**Starting Out**

Prior to starting a study, you will need to provide some details including the equipment that will be used and when you anticipate running the study to User studies lab manager by emailing isrcusabilitylabs@umbc.edu and filling out the forms that will be provided by the lab manager. These forms (user studies lab equipment checkout form, user studies lab scheduling form) are also available on the ISRC website [isrc.umbc.edu](http://isrc.umbc.edu/) for your convenience.

**Scheduling**

Upon completion of the form provided by the lab manager, you will be given a view only access to the user studies lab calendar or you can also view the calendar on the ISRC website under the Facilities ->user studies lab. Based on currently available time slots, you will provide via email a list of your proposed time slots and the lab manager will update this on the calendar. The lab managers then go in and schedule your requested time on an availability, first come first served basis.

**Computer Usage**

* A user manual for the Tobii eye-tracker is located in each User Studies Lab. Feel free to make copies but DO NOT remove the manual from either of the labs unless your intention is to make a copy and then return the original copy back to the lab. It can also be downloaded at: [isrc.umbc.edu](http://isrc.umbc.edu/)  (Facilities ->user studies lab).
* Turn OFF the Tobii eye-tracker in addition to shutting down the computer when the session is complete.
* Changes that are made to the computer's settings such as disabling the antivirus, need to be returned to the original setting when the session is complete.

**Data Storage**

* Data needs to be stored in the Projects folder on the E: / drive. Please create a folder for your data and include the name on the UMBC user studies lab research form. Data stored elsewhere will be deleted.
* Backups of the data can be created by copying the files into the Backup\_Projects folder on the E: / drive, although researchers are strongly advised to backup their data on an external drive which would be provided by the researcher.
* Data from a research study may stay on the computers for only two (2) months during an active study. The researcher may move the data to an external drive to prevent data loss.

**Equipment**

* Borrowed items from the lab will need to be signed out on the user studies lab equipment checkout form. This form can be requested from the lab managers or downloaded from the ISRC website [isrc.umbc.edu](http://isrc.umbc.edu/) (Facilities ->user studies lab) for your convenience. .
* Returned items need to be handed to the lab managers who will then update the inventory forms appropriately.