Core Values & Lab Policies

I. Statement on the Lab's Core Values

> **Our lab values: inclusivity, honesty, objectivity, openness, fairness, commitment to research & research integrity, collaboration, and accountability.**
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> Our lab is committed to providing a welcoming and safe space to all its members. **We have zero tolerance for prejudiced behavior in any form.** In joining the lab, you agree to abide by our core values of inclusivity, diversity, equity, empathy and respect for all individuals. You will work towards upholding equity, diversity and inclusivity (EDI) in research and will educate yourself about EDI policies at McGill at: https://www.mcgill.ca/equity/resources/policies-reports.

II. Policies and expectations on publication & authorship

1. Authorship will be determined with reference to the criteria outlined by Kosslyn (2002) which can be found in our lab's Google Drive folder "Welcome to the Lab". In general, first authorship goes to the person who wrote the majority of a manuscript/abstract. If there was a division of writing labour, then the decision will be up to me, Dr. Rajah, with reference to Kosslyn (2002) as to who is first author. Usually, the order of authorship in these situations is based on contributions to sections in the following rank order: Discussion, Introduction, Results, Methods. Co-first authorship occurs when two or more individuals shared in study design, data interpretation and writing of the discussion and introduction.
   a. Students/staff must obtain permission from Dr. Rajah to submit an article/abstract for publication. Dr. Rajah must read all drafts of abstracts/manuscripts prior to submission. Dr. Rajah will submit all manuscripts to journals herself, unless this

duty is assigned to the trainee. If assigned to a trainee, a copy of the submission must be sent to Dr. Rajah once completed.

    b. Dr. Rajah has final say on authorship and whether a paper/abstract can be submitted and/or published.

    c. Paper retractions or corrections can only be done by Dr. Rajah.

2. Anyone who contributes to the collection of data, analysis of data and interpretation of data has authorship on a paper in rank order of contribution. In general, most of the work from this lab is done as a team - so usually the entire team appears on publication in rank order. Only if someone did not at all contribute to the collection/analysis/interpretation of a dataset in a meaningful way, will their name *not* appear.

3. It is mandatory there is an acknowledgment section on all <u>papers citing the funding agency & the grantee for the project</u>. It is mandatory in this acknowledgment section we <u>thank our research participants</u> and <u>any undergraduate or graduate volunteers</u> in the lab no matter how small their contribution may have been. This aids their future careers as well.

4. <u>Expectations:</u> to support academic success, it is recommended that M.Sc. trainees aim to publish 1 peer-reviewed paper and 2 conference abstracts as part of their degree goals, and that Ph.D. trainees and postdoctoral researchers aim to publish 1 peer-reviewed paper and 2 conference abstracts per year, at minimum.

III. Policies on Graduate Student/Staff Commitment to Research

1. There will be regular lab meetings at which lab members will present on the work they have conducted over the month and present any concerns on their research to Dr. Rajah. <u>All members of the lab are expected to attend lab meetings.</u>

2. **Expected time frame for feedback on trainee or staff work:** A minimum of 5 days is required after receipt of submission by Dr. Rajah to provide feedback to the trainee or staff member. As such, it is expected trainees and staff provide data and written work in advance of scheduled meetings to obtain adequate feedback. <u>For theses</u>, the time frame is <u>1 month minimum</u>, but feedback can take up to 2 months depending, so please plan ahead.

3. **Specific to Graduate students:**
    a. *Students must let Dr. Rajah know her/his course schedule every semester.* It is expected that the student be in the lab on weekdays that they do not have classes on campus; with flexibility to accommodate everyone's mental and physical well being.
    b. Graduate trainees will form their thesis committee within the first 6 months of arrival.
    c. Graduate trainees will hold thesis committee meetings every year to convey progress on their project.

d. Graduate trainees will enroll in a statistics course and an fMRI methods course via their graduate program during the first year in the lab, unless an exemption is provided by Dr. Rajah.

e. <u>One-on-one Meetings with Dr. Rajah</u>: In the first year of mentorship a minimum of bi-weekly 1hr student-supervisor meeting is required. This will be reduced on an as-need basis after the first year of tenure in the lab.

f. Students will attend BIC, MNI and Douglas CIC seminars regularly and any other relevant talks identified by Dr. Rajah.

g. Students are expected to submit 1 abstract per year as M.Sc. and 1 paper to a peer reviewed journal by the end of her/his M.Sc.; and, 2 abstracts per year and 1 paper per year to a peer reviewed journal as a Ph.D.

h. <u>Fellowships:</u>
   i. Students are required to apply to fellowships annually if they are not currently funded by one (even if Dr. Rajah has grant funding - this is to provide yourself with a larger stipend and help build your funding profile for postdoc etc).
   ii. Letters of Support and related paperwork for fellowships must be sent minimum <u>1 month prior to deadline.</u>
   iii. Please notify Dr. Rajah well in advance of the fellowships you plan to apply to, so she can slot time in her calendar to review your application material. Students must send the final copy of their fellowship submission to Dr. Rajah and notify her about success/no success once they receive the letter of decision.

4. <u>Safety and Maintenance of the lab environment:</u> All lab members will help maintain the research lab environment and keep it clean and safe to work in.

5. <u>Collaboration</u>: Lab members will help each other as needed on research projects and work respectfully as a team. If another lab member asks you for assistance, you should be open to helping, within reason. <u>If there are any worries about work load a meeting should be held with Dr. Rajah to discuss these concerns.</u>

IV. Policies on Attending Conferences

1. Lab members must notify Dr. Rajah if they are interested in attending an upcoming conference a minimum of 2 months prior to the abstract deadline.
2. Lab members must write a brief email explaining the project they wish to present at an upcoming conference within 1.5 months of the abstract deadline.
3. Initial drafts of the abstract to be submitted must be given to Dr. Rajah for review 2 weeks in advance of the abstract deadline.
4. Corrected abstracts must be sent a minimum of 5 days prior to abstract deadline. Dr. Rajah has the final decision on whether an abstract can be submitted to a conference or not.
5. Once accepted the initial draft of a poster / talk presentation must be sent to Dr. Rajah 2 weeks prior to the conference start date.
6. The final draft of the poster/talk must be sent to Dr. Rajah a minimum of 4 working days prior to your departure date to attend the conference. Dr. Rajah must approve the final draft prior to it going to press or being presented.
7. Students are encouraged to attend 1 conference a year. A maximum reimbursement of $1500/yr for conference travel is allowed but is subject to the availability of grant travel funds for a given academic year. Acceptable costs: air/train/car-fare, registration, abstract submission fees, taxi costs, hotel costs. Reimbursement of food is dependent on the amount of travel funds available for the year. Cost of alcoholic beverages is not covered.
8. To be reimbursed students must present original receipts and credit card statements and fill out the appropriate paperwork (Travel form & Payment Request).

V.   Data confidentiality

Raw data cannot leave the lab. Students should not have personal copies of MRI/behavioral data collected in their lab on their laptops, except when they are actively writing manuscripts. Your data / manuscript should be backed up. After a paper is published please **transfer relevant files (manuscript, tables, figures, all main analysis results file i.e. R code, SPSS, *mat results files) to the lab server under your folder with JournalYear title for the folder so we know where that data are**. We are ethically obligated to keep data used for publications for 7yrs and should be able to provide copies of analyses, documents etc leading to a publication if ever reviewed.

Upon graduation, you must purge your personal computers of all lab data, unless, an agreement is made with me to work on a manuscript post-graduation. You must transfer all non-redundant data files and documents related to analyses conducted / published to the lab server and meet with Stamatoula or me to review what you have transferred and the organizational structural of your folder. If you can create a README.txt file to help clarify the organization of your data folder on the lab server, that would be ideal.

Data integrity and security. All lab members are expected to:
a. *Never* delete raw data
b. Back up all raw data and analyses relevant to conference posters, thesis, papers on a hard-drive or on the server mirror system.
c. Keep all participant and patient data confidential
d. Not take any identifiable data off campus property, except under special circumstances approved by Dr. Rajah and the Douglas REB e.g. during the pandemic. Identifiable data on premises, in transport or off premises must be stored in locked cabinet and protected.
e. Ensure the quality & integrity of the data collected by double checking their work and creating pipelines or analysis code that another lab member can easily recreate if necessary.
f. Create a README_Poster/Manuscript/Analysis/Name.txt file and HOWTOMANUAL.docx for the projects they conduct and update it as needed so that another lab member can follow the work flow used to create any publication or presentation given from her or his project.