

LAB POLICIES & PROCEDURES

- A short security training is required for all lab users. Security software on lab computers can cause you to lose valuable data if you have not been trained. Please include the names of ALL people who will be using the lab in connection with your study on your lab reservation form and contact Rawls.RL@ttu.edu to schedule training. Please direct additional research assistants to arrange training.
- All identifying subject data must be kept secured in the lab at all times. All data security rules of Texas Tech must be followed at all times. No private data should be left in the lab.
- You may connect to the wireless network for personal use with your own laptop. Please do not use the network jacks in the lab for your personal laptop even if you are using a laptop to store data for research. Lab computers are not for personal use.

RESERVING THE LAB

- Researchers can book no more than two (2) calendar days within a given week. Additional time slots for your research may be available, but can only be requested 14 days in advance, and based on lab availability. Lab requests outside the scope of this policy will require the approval of the Faculty Rawls Research Lab Committee.
- Research projects take top priority over all other uses of the Rawls Research Lab.
- All reservations must be made via the electronic Request Form on the Rawls Research Lab website. You will receive confirmation of your lab reservation within 24 business hours by email on weekdays when school is in session. If you haven't, please email Rawls.RL@ttu.edu.
- Please submit your IRB approval letter to the reservation form. Reservations are only considered final when IRB approval has been received.
- Reservation requests should be made as far ahead of your desired dates as possible and every effort will be made to accommodate all requests. Check the Schedule for available time slots.
- When conflicts in reservation requests occur, priority is given on a first come first served bases.
- It may be possible to make changes to a reservation if enough notice is given. Contact the Rawls Research Lab Manager to see if the necessary changes can be made.
- Please also give as much advance notice as possible for cancellations of reservations.
- Do not schedule or post any sessions until the requested times have been approved by the Rawls Research Lab Manager and added to the Lab's calendar.
- Generally, the Rawls Research 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, contact the Rawls Research Lab Manager with this special request. The Lab staff will do their best to accommodate researcher needs.

- No signs may be taped to the door or walls.
- The Rawls Research Lab should not be left unattended with the door propped open for any reason. The Rawls Research Lab should be locked at all times when unattended. Please do not leave subjects unattended.
- Please email Rawls.RL@ttu.edu if you will not be using your scheduled time. Please give as much advance notice as possible for cancellations of reservations so other requests can be granted.

- All Rawls Research Lab users must be trained on the equipment they will be using. Please contact the Rawls Research Lab Manager for training times.
- Always schedule time for testing your experiment in the lab at least one week ahead of your experiment. Give at least two weeks' notice for any software installations.

LAB ACCESS

The Rawls Research Lab is restricted access. In order to gain card access to the lab, your request must be approved, and you must go through lab training. Please contact the Lab Manager at Rawls.RL@ttu.edu to set up a training session. After training your access to the lab will be requested. Please allow 48 hours for lab clearance processing.

STORAGE FACILITIES

There is currently no storage available in the Rawls Research Lab for personal items. Participants will need to make prior arrangements.

LAB MAINTENANCE

At the end of your reserved time, please return all workstations to their original condition, return all seating to its original location, turn off the projector, log out of the podium, and turn off all the lights when leaving the lab. Food or beverages are only allowed if they are integral to the study and identified on your Request Form. If approved, food and beverages must be kept away from computers. Please discuss protection of electronic equipment with the lab manager. Report any special needs for lab cleaning maintenance or problems immediately following your experiments by email at Rawls.RL@ttu.edu.