The Research Lab Usage Guide

College of Journalism and Communications

University of Florida

Prepared by
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Overview

Welcome to the research lab in the College of Journalism and Communications. This lab is located in Weimer 2052 and designed to support the research needs of the faculty and graduate students in the College. Equipped with a projector screen, digital recording devices, IP phones, and 24 research stations, the research lab provides the tools for conducting both quantitative and qualitative research.

> *Please see the following information on contents of the lab as well as instructions for lab usage, scheduling, procedures, and contact information.*

Research Software Available

The following software programs are available in the research lab. Please visit the Research Division website (www.jou.ufl.edu/research) for additional information.

- ***Diction (Dictionsoftware.com):*** Diction 5.0 contains a series of built-in dictionaries that search text documents for five main semantic features (Activity, Optimism, Certainty, Realism and Commonality) and 35 sub-features (including tenacity, blame, ambivalence, motion, and communication). After the user's text is analyzed, Diction compares the results for each of the 40 dictionary categories to a "normal range of scores" determined by running more than 20,000 texts through the program. Users can compare their text to either a general normative profile of all 20,000-plus texts or to any of 6 specific sub-categories of texts (business, daily life, entertainment, journalism, literature, politics, scholarship) that can be further divided into 36 distinct types (e.g., financial reports, computer chat lines, music lyrics, newspaper editorials, novels and short stories, political debates, social science scholarship). Diction also outputs raw frequencies (in alphabetical order), percentages, and standardized scores; custom dictionaries can be created for additional analyses.

- ***Qualtrics (www.qualtrics.com):*** With Qualtrics research suite you can create a survey easy and fast, and it still handles the most sophisticated questions. Qualtrics is a leader in market research and enterprise feedback management. They provide a flexible and robust research tool designed to keep the research process simple and professional. The Qualtrics Research Suite keeps the research process in-house and provides exceptional survey design, innovative distribution, professional analysis and real-time reports.

Lab Equipment and Configuration

The research lab is configured to enable the maximum degree of flexibility, making the lab usable for faculty members conducting surveys, experiments, focus groups and other types of research.

The following is a list of equipment available in the lab:

Computers
- 24 Dell A10 910desktop computers w/touchscreen capability

Telephone interviewing equipment
- 4 Voice-over-Internet phones with USB headsets

Rear Projection TV & DVR
- 1 Vizio E701 70"
- 1 HD-compatible digital video recorder/player

Lab Usage Policy

The research lab may be used for research purposes only. It may not serve as a teaching lab. It may, however, be used for faculty demonstration of research software to students.

1. The primary users for the research lab are faculty and graduate students. Undergraduate students may request lab use only through a faculty supervisor.

2. The principal researcher will need to cancel his/her reservation at least 48 hours prior to the reserved time through an online system or, if the online system is unavailable, by email to the research lab personnel if there is no longer a need for the use of the research lab.

3. Consistent failures to cancel reserved lab time when the research lab is no longer needed for the specified time may lead to suspension of lab privileges.

4. All students are advised to attend a lab orientation before their first use of the lab. This may familiarize the researchers with the equipment and software that are available for use.

5. Faculty and students are encouraged to schedule their research lab activities at the beginning of each semester.

6. Each research project will have a 500-page limit for printing. Once this limit has been exceeded, the PI will need to contact ITS staff to have the limit increased.

7. Researchers reserving the lab for consulting projects will be assessed a lab usage fee to be determined by the senior associate dean and dean.
8. All PIs will be notified of the purge of data stored in the lab at the end of each semester.

9. No research project may block more than 30 hours of exclusive research lab time per month unless special arrangements are made prior to the beginning of the project.

10. The scheduling process will be on a first come, first serve basis with priorities breaking ties within a certain time period (see below). Following are the <u>scheduling priorities</u>:

    a) Faculty members have priority over graduate students.
    b) PhD students have priority over master's students.
    c) Master's students have priority over undergraduate students.
    d) Research projects have priority over faculty demonstration of research software. e) Reservations may be pre-empted based on the scheduling priority with at least a seven-day lead time. Please contact the Research Division as soon as possible if you wish to pre-empt an already reserved schedule so the contact person of the pre-empted project can be notified.
    f) Research projects that involve pre-scheduled outside participants (research subjects) may be pre-empted only after a meeting between the PIs and the associate dean for research is held and with at least a two-week lead time.
    g) Graduate students have priority over all others between 10 p.m. and 1 a.m. Monday through Thursday and 7 p.m. to 1 a.m. Sunday.

Lab Supervision, Security, and Data Policy

<u>Monitoring and Supervision</u>

1. The PI will provide a list of authorized personnel for lab usage to the research division as part of the online research project registration process. While faculty's Gator 1 card already provide access to the lab, students' Gator 1 cards will need to be activated by the IT staff to provide access to the lab.

2. Authorized student lab users will be granted up to a one-semester card access to the research lab. At the end of each semester, PIs will be notified and asked to review the listing of authorized personnel to indicate to extend access or remove access to the research lab for the coming semester.

3. Maintenance of the research lab supplies of paper for printing and other routine supplies and updates will be the responsibility of the research division. However, funds for excessive paper usage and other supplies should be taken from other designated funds associated with the research project.

4. In the case that problems arise while using the research lab, authorized lab management personnel first should contact the research project PI. Equipment problems are to be reported to the technology support staff.

5. Please contact Research Lab Assistant in the Research Division at researchlab@jou.ufl.edu for scheduling conflicts/questions.

<u>Security and Safety Issues</u>

The research lab will be secured with an authorized card activated access system and in room surveillance camera at all times.

1. Maintaining a current listing of authorized personnel for each project ID will be the responsibility of the PI.

2. Securing proper University of Florida Institutional Review Board approval and protecting the anonymity of participants and data will be the responsibility of the PI.

2. Any theft or suspicious activities will be reported immediately to the proper authorities.

Data Storage and Acceptable Use Policy:

1. The research lab will not serve as a permanent long-term data storage facility. Determining a process for data storage and backup system is the responsibility for each research project's PI. At the end of each semester, advance notice will be given to all research project PIs when short-term data folder erasures will be conducted.

2. Research project PIs are responsible for informing and assuring that other authorized management personnel follow the guidelines of the University of Florida's Acceptable Use Policy and the Institutional Review Board's policies.

Lab Scheduling Procedure

Scheduling Responsibility: The research division will be responsible for managing the lab reservation system. Appeals regarding scheduling conflicts and/or lab scheduling/usage policy violations will be resolved in consultation with the senior associate dean.

Lab Scheduling Procedure: All faculty and students who are interested in using the research lab for his or her research projects should reserve the lab time and specific facility/equipments through the following procedure:

Step I: Online Registration of the Research Project

The principal researcher/investigator (PI) of the project will first complete an online registration form through this process:

a. Log in to the research project registration site at www.jou.ufl.edu/research/register using Gator 1 ID/password or JOU college network ID/password.
b. Complete the registration form including the following information.
c. Title of the project.
d. Brief description of the project.
e. Name and position of the PI (e.g., faculty, Ph.D. student, etc.).
f. Funding status of the project: (externally funded, internally funded, or unfunded; include funding number if funded).
g. Tentative research facility/equipment and software to be used.
h. Anticipated beginning and end date/length of time for the project involving the lab.
i. Number of human subjects to use the lab if any.
j. Designated contact person and his/her contact information.
k. Names and UFIDs of the personnel authorized to use the lab. This information is needed to activate project personnel's Gator 1 cards for access to the lab (note that faculty's Gator 1 cards already provide access to the lab).
l. A project ID will be generated automatically after the registration. Please keep a record of this ID for the reservation of lab facility.

Step II: Online Reservation of Research Lab Facility

The project contact will be notified by email as soon as the registration information is transferred into the online lab reservation system – EMS (at this time, the data can only be transferred manually so please allow for at least 24 hours for the process to complete). The PI can then use the login information provided in the confirmation email to reserve the lab online at emsweb.jou.ufl.edu/VirtualEMSLite. The following information will be needed:

a. Project contact's email and password (in the initial registration confirmation email) to log in to the reservation system. Please change your password the first time you log in.
b. Day and time requested (you may click on "Browse" to see currently available time/space or "Search" to directly go to your desired time periods).
c. Number of attendance (people at the lab). The maximum number is 22 at one time.
d. Event name (i.e., your research project title) and event type (i.e., survey, data analysis, etc.).
e. Computing facility (i.e., work stations) and resources (i.e., large screen TV, DVR, etc.) requested (Click on "Search" to see all available workstations at a desired time and reserve the ones that you need. They are listed individually and by groups). Resources options will appear during the checkout stage after you have selected your workstations/room options.

Important Notes:

f. If data storage is requested, you will be notified by email with the L drive location as soon as the IT staff set up the storage space for your project. All listed authorized personnel will have the access to the storage space.

g. Make sure that you reserve "all lab with room reconfiguration" If you need to re-arrange the lab space/workstations.
h. Please try out your Gator 1 card to make sure that you have access to the lab at least 2-3 days before your first reserved lab time. Contact the ITS personnel at its@jou.ufl.edu or Weimer room 3028 as soon as you can if your Gator 1 card fails to open the lab door.
i. Please use the login IDs, subject01 to subject22, if your subjects need to use the lab laptops. The password is subject for all logins.

Lab Operating Hours

The research lab hours are consistent with the operating hours of other computer labs in the college. Please note that the research lab is closed on Saturdays.

Day	Opening Hours
Monday	8 am – 1 am (Tuesday)*
Tuesday	8 am – 1 am (Tuesday)*
Wednesday	8 am – 1 am (Tuesday)*
Thursday	8 am – 1 am (Tuesday)*
Friday	8 am – 10 pm
Saturday	closed
Sunday	1 pm – 1 am (Monday)*

*Graduate students have priority over all others between 10 p.m. and 1 a.m. Monday through Thursday and 7 p.m. to 1 a.m. Sunday.

Lab Personnel and Contact Information

Online Registration/Reservation and Other Lab Usage/Maintenance Related Issues

Research Lab Assistant
Research Division
College of Journalism and Communications
352-273-1646 or 352-273-1648
researchlab@jou.ufl.edu

General Lab Usage Policy
Sylvia M. Chan-Olmsted
Professor and Associate Dean for Research
College of Journalism and Communications
Phone: (352) 273-1648
Email: chanolmsted@jou.ufl.edu

IT Related Issues and Gator 1 Card Access Processing
ITS@jou.ufl.edu