

University of Michigan Ross School of Business

Behavioral Lab Policies

June 2006

1. All reservations must be made via the electronic Reservation Form on the Behavioral Lab website: www.bus.umich.edu/BehavioralLab.
2. One must remember to specify on this form exactly which rooms and equipment will be needed. (If one needs to see the available spaces/equipment in the Lab before requesting a reservation, one is welcome to contact the Behavioral Lab Manager to set up a time to do so.)
3. One must give sufficient advance notice of any reservations. Notice of at least THREE business days is required.
4. It may be possible to make changes to a reservation, if enough notice is given. Giving as much advance notice as possible will be appreciated. Even minor changes in reservations may be difficult to accommodate at the last minute. Contact the Behavioral Lab Manager to see if the necessary changes can be made.
5. Please also give as much advance notice as possible for cancellations of reservations.
6. One must not post any sessions until the requested times have been approved by the Behavioral Lab Manager and added to the Lab's calendar.
7. Generally, during the Spring/Summer terms, the Behavioral Lab Manager can only guarantee the scheduling of sessions during regular business hours (8am-5pm, Monday-Friday). If it is absolutely necessary to schedule sessions on weekends or at any other time outside these regular hours, one must contact the Behavioral Lab Manager with this special request. The Lab staff will do their best to accommodate experimenters' needs.
8. One must remember to give the Behavioral Lab Manager a copy of his/her study's IRB approval documentation prior to posting any experimental sessions. (Either an electronic version or a hard copy is acceptable.)
9. When one has reserved the Lab for an experiment, the equipment must be used in the Lab space only. (Laptops cannot be used in other rooms outside the Lab during requested experiment session times.)
10. During a regular semester, one can reserve the Lab for no more than 10 hours per week or 40 hours per semester. There is one exception: if the Lab is available during an upcoming week, one can request to use the Lab for more than the hours previously reserved for that specific week.