Things you need to know before entering the LAB

1. Before you start: ethical approval is required.
2. All technical information (and more) about the LAB can be found on http://top.socsci.uva.nl (login with your UvAnetID)
3. Researchers applying for grants and planning to make use of the lab, please contact Marcus Spaan, for general information (e.g. if the equipment is available) or financial information.
4. In case you do MRI research and you have not spoken to Tinka Beemsterboer or Steven Scholte, make sure to do so well before starting your project. https://top.socsci.uva.nl/?page_id=189
5. Handle your data with care, follow the instructions as outlined in the “data-storage-protocol” document. All researchers should be acquainted with the data storage protocol
6. The LabTool is used to apply for ethical approval, organize lab bookings and recruitment of participants. Go to https://www.lab.uva.nl, and login with your UvAnetID.
7. In order to get access to a lab, contact the lab coordinator of your group. See Labs or Appendix F
8. It is mandatory to register all the research in the LabTool/LabBook agenda.
9. There are strict rules and regulations for participants and researchers in the LAB (see Appendix A). http://top.socsci.uva.nl/?page_id=198
10. Remove all your scripts, stimuli and data from the lab computer once you are done.

If anything is unclear don’t hesitate to contact us.

You can find us at the LAB desk: REC LS.17 or contact the SubjectPool coordinator Tinka Beemsterboer t.beemsterboer@uva.nl
Contents

Guide to the LAB ................................................................. 1

Things you need to know before entering the LAB .................................................. 1

Important to know before starting a project in the LAB ........................................... 4

Technical support (TOP-department, Souterrain Lab building, front desk: REC LS.17) ........ 4
Labs ........................................................................................................... 4
Subjectpool ................................................................................................. 4
Rewarding participants ...................................................................................... 4
Research credits ............................................................................................ 4
Monetary reward .............................................................................................. 4
Payment .......................................................................................................... 5
No-show of participants or researchers ............................................................... 5
When participants quit during the experiment ..................................................... 6
BHV – bedrijfshulpverlening / Emergency Response Personnel ................................ 7

How to perform research in the LAB ~ the practical part ......................................... 8

Introduction ................................................................................................. 8
LabTool .......................................................................................................... 8
Ethical approval ............................................................................................... 8
METC approval (Medical-Ethical approval) .......................................................... 9
Access to a lab ................................................................................................. 9
Opening lab spaces ......................................................................................... 10

Opening hours of the LAB and working overtime .................................................. 10
Set up your project for publication on the Labtool and scheduling your project ........ 10
Request for publishing a promotion text on lab.uva.nl: ........................................ 10
Store your data ............................................................................................... 11
Piloting the study ............................................................................................ 12
Booking a project ........................................................................................... 13
Option period ................................................................................................. 13
Lab hours ....................................................................................................... 13
Make appointments with participants .................................................................... 13

Data Collection .............................................................................................. 14
Using the labs ................................................................................................. 14
Use of the lab ................................................................................................. 14
Rewarding your participants ............................................................................. 14
After Data Collection ........................................................................................................ 15
Leaving the lab .................................................................................................................. 15
Data analyses .................................................................................................................... 15
Completed projects .......................................................................................................... 15
Appendices ....................................................................................................................... 16
Appendix A: Behavioural code participants ................................................................. Error! Bookmark not defined.
Appendix B: Archiving paper materials ........................................................................... 17
Appendix C: Lab coordinators ......................................................................................... 18
Appendix D: Expenses Claim Form for participants in research more than €22,50 .... 19
Important to know before starting a project in the LAB

In the following section we describe things that are very convenient to know, even before submitting a request for Ethical Approval of the project. It will help you setting up your experiment in the lab.

The latter part of this document gives a practical how-to for booking labs, assigning research credits and monetary rewards, managing the LAB and wrapping up your experiment.

Technical support (TOP-department, Souterrain Lab building, front desk: REC LS.17)
When researchers need help with programming their task, or when they need to use specialized equipment, it is possible to receive technical support. Please contact the technical staff well in advance, in order to plan the practicability and financial aspects of the support.

Contact: Marcus Spaan, 020- 525 6846, m.spaan@uva.nl

Labs
An overview of all the labs with the available equipment of the LABS can be found here.
If you want to know more about the possible hardware and software in the Labs. Contact the technical support: Marcus Spaan, m.spaan@uva.nl

Subjectpool
The departments of Psychology and Communication sciences make use of a subject-pool. The participants in the subject-pool consist of UvA students and people from outside the university. Potential participants sign up to the subject-pool via www.lab.uva.nl. Potential participants for the subject-pool from outside the university, are interviewed at the Technical Support of Psychology before the subscription is definite.

If you need more information about the subjectpool, contact: Tinka Beemsterboer, t.beemsterboer@uva.nl

Rewarding participants
There are two ways to reward participants in the LabTool: research credits (RC) and monetary rewards. You can give both options for your project.

Research credits
Psychology students need to participate for a total of 28 hours (from 2019-2020) of research within the LAB. Communication Science students need to participate for a total of 8 hours within the LAB. The students will receive research credits for their participation, which will be registered on their student account at lab.uva.nl. The students are required to register to the subject-pool with their student account in order to receive the research credits.

Communication Science students can only get Research Credits by participating in Communication Science research and Psychology students can only get Research Credits by participating in Psychology research.

Reward schema

<table>
<thead>
<tr>
<th></th>
<th>Psychology RC</th>
<th>Communication RC</th>
<th>Monetary reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour online research</td>
<td>0.75</td>
<td>&lt;1hr 0.5 RC</td>
<td>&gt;1hr 1 RC</td>
</tr>
<tr>
<td>1 hour lab research</td>
<td>1</td>
<td>&lt;=1hr 2 RC</td>
<td>&gt;1hr 4 RC</td>
</tr>
<tr>
<td>1 hour strenuous reseach*</td>
<td>1.5</td>
<td>&gt; 4 RC</td>
<td></td>
</tr>
</tbody>
</table>

Note that the final judgement for the amount of RC is part of the ERB request and the ERB to decide
Note the compensation is on a pro rata basis, per 15 minutes rounded up.
*Strenuous research:
  o EEG
  o MRI
  o (r)TMS
  o Electrical stimulation
  o Medication or substances such as drugs and alcohol
  o Emotionally stressful
  o Or as determined by the Ethical Review Board

More information: the study guide or, for Psychology, Tinka Beemsterboer t.beemsterboer@uva.nl.

Payment
Monetary rewards can be in cash (only <€22.50) or by bank transfer.

Cash
When the total amount is less than €22.50 and payment is in cash, the payment should be registered on the form ‘Form for Paying Research Participants’:

For amounts below €22.50 researchers can also fill in an excel sheet, available at the secretaries’ offices of the departments. Only secretary offices are allowed to send these excel sheets to the Administrative Centre.

Most researchers get the money for participants via their secretary. Please make sure to contact them first. If your secretary does not arrange this for you, follow the following procedure:
  • On Wednesdays between 09:30-10:30 you can come to room LS.15 (Lab-building) where an employee of the administrative centre will give you cash money as an advanced payment. You need a WBS-number for this advanced payment.

Bank transfer
When the total amount is higher than €22.50, cash is not allowed and you should use the following form Payment Form.

More information on how to use the form: Appendix D.

No-show of participants or researchers
In order to keep an effective subject-pool with motivated participants there are consequences for participants who do not show up or cancel their appointments too late.

☞ In case of research credits:
The participant has the right to cancel the appointment until 8 am on the day of the appointment. If a participant does not show up and has not informed the researcher before the appointment, the number of Research Credits that would be obtained, are subtracted from the students account. In LabTool the researcher indicates: “Not attended without valid cancellation”.

If individuals participating for Research Credits do not show up two times without giving notice, the Subjectpool coordinator needs to be informed: subjectpool-psy@uva.nl.

☞ In case of a monetary reward:
The participants has the right to cancel the appointment until 8 am on the day of the appointment. If a monetary award was agreed upon, and a participant did not cancel before 8am on the day of the appointment, the researcher should contact the subject-pool coordinator. The participant should also be contacted and a new appointment can be made.
People that participate for monetary rewards and don’t show up twice in one year, can be removed from the subject-pool.

- If **Researchers** themselves miss the appointment without timely cancellation (8 am on the day of the appointment), the participant has the right to receive the full reward.

**When participants quit during the experiment**

As stipulated in the informed consent participants have the right to quit an experimental session at any time during the session without providing a reason. Participants should be awarded full credits if this happens. If an experiment consists of multiple sessions a reward should only be given for those sessions the participant was present. Data collected from participants during abortive sessions should be destroyed.
BHV – bedrijfshulpverlening / Emergency Response Personnel

In case of a serious emergency situation (Non responsive person or Fire)

- activate the fire alarm in case of fire
- call 112 in case of a non-responsive person or in case of fire
- then call 2222 with a UvA desk phone. When using a cell phone call 020 525 2222

In case of all other emergency situations

- Call 2222 with a UvA desk phone. When using a cell phone call 020 525 2222. This way you contact the Meldkamer.
  - They will contact the Emergency Response Personnel (ERO), or (in Dutch) Bedrijfshulpverlening (BHV) who will come to the lab.

In REC L several employees of the TOP are BHV-certified. BHV personnel are trained to

- give basic first aid
- extinguish a starting fire
- in emergency situation alarm the right persons/organizations
- in emergency situations evacuate the building
- direct emergency personnel to the location of the emergency

In case the doors won’t open during an emergency situation, press the Green Buttons. This will open the door.

In case of a fire, press the Red Button. This will open the door.

Outside office hours

Outside office hours there is no help from the emergency team members of the TOP team. Outside office hours you independently assist to bring your visitors to safety in the event of an emergency. Make sure you are aware of the nearest exit routes (always, but especially if you are responsible for visitors outside of office hours). In the event of an emergency, you leave the building with your visitors and call the telephone numbers as described earlier.

In the L building there are several red fire alarm. Make sure to locate the closest fire alarm button around your lab.

Make sure to save the number of the meldkamer in your phone: 020 525 2222

In case a BHV person gives you instructions, for example to leave the building, you have to follow their commands. BHV personnel in action can be recognized by Orange jackets with the text BHV on the back.

More information about the BHV organisation at the UvA: BHV

More information about what the BHV organisation can do for you, contact: Tinka Beemsterboer
How to perform research in the LAB ~ the practical part

Introduction
In this guide, you will find information for researchers about the use of the labs (in building REC L) or running an online survey. The document is divided in sections related to the research cycle. For all other practical information about the lab, go to http://top.socsci.uva.nl

If you’re planning an MRI experiment, an experiment in the Baby Lab or Family lab, make sure to contact your lab coordinator for further details. Also some steps in this document differ slightly for these labs.

Only continue with the following section after reading the sections Things you need to know and the previous section.

LabTool
The LabTool is used for EC requests, booking and managing the lab,

- Go to LabTool: http://lab.uva.nl.
- Log in as a researcher or student with your UvAnetID.
  - NB: External researchers can request an account at the login screen.

The site has four sections:

- **Ethics**: for managing your ethical approval *(mandatory for all research)*
- **Recruitment**: for recruiting and rewarding participants
- **Booking**: with the lab agenda from each lab (room). Check availability of the labs, define lab hours and make appointments with participants.
- **Lab**: the homepage of lab.uva.nl.

In this document you will find a ‘!’ sign, this sign refers to the step by step information about what to do.

More information: Labbook information

Ethical approval
Before a study can be conducted, permission of the Ethical Review Board (ERB) needs to be obtained. This rule applies to all research conducted within and outside the LAB. For METC approved projects, make sure to read this first.

The apply for Ethical approval, follow the following steps

- Go to https://www.lab.uva.nl/lab and log in with your UvAnet-id.
- Choose in the menu on the left side the option ‘Ethics’.
- Go to ‘My Projects’
- Click on ‘New Project’ at the bottom of the list.
- Choose a ‘Working Title’. This title should be meaningful but is open for editing until the project is ERB approved.
- Choose the ‘Department’. This should be the department of the Principal Investigator of the study.
- Now your project has an ethical number (EC-number) (e.g: 2019-SP-1076). This number can never be edited.
Complete all the steps, you will go through different pages of the ethical request by pressing next when finishing all the items on a page. In the next section you will find some more information about the different tabs.

While hovering over most questions, you will get pop-ups with some extra information or background about the question. Make sure to read this.

Answer is required
✓ You’ve answered the question
☆ Question needs special attention
(empty) To answer this question is optional

Extra explanation of the different tabs when doing an ethical request

History
The history tab is mainly used as a communication channel with the ERB and the subjectpool support (who approve your Recruitment text). Also it gives an overview of all major project events.

When you received a message from the ERB or Recruitment coordinator, reply in the History tab by

☆ Add a message or
☆ click the message title to reply

Collaborators
☆ When others are collaborating on the project, make sure to add them as collaborator. Otherwise, they are not able to work with this project in the Recruitment and Booking section of the LabTool. You can set per collaborator whether you want the E-Mail correspondence generated by the Ethics or Recruitment application be sent to this collaborator.

List
This brings you back to the list of your Projects.

In order to have access to your ERB requests, you can access it in the ‘Ethics’ tab under ‘My Projects’ and click on ‘Edit’ in the Actions Colum.

Approval (submit your project)
In the ‘Approval’ tab you can find an overview of the progress of your Ethical Request of the project. Once you have completed all the above steps, your project is ready for ERB review. The button ‘Submit’ appears.

Wait until the project has received Ethical Approval from the Ethical Review Board before starting your experiment.

More information about your Ethical request: [https://www.lab.uva.nl/lab/ethics/pages/contact](https://www.lab.uva.nl/lab/ethics/pages/contact)

More technical information about your Ethical request: t.beemsterboer@uva.nl

METC approval (Medical-Ethical approval)
In case the project has received ethical approval by the METC, create a new project in the ethics section, fill the fields with the text ‘METC’ and upload your METC approval document. Contact your Ethical board member about your request and ask for a permission for your project.

More information: [https://www.lab.uva.nl/lab/ethics/pages/contact](https://www.lab.uva.nl/lab/ethics/pages/contact)

Access to a lab
All labs/departments have a lab coordinator.
Contact your lab coordinator in order to discuss which labs you can have access to for your project and for which period. You can find the lab coordinators in Appendix B.

Opening lab spaces
All the labs open with UvA key cards. UvA staff can get permanent access to the labs of their department on their personal UvA card and students can get temporary access with permission from their supervisor.

- For UvA staff: contact the TOP-desk for access on a personal UvA card.
  - Make sure to mention your last name and card number.
- For students working in a lab, the supervisor should request permission for access on their personal cards by contacting the TOP-desk.
  - Make sure to mention the students last names and student numbers and the period in which they are using the lab.

Contact and more information: balie-labs-fmg@uva.nl

Contact and more information on access to the MRI lab: t.beemsterboer@uva.nl

More information on keycards: here

Opening hours of the LAB and working overtime
The LAB is open 24 hours a day.

There is normal access to the building on:

- Monday-Friday 8 AM – 6 PM (except on UvA closing days).

In case you want to be in the lab during other hours, follow the following procedure:

Working overtime

Correspondence with participants
The UvA advises you to use a UVA email address for correspondence with participants. Especially when you

Set up your project for publication on the Labtool and scheduling your project
After EC approval, the actual data collection can get started. You will need a lab, participants and a reward for the participants. Most of these steps are managed in the lab agenda on lab.uva.nl.

Request for publishing a promotion text on lab.uva.nl:

- Go at https://lab.uva.nl/lab to the Recruitment section, on the left side of the page.
- Click on your current project.
  - You are now on the Main Properties tab of your study where you specify the promotion text and all other relevant details, such as inclusion/exclusion criteria, for participants to take into account before signing up for your project. The information you put in here will be visible on https://lab.uva.nl

- Complete the form on the Main properties tab. Meeting the following rules:
  - Information on what the participant can expect.
  - Entry requirements for participation.
In case of the use of Research Credits, we advice you to include the following text (or alike): Note: in case you participate for Research Credits, only sign up if you are a first year student from Psychology/Communication Science.

The promotion text should not include:
- The researchers contact information (contact goes through the Labtool)
- The reward (put it in the right box)
- The URL of an online project/questionnaire
- Promotion text like: easy credits/money, win prizes!, free drinks!

The type and amount of reward should correspond to the reward specified in the ethical approval.

Go to the Lab properties tab. Decide the type of appointment:
- appointment by researcher
- appointment by participant
- walk-in

Choosing walk-in makes it obligatory for the experimenter to be in the lab during your lab-hours. If you choose ‘walk-in’, don’t use the other two options.

When both ‘main properties’ and ‘Lab properties’ have been filled in, click on the button ‘request for publishing’ in the top right corner.

Now the Subject pool support will check your lab properties. When everything is filled in correctly, you will get permission to publish your project. If you need to make some changes before publication, it will be communicated to you by using the Lab Tool. This means you will receive messages in the lab tool, you will also be notified by email.

Once you received a confirmation that you are allowed to publish your project, wait with publishing until you are assigned to a lab. See section Booking a project.

Once you received a confirmation that you may publish your project and you have defined Lab hours (as specified in the section Booking a project) do the following:

- Go back to the Recruitment tab and to your project
- Click on the publish button in the right top corner. Your promotion text will appear on the subject-pool website and participants will be able to sign up to your research.

If you need more information about publishing your project on lab.uva.nl there are several Help boxes on the recruitment page.

If there are still questions or concerns, contact Subjectpool support: subjectpool-psy@uva.nl

Store your data
Be acquainted with the data storage protocol

Be acquainted with the practical part of how to use the computers in the lab
Request a data storage folder, using this form

If you’re running a project for which you have to store personal data, make sure to have this submitted in your Ethical Request. In case you have problems finding a right solution for storing that data, contact subjectpool-psy@uva.nl or j.g.wijnen@uva.nl

Piloting the study
Before starting actual data collection, we advise you to run several pilot sessions. In this section we give some information regarding this subject. At the same time, start with the next section on Booking a project. This will help you to get access to a lab where you will be able to run the actual pilot.

Our short advice on preparing your study:

- Prepare your software/scripts and stimuli.
- Run a pilot to test data collection:
  - Check if your software runs well,
    - if the timing is correct,
    - if screen colours are correct or if calibration is needed,
    - whether you get the right information in your recordings/output,
    - if the files are in the correct folder etc.
- Check whether you can access your storage folder
- Run a data analysis pilot to test the data analysis, so that you are sure that all the data you need is available in your recordings and can be analysed.

Note once again: For running a pilot with actual participants, you need ethical approval.

If you decide to adjust your experiment, make sure to add an amendment to your EC request.

More information on changing an EC approved project: https://www.lab.uva.nl/lab/ethics/pages/contact

More information on Technical support: http://top.socsci.uva.nl/?page_id=214
Booking a project

Booking a project in the agenda of the lab can be done through the Booking tab on lab.uva.nl. There are three levels in the agenda, namely: Option period, Lab hours and Appointments. In the following section we guide you through these levels and how to use these.

Option period

The option period is the period in which the researchers have access (but not exclusively) to the lab space they are assigned to and are allowed to place bookings (reserve the lab and make appointments) for their project. The lab coordinator assigns option periods to projects after receiving a request from one of the researchers of the project (this should be an employee and not a student).

In the image above you can see the option periods as grey lines. Other ‘grey lines’ (option periods) in the agenda of your lab, in the same period, mean you are sharing this lab with other researchers.

Lab hours

Lab hours define on which days you intend to be in the lab. Define these hours in consultation with the other lab users. Lab hours are booked by the researcher. Lab hours of several researchers may still overlap, the researcher with the actual appointment with a participant gets to use the lab.

Define lab hours:

- Login on http://lab.uva.nl, choose ‘booking’.
- Search the lab you are assigned to, in the period you agreed upon with the lab coordinator. There should be a grey line, corresponding to your option period, with on the right side the ethical number of your project.
- Click on the grey line. A window opens with ‘new lab hours’ as title.
- Define the days you will be in the lab.

Make appointments with participants

Note that you can only make appointments with participants once your project has been published.

Appointment made by researcher

Make an appointment in the lab agenda:

- Go to lab.uva.nl and go to the Booking
- Find your lab in the agenda.
- Click on the lab hours and a window for defining appointments will open.
- Choose the right date / time and fill in the email address of the participant. Now the appointment has been registered and is final.
Appointment made by subject
The subject has chosen a timeslot in the agenda and the appointment will automatically be saved in the lab hours of your project.

Walk-in research
For this kind of research you don’t have to make appointments in the agenda beforehand. You add the participant to the agenda of your assigned lab space once they walk-in. Do this in the same way as described in the section Appointment made by researcher.

In case first year students participate for Research Credits, and the researcher creates the appointment for them in the agenda, please make sure to use their UvAnetID account (studentnumber/UvA e-mail).

Data Collection
Using the labs
In order to keep a technical up-to-date lab where researchers can do state-of-the-art research, we ask all users (researchers and students), to inform the technical staff about malfunctions of the technical equipment when you’re not able to solve it yourself. Furthermore we would kindly like to request to clean your lab after each day. Also do not leave any forms (e.g. informed consents) or information on the participants (written agenda), in the lab.

- Written informed consents should be stored by the researcher during the course of the project. Make sure to have them stored safely as they contain personal information.
- Always store your data anonymized unless you have ethical approval to do otherwise.
- Make sure you comply with the data-storage-protocol
- Move your data from the local drive to your folder on fmgstorage after each full day of testing.
- Get acquainted with the following information: SURF Diensten & Computergebruik
- Doing physiology research? Make sure to follow the hygiene guidelines
- Do you need things like: electrodes, batteries, harddisks etc. You can order them at the TOP desk. More information here
- Do you need to lend items like Laptops and Camcorders, more information here

Use of the lab

Rewarding your participants
Credits or monetary rewards should be registered a.s.a.p. after each measurement. This applies to online and lab research. Research credits are processed directly after registering. Monetary rewards that are transferred by bank account, can take up to 3 weeks to be processed by the UvA, make sure to inform your participants about that period.

Assigning research credits:

- Go to lab.uva.nl to the Recruitment tab.
- If your project is a walk-in project, add the participant in the participation list under ‘participations’ and evaluate them by assigning them the research credits. OR evaluate the participant and assign the research credits through the Booking tool by clicking on the appointment and evaluate the participant through that means. In case first year students participate for Research Credits, and the researcher creates the appointment for them in the agenda, please make sure to use their UvAnetID account (studentnumber/UvA e-mail).
If you had made an appointment beforehand with the participant using the Booking tool, evaluate the participant by clicking on the appointment and assign the research credits.

**Monetary reward:**
See Payment in the previous section.

### After Data Collection

#### Leaving the lab
After finishing your research project in the lab do the following:

- Remove all your scripts, stimuli and data from the lab computer.
- Deliver written informed consent forms at the Lab-desk. They will take care of archiving them. The form in Appendix B should be filled in before delivering the consent forms at the desk. Informed consents should never be left in the lab.
- Return all borrowed equipment to the Technical support department.
- Clean up the lab.
- Place the raw data on the faculty fileserver fmgstorage

### Data analyses

#### Servers
Psychologists have access to psychology Windows servers for advanced data analyses. Request a “rekenbeest” account on [http://top.socsci.uva.nl/?page_id=235](http://top.socsci.uva.nl/?page_id=235).

#### MRI Servers
For MRI data analysis, we have Linux servers. Contact [TOP-TUX-beheer-fmg@uva.nl](mailto:TOP-TUX-beheer-fmg@uva.nl) for more information.

#### Large servers
All researchers who need a lot of computational power can make use of the Lisa server

- go to lisa grid: [https://userinfo.surfsara.nl/systems/lisa](https://userinfo.surfsara.nl/systems/lisa)
- hpc-cloud: [https://userinfo.surfsara.nl/systems/hpc-cloud](https://userinfo.surfsara.nl/systems/hpc-cloud)

#### Video analyses
For video analysis, you can use observer XT, please contact [balie-labs-fmg@uva.nl](mailto:balie-labs-fmg@uva.nl)

### Completed projects

**Published data folder**

Raw data, stimuli, stimulus presentation scripts, analyses scripts, results and manuscripts should be placed in a personal published data folder on fmgstorage. You can request such a folder via [https://top.socsci.uva.nl/?page_id=294](https://top.socsci.uva.nl/?page_id=294). Please follow the recommended storage structure as described in the data storage protocol [https://top.socsci.uva.nl/?page_id=192](https://top.socsci.uva.nl/?page_id=192).

### Uploading data to Figshare
Researchers can choose to upload data to figshare. Figshare allows data to be shared on line. You should not share sensitive data or data that cannot be anonymized through figshare. The UvA portal for figshare can be found on [https://uvaauas.figshare.com/](https://uvaauas.figshare.com/). Figshare works with two-factor authentication please see [https://rdm.uva.nl/uva-hva-figshare/toegang/toegang.html](https://rdm.uva.nl/uva-hva-figshare/toegang/toegang.html). The open science framework (OSF) provides similar functionality.
Appendices
Appendix A: Archiving paper materials

Description form, download at http://......

- This archiving concerns paper material (raw data, processed data, and informed consent / permission forms). This does not include books or documentation (articles, etc.). Destruction of the material is always done with the explicit permission of the researcher.
- Please fill in this form.
- The research materials are archived at the Roeterseiland Campus. For questions please mail archiefbeheer-div@uva.nl.

Title project:

Research area and department:

WBS-nummer: Ethical review board number:

R.2523.0013

(Estimated) start- and enddate of project*:

(estimated) publication year*:

Description material:

Contact information:

Name:

Email address: Phone number:

Date:

* According to University rules research data will be archived for minimal 10 years
# Appendix B: Lab coordinators

<table>
<thead>
<tr>
<th>Program group</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain &amp; Cognition</td>
<td>Ilja Slijte</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:i.g.sligte@uva.nl">i.g.sligte@uva.nl</a></td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>Vanessa van Ast</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:V.A.vanAst@uva.nl">V.A.vanAst@uva.nl</a></td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>Wery van den Wildenberg</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:W.P.M.vandenWelden@uva.nl">W.P.M.vandenWelden@uva.nl</a></td>
</tr>
<tr>
<td>Social Psychology</td>
<td>Nils Jostmann</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:N.B.Jostmann@uva.nl">N.B.Jostmann@uva.nl</a></td>
</tr>
<tr>
<td>Work- and organizational psychology</td>
<td>Hillie Aaldering</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:H.Aaldering@uva.nl">H.Aaldering@uva.nl</a></td>
</tr>
<tr>
<td>MRI lab</td>
<td>Tinka Beemsterboer</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:t.beemsterboer@uva.nl">t.beemsterboer@uva.nl</a></td>
</tr>
<tr>
<td>Communication Science</td>
<td>Nico Notebaart</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:n.m.notebaart@uva.nl">n.m.notebaart@uva.nl</a></td>
</tr>
<tr>
<td>Child Development and Education</td>
<td>Lucia Willems</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:l.d.willems@uva.nl">l.d.willems@uva.nl</a></td>
</tr>
<tr>
<td>Technical Support</td>
<td>Nico Notebaart</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:n.m.notebaart@uva.nl">n.m.notebaart@uva.nl</a></td>
</tr>
<tr>
<td>POW scoring cubicles</td>
<td>Nico Notebaart</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:n.m.notebaart@uva.nl">n.m.notebaart@uva.nl</a></td>
</tr>
<tr>
<td>Psy cubicles</td>
<td>Nico Notebaart</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:n.m.notebaart@uva.nl">n.m.notebaart@uva.nl</a></td>
</tr>
<tr>
<td>Family lab</td>
<td>Lucia Willems</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:l.d.willems@uva.nl">l.d.willems@uva.nl</a></td>
</tr>
<tr>
<td>AV-labs</td>
<td>Nico Notebaart</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:n.m.notebaart@uva.nl">n.m.notebaart@uva.nl</a></td>
</tr>
</tbody>
</table>
Appendix C: Expenses Claim Form for participants in research more than €22,50

In March 2018 the Administrative Centre (The University book-keepers) changed the procedure for the payment of research participants. The declaration is now handled on-line.

- Go to the page: https://expenseclaims.uva.nl/
- Choose from the languages (Dutch or English), at the top of the form.
- Ask the participant to enter their personal data
- BSN is not obliged and can be skipped

...and bank details:

- Enter the WBS number and the contact person of the WBS number for your research:
• Enter the ‘from’ and ‘to’ dates for the claim, as well as a short description of the payment.

![Expense form]

• Fill in the box ‘Contributions and subsidies to third parties’. In the field ‘amount’, fill in the total amount of money the participants will be paid.

![Contributions and subsidies form]

• There is no need to attach an ID.

![Attachment form]

• An attachment is mandatory. Click on the plus-sign to upload an empty attachment.
• At the bottom of the form, confirm that the information is accurate and true and click on send.