

Lab booking policy

Please remember that these labs are very heavily used in term time, so try to maximise the time available for yourself and others. As a guideline:

1. Please do not over-book or block book time in the lab for yourself - please be considerate to others who also need to carry out their testing.
2. Only book the times that you will actually be USING the lab and leave open times in between that could be used by others,
3. If you find that you will no longer need the lab, please cancel asap.
4. Try to limit (where possible) wasted time between slots by booking times from 9am, and back-to-back with other users.”

Booking standard labs (i.e. E3, Level 2, M1.07 and LG.18 cubicles)

Researchers are **not expected to need to advance book more than 35 lab hours per week** (e.g., 1 lab for 35 hours; or 2 labs for 20 and 15 hours, respectively) for a regular study. Labs may be booked in parallel, but the number of labs that can be booked simultaneously will be **limited to 3** in term time, and may be lower in very busy periods (typically February-March) at the discretion of the Technical Team.

To exceed the limits above, the project supervisor (not students themselves) needs to contact the Technical Team with a valid reason for why additional lab time is necessary. Acceptable reasons for exceeding the limits include meeting funding requirements/grant application deadlines, working with special populations that are difficult to recruit, or doing projects on group processes that require multiple labs simultaneously. Projects running late due to poor planning or other issues that were under the experimenter’s control will not typically be granted permission to exceed these limits.

These limits will apply during **standard office hours (i.e. 9am-5pm) in Autumn and Spring Terms**, and will be relaxed outside of these times. PhD students and staff are encouraged to test outside of term time if possible, and to also consider testing out of hours (i.e. after 5pm or on weekends) during very busy periods (while being mindful of following health and safety guidelines). Undergraduates are not typically permitted to book labs out of hours.

The above limits apply to bookings of standard labs that are made with 2 weeks’ notice. The Technical Team may at their discretion release further slots nearer to the time if there is sufficient availability.

Booking specialist labs or equipment (e.g. EEG/TMS labs, Biopac labs, brain stimulators etc.)

Specialist labs/equipment may be subject to different guidelines than those above, based on agreements between their primary users. As a general policy for specialist resources that are high in demand, **we recommend dividing access approximately equally between all researchers who are requesting to use the resource on a weekly basis.** For example, if 4 different studies are planned to run in a specialist lab a particular week, each study should be allocated approximately $\frac{1}{4}$ of lab time that week. Users are recommended to try to reach agreements between themselves on fair usage, but if this fails they can contact the Technical Team who can help divide access.

Specialist labs/equipment should be used for their intended purposes. For example, behavioural studies should not be run in the EEG labs, or similar.

Note that most of the specialist resources require that users have received initial training by experienced researchers before access can be granted. This is to prevent equipment damage and also health and safety issues that may arise from improper use. **The Technical Team are authorised to refuse booking requests from users without adequate training.**

Priority bookings

No research or student groups have general priority for lab bookings, with the exception of research funded by external grants. **Researchers who need to use lab spaces/resources to deliver on externally funded grants can request additional bookings in advance by contacting the Technical Team.** However such requests should be submitted with sufficient notice to enable adequate planning, and should be done with reasonable consideration for others.

There may be a few other cases when priority bookings can be granted, for example when researchers are studying special populations that are difficult to recruit. Such requests will be considered on an individual basis by the Technical Team.