

# CIRMMT Laboratory Allocation Policy and Procedures

## Approvals

- CIRMMT Executive Committee June 15, 2007; revised June 17, 2008 & April 20, 2023
- CIRMMT Board of Directors June 20, 2007; revised June 20, 2008 & May 26, 2023

## Governance of physical resources

CIRMMT's seven centrally located laboratories are a shared resource available to all members of the CIRMMT community for interdisciplinary, collaborative research projects. They include:

- The 8<sup>th</sup> floor laboratory suite:
  - A816: Spatial Audio Laboratory
  - A817: Critical Listening Laboratory
  - A818: Performance and Recording Laboratory
  - A820: Immersive Presence Laboratory
  - A821: Audiovisual Editing Laboratory (Maurice Pollack Foundation)
  - A822: Perceptual Testing Laboratory
- The -2 floor laboratory:
  - Performance Research Laboratory (PeRL)

These core CIRMMT research laboratories have no default users; it is presumed that all members of the Centre have been allocated individual laboratory space within their respective faculties when appropriate.

MMR follows its own policy, found on the CIRMMT booking site: <https://booking.cirmmt.org/items/labs/MMR>

- All CIRMMT members can book labs for interdisciplinary, collaborative research, either through the online booking system (<https://booking.cirmmt.org>) or by contacting the technical staff ([cirmmt.tech@mcgill.ca](mailto:cirmmt.tech@mcgill.ca)).
- CIRMMT labs are allocated on a per-experiment basis.
- Regular members can book for a maximum of two months per booking.
- Collaborators and visiting researchers are, in principle, required to be linked to collaborative projects conducted by Regular members.
- Activities not linked to CIRMMT projects led by a CIRMMT regular member cannot lead to extended or repeated bookings. Bookings can be made for a maximum of 2h/week which can be accumulated so that 1 day/month or +/- 12 days/year can be booked at one time.
- Labs cannot be used for regular rehearsals, master's thesis composition or practice.
- Due to the Centre's research mandate and CFI restrictions, CIRMMT laboratories may not be used for recurrent teaching purposes.
- Bookings of the laboratories are reviewed by the technical staff and moderated by the Directors, whose goal is to implement an equitable use of the space. Special priority is given to collaborative research projects involving two or more CIRMMT researchers from different disciplines.
- To ensure maximum laboratory availability for the Centre's membership, members are asked to notify the Centre's staff when a reserved space will not be in use, so that the labs can be made available to others. Members who repeatedly fail to cancel unnecessary space reservations may have their booking privileges constrained.
- Technical support for CIRMMT labs and equipment is available to members during normal office hours (Monday-Friday, 9-5). After-hours technical support will only be considered under exceptional circumstances and will require advance approval by the CIRMMT Directors.

- Technical problems concerning the use of labs and equipment should be directed to CIRMMT technical staff.
- All CIRMMT students and researchers (regular and collaborator) have card reader access to the Centre's main doors. Access to the CIRMMT labs and their related workstations in CIRMMT's 8th floor offices is allocated according to the booking schedule.

CIRMMT's staff and administration will implement and periodically revise working procedures in accordance with the above policy, with the aim of safeguarding and facilitating ease of access across the membership to the Centre's physical resources. These working procedures will be subject to Executive Committee approval.

## Laboratory equipment

It is the responsibility of the CIRMMT Technical Manager to ensure that detailed and updated default lab configurations for the central labs (including the student lab) and their control stations are available to members on the CIRMMT booking website. Equipment that is part of the default lab configurations (as detailed on the CIRMMT website) is not to be modified, reconfigured or removed from the laboratories and control stations by members at any time without the prior documented consent of the Centre's Technical Manager. Software may not be installed or removed from the laboratory computers by users.

CIRMMT does not guarantee the safeguard of user data present on the lab computers. It is the user's responsibility to do periodic backup of their data, during and at the end of their booking.

Centre equipment that is not part of the default lab configuration is available for loan to members for use during lab bookings (equipment loans for use outside the Centre are addressed in a separate policy document). It is the responsibility of the users to handle borrowed equipment according to the specifications of the Centre's technical team. Members are asked to report any malfunctions to the technical staff as soon as possible.

CIRMMT equipment, and laboratories, must only be used for research and research-creation projects. It cannot be used by individual members for commercial or profitable activities.

Equipment brought from outside CIRMMT for use in the labs remains the responsibility of the designated users for the duration of the lab booking. In cases where outside equipment is installed in the Centre's labs, the technical staff will ensure that no members outside the designated project team are allocated lab access over the booking period without prior documented consent of the responsible person.

Food and drink are not allowed in the labs or near equipment in the control stations.

Non-compliance with regulations concerning CIRMMT equipment and lab use will be assessed by the Centre's Executive Committee or delegates and, in cases of property damage or repeat offense, may lead to replacement charges for the full cost of damaged/lost goods and a termination of the user's membership by the Board of Directors.

## Laboratory research ethics

Researchers working with human participants must obtain proper certification before research may begin.

Research projects carried out in CIRMMT's central labs that involve McGill members, including Visiting Academics to McGill, must comply with the McGill University research ethics policies: <https://www.mcgill.ca/research/research/compliance>

Research projects carried out at CIRMMT by non-McGill members, must submit their ethics certificate number

when placing their laboratory booking via the CIRMMT booking site.

## Acknowledgments

It is expected that when CIRMMT labs are used in a research project, CIRMMT will be listed as part of the institutional affiliation in any publication. Example: “Centre for Interdisciplinary Research in Music Media and Technology (CIRMMT), Department X, University Y.” As this is not possible for certain journals, which only list the university, use of CIRMMT labs should be recognized in the acknowledgements section with the following:

- We would like to thank the Centre for Interdisciplinary Research in Music Media and Technology (CIRMMT) for their support.
- Nous tenons à remercier le Centre interdisciplinaire de recherche en musique, médias et technologie (CIRMMT) pour son soutien.

The CIRMMT [logo](#) should be attached to documentation when possible. The logo can be downloaded from the CIRMMT website (<https://www.cirmmt.org/en/about/media>).