

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.

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. All students, staff, and faculty are to follow the Code of Conduct at the institution they have their primary affiliation with.

II. Abstract & Manuscript Publication Process

1. Students/staff must obtain permission from the Principal Investigator (PI; Dr. Rajah) to submit an article/abstract for publication.
2. Prior to submitting an abstract or manuscript, it is recommended you review prior publications using Google Scholar and Conference websites (e.g. Society for Neuroscience, Cognitive Neuroscience Society, OHBM etc). To get a sense of the structure and expectations. Pay attention to word count and requirements prior to writing.
3. Schedule a meeting with Dr. Rajah to decide on conference/journal that you wish to submit to. Prior to the meeting send an outline of your Abstract / Manuscript which should include a) rationale, b) hypothesis, c) general methods, d) results/predicted outcome. A timeline with deadlines for abstract &/ manuscript preparation will be developed and the trainee is responsible for communicating any concerns or issues faced in meeting the agreed timeline.
4. After several iterations of analysis and meetings (patience & perseverance are key!) you will be ready to submit. **Prior to submitting any initial complete draft of conference abstracts, manuscripts or other publications you must fill out the Analysis Workflow Checklist and Publication Checklist at:**
https://drive.google.com/drive/folders/0BzmSerzYT8SacTJUdkNhSFdXemc?resourcekey=0-X_uuaffZpcfQ6HAOAiyJhA&usp=sharing
5. Dr. Rajah must read all drafts of abstracts/manuscripts prior to submission.
6. Dr. Rajah and lab staff will recreate key analyses when possible to ensure replication of results and quality assurance of data prior to submission. The first author will be contacted if any issues arise in this process and is responsible for updating the manuscript as requested.
7. All manuscripts/abstracts must be sent out to all co-authors for feedback prior to final submission.

8. 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 and all co-authors once completed.

III. Determination of 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".
 - a. In general, first authorship goes to the person who wrote the majority of a manuscript/abstract; and author order is based on contribution % with the PI of the project being senior (last) author.
 - b. If there was a division of labour in writing, then authorship order will be determined by the PI and in consultation with the co-authors and reference to Kosslyn (2002).
 - c. Co-first authorship occurs when two or more individuals shared in study design, data interpretation and writing of the discussion and introduction.
 - d. Please use the form "Activities Associated with Research Manuscript/Poster: Points and Method of Assignment" from APA style guide to decided authorship.
 - i. Please fill this out with Prof. Rajah and then ask all co-authors to co-sign as they seem appropriate **prior to assigning authorship.**
 - e. Dr. Rajah has final say on authorship and whether a paper/abstract can be submitted and/or published.
 - f. 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 **may** receive authorship on a paper in rank order of contribution. However, data collection alone, without involvement in design, analysis, interpretation, or manuscript preparation/editing is not sufficient for authorship.
3. It is mandatory there is an acknowledgment section on all papers citing the funding agency & the grantee for the project. It is mandatory in this acknowledgment section we thank our research participants and any undergraduate or graduate volunteers in the lab.
4. Publication Expectations: 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 every 1.5 years and 2 conference abstracts per year. At the end of a Ph.D. is recommend a trainee publish 4 papers (1 as part of M.Sc.). Postdoc researchers should aim to publish 1-2 paper/year (one as first author/yr) to ensure competitiveness on the job marker.

IV. 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 and present any concerns on their research to Dr. Rajah. All members of the lab are expected to attend lab meetings.
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. For theses, the time frame is 1 month minimum, but feedback can take up to 2 months depending, **so please plan ahead**.

3. Lab members are expected to work in-person when possible. Individuals should create a Google Calendar and share it with Dr. Rajah. They should use this calendar to indicate days they are working from home, taking vacation, or will be away for other reasons. Student trainees should mark holidays that the university gives off.
4. **Specific to Graduate students:**
 - a. *Students must let Dr. Rajah know her/his course schedule every semester.*
 - b. It is expected that the students 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.
 - c. Graduate trainees will form their thesis committee within the first 6 months of arrival.
 - d. Graduate trainees will hold thesis committee meetings every year to convey progress on their project.
 - e. 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.
 - f. One-on-one Meetings with Dr. Rajah: 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. Trainees are expected to take notes at these meetings and summarize meeting in Slack/GoogleNote_file. It
 - g. Students will attend Psychology department and research-related seminars regularly and any other relevant talks identified by Dr. Rajah.
 - h. Fellowships:
 - 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 1 month prior to deadline.
 - 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.
5. Safety and Maintenance of the lab environment: All lab members will help maintain the research lab environment and keep it clean and safe to work in.
6. Collaboration: 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*. If you establish a research collaboration with another lab please inform Dr. Rajah. External collaborations are encouraged but must be approved if they involve accessing data collected in the Rajah Lab or will take up some of your research time funded by Lab grants.

7. If there are any worries about work load a meeting should be held with Dr. Rajah to discuss these concerns.

V. 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. You should use the **RajahLab Poster Template.pptx** found in the “Welcome to the lab” folder on the Google Drive.
7. Students are encouraged to attend 1 conference a year. Reimbursement of \$2000/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).

VI. Data Organization and File Naming Conventions

1. BACKUP your project data on server, computer, and Google Drive/Cloud
2. When you start a project create a folder for it with the > Project Name e.g. TaskFMRI_PrePeriPost
3. Within the Project create the following subfolders under the Project_Name
 - >Manuscript#
 - >Conference Abstracts
 - >Behav_data
 - >MRI_data
 - >Presentations

>MeetingNotes –This folder should contain a Powerpoint files that includes slides for all meetings in chronological order so there is a ‘live’ document of every analysis etc related to a paper or abstract for your projects.

4. The Behav_data folder should contain all SPSS, R dataset used in the project and related code used for analyses linked to the project
5. The MRI_data folder should contain relevant results files and code – it SHOULD NOT contain duplicate copies of raw or processed dataset.
6. **Naming conventions for files:**
[EasytoUnderstandDescriptor]_SampleSize_Modality_Initials_DDMMYY
e.g. InflammationandMemoryANOVAS_Pre30Peri38Post50_MNR_170823.sav

Trainees are encouraged to upload relevant files on the lab Google Drive under the “Papers in Process” for ease of communication prior to meetings.

VII. Data confidentiality and Lab IP

1. **Raw data cannot leave the lab EVER** for ethical reasons.
2. Data integrity and security. All lab members are expected to:
 - a. *Never* delete raw data
 - b. Back up all your data and files
 - 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 REB e.g. during the pandemic.
 - e. Identifiable data on premises, in transport or off premises must be stored in locked cabinet and protected.
 - f. 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.
3. **Project data & results files should only be on our lab server.** Students should not have personal copies of datasets, results etc collected in their lab on their laptops, except when they are actively writing abstracts/ manuscripts.
 - i. Your data / manuscript should be backed up.
4. Data sharing with non-lab members is prohibited unless a formal collaboration and ethics modification has been processed by Dr. Rajah.
5. Upon graduation/leaving the lab:
 - a. Create a folder entitled “[YourName]_FinalCopies” with subfolders for each publication, abstract, and projects-in-process with relevant data, code, etc (as described above) saved within using naming conventions described above.
 - b. Create a **README.txt** file that clearly explains the contents of each subfolder so we can rerun relevant analysis and replicate your paper and abstract findings if requested by ethics and journals. This to ensure data quality and replicability and data integrity.

- c. Create a **HOWTOMANUAL.docx** for projects so that another lab member can follow the workflow used to create any publication or presentation given from her or his project.
- d. Do not duplicate files in your Final_Copies Folder
- e. ****Note**** ONLY this folder will be copied onto our server after your graduate/leave. All other files and folders will be deleted.
- f. **You must purge your personal computers of all lab data and associated files**, unless an agreement is made with me to work on a manuscript post-graduation.
- g. **Please note the IP rules are as follows:**
<https://www.torontomu.ca/senate/policies/scholarly-research-and-creative-activity-intellectual-property-policy-171/>
Any code, software, product, discovery or other IP created in the lab by trainees or staff is owned by the lab PI and TMU.