

**Guidelines for external researchers**  
**Laboratory of Experimental Economics (LEE)**  
*University of Copenhagen*

**The laboratory facilities at the Department of Economics are open for both external and internal researchers who wish to conduct economic experiments.**

If you are interested in running an experiment at our facility we hope that the following information can provide a first overview of what to expect and how to proceed.

**Our Team & Infrastructure**

Christina Gravert and Alexander Sebald (both from the Department of Economics) or the co-directors for the lab. We have several dedicated Lab Research Assistants who will communicate with the researchers and will test and run the experiments.

Our facilities consist of two main rooms plus a payment room. The main room has 28 available seats. We have a maximum capacity of 52 participants per session. We have replaced all the computers at the beginning of 2019. We mainly run experiments on ZTree, but other programs are possible.

Our lab adheres to a strict “No Deception” policy, as is standard in economics research. At the moment, we have no IRB available for external researchers.

We have a large and diverse pool of potential participants. Over 2500 active subscriptions are recorded (around 53 of these are female). Our participants do not necessarily need to be enrolled at a university and come from all backgrounds (most prominent are Business & Economics with around 20%, Social Sciences (17%) and Natural Sciences (11%) - but not all subscribers revealed their field of study). The majority of the active subscribers have started their studies in the last 5 years. We manage our subject pool regularly.

**Our procedure**

**Step 1: Request & Approval**

We encourage researchers to include a broad description of the experiment, the number of sessions and subjects required, as well as the proposed duration & preferred dates so we can directly engage with you and start planning.

This first phase will usually result in a kick-off meeting or call between LEE representatives and the researchers to align on the details. A more specific guideline on the Lab’s Terms and Conditions will be provided in this stage as well.

**Step 3: Detailed preparation and testing**

After an agreement on the details is made between our team and the interested researcher, we usually run a testing session at least 2 weeks before the planned date of the first session to ensure that our infrastructure

executes the programs as intended. For this, a detailed **script** (for the lab assistants - explaining what to do and say when), **instructions** (written or on-screen), and **programs** are required from the researcher.

#### **Step 4:** Recruiting participants

We recruit subjects from our database (> 2000 subjects) using the ORSEE system. Recruitment must be initiated at least one week before the first session. Participants can be excluded based on a number of criteria (e.g. participation in previous experiments, field of study).

#### **Step 5:** Running the experiment and payment of participants

Based on our experience, it is helpful if the external researcher can be present in person, at least during the first session. Later sessions may be run exclusively by LEE personnel.

Participants are paid in cash in Danish Kroner immediately at the end of the experiment. Participants sign a standard receipt before leaving the lab. The experimenter needs to calibrate the exchange rate from earnings in experimental currency units to kroner such that the average payment to participants per hour (including time to read the instructions and payment of participants) is (at least) 120 kr per hour.

#### **Step 6:** Refunding

Usually, the lab pre-finances the payments to participants, effectuates the individual payments, and sends an invoice for reimbursement to the external researcher after the last session. Reimbursement has to be made by bank transfer. The bill will list the following positions: Payment to participants according to the signed receipts, honorarium for helpers (about kr. 150 per hour), and supervision (about kr. 300 per hour), plus materials (copies, etc.). On this sum, the Department charges an overhead of 20%. In the figure on the right, you can find an exemplary cost estimate for a hypothetical session.

Participant group	Quantity	Rate (DKK)	Cost, DKK
Treatment I	100	150	15.000,00
Treatment II	100	120	12.000,00
Excess show ups compensation	20	50	1000
# of student assistants and salary	2	147,27	8.836,20
Hours total spent (two student helpers)	30		
Overhead expense, 20%			7.367,24
<b>Total expense</b>			<b>44.203,44</b>

#### **What to do if you are interested in running an experiment or want to contact the Lab:**

We encourage you to write a mail to us. Please find the contact details below. After submitting a request, you will hear back from us as soon as possible.

*Christina Gravert*

*Assistant Professor at the Department of Economics and Co-Director of the Laboratory for Experimental Economics*

[cag@econ.ku.dk](mailto:cag@econ.ku.dk)

For further information, please visit: <https://www.econ.ku.dk/cee/leelaboratory/>

We are looking forward to hearing from you!

*The LEE Lab Team*