September 28, 2018
Protocol for Trust – JO experiments (Study 2018e).

Tasks before the experiment starts

1. Before starting the experiment a set of index cards need to be prepared. Subjects need the following information on their card:

ID:	
Machine Number:	
Session	

Prepare the number of cards that will be needed for the experiment session. If 16 subjects are expected, prepare 16 cards.

The ID numbers MUST be unique. IDs will begin sequentially from 501. Always record the next ID for the next session. If there are 16 subjects for the first session, then the next ID for the second session will be 317, etc. If only 10 subjects show up for the experiment, then destroy the extra ID cards.

Note: If a subject enters the wrong ID or if that ID has already been used in the experiment, the subject will be stopped at the log in and be asked to get the experimenter's attention. This is why EVERY subject needs a unique ID.

Record the session number on the ID card. The first session will be 1. The next will be 2, etc. If you are unclear about what session, consult the Lab Book. **Keep in mind that we will run 2 sessions in each experiment. Each session must have exactly 8 subjects.**

Shuffle the cards, put one in each of the lab carrels. Then go back and record the carrel (machine) number. Reshuffle the cards once you pick them up.

2. The experimenter should turn on all of the machines that will be needed for the experiment. Use **Firefox** and go to: **http://brl.rice.edu/jo**. This will take the experimenter to a page that allows a subject to login.

    a. Leave the screen as is.
    b. Open another tab and leave it open. Subjects will be allowed to "surf" in this window prior to starting the experiment.

3. At the administrator machine (in the reception room) go to: http://brl.rice.edu/jo/Admin. Once there you can sign in.

Login. At present a password is needed. Each experimenter should have a name and password. However, as an emergency backup, the following can be used:

Admin ID: rkw
Password: rkw
Session: <enter session number for this experiment>

Once logged in click on the GO to MAIN button. You will then be given a drop down menu under SELECT OPTION. Choose Start Experiment. This will take you to a screen that will seemingly be empty. Leave it as is.

Important: You will need to do this for two machines (both can be in the lab). Each machine will run a specific SESSION.

In the reception room turn on the computer. Go to http://brl.rice.edu/Admin/AdminLogin.cfm . Login in with your account. Go to the "Check In" button. Pick the date andtime for the experiment that will be run. This will tell you how many subjects are scheduled for the experiment.

4. Prepare the following materials for subjects.
    a. Have the consent forms ready for TRJO. There are two parts to these forms. The first part is a generic information sheet. Once subjects have read this, they can sign the second sheet. We will reuse the first sheet and keep the second (signed) sheet. Make certain there are enough clipboards and pens for 5 to 8 subjects.
    b. Have enough slips of paper available telling subjects what to do once seated in the Lab (Seating Instructions).
    c. Make certain there is enough cash on hand and the right denomination of bills and change.
    d. Make certain there are enough copies of the debriefing form. This will be handed to subjects as they are paid.
    e. Prepare receipts for the experiment. Usually only one receipt is needed. Record the date and time for the experiment.
    f. Get out the Lab Book. Enter the date and time of this experiment. Record who was present. Record the range of IDs that are used and record the Session number.

5. When subjects arrive:
    a. Ask them to read a consent form.
    b. Make certain they sign the consent form. If a subject choose not to sign the consent form, then pay them the show-up fee ($5.00) and send them on their way.
    c. Once the consent form is signed, have the subject choose an ID card. Make certain the cards are upside down, so they choose a random card.

Tell the subject to find the carrel associated with the Machine ID on the card. Also hand them a slip of paper indicating their "Seating Instructions."

d. There are always stragglers who come late. In this experiment we need an even number of subjects. Admit only even numbers of subjects into the Lab. If a new subject shows up, keep that subject in the waiting room. Tell her she will have to wait until another subject shows up. Once that happens, then both can go into the Lab. If there is an odd subject left, then pay that subject $5.00 for the show up fee and sign him up for another experiment.
e. Wait 5-7 minutes if there are not enough subjects (16). After that, begin the experiment. If people come in later than that indicate that the experiment already started. Pay them a show-up fee and reschedule them for another experiment.
f. You can run an experiment with 8 subjects. However, they all have to be of the same session. If 12 subjects show up, then you'll need to make certain that 8 are in the same session. The remaing 4 can be asked to leave and paid their show up fee. Sign them up for a different experiment. You may have to use two cards to decide which session gets cancelled. Hopefully this will not happen.

6. Once all of the subjects are seated in the Lab the experimenter announces that the experiment will be starting <read from the script>.

7. Signing in for the experiment
    a. Subjects need to enter their information from the cards correctly.
    b. The experimenter/assistant should go around to check that everything has been entered properly before they hit the start button.
    c. Once everyone has entered the experiment (you will see this on the Administrator screen) then you can start the experiment.
    DO NOT start the experiment unless everyone is ready. The experimenter should walk around the Lab to ensure that everyone is ready.

8. Start the experiment IF everyone is ready. This is done from the Administration machine. Simply hit "START EXP" and then return to the main page. From there you can choose the "View the Experiment" option from the menu. If everything is running smoothly you shouldn't have to leave this page.

9. Check the subjects. if there are questions, answer them. Common answers are below. If the question matters for everyone, repeat it and answer out loud to the whole group.

10. There may be a few problems with subjects. Keep an eye on what round everyone is in and where they are from the Administrator machine.
    a. If subjects appear to be stalled, see if they are paying attention. You'll know which subject is having trouble given their machine.

b. If subjects have run into some kind of error, try refreshing the page. Use the back button only as a last resort.
c. If subjects close their window and exit the experiment, they are pretty much screwed.
d. IF you can identify where a subject was last, you can usually go to the next page by typing in the following URL: brl.rice.edu/jo/XXX/YYY.cfm?rf_id=ID. You will need to know the folder (XXX) and page (YYY) and the subject's ID (ID).

11. When subjects are done, you will see FINISHED at the Monitor screen. Someone needs to bring them up one at a time. The best way to do this is to pick up their ID card as they raise their hand indicating they are finished. **Have them write their earnings on their card before picking it up from them.** Keep the first finished on top the stack and add the next person to the bottom. Call them up to the door one at a time using their machine number. Hand them their ID card and let them through the door to be paid. Only after a person has been paid, can the next person be sent into the reception room.

12. Pay the subjects one at a time, in private. Make certain they sign the receipt. They should use their student ID. If they ask why we are getting them to sign, explain that the University requires it for tax purposes. If they make more than $400 per year, then we are required to send an IRS form. When they are done, hand them a debriefing form, which they can keep. Ask if they have any questions. If not, send them on their way. The next subject can come into the reception room at that point. This process requires 2 people.

13. Close out the Lab Book. You should record anything unusual that happened during the experiment. I record how many showed up, how many were turned away, the time the experiment started, whether any subjects were unusually slow or fast and anything else that might happen.

Statements to be Read to the Subjects:

<Once the subjects are ready to begin>

"Please stop any browsing that you might be doing and close that tab. In the currently visible tab please enter the information requested on that page. It is important that you enter the ID, Machine Number and Session exactly as printed on the card that you were given. *Do not hit the CONTINUE button until we have checked to see what you entered.*

<Check to make certain they have filled in the appropriate information.>

"If you have any questions, please raise your hand and ask. You may continue at your own pace. The machine will stop you when you can go no further. Please do not wander from this page and do not use the back button. I must again stress that you should not use the Back button unless an experimenter tells you to do so. The program will prevent you from doing so most of the time, but you do risk bouncing yourself out of the experiment and you may not be able to re-enter. If that happens you may risk being paid just your show-up fee. "

"Once everyone is ready, the experiment will start."

<Once everyone is ready>

"Everyone is now signed in. The experiment will begin in just a moment. When you see the Continue button you can proceed. Because everyone is being paired with one another there may be times when you will have to wait for your counterpart to catch up. You will also have to wait for everyone one else to catch up. You will first see a number of instruction pages telling you how the experiment work. If you have any questions at any time I will try to answer the,m. Please raise your hand and I will come to you. If the question is general, then I will repeat it for everyone and answer it. At the conclusion of the experiment, write down your earnings on the note card you were given at the sign-in. There is a pen/pencil in your carrel.

Are there any questions right now?"

"I will start the experiment."