Post Experiment

Participant Debriefing

When the participant is finished with the experiment, you can optionally give them a debriefing document (see example).

If needed, there is a special room available for debriefing; you can make use of A-437G. This is a bigger space to discuss the experiment. If this is already full, you can use the Lab Coordinator's office when they are not there.

Data Management

After running the experiment, you can access the data on the server via any lab pc at `\\labssrv1\labs\[Projectaccountname]\DATA`. The data will be stored in folders in the following format: date[subjectnumber][pcnumber][time day].

It is also possible to access the data from your personal computer as long as you are connected to the VU-network via the VU-VPN.

On **Windows**, type in the file explorer: `\\labssrv1.psy.vu.nl\labs\[Projectaccountname]\Data`

On a **Mac**, open Finder -> Go -> Connect to Server and then write: `smb://labssrv1.psy.vu.nl/labs/[Projectaccountname]/Data`

On windows, you will be prompted to login with your project credentials: `FPP\[Projectaccountname]` and `password`. The same happens on a mac, but you can leave out the `FPP\` and just enter the account name and password. When using a Linux based computer, the same steps can be followed within the Citrix work environment (https://apps.vu.nl/Citrix). For more info on how to set this up see https://tinyurl.com/p9c98jch .

Participant Reimbursement

Participants can be rewarded with credits via Sona or with a payment. Payments can be done by filling out the online declaration form . To file a payment you will need a VU reference number for your project, which can be retrieved by contacting

suzan.besuijen@vu.nl. In this form the BSN number of the participant and the WBS-number of the study are shown on the same page. Therefore, for safety and privacy reasons, please follow the following steps when using the online declaration form:

1. Always have participants fill out the online declaration form while in the lab. NEVER share the link and study wbs information with participants via email to fill out at home.
2. The researcher first fills out the Declaration section (e.g. the wbs information). Please make sure to under Short description (korte omschrijving) list the study name, and under Explanation (toelichting) list the name of the Principal Investigator (this way the budget holder has better insight in what they are approving).
3. The researcher then clicks on the '-' shown on the top right to fold this section (rendering it invisible), before the participant fills out the rest of the form
4. The participant then fills out the two top sections (Personal details and Bank information), while the researchers remains in the room but so that they cannot see the personal details entered on the computer screen
5. The participant then submits the form

BSN Collection Regulation

The online declaration form provided to be used does ask for the BSN number of participants, but as this is for financial reasons (and not for the research), this is allowed under the GDPR. BSN information can be collected for financial purposes, but not for research purposes. Finance has the legal ground to process this data, whilst researchers do not.

BE AWARE: Privacy regulations have changed. The xls form to file payments in bulk, used in the past, is NO LONGER SUPPOSED TO BE USED. Reasons being that the form typically contained personal information from multiple participants, that in between may live on not-encrypted local computers (even of master students) and that could create a situation in which one particpants sees which other people already participated in the experiment in the excel file. Neither is allowed under the GDPR. Therefore, we request you to refrain from using or sending this document going forward.

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