



SOP-01 | Project Registration and Approval

Standard Operating Procedure

Document	SOP-01
Status	Draft for internal approval
Version	0.1
Effective date	Upon approval
Owner	BEER Lab Manager
Review cycle	At least annually
Applies to	Projects and personnel within the scope of this SOP

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

1. Purpose

Define the workflow for registering, reviewing, approving, activating, pausing, and closing a BEER Lab research project.

2. Scope

Applies to every research project that uses BEER facilities, participant pools, recruitment systems, servers, equipment, staff support, field infrastructure, or institutional identity.

3. Roles

- PI: submits accurate project information and remains responsible for ethics, funding, scientific design, staffing, and compliance.
- Lab Manager: performs completeness and readiness checks and maintains project status.
- Lab Leadership: approves material exceptions, external access, and unresolved resource conflicts.

4. Required registration information

- Project title, PI, co-investigators, and faculty sponsor where applicable.
- Experimental modality and research setting.
- Target population, planned N, eligibility criteria, recruitment or sampling method.
- Treatments, randomization unit and method, and anticipated spillovers when relevant.

- Expected duration, compensation, funding source, requested BEER resources, and timeline.
- Ethics determination and approved consent/instruments.
- Data-security classification, PII needs, and storage location.

5. Procedure

1. PI submits the Project Registration Form.
2. Lab Manager assigns a unique BEER Project ID and records the project as Proposed.
3. Completeness review verifies ethics coverage, funding, recruitment/sample plan, compensation, and resources.
4. Once administratively acceptable, the project becomes Approved.
5. The research team submits final instruments, software/build, randomization materials, and operational documentation for readiness review.
6. The Lab Manager confirms end-to-end testing and marks the project Ready to Recruit.
7. Recruitment begins only after Ready to Recruit.
8. Any material change is logged; the project may be moved to Paused until a required ethics amendment or re-test is complete.
9. After data collection, SOP-11 closeout is completed and the status becomes Closed.

6. Service standards

- Routine completeness review: normally within three working days of a complete submission.
- Readiness approval depends on successful testing and may not be granted conditionally if a material component remains untested.
- Urgency created by late submission does not obligate BEER to bypass the workflow.

7. Records

- Project Registration Form
- Ethics documentation
- Version identifier of data-collection build
- Readiness checklist
- Change/deviation log
- Incident references
- Closeout record

8. Exceptions and escalation

Exceptions that could affect participant protection, pool integrity, priority rules, or external cost recovery require Lab Leadership approval. Ethics requirements cannot be waived by BEER.

9. Related documents

- BEER Lab Governance Rules
- SOP-10 Incident Reporting
- SOP-11 Project Closeout
- Compensation Schedule
- Experiment Classification Taxonomy