Returning Xlab Researchers with New Projects

If you are a researcher, looking to use the Xlab again and interested in using the lab for a completely new project, then please follow the steps below:

1. Researcher submits the Experiment Request Form.
2. Xlab Administrator will contact the researcher to schedule a meeting with her/him and Xlab Technology Support. They will determine whether or not the lab can support the experiment.
3. If researchers need assistance preparing CPHS applications/protocols for their new Xlab projects, then contact Latara Harris [latara_harris@berkeley.edu/(510) 643-0384] prior to beginning the submission process for your eProtocol. Latara and her colleagues at RES Compliance Department will provide protocol writing assistance. Please add Miho Tanaka to your CPHS application under Other Contact. The Xlab CANNOT guarantee to support protocol, even if it is approved by CPHS, if protocol was not pre-approved by Xlab.
   - Upon completion of RES protocol writing assistance, check if your study qualifies as exempt! To check if your research qualifies and for more information go to Exempt Protocol Review. If your study does qualify for exempt protocol review, then please contact Silvia Kurtisa [silva_kurtisa@haas.berkeley.edu] and Suzanne Stone [suzbpolo@gmail.com].
4. (FOR COMPUTER EXPERIMENTS ONLY) Schedule a testing of your complete software program in a mock experiment. Contact Rowilma del Castillo (xtech@haas.berkeley.edu) to schedule a test. Program testing can be done prior to the receipt of CPHS approval and is required before a schedule request is approved. This test must take place at least 10 days prior to the actual experiment.
5. (FOR COMPUTER EXPERIMENTS ONLY) Schedule a testing of your complete software program in a mock experiment. Contact Rowilma del Castillo (xtech@haas.berkeley.edu) to schedule a test. Program testing can be done prior to the receipt of CPHS approval and is required before a schedule request is approved. This test must take place at least 10 days prior to the actual experiment.
6. Researchers email the following to Miho Tanaka, miho@haas.berkeley.edu.
   1. CPHS Approval Protocol with all attachments. View Printing Instructions for the Approval Protocol.
   2. CPHS Approval Letter. View Printing Instructions for the Approval Letter.
3. Questionnaire  
4. Consent Form  
7. Now, researchers are ready to schedule and conduct experiments! Please review **Guide to In-Lab Experiments**. To schedule an experiment, complete and submit a **Schedule Request Form**  

If researchers have any questions regarding this process, contact:  
Miho Tanaka, Xlab Administrator  
(510) 642-8780  
miho@haas.berkeley.edu