DUKE INTERDISCIPLINARY INITIATIVE IN SOCIAL PSYCHOLOGY
POLICIES FOR USE OF DIISP 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 Duke Interdisciplinary Initiative in Social Psychology (DIISP), subject to the guidelines below. DIISP’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 DIISP Lab and the ResearchMobile are communal resources used by dozens of researchers and thousands of participants each year, the DIISP staff oversees all research that uses DIISP 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 DIISP continues to provide the greatest service for the largest number of researchers possible.

A. Oversight and Approval

1. All studies that use DIISP space, participants, or equipment must have oversight by a full-time Duke faculty member.

2. Use of all DIISP resources requires prior approval by the DIISP Research Coordinator.

3. To request space, participants, or equipment, researchers must submit evidence of IRB approval and, if requested, a copy of the approved IRB protocol. No studies may be conducted using DIISP 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 DIISP Labs if the approved study undermines the viability of the lab for other researchers. Use of the DIISP Lab 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 DIISP 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 DIISP 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 DIISP Research Coordinator immediately.

C. Recruiting Participants and Use of the DIISP Participant Pool

1. All materials that are used to recruit participants for studies conducted at DIISP, including descriptions of studies posted on the DIISP web site or included in flyers or advertisements, must be approved in advance by the DIISP 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 DIISP Staff based on justification that the study could not otherwise be conducted.

3. The DIISP Participant Pool may be used only for studies that are conducted at the DIISP Labs.

4. Under normal circumstances, studies conducted at DIISP should pay participants the typical rate at Duke (usually equivalent to $12-$15 per hour in 2011). 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

Duke asks that researchers who use DIISP resources acknowledge DIISP’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 Initiative in Social Psychology,” or “The authors acknowledge the assistance of the Duke Interdisciplinary Initiative in Social Psychology.”

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