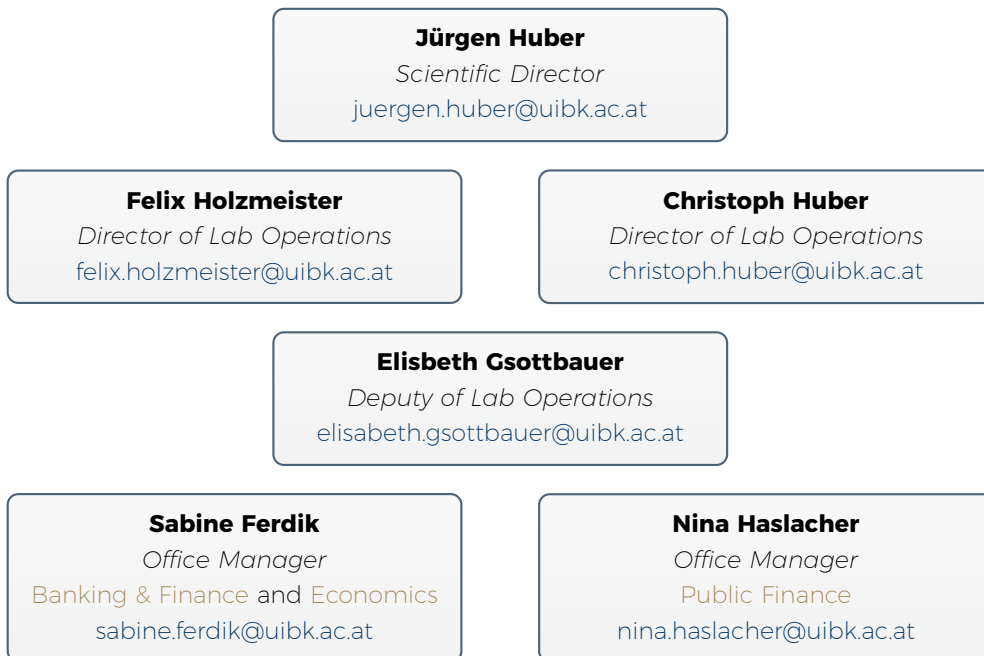


The Innsbruck econlab at the University of Innsbruck is an interdisciplinary laboratory for experimental research on economic decision-making behavior. It is jointly administered by the member institutions of the [triple:e:con] research platform at the University of Innsbruck.



- ❗ Any queries regarding the laboratory should *only* be directed to the directors of lab operations, who will escalate or delegate them as necessary. Please do *not* contact the University IT (ZID) or maintenance team directly but get in touch with the econlab staff via econlab@uibk.ac.at.
- i Please pay heed to the guidelines outlined in this document to keep the Innsbruck econlab a fruitful, inspiring, and serious environment for researchers and participants alike. For an outline on how to utilize the hardware and software installed in the laboratory, please follow the procedures laid out in the «operations manual» (available via the «internal» page of the [triple:e:con] website).

Scientific Standards



All researchers using the Innsbruck econlab are required to adhere to the principles commonly agreed upon by experimental economists (see, e.g., Friedman & Sunder, 1994). Any deviations from these principles will jeopardize the credibility and reliability of experimental data gathered in the lab and as such will not be permitted. In particular, all users must adhere to the guidelines summarized in this document.

Data Privacy



Any experiment conducted in the lab must be designed in such a way that it complies with the «data privacy statement» (available via the «internal» page of the [triple:e:con] website) accepted by all subjects when signing up for the econlab subject pool.



Compliance with the «data privacy statement» includes that users of the laboratory are required to preserve and protect subjects' anonymity and to store and process any data in a way that guarantees this anonymity. By using the lab for scientific research, you agree to store all resulting data for a minimum of 10 years.

Approval by the Ethics Committee







Any experiment conducted at the Innsbruck econlab should be approved by the University of Innsbruck's ethics committee. For all standard experiments, the committee implemented a non-bureaucratic, fast-track procedure. In case your experimental design adheres to common standards, please send a brief outline of your study to Michael Kirchler, who serves as the representative for the ethics committee in our faculty.






In addition to the approval by the ethics committee, experiments including elements outside the standard scope of economic experiments (e.g. deception; experiments concerning religion or ethnicity; medical interventions like hormone sampling; etc.) require prior approval by the directors of lab operations, who will escalate the issue to the lab's scientific director in order to safeguard the laboratory's scientific standards.

General Guidelines

-  The Innsbruck [econlab](#) is available for conducting experiments *only* by staff members from the Department of Banking & Finance, the Department of Economics, and the Department of Public Finance at the University of Innsbruck for conducting research in experimental economics and finance.
-  Experimental sessions may only be conducted by staff that has been sufficiently trained and familiarized with the procedures of how to properly conduct experiments by experienced users. Experimental sessions may only be conducted by research or student assistants after approval by the directors of lab operations.
-  A key to the [econlab](#) can be obtained from the office manager responsible for your department. The lab's opening hours are Monday through Thursday, 8:00am–9:00pm, Friday 8:00am–7:00pm, and Saturday 9:00am–1:45pm. Different times may apply during holidays (usually, 8:00am–4:00pm). Note that the door to the IT center (ZID) is locked outside the opening hours, so you cannot get inside (not even with the lab key).
-  When using the lab, careful use of the hardware and equipment is of utmost importance. The lab, at all times, has to be left in a clean and orderly state — a tidy environment conveys the message of respectability and scientific seriousness. In particular, please remove any litter and clean the whiteboard to prevent the display of misleading information during the next sessions. Please make sure to restore the lab to its previous layout (rearrange chairs, computers, etc.) before leaving, such that the next experimenter can use the lab without advance clean-up and reorganization work.

Subject Recruitment

-  The Innsbruck [econlab](#) offers a student subject pool managed and organized via [HROOT](#). The possibility to run experiments is subject to lab availability. You can access the calendar summarizing the booking of the laboratory using your experimenter account in [HROOT](#).
-  Note that you are required to cite the following paper if you use the lab's recruiting services: Bock, O., Baetge, I., & Nicklisch, A. (2014). hroot: Hamburg registration and organization online tool. *European Economic Review*, 71, 117–120.
-  Over-recruiting should be kept within adequate limits as it may impair the seriousness and steadiness of subject's participation. Thus, for single-player experiments, no additional participants should be recruited; for experiments in groups, the number of additional subjects should be determined by sanity and reason.


- ➡ After the experimental session(s), please inform your office manager about which of the invited participants showed up, who participated, and who did not. This allows to keep track of no-shows in the subject pool database. We recommend using a printed list of participants from HROOT.

Session Scheduling

- 📅 Scheduling requests should be addressed to the office manager responsible for your department (Banking & Finance, Economics, or Public Finance) after checking lab availability. By default, team members of the Banking & Finance and Economics department are entitled to use the lab on **Mondays, Tuesdays, and Fridays**, while team members of the Public Finance department are free to schedule experimental sessions on **Wednesdays and Thursdays**.
- 📅+ Scheduling requests for sessions outside the days blocked for your department are subject to consent by the team members of the research group with priority use this day. In case there are free slots on any day not blocked for your department two weeks before a session should take place, please contact the office manager responsible for your group who will coordinate approval by the team members.
- 🚫 In order to avoid cancellation of scheduled sessions on short notice due to technical issues, experimenters are required to sufficiently test and pilot their sessions in the lab before running experiments. Experiments, however, have priority over testing and other uses of the lab.

Materials and Procedures


- 📎 To ensure a uniform appearance and consistent procedures across sessions, regardless of who conducts the experiment, experimenters are asked to use the materials provided by the directors of lab operations. In particular, this includes the use of seating cards, payment receipts, and templates for experimental instructions (in case they are printed rather than provided on screen).
- 🔄 Laminated seating cards to randomly assign subjects to computers are stored in the roll-fronted cupboard under the experimenter's desk. The sets contain cards numbered from 1 to 24 and additional blank cards to be used in case of over-recruitment. Please make sure to collect the cards from subjects and check for completeness after each session. In case cards are missing or damaged, please contact the director of lab operations.

-  Templates for experimental instructions, a *.pdf-form to be used for payment receipts, slides to be used as welcome screens, and the lab's logo (in different file formats to be included in your presentation slides are available via the «internal» page of the [\[triple:e:con\]](https://triple.econ) website. Please make sure to utilize those and inform the directors of lab operations in case modified or additional materials are needed.



Payment of Experimental Subjects

- € The payout to subjects should on average be €15.00 per hour. A show-up fee of €4.00 is to be paid to all subjects showing up on time but who are not allowed to participate (e.g., due to group size requirements). The experiment must be designed in a way such that negative total payment amounts (losses) are ruled out. Subjects must be paid in cash at the end of the experimental session.
- ✓ Any deviations from the rates or payment modalities outlined above – which may be founded in the nature of the research design or other restrictions – have to be checked with the directors of lab operations and approved by the scientific director before planning and scheduling the experiment.

Violations of Guidelines

-  Any violation of the guidelines outlined in this document may undermine the reputation of the Innsbruck econlab and the credibility of the gathered data. Thus, in case of a violation of the guidelines, the directors of lab operations are expected to raise the issue with the responsible academic and/or the lab's scientific director.
- ⊘ The directors of lab operations are authorized to revoke usage rights of or restrict access to the laboratory to any user of the econlab that systematically violates the guidelines outlined in this document.

Contact Information

-  Any queries and requests related to the recruitment of subjects or the scheduling of experimental sessions should be addressed to the office manager responsible for your department (Banking & Finance, Economics, or Public Finance).
-  If you cause or notice hard- or software malfunctions or damages in the lab, please report them immediately to one of the two directors of lab operations. Similarly, if you have feature requests regarding hard- or software, do not contact the university's IT center (ZID) directly but contact the directors of lab operations.