

## **BRC Lab Handbook**

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#### **I. BRC Lab Core Values:**

- Honesty and integrity
  - Effective communication
  - Open to new ideas from anyone / anything
  - Respect for different perspectives
  - Continuous self-improvement
  - Honest awareness of innate human flaws
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#### **II. Treatment of Research Participants**

- A. **\*\*General respect.** People who participate in our research deserve to be treated with respect. You are expected to behave in a professional manner when interacting with study participants. This includes being polite and courteous to participants **EVEN IF** the participant is not polite and courteous to you.
- B. **Timeliness with participants.** When you are running a study (e.g., interviewing participants), your obligation to show up on time is particularly important. Research assistants in our lab **DO NOT** blow off study participants. Repeated tardiness or cancelling appointments is a serious offense.
- C. **\*Rights of participants.** You are expected to respect the rights of participants. These rights include the right to refuse to participate if they so choose, the right to have their personal information kept confidential, and the right to learn what the research was about (i.e. debriefing).
- E. **\*\*Confidentiality.** Confidentiality of research data and participation is crucial. You must not discuss disclosures made by study participants (no matter how tempting, and even if names are not mentioned) with friends, family, etc. Lab meetings provide you with an opportunity to discuss interesting or problematic study participants with others who are bound to keep this information confidential. Even if you are not working on a particular study, by virtue of your position in the lab, you are required to maintain the study participants' confidentiality.
- F. **\*\*Confidentiality agreement.** All lab members are required to sign and abide by the Lab Confidentiality Agreement. This should be signed during orientation to the lab. There are no exceptions to this requirement.

### III. Collection and Entry of Accurate Data

- A. **Accuracy in data collection.** The collection of accurate data is of the utmost importance. Ultimately, the data you collect will be published in scientific journals. It must be reliable and valid. It is important that you understand and follow the protocols that will be developed for your project in detail. Ask questions if you do not understand something.
- B. **Labeling data.** The data files you collect must be carefully labeled with the study participant's number and date(s).
- C. **Entering data.** When entering data, it is your responsibility to make sure you understand how to code and enter the data and that you do so with great care. Accuracy in scoring and entering data is EXTREMELY IMPORTANT.
- D. **Organization.** Keep the data for your personal project or the project on which you are working neatly organized in a labeled file drawer. The drawer should be organized such that it would be easy for someone, years later, to go to the drawer and find all the original materials and raw data. *Organization is very important.* Organize subject files, data disks, data printouts, and summary information. Do not change any drawer or file designations before first conferring with the [lab manager].
- E. **\*\*Communication of progress.** When working on a project that others in the lab also work on, be sure to leave detailed notes or logs of what you did and where you left off. This will reduce the amount of time spent trying to figure out where the last person left off. Make sure your weekly reports include enough detail so it is clear where you left off.
- F. **Confidentiality of passwords.** We often use passwords to protect computer files that contain confidential information. If you are given a password, protect that password by not sharing it with others, even other lab members. Persons needing access to a file should get the password directly from the lab manager. Passwords can only be shared in person or over the phone, never by email.
- G. **Disposal of data.** Do not throw away any research data or forms without express permission from Dr. Kang. Please note that anything that contains participant identifiers (e.g., name or address) needs to be shredded for disposal.
- H. **Security of data.** All data should be kept in a locked filing cabinet when not in use. If you are unsure of where a particular file belongs, it is your responsibility to ask. Do not leave research files out in the open. When collecting data outside of the lab, keep it locked up at all times.

#### IV. Respect for the Lab Facilities and Lab Members

- A. **Lab security.** The main door to the research lab and both interior offices must be locked at all times that the lab is unoccupied. Please ensure the lab is locked if you are leaving, even if just for a moment (i.e., to use the restroom). If you are given any keys to the lab, you must keep them secured at all times.
- B. **Use of lab equipment for personal business.** You may NOT use lab equipment (telephone, computers, printer, etc.) to complete personal work (e.g., papers for other classes, party invitations). In particular, the printer may not be used for personal documents. No use of social networking sites (e.g., Facebook) or Internet surfing of any kind is permitted on lab computers.
- C. **Software.** No software may be downloaded onto any lab computer without permission from Dr. Kang or the lab manager. Viruses or other harmful files can jeopardize the integrity of our data or give outsiders access to confidential information. All data is to be stored on the provided flash drives, or (for specific items) the lab laptop. **Do not** email yourself files or put them on disks to be removed from the lab without express permission to do so.
- D. **Respect for lab members.** Everyone in the lab—undergraduate students, graduate students, and project coordinators—is expected to treat every other lab member with respect. If you have a problem with another lab member, please speak with Dr. Kang.
- E. **Food and beverages.** Food and beverages are allowed in the lab but must be kept away from the computers. **Do not put drinks or food on the tables that the computers sit on.**
- F. **Use of cell phones.** Cell phones are to be used sparingly—please limit the number and duration of calls/texts just as you would in any workplace. If you must make a call, please leave the lab area so as not to disturb other lab members.
- G. **Lab cleanliness.** You are expected to clean up after yourself every day. All chairs and pieces of equipment should be returned to their place of origin. A weekly schedule will be available listing light cleaning duties that will be rotated among all lab members.

#### V. Lab Security & Data Security (**EXTREMELY IMPORTANT**)

Security of the lab and data is of the utmost importance. As such, the following acts are grounds for **immediate dismissal** from the lab:

1. Failure to close and lock the lab doors when leaving.
2. Failure to properly secure data in a filing cabinet or other locking device (e.g., the trunk of your car if transporting data to the lab after collecting data in the field).
3. Failure to log off a lab computer when leaving the lab.
4. Breaking any part of the confidentiality agreement.
5. Falsification of lab records (including the lab hours log) or other dishonesty.

## **VI. Student Independent Research Project Policies**

\*An independent research project is a thesis, dissertation, 1<sup>st</sup> author paper for publication, conference paper, honor's thesis, etc. Any project in which you are the 1<sup>st</sup> author or only author.

### **1. Student Research Project Ideas**

- a. Ideas need to be within the BRC Lab program of research, which is based on identification of dynamic (changeable) barriers and facilitators of successful:
  - i. Re-entry post-incarceration
  - ii. Implementation
  - iii. Scientific communication
  - iv. Trustworthiness in scientists
  - v. Translation of research into coproducing of policy and practice with the public, agency personnel, and justice-involved persons.

### **2. Receiving Feedback on Drafts**

- a. Dr. Kang will work with you to create your outline and provide feedback. Please allow for a 1-week turnaround for feedback.
- b. After your outline is complete and you have drafted your document. Please send it to a senior member in the lab who has completed a project with me and CC me on that email (before asking me for feedback).
  - i. The senior lab member(s) will provide track change feedback and then send it to back to you.
  - ii. Please make the edits suggested by the senior lab member, but leave the track change feature and their comments in the document when you send it to me to review.
- c. Please proof your document in full prior to sending it to me for feedback.

## **VII. Student Meeting Policies & BRC Lab Meetings**

1. BRC Lab Meetings are mandatory to attend, unless you have class scheduled at that time.
2. Please send me your agenda items at least 1 hour prior to our meeting. I prefer 24 hours before, but 1 hour is okay as well.
3. To be most productive, if we have a meeting scheduled, but you have not yet provided me a draft a week before, we will need to reschedule the meeting unless we have other things for the agenda.
4. During the fall, graduate students actively working on projects will meet biweekly, unless more frequent meetings are needed.