

2.T-2024 Psychology Lab Policy

1. Purpose

This policy outlines the procedures for using the Psychology lab space located in the Classroom Building (C106A) - including the computers, software, and other lab materials (“resources”). These guidelines are intended to allow faculty to access the Psychology lab space and resources for research and teaching purposes in a fair and responsible manner.

As with all research involving human participants, faculty who use the lab space and resources for **research purposes** must obtain StMU REB approval before commencing their study. The current document does not outline those procedures for conducting research, which are covered in the Research Ethics Board (REB) Policy (including guidance regarding informed consent, constraints on recording and storage, and restrictions on the analyses). It is incumbent upon faculty to ensure they are familiar with the StMU REB Policy (<https://stmu.ca/academics/resources/research/>) in order to determine if their work and use of the lab space and resources requires ethics approval.

2. Scope

This policy applies to all Psychology faculty who wish to use the Psychology lab and lab resources as part of their teaching or research. This policy has been developed by the faculty of Psychology who will review and update it every 3-5 years, or as necessary.

3. Definitions

“Faculty”: Any full- or part-time psychology faculty member who is using lab space or resources.

“StMU”: St Mary’s University

“Lab resources”: All computers, software, video recording materials, testing materials, smartboard, and other items belonging to the lab (e.g., models of brain, ear, and eye).

4. Prior to using the lab space

4.1. Reserve lab space

- The lab is considered shared space, so any psychology faculty who would like to reserve the lab temporarily for individual use should reserve the lab space using the room booking option in Outlook calendar.
 - All users should ensure a 15minute set-up/tear-down time is incorporated when making bookings.

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- For research projects that require frequent use of lab space (e.g., once a week or more), prior permission from the Area Chair must be obtained before reserving the space on the Outlook calendar.
- Allocation of lab space for honours project data collection will be decided by the area after meeting in early January (at the latest) of each year.
- The Psychology Lab may be used by the Psychology Association or other Psychology student meetings provided there is a faculty member available to supervise. It is up to the faculty member to reserve the space in these instances.

4.2. Inform others when lab is in use

- It is incumbent on faculty to know (via Outlook) when the lab is available and, if necessary, communicate this to their honours students.
- Faculty members should make others aware when the lab is being used by posting a sign on the door indicating the lab is currently in use.
 - It may be helpful to indicate the start and end time for individual lab use [e.g., Study in Progress (9:00 a.m to 12:00 p.m.)].
 - Signs must be removed when the lab is no longer being used.

5. Lab use

- All research guidelines outlined by the Research Ethics Board (<https://stmu.ca/academics/resources/research/>) should be followed when collecting data in the psychology lab.
- Responsibility for any psychology lab resources (e.g., technical equipment, tests, models, etc.) falls on the user of the lab at the time.
- Users must keep the lab door closed and locked when they leave the lab even temporarily.
- Instructions regarding use of audio-video equipment and recording in the lab have been described elsewhere (see Software Manual)
- Any Psychology Lab resources that will be removed from the Psychology Lab for use elsewhere must be signed out on the Psychology Lab Resource Sign-out Sheet located in the Psychology Lab and returned within 24 hours. In a case where resources are required for longer than 24 hours, please seek approval from the Psychology Area Chair.

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6. After lab use

- Return all materials belonging to the lab in its proper place after use.
- Remove signs outside the lab indicating the lab is currently in use.
- Ensure that the lab door is securely closed and locked.
- If relevant to the user, lab keys should be returned to the appropriate place.

7. Student use

- *Supervisors of honours student are responsible for booking the psych lab on behalf of their students.*
- *Honours students are required to sign for a key to the psych lab via StMU Reception. When doing so they must read, complete, and sign the sign-out sheet that confirms that they are responsible for sections 5 and 6 of this policy.*

8. Summary

The Psychology Lab at St. Mary's University is designed to be used by Psychology faculty, and where deemed appropriate, students. Every effort is made to ensure the lab is run fairly and ethically, respecting the needs of all faculty and to provide the maximum usage for faculty. Faculty are responsible for booking time to use the lab and have a duty to protect this space and the materials in it. Lab users must ensure that confidential and copyrighted material is kept secure at all times. Reports of missing or malfunctioning equipment should be immediately reported to the Psychology Chair. Lab users are responsible to ensure the lab is kept in a clean and orderly manner. Students will be required to sign for a key to the lab and they are also responsible for this key and for the lab when using it. Misuse of the Psychology Lab will result in a faculty member or student not being allowed to use the Lab until further notice and possible disciplinary procedures

| Approval Authority | Responsible Office | Effective Date | Date Last Revisited |
|--------------------|---------------------|-----------------|---------------------|
| | Chair of Psychology | August 29, 2024 | August 28, 2024 |

