### TABLE OF CONTENTS

I. **ABOUT THE CRC** ............................................................................................................. 4

II. **RESOURCES** ....................................................................................................................... 5

A. **FACILITIES** ......................................................................................................................... 5

   - B01A: Viewing Room ............................................................................................................ 5
   - B01B: Multipurpose Research Room ................................................................................... 5
   - B01D: Kitchen ...................................................................................................................... 6
   - B02 Suite: Lab Managers ..................................................................................................... 6
   - B02B: Naturalistic Research Area ........................................................................................ 7
   - B02C: Data Analysis/Coding Lab ......................................................................................... 7
   - B03: Reception ..................................................................................................................... 8
   - B04D: Graduate Research Hub ............................................................................................ 8
   - B04E: Collaborative Research Area .................................................................................... 9
   - B04F: Stimulus Collection/Production Lab ......................................................................... 9

B. **TECHNOLOGY** .................................................................................................................... 10

   - PC Laptops (iMotions Data Collection/Analysis) ................................................................. 10
   - Tobii Remote Eye Tracking Sensors ..................................................................................... 11
   - Tripod for Tobii Remote Eye Tracking Sensor .................................................................... 11
   - Shimmer Sensors ............................................................................................................... 12
   - Empatica E4 Wristbands .................................................................................................... 12
   - Emotiv EPOC+ EEG Headsets ............................................................................................ 12
   - PC Laptops (iMotions Data Analysis) .................................................................................. 12
   - PC Laptops (Multipurpose) ................................................................................................ 12
   - MacBooks (Multipurpose) .................................................................................................. 12
   - iPads (Multipurpose) ........................................................................................................ 13
   - Dual-Monitor PC Desktops .................................................................................................. 13
   - TVs/Blu-Ray Players ........................................................................................................... 13
   - Virtual Reality Workstation ............................................................................................... 13
   - PlayStation 4 ..................................................................................................................... 13
   - PlayStation 4 Virtual Reality System ............................................................................... 14
   - Logitech Webcams .............................................................................................................. 14
   - Video Grabbers .................................................................................................................. 14
   - Blu-Ray Burner .................................................................................................................. 14
   - 3D Glasses .......................................................................................................................... 14
   - Audio Recorders ............................................................................................................... 14
   - Headphones ..................................................................................................................... 14
   - Cables ............................................................................................................................... 15
Adaptors/Dongles ........................................................................................................... 15
Single-Monitor PC Desktops .......................................................................................... 16
iMacs .............................................................................................................................. 16
Scanner/Copier ............................................................................................................... 16

C. SOFTWARE .................................................................................................................. 17
PC Computer Stations ..................................................................................................... 17
iMac Computer Stations ............................................................................................... 17
Virtual Reality Workstation ............................................................................................ 19
PC Laptops (iMotions Data Collection/Analysis, iMotions Analysis) ............................. 19
PC Laptops (Multipurpose) ............................................................................................ 20
MacBooks (Multipurpose) .............................................................................................. 21

D. SERVICES .................................................................................................................... 23
Slack ................................................................................................................................. 23
Snapstream ..................................................................................................................... 23
SONA ............................................................................................................................... 23

E. COM MASTER PROTOCOL FOR ANONYMOUS SELF-REPORT SURVEYS .......... 24
III. MAKING ROOM AND TECHNOLOGY RESERVATIONS ...................................... 26
I. ABOUT THE CRC

The Communication Research Center (CRC) is the College of Communication’s (COM’s) media research hub. Research is an integral part of faculty and student activities at Boston University. Researchers at COM use the most advanced theory and methods to examine communication phenomena. Addressing both theoretical and applied problems through a range of quantitative and qualitative perspectives, faculty and students engage in the most cutting-edge developments in communication research that provide an extraordinarily fertile ground for innovation and science.

The CRC was established in 1959 and reorganized in 1994. The CRC pioneered the use of television as a research tool, conducting systematic analyses on the effects of television on children and measuring political opinions and voting intentions. This early beginning led the CRC to develop a specialty in survey research methodology.

Today, the CRC has 35 research fellows who specialize in topics including: media effects, emerging media, political communication, public relations, film and television studies, media and adolescents, international communication, and communication law. Several research faculty also serve as editors of competitive peer-reviewed journals.

The CRC has recently updated a number of research tools such as the iMotions biometric research platform which allows faculty and students to examine physiological responses to media (e.g., websites, ads, television programs, and video games). Other recent additions include a virtual reality system which aids faculty and students to investigate issues related to psychological presence, empathy, and immersive storytelling.

In 2009, the CRC established the Communication Research Colloquium Series consisting of monthly research presentations that highlight current and original research of faculty in COM. This forum provides an intellectual exchange of ideas and perspectives, features scholarship in several methodological traditions, and fosters discussions among faculty and students about a variety of research topics in the field of communication.

In 2011, the Dr. Melvin L. DeFleur Distinguished Lecture Series was established. Each year two distinguished scholars from outside of the university are invited to share their outstanding scholarship, expertise, and experience with the BU community. In recognition of the pioneering and inspirational contributions of Dr. Melvin L. DeFleur to the field of mass communication research and his service as a venerable and inexhaustible member of the CRC, the faculty members named this series in his honor.
II. RESOURCES

A. FACILITIES

B01A: Viewing Room

This room serves as the observation and recording area for B01B: Multipurpose Research Room and B02B: Naturalistic Research Area. The space is equipped with a 2-way mirror, multiple chairs, and a digital recording tower. The recording tower can complete audio/video recordings of sessions in B01B and B02B, as well as direct feeds from the smart 3D TV located in B02B.

B01B: Multipurpose Research Room

This room can be used for a variety of purposes (e.g., interviews, experiments, focus groups, meetings, and presentations). The space is equipped with 6 flexible tables, 12 chairs, a 65” smart 3D TV with A/V hookups, a Blu-Ray player, and a virtual reality workstation (Alienware Tower PC, Oculus Rift virtual reality headset, and 2 Oculus Touch controllers).
B01D: Kitchen
This is an open kitchen with a sink, cupboards for storage, a refrigerator, a microwave, a Keurig coffee machine, and a drip coffee maker. The space is available to faculty and students to use at any time.

B02 Suite: Lab Managers
The CRC Lab Managers hold office hours and assist faculty and students with CRC facility, technology, and service needs and questions at the desk. This suite area has a color laser printer (connected to all computer stations in the CRC).
**B02B: Naturalistic Research Area**

This area serves as a living room simulator intended to gather natural responses to media. The room is accompanied with a 65” smart 3D TV with BU cable and A/V hookups, a Blu-Ray player, a PlayStation 4 with 2 wireless controllers, and a PlayStation VR system. The space also has a table with a single-monitor PC computer station allowing for the collection of self-reported data.

**B02C: Data Analysis/Coding Lab**

This lab includes 3 dual-monitor PC computer stations for coding media content and analyzing data.
B03: Reception
This area serves as a waiting and greeting area for individuals participating in research studies. When research studies are not in session, the reception serves as an open meeting area for faculty and students to use at any time. There is also a black/white high capacity scanner/printer/copier.

B04D: Graduate Research Hub
This space is devoted to graduate student research. There are 5 single-monitor PC computer stations for graduate students to use at any time. The space also includes a high capacity black/white printer (connected to all computer stations in the CRC), a large mounted white board, and 5 dedicated doctoral student work stations each with a single-monitor PC computer.
**B04E: Collaborative Research Area**

This is an open meeting and work space for research and includes 6 tables, 16 chairs, a mobile white board, and a 55” TV with A/V hookups.

**B04F: Stimulus Collection/Production Lab**

This space is dedicated to collecting and producing stimulus materials for research studies. There are 5 iMac computer stations for editing media content and producing stimulus and a small group meeting table.
B. TECHNOLOGY

The following technology requires reservations:

PC Laptops (iMotions Data Collection/Analysis)

There are 2 Lenovo PC laptops that offer galvanic skin response (GSR) and electroencephalography (EEG) software, facial expression analysis, and a remote eye tracking system through iMotions. Features include:

Core: Presentation & Data Collection
- Study Execution: Allows you to set up a study, present stimuli, and record data. The stimuli presentation tool allows you to control rotations, randomization, and block designs in order to fit even the most complex methodologies.
- Media types supported: still images, videos, website browsing with scroll compensation, screen recording for desktop applications, games, software interfaces, mobile devices, and 3D environments.
- Data Collection: Synchronization and live stream visualizations of your chosen sensor modalities. Additionally, mouse clicks, mouse position, and all user keyboard interactions are recorded and synchronized.
- Camera: Connect to webcam in order to record participants during experiments.
- Markers: Use live or post-processing markers to annotate and segment recordings of all media types. Calculate statistics on the markers such as average time duration.
- Exports: Export complete or partial datasets of raw data and metrics obtained from sensors and user interactions.
- Reporting: Export video and image sequences. Choose a specific segment of the time-line to export or export the complete individual and/or batch of videos. Also export snapshot images in batch or individual files.

Qualtrics
- Allows you to launch Qualtrics survey platform from within iMotions and link the biometric data and survey data automatically by passing respondent and study information between the two systems.

API - Import/Export
- Input API can be used to connect and stream from 3rd party software/hardware and receive data into iMotions.
- Output API can live export events, markers, and triggers from iMotions software to 3rd party software.
- Post Import Data: Post import externally recorded data for analysis within iMotions software, e.g. sensor recordings or video obtained by camera.
- Loop System: Create feedback loops into the platform.

GSR Module
- Enables iMotions software to connect with GSR and heart rate instruments from Shimmer and Empatica. Includes storage & visualization of raw GSR & heart rate signal along with accelerometer signals.

Affectiva Research/Behavioral Modules: Facial Expression Analysis
This module integrates the Affective Affdex SDK 2.0.
- Valence: A measure of the positive (or negative) nature of the recorded person’s experience.
- 7 Basic Emotions: Joy, Anger, Surprise, Fear, Sadness, Disgust, and Contempt.
• Engagement: A measure of facial muscle activation that illustrates the subject’s expressiveness.
• 33 Facial Landmarks
• Interocular Distance: Distance between the two outer eye corners.
• Head Orientation: Estimation of the head position in a 3MD space in Euler angles (pitch, yaw, roll).

**Eye Tracking Module**
- Enables iMotions software to connect with remote eye trackers and provides a feature rich palette of tools for eye tracking analysis of screen based stimuli (lab based setup).
- Conduct experiments on images, videos, websites, games, software interfaces, and 3D environments.
- Visualizations:
  - Individual & aggregate gaze replay
  - Static areas of interest (AOI)
  - Eye tracking metrics such as time to first fixation, time spent, ratio, revisitors, revisits, fixations, mouse clicks
  - Static heatmaps
  - Dynamic heatmaps
- Define areas of interest to track moving objects.
- Gain access to raw data of X, Y coordinate of eye position, pupil size, inter pupil distance, and distance to screen.
- Pupil, distance, and eye position on the screen are live streamed.

**EEG Module**
- Enables users to connect, record, and live visualize EEG data and metrics from the Emotiv EPOC+ headset. Full overviews of channels, metrics, signal strength, and impedance tests are integrated.

**Scene Camera Module**
- Use sensors and facial expressions to measure physiological responses observed during the interaction with the physical stimuli.
- Extend the remote eye tracking license with eye tracking for physical objects.
- Tobii Mobile Device Stand required.
- Use dynamic areas of interest to analyze and aggregate visual attention.

**Tobii Remote Eye Tracking Sensors**
There are 2 Tobii X2-30 remote eye tracking sensors required for use with the iMotions eye tracking module.

**Tripods for Tobii Remote Eye Tracking Sensor**
There are 2 tripods for the Tobii X2-30 remote eye tracking sensors.
Shimmer Sensors
There are 2 Shimmer sensors for collecting GSR data compatible with the iMotions GSR module for export/analysis.

Empatica E4 Wristbands
There are 4 Empatica E4 wristbands for collecting GSR data compatible with the iMotions GSR module for export/analysis.

Emotiv EPOC+ EEG Headsets
There are 2 EPOC+ EEG headsets for collecting neurotherapy, biofeedback, and brain-computer interface data compatible with iMotions for export/analysis.

PC Laptops (iMotions Data Analysis)
There are 2 Lenovo PC laptops available for iMotions data analysis. These laptops provide all the analysis capabilities of the iMotions software without the possibility of collecting data and do not include Affectiva Research/Behavioral Modules.

PC Laptops (Multipurpose)
There are 3 Lenovo PC laptops for multipurpose research use.

MacBooks (Multipurpose)
There are 2 MacBooks for multipurpose research use.
iPads (Multipurpose)
There are 5 iPads for multipurpose research use.

Dual-Monitor PC Desktops
There are 3 dual-monitor PC computer stations in B02C: Data Analysis/Coding Lab to code and analyze data.

TVs/Blu-Ray Players
There are 3 flat screen HD TVs in the CRC:
• 55” TV with A/V hookups in B04E: Collaborative Research Area
• 65” Smart 3D TV with A/V hookups and a Blu-Ray player in B01B: Multipurpose Research Room
• 65” Smart 3D TV with BU cable, A/V hookups, and a Blu-Ray player in B02B: Naturalistic Research Area
* Reservation requires reserving the above specified rooms.

Virtual Reality Workstation
There is a single virtual reality workstation consisting of an Alienware Tower PC, an Oculus Rift virtual reality headset, and 2 Oculus Touch controllers in B01B: Multipurpose Research Room.
* Reservation requires reserving the above specified room.

PlayStation 4
There is a PlayStation 4 with 2 wireless controllers in B02B: Naturalistic Research Area.
* Reservation requires reserving the above specified room.
PlayStation 4 Virtual Reality System
There is a PlayStation 4 VR system which includes a headset, cables, a camera, and 2 PlayStation Move wireless controllers in B02B: Naturalistic Research Area.
* Reservation requires reserving the above specified room.

Logitech Webcams
There are 3 Logitech c270 HD Webcams.

Video Grabbers
There are 2 VGA/DVI video grabbers for capturing video streams from cable boxes, smartphones, video game consoles, and VR platforms. They require potentially also checking out an appropriate adaptor for the stream output device.

Blu-Ray Burner
There is a Blu-Ray burner for burning content and storing data or stimulus materials.

3D Glasses
There are 4 pairs of 3D glasses compatible with the 65” Smart 3D TVs located in B01B: Multipurpose Research Room and B02B: Naturalistic Research Area.
* Reservation requires reserving the above specified rooms.

Audio Recorders
There are 3 audio recorders for data collection (e.g., interviews and focus groups) and the recording of events.

Headphones
There are 7 noise-canceling headphones for data collection and coding.
Reviewing Remote
There are 4 Keningston wireless remotes

Cables

The following cables are available for temporary check-out:
- HDMI cables of various sizes
- 3 USB 2.0 extender cables
- 1 15’ VGA extender cable
- 1 Network LAN cable
- 1 iOS HDMI cable

Adaptors/Dongles

The following adaptors are available for temporary check-out:
- 4 DVI/HDM converters
- 1 USB 2.0 to DVI converter
- MHL to HDML Adapter Cable
The following technology does not require reservations (first come first serve):

**Single-Monitor PC Desktops**

There are 5 single-monitor PC computer stations in B04D: Graduate Research Hub for students to use at any time.

**iMacs**

There are 5 iMac computer stations for editing media content and producing stimulus in B04F: Stimulus Collection/Production Lab.

**Scanner/Printer/Copier**

There is a black/white high capacity scanner, printer, and copier available for faculty and students to use at any time in the B03: Reception of the CRC.
C. SOFTWARE

PC Computer Stations
All PC computer stations in the CRC (B02C: Data Analysis/Coding Lab and B04D: Graduate Research Hub) have the following software:

- SPSS
- Endnote
- QSR NVivo 11
- Analytic Technologies/UCInet
- MS Office 2013 (all apps)
- MS SQL Server 2014
- RRO
- RStudio
- Skype
- VLC Media Player
- Adobe Acrobat Reader
- Apple iTunes
- Tableau Public 9.0

iMac Computer Stations
All iMac computer stations in the CRC (B04F: The Stimulus Collection/Production Lab) have the following software:

- iPhoto
- iMovie
- Photobooth
- Pages
- Numbers
- Keynote
- Mail
- Messages
- FaceTime
- Calendar
- Contacts
- Notes
- Safari
- Maps
- Spotlight
- iTunes
- App Store
- iBooks
- Time Machine
Animate CC 2017
ATF Viewer
Audition CC 2017
Bridge CC 2017
Character Animator CC BETA
Dreamweaver CC 2017
Experience Design CC BETA
Felix
Fireworks CS6
Flash Builder 4.7
Fuse
Illustrator CC 2017
InCopy CC 2017
InDesign CC 2017
Lightroom
Media Encoder CC 2017
Muse CC 2017
Photoshop CC 2017
Prelude CC 2017
PremierePro CC 2017
Scout CC
SpeedGrade CC 2015
Gaming SDK 1.4

Virtual Reality Workstation

The VR workstation in B01B: Multipurpose Research Room has the following software:

- Oculus Rift Software
- WorldViz Vizard Virtual Reality Software

PC Laptops (iMotions Data Collection/Analysis, iMotions Analysis)

The two iMotions Data Collection/Analysis PC laptops and two iMotions Analysis PC laptops have the following software in addition to the iMotions platform:

- Adobe Acrobat Reader
- Adobe Flash Player
- Apple Application Support
- Apple Mobile Device Support
- Bonjour
- Cisco AmyConnect
- Consensys
- Dolby Audio X2 Windows API SDK
- Dolby Audio X2 Windows APP
- Epiphan Frame Grabber Software
- Google Chrome
- IBM SPSSS Statistics 24
- iTunes
- Integrated Camera
- Microsoft Office Professional Plus 2016
  - Access 2016
  - Excel 2016
  - OneNote 2016
  - Outlook 2016
  - PowerPoint 2016
  - Publisher 2016
  - Word 2016
- Microsoft Office 2016 Tools
  - Database Compare 2016
  - Office 2016 Language Preferences
  - Office 2016 Upload Center
  - Skype for Business Recording
  - Spreadsheet Compare 2016
  - Telemetry Dashboard for Office
- Telemetry Log for Office 2016
- Mozilla Firefox
- NCapture for IE
- NetDraw
- NodeXL Excel Template
- QSR NCapture for Chrome
- QSR NVivo 11
- Realtek HD Audio Driver
- RStudio
- TeamViewer 12
- VideoLAN – VLC media player
- Windows Accessories (IE, NotePad, Paint, WordPad, etc.)
- Windows DVD Maker
- Windows Media Maker
- 7-Zip

**PC Laptops (Multipurpose)**

The multipurpose PC laptops have the following software:

- Dolby Audio X2 Windows API SDK
- Dolby Audio X2 Windows APP
- Google Chrome
- Groove Music
• IBM SPSSS Statistics 24
• Intel Management Engine Components
• Intel PROSet/Wireless Software
• Microsoft Office Professional Plus 2016
  o Access 2016
  o Excel 2016
  o OneNote 2016
  o Outlook 2016
  o PowerPoint 2016
  o Publisher 2016
  o Word 2016
• Microsoft Office 2016 Tools
  o Database Compare 2016
  o Office 2016 Language Preferences
  o Office 2016 Upload Center
  o Skype for Business Recording
  o Spreadsheet Compare 2016
  o Telemetry Dashboard for Office
  o Telemetry Log for Office 2016
• Microsoft Solitaire Collection
• Microsoft Edge
• Microsoft OneDrive
• Microsoft Visual C++ 2015
• Minecraft: Windows 10 Edition
• Mozilla Firefox
• NodeXL Excel Template
• NVIDIA 3D Vision Driver
• NVIDIA Graphics Driver
• NVIDIA PhysX System Software
• Royal Revolt 2
• Skype
• Skype for Business 2016
• Windows Accessories (IE, NotePad, Paint, WordPad, etc.)
• OneDrive for Business

**MacBooks (Multipurpose)**

The multipurpose MacBook laptops have the following software:

• App Store
• FaceTime
• CIMP
• Google Chrome
• iAd Producer
• iBooks
• Image Capture
• iTunes
• Mail
• Maps
• Messages
• Microsoft Office 2016
  o Excel
  o OneNote
  o Outlook
  o PowerPoint
  o Word
• Notes
• Photo Booth
• Photos
• Postman
• Preview
• QuickTime Player
• Safari
• Stickers
• TextEdit
• VLC Media Player
D. SERVICES

Slack

Slack is a real-time communication tool for teams, consisting of multiple channels within a shared workspace. In many ways, it represents a refined version of old-school IRC-style chatrooms. We have set up a Slack workspace for CRC-affiliated faculty and students, with the hope that this will be a useful resource for facilitating communication and collaboration around research projects. The CRC workspace is currently set up so that anyone with a BU.edu email address can join. Simply go to http://bu-crc.slack.com to set up an account. By default, new users are added to the #general, #random, and #announcements channels, but you are free to join or leave any public channels once your account is set up, as well as to create new channels to meet your needs. To join an existing private channel, you must be invited by a user who is already a member of that channel.

Snapstream

Snapstream is a television monitoring system that allows you to search, record, and monitor television programs. After recording the programs of your choice, you can view/download the entire transcript and clip the video segments. As other COM faculty and students are also recording their programs on it for research purposes, please do not delete any of the programs.

To access SnapStream2, visit: http://snapstream2.bu.edu
Username: crc
Password: TV@CRC

While the recordings should stay on the server for at least several weeks, please download videos which are important to a separate fileshare for safe keeping. In order to view the recordings, you'll need to use VLC, which is free and available for Macs and PCs. If it is not already installed on your computer, please contact comhelp@bu.edu.

SONA

SONA is a cloud-based research management system, to facilitate the sign-up and crediting of participants for research (e.g., surveys, focus groups, experiments, interviews, etc.) in the College of Communication. To post a research study using COM’s SONA system, please contact the SONA administrator (COMSona@bu.edu) to set up an account. The COM SONA website (https://bucom.sona-systems.com) contains information about the times and dates of specific studies and the number of credits that will be awarded to students for participating in each study. This website will also allow researchers to manage their studies and recruit participants based on prescreened criteria. For more information about research participation and management policies through COM’s SONA system, visit: http://sites.bu.edu/crc/research-resources/SONA/. Any questions related to the SONA system at COM can be sent to: COMSona@bu.edu.
E. COM MASTER PROTOCOL FOR ANONYMOUS SELF-REPORT SURVEYS

Dr. Michael Elasmar is the head of the COM Research Review Board, a committee set up to speed up the review of self-report anonymous surveys conducted by COM faculty and students. The application was approved by BU’s Institutional Review Board (IRB), creating a first-of-its-kind college-level research review board at BU. It shrunk the review time of anonymous survey projects from upwards of 6 months to approximately 1 week.

If a faculty or student is interested in having their research reviewed under the Master Protocol for Anonymous Self-Report Surveys at COM, submit to Dr. Elasmar (elasmar@bu.edu):

1) Cover letter stating details of your research study (e.g., purpose, investigators, procedure, etc.) and that your survey conforms to the stipulations made in the master protocol (see below for stipulations);
2) Copy of your survey;
3) Evidence of completing the human subject training through CITI: (http://www.bu.edu/orc/training/human-subjects/citi-program/).

The stipulations of the master protocol are as follows:

- Self-report surveys covered by this master protocol include surveys administered through the following modes: paper and pencil, web-based, telephone, “man on the street”, in person, Internet, computer, and traditional mail.
- All surveys will be conducted among humans who are 18 years of age and older.
- The surveys will be totally anonymous. No identifiers will be either stored along with or linked to a respondent’s answers. There will be no master code that will link responses to individuals. There will also be no deductive disclosure.
- The surveys will use the BU consent language for study subjects as described on the Charles River IRB website. Specifically, the following information will be added to either the opening paragraph of the questionnaire as part of the cover letter, or in the invitation e-mail/online posting or as part of the online version questionnaire:
  o The purpose of the research study and how the results will be used;
  o A statement that participation is completely voluntary, and that they can stop the survey at any time;
  o Approximately how much time will be needed to complete the survey;
  o A statement that all responses are anonymous and confidential;
  o Who they can contact if they have any questions and how this person can be contacted;
  o The following statement: “You may obtain further information about your rights as a research subject by calling the BU CRC IRB Office at 617-358-6115.”

- Extremely sensitive questions will be reviewed by the COM committee to determine the appropriateness of the survey mode for these types of questions.
- In the case that a survey initiated at COM under this master protocol exclusively targets students from another college at BU, then the Dean of that College would be asked for his/her permission to access the students of his/her College prior to conducting such a survey.
• When a COM professor or graduate student intends to conduct a survey under this master protocol and asks the COM research committee appointed by the COM Associate Dean for permission for doing so, permission will not be granted unless the COM professor provides evidence that he/she has completed the type of human subjects research training specified on the website of the Charles River Campus IRB.
III. MAKING ROOM AND TECHNOLOGY RESERVATIONS

Technology and room reservations in the CRC are handled via QReserve. To make a reservation, please create an account at QReserve.com.

1) Sign up at QReserve.com

- Select “I want to join a lab” in Step 1. Then, in Step 2, use your BU email address to create an account. Check your BU email for verification.
2) Join the “Communication Research Center” on QReserve

- After signing up and verifying your account, log in to QReserve. Fill out your profile with First Name, Last Name, Display Name, and Location (suggested: “Boston, MA, USA”).

- Go to the Search section in the center right of the page. Type keywords, “Communication Research Center,” and click on “Communication Research Center” at Boston University.
• Click on the “Join Site” button on two successive pages to join the Communication Research Center. Leave a message if you need to contact the CRC.

3) To make a reservation on QReserve, follow these steps:

Via the CRC Website

• Visit the CRC Reservations page located at: http://sites.bu.edu/crc/research-resources/reservations/
• Search for the desired equipment or space. You can filter resources by equipment or location, or alternatively, scroll through the list to select the equipment or location you wish to reserve. Note that some devices are not loanable and can only be used at the CRC.
• When you have found the resource you would like to reserve, click “Check Out in QReserve.” You will then be redirected to the QReserve site.
• To log into QReserve, enter your BU email address and the password associated with your QReserve account.
• Click the “View Calendar” button to view available times for reserving the desired equipment or room.
• Within the calendar, click on the desired date of reservation and fill out the reservation form with the purpose, notes (if needed), and your name. Select the time and duration for the reservation. If you would like the reservation to recur on a daily, weekly, or monthly basis, select the proper option in the “Recurring” drop down menu and set the dates and times accordingly.
o Pay attention to specific requirements and descriptions of some items. Contact a Lab Manager (crc-admin-l@bu.edu) if you have any questions about specific requirements.

- Click “Reserve”; a request will then be submitted to the Lab Managers for approval.
- Once the Lab Manager has approved your reservation, you will be able to use your equipment/room for the allotted time slot. You should receive a confirmation email verifying your reservation.

Via the QReserve Website

- To log into QReserve, enter your BU email address and the password associated with your QReserve account.
- From your dashboard, select the “Memberships” tab on the left hand side and select “Communications Research Center.”
- This will bring you to the resource list. From here, you can search for a resource, filter the list by equipment or location, or scroll through the list to select the equipment or location you wish to reserve. Note that some devices are not loanable and can only be used at the CRC.
- Click the “View Calendar” button to view available times for reserving the desired equipment or room.
- Within the calendar, click on the desired date of reservation and fill out the reservation form with the purpose, notes (if needed), and your name. Select the time and duration for the reservation. If you would like the reservation to recur on a daily, weekly, or monthly basis, select the proper option in the “Recurring” drop down menu and set the dates and times accordingly.
  o Pay attention to specific requirements and descriptions of some items. Contact a Lab Manager (crc-admin-l@bu.edu) if you have any questions about specific requirements.
- Click “Reserve”; a request will then be submitted to the Lab Managers for approval.
- Once the Lab Managers have approved your reservation, you will be able to use your equipment/room for the allotted time slot. You should receive a confirmation email verifying your reservation.