

LABORATORY USE REGULATIONS

BEELab+, Behavioural and Experimental Economics Lab
Computing Laboratory for Economic Experiments
Department of Economics and Management (DiSEI) - University of Florence

Art. 1 - Purpose and Scope

These Regulations govern the conditions of access to and use of the computing infrastructure of BEELab+ (hereinafter "the Laboratory"), consisting of 22 thin-client workstations for the in-person conduct of economic experiments.

The Laboratory is a facility of the BEELab+ Research Unit (Laboratory for Research in Experimental Economics and Management), established pursuant to Arts. 23 and 24 of the Regulations of the Department of Economics and Management (hereinafter "DiSEI Regulations"), and supports experimental research in economics, management, and the social sciences.

The Laboratory is accessible to multiple research groups, including those affiliated with other Departments or with external institutions and organisations, in accordance with the terms and conditions set out in these Regulations.

Art. 2 - Laboratory Governance

The Laboratory is managed by the following officers:

- Scientific Coordinator of the BEELab+ Research Unit (currently: Prof. Vincenzo Valori): bears overall responsibility for the infrastructure, approves requests for use, and oversees compliance with these Regulations.
- Laboratory Activities Manager (currently: Prof. Domenico Colucci): coordinates the scheduling of experimental sessions, manages the experiment calendar, supports experimenters, and reports to the Scientific Coordinator.
- IT Technical Manager (currently: Dr. Ilaria Freddi): ensures the operation and maintenance of the hardware and software infrastructure, assists experimenters during sessions, manages the ORSEE system, and maintains the Experiment Register.
- Liaison for Relations with the University Ethics Committee (currently: Prof. Rossella Bardazzi): acts as the point of contact with the University Ethics Committee, provides guidance on ethical approval procedures, and verifies the compliance of projects requiring ethical review.

The officers referred to in paragraph 1 are appointed by the BEELab+ Council upon the proposal of the Scientific Coordinator. In the event of a vacancy or prolonged unavailability, the Scientific Coordinator shall make a temporary appointment.

Art. 3 - User Categories

Laboratory users are divided into the following categories:

- Internal DiSEI users: faculty, researchers, research fellows, doctoral students, and administrative and technical staff affiliated with the Department of Economics and Management. They have priority access to the Laboratory at no charge.
- Internal UniFI users: faculty, researchers, research fellows, and doctoral students affiliated with other Departments of the University of Florence. They access the Laboratory under the direct responsibility of a member of the BEELab+ Research Unit, who acts as the internal contact for the experiment. Use is free of charge.
- External users: researchers from other universities, public or private research institutions, and public or private organisations not affiliated with the University of Florence. They access the Laboratory under the direct responsibility of a member of the BEELab+ Research Unit. If the research does not involve a DiSEI member as a co-author or co-experimenter, a fee for the use of the infrastructure is due; this fee shall be agreed upon in advance with the Scientific Coordinator, in accordance with the University's regulations on fee-based services (prestazioni conto terzi).

For each experiment, a Principal Experimenter must always be identified, who is responsible for compliance with these Regulations during the sessions.

Art. 4 - Application and Approval Procedure

Anyone wishing to use the Laboratory must submit a written request (including by e-mail) to the Laboratory Activities Manager, with adequate notice and in any case no less than three weeks before the start of the experimental session.

The request must include:

- name and position of the Principal Experimenter and any co-experimenters;
- a brief description of the experimental design (objectives, treatments, expected duration of each session);
- the expected number of participants per session and the total number of sessions;
- the software to be used (e.g. z-Tree, oTree, other);
- an estimated budget for participant payments;
- a declaration of compliance with the ethical principles set out in Art. 5;
- preferred dates and time slots.

The Scientific Coordinator shall appoint, on a case-by-case basis, a Review Committee composed of at least two members of the BEELab+ Research Unit, which shall examine the request within ten working days of receipt. The Committee may request additional information or modifications to the project.

Following approval, the Principal Experimenter shall agree with the IT Technical Manager on the configuration of the experimental software. Before the actual sessions begin, a technical test (software pilot) in the laboratory is mandatory.

Approval entails registration of the experiment in the Experiment Register referred to in Art. 8.

Art. 5 - Methodological and Ethical Standards

No-deception rule: It is strictly prohibited to provide participants with false information regarding the rules of the experiment, payments, roles, or any other element relevant to their decisions. Any form of systematic deception is incompatible with use of the Laboratory.

Informed consent: Prior to each session, participants must receive the information necessary to give free and informed consent to their participation. Participants have the right to withdraw from the experiment at any time without providing reasons.

Adequate incentives: Participant payments must be proportional to the time spent and decisions made. A minimum payment of €3.00 (show-up fee) is guaranteed in every session, regardless of the experimental outcome; this payment is also made to reserve participants who present themselves on time but cannot take part due to an excess of attendees.

Ethical review: The Review Committee referred to in Art. 4 shall assess, on a case-by-case basis, whether approval from the University Ethics Committee is required. Such approval is particularly recommended for experiments involving vulnerable populations, possible lasting effects on participant well-being, sensitive data, or other ethically relevant considerations. The Principal Experimenter shall provide the Ethics Committee Liaison with all necessary documentation and comply with any resulting requirements.

Data integrity: At the end of each session, the Principal Experimenter shall record the required information in the Experiment Register and archive the raw data files in accordance with the procedures agreed with the IT Technical Manager.

Art. 6 - Use of the Premises and Equipment

Access to the Laboratory during sessions takes place under the supervision of the IT Technical Manager or their delegate.

Users are required to:

- comply with safety rules and the prohibition on bringing food and beverages to the workstations;
- refrain from modifying hardware or system configurations without authorisation;
- promptly report any faults or anomalies;
- leave the laboratory in order at the end of sessions.

Damage to equipment caused by improper use shall be charged to the Principal Experimenter responsible for the session during which it occurred.

Use of the Laboratory for purposes other than research and experimental teaching is subject to the explicit authorisation of the Scientific Coordinator.

Art. 7 - Participant Management

Recruitment takes place via the ORSEE system managed by the IT Technical Manager; every participant must be registered in ORSEE to receive invitations to experimental sessions.

Each subject may be required not to participate in the same experiment more than once, unless the approved design specifies otherwise; experimenters shall use the ORSEE filtering tools for this purpose.

Payments to participants are made in cash at the end of each session, individually and anonymously relative to other participants; participants sign a payment receipt.

A User Register to enable the tracking of individual laboratory access is currently being set up; in the meantime, the ORSEE system records attendance at sessions.

Art. 8 - Experiment Register

The IT Technical Manager maintains an Experiment Register for the Laboratory, updated after each session.

For each experiment, the Register records at minimum: title, Principal Experimenter, dates and times, number of participants, total amount of payments, software used, any issues encountered, and references to resulting publications.

The Register is accessible to members of the BEELab+ Research Unit and serves as the basis for the annual report.

Art. 9 - Annual Report and Monitoring

By 31 January of each year, the Scientific Coordinator shall prepare an annual report on the Laboratory's activities in the preceding year, to be submitted to the BEELab+ Council pursuant to the Research Unit Regulations.

The report includes: number of sessions held, number of participants, a list of experiments conducted (internal/external), ORSEE pool data, and scientific publications resulting from use of the infrastructure.

Art. 10 - Fee Schedule for External Users

Use of the Laboratory by external users who do not involve a DiSEI member as a co-author or co-experimenter is subject to a fee agreed with the Scientific Coordinator, based on the indicative criteria of reimbursement of direct costs and a contribution towards infrastructure and technical support.

Contracts with external parties are governed by the University's regulations on fee-based services (prestazioni conto terzi), with authorisation from the Head of DiSEI.

The detailed fee schedule shall be defined and approved by the BEELab+ Council and published on the Research Unit's website.

Art. 11 - Personal Data Protection

The processing of personal data is carried out in accordance with Regulation (EU) 2016/679 (GDPR) and applicable national legislation.

Participants registered in ORSEE receive a privacy notice at the time of registration and prior to each session.

Behavioural data are processed in anonymised form; nominative data collected for recruitment and payment purposes are stored separately and are accessible only to the IT Technical Manager, except as required by law.

ORSEE data are retained for a period not exceeding five years from the date of the last session attended; payment documentation is retained for the periods required under applicable tax law.

Art. 12 - Acknowledgement of the Infrastructure

Publications and other scientific outputs making use of the Laboratory must explicitly acknowledge it in the Acknowledgements section or in the methodology, using wording such as:

"The experiments reported in this work were conducted at the BEELab+ Laboratory (Behavioural and Experimental Economics Lab) of the Department of Economics and Management, University of Florence."

The Principal Experimenter shall notify the Laboratory Activities Manager of the bibliographic reference of any resulting publications as soon as it becomes available.

Art. 13 - Final Provisions

These Regulations are approved by the BEELab+ Council and enter into force on the date of approval.

Any proposed amendment shall be deliberated in accordance with the procedures set out in the BEELab+ Research Unit Regulations.

Matters not regulated herein are governed by the BEELab+ internal regulations, the DiSEI Regulations, the University Statute, the University Code of Ethics, and applicable law.