

SOFTWARE

The subject pool's database is maintained using ORSEE. The website of the subject pool can be reached here. The admin panel of the subject pool can be reached here.

In order to be able to access the admin panel, investigators must be added to ORSEE. To comply with Brown's regulations, the name of such investigators will be communicated to CAP's Admin ID system.

INVITATION POLICY

BUSSEL, as a subject pool, can be used only to collect the data necessary to invite volunteers to research studies.

By joining the pool, volunteers do not agree to participate in any particular research study. Investigators can invite members of the pool to participate in a research study by sending an email via ORSEE. If the study needs to be reviewed from IRB, each email must meet IRB's requirements for recruitment material.

Signing up for a study session does not automatically imply a member of the subject pool gives their consent to participation in a research study. For studies requiring IRB review, investigators should follow the IRB-approved consent process.

Volunteers in the subject pool are free to decline as many invitations to studies as they like without penalties. They are also free to deny or withdraw their consent to participation in a study at any moment.

INVESTIGATOR AND STUDY ELIGIBILITY

Investigators are welcome to recruit participants for their studies from BUSSEL using ORSEE's invitation system. Investigators that want to do so should contact BUSSEL at the mail address bussel@brown.edu.

Deception is strictly prohibited for all the studies recruiting their participants using BUSSEL's subject pool, and investigators are not allowed to use the subject pool for studies using deception (even if the study debriefs deception at a later stage, and the use of deception is approved by IRB). BUSSEL reserves the right to forbid an investigator from using the subject pool to recruit participants to their studies in case of:

- Repeated or serious violations of the policies described in this document.
- The investigators behaviour in inviting participants to the study or in conducting the study sessions is found to be inappropriate, unprofessional, or contrary to scientific integrity¹.

¹ Examples of such behaviour include use the personal data of members of the pool for purposes not related to the study, discriminatory language, manipulation of data collection (e.g., by promising compensation or providing verbal instructions other than the one indicated in the study protocol submitted to IRB).

Available time slots for experimental sessions can be displayed in ORSEE, and scheduling of large time periods must be approved by BUSSEL's staff (bussel@brown.edu). BUSSEL's staff is not required to provide assistance of any kind during study sessions but can do so at their discretion.

For in-person studies in the Laboratory located at the 9th floor of the Science Library, investigators must be at the laboratory 20 minutes prior to the experimental session to organize the beginning of the session as many subjects may arrive early. Participants are not allowed to eat or drink (except for water), and we expect all researchers to leave the laboratory in the state it was before the experimental session. No experiment-related documents should be left in the laboratory and experiment-specific software must be removed from the computers.

ELIGIBILITY CRITERIA FOR PARTICIPANTS

To be eligible to join the subject pool, an individual must:

- Be 18 or older
- Be a Brown university student (graduate or undergraduate), faculty or staff member
- Provide a name, valid School ID, telephone number, and institutional email address
- Explicitly agree with the rules and policies governing the laboratory

Individuals agree to join the subject pool by the appropriate ORSEE form. If an individual is manually added to the subject pool via ORSEE's admin interface, proof of their acceptance must be provided and stored in ORSEE.

BUSSEL reserves the right to exclude from the subject pool individuals in case:

1. They have two or more "no-shows" on their profile.
2. Their behaviour during a study was deemed to be inappropriate.
3. They provided false data at the moment of their subscription.

DATA POLICY

Any individual can unsubscribe from invitation emails at any moment. If they request to have their data removed from the database, and their pertinent information (name, email, phone number, school ID) will be overwritten with dummy values (for example, "lname_deleted"). This step is necessary to preserve database integrity while granting any individual the option to have all their pertinent data removed.

If an investigator wants to use BUSSEL's subject pool for recruitment, they have to make sure the data they collect during their study cannot be traced back to any of the members of the subject pool. To this purpose, they proceed to erase from the data they collect during the study any

information (such as names, experimental IDs, ...) that could be traced back to a single participant.

COMPENSATION POLICY

No compensation is provided for joining BUSSEL's subject pool.

Compensation for participating in studies is composed of a fixed part (show-up compensation) and a variable amount. The show-up compensation is due to participants whenever they show up or log in on time for the study (see Punctuality policy), and it should not be lower than \$5 per subject to avoid attrition in the subject pool.

The variable amount can be tied to answers or decisions of participants during the study, and it should not be lower than \$15 per hour per subject.

For in-person studies, participants must sign a payslip (in paper or electronic) certifying they received a given payment before leaving. For remote studies, investigators should keep a proof of payment on record.

PUNCTUALITY POLICY

Participants are required to show up or log on to the study sessions they sign up no later than scheduled time for the study session.

If they do not, the investigators reserve the right to:

- Turn them away from the study and withhold their show-up compensation
- Add a "no-show" to the participant profile

If a participant has two or more "no-shows" on their profile, BUSSEL reserves the right to exclude them from the subject pool.

In case an investigator has recruited more participants than those necessary for the study and wants to turn away a participant, that participant's show-up compensation must be paid if the participant showed up or logged on no later than the scheduled time for that study session. Should the need to turn away participants arise, each investigator is free to decide who will participate in the study and who will be turned away.