jim

**Privileges:** Assist Level 2 and Level 3 users with their experiments

**Restrictions:** Not allowed to conduct their own studies, not provided with lab keys, and not allowed to apply electrodes unsupervised (e.g., while the supervisor is assisting a participant in the other booth). **Note that Level 1 users are required to arrive at the laboratory promptly at the start of each of their scheduled sessions,** unless a later start time has been agreed upon with the experimenter. Trainee logs will not be signed for late sessions, and repeated tardiness will result in revocation of Level 1 status. Note also that session cancellations are permissible only for emergencies as it is extremely difficult to reschedule experiments at the last minute. Level 1 status will also be revoked if users do not maintain contact with the lab for 1 year.

**Level 1B: Trainee**

**Approval Procedure:**
- (All of above)
- Minimum 15 runs supervised by Level 3 Experts and recorded on the Brain Lab Trainee log form
- Approval by Level 3 Expert and by Clay or Jim

**Privileges:** Assist Level 2 and Level 3 users with their experiments, can apply electrodes in booth with the Level II or III supervisor in the adjacent booth.

**Restrictions:** Same as Level 1A except as noted above.

**Level 2A: External User** (Researchers not affiliated with Holroyd or Tanaka’s research groups)

**Approval Procedure:**
- Completed 25 runs that have been supervised by Level 3 Experts, as indicated on the trainee’s Brain Lab Trainee Log Form. The final (25th) run is an “exam” run to be conducted beginning to end by the trainee. No more than fifteen runs can be supervised by any single Level 3 user (for the session to contribute to the training log), so trainees are required to be supervised by at least 2 different Level 3s. Multiple supervisors are strongly encouraged.
- Completed Psyc 574, Electroencephalography and Event-related Brain Potentials. Lab sessions can be applied to the Trainee Log Form.
- Approval by Clay or Jim

**Privileges:**
- Keys to the Brain Lab
- Limited access to online schedule, ability to recruit research assistants, ability to develop and run own experiment
- Can apply electrodes without supervision

**Restrictions:**
- Must receive approval for each independent experiment (see ERP Experiment Request Form)
- Personal research assistants must be recruited from outside of the B&C Lab group and must be approved as (at least) Level 1 users.
- Cannot sign runs on the Brain Lab Trainee Log Form.
Level 2B: Internal User (Researchers affiliated with Holroyd or Tanaka’s research groups)

Approval Procedure:
• Completed 25 runs that have been supervised by Level 3 Experts, as indicated on the trainee’s Brain Lab Trainee Log Form. The final (25th) run is an “exam” run to be conducted beginning to end by the trainee. No more than fifteen runs can be supervised by any single Level 3 user (for the session to contribute to the training log), so trainees are required to be supervised by at least 2 different Level 3s. Multiple supervisors are strongly encouraged. Psych 574 lab sessions can be applied to the Trainee Log Form.
• Approval by Clay or Jim

Privileges:
• Lab keys, access to online schedule, ability to recruit members within B&C Lab groups, ability to develop and run own experiment
• Can apply electrodes unsupervised

Restrictions: Cannot sign runs on the Brain Lab Trainee Log Form.

Level 3: Expert

Approval Procedure:
• Memorize the Brain Lab User Policy
• Designated by Clay or Jim

Privileges: All privileges of Level 2 Users. In addition, the ability to supervise trainee runs and sign the Brain Lab Trainee Log Form. Supervision must include the entire experiment. However, if desired, during data collection the expert may choose to wait in a nearby room.

Other Lab Policies:
1. The laboratory is “open for business” to run participants from 7 AM to 11 PM every day. Experiments between 11 PM and 7 AM are not permitted.
2. All experiments must include at least two people throughout the entire session (including at least one Level 2 user approved to run the experiment or one Level 3 user, and a second user any level).
3. “After hours” are defined as 5PM to 11 PM weekdays and 7 AM to 11 PM weekends. All experiments conducted during after hours that involve a female participant must include at least one female research assistant (any level).
4. All participants must sign the appropriate consent form(s) before starting the experiment. These must be stored in the designated area in the laboratory and are never to be removed from the lab.
5. The run log must be filled out and completed by the PI at the start of each session. Also, a run sheet must be completed for each session.
5. Finally, THE CUSTOMER IS ALWAYS RIGHT. Any complaint raised by the participant must be addressed to their satisfaction immediately even when this requires terminating the experiment or collecting substandard data.

I have read, understand, and will adhere to the above policies.

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Print Name    Signature    Date    Email

Approved by:

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 Signature    Date