

Cognition and Action (CognAC) Lab UC Berkeley

GENERAL LAB POLICIES

We seek to create a collaborative, stimulating, and encouraging environment, one that allows all individuals to thrive in their development as a scientist and person. To that end, our goal is to create an open and friendly workplace where the members are comfortable sharing ideas, building new collaborations, and providing each other with constructive feedback. The following summarizes general policies in an effort to capture this philosophy, but our experience is that creating a positive workplace is an organic process. As such, this document provides a general overview of lab policies, with recognition that these policies are constantly being modified to adapt to specific contexts.

The policies laid out in this document apply to all graduate students, post-docs, and research staff. Individuals interesting in joining the lab are encouraged to reach out to current and past members to get different perspectives on life in CognAc.

AUTHORSHIP

- A. Authorship inclusion and order should be discussed as early as possible in the process, with each prospective author having a sense of their expected role and contribution.
- B. First authorship is generally the person who is most responsible for the execution of the project and in nearly all cases, this individual will be expected to write the first draft of the manuscript. When warranted, two (or more) individuals may agree to be listed as co-first authors. All authors are expected to contribute to the writing process, providing edits and/or comments in a timely manner.
- C. In almost all cases, the first author will be the corresponding author.
- D. It is recognized that the list of authors may include individuals who make a limited, yet important contribution to the project. For example, an individual who proposes a critical idea or contributes essential skills in a substantive way (e.g., takes on a specialized analysis). Authorship should not be expected for more standard contributions such as ideas that come out during lab meeting or sharing expertise in particular analyses.
- E. The first author is responsible, in consultation with Ivry, for maintaining a list of individuals who will be included as authors and keeping individuals informed if their status changes (e.g., added or dropped from a project).
- F. Individuals who feel they deserve authorship can either make a request directly to the first author or discuss this with Ivry first. When there is uncertainty or potential conflict, it is recommended that the conversation start with Ivry.
- G. The default is that undergraduate RAs will not be included as authors; rather their contributions are noted in the manuscript acknowledgements. However, undergraduates should be included as authors when they have made an exceptional contribution to the project (e.g., involved in data analysis as well as data collection, been part of regular meetings to discuss and plan project) and in some cases may be the first author on a paper. If the first author believes authorship is warranted for an undergraduate, the other authors should be informed as soon as possible and preferably before the writing process begins. Undergraduate authors are expected to read and comment on the manuscript. It is important to note that doing an honors project does not “guarantee” authorship should the study be published; there are cases where the honors work helped set the stage for a project that didn’t evolve into a publication well beyond the honors project work. As such, the same guidelines should be used in evaluating if an honors student deserves authorship as with all projects.
- H. Disputes or concerns over authorship should be brought to Ivry’s attention as soon as possible. Ivry will mediate the situation, and when necessary make the final decision.

FUNDING

- A. In line with Department policies, all graduate students are guaranteed funding for five years, and in most cases, will be funded for additional years when needed. The basic benchmark will be based on the union contract. Within the constraints of the union contract, the goal is to fund all graduate students at the HWNI level assuming funds allow.

- B. Graduate student funding will be a mix of GSI, GSR, and fellowships. Graduate students should anticipate serving as a GSI for two to four semesters during their time at Berkeley, with the range dependent on lab grant funding and the student's program guidelines. In general, equity considerations take priority over research relevance in determining GSR appointments, as long as the appointments do not violate obligations to the funding source. For example, a student who is only loosely connected to a funded project may be appointed as GSR from that project to maintain a balance across the lab in terms of GSR:GSI ratio.
- C. Post-doc salaries will be based on the union contract.
- D. Graduate students and post-docs are expected to apply for fellowships (e.g., NSF/NIH fellowships when eligible, foundation grants when appropriate, Department graduate fellowship). Ivry will be available to work closely with the applicant in preparing the proposal.
- E. Each lab member should always have a sense of their funding situation for the next 12-month period. If there is any uncertainty, the lab member should confer with Ivry.

RESEARCH AND PUBLICATION EXPENSES

- A. All research expenses should be covered by lab funds; lab members should not cover any research expenses out of their own pocket. When appropriate, keep Ivry informed of significant research expenses (e.g., high participant payments).
- B. Each graduate student and post-doc is entitled to one computer purchase during their time at Berkeley.
- C. Publication costs are covered by the lab. Note that some journals provide a discounted rate if the corresponding author is a member of the journal's associated society (e.g., Society for Neuroscience is society that publishes the Journal of Neuroscience). If the journal provides such a reduction, lab members should become a member if they wish to be the corresponding author. Should they decline to become a member, they should make sure that Ivry is designated as corresponding author (when he is a member of the organization). Decisions can probably be made after the first round of reviews when you see potential status of paper. But lab members should check this in advance rather than be surprised when the paper is accepted!

CONFERENCES, WORKSHOPS, SOCIETY MEMBERSHIPS

- A. Lab members are encouraged and supported to attend conferences and workshops. Historically, lab members have attended around two conferences/workshops per year.
- B. All members are entitled to attend one conference/workshop per year. While it is anticipated that the person will present at the conference, it is not essential. However, when no presentation is made, or for workshops, the lab member should first obtain approval from Ivry. Conference/workshop expenses covered include travel, lodging, registration, poster production costs, and a reasonable per diem. Lab members are responsible for procuring travel tickets in timely manner to be economical and act responsibly on expenses.
- C. Lab members can request support to attend additional conferences/workshops. These require approval in advance from Ivry who will take into consideration value for professional development as well as the lab member's overall annual budget request for the academic year. In some cases, expenses related to additional travel may result in a hybrid model (partial coverage), depending on priority/expense of conference.
- D. Lab members who contribute to their own funding (e.g., extramural fellowship) will receive priority to attend additional conferences/workshops. This is one "perk" of obtaining fellowships.
- E. Grad students are expected to pursue Department and University travel fellowships.
- F. Members are welcome to piggyback personal travel onto conference travel but should adjust expense request to reflect the personal component (e.g., seek reimbursement only for amount up to that which would have been incurred if the trip was limited just to the conference).
- G. Due to the large number of undergraduate RAs in the lab, support for undergraduate travel is limited. The supervising lab member should propose the request with Ivry with priority given to those doing an honors project, participating in special university programs, or who have been members of the lab for an extended period of time. In some cases, limited support may be offered (e.g., conference registration, accommodations). When possible, the request should come at the time when lab members are planning their own conference attendance so that we can consider all undergrad requests around the same time.
- H. Conference attendees are responsible for preparing posters and talks in a timely manner so that all authors have sufficient time to provide feedback. Presentations should be completed prior to departure for conference to

ensure that conference time is spent at the conference and not in a hotel room preparing the presentation. Post-docs and graduate students are responsible for making sure that undergrads working under their supervision are aware of this requirement.

I. Lab members are encouraged to join (at least) one society, independent of their attendance to the society's conference. Membership provides support to the society to carry out their mission. That said, it is also recognized that membership may be required for conference submission and in some cases can provide lab savings (e.g., reduced conference registration fees, publication costs). Lab members can seek reimbursement for membership fees under such situations and should inform Ivry so he can keep track of such expenses since they cannot be charged to federal grants. Note that students should be careful to not seek reimbursement from a grant for society memberships.

PERSONAL TIME/VACATION

A. Lab members should be aware of their benefits/rights as specified in governing contracts/appointments (e.g., union guidelines for those covered by collective bargaining agreements).

B. Lab members should notify Ivry of extended (minimum of 1 week) vacation plans, preferably providing one month's notice. This is not required for vacations/personal leaves of less than a week.

C. When relevant, lab members are required to log their vacation/personal leave time on their timecards and are expected to use all of their official vacation/personal leave each calendar year. They should inform Ivry if they anticipate any carryforward since this may impact lab budgeting.

D. Ivry will be responsible for reaching out to any lab member if there are concerns about absenteeism.

E. Ivry will keep the lab informed of his vacation plans and what availability he will be able to provide when on vacation.

INDEPENDENCE AND COLLABORATION

A. Lab members are encouraged and expected to grow in their independence over time. It is recognized that this will occur at different rates for different individuals. In recognition of this, one part of the annual review (and at other points as desired) will explicitly address the individual's independence, including identifying areas where the individual should focus on developing independence and areas where the individual may wish to have additional guidance and support. To give a few examples, these could be things such as initiating projects, learning certain analyses, teaching, mentoring, writing, and professional networking.

B. Lab members typically vote with their feet on project involvement. The default is that members are welcome to be part of collaborative projects with other members of the lab. Collaborations may emerge in advance of a project, with "recruitment" based on interests and skills. Or they may emerge after a project starts as interests evolve; under this scenario, the original collaborators have the right to determine if the addition of the new person serves a useful role in advancing the project. We also recognize that there may be situations where someone in the lab wishes to limit collaboration (e.g., wishes to have a more independent role in a project). Open discussion among lab members and/or with Ivry are the best way to ensure that collaborations are created and evolve in a non-fractionous manner. It is also important to recognize that collaboration entails commitment and willingness to be actively engaged.

C. Lab members are welcome to pursue solo projects, collaborations within the lab that do not involve Ivry, or collaborations outside the lab that do not involve Ivry. Ivry should be informed of these projects, allowing for discussion of the impact of these projects on their main research activities.

D. In general, the relationship between research responsibilities and funding source arise in an organic manner. Grants define the general directions of lab research but rarely specify a lab member's research program or duties. Exceptions may be for funding sources that require specific deliverables in which case the lab member supported by such funds will be expected to meet GSR expectations towards those deliverables.

E. It is recognized that post-docs may need to devote some part of their work time to completing projects related to their graduate studies. Post-docs should keep Ivry informed on this work and consult with him if the demands on their time related to "unfinished business" will be substantial.

F. All lab members are expected to attend lab meetings, be engaged during lab meetings, and contribute to the discussion. Providing and receiving feedback at these meetings is one of the best ways to make the lab function well and create a supportive and productive community.

MENTORSHIP

- A. Grad students are expected to maintain an updated plans and mentorship form. This should be in place by the start of the second semester of the first year and updated as warranted. Post-docs are welcome to also use the form to monitor their own progress and plans. Each individual with a form on file should schedule one meeting per semester at which the primary focus will be on their progress.
- B. One lab member will have the chore of coordinating mentorship plans and feedback for research assistants working in the lab. As part of this lab chore, a survey should be administered to all RAs once/semester and a review of the cumulative results of the survey should be discussed at one lab meeting each year.
- C. Lab members are encouraged to seek mentorship from all possible resources, including other members of the lab, other members of the Psychology community, and faculty at Berkeley and other universities. When appropriate, it is recommended that Ivry be informed of a more involved additional mentorship arrangement.
- D. Graduate students are strongly encouraged to avail themselves of the cognitive neuroscience area guidelines to have annual meetings with their dissertation committee. Area heads do not always do a good job monitoring this, so students may have to take charge in making sure the meeting occurs. Ivry is available to assist as needed in ensuring these meetings occur.
- E. Grads, post-docs, and research staff should maintain active undergraduate mentorship agreement forms with their RAs and review these with their RAs at the beginning of each semester. Undergraduate RAs will also have the opportunity to provide feedback about their experiences in the lab to Ivry. Feedback will be solicited via an anonymous survey, which will be sent out each semester.
- F. Senior members of the lab should anticipate taking on mentorship duties with more junior members, either in an explicit manner or by serving as a role model.

CONFLICT RESOLUTION

- A. If conflict arises, the first step would be to seek a frank conversation with Ivry.
- B. All lab members should be aware of Department and campus resources for assisting in addressing disputes or problematic situations that could benefit from counsel from a non-lab member. These resources include other faculty members, the Department's Faculty Grad Advisor, the Department Chair, University Title IX Officer, and University Ombudsmen (there are specialized ones for different appointment types—see <https://sa.berkeley.edu/ombuds>).
- C. For graduate students, the Department recommendations in case the student and mentor cannot resolve their disagreement(s) are the following:
 - 1. The student is encouraged to reach out to the GSAO to document the issue in their student file. This documentation is to be kept confidential; it is only shared with the relevant parties below, on a need-to-know basis, with the student's consent.
 - 2. The GSAO will check with the student whether they wish to pursue the matter further. If the student wishes to do so, they (or the GSAO) can involve the head graduate advisor (the designated faculty member), who can arrange meetings with the student and/or mentor - depending on the student's preference - to discuss the issue at hand.
 - 3. If the disagreement persists, the matter will be brought to the attention of the Chair of the Department, unless the student prefers otherwise. The Chair will meet with the MENTOR and/or student, as appropriate.
 - 4. The student can contact the Ombuds Office at any point to discuss the matter with them, instead of or in addition to any of the parties above.
 - 5. Each step will be documented by the GSAO so that it becomes part of the permanent record.