1. The Koraleski CAB Lab Core Research Group (CRG) is a dedicated group of researchers that manages (1) the CBA Participant Pool and (2) the Policies pertaining to the usage of the Jack & Stephanie Commerce and Applied Behavior (CAB) Laboratory housed in the College of Business Administration at UNO.
2. The CRG consists of CAB Lab founders, nominated faculty, and support staff.
   1. The current CRG will be listed on the website at the beginning of every semester.
3. Faculty and Staff wanting to become part of the CRG will follow these steps:
   1. Nomination[[1]](#footnote-1):
      1. By an existing group member.
      2. Self-nominations.
   2. Application[[2]](#footnote-2) that addresses the following:
      1. Motivation for wanting to be part of the CRG.
      2. Competencies that you will be contributing to the CRG (e.g., experimental design expertise, participant pool management expertise, instrumentation expertise, etc.).
      3. Commitment of time to the CRG.
4. The CRG will review nominations and respond within two weeks of submission.
   1. Responses will either accept (refer to 4b) or reject the nomination (refer to 4c).
   2. Acceptance to the CRG commences immediately, with full recognition the subsequent semester.
   3. A nomination that is rejected will include a letter stating the reason(s) for denial to the CRG at this time. Applicants may re-nominate/apply as soon as the following semester, having addressed the concerns stated in the letter.
5. The CRG will meet no less than bi-monthly.
6. The CRG is responsible for reviewing and responding to:
   1. CRG nominations.
   2. Specialized instrumentation requests.
   3. Participant Pool Research Study usage requests.
7. Members of the CRG may assist in the training of faculty members and/or graduate assistants as determined by the specialized instrumentation requests.
8. The CRG will keep records of studies ran utilizing the Participant Pool and/or Lab equipment and Publications of researchers.
9. The CRG will appoint a Managing Director to manage the Participant Pool which includes, but is not limited to:
   1. Recruitment of classes (instructors) for the participant pool;
   2. Linking research studies to course objectives and verifying studies have appropriate approval;
   3. Communication with instructors and students in the form of:
      1. Bi-monthly completion reports.
      2. Responses to participants’ questions, problems, or concerns.
   4. Communication with researchers regarding pool usage throughout the semester;
   5. Supervision of Lab assistants:
      1. Graduate assistants
      2. Student workers
   6. Communication with CBA faculty, staff, and students about Lab developments in the form of web and email announcements.
   7. Providing end-of-semester Participant Pool usage statistics.
10. The CRG will provide end-of-semester reports to the Dean of CBA and Department Chairs of participating instructors.

1. Nominations and applications are due on the first Monday of each semester. [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)