

SECTION III
CENTER FACILITIES AND SERVICES

Administrative and Support Staff

The Center provides an efficient organization of support personnel. The office staff conducts Center operations, keeping apprised of intricate disciplinary guidelines and federal and University policies and regulations. The staff advises and assists faculty and students in University and administrative procedures.

The Center office administers Center programs of research and training such as the University of Minnesota Graduate School's Cognitive Science Minor Program and Cognitive Sciences Proseminar, the Center for Cognitive Sciences Graduate Training Program, the 3M Graduate Training Program for Visibility Research, the Cognitive Neuroscience and Brain Imaging Program and the Summer Research Experience for Undergraduates Program.

In addition to managing training grants and maintaining the financial reports, the Center support staff distributes the weekly calendar information and all other program mailings, maintains the equipment inventory, office supplies, and research protocols. The staff assists members in the preparation of reports, schedules meetings and coordinates materials for various Governing Council committees, reimburses members for research allotments, completes all appointment and payroll documentation, and orders all materials to be charged to Center budgets. The Center office also dedicates much effort toward planning scholarly events, preparing and submitting proposals, advertising program information, and recruiting new members.

The support staff can be reached during the regular office hours of 8:30 to 4:30, Monday through Friday in 205 Elliott Hall.

Technical Shop Staff

Members of the shop staff may be consulted about laboratory research equipment. They are available for designing, constructing, and modifying research equipment. Specific Center projects are charged only for materials, and not for labor. Students may use the shop in 30 Elliott Hall whenever supervisory personnel are present and permission is given. To consult with the shop staff, please call 625-0515.

Apparatus Shop and Equipment

A well-equipped apparatus shop under the direction of Jim Williams is jointly supported by and serves the Center, the Institute of Child Development, the School of Kinesiology and Leisure Studies, and the Department of Psychology. Located in the basement of Elliott Hall (Room 30), the five-room facility consists of rooms and shops for design, electronics, woodworking, finishing, and metal work. Technicians are available for consulting, designing, constructing, finishing, modifying, and assisting with the development and construction of varieties of research equipment used in research

activity. Custom software development can also be arranged by this shop. The shop is available to students to use when supervisory personnel are present.

When a Center member needs apparatus work done, the following procedure should be used:

1. Fill out a 'Request for Shop Work' form available in the shop and also in the Center office. Students must obtain approval of a faculty member for the proposed project before submitting the request. **Requests to the shop must be made on these forms.**
2. Take the request to Jim Williams for an initial feasibility discussion and estimate of components and labor time.
3. Submit requests with the following information: a brief description of the apparatus, purpose of research (thesis, demonstration, publication, etc.), estimates of labor and cost of components, and required completion time.
4. Provide the budget number and any information concerning restrictions on charges. Specifications should be as detailed as possible, including sketches and special requirements. However, Jim makes the final decision on the design. He provides an estimated completion date and gives notice when the apparatus is completed.

Reference Room

A valuable asset in the Center's research and training programs is the library reference room. The collection includes books, manuals, pamphlets, reprints, journals, theses, and reference aids that are donated by Center members or purchased with grant funds, thereby providing members with ready access to library resources. Through the acquisition of new materials, the Center continues to develop these facilities for both the dissemination of ideas and the exchange of information.

All Center members, associates, and affiliates may obtain a key if they wish. Library keys are not to be loaned to non-members of the Center. Library materials should not be removed from the library. All Center members are invited to browse through the library collection and use the materials in 308 Elliott for their research and professional reading.

The Center encourages users to donate books to the library collection. *Center Trainees are expected to and Associate Members should provide the Center with a bound copy of their thesis.* Affiliate students are encouraged to contribute copies of thesis and special papers.

Computer Facilities

Computer Software

Computer Workroom

Equipment

Subjects and Experimental Rooms

Center members have access to populations of subjects in the Department of Psychology Research Experiences Pool, the Institute of Child Development Nursery School, and the University Child Care Center. Undergraduate research assistants aid Center investigators in scheduling subjects and compiling documentation of informed consent to meet University and federal guidelines. The Center has a number of small rooms where equipment can be assembled for students or faculty to perform group or individual experiments with college-age subjects and infants.

Research Protocols

Protocols involving human subjects are comprehensive statements of the purpose and design of the studies with an explanation of procedures employed to protect the rights of those subjects. *Any faculty or student investigator conducting research involving human subjects must obtain protocol approval by the University Committee on the Use of Human Subjects in Research prior to the initiation of each research project.* The Committee's approval is necessary to meet University and DHHS requirements. To obtain approval, one of the following procedures must be followed:

Summary Protocol Request for Approval

When research falls under a section of the CCS Summary Protocol, the investigator/project director submits a 'Summary Protocol Request for Approval Form.' The CCS Summary Protocol may be examined in 205 Elliott. After approval from the Executive Secretary of the Committee on the Use of Human Subjects in Research, the investigator may begin to collect data from subjects.

The 'Summary Protocol Request for Approval Form' must be signed by the departmental reviewer under whose section of the Summary Protocol the research most directly falls. Forms are available from the Center in 205 Elliott. After completion by the department reviewer, the forms are forwarded to the Committee on the Use of Human Subjects in Research. Copies of studies falling under the CCS Summary Protocol are kept on file.

Review of Individual Projects

If research does not fall under the CCS Summary Protocol, or if the investigator is applying for a grant from DHHS or other funding agencies, individual review is necessary. Applications for 'Review of Individual Projects' must be submitted on the appropriate form to the office of the Committee on the Use of Human Subjects in Research. Researchers need to allow three weeks for processing.

For projects funded by DHHS or other funding agencies with similar requirements, annual review is necessary. Renewal forms are sent to the principal investigator of each project.

REP (Research Experience Program) Procurement

To obtain student participants through the Department of Psychology, the researcher needs to complete an application form, available from the Undergraduate Psychology Office, 112 Elliott. This form must be submitted by noon on Friday of the first week of the semester. (These applications must be turned in on time; be sure to check with the Undergraduate Psychology Office to be certain that you have the correct deadline date.)

Informed Consent

Informed consent is an individual's voluntary agreement to become a subject of research after being informed of the purpose of the study, the procedures to be employed, and potential risks and benefits. Documentation of the process (oral or written) used to obtain consent must be submitted to the Committee on the Use of Human Subjects in Research with either the 'Summary Protocol Request for Approval' or the Individual Review forms. If the consent form is oral, the researcher needs to include a copy of the statement read to the subjects. If consent is implied by the return of a questionnaire, the researcher needs to include a copy of the letter of solicitation.

Duplicating

Materials, including library materials, that contribute directly to the Center may be photocopied. Such materials would include committee work, drafts for co-authors in the Center, experimental instructions, and material for the Center library. *The Center does not copy materials that contribute indirectly to the research of the Center, nor is it for*

personal use or for other non-Center projects in which a Center member is involved. This includes copies of research related articles, papers for the convenience of Center members, and classroom or seminar materials.

In addition to the public copy machine locate in the Psychology Department mail room, machines are available in Norris Hall, Johnston Hall, Walter Library, and Kolthoff Hall. Off campus duplicating services in Dinkytown and Stadium Village.

Mail

The Center provides postage for Center-related mail.

Telephones

There are several telephones available for use by Center members. *All long distance calls must be reported to and approved by Center staff.* Users must restrict long distance calls to Center business only. No personal long distance calls may be charged on any University of Minnesota telephones. Such use constitutes avoidance of state and federal taxes and can not be permitted. Personal calls must be charged to your home or to a credit card.

Keys

Student members may receive keys to their office, the Center library, the building, and the computer room. All keys must be turned in to the office upon completion of training. (If keys are lost, students will be charged \$10.00 for each replacement key.)

Special Laboratories

Center members may use any of several special purpose research facilities. These laboratories have been equipped with funds from individual staff research grants and Center funds. The faculty member most directly with the laboratory directs it. Requests for use of these special laboratories, or for borrowing any of their equipment, must be made to the faculty member in charge and they have the final authority.