

Use of the CAVE lab at the ToddlerLab

How to start a new project

To start a new project, the following steps need to be completed.

1. New project proposals can be submitted by a **Principal Investigator**. You will need to fill in the “New Study Form” and email it to toddlerlab@bbk.ac.uk.
2. To use the CAVE lab and its equipment, an access charge of £80.00 needs to be paid per testing session/participant. This is to cover the costs associated to the maintenance of the equipment. Therefore, on your New Study Form, please be sure to indicate the funding source, the grant code, and the details of the contact person for the invoicing of the access charges.
3. New projects **MUST** have ethics approval before any testing begins. The Principal Investigator can submit applications to the Birkbeck Ethics coordinator (ethics@psychology.bbk.ac.uk). The ethics application paperwork and instructions can be downloaded here: <https://www.bbk.ac.uk/departments/psychology/our-research/ethics> (how to submit your ethics application – research with minors form). External applicants must have a sponsor from Birkbeck in order to submit their ethics application. All personnel involved in testing must have obtained a clear enhanced DBS check.
4. The investigators will be asked to give a presentation of the new project to the CAVE lab Management Committee. The purpose of this is to present the design of your experiment and get feedback from the Committee on the feasibility of your study. The presentations are held once a month. You can register presentations until three days before the date. The dates of presentations can be found on the CBCD website (<https://cbcd.bbk.ac.uk/toddlerlab>).
 - Presentations are limited to 10 minutes. We recommend focusing on the design of the experiment, the hypothesis and the expected results.
 - Please include detailed information about the groups you intend to test and the task design (i.e., stimuli, timing of the conditions, conditions, baselines, etc.). This is extremely important for the Management Committee to properly evaluate the feasibility of your project and give relevant feedbacks.
 - Please include detailed information about the required hardware. For a list of the available equipment in the CAVE lab visit the website at <https://cbcd.bbk.ac.uk/toddlerlab/equipment> .
5. Once the project has been presented and approved by the CAVE lab Management Committee and ethics approvals are in place, then the new project can start.
6. All the people involved in the project carrying out the experiments must complete equipment training before beginning the project. Training will be held by Dr. Paola Pinti. Email Dr. Paola Pinti (p.pinti@bbk.ac.uk) to register for the next training.
7. Access to the CAVE is subject to capacity limitations. In approving projects, priority will be given to studies relevant to the CBCD research activity and to particular agreements with funding bodies and shared grant applications. In particular, priority will be given in this order: 1) Studies on infants and toddlers from CBCD researchers; 2) co-applicants of the WT multiuser equipment award funding the CAVE; 3) Studies

on infants and toddlers from publicly funded external researchers; 4) publicly funded research on populations other than infants and toddlers, (5) all other research.

Essential Rules and Regulations at CBCD

At the CBCD, we strive to maintain a safe, friendly, and stable environment for our young scientists. Therefore, we have a set of guidelines that all users of the CAVE lab MUST adhere to. These are:

- Only approved investigators are allowed to access the ToddlerLab and the CAVE Lab. We recommend having at least two experimenters to be present in the laboratory during testing, one that checks on the participant during the experiment and one managing the software.
- No participants can be tested without prior, written ethical approval.
- All participants must have completed a consent form prior the experimental session. In case of minors (<18 years old), informed consent must be gathered from parents or the caregiver.
- Investigators from the CBCD or investigators who have a collaborator from the CBCD can have access to the participants' database. External investigators must recruit their own participants elsewhere.
- Booking system: booking rules and procedures in place at the CBCD must be adhered.