[PI]Lab Guidelines

Who are we?

What do we do?

What is our mission?

How do we do that?

Welcome

Welcome (or welcome back) to the **[NAME]** Laboratory! We are excited to have you on our team.

We assume that you have joined the laboratory because you are (a) on-board with our mission (see above), (b) share our research interests, and (c) are invested in working to improve the lives of individuals affected by **[RESEARCH]**! (If this is not the case, please see **[PI]** ASAP*).*

Being a part of the **[NAME]** laboratory will offer you research experiences and training opportunities that will help you to develop both personally and professionally. We are invested in our all our mentees and committed to helping each member of our team reach his or her long-term objectives, whether that be getting into medical school, attending graduate school, or something else entirely.

We expect that you will be as committed to the lab as we are to you. To ensure that everyone is aware of what being a **[NAME]** lab research assistant entails, we have set a list of expectations below.

These rules are in place to maximize everyone's experience in the lab, including other members of the research team AND the families who participate in our research, as well as other stakeholders who partner with us throughout the research process.

These expectations will be circulated amongst all team members at the beginning of each semester. If you can commit to our mission and are in agreement with our expectations, please sign and return this contract to **[PI]**, who will work with you to finalize your lab schedule for this semester.

Team Members

Lab Director		
Name	Email	Phone

Research Coordinators		

Graduate Research Assistants		

Part-time Research Staff		

Undergraduate Research Assistants		

Lab Alumni		

Expectations

It is expected that research assistants will behave responsibly. Regardless of whether you are volunteering, completing research for credit, or working as a paid employee, please treat this like a job and a priority.

Failure to abide by lab rules and expectations will result in one warning prior to **dismissal from the lab**.

It is expected that research assistants will come to work in attire appropriate for interacting with participants and their families, faculty in the **[Department]**, and the broader **[University]** community. *Please remember that you represent our lab at all times.*

Scheduling

It is expected that all lab members will commit to work 8 to 10 hours per week at a minimum, for a period of no less than 2 semesters.

All lab members are expected to maintain a consistent work schedule to complete their lab time each week. These times will be agreed upon with **[PI]** and/or your team lead **[Research Coordinator or Grad Student]**. Any changes to the schedule due to conflicts should be sent to both **[PI]** and **[Research Coordinator or Grad Student]** (depending upon team).

All lab members are expected to be at lab meetings unless there is a conflict (i.e., you have another MANDATORY event, like a course or medical school interview, that you must attend). *Note that not placing/having the event in your calendar is not an excuse for missing lab meeting. Check **[Lab Communication Tool]** as needed for a schedule of meetings/events.*

When you sign up to assist with a participant appointment, it is expected that you will be there.

It is your responsibility to put this event in your calendar and attend.

If you cannot attend a participant's appointment due to a conflict in your calendar (e.g., you find out that you have a medical school interview, your

coach schedules an extra practice), please notify **[PI]** and **[Research Coordinator or Grad Student]** ASAP (within **3 days** of the scheduled appointment). *Last minute notifications have the potential to affect participants and their families and are not excused.*

If you cannot attend a participant appointment for an unforeseen reason (e.g., family emergency, illness), you are still responsible for notifying **[PI]** and **[Research Coordinator or Grad Student]** ASAP.

No showing at a participant appointment is grounds for immediate dismissal from the lab. Remember, participants are our #1 priority!

Tasks
It is expected that research assistants will be doing research-related work when they are in the lab.

Tasks include: completing assigned trainings and observations (CITI training, training to fidelity on administration/coding of assessments, etc.), data collection with participants and/or otherwise interacting with families; data coding, entry, and analysis; scanning and/or transfer of participant files to the server; lab meetings, data blitzes and practice talks by team members; scientific reading and writing related to ongoing lab projects; prepping of posters, manuscripts, and/or other dissemination activities, community engagement, outreach, and/or Living Laboratory events.

This DOES NOT include outside school work, graduate/medical school applications, scientific reading unrelated to ongoing lab projects (i.e., journal clubs), surfing the internet/social media, napping (seriously, we have found RAs napping on multiple occasions!)

If a research assistant is not sure what work needs to be done, they should contact **[Research Coordinator or Grad Student]** (use contact numbers above if they cannot be located in the laboratory) to find out what research assistants can help with, or ask a more senior RA (see organizational chart). Please do not use this as "free time" for personal activities and/or socializing in the lab.

It is the responsibility of the research assistant to find a work task! It is not your team lead's responsibility to track you down to give you work to do...

Any work that is assigned should be completed in a timely manner. If research assistant will be delayed in completing a task and/or are unsure of the timeline for completing the task, the person who assigned the task must be contacted.

Research assistants are responsible for logging their time in **[REDCap survey]**. *This is how we keep track of your hours for the purpose of grades and remaining in the lab — failure to complete this survey in a timely manner will have consequences.*

The log will be checked at the end of each workweek (Friday evening). Any hours worked in the preceding week must be logged by that time.

Lab Spaces/Materials

Your PI likes to bake and otherwise share food; no RAs will starve in the lab. Snacks will be placed on the counter/table in the primary lab space. **[PI]** usually has a stash of snacks in her office for research assistants. These are free for all to eat. There is also coffee available for research assistants and a bowl of candy. Feel free to bring in other snacks and/or drinks to share as well. You may use the lab or breakroom fridge for any food that you do bring to the lab. Please clean up after yourself.

Snacks in the gray cabinet are for participants and their families. Please *do not* take snacks from this resource, as they are paid for by funding agencies.

Our space serves many purposes — on any given day, it may be used as a workspace, testing for participants, an interviewing room for diagnostic sessions, etc. When you enter the lab, please be quiet.

If you need to work in the space while testing or diagnostic interviews are ongoing, please sit behind the partition walls and be respectful of the examiners/families.

If someone requests that you leave the room during these times (e.g., if diagnostic results need to be shared with families or another sensitive conversation will take place), **[Research Coordinator or Grad Student** will help you find another place to work.

Communication

Our lab uses both email and Basecamp to communicate. It is your responsibility to check BOTH of these resources regularly.

We highly recommend that you utilize notifications within Basecamp, such as email alerts and/or push notifications from the Basecamp app. *Turning off your Basecamp notifications is not an excuse for missing vital information!*

Ongoing communications in the Campfire do not "push" notifications. Once someone has started chatting in the Campfire, you will NOT receive a notification on subsequent messages unless communication has ceased for a period of time.

If you need to contact a specific team member while communicating in the Campfire, tag them using the @ symbol in the message to ensure they receive it.

Research Documents

Course assignments, presentations/posters, abstracts, grants

Please understand that your writing requires a lot of work on our part, especially when you have first joined the lab — we want to help you learn how to become an effective science writer! At the beginning of the process, this often requires heavy rewriting of your drafts (please do not be offended by edits/suggestions, comments, etc; everyone starts here!)

If you are planning on submitting a conference abstract, grant proposal, or other award application, your idea must be approved by **[PI] at least 40 days** prior to the deadline. This requires an initial outline of what you will propose. Abstracts/initial drafts of these documents are then due to **[PI] 30 days** before the initial submission deadline.

All drafts of course projects are due to **[PI] 30 days** prior to the course submission deadline.

Initial drafts of posters/presentations are due to **[PI] 30 days** prior to the date that you *leave* for the conference to allow for sufficient time to edit, practice, and print your poster.
Any student completing a thesis is required to set up a schedule with **[PI] at the beginning of his/her senior year** stating when drafts of each component are due.

Any student writing up a study for publication is required to arrange a schedule with **[PI] PRIOR to beginning to write the study.**

Submission of a document should ***never*** occur before **[PI]** (and any other co-authors) have given final approval.

Research is FUN! Go forth and do good things!

Who do I talk to when I'm not sure what I'm supposed to be doing?

If you are not sure what to do, you can always ask **[Research Coordinator or Grad Student]** what needs to be done (in person or by text)— they are happy to help! You can also ask someone who has taken on a leadership role in the lab.

Remember, it is always better to ask someone than to be unproductive or uncertain about what to do!

[Lab Org Chart]

[PI] Lab Agreement

The **[PI]** Lab mission and expectations will be reviewed at the beginning of each semester and signed by all research assistants.

I, _____ , have reviewed this document and understand what is expected of me. I also understand that failure to adhere to and abide by expectations will result in one warning/coaching session before I am dismissed from the lab.

This semester, I am (check which applies):
- ☐ A volunteer
- ☐ Completing research for credit
- ☐ Completing research requirements for an outside agency
- ☐ A paid research assistant
- ☐ Other (please specify): _____

I agree to average _____ hours in the lab each week this semester.

My work schedule will be: _____

_____

_____

_____

_____

_____

_____

Research Assistant Signature   Date

_____

[PI] Signature   Date