**Protocol for Conducting Economics Experiments at the Finance and Economics Laboratory at Exeter (FEELE)**

The following document outlines the procedures any researcher should follow if conducting economics experiments using the FEELE laboratory.

Personnel

FEELE has a management team comprised of two co-directors, Professor Todd R. Kaplan and Professor Dieter Balkenborg. The laboratory manager is Tim Miller.

Participant Pool

FEELE has an existing database of active participants. These participants are undergraduate students from the University of Exeter as well as non-students. They are contacted at the beginning of each academic year and are invited to register with FEELE if they wish to participate in economics experiments.

Participants register their personal details on ORSEE, software specifically designed to optimise recruitment for economics experiments. This includes their name, gender, degree programme (if applicable), and e-mail address.

FEELE operates a strict policy on the confidentiality of the data provided by our participants. We do not share personal information on our participants with any outside parties.

Participant Recruitment

The recruitment of participants is managed through ORSEE. This allows for the participant sampling for a given session, or set of sessions, to be made conditional on any characteristics relevant to the study (e.g. gender).

Anyone wishing to conduct an experiment must contact the FEELE lab manager, Tim Miller, at least one week before the anticipated date of the experiment. This is so that the lab time can be scheduled and recruitment initiated.

Ethics in Research

FEELE follows the ethical guidelines for social science research set by the University of Exeter. As such, ethical approval for staff and student research must be sought wherever the methods require the participation of people.  The  
School’s Research Ethics representative, Adrian Bailey, advises on ethical issues and leads the review process.  
  
Applications for ethical approval are reviewed on a regular basis. Responsibility for ethical review of staff research projects lies with the School’s Research Strategy Group, which reviews applications on a regular basis throughout the academic year. Research Strategy Group also takes responsibility for the review of ethical considerations relating to students on Undergraduate and Postgraduate taught programmes in the School.

Everyone who takes part in an experiment conducted at FEELE must sign an informed consent document outlining the rules under which FEELE operates. This states: “Once the session is under way, your continuing participation is voluntary and you have the right to withdraw at any time.” The consent form is publically available.

In line with University of Exeter and the British Psychological Society’s ethics policies, participants are fully informed about the nature of the study that they are considering participating in (they are not, however, informed about hypotheses) and must give their informed consent prior to participating. Participants are permitted to opt out at any time with no penalty and are allowed to withdraw their data subsequent to participating.

FEELE operates under the methodological paradigm of experimental economics. This means we do not allow experiments to be conducted at FEELE which involve participant deception.

Conducting Experiments

Experiments can take place at any time during normal hours of operation of the University. Experiments that take place after normal hours or over the weekend need approval from the Business School.

Experiments usually take place during term time in the FEELE lab, but that is not a pre-requisite to using FEELE resources. If not using the physical lab space, researchers are expected to make their own arrangements.

Unless it is a specific part of the experimental design, experimental participants should be paid in cash at the end of the experiment. Payments should be made  
individually and in private, so that subjects cannot observe others’ earnings.

Post-Experimental Data Management

Data that is generated using servers at FEELE is immediately passed on to the researcher after each experiment. It is the responsibility of researchers to ensure that they abide by the terms of their data management plan.