

Guidelines for Use of the Second-Floor Behavioural Research Lab, Rowe Building

Prepared by the Faculty of Management Research Leads
(Peter Duinker, Mark Gilbert, Bertrum MacDonald, Valerie Trifts)
September 2011

All requests by faculty members for use of the space must be submitted in writing to Jennifer Ziobrowski (Jennifer.Ziobrowski@dal.ca) and copied to Valerie Trifts (Valerie.Trifts@dal.ca) at least two weeks in advance of the required dates. If you require ethics approval to conduct your research, this approval must be granted prior to booking the lab space.

Your request should include the reason for the need for the space, the dates and times required, and the equipment/rooms you need for your research. Please note that as there is currently no lab manager, faculty members using the equipment are solely responsible for its proper use and care. Researchers wishing to use the equipment contained in the observation lab (room 2032) or usability lab (room 2030) must obtain approval from the Associate Dean Research, who may require researchers to obtain the proper training on the equipment prior to its use. The group-work lab space (room 2034) can be booked in conjunction with the observation lab or separately, depending on your research needs.

To ensure that the facility is utilized to its full potential, the following priorities will be used in scheduling:

1. Current ID PhD students (supervised or co-supervised by a Faculty of Management professor) who require the use of the lab to finish their doctoral research.
2. Current Faculty of Management professors who require use of the technology available (e.g., eye-tracker, internet connections and laptops, audio-visual recording equipment) to conduct their research.
3. Current Faculty of Management professors who do not require use of the technology and whose research could be accommodated in another room in the building (e.g., pen-and-paper survey).

Faculty members will be notified within 2-3 days of the request as to whether the lab is available at the time requested. If approved, keys can be picked up from Jennifer prior to the scheduled timeslot and must be returned to her immediately following the lab session.

It is our hope that this space will be used to its full potential by as many faculty members as possible. We will try to accommodate everyone's scheduling requests. However, for the near future, **academic research** will be the only priority. Other uses such as teaching seminars or private-industry consulting projects will not be considered at this time, nor will the lab be open to researchers outside the Faculty of Management until we establish the demand for the space for academic research within the Faculty.