Overview
The Center for Human Growth and Development (CHGD) is pleased to be able to offer Center members use of three observational laboratories designed to observe children of all ages and their families. Each room is equipped with one-way mirrors and digital video cameras placed strategically around the room that can be controlled by remote control from a dedicated observation media room.

The observational laboratories feature:

- Accompanying recording rooms with high definition digital and/or DVD recording
- One-way mirrors
- Networking and electrical connections
- Sound-attenuation and electrical shielding
- Use of two waiting rooms, one which includes toys, books and magazines as well as a private restroom and changing station

CHGD also has two reserved parking spots available for research subjects on the sixth floor of the Glen Street parking structure, located at the corner of Glen and Catherine Streets. These reserved spots are to be used for research studies conducted in our observational labs and must be reserved in advance. Information regarding parking passes and procedures for their use is provided to research staff upon their access to the observational laboratories being granted.

Guidelines for Use of CHGD Observational Laboratories and Participant Parking
The observational labs are open for use to CHGD members doing studies that have a focus on youth, up to age 22. In addition, the following guidelines have been identified to accommodate the collective research needs of CHGD members:

1. Lab, waiting room and parking (if needed) reservations must be made in advance of the participant visit. To be granted access to the observational laboratory, waiting room and research participant parking calendars, the Principal Investigator (PI) must email chgd-info@umich.edu at least 1 week in advance of any participant visits with:
   - Name(s) and email(s) of research staff and/or trainees who need access to the calendars (please indicate level of access for each person: lab, waiting room, parking, or all calendars) to schedule participant visits;
   - Request for research staff and/or trainees to get after-hours access to the North Ingalls Building, if needed (the building is open 7:30am-6pm, M-F).

2. Lab, waiting room and parking reservations for participant visits must be no more than 2 weeks in advance of the visit and must be scheduled with the PI’s name in the reservation (ex: Smith
3. Requests for parking passes must be made to Sheba Shakir (dhebas@umich.edu) at least two business days before they are needed. Details regarding how to use the parking passes are available in the document “Research Subject Parking at CHGD.”

Please note that if you find an unauthorized vehicle (no pass hanging from rear view mirror) in a CHGD reserved spot, please call the university police department at 763-1131 and provide them with the car’s location, make/model and license plate number.

4. If a participant visit is canceled, the lab, waiting room and parking reservation(s) must be deleted as soon as possible by the scheduler so that these resources can be used by others.

5. Users may only schedule lab, waiting room and parking reservations for days/times when there is an actual study participant scheduled. Times may NOT be blocked off or reserved if there is no scheduled visit.

6. The rooms and accompanying furniture have been arranged in a way that is agreeable to the CHGD Executive Committee. Users of the rooms may feel free to rearrange and/or bring in additional furniture and/or equipment for their specific study, however, the room MUST be put back as it was found for the next user. If the room will be rearranged, the user should schedule set up/clean up time with the study visit. Please note that:

- A temporary storage room (the Ontario Room, #1077SE) is available to accommodate studies that may need additional furniture or equipment for study visits. This room is in the shared research room hallway so it is easily accessible.

- All furniture and/or equipment that is kept in this shared storage space must be labeled to indicate to which lab it belongs.

7. Communities of researchers are encouraged to discuss and problem solve with each other issues related to sharing the observational laboratory space whenever possible.

Thank you in advance for your cooperation so that the CHGD observational laboratories can be used effectively by all members. For any questions or concerns, please contact chgd-info@umich.edu or call (734) 764-2443.