



Laboratory for Social and Neural Systems Research (SNS)

Guidelines for external users

Steps and general information for requesting resources and use of the SNS Lab (exclusive of the MR scanner¹)

1 Contact one of the SNS lab Principle Investigators

The first step in requesting the use of the SNS lab is to contact one of the PIs listed on the SNS website (www.sns.uzh.ch) to succinctly describe your research project and which SNS lab resources you would like to use. He or she will evaluate your request and consult the other PIs in order to determine whether or not it will be possible to meet your request, given time and space constraints at the lab. If the PIs consider it generally possible to meet the request then a project approval presentation needs to be given where the request for resources is formally approved.

2 Project approval presentation

Everyone who uses the SNS lab for a scientific study may only do so after having given a successful project approval presentation.

The short (10 min) presentation must include the following aspects:

- study background & goals,
- design,
- resources required (i.e. hours in total and which equipment/lab space is needed),
- whether the study uses deception of subjects or not,
- confirmation that ethics permission exists for both the study design and any brain stimulation or EEG methodologies used.

Note: studies requiring more than 60 hours will require additional discussion by the SNS lab PIs in order to balance the needs of other projects.

The presentation is followed by a short discussion and question round. If the project is approved, you need to have the resource form signed. The resource form and a PowerPoint template for the

¹ For information regarding use of the SNS lab MR scanner by external groups, please see the document 'Guidelines_SNS_external_MRI' available on the web at <http://www.sns.uzh.ch/guidelines.html>.



presentation can be downloaded here: <http://www.sns.uzh.ch/guidelines.html>. The resource form states the resources required, the ethics number for the project, and whether or not deception is used. ("Deception" refers to experiments where the participants do not have full information about the study, e.g. if subjects are made to believe that they interact with a human being but are actually interacting with a computer.)

3 Scheduling and Costs

Once you have project approval, time can be booked by sending the signed resource form to expecon@iew.uzh.ch. Note that, for reasons of transparency and documentation, this is the only way bookings within the SNS lab can be made. Bookings are generally made on a first-come, first-served basis.

The use of any consumables in the SNS lab (e.g. tDCS electrodes, EEG electrode caps etc.) should be reimbursed monetarily or through replacement in kind, as discussed on a project-by-project basis with the PI initially contacted for the request.

4 Data storage

In general every project lead is responsible for storing his/her original data for the legally required period of 10 years. Project leads have to burn their data on a CD/DVD on the working computer in the SNS Lab. Note that the data will be deleted after a month, so the data should be copied to a CD immediately after running a session.

5 Insurance Coverage

External experimenters must have their own insurance.

6 Medical Coverage

The USZ anesthesia team is available in case of emergency on a 24 hour a day basis under the number 144. This emergency number is valid for the entire USZ and listed on every USZ telephone.

I confirm that I have read and will abide by these guidelines.

(NB: For booking of scanner time, this signed document is to be submitted together with the signed resource form.)

Full name:

Signature:
