

Murphy Lab Best Practices and Useful Information

Good Citizenship in the Lab

- Mentoring others
Part of developing as a researcher is learning how to do a good job of mentoring others. Not only does this help interested undergrads/grad students participate meaningfully in the work of the lab, but you as mentor benefit from the relationship too: you are picking up skills that will make you an effective PI down the line, and you might even learn something valuable from your mentee in the moment.
- Participation in lab meetings and other activities is expected.
Both getting and giving feedback is good for everyone, so regular participation in lab meetings is expected. Regular presence in the lab is expected too; you're doing your job, and you're around if needed.
- Notifying the lab when you're away
If you want to be away, email Susan (cc'ing Jess) to see if it's OK. If Susan okays time away, Jess will note it in the lab calendar banner.
- Keep your website up to date
It's easy to neglect this in favor of actually working on your projects, but it's important not only to do good work, but to publicize it. A neglected website does not reflect well on you or the lab. If you want, you can do a LinkedIn website; this is ok. Please send the address to Susan.

Data Use

Each person Susan decides to grant access to a Murphy lab dataset must complete 3 Harvard CITI trainings:

1. Information Privacy Security
2. Social & Behavioral Research Investigators
3. Social & Behavioral Responsible Conduct of Research

For instructions on accessing these trainings, please write to Jess.

All users of Murphy lab data must also sign a confidentiality pledge for each dataset to which they have access.

After you have completed the CITI trainings, please send the completion certificates to Jess and come by her office to sign your confidentiality pledge(s). Once the CITIs are complete and the signed pledges handed in, FAS RC access can be requested. Each user will need to request an FAS RC userID (if you don't know how, check with Walter about this process) and send that userID to Jess so she can request access for that user to the appropriate folders in the Murphy_secure space.

Publications

Any time you plan to submit a paper, please notify Jess as well as Susan. Jess can help you with the identifiers of the grants you should be acknowledging in your paper if it gets accepted. Please send Jess a copy of the final author manuscript of papers that have been accepted for publication and all revisions are done. You are responsible for ensuring that the paper gets a PubMed Central ID through submission to the NIH Manuscript Submission System (NIHMS), which is required by NIH for all papers supported by its funding. Jess is happy to help with this process; please coordinate with her.

NB: Jess holds weekly office hours for writing. It can be useful to have a reader/editor who is new to the material as you are trying to make sure that your paper actually says all the pieces of the argument that are in your head, and that it does so cogently. You are strongly encouraged to make use of this valuable resource.

Collaborative papers

1. when sending 1st DRAFT in the E-mail do "Let's discuss authorship." We will discuss. In the email about authorship, include the statement: If you have any concerns, feel free to e-mail the **group or me individually**. Note that you might have to add an author. Authorship order is determined now.

2. At time of FINAL DRAFT: If domain scientists are authors then you have to send a final draft of the domain science part at least 1 week in advance. Note show draft to Susan so she can help send out a draft that makes you look good!

Send to everyone and ask for feedback. Here is an example.

I would like very much to submit this paper by a week from today, next Sunday. If you need more time please tell me. However if you have no further comments, please feel free to not respond.

Papers initiated with outside groups or between lab members

The topic must be cleared with Susan and Susan must be kept up to date. This is to ensure that no one on the lab gets "stepped on."

Recognition of Grant Support

All of your publications and posters should acknowledge the grants that support our lab. Ask Jess for a list. This includes even the papers from your PhD that you complete work on and/or submit once in the lab.

Evaluations

Every December you will be sent a self-evaluation form to fill out and return to both Jess and Susan (this form covers asks you to assess what you've done over the year and set goals for the upcoming year).

You will have an individual meeting with Susan to discuss your evaluation. Afterward a copy of the self-evaluation with Susan's comments and signatures from both you and Susan must be handed in to Jess.

Travel

The first thing to do:

Send an email to Susan, ccing Jess, about where you want to go, dates, and your reason for going (you must be presenting on Murphy lab work in order to request travel funding) so she can consider the proposal and make a decision about funding, if any. If Susan decides to provide some funding, send Jess a detailed budget of trip expenses (registration, poster costs, flights, ground transportation, accommodation, food). You should also discuss what outside funding sources there are (from the conference itself, for example, or, for students, from Harvard) and what you have done to obtain funding from those sources. Jess will consult with Susan and let you know the funding amount and what you will need to do in order to be reimbursed.

NB: Susan does not pay for professional memberships. They may make the registration cheaper, but they are your responsibility and serve for your professional development too.

There is no per diem for food for postdoc travel. For reimbursement for food consumed during your travel, you must provide Jess with itemized meal receipts. These meals must be reasonably priced and

Commented [SM1]: Authorship order: Pedja suggests first author is lead author, last author is senior author (usually Susan but not always), remaining are alphabetical.

no alcohol may be included. Also, note that meals at Logan don't count as travel meals and cannot be reimbursed on federal grants, since Logan is local.

Planning ahead:

If you are thinking of combining a trip to a conference with personal travel, discuss this with Jess *before* buying any tickets or booking any accommodation. NIH has quite strict rules about what it will and won't cover for grant-related travel, and you don't want to discover too late that you won't be reimbursed for tickets or accommodation.

Also note that all flights for grant-related travel must comply with the Fly America Act. See <https://osp.finance.harvard.edu/travel-policy> for more information.

Don't leave registration, flights, and reserving accommodation till the last minute! The early bird generally gets better prices.

After the trip:

Postdocs will be reimbursed through Concur, and graduate students through a non-employee reimbursement form (NERF). Jess processes both of these reimbursements. You must give her all the itemized receipts for expenses for which you are requesting reimbursement (sending scans is fine) as well as a specific business purpose for the trip (e.g., Attended ENAR 18 to present on XXXX (title of your presentation)). Depending on whether you are being reimbursed through Concur or through a NERF, Jess will need you to log into Concur to submit the report when she has it prepared, or to sign the NERF form; she will let you know.

Publicity

Dissemination of the lab's work is a responsibility of all the lab's members. Publicizing what you do will enhance your career. Helping to get the word out about what you are doing now helps you move on to the next stage and prepares you for doing your own publicity as you become an independent researcher. The lab's Twitter account is one concrete example of where you can really help. Jess is always looking for engaging material to tweet. Please make sure you give her information about tweetable activities (talks, workshops, getting a paper accepted for publication), etc. Images are always good: when you are at a conference, for example, a fun selfie is good for a Tweet.

The Kitchen

It's great to have a kitchen that we can all use; it's even better when it stays clean. If you use any of the appliances or crockery, please clean up right after use. If you keep food in the fridge, it's a good idea to label and date it, since Jess will go through the fridge every two weeks and throw out things that look as if they have been in there for too long.

The Copier Area

Again, this is a space we all use. Please keep it tidy and surfaces uncluttered so the next person will have room to staple, collate, etc. If you see that we are low on something, please note it on the list posted in the area. If you use something up, please tell Jess so she can get more of it as soon as possible. There will be a good number of us using the printer, so if you have a very big print job, please send it to the printer in the department offices on the 4th floor; it will get done more quickly there and leave the printer free for others who might need it.

The Chat Room

This is a good place for making Skype calls, etc. This space is for use by Data Science lab members only and can be booked using the Data Science Lab chat room calendar hanging by Jess's office door. When you reserve space, please say what it is for and **include your name** so Jess can get hold of you if she needs to. Booking for this space is on a first-come, first-served basis. Occasionally priority events may bump earlier bookings; if your booking should need to be bumped, Jess will let you know as soon as she can.

The Open Space

This space is for use by Data Science lab members and their visitors. It is a good place for working—quietly, since it is a space that will be shared by a number of people. The open space can be booked for occasional larger meetings using the Data Science Lab open space calendar hanging on the wall opposite the lab printer. When you reserve space, please say what it is for and **include your name** so Jess can get hold of you if she needs to. (If you don't have access to this calendar, please ask Jess to share it with you). Booking for this space is on a first-come, first-served basis, though occasionally priority events may bump earlier bookings; if your booking should need to be bumped, Jess will let you know as soon as she can.

The Conference Room

While this space is for use primarily by Data Science lab members, it is also available for use by other members of the Harvard community. This space can be booked through RoomBook (under non-course requests, <https://roombook.harvard.edu/>). Since this room is publicly available, it is wise to book it as far in advance as possible.

Keys

Obtaining office door keys:

Fill out the Science Center Building Operations Key and Card Access Request Form (https://scictr.fas.harvard.edu/files/hehuishan_test/files/sc_key_and_card_access_request_form_0.pdf) and bring it to Jess for her signature. Once Jess has signed off on it, you bring the form to Ron Cooper in Science Center B11 in the basement, and he will give you the key. Keys must be returned once you vacate your office; you can return them to Jess.

Obtaining locker and filing cabinet keys:

If you lose your locker or filing cabinet key, check with Ron Cooper in Science Center B11 in the basement about getting a new key.