**S.U.C.C.E.S.S. Lab at GSU Decatur**

**(Scientists Understanding Children’s Cognitive, Emotional, and Social Skills)**

**Goals:**

1. Provide a joint use lab space and research support for minimal risk developmental research done with individual (or small groups) of children and/or families.
2. Provide a developmental lab in a calm environment with easy access and parking that is more convenient for families, particularly those living in the southern and eastern suburbs of Atlanta.
3. Provide lab space near predominantly minority neighborhoods to hopefully increase minority family participation.
4. Create more interaction between GSU Decatur and GSU downtown.
5. Create potential research learning opportunities for GSU Decatur students that have not previously been available to them.

**Who is eligible to submit a request for use of the lab:**

1. Must be a GSU faculty member/research scientist affiliated with either: the Language Research Center, the Psychology Department at GSU downtown, or GSU Decatur.
2. Must have an approved current minimal risk IRB protocol at GSU to test children and/or families.
3. Must have IRB approval to test in SA2612 at GSU Decatur.

**What is the space like?**

The space consists of a large rectangular room that is divided in half by a curtain. One half of the room contains a work area with a desk, work computers, and cabinets. There is also space for chairs for parent or researcher observation from behind the curtain. The other half is a carpeted and decorated child-friendly space (plug protected) with a variety of different sizes of folding tables and chairs that can be used for different ages of participants and testing arrangements. There is also a large waiting area outside the space that is shared with the ID card office. Chairs, tables, and toys (including a Lego table) can be put in this space during testing to make room for waiting participants, family members, and siblings.

**What is provided for researchers at the space?**

1. Furniture Etc---We provide folding tables and chairs of various sizes. We have a Lego/play table with oversized Legos (not a choking hazard), toy cars, a stacking puzzle for toddlers, a small number of books appropriate to different ages, coloring books and washable crayons. We also have extra plug protectors if needed.
2. Equipment---We have a desktop computer hooked to the internet that can be used for internet surfing, checking email, downloading things etc.…. We also have a printer for the emergency printing of forgotten consents etc.….
3. Recruitment Support--- If you use the Infant and Child Subject Database for Recruitment, we will provide evening calling support to recruit and schedule age/prerequisite appropriate participants. We will also provide post-scheduling emails providing the parent/guardians time/date confirmation, a copy of the parental permission form to look over, and directions to the parking lot. We will provide a reminder email/call no more than 48 hours before the appointment.
4. Personnel---- During scheduled testing hours, the space provides an undergraduate student research assistant to help with logistical support. They will open up the space 15 minutes before testing is scheduled. They will aid researchers in setting up the room and finding needed supplies. They will meet families with a SUCCESS lab sign in the parking lot and lead them to the testing space. They can help with parental interaction, playing with children, babysitting siblings etc.… They have all been chosen because they like children and have experience with children (babysitting, volunteering, caring for siblings or other relatives etc.…).
5. A directions sheet describing how to get to GSU Decatur and where to park/meet personnel.

**What do research teams need to provide?**

1. Adequate IRB approved research team members to fulfill consent obligations (parental permissions and assents as required by the GSU IRB), and to run the children in the approved experimental protocol.
2. Testing and recording apparatus needed for experiment. Examples of possible needed equipment: laptops, paper surveys/tests, toys or cards, tokens, projectors and screens, video cameras and tripods, microphones or speakers and wire. ------In the case of set ups requiring larger equipment like head-turn or look/listen time procedures we have room in the back corner where larger equipment (projection screens, speakers, video recording equipment etc.…) can be stored for the duration for the project. For larger equipment, it will not be necessary to bring the equipment every time.
3. All approved forms (consent, assent, demographic, tests, or parent questionnaires) ------If you are using the infant and child subject database we ask that you leave an electronic copy of the parental permission form on the computer so that we can email it to the parents when they sign-up. You are also welcome to leave electronic copies of other needed forms. This will allow them to be printed on site in an emergency.
4. Any prizes, gifts, motivational aids (i.e. stickers) or payments you are approved to and intend to give to the children or parents.
5. You will need to take all signed consents/assents with you after testing to your approved repository location.

**I might be interested how do I get started?**

1. Take a tour of the space to determine how it can fit your needs. Email [bchurch@gsu.edu](mailto:bchurch@gsu.edu) to arrange a tour or respond to an email listing group tour times.
2. Email [bchurch@gsu.edu](mailto:bchurch@gsu.edu) to be added to the SUCCESS Lab google calendar showing covered testing times.
3. Amend your existing or write a new IRB allowing you to test your target group of children/families in room SA2612 at the GSU Decatur campus.
4. Send a copy of your IRB approval, with copies of the parts of the protocol indicating: approved test location SA2612 GSU Decatur, approved age groups, and recruitment methods. Also, please send number and length of sessions desired, and all possible times that the research team is available to test within the SUCCESS lab schedule. Send everything to [bchurch@gsu.edu](mailto:bchurch@gsu.edu) with the subject line “SUCCESS lab time request”.
5. If you will be using the Infant and Child Subject Database and desire calling support, please also send a short blurb describing the experiment to the parents (what it is about, why you are doing it, how long, how many sessions, any follow up, what their child will do etc….), an electronic copy of your parental permission form, and clear information about any prizes, gifts, or payment being offered to the children or parents. Send this information with your IRB approval and timing information.
6. Once we have all the information, we will assign you potential hours and make you an experiment google calendar for scheduling your participants. We will then need names and contact information (including emergency contact info) for the research team members who will be primarily responsible for executing the research on particular assigned times (this info can be entered into the google calendar or sent by email). We will also send you the emergency contact information for the lab helpers who are assigned to your times.

**What does the SUCCESS lab expect from my lab for using the resources?**

1. Self-recruited scheduling will strictly follow the protocols for entering scheduled sessions in the google calendar (written versions will be sent after time has been allocated). This will allow RA help to know when they are needed and avoid misunderstandings.
2. If participants are scheduled to arrive, your research team will arrive punctually 15 minutes in advance of scheduled participants and set up in an orderly fashion.
3. Your team will conduct themselves in a professional and friendly manner that reflects well on the SUCCESS lab as well as your own lab.
4. If any emergencies arise and team members cannot meet participants, both the participants and the lab helper will be notified ASAP.
5. Teams will assist RA helpers to clean up and put away things after their sessions.
6. Teams with funding for the research they are running will make small donations (varies based on how much funding and how much of the resources you are using) to help the lab pay for basic supplies and advertising costs for recruiting new families to the database.