

iHuman Lab Manual

Hemanth Manjunatha

2025-09-16

Table of contents

Welcome	5
Acknowledgments	5
Introduction	6
Who is this lab manual for?	6
What to do if you don't understand something?	6
Why should I read this manual?	7
What <i>isn't</i> this lab manual?	7
Research Project Manual	7
 I Rights and Responsibilities	 8
Your Rights as a Lab Member	9
Your Responsibilities as a Lab Member	9
Big Picture	9
Small Picture	10
Recourse	10
 Lab Member Roles	 11
PI (Principal Investigator)	11
Project Owner	11
Team Member	12
Project Coordinator	12
Collaborator	12
 Code of Conduct	 14
The Quick Version	14
The Less Quick Version	14
The Bottom Line	15
 Getting Started in the Lab	 16
Lab website	16
Step 1: Fork the Lab Website Repository	17
Step 2: Clone Your Forked Repository	17
Step 3: Add Your Profile Folder	17
Step 4: Add Your Profile Details	17

Step 5: Commit and Push Your Changes	18
Step 6: Create a Pull Request	19
II Lab Practices & Policies	20
Collaboration	21
Patience	21
Accept the Process	21
Caution	21
Attention to Detail	21
Communication	21
Feedback	22
Positivity	22
Balance	22
Resource Allocation	22
Scientific Integrity	23
Reproducibility: The Holy Grail	23
Transparency & Openness	23
Ethical Conduct: Be a Science Superhero	23
Reproducibility & Rigor	24
Bottom Line:	25
Making Mistakes	26
Why It's OK to Make Mistakes (But Important to Report)	26
Example Scenarios (and how to handle them)	26
The Action Steps: What to Do Immediately	27
Communication	28
Two Common Barriers to Communication	28
Why Speaking Up Helps You	28
Work Hours & Communication	29
Bottom Line	30
Lab Meetings	31
Weekly Lab Meetings	31
Presentation Expectations	31
Project Meetings	32
Hackathons	32
Weekly Snippets	32
Bottom Line	33

Travel Policy	34
If You're Presenting Your Work	34
If You're a Senior Lab Member (Not Presenting)	34
If You're a Junior Lab Member (Not Presenting)	34
Bottom Line:	35
Authorship guidelines	36
Old projects	37
Deadlines	38
Lab Attendance	39
Attendance Expectations	39
Reporting Absences	39
Scheduling Flexibility	39
Special Circumstances	40
Lab Traditions	41
Celebrations with Donuts and More!	41
Annual Lab Retreats	41
Other Events	41
Lab resources	42
Computers	42
Other research equipment	42
Repository of shared lab papers and books	43
Checklist and signature page	44

Welcome

We're **so excited** you've joined the **Intelligent Human-Machine Nexus Lab** (aka iHuman Lab)!

Get ready to dive into the fascinating world of human-machine interaction and neuroscience. Along the way, you'll pick up awesome skills (think coding, data analysis, writing papers, and giving epic talks), make new friends, and have a blast!

We know that starting in a research lab can feel like drinking from a firehose —but don't worry, we've got your back! This manual is your trusty sidekick, guiding you through everything from lab policies to your rights and responsibilities. You'll also find tips on how to fit right in with our workflows, stay safe, and keep things ethical.

Acknowledgments

Big thanks to the following labs for inspiring parts of this manual: [Context Dynamics Lab](#) [The Memory Modulation Lab](#) [Aly Lab](#) [Peelle Lab](#) [Ritchey Lab](#) [Kemp Lab](#)

This manual is licensed under the Creative Commons Attribution 4.0 International License, which means you can share, adapt, and remix it—just be sure to give credit where credit's due!

Introduction

This lab manual is your crash course for diving into research at iHuman Lab! It covers everything you need to know about your rights, responsibilities, and how we approach research. Think of it as your trusty guide for thriving in our lab.

Who is this lab manual for?

Every new lab member should read this manual in detail and refer back to it as needed. As you go through it, you'll see **Task** items—these are action points for you to complete.

To finish your read-through, you'll need to:

- Read the entire manual.
- Ask lab members if anything's unclear.
- Complete the **Task** items.
- Take note of the **NOTE** sections—they're packed with helpful tips and extra context.

This manual is a **living document**, so feel free to contribute edits to make it better for everyone!

What to do if you don't understand something?

Don't hesitate to ask a lab member for clarification! Each of us brings unique experiences and perspectives that help drive our research. If you're new to something, there's a good chance others have been where you are and can help out. Plus, if something doesn't make sense, you might just spot an error or inconsistency!

Task

After your first read-through, update the **Lab Members** section with your name. Be sure to fork the **GitHub** repository, edit your personal fork, and submit a pull request with your update!

Why should I read this manual?

Aside from satisfying your curiosity, you're probably here to gain valuable training and experience to advance your career. This manual compiles the wisdom of past and present lab members to help you achieve those goals. **Learn from it, challenge it, and add to it!**

What *isn't* this lab manual?

This isn't a comprehensive guide to every detail of your research project. You might not even know everything you'll need to know right away—but this is where your journey starts!

If you need more detailed guidance, check out our lab's tutorials. And if you discover something new and helpful, consider contributing your own tutorial to help others!

Research Project Manual

Alongside this general manual, you'll also use the [Research Project Manual](#) for in-depth guidance on coding, writing research papers, data management, project structuring, and more. This resource is key to making sure our research is precise, thorough, and top-notch at every stage.

Part I

Rights and Responsibilities

As a member of iHuman Lab, you have certain **rights**—and you also have important **responsibilities**. Here's the rundown:

Your Rights as a Lab Member

1. You're entitled to a **safe and respectful** work environment—no harassment, abuse, violence, or discrimination.
2. You're entitled to be **supported and respected** by all lab members.
3. You're entitled to **freely share** your scientific ideas and offer constructive feedback.
4. You're entitled to receive **appropriate credit** (authorship, acknowledgments, recommendations) for your contributions.

Your Responsibilities as a Lab Member

1. **Promote a safe environment:** Avoid any behavior that could harm, harass, or discriminate against others.
2. **Support and respect** everyone, including yourself.
3. **Share your ideas and feedback** openly with fellow lab members.
4. **Document your contributions** clearly: Whether it's via **GitHub**, reports, or updates on Microsoft Teams, make sure your work is tracked.
5. **Communicate openly:** Address concerns directly with those involved, and always be clear with others about your work.
6. **Work with integrity:** Commit to high scientific standards in everything you do.
7. **Use resources responsibly:** Whether it's time, equipment, or funding, make sure you're being sustainable and considerate.
8. **Keep your space clean:** A tidy lab is a happy lab—clean up after yourself and maintain shared areas too!

Task

Read this [letter](#) on recognizing unhealthy lab dynamics and setting boundaries.

Big Picture

- **Do work you're proud of**—and work that others will care about.
- **Double-check your work:** Good science requires a little obsession with detail.
- **Support your labmates:** We're a team, and teamwork makes the dream work.
- **Be independent when you can:** But never hesitate to ask for help when you need it.

- **Share your knowledge:** Mentorship comes in many forms.
- **Respect diversity:** Honor each other's strengths, weaknesses, and beliefs.
- **Take care of yourself:** Science is a marathon. Take time off when needed, and respect others' personal time.
- **Communicate openly:** Be transparent and respectful in all interactions.
- **Talk to Hemanth** if you have an unresolved issue with a lab member.

Small Picture

- **Stay home if you're sick:** Get well and don't risk spreading it.
- **Notify if you're out:** Let the lab manager or Hemanth know if you're sick or on vacation. Update the lab calendar and your **Microsoft Teams** status.
- **No lab on staff holidays:** Unless you're on a paid contract during university breaks.
- **Lock up:** Always lock the lab doors if you're the last one to leave.
- **Keep it tidy:** Clean up food messes, take dirty dishes home, and keep common areas clutter-free.
- **Dress code:** Casual is fine, but look **semi-professional** when interacting with participants or presenting.
- **Arrive early:** Aim to be in the lab **15 minutes** before your experiments to greet participants.

Recourse

If you feel your rights have been violated—or if you see others' rights being compromised—it's your duty to report it to a senior staff member (Hemanth, Department Chair, or even Title IX coordinator). **Don't stay silent**—speak up and help maintain a healthy, respectful environment.

Lab Member Roles

Each lab member has a unique role, and we all bring our skills to the table. Here's who does what in iHuman Lab:

PI (Principal Investigator)

The PI is the **brain behind the lab**—the one who keeps everything running:

- **Fundraising Genius:** Secures funding to keep the lab alive and thriving.
- **Research Coach:** Meets with you regularly (usually once a week) to discuss your projects and guide your academic journey.
- **Career Booster:** Helps you with professional development by connecting you with other researchers, writing recommendation letters, and promoting your work at conferences.
- **Human First:** Cares about you as a person, not just a researcher.

Project Owner

The Project Owner is the **visionary**—the one who ensures the project is moving in the right direction and achieving results:

- **The Visionary:** Keeps the project's big picture in mind and sets the research goals.
- **The Prioritizer:** Constantly adjusts the research priorities and long-term goals, including publication plans.
- **The Decision-Maker:** Makes final calls on project requirements, whether to publish, and whether to keep pushing forward with development.
- **The Guardian of Interests:** Considers funding bodies and the scientific community's needs in every decision.
- **The Leader:** Guides the team but might still roll up their sleeves and contribute as a team member.

Team Member

Team Members are the **engine** that powers the project. They do the hands-on work and collaborate closely:

- **Cross-functional All-Stars:** Write code, collect data, test software, proofread papers—whatever the project needs!
- **Self-Managing:** Organize and manage themselves, without needing a boss to tell them what to do.
- **Collaborative:** Work intensely with others in the team (think: constant communication, shared problem-solving).
- **Commitment:** Ideally, they focus on one project at a time and stay with the lab for the long haul.
- **Leadership:** Even as contributors, Team Members have a leadership role in driving their area of the project.

Project Coordinator

The Project Coordinator is the **glue** that keeps everything together, making sure the team is staying on track and that the research process is smooth:

- **Impediment-Buster:** Helps remove any roadblocks that could slow down the team.
- **Environment Creator:** Ensures the team has the space and freedom to self-organize and thrive.
- **Data Guru:** Tracks progress and adjusts forecasts (you'll see weekly updates in **Microsoft Teams**).
- **Team Shield:** Protects the team from distractions, so they can stay focused.
- **Timeline Enforcer:** Keeps an eye on deadlines and ensures the project stays on track.
- **No Authority:** The Project Coordinator has no formal management power over the team—they're more like a helpful guide. (For now, that's usually the Lab Coordinator or Hemanth).

Collaborator

Collaborators are the **specialists** who offer occasional help but aren't fully embedded in the project:

- **The Helper:** May provide data, equipment, consulting, feedback, minor analyses, or administrative support (like scheduling).
- **The Backstage Player:** They aren't involved in day-to-day project decisions and generally don't attend regular meetings.

- **Paper Recognition:** If their contribution is significant enough, they may be mentioned in acknowledgments, but usually **not** as co-authors.

Collaborators are a big help when needed, but they stay in the background unless they're ready to step up into a bigger role.

Code of Conduct

At iHuman Lab, we believe in fostering an environment where everyone feels respected, supported, and safe. Here's our code of conduct:

The Quick Version

- We are committed to creating a **harassment-free space** for all lab members and visitors, regardless of gender, age, race, sexual orientation, disability, physical appearance, or religion.
- **Harassment is not tolerated** in any form—whether verbal, physical, or emotional.
- **Sexual language and imagery** are inappropriate in all lab spaces, including meetings, presentations, or casual conversations.

The Less Quick Version

Harassment includes:

- **Offensive comments** related to gender, age, appearance, race, religion, etc.
- **Sexual images or language** in public spaces.
- **Intimidation, stalking, and unwelcome attention** (verbal or physical).
- **Disruptions** during talks, meetings, or events.
- **Inappropriate contact** or unwanted physical behavior.

If asked to stop any harassing behavior, **you must comply immediately**.

If you're experiencing or witnessing harassment—or have any concerns—please contact **Hemanth** right away. If Hemanth is the issue, reach out to the **department chair** or another trusted staff member.

The Bottom Line

We expect all members to uphold these guidelines at **all lab-related events**. Let's work together to keep our environment safe, welcoming, and productive!

(Adapted from [Lab Code of Conduct](#))

Respect is key! Let's keep it fun and professional, always.

Getting Started in the Lab

Welcome aboard! The first step is getting connected—both with people and platforms. Here’s what you’ll need to set up so you can communicate, collaborate, and keep projects moving:

1. **Microsoft Teams** – Our virtual lab lounge. This is where we chat, share ideas, and post updates. Start here for quick questions or discussions.
2. **GitHub** – Think of this as your digital lab notebook. It’s where we keep code, papers, grants, and more. Every commit is a record of your contribution—so push often and stay credited!
3. **Microsoft Planner** – Our project dashboard. Using Kanban boards, we track tasks from brainstorming all the way to publication. It’s how we see progress, bottlenecks, and priorities at a glance.

Task

As a OSU student you already have access to **Microsoft Teams** and **Planner**, all you have to do is create **GitHub** account.

Once you’re set up, hop into **Teams** to introduce yourself (`#general` is a good place) and start the onboarding workflow. Depending on your role, you may see just one project channel or the full lab space.

Once you’ve created those accounts, you can ask any questions through **Microsoft Teams** (use the `#general` channel or the channel specific your project). Depending on your role in the lab, you may be added on **Microsoft Teams** as a single-channel guest (access to only one channel) or a in the `#general` channel through the Workflows menu (usually near the top left of the window). Once you initiate the workflow, you’ll be guided through the onboarding process.

Lab website

Once you have your accounts set up, you’ll need to add your profile to the lab’s website. Follow these steps to fork the repository, create your profile folder, and add your details.

Step 1: Fork the Lab Website Repository

1. Go to the [lab website GitHub repository](#).
2. Click on the **Fork** button in the top-right corner of the page. This will create a copy of the repository under your own GitHub account.

Step 2: Clone Your Forked Repository

1. On your GitHub account, navigate to your forked repository.
2. Click the **Code** button and copy the repository URL.
3. Open your terminal and clone the repository to your local machine using:

```
git clone https://github.com/iHuman-Lab/lab-website.git
```

4. Navigate to the repository directory:

```
cd lab-website
```

Step 3: Add Your Profile Folder

1. In the `people` directory, find the folder corresponding to your role in the lab:

```
people/  
  pi/  
  phd/  
  master/  
  undergraduate/  
  alumni/
```

2. If you are a `master` student, create a new folder with your name under the `master` directory. Replace "`your_name`" with your actual name:

```
mkdir -p people/master/"your_name"
```

For other roles, replace `master` with `pi`, `phd`, `undergraduate`, or `alumni` accordingly.

Step 4: Add Your Profile Details

1. Inside your folder (e.g., `people/master/"your_name"`), add your profile photo and index file.

2. Your photo should be named `avatar.jpg`. Add this photo to your folder:

```
cp path/to/your/photo.jpg people/master/"your_name"/avatar.jpg
```

3. Create an `index.qmd` file in the same folder. Use the following content template for `index.qmd`:

```
---
title: Your name here
about:
  template: trestles
  links:
    - icon: linkedin
      text: LinkedIn
      url: Add your linkedin link
    - icon: github
      text: Github
      url: Add your Github link
    - text: "{{< ai google-scholar >}}" Google Scholar
      url: If you have google scholar link, add it here.
    - text: Website
      url: If you have a website link, add it here.
image: ./avatar.jpg
---

## Education
Fill your education history here

## Research Interest
Provide your research interest
```

Replace placeholders like `Your name here`, `Add your linkedin link`, etc., with your actual details.

Step 5: Commit and Push Your Changes

1. Commit your changes:

```
git commit -m "Add profile for [Your Name]"
```

2. Push your changes to your forked repository:

```
git push origin main
```

Step 6: Create a Pull Request

1. Go to your forked repository on GitHub.
2. Click on the **Pull Requests** tab and then **New Pull Request**.
3. Select the base repository as `iHuman-Lab/lab-website` and compare it with your forked repository.
4. Add a description for your pull request and submit it.

Congrats—you're officially part of the lab online! If you get stuck, just ping Hemanth on Teams.

Part II

Lab Practices & Policies

To achieve **scientific excellence** and a thriving lab, we stick to these guiding principles that keep things running smoothly and efficiently.

Collaboration

- We're all in this together. Our team's **diversity**—from Computer Science to Neuroscience—helps us tackle tough problems.
- The key to success? **Admitting what we don't know** and **learning together!**

Patience

- Science is hard. Expect experiments to fail more than succeed—but that's where the magic happens.
- **Stay calm, keep thinking, and collaborate** when things go wrong. If something's not working, it's okay to **move on**.

Accept the Process

- Mistakes and **unexpected results** happen. Embrace them.
- Facing issues head-on, figuring them out, and moving forward is the only way to grow!

Caution

- **Skepticism is key**. Double-check everything.
- Test your results from every angle to ensure you're on the right track.

Attention to Detail

- Small details can make or break an experiment.
- Quality control is **crucial** to ensure things keep moving forward smoothly.

Communication

- No one works alone here. Good communication keeps us **on the same page**.
- **Frequent updates** help avoid misunderstandings and duplicated efforts.

Feedback

- Constructive **criticism** is **essential**. It's not personal—just a way to improve!
- Our goal is to **find solutions**, not prove how clever we are. **Feedback fuels better science**.

Positivity

- Science is tough, but a **positive attitude** keeps the team energized.
- If you're having a hard time staying upbeat, let's talk—it's all about supporting each other!

Balance

- Don't burn out. Work smarter, not harder!
- **Focus blocks** and breaks will help you stay **productive** and **refreshed**.

Resource Allocation

- Our resources (time, money, equipment) are limited.
- Let's use them wisely to make the biggest impact. And always be on the lookout for **funding opportunities**!

As a lab member, **your mission** is to help us **reach our peak efficiency** while growing your own career and learning journey. Let's achieve greatness, together!

Scientific Integrity

Scientific integrity is all about keeping our research **credible**, **transparent**, and **reproducible**. It's the bedrock of everything we do in the lab! Here's how we ensure that our work stands up to the highest standards.

Reproducibility: The Holy Grail

- **Reproducible research** means that anyone, anywhere, should be able to reproduce your results if they follow the same process and use the same data.
- This requires **organization** and **meticulous documentation**—so be detailed in recording every step of your research journey!
- While **replicability** (getting the same result with a different dataset) is great, **reproducibility** is our minimum standard.

Transparency & Openness

- **Open science**: Share your data so others can verify and build upon it.
- Publish in **accessible journals** and platforms to make your findings available to all.
- Be clear and detailed about your **methods** and **analytical approaches** so others can replicate or extend your work.

Ethical Conduct: Be a Science Superhero

- Always ensure **informed consent** and protect **participants' privacy**.
- Report methods, results, and potential **conflicts of interest** openly and honestly.
- Follow **ethical guidelines** and field-specific **regulations**.

Reproducibility & Rigor

- Keep **meticulous records**: from your methods and procedures to your data management.
- Validate findings through **independent replication** and robust **statistical analyses**.
- Double-check everything with **quality control** to minimize errors and biases.

Bottom Line:

Integrity is everything. If we stay transparent, ethical, and rigorous in our approach, we'll not only produce reliable findings but also earn the trust of the broader scientific community!

Making Mistakes

Mistakes happen. In science, they're part of the process! But how we handle them can make or break our research. The key is **facing mistakes head-on** and **learning from them**—because that's how we improve.

Why It's OK to Make Mistakes (But Important to Report)

- Mistakes are unavoidable, and they don't mean failure—they're **opportunities to learn**.
- Reporting them **immediately** minimizes the impact and helps us correct course early.
- Think of it like this: **"The best time to fix a mistake was earlier, the second best time is now!"**

Example Scenarios (and how to handle them)

1. **You found a bug in your code after sharing a figure/statistic**
 - **Verify:** Double-check the code and results.
 - **Report:** Create a GitHub issue with all the details.
 - **Collaborate:** Let the team know so you can fix it together.
2. **The experiment crashed or corrupted data**
 - **Verify:** Check if the data is salvageable or if a redo is needed.
 - **Report:** Document the issue so the team knows and can avoid it next time.
 - **Collaborate:** Discuss with others on **Microsoft Teams** to troubleshoot.
3. **You found a typo in a paper you've shared**
 - **Verify:** Reread the document and confirm the error.
 - **Report:** If it's minor, just correct and update the file.
 - **Collaborate:** Ask for a second pair of eyes from the team for a more thorough review.
4. **Your project plan has a flaw or needs improvement**

- **Verify:** Review the plan and identify any improvements.
- **Report:** Discuss changes with the team and update the plan.
- **Collaborate:** Share new ideas and work together to improve the approach.

5. You released a software package with an error

- **Verify:** Reproduce the issue and assess the extent.
- **Report:** Post the error on GitHub and document the bug.
- **Collaborate:** Work with the team to fix it and release a patch.

The Action Steps: What to Do Immediately

1. **Verify:** Confirm the mistake before jumping to conclusions.
2. **Report:** Use GitHub or other tools to document the error.
3. **Collaborate:** Talk with the team on **Microsoft Teams** to brainstorm solutions.
4. **Seek Guidance:** Don't be afraid to ask for help—sometimes the best ideas come from others.

Mistakes are part of **being a researcher**, so **let's celebrate them** as learning moments. By fostering an environment of **open communication**, **collaboration**, and **growth**, we ensure our work is always improving.

Communication

Clear, open communication is key to success in the lab. The most successful lab members are those who communicate effectively—whether it’s asking questions, sharing challenges, or simply staying in touch with the team. Here are some thoughts to keep in mind:

Two Common Barriers to Communication

1. Fear of asking questions:

- **Concern:** “If I ask this, will I look inexperienced?”
- **Reality:** No! It’s **far worse** to stay silent when you’re stuck. Speaking up is the fastest way to resolve issues and improve. We all want you to succeed, so **ask questions and share challenges**—you’ll get there faster by working together.

2. Fear of “bothering” someone senior:

- **Concern:** “Am I bothering the grad student/postdoc/PI by asking this?”
- **Reality:** **Don’t worry** about bothering me or anyone else. I prefer that you **speak up** rather than stay quiet. We’re all here to support each other. If you’re unsure, I’ll let you know if you’re really bothering me (so far, that hasn’t happened yet!).

Why Speaking Up Helps You

- **Increased productivity:** Discussing problems and challenges helps you avoid getting stuck.
- **More support:** The more you communicate, the more we can **help** you and work together to solve problems.
- **Growth:** Learning to ask the right questions and talk through issues is a skill that makes you stronger as a researcher.

Work Hours & Communication

- **Weekends/after hours:** I **don't** expect responses outside of normal hours (unless there's a clear, urgent deadline or event). I may send messages, but **don't feel pressured** to reply until you're back in work mode.
- **Urgency:** If something critical comes up (e.g., paper submission, conference presentation), we'll discuss strategies in advance, so you're not left guessing.

Bottom Line

Communication isn't just about talking; it's about **staying connected, asking for help, and supporting each other**. By speaking up, you'll make your work smoother and faster—and I'll always have your back!

Lab Meetings

Our lab thrives on collaboration and communication—**lab meetings** are a core part of that! Whether we're in-person or remote, we want to make sure there's a space for everyone to share ideas, ask questions, and provide feedback. Here's how we do it:

Weekly Lab Meetings

- **When:** Tuesdays from **1:30 - 2:30 PM (CST)**, starting in Fall 2025
- **Where:** ATRC 324
- **Attendance:** All active lab members should attend unless there's a conflict (let Hemanth know if you can't make it). These meetings are important for keeping the lab connected, informed, and collaborative.

Presentation Expectations

- **Present once per term:** As an active member, you'll present at least one lab meeting each term. It can be anything related to your work or something cool you've discovered!

Possible topics include:

- A **half-baked idea** or a topic you're exploring
- A **paper** you found intriguing
- A tool or software package you learned about
- A **tutorial** or brief skill share
- A **hackathon** update or project progress
- Something you're confused about—ask for feedback!
- **Practice presentations:** Talk or poster you'd like input on

You can take up to an hour, but shorter is fine! You can also co-present with a teammate if you like. Hemanth will send out a Google Sheets link for scheduling at the start of each term.

Project Meetings

These are organized as needed for specific projects. Whether you're collaborating within the lab or with external partners, these meetings are all about **coordination and progress**.

- **Attendees:** Core project team + any interested lab members

Hackathons

We occasionally hold **hackathon-style events**—spontaneous, high-energy, short-term projects. These are a great way to tackle a specific problem or idea in a collaborative, fast-paced way.

- **Attendees:** Any interested lab members, Dartmouth community members, and external collaborators

Weekly Snippets

Each week, **all paid employees** must fill out a quick **weekly snippet** with answers to the following:

1. What did you work on last week?
2. What are you planning to work on this coming week?
3. Is anything blocking your progress?
4. Anything else you want to add?

This keeps everyone aligned and helps us understand where support might be needed.

Bottom Line

Lab meetings are essential for keeping everyone in sync and fostering collaboration. Let's keep the conversations flowing, ideas popping, and the energy high!

Travel Policy

A huge part of doing research is **communicating your findings** with others. Our lab frequently presents at **international conferences**, and we want to support you in getting your work out there. Here's how we handle travel for these events:

If You're Presenting Your Work

- **Travel Expenses & Conference Fees:** If you're the presenting author (talk or poster), the lab will **cover your travel expenses** and **conference registration fees**.
- **Seek Other Funding:** We encourage you to seek additional travel funding through other channels (e.g., PBS, internal Dartmouth sources, travel awards, personal grants like NRSA's or NSF fellowships).
- **Keep It Reasonable:** While we want to be mindful of your comfort and time, **keep costs low**. This might mean flying economy, finding affordable hotels, and sharing rooms with lab members when possible. We'll still ensure you're comfortable!

If You're a Senior Lab Member (Not Presenting)

- **Limited Support:** If you're not presenting but are a senior member (e.g., postdoc), the lab may cover your travel expenses to **a limited number of conferences each year**.
- **Discuss with Hemanth:** Please talk to Hemanth about which conferences you're interested in attending and whether funding is possible.

If You're a Junior Lab Member (Not Presenting)

- **Funding Not Typically Provided:** If you're not presenting and you're a junior member (e.g., undergrad or early-stage grad student), the lab typically does not cover travel expenses.
- **Explore Funding Options:** If you really want to attend a conference, try to find external funding. If you can't secure any, **talk to Hemanth** to explore your options.

Bottom Line:

Presenting your work? The lab's got you covered. **Not presenting?** You may still have opportunities, but it'll need a conversation with Hemanth. We want to support your growth and help you get to those big conferences!

Authorship guidelines

The iHuman Lab follows the [NIH Guidelines](#) for authorship in considering whether your contribution to a project merits authorship on the paper. If you have made a non-trivial contribution to a project but did not meet the requirements for authorship, you will instead receive a citation in the acknowledgments section of the paper.

Task

Review the [NIH Guidelines](#) for Authorship.

Note

Conference posters and abstracts generally have substantially less stringent authorship requirements than formal papers. The general rule of thumb for posters is that all project team members should be co-authors.

In general, you likely meet the requirements for authorship if you contributed in any of the following ways:

1. Drafted the manuscript (this warrants first authorship)
2. Came up with the idea or made other substantial intellectual contributions that meaningfully shaped the trajectory of the project
3. Carried out an original experimental study (e.g., that you designed or implemented)
4. Carried out non-trivial data analyses (e.g., more complicated than t-tests)
5. Contributed novel tools or resources to the project that haven't been published yet

You are unlikely to meet the requirements for authorship if your contributions are limited to the following:

1. Running experimental participants for an already-designed and coded-up study
2. Running trivial data analyses (e.g., t-tests or similar)
3. Getting trained by one of the other project members on a project-related task
4. Training another project member on a project-related task
5. Sharing already-published tools or resources
6. Editing or commenting on a draft of the manuscript

The final determination for who will be an author on each lab paper (and in what order) will be made by Hemanth, following open discussions with project team members.

Old projects

For projects that required significant lab resources (e.g., EEG studies or any other study requiring a great deal of time, money, or lab effort): Project “ownership” expires 3 years after data collection has ended (or whenever the original primary lead relinquishes their rights to the study, whichever comes first). At that point, I reserve the right to re-assign the project (or not) as needed to expedite publication. This policy is intended to avoid situations in which a dataset languishes for a long period of time while still giving publication priority to the original primary lead.

Deadlines

Staying sane in academia is all about teamwork and timing! Think of deadlines as stormy seas—your job is to spot the lighthouse early and signal the crew (yes, even bug Hemanth). Clear heads and timely nudges keep the ship sailing smoothly. Here are the ideal timelines:

- **Quick stuff** (conference reviews, paperwork): 1 week's notice.
- **Medium stuff** (recommendation letters): 2 weeks.
- **Big stuff** (research/teaching statements): 3 weeks.
- **Manuscripts:** Share drafts ASAP! If feedback stalls past 2 weeks, a friendly reminder works wonders.

Tip

Track everything on **Microsoft Planner**—our shared compass for deadlines.

Lab Attendance

At **iHuman Lab**, we're a team that thrives on **collaboration, dedication, and respect**. Your presence is essential to keep everything running smoothly and moving forward. Here's what you need to know about attendance:

Attendance Expectations

- **Be Present:** We value your contributions and the collaborative nature of our work. Try to attend all **scheduled lab sessions, meetings, and experiments** as planned by Hemanth.
- **Team Effort:** Each member's attendance is important for the collective success of our research projects!

Reporting Absences

- **Life Happens:** We get it—sometimes things come up. If you can't make a session or meeting due to illness, an emergency, or something unexpected, **let Hemanth know ASAP**.
- **Early Communication:** The earlier we know, the easier it is to adjust plans and keep everything on track.

Scheduling Flexibility

- **We're Flexible:** If you have a valid reason for needing a schedule adjustment, we'll work with you to accommodate your situation while keeping our research on track.

Special Circumstances

- **Support During Hard Times:** If you're facing **prolonged illness** or a **family emergency**, reach out to Hemanth. We'll figure out how to best support you during tough times.

Your presence and contributions are what make iHuman Lab a success. We're all in this together! Thank you for being such an important part of the team.

Lab Traditions

We believe in celebrating the **milestones**, **achievements**, and **special moments** that make our time together in the lab unforgettable. Here are a few traditions we cherish:

Celebrations with Donuts and More!

- **Sweet Moments:** Whether you've submitted a paper, won an award, or it's your birthday, we mark these milestones with **donuts for everyone!** It's our way of saying "great job" and sharing in your success.
- **Welcoming Newbies:** When new members join, Hemanth kicks things off with **donuts, coffee, or tea at 4pm** to make sure everyone feels at home from day one.

Annual Lab Retreats

- **Bonding Beyond Science:** Every year, we take a retreat to a destination chosen by the whole lab. It's an opportunity to connect over science, **hike**, and **play board games**—but also just to have fun and relax together.

Other Events

- We organize various other gatherings throughout the year, ensuring that **everyone feels included** and can participate in the fun! From team-building activities to social hang-outs, there's always something on the horizon.

We're all about creating **memorable experiences** together, both inside and outside the lab. Let's make the most of our time together and celebrate the little wins along the way!

Lab resources

As with most academic research labs, we (sadly!) must conduct our research within a limited research budget. In practice, the important thing is to communicate with Hemanth before you spend (or commit to spending) lab funds. Generally, the lab's financial policy is the following: we will do whatever is possible to ensure you have the equipment and resources you need to do your best work. If you can adequately justify an expense and sufficient funds are available, then we will spend what it takes to get the job done. If you cannot justify an expense, or if the lab does not have sufficient funds, then we will need to get creative by figuring out how to get the job done anyway on a seemingly too-small budget. Usually, we'll find ourselves somewhere in the middle of this continuum, which will help us stretch our limited budget as much as possible while not making ourselves crazy or losing too much productivity in the process. Some of our projects are intended to be self-funded and/or to support other projects (e.g., StockProphet). Any use of project-generated funds should be discussed with Hemanth.

Computers

All lab members need a computer to get their work done. We generally prefer to use Linux machines, as this maximizes compatibility across lab members. Depending on your expected role in the lab and the specifics of your project, the lab may provide a computer to you, or you may be expected to use your personal computer to complete your work. Any equipment purchased by the lab, including personal computers, is the official property of the iHuman Lab and should be treated as such. All equipment must be returned to the lab when your association with the lab is complete. In addition to personal computers, we also maintain a lab account at Oklahoma State University's Supercomputing Cluster.

Other research equipment

Many research projects require specialized research equipment (e.g. for neuroimaging using EEG, ECoG, etc.). Some of the necessary research equipment is owned by the iHuman Lab, and other equipment is shared with other labs affiliated with PBS or DHMC. All equipment should be treated with care and respect. Any malfunctions should be reported immediately.

Repository of shared lab papers and books

Our lab maintains a Dropbox repository of PDFs for internal use by lab members and affiliates. Contact Hemanth for a link (not to be shared publicly).

Checklist and signature page

Congrats on making towards the end of the document. Please sign the below document and send it to ihuman.research.lab@gmail.com. Note that not all checkpoints might apply to you, check which ever applies.

Task

1. Review the [research project manual](#) which provides comprehensive guidance on coding practices, the procedure for writing research papers, managing data effectively, structuring research projects, and accessing valuable learning resources.
2. Create a pull request to add your photo and personal website to lab website. The procedure to add this is given in [?@sec-labwebsite](#)