Eye Tracking Policies

Creating a Project

Please ensure that you have had a project created for you by Arber Kacollja (akacollja@research.baycrest.org). To have a project created for you, you will need to provide the following information:

Name = short title you would like to use for booking participants
Description = exact REB title
Status = set to Active when starting an experiment
Notes = PI name, Co-investigator name, Request ID
Billing Emails = PI paying for the study
Billing Information = PI's address
Cost Centre Number (737######) = You need to ask your PI which cost centre to charge
REB Number = this should match what you entered for your Subject Database Request ID
Expires On = the expiry date of the REB
Supervisor name = usually the PI
Who will be booking = provide a list of names of people who will have permission to book under this project
Do not use the same project for another experiment as this will affect the results for the annual ethics renewal and can result in cancellation of a study.

Cancellations

If you need to cancel a booking, you have access to do so on the Eye Tracking Resources Scheduler up until 48 hours **BEFORE** the scheduled reservation **(No Charge)**. The researcher will have no access to cancel or change a booking on the Scheduler within 48 hours of the reservation. **Full charges will apply** for cancellations or changes within 48 hours of the scheduled reservation.

Pilot Studies

All pilot studies will need to reserve a three-hour block of time for set-up and testing. If you are just testing a program and you are not running a participant, then a half hour or one-hour block is okay. Book the appropriate time for your needs. If the booking is less than this time, contact Arber Kacollja to adjust the time.

The first two participants of any new study are considered pilots and the experimenter will not be charged for the reserved time. Please select **Is Pilot?** when creating a reservation to ensure that your laboratory will not be charged for the time.

Annual REB Renewal

Principal Investigator or REB applicant: Please email your **Project Name** and **Renewal Date** to **akacollja@research.baycrest.org** to update your project file.

General Information

- **Subject ID:** Please ensure a valid Subject ID number assigned to your Project is entered on your reservation prior to the scheduled testing date. The reservation should be <u>DELETED</u> if there is no Subject ID attached to the reservation. <u>No identifiable participant information is allowed on the web scheduler.</u>

- **Eye-Tracker Hourly Rate:** $20.00 / hour. Reservations are created in 30 minute intervals.

- **No eating or drinking in the Eye-Tracking Rooms**

- **Room Reservations:** Please ensure that you have build in some extra time in your booking in order to avoid running into the next experimenter's scheduled time. If your scheduled time is over, you will need to vacate the room immediately for the next group <u>even if you experiment is not over.</u>

- **Eye Tracker Settings** should be returned to the default if they have been changed during the session.
    a) Tracking should be on <u>Head Tracking</u> and not on <u>Mouse Simulation</u>
    b) Tracking Mode should be on Pupil and 500 Hz

- **Room setup should be put back in its original condition if rearranged**