BESLAB EXPERIMENTS PROTOCOL

How to run experiments at the Behavioural Experimental Sciences Laboratory for internal members.

upf. **Universitat
Pompeu Fabra**
Barcelona

BESLab
Behavioral Sciences Laboratory

Revision History

Revision	Date	Author	Description
0.1	31/01/2020	Pablo López-Aguilar	Initial Draft
0.2	03/02/2020	Pablo López-Aguilar, Marianna Nadeu	Second Draft Version
0.3	14/02/2020	Pablo López-Aguilar, Elia Soler, Rosemarie Nagel, Helena Palumbo	Third Draft Version
1	24/02/2020	Pablo López-Aguilar	First Final Version
1.1	04/04/2020	Pablo López-Aguilar	Modifications following the requests of the review committee.
1.2	11/05/2020	Pablo López-Aguilar, Marianna Nadeu	Modifications following the requests of the review committee.
1.3	22/06/2020	Pablo López-Aguilar, Marianna Nadeu, Silvia Losa	Modifications following the requests of the review committee.
1.4	01/07/2020	Marianna Nadeu, Pablo López-Aguilar	Format improvements and modifications following the requests of the review committee.
1.5	13/07/2020	Pablo López-Aguilar	Format and content updates.
1.6	28/07/2021	Pablo López-Aguilar, Marianna Nadeu	Documentation updates.

Contents

List of Figures

BESLAB Experiments Protocol

Overview

The Behavioral Experimental Sciences Laboratory (BESLab) was created in 2014 as a joint effort involving the merging of the first experimental economics laboratory in Spain, LeeX, the experimental lab of the Department of Economics and Business and the Department of Political and Social Sciences laboratory. This new interdisciplinary laboratory brings together researchers from psychology, experimental economics, marketing science, political science, sociology, neuroscience and other related fields.

It is located at the room 24.320 of the building Mercè Rodoreda within Universitat Pompeu Fabra, Campus of Ciutadella.

The pool of the BESLab is composed by more than 6,500 participants. However, around 450 participants participate proactively in experiments. Most of the participants, 80% of all participants are studying at the Campus where the laboratory is based (Campus of Ciutadella) and the other 20% of participants are based either at the Campus of Poble Nou (15%) or coming from other Universities (5%). From the overall number of participants, 60% are women and 40% are men. Non-students represent less than the 1% of the proactive participants.

Participants Registration

To incentivise registrations of new participants, three communication actions are carried out:

1. **Advertisements on TVs and website Campus Global**: at the beginning of each academic year advertisements are published in **all TVs of the Ciutadella Campus** and on the **website of the Campus Global** for students studying any degree within the Economic and Political & Social Sciences Departments. The following
2. *Figure* 1 shows an example of the advertisements posted in both platforms during last years. As shown, the advertisement is available in English, Spanish and Catalan.
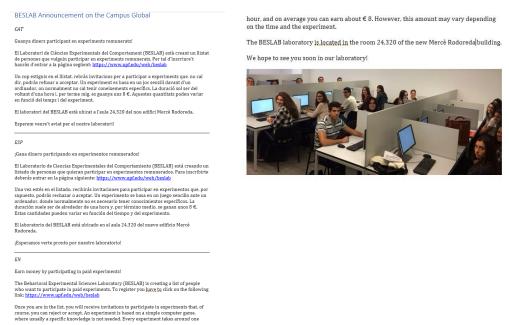

Figure 1 - TVs Advertisement at Ciutadella Campus

3. **Distribution of brochures at Ciutadella Campus**: as shown in *Figure 2*, brochures are distributed to students of the Ciutadella Campus at the public areas of the University.

Figure 2 - Brochures Given to Students in Public Areas of the University.

4. **Email sent to Professors and PhDs**: every year, a reminder is sent to professors and PhDs to foster registration to the laboratory within their students.

<u>Registration as a participant</u>: those interested in participation of experiments can register through the following link: http://beslab.upf.edu/ or the QR code above.

<u>Note</u>: the laboratory is part of the Department of Economics and Business and the Department of Political and Social Sciences which are located at the Ciutadella Campus. Therefore, the advertisements have no cost and students have the incentive to register due the proximity between their course's location and the laboratory. Advertisements have also taken place in other university buildings (Campus Poble Nou) but the engagement rate has not been so high.

We will continue our efforts to recruit participants from other campuses, but we understand the motivation to sign up is lower for non-Ciutadella students."

Privacy Policy

Participants willing to register in the BESLAB pool must accept the privacy policy available during the registration procedure (see *Privacy Policy Available During the Registration Process* section).

Thereafter, the new participant is required to give simple information such as First Name, Last Name, Email, Language to receive recruitment emails, field of studies, beginning of Studies or Profession and Phone Number (*Figure 3).*
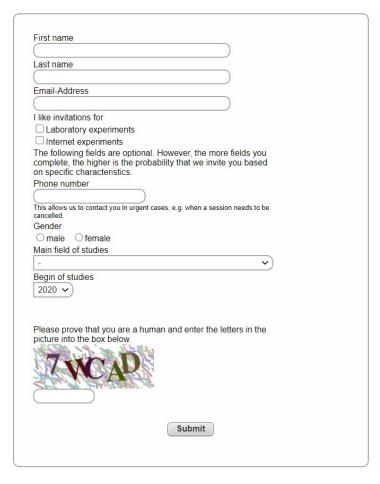
Figure 3 - Registration Form for New Participants

Any question regarding the laboratory or the experiments, can be send by email with the address: *beslab@upf.edu*[1]*.*

Participants Data Deletion

Any participant may at any time, cancel their participation and delete their data from their personal account. Moreover, to those participants who are registered after 4 years, but have not carried out any activity (for example: participation in an experiment), the system will automatically send them a reminder (via email) to confirm their willingness to keep or delete their *data*[2]. By default, participants who do not respond within 14 days of this request will have their data deleted from the server, as discussed in the email they will receive.

Recruitment Procedure

From the researcher's perspective, the recruitment process and the experiment calendar are handled through the *ORSEE Recruitment System*[3].

Access to the ORSEE Recruitment System might allow the researcher to access personal participants' information. Hence, in order to preserve their anonymity, the Laboratory Manager is the ultimate responsible of handling the participants' information and, therefore, the researcher is not allowed neither to register on the system nor to visualize participants information.

---

[1] The old address leex@upf.edu is still working.
[2] This procedure will be implemented in the forthcoming months.
[3] http://www.orsee.org/web/

However, ORSEE software is going to be updated and the new version is supposed to improve privacy issues. ORSEE will be switched to another system if the new version is not compliant with the European General Data Protection Regulation (EU GDPR).

Researchers may only be provided access to the participant database if the system ensures that they will not be able to access the participants' personal data.

Experiments will be always be **scheduled following the calendar's *availability***[4]. researcher

Note: before starting the participants recruitment process, the researcher must apply for the ethics review and receive the positive answer.

How to Apply for Ethics Review of Human Subjects Research *Projects*[5]

Step 1. Self-Assessment

Previous to initiating the recruitment, any UPF researcher should fill the ethics check list form (see section "*Ethics Review Checklist*"), sign it, and deliver it to the BESLab.

Since you will respond affirmatively to at least a couple of questions (the research project involves human participants and personal data processing), you will then need to complete the rest of documents as described in Step 2, and submit them to the *Institutional Committee for Ethical Review of Projects*[7] (CIREP).

Step 2. Review Application

The documents that the researcher should fulfil to get clearance from the CIREP are listed below:

Protocol Form

In the protocol form (see section "*Protocol Form*"), applicants should describe the methods, participant profile, recruitment methods, inclusion/exclusion criteria, personal data processing strategies, etc.

Information Sheet

The information sheet (see section "*Information Sheet*") form should describe the participation in a clear and intelligible manner so that potential participants can make an informed decision whether to participate or not. The guide provides text that can be adapted and enumerates all the fields that must be included in the form.

Only if the ethics committee responds positively to the review application, the researcher will be allowed to carry out the experiment in the BESLAB.

---

[4] http://beslab.upf.edu/public/show_calendar.php

[5] This information is available in CIREP website: https://www.upf.edu/web/cirep/application

[6] Any doubt about the check list may be reported to secretaria.cirep@upf.edu

[7] https://www.upf.edu/ca/web/cirep

The *procedure*[8] to carry out standard experiments is defined below:

1. **Create the experiment**: the system requires the creation of the Experiment in the Orsee Database (*Figure 4*). As seen in the figure, internal name (only visible for the Laboratory Manager), public name (name visible for participants when they will receive the invitation email) and a description (only visible for the Laboratory Manager and not a mandatory field) of the experiment will be required.

Figure 4 - New Experiment Screen

2. **Schedule session/s**: once the Experiment has been created, sessions of the experiment should be scheduled. A description might also be added (only visible for the Laboratory Manager) as shown in *Figure 5*.

Figure 5 - Schedule Session Screen

Note: prior to scheduling the sessions, the Laboratory Manager should guarantee the availability of the laboratory.

---

[8] Procedure to set up a standard experiment must be controlled by the Laboratory Manager.

3. **Define participants profile**: participants criteria need be defined in order to send the invitation email to the correct target group (*Figure 6*). All participants that fit in the criteria are assigned to the target group.

Figure 6 - Participants Criteria Definition

<u>Note</u>: *there is not specific criteria to register in the laboratory pool. However, different criteria/filters may be applied to invite participants, such as gender, type of studies/degree, age or participation in a previous related experiment (which might cause a conflict with the current experiment).*

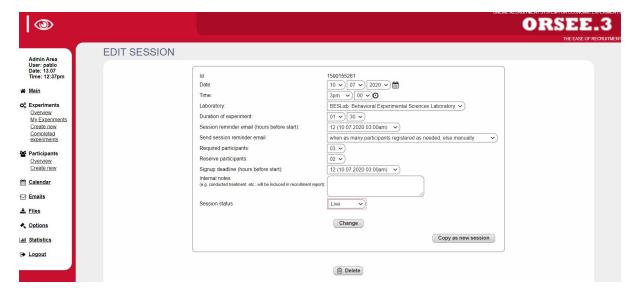4. **Send the email to the defined participants**: an email should be *sent*[9] to the assigned participants adding some specification for the session. The email contains a link to allow registration (only if the session is not full). The following *Figure 7* shows an example of an invitation email.
   - The email is sent randomly from the generic laboratory account to all defined participants **including a registration link to the ORSEE system**. After clicking the link, the participant is able to choose the session that better fits into his/her agenda. Once all sessions are full, the registration link is not displayed anymore in the email (this is highlighted in the invitation email).
   - Participants don't need to reply to the invitation email.

---

[9] It is recommended to send the email within 24h-48h before the session/s.

Figure 7 - Invitation Email Example

<u>Note</u>: *it is recommended to invite around 3-5 more participants than needed in each session, since some of them might finally not show up[10].*

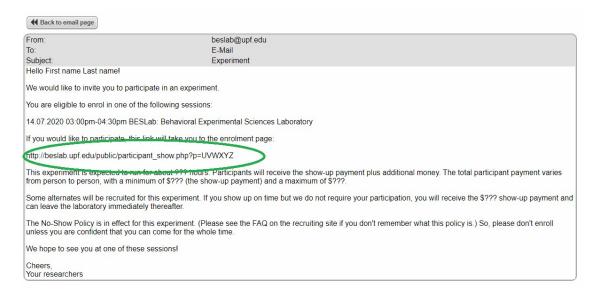> **IMPORTANT**: the recruitment procedure is handled by the Laboratory Manager. Therefore, the researcher has not access to any information related to registered participants.

Laboratory & Utilities

<u>The BESLAB consists of three different rooms located at the Mercè Rodoreda *building*[11]</u>:

Room 24.318: Used to organise meetings, focus groups, non-computer-based experiments, etc. There are 12 availability places.

Room 24.319: This is the lab-manager's office, used to print all required documentation prior to the experiment (consent forms, instructions and receipts) and carry out payments (if payments are carried out in cash).

Room 24.320: The laboratory has 28 computer workstations in separate cubicles and a separate computer for the researcher. All computers have internet connection and state-of-the-art software to conduct surveys and experiments (Qualtric, Z-tree, etc.). In addition, all the computers are equipped with the office suite and data analysis programs available at the university. Any software available at the Department can be installed on request after obtaining permission.

The lab facilities allow researchers to conduct a wide range of studies: computer-assisted (e.g. web surveys) or in-situ (e.g. face-to-face interviews) studies, individual or group

---

[10] Their confirmation and non-attendance to a specific session will involve a fault. After 3 faults the participants will be eliminated of the pool.
[11] This information is also provided in the site: https://www.upf.edu/web/beslab/

experiments/data-collection, studies where participants interact virtually in an anonymous way, among others. The lab is open to all researchers of the Department of Social and Political Sciences, the Department of Economics and Business, and to other external researchers with a defined design of the study and resources to conduct them.

Furthermore, these facilities can be used by professors who are interested in teaching research methodology using the lab equipment (survey and experiment software). The professor should always be present during the lab sessions and students must not access the lab alone.

Many statistical and survey software packages are installed in the lab and can be used, such as:

- Z-Tree: a software package developed by Urs Fischbacher at University of Zurich's Institute for Empirical Research in Economics, to conduct economic experiments such as auctions, ultimatum games, prisoners' dilemma games, trust games, etc.
- Qualtrics: survey software with many programmable options (including the insertion of reaction time tasks, audio, video, randomization, branching).
- Direct RT: software to design Reaction Time tasks/experiments, presenting sound, video images and text with exacting precision. Useful in studying memory processes, attentional processes or evaluative processes (e.g. lexical decision tasks, implicit associations, evaluative priming tasks).
- E-Prime: software used for behavioural research, for designing, generating, collecting, analysing data.
- IBM SPSS: statistical package for data analysis.
- R: free software environment for statistical analysis and graphics.
- MatLab: a programming platform designed specifically for engineers and scientists, to analyse data, develop algorithms, create models and applications. The heart of MATLAB is the MATLAB language, a matrix-based language allowing the most natural expression of computational mathematics.

There is also the following equipment that can be used:

- Tobii Eye-Tracker: to measure and observe differences in attention or attention biases to different stimuli, measuring eye positions and eye movement.
- 10-millisecond-accurate keyboards (for reaction time studies/experiments)
- Headphones with microphones

Note: access to these rooms must be requested to the Laboratory Manager.

Conducting a Session

Once the invitation email has been sent to the target group (defined in the previous steps), participants who have registered for the session will automatically receive a confirmation email specifying the time, place of the session (usually the laboratory) and recommending them to arrive 10 minutes before it starts.

Upon their arrival, the Laboratory Manager should ask every participant for their ID card in order to check attendance, following the list of names given by the system. Once the checking has been approved, the Laboratory Manager should ask the participant to randomly choose a number between one and the number of computers needed to carry out the experiment. The chosen number will be linked to the participant's computer

*Note: The researcher **is not allowed** to access the participant list. Once the Laboratory Manager has checked the participant attendance, researchers or research assistants will be allowed to conduct the experimental session or assist the Laboratory Manager with the data collection. The requirements and recommendations discussed below will be followed.*

Before the Experiment

It is recommended to mark participants that registered but did not show up.

Note: non-attendance from registered participants will involve a "fault". After 3 "faults", this person might be removed from the online recruitment system.

Minimum participants needed for the session: the number of participants per session is determined by the experiment's characteristics. If the session needs a minimum (or specific) number of participants, it is recommended to recruit 3-5 additional participants. If all registered participants show up to the session, the researcher should ask them whether anyone wants to leave (voluntarily) and should pay around 3€-5€ to those who accept to *leave*[12].

Note: participants who have not received the invitation email are not allowed to participate since the email is sent to a specific target group. However, if the experiment does not need specific target and the participant has not participated before in the experiment, it is possible to allow him/her to participate in the session. After the session, the researcher can suggest the participant to register in the laboratory pool. However, this is not mandatory.

If no participants want to leave the session voluntarily, the researcher should choose participants randomly (for example, with random chosen numbers that they can visualize) and invite them to leave, always paying them (in cash) as mentioned above (payment should be carried out only after the participant has signed the mandatory receipt; more information on that is given in the section *Payment*).

Once participants are at their assigned place and before starting the experiment, **it is mandatory** that they accept the *consent form*[13] based on the template provided by the CIREP (this may be in digital version or a hard copy). Otherwise they will be invited to leave the session.

A template in *English*[14] is attached in the *ANNEX* section.

> **IMPORTANT**: When the consent form is distributed in paper, the researcher must collect all signed consent forms before starting the session. He/she is the person in charge of its correct storage.
>
> Participants who do not sign the form will be invited to leave the session.

Instructions might be provided in different ways depending on the experiment and can be given either in the computer screens or read by the researcher.

---

[12] That amount is recommended to not damage the reputation of the laboratory and foster their participation in future sessions.
[13] Consent forms can be required to the Laboratory Manager.
[14] Consent forms are available in English, Spanish and Catalan.

Payments will be carried out after the session (more information on that in the following section).

On the consent form it is specified that participants can leave the sessions at any moment. However, it should clarify that no payment will be done in that case. Moreover, as many studies need a specific number of participants per session, this may affect the outcome of the research.

Payment

Participants are the most valuable asset of the laboratory. To preserve the reputation of the laboratory and promote registration, it is recommended to pay around 8€-12€/hour, with a minimum payment (show up fee) of 5€ (regardless of the duration of the session).

Payment should be carried out **in cash** or via **bank transfer**, depending on the financial source of the experiment. Information in this regard should be provided by the responsible department.

The average payment per participant should be given in the invitation email. If the payment (or part of it) is variable, it is recommended to inform participants about the show-up fee and the maximum variable payment he/she can earn. For example, "*The fixed payment for this experiment is 5€ and an additional variable payment up to 5€ might be included depending of your performance during the experiment.*"

Moreover, the invitation email should also specify whether the participant will be paid in cash or via bank transfer. In case of payments done via bank transfer, the invitation email should remind the student to bring his/her bank details to the session.

Payments in cash: payments in cash will be carried out after the session. Each participant should remain seated until the researcher calls him/her. Then, the participant should give the signed receipt to the researcher, who will proceed to the payment following, for example, the ID number of the computer used by the participant.

Payments via bank transfer: payments via bank transfer take more time to be processed. As this might generate some inconveniences or complaints from participants, the researcher should give information about it **before** the session as it usually takes around 1 month for the money to be shown in their bank accounts.

When experiments are done via bank transfer, it is recommended to increase the average payment per participant, since the participation rate in these cases is usually low. Following the experience from previous experiments, a good incentive would be paying at least 10€ per participant regardless the duration of the session (hardly any participant will register to earn 5€ and get the payment after one month).

> **IMPORTANT**: participants cannot leave the room without signing the receipt. **This document remains the only proof that the payment has been carried out.**
>
> After the session, **the researcher must give the receipt** (see section *Bank Transfer and Cash Example Receipts*) to the administrative support person responsible of carrying out payments. In order to avoid possible complaints from participants, it is highly recommended to proceed to the payment as soon as possible.

Note: some sections in the receipt, such as "Responsible of the Experiment", "Name of the Project", "Segment ID" or "Name of the Experiment", should be filled by the researcher before the beginning of the session.

Data Processing

There are two ways to store information depending on the software (mentioned in the section *Laboratory & Utilities*) used to conduct the session.

Online Software: experiments' information derived from the use of Qualtrics (or any online application) are stored in the online servers of the application provider. The information is usually downloaded by the researcher in SPSS or Excel formats and shall be deleted from the remote server when it is no longer needed and in accordance with the informed consent. These data are not stored in the laboratory servers.

Offline software: experiments' information derived from the use of zTree are stored on a shared disk called "/G" and handled by the Laboratory Manager. The disk contains folders with the name of the researcher and the experiments he/she has performed (sometimes during years).

To access a specific folder, the researcher may request remote access to his/her folder to the Laboratory Manager, who will give "read and write" permissions. Hence, the researcher will be allowed to read and/or modify the information stored in the folder. Researchers are not allowed to access other researchers' folders.

In case of using online or offline software, the Lab Manager should ask the researchers to eliminate any information that could, directly or indirectly, identify participants.

Once a year a message will be sent to the researchers registered in the database reminding them to check their folders on drive G: so as to ensure that the data retention period corresponds to that indicated in the informed consent sheets of each project.

Note: the laboratory manager should never share neither results nor programs about a specific experiment without the consent of the person responsible of the experiment.

IMPORTANT: All data stored on UPF servers and its access must follow with the requirements of the National Security Scheme, especially considering the possibility to include data that could identify participants.

Moreover, information stored in online software (Eg, Qualtrics) and the G disk, must comply with the GDPR.

All software non-compliant will be erased of the laboratory premises.

Privacy Policy

Use of Information: Information given by the participant is used for the following purposes:

- To inform the participants about experiments and studies.
- To invite participants to participate in experiments.
- To perform a scientific motivated selection of participants of certain experiments.
- To check the show-up or non-show-up of the registered participants to experiments.

IMPORTANT: There is no link between the data generated in the experiment and the data in the registration and organization system. Each participant may at any time determine that he or she will not receive further invitations to experiments.

Experiments:

- During the experiments, data is generated through the decisions of the participants of these experiments.
- This data will be analysed scientifically by researchers. The decision data is typically anonymized and no specific person can be connected to it. In this sense, participation in experiments is anonymous.
- The generated, anonymized data is used for preparation of scientific research papers and lectures.
- In specific cases where a research project may require the processing of personal data, this should be explained in the informed consent form.

Receipt of payment

- Payment information received by the participant is not recorded or linked to the recruitment database. This information is processed by UPF administrative services.
- The information regarding payment for participation is calculated at the immediate time of completion of the experiment and is processed by the administrative services of the UPF independently of the responses provided in the experiments.
- In specific cases where payment depends on the answers provided, and the identity of the participants can be inferred from this information, this should be explained in the informed consent.

You can ask us any questions or make requests by emailing: beslab@upf.edu

Data controller: Universitat Pompeu Fabra. Pl. de la Merce, 12. 08002 Barcelona. Tel. (+34) 935 422 000. You can contact UPF's Data Protection Officer by sending an email to dpd@upf.edu.

Purposes of the processing: to manage the BESlab volunteer database. Your personal data will be kept as long as your consent is not withdrawn and to determine possible derived responsibilities.

Legal basis: your consent. You can withdraw your consent at any time.

Recipients: Pompeu Fabra University. Your personal data will not be transferred to third parties without your consent, except when otherwise provided for by law.

Rights: You can access your data; request their rectification, deletion, and in certain cases their portability; you may object to their processing and apply for their limitation by following the procedures described at www.upf.edu/web/proteccio-dades/drets. You can contact UPF's Data Protection officer (dpd@upf.edu) for any queries or if you feel that your rights are not properly respected. Should you not be satisfied, you may file a complaint with the Catalan Data Protection Authority (apdcat.gencat.cat).

Ethics Review Checklist

Instructions
- This checklist will help you determine whether you need to submit your project for ethics review.
- Complete the form by answering all the questions and items. If you have any doubts, please contact us at secretaria.cirep@upf.edu.

General Information

Project Title:
PI Full Name:
Department (or institution, if not UPF):
Applicant Full Name (if different from PI):

Do you plan to follow the approved lab protocol?   ☐ yes   ☐ no

If you selected "no", you should explain all aspects of the procedures that do not conform to the standard protocol (e.g., participant recruitment procedure, payment procedure, etc.) in detail so that CIREP can review the deviations.

When answering the questions below, please note that you must collect personal data of the participants in order to process the payment of compensation, even if the data will be processed by administrative staff of the university.

1. Human Participants

Does your research involve human participants?   ☐ yes   ☐ no

If you answered "yes", please respond to the questions below. If not, skip to section 2.

Are they minors under 14?   ☐ yes   ☐ no

Are they minors between 14 and 17?   ☐ yes   ☐ no

Are they over 65?   ☐ yes   ☐ no

Are they patients?   ☐ yes   ☐ no

Are they vulnerable populations or populations that may require special provisions?   ☐ yes   ☐ no

Is it impossible or unfeasible to obtain consent from the participants themselves?   ☐ yes   ☐ no

Does your project involve deceiving participants or providing only partial information?   ☐ yes   ☐ no

2. Protection of Personal Data

Does your project involve personal data collection and/or processing?   ☐ yes   ☐ no

If you answered "yes", please respond to the questions below. If not, skip to section 3.

Does it involve the collection and/or processing of special categories of personal data (i.e., data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health, or data concerning a natural person's sex life or sexual orientation)?   ☐ yes   ☐ no

Do you plan to import any material, including personal data, from non-EU countries?   ☐ yes   ☐ no

Do you plan to export any material, including personal data, to non-EU countries?   ☐ yes   ☐ no

Do you plan to share the personal data collected with other researchers?   ☐ yes   ☐ no

3. Other Ethics Issues

In case of collaborative projects not led by UPF researchers, has the lead partner obtained approval from their institution's ethics committee? ☐ yes ☐ no

In case of collaborative projects not led by UPF researchers, has the lead partner's institution's ethics committee deemed the project exempt from ethics review? ☐ yes ☐ no

Does your research involve animals? ☐ yes ☐ no

Does your research involve the use of elements that may cause harm to humans (including research team members, due to, for example, fieldwork in politically unstable countries or the use of harmful or radioactive materials in the lab), the environment, animals, or plants? ☐ yes ☐ no

Does your research have the potential for military applications (dual use) or for malevolent, criminal, or terrorist abuse (misuse)? ☐ yes ☐ no

---

- If you answered "yes" to any of the questions in **sections 1 and 2**, please complete the application forms and submit them by email to secretaria.cirep@upf.edu. Before you submit your application, check the guide to determine which aspects you need to discuss in detail and whether you need to provide any supporting materials.

- If you answered "yes" to any of the questions in **section 3**, please send us this checklist at secretaria.cirep@upf.edu before you complete the other forms.

Signature

Principal Investigator   Date

Protocol Form

Protocol Form

Instructions
- Please complete the form by providing information for all relevant items.
- Do not delete the instructions or any section. Write "not applicable" if an item or a question does not apply to your project.
- Please avoid using discipline-specific jargon.
- You may read the guide on our website or contact CIREP if you have any doubts.
- Submit the completed form and supporting materials (questionnaires, interview scripts, etc.) via email to secretaria.cirep@upf.edu.

Section 1. General Information

Application Number	

1a. Project Title

1b. Project Description

Please provide a 300-word summary of the project.
Keywords:

1c. Research Team *(Note that students cannot serve as PI.)*

PI Full Name:
Department (or institution, if not UPF):
Applicant Full Name (if different from PI):
Other Research Team Members:

1d. Funding

Is your research project funded?	☐ Yes	☐ No	☐ Pending
What is the source of funding? ☐ UPF ☐ Local or autonomic. *Please specify*: ☐ State. *Please specify*: ☐ European. *Please specify*: ☐ Other. *Please specify*:			
Does the funding agency require an ethics certificate?	☐ Yes	☐ No	

1e. Project Timeline

Estimated Start Date:	Project Duration:

Section 2. Objectives

Summarize the objectives, rationale, and motivation for the project.

Section 3. Methods

3a. New Data Collection

Provide a brief but informative description of all the research methods that will be used to collect (e.g., interviews, tests, surveys, ethnography, recordings, etc.) and analyze the data. Include copies of the research materials when you submit your application.

Regarding the procedure to conduct the study in the laboratory, will you follow the standard procedure described in the 'Conducting a Session' section of the BESLab Experimental Protocol document? ☐ Yes ☐ No
If you selected "no", please discuss in detail the procedure you will follow to conduct the study.

3b. Secondary Data

Describe the data that will be used. Identify the data source(s) and confirm that the researchers are allowed to access and use the data for the purposes of the project. Describe how the data will be analyzed.

Section 4. Participants

Indicate the number of participants. Please explain how the number of participants needed to answer the research questions was established.

List the exclusion and inclusion criteria. If you plan to recruit vulnerable participant populations,[1] justify the need to include these populations.

Note: When participants under 18 and over 65 are recruited, researchers need to ensure that participants (and their legal guardians or representatives) understand the consequences of their participation.

Describe the sampling and recruitment procedures (how will participants be identified and approached?; is there any possibility of undue influence or coercion?; if so, how has it been addressed?; etc.).

Will you follow the standard procedure described in the 'Recruitment Procedure' section of the BESLab Experimental Protocol document? ☐ Yes ☐ No

If you selected "no", please provide enough detail about the recruitment procedure you will follow.

Describe when and how consent will be obtained. Confirm that all the relevant information (as listed in the guide) has been included in the information sheet and consent form. If obtaining consent is unfeasible, please justify your decision.

Select an option:
   ☐ We will use informed consent forms in electronic format, which must be accepted in order to access to the questionnaire.

   ☐ We will collect informed consent forms signed by the participants. Consent forms signed by the participants will be stored in a locked cabinet only accessible to the principal researcher.

---

[1] Persons who, due to their situation, may not completely understand the possible consequences associated with their participation in the research project. Minors under 14 are always considered vulnerable.

Section 5. Personal Data Processing *(Check the guide for help.²)*

Personal data: Any information that relates to an identified or identifiable living individual. To determine whether a person is identifiable one must consider the foreseeable technological evolution and the possible combination with other data by the investigator or third parties. Personal data includes both identifying data (first and last names, home address, etc.) and any other type of data that, on its own or combined with other types of data, can be used to identify persons (image; voice; physiological, economic, cultural, social data, etc.).

Special categories of personal data: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership; genetic data; biometric data; or data concerning health, a person's sex life or sexual orientation.

Select an option:

☐ We only need to process personal data of the participants in order to make the payments due for their participation. This data will be managed by administrative staff of the university. It is not possible to identify the participants through their responses in the experiment, even knowing the payment they have received.

☐ We only need to process identifying personal data of the participants in order to make the payments due for their participation. This data will be managed by administrative staff of the university. We do not need to establish any link between this data and the answers given in the experiments by the participants. However, it would be possible to identify participants from their responses if the payment they have received is known.

☐ In our research we need to collect and process personal data, that is, data that can allow the identification of the participants. We need to collect this data because...

Indicate the types of data that will be processed.

Describe the security measures that will be implemented.

Regarding data protection mechanisms (please check all that apply):

☐ The data will be stored on the UPF server, in G drive, which follow the requirements of the National Security Scheme and is compliant with the GDPR.

☐ The data will be stored in   [name of the online service provider] provided by BESLab and which is compliant with GDPR.

☐ Other (please specify which ones, the data protection mechanism and its compliance with GDPR):

Describe who will have access to the data. If applicable, indicate the plans for sharing data with non-UPF members.
Besides the Lab Manager, who will have access to the data and will administer the experiment, the data will be accessible to

Discuss the personal data preservation period and any plans for future reuse after the completion of the current project.

Discuss whether personal data will be published or otherwise disseminated. If so, confirm that the consent form explicitly allows participants to consent to this type of dissemination.

Section 6. Ethical Considerations

Please provide a clear and concise statement of the ethical issues raised by the research activity not discussed above and how you intend to deal with them.

---

² The guide contains text that you can use to complete shis section. You may copy and paste the relevant options from among those described.

Section 7. Payment

Will you follow the standard procedure described in the Payment section of the BESLab Experimental Protocol document?

☐ Yes. Payment in cash.

☐ Yes. Payment by bank transfer.

☐ No

If you selected "no", please provide enough detail about the payment procedure you will follow.

Note that, if the funds used for participation compensation are non-UPF funds, the recommended form of payment is cash, following the protocol outlined in this document.

Section 8. References

Signature

Principal Investigator   Date

Potential Reviewers *(optional)*

Suggest UPF reviewers who may be able to review your project.

Information Sheet

<h1 style="color:red; text-align:center">Information Sheet</h1>

Title of the research project: [Project title]

Principal Investigator: Prof./Dr. XYZ, [work address], xyz@upf.edu

Institution: Universitat Pompeu Fabra [or name of the relevant institution]

Funding agency: This project is funded by [funding body, award/grant id].

Objectives and duration of the project: The goal of this study is [please describe the goal of your project without revealing details or hypotheses that may bias participants' responses]. The duration of this project is [please indicate the duration of the project].

Methodology and participation: [Describe the project's methodology, especially the procedures related to subjects' participation. Indicate clearly the estimated time to complete the participation, the number of sessions, the tasks to be carried out and where they will take place, as well as any other important details.] The experiment will take place in the BESLab premises, located in room 24.320 of the Mercè Rodoreda building.

Privacy: [Indicate the measures adopted to preserve participants' privacy, e.g. *In order to protect your privacy, we will not identify your data with your name, but rather with a code that will only be known to the research team members. In order to make data only accessible to research team members, physical data will be stored in a locked secure location and digital data will be stored with access control systems. In the event of data publication, only anonymous data will be published. Anonymized data may be hosted or published in a public repository.*]
[Please choose option A, B, or C as relevant and delete the other options]
[A.] We need to process your personal data for payment purposes. To that end, your data will be shared with UPF administrative staff and will be treated separatedly and independently from your experiment responses. The data collected during the experiment cannot be used to identify you. Thus, once the experiment concludes, we will not be able to delete the data you generated, should you ask for it, unless you can provide us with additional information that allows us to identify your contribution.
Only anonymized data will be published. Anonymized data may be reused for other research projects or archived or published in a public repository.
Payment related data will be kept for the duration of the project and for its scientific validation and according to UPF regulations.
[B.] We need to process your identifying personal data for payment purposes. These data allow us to identify the responses you provide during the experiment. However, the payment related data will be shared with UPF administrative staff and will be treated separatedly and independently from your experiment responses.
[Please add option 1 or 2 as needed and complete if necessary.]
[Option 1] Your experiment responses will be stored on a protected UPF server and will only be accessible to the project team members and the lab manager.
[Option 2] Your experiment responses will be stored on [software name] servers, which are GDPR compliant and, later, on a protected UPF server. They will only be accessible to the project team members and the lab manager.
Only anonymized data will be published. Anonymized data may be reused for other research projects or archived or published in a public repository.
Informed consent sheets will be kept in a lock cabinet and will only be accessible to the principal investigator.[3]
Personal data will be kept for the duration of the project and its scientific validation and according to UPF regulations.
[C.] We need to process personal data that might identify you. Therefore, they will be treated in accordance with personal data protection regulations.

---

[3] This sentence should only be added if hard copies of the consent form are used.

[Please add option 1 or 2 as needed and complete if necessary.]

[Option 1] Your experiment responses will be stored on a protected UPF server and will only be accessible to the project team members and the lab manager.

[Option 2] Your experiment responses will be stored on [software name] servers, which are GDPR compliant and, later, on a protected UPF server. They will only be accessible to the project team members and the lab manager.

We will also need to process your personal data for payment purposes. The data will be shared with UPF administrative staff and will be treated separatedly and independently from your experiment responses.

Only anonymized data will be published. Anonymized data may be reused for other research projects or archived or published in a public repository.

Informed consent sheets will be kept in a lock cabinet and will only be accessible to the principal investigator.[4]

Personal data will be kept for the duration of the project and its scientific validation and according to UPF regulations.[5]

Compensation: Your participation will be compensated [indicate how. Specify if compensation requires complete participation.] Partial participation will not be compensated if the participant decides to withdraw from the session. However, if the session is interrupted due to computer malfunctioning, compensation will be prorated.

Risks and benefits: [Describe the risks associated to participation. If there are no specific risks, you may use the following text: *Participating in this study does not entail risks greater than those ordinarily encountered in daily life*. Describe benefits associated to participation. If no benefits have been identified, you may use the following text: *We cannot and do not guarantee that you will receive any benefits from this study*.]

Voluntary nature of participation: Your participation in this study is on a voluntary basis and you may withdraw from the study at any time without having to justify why.

Contact information: If you have any question about this study, you may contact the IP (Prof. XYZ, xyz@upf.edu) or [contact information of another research team member].

If you have doubts, complaints, or questions about this study or about your rights as a research participant, you may contact UPF's Institutional Committee for the Ethical Review of Projects (CIREP) by phone (+34 93 542 21 86) or by email (secretaria.cirep@upf.edu). CIREP is not part of the research team and will treat any information you send confidentially.

[If UPF is responsible for the personal data processing, please include this information note at the end of the information sheet:

In accordance with the General Data Protection Regulation (GDPR) 2016/679 (EU), we provide the following information:

Data controller: *Universitat Pompeu Fabra. Pl. de la Mercè, 10-12. 08002 Barcelona. Tel. +34 93 542 20 00. You can contact UPF's Data Protection officer by sending an email to dpd@upf.edu.*

Purposes of the processing: *Carrying out the above-mentioned research project. Personal data will be kept during the execution of the project and for two more years after its conclusion for scientific validation.[6]*

Legal basis: *Data owner's consent. You can withdraw your consent at any time.*

Recipients (option 1): [7] *Your personal data will only be processed by Universitat Pompeu Fabra and will not be transferred to third parties without your consent, except as otherwise provided by law. Data may be anonymized and published in an open science repository.*

Recipients (option 2): *Your personal data will be processed by Universitat Pompeu Fabra and...[8] Data may be anonymized and published in an open science repository.*

---

[4] This sentence should only be added if hard copies of the consent form are used.

[5] Modify this statement as necessary for your project needs.

[6] The retention period can be adapted to the project's needs.

[7] Choose the most convenient option (1 or 2).

[8] If necessary, add other recipients (specific ones or categories). Contracts with specific clauses on data protection will have to be signed. Types of recipients:
- companies hired to provide a service which requires personal data processing (for example, fieldwork);
- collaborating entities that have access to or process personal data (for example, collaborative projects involving several universities);

Rights: *You can access your data; request their rectification, deletion, and in certain cases their portability; you may object to their processing and apply for their limitation by following the procedures described at www.upf.edu/web/proteccio-dades/drets. You can contact UPF's Data Protection officer (dpd@upf.edu) for any queries or if you feel that your rights are not properly respected. Should you not be satisfied, you may file a complaint with the Catalan Data Protection Authority.*]

- third parties that could have access to the data: for example, in case of image publications for a presentation, scientific publications, or the project's web page, or in case of possible secondary use of personal data for future projects (explicit consent is needed).

It is mandatory to indicate data transfers outside the European Economic Area (where the General Data Protection Regulation and its requirements apply) and the requirements established by the Regulation must be complied with. In addition, publication of data online is considered a type of data transfer and participants need to be duly informed about it.

Informed Consent Form

<div align="center">

Informed Consent Form

</div>

Title of the research project: [Project title]

Principal investigator: Prof./Dr. XYZ, [work address], xyz@upf.edu

Institution: Universitat Pompeu Fabra [or the name of the relevant institution]

I HEREBY CONFIRM that:
- I have read the information sheet regarding the research project,
- I have been able to formulate questions on the project,
- I have received enough information on the project,
- I am between […] and […] years old.[9]

I UNDERSTAND that my participation is voluntary and that I can withdraw from or opt out of the study at any time without any need to justify my decision.
- ☐ I GIVE MY CONSENT to participate in this study.
- ☐[10] I GIVE MY CONSENT to […].[11]

Name and last name(s):
Signature:
Place and date:

[If UPF is responsible for the personal data processing, please include the same information note you included at the end of the information sheet here.]

---

[9] Please indicate the age range according to the project's inclusion criteria.

[10] Add checkboxes so that participants can select the options they want when all of them are not required to carry out the research project.

[11] Add all the types of processing that require explicit consent from the participant. Options include:
  i.   processing of special categories of data (indicate the types of data that will be processed),
  ii.   reuse of my personal data for other projects by the same UPF research group,
  iii. transmission of my personal data to be used in projects in the same field carried out by different research groups,
  iv.   transfer of my personal data to countries outside the European Economic Area,
  v.   publication of identifying data (such as my image or voice).

Bank Transfer and Cash Example Receipts

Universitat Pompeu Fabra
Barcelona

PROOF OF RECEIPT OF GRATIFICATION FOR PARTICIPATION IN SURVEY/EXPERIMENT

Professor _____, as responsible for the project _____ (segment _____), confirms the granting of the following gratification in exchange for participating in the survey/experiment _____, conducted on ___ / ___ /2021.

Observations: _____

Name and Last name:	_____	NIF / NIE:	_____
Address:	_____	Postal Code:	_____
City/Town/Village:	_____	Phone number:	_____
Amount*:	_____	E-mail	_____

Payment method:

☐ **Bank transfer**   ☑ **Cash**

Bank details:

Account holder: _____

IBAN: _____

BIC/SWIFT: _____

Signature of responsible

Signature of beneficiary
(For cash payments, signing the receipt confirms to having received the indicated amount)

Barcelona, on _____

1.- The beneficiary must be the account holder
2.- Please use capital letters
3.- Inaccurate data will lead to cancellation of the proof of receipt

* Capital gains not subject to withholding or payment on account in accordance with Article 75 of the Regulation governing Personal Income Tax (IRPF) (RD 439/2007 of 30 March).

In accordance with the provisions of the **General Data Protection Regulation**, Regulation (EU) 2016/679, we summarize our data protection information:
Data controller: Universitat Pompeu Fabra. Pl. de la Mercè, 12. 08002 Barcelona. Tel. (+34) 935 422 000.
Purpose: management of your participation in a research project in the terms defined in the informed consent form. Management of possible derived responsibilities. To determine possible derived responsibilities. The provisions established in the regulations about files and documentation shall apply.
Legal basis: your consent. You may withdraw such at any time. In certain procedures, legal obligation.
Recipients: Pompeu Fabra University and companies providing ancillary IT services, upon the signature of contracts that preserve privacy. The data will not be transferred to third parties without your consent, except in the cases provided for by law.
Rights: you can access your data; request their rectification, deletion and in certain cases their portability; you may object to their processing and apply for their limitation, by writing to the University manager (gerencia@upf.edu). You can contact the UPF data protection officer (dpd@upf.edu) for any queries, or if you feel that your rights are not properly respected. Should you not be satisfied, you may file a complaint with the Catalan Data Protection Authority.

Figure 8 - Proof of receipt surveys and experiments unified model