

Pre Experiment

Ethics in Research

1. Check the privacy rules on [this](#) website.
2. You should submit a data management plan to the Research and Policy Support (REPS) Team (research.data.fgb@vu.nl). You can find more information on [this](#) website.
3. Research has to comply with the code of ethics for research at the FGB (NETHICS), which can be found on [this](#) website.
4. With regards to ethical approval, an umbrella ethics application for standard cognitive experiments in the lab - including online experimenting and VR - has been [approved](#) by the Ethical Review Board (VCWE) in September 2021 and is valid for 5 years. If you are a researcher in the section Cognitive Psychology and your research does not deviate from [this protocol](#), you do not need to request separate approval. In this case, you can use the approved [consent form](#) and [information letter](#) templates and add study-specific information. With regards to the information letter, you can use [this document](#) to add method-specific text.
5. If you are not a researcher working in the section Cognitive Psychology and/or for any deviations from the standard protocol, you can apply for an amendment at the VCWE. You then upload this protocol and explain what you will add/do differently. In case your research deviates hugely you need to get your own research protocol approved by VCWE. To prepare a new ethics application, you can find participant-information-letter-template and informed-consent-templates and a GDPR checklist on [this website](#).

Request a Project Account

To run experiments in the lab and use the lab computers, you should request a project account. This can be requested by sending an email to the Lab Coordinator(c.cengiz@vu.nl) or to bblabs.fgb@vu.nl. Each new project requires a new account. This means that if you want to start a different project, **you need to request a new project account**. This project account can be used by multiple people working on the same project. With this research account you can log into every computer at the VU Brain & Behaviour lab. You can also log into different PCs at the same time. The steps for requesting an account:

1. Send an e-mail to the Lab Coordinator or bblabs.fgb@vu.nl that you would like to have a new project account.

2. You will receive a response mail with a link to a form for filling out information.
3. Once you filled in the form, send a response that you have filled the form in **along with a password of minimum 7 characters**.
4. You will receive a confirmation mail with your username/Short Project Name and your password. You can now use it to log into the PCs.

Once you have your account, check out the **Lab Help** folder that everyone has on their desktop by default. Most of the software necessary is also present by default.

If you need anything in particular that is not on there already, contact the Lab Coordinator or anyone else from the Lab Team. Do this in a timely manner!

For more detailed information about (default) project accounts, check the page on [Project Accounts](#)

Lab Access

If you do not have access to the lab on your VU employee card, then you can request this at the TO3 Helpdesk. The room number is B-659 (MF-building, sixth floor). Opening hours of the TO3 Helpdesk are Monday-Thursday from 09:00 to 17:00 and on Friday from 09:00 to 16:00. Before you go there, discuss your access request with the [Lab Coordinator](#) since they need to approve it. Students cannot have lab access on their cards and need to request keycards for each booking (or the supervisor needs to request it for them via Labservant).

If at any time your access card is not working, try updating it by holding it against the lock at the front entrance of the lab. This may fix your problem. If the problem persists, visit the TO3 Helpdesk.

In the case of (student) research assistants, it is possible to request an employee access card through [this](#) link.

Access Outside Opening Hours

You will need to request additional access on your card and inform VU Security about when you would like to get access to the lab outside of the opening hours. The steps for requesting this access can be found in our [Guideline](#).

Recruiting Participants

Participants can be recruited via walk-ins or via the online [Sona system](#). You can also place brochures of your experiment in the waiting room of the Brain & Behaviour Lab (A-431) or on

bulletin boards around VU Campus. Additionally, we also put links to studies in the [Ongoing Studies](#) section of this website. Previously, there was the option to use Telegram for recruiting participants; this option has been discontinued!

Sona

If you do not have a Sona-account yet, please contact subjectpool.fgb@vu.nl. After receiving a Sona-account, you can create a study on Sona with the available time slots and have people register for your research. Participants can apply for credits (1.5 per minute in the lab, or 1 per minute online) or for money (10 euros per hour). For more detailed information on participant handling please see [the following manual](#) (2024/2025.)

Reserving Lab Spaces

For making bookings and reservations of lab spaces, we make use of [Labservant](#). Anyone from the FGB Department can make use of Labservant. It might be somewhat difficult to navigate so we have step-by-steps instructions on how to make a booking:

Check [this document](#) for the most up-to-date booking instructions and guidelines.

1. Please open your browser, navigate to [Labservant](#), and log in using your VU-ID credentials. Navigate to Lending Desk.
2. In the Lending Desk, click on '**+Create new booking**' in the right lower corner.

Lab Servant
Vrije Universiteit Amsterdam

Welcome to the Production server of the Lab Servant.

Bloké is changed to Cell Signalling Technologies in LabServant. Your previous orders at Bloké will show as Cell Signalling Technologies.

Bol.com: ordering from bol.com has been blocked by our purchasing department (inkoop) for technical reasons. Please use other suppliers or if it cannot be avoided, pay for it personally and get the costs reimbursed.

BIGSOLVE: free house delivery when ordering above Eur. 1.000,00 and below they will charge Eur. 50,00 freight costs.

New supplier: If you want to add a new supplier, please fill out a form "new supplier" and address it to servicedesk.inkoop@vu.nl
For more information and FAQ go to: vu.nl/nl/medewerker/research-support/lab-servant or email: LabServant@vu.nl

VU VRIJE UNIVERSITEIT AMSTERDAM

Faculteit der Gedrags- en Bewegingswetenschappen

FGB Lending desk

Welcome at the Lending Desk. For pickup: **Open from 9AM - 12PM and from 12:30PM - 17PM, NO pickups in lunchtime!**

Your current reservations: → [Go to your booking overview](#)

Make a new reservation: → [Create a new booking](#)

IMPORTANT NOTICE:

By using this reservation system you agree to comply with the VU regulations regarding the proper and safe use of (VU) equipment and software from the Lending Desk and take responsibility and control during the time the equipment is in your possession. This responsibility will also include the safe keeping of all data collected using this equipment. For more safety topics, check the VU website: <https://vu.nl/en/search#search=safety>

Users have the responsibility to return borrowed equipment within the reservation time which will be administered in the LabServant system. Changes or extensions of reservation have to be consulted with members of the TO3 helpdesk and need to be approved and registered in the system.

Not complying with the above could seriously jeopardise other reservations and operations. The Lending Desk is relying on the trusted cooperation of all users. Offences against the Lending Desk policies will be taken seriously and members of the TO3 helpdesk have the right to take appropriate actions to retrieve the equipment and eventually can exclude users who repeatedly misbehave.

If you need to contact the Techsupport helpdesk regarding your reservation, please email: abc.fgb@vu.nl

→ [Go to your booking overview](#) [Booking management](#) [Search](#) [+ Create a new booking](#)

3. Search for the room you need:

- If you write '**Brain**' as a search term, you will see all the **keycards AND rooms** of the Lab.
 - You can also just look up a specific room if you know which one you need.
 - Multipurpose/VR labs can be found under the search term: 'Multicubicle'
 - EEG labs can be found under the search term: 'B447'
 - Eyelink labs can be found under the search term: 'B449'
- *note that you can make use of both EEG/Eyelink in the rooms of B447 & B449

Lab Servant
Vrije Universiteit Amsterdam

Lending desk booking

Searchterm: Equipment class: Without malfunctions: No malfunctions

Lendables found

Description	Class	Model	Manufacturer	Main user / Area Supervisor	Malfunction
<input type="checkbox"/> EQ017567 SAGA 1 + Brainwave Caps/Adapter + Laptop	EMG-EEG-ECG		TMSI	Helpdesk, FGB	No
<input type="checkbox"/> EQ017662 Keypad MF-C477 Control Room of the Observationlab-01	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017669 Keypad MF-G411 ECG-lab-01	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017670 Keypad MF-G411 ECG-lab-02	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017671 Keypad MF-B447 EEG-01	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017672 Keypad MF-B447 EEG-02	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017674 Keypad MF-B449 Eyelink-01	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017675 Keypad MF-B449 Eyelink-02	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017676 Keypad MF-B449 Eyelink-03	Keypad	Brain & Behaviour Lab	n/a		No
<input type="checkbox"/> EQ017677 Keypad MF-B449 Eyelink-04	Keypad	Brain & Behaviour Lab	n/a		No

Showing 1 to 10 of 52 results

8-Jun-2026 Booking today < > month (grid) week (grid) month week day list

Resources	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Start * End *
08-Jun-2026 17:00 (1h) 08-Jun-2026 18:00

Recurrence period
No recurrence

User: Brief description *
Mobile phone no. *
 Remember for future usage Your supervisor
Location of use *

Additional information

#13625 [Cancel](#) [Delete](#) [Submit](#)

All rooms start with "EQ018... MF-...." (e.g., "EQ018159 MF-B447A EEG + Eyelink") and all keycards starts with "EQ017... Keycard MF-...." (e.g., "EQ017671 Keycard MF-B447 EEG-01").

Any room/keycard that does NOT start with "EQ01...." is old and invalid. Please pay attention to not select any of these!

4. Select the room, adjust the date and time and provide information of your booking. Make sure to select and fill out both the start and end times separately. In order to see your booking and availabilities you must move to your desired date manually using the arrows in black.
5. Never make a booking spanning multiple days. If you want to make a booking for the same space and time period for consecutive days, then select "Recurrence: daily" under "Recurrence" period. You can also do this weekly, however the booking slots cannot differ and, generally, you may not make bookings of more than 2 weeks in advance unless otherwise discussed with the Lab Coordinator.
6. Press submit > you will receive a mail if your booking has been approved or declined. If declined, you can read in the mail why it has been declined.

When booking a lab space, check whether you are booking the space/room and not (just) the Keycard for the room. If you only select the Keycard, the room will NOT be reserved!

Cancellation of Booking

Go to the home page > click on the shortcut to the landing desk > click on 'go to your booking overview' > click on the booking you want to delete (the text becomes bold, the booking is selected) > click on the 'edit' button in the bottom right corner > click on the 'delete' button in the bottom right corner.

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