

Protocol for handling Behavioral Human Subject Experiments with JMCB, BDM or other grant money:

1. Inform both the Assistant to the Experimental Lab Director (marshall.624@osu.edu) and the Graduate Program Coordinator (tobin.71@osu.edu) when you apply for the grant money.
2. Complete CITI Training. You can find the information at; <http://orrrp.osu.edu/irb/training-requirements/citi/>
3. Inform Assistant to the Lab Director when you receive the check.
4. Schedule the lab for the desired day on ORSEE.
5. The student running the experiment need to prepare receipts and consent forms prior the experiment. Each receipt and consent form will need to have correct protocol and project number that match the experiment. Each participant in an experiment has to fill out the correct amount and sign the receipt. The link for the receipt is:
<http://osp.osu.edu/files/2013/10/HSPaymentReceipt.pdf>
6. Save all of the consent forms and receipts and when you are done with this grant, bring all of the forms and change, if any, to the Lab Director's Assistant for storage in accordance with Ohio State Records Retention policy.