

Pre-study form

Thanks for your interest in running research at Cognition and Behavior Lab (COBE Lab). This form should take no more than 10 minutes to complete and will help us to better organise studies at the Lab. After the form is submitted, your project will be registered in COBE lab and you and your research group will receive log-in information for our booking- and recruiting system on email.

Please use the submit button in the end of the form or email the completed form to cobelab@au.dk. If possible, please use Adobe Acrobat to fill in the form.

Date:

Study information					
Study name for internal system (this is not seen by participants)					
Is the study part of a student project?					
Principal investigator					
Name of principal investigator					
Contact email of principal investigator					
Primary department			AU ID		
Other investigators and resesarch assistants					
Name	Contact Email	AU ID	Needs access to:		
			Booking system	Recruiting system	Lab rooms (key)
If research assistants are hired later on, please email their information to cobelab@au.dk					
Names of researchers in the research group who would like to be associated with COBE Lab: They agree to appear with their PURE-profile on our website, receive newsletters, invitations to events and workshops, share research on our publication list and in general to be part of our researcher community. If you/they are already associated, please leave blank					

Ethics and Sensitive Information

COBE Lab requires ethics certification for all researchers and their assistants. Have all research members completed this?

We recommend the Protecting Human Research Participants (PHRP) course.

Please contact lab management for more information.

Read more about ethics certification [here](#).

- ☐ Yes
☐ No
☐ Other: _____

Does the study involve deception?

If "Yes": (i) You will not be able to use our participant pool; (ii) You will only be permitted to use the physical facilities, and not allowed to use the COBE Lab brand; (iii) Your study will be evaluated by the Human Subjects Committee and you will need to follow their guidelines for deception studies. Read more about COBE Lab's ethical requirements [here](#).

- ☐ Yes
☐ No
☐ Not sure

Is regional ethics approval required for your study? This is mainly relevant if your study involves clinical trials, genetic material from humans, medical devices and the like.

Read more about regional ethics approval [here](#).

- ☐ Yes—approval obtained
☐ Yes—approval pending
☐ No—not required
☐ Not sure

Will your study include the collection of personal/sensitive information? Read more about data protection [here](#).

- ☐ Yes
☐ No
☐ Not sure

If 'Yes' or 'Not sure' to the above question, please provide more detail.

Is the data controller for the research project informed about data protection?

E-course is available at <https://medarbejdere.au.dk/informationssikkerhed/databeskyttelse/e-laeringskursus-om-persondataregler/>

- ☐ Yes, the data controller has completed the recommended data protection course or received sufficient information about data protection regulation in another way

Equipment, Participation and Session Information																			
<p>Ideally, what room(s) would you require?</p> <p> <input type="checkbox"/> Lab 1a (upto 16 desktop computers) <input type="checkbox"/> Lab 1b (upto 16 desktop computers) <input type="checkbox"/> Lab 1f (medium sized, flexible space) <input type="checkbox"/> Lab 2a or 2b (eye-tracking) <input type="checkbox"/> Lab 2c or 2d (small sized lab rooms) <input type="checkbox"/> Lab 2e (EEG) <input type="checkbox"/> Lab 2f (large sized, flexible space) <input type="checkbox"/> Kitchen Other (please write) </p>																			
<p>What equipment do you require? Mark all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> EyeLink 1000 eye tracker</td> <td><input type="checkbox"/> Camera (Canon)</td> </tr> <tr> <td><input type="checkbox"/> Tobii T60XL eye tracker</td> <td><input type="checkbox"/> Dynamometer</td> </tr> <tr> <td><input type="checkbox"/> BIOPAC system</td> <td><input type="checkbox"/> PST response boxes</td> </tr> <tr> <td><input type="checkbox"/> Brain Products EEG equipment</td> <td><input type="checkbox"/> Headphones with detachable mic</td> </tr> <tr> <td><input type="checkbox"/> iPad</td> <td><input type="checkbox"/> Projector</td> </tr> <tr> <td><input type="checkbox"/> HTC Vive virtual reality</td> <td><input type="checkbox"/> 75 inch flat screen TV</td> </tr> <tr> <td><input type="checkbox"/> Video camera</td> <td><input type="checkbox"/> Centrifuge</td> </tr> <tr> <td><input type="checkbox"/> GoPro camera</td> <td><input type="checkbox"/> -80 °C freezer</td> </tr> </table>				<input type="checkbox"/> EyeLink 1000 eye tracker	<input type="checkbox"/> Camera (Canon)	<input type="checkbox"/> Tobii T60XL eye tracker	<input type="checkbox"/> Dynamometer	<input type="checkbox"/> BIOPAC system	<input type="checkbox"/> PST response boxes	<input type="checkbox"/> Brain Products EEG equipment	<input type="checkbox"/> Headphones with detachable mic	<input type="checkbox"/> iPad	<input type="checkbox"/> Projector	<input type="checkbox"/> HTC Vive virtual reality	<input type="checkbox"/> 75 inch flat screen TV	<input type="checkbox"/> Video camera	<input type="checkbox"/> Centrifuge	<input type="checkbox"/> GoPro camera	<input type="checkbox"/> -80 °C freezer
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Ideally, when do you plan to run the study?	Start date		End date																
<p>Will you be using the COBE Lab participant pool (Sona system) to recruit participants?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/> Other recruitment method Other (please write): </p>																			
<p>If 'Yes' to the above, please write the name of study as seen by potential participants (in the Sona system)</p>																			
<p>How many participants are you looking to recruit and how do you help advertise the lab? By using the participant pool you agree to help advertise the Lab to prospective participants, typically via distributing promotional material in busy student areas and lectures.</p>																			
How many participants per session?		How long will one session take (in minutes)?																	

How are participants rewarded?

Amount/value:

- ☐ Automatic bank transfer via NemKonto
- ☐ Cash
- ☐ Anonymous cash payment
- ☐ Cinema ticket
- ☐ Gift voucher
- ☐ Anonymous bank transfer

Other (please write):

Any questions or comments, please write in below

Click above or email the form to cobelab@au.dk

The next steps

After the form is submitted, your project will be registered in COBE lab and you and your research group will receive log-in information for our booking- and recruiting system on email.

If it is the first time you are doing research in COBE Lab, we recommend that you arrange a meeting with lab management. We will show you the lab rooms and equipment, give advice on your research design regarding to practicalities, recruiting and planning and answer any questions you may have.

Next step is to submit these other required forms:

1. Research Ethics Checklist and Consent Form
2. Project Account Information Form (NB: only if you pay by bank transfer)
3. Ethics certificates for all researchers and research assistants in the research group