# Undergraduate Research Assistants

## First Semester

### Welcome!

So, you’re a new RA? Congratulations! Whether this is your first time working in a research lab, or you’re a grizzled scientist-veteran, welcome! We hope we can make your experience in our lab an instructive and productive one.

### Getting Started

#### Provide the lab manager with your personal and institutional information

[RA Onboarding](http://ucf.qualtrics.com/jfe/form/SV_1O1vnZagPjiplYh)

This will allow us to request your access to our computer and file systems, which are necessary for your work in the lab, and share with you the lab’s Google Drive and Google Calendars.

#### UCF iRIS account

<http://www.research.ucf.edu/Compliance/IRB/Submissions/index.html>

You will need to make this request, and wait for (if I recall correctly, an email) notification that your account has been created. Once it is, access the system, log out, and log back in. This is required to cycle your entry in the IRB database, so that you will be visible and so that we can add you to our studies.

#### CITI training modules

[Creating and Accessing CITI UCF Researcher Accounts](http://www.research.ucf.edu/documents/PDF/IRB%20CITI%20training.pdf)

We ask our RAs to complete both the “Group 2. Social/Behavioral” *and* the “Group 1. Biomedical” Human Subjects Research training, in that order.

If you have already completed the necessary CITI modules, at UCF or another institution, you will only need to make sure your training is current, and that your UCF CITI login has successfully merged and shows your up-to-date completion certificate.

#### Sona researcher account

Read the guidelines, then use the PDF form to fill out your application. You only need to fill out the sections detailing your personal information (none of the study-specific information, e.g. study title or IRB number) and send it to Sam Eckrich at [psych-research@ucf.edu](mailto:psych-research@ucf.edu).

#### Psychology door access control

<https://ucf.qualtrics.com/jfe/form/SV_7UTgRpnCmsw1hkx>

Your supervisor is Nichole Lighthall. Choose a unique PIN you can remember. You should not request general building access. You should only need to request access to the 3rd-floor 303 suite.

## Every Semester

### Scheduling

Work with the lab managers and graduate students to determine your regular, weekly lab hours. Your school and work schedules, and other prior, necessary commitments should take priority as you see fit, according to our commitment to respect your time. Especially at the beginning of each UCF semester, we expect to have to be flexible with respect to your schedule. Take the necessary care and time to figure out a schedule that will work for you and for the lab in the first couple of weeks, and for the rest of the semester.

We try to set and keep as stable a schedule for our URAs as possible, but we respect that you are volunteering your time to us, and your time is your own. We will never make demands of your time beyond what you are willing to give, but we do ask that our volunteers be able to commit at least 10 hours per week, barring special circumstances, and for at least 2 semesters.

We are very willing to be flexible with your schedule if you need to take any amount of time off for any reason, or if you need to move a shift to another time in the week, etc. We only ask that you provide us with as much notice as you’re able, and that if you have committed to a specific appointment, or to be in the lab at a specific time, that you honor that commitment. This means being on-time for your regularly scheduled lab hours and other appointments and being diligent about letting us know when you will not.

Data collection appointments are particularly important. Data collection is the fundamental basis of the lab’s work, and it is what you will most likely spend most of your time doing. When you agree to be present for data collection, you have not only made that commitment to us, but also to your participant. Our participants, like you, are volunteering their time to help us, and we must respect their time first and foremost.

### Volunteer Documentation

Fill out the Undergraduate Registration Agreement form for PSY 4912 Directed Independent Research

* 1. 0-3 credits per semester. You are welcome to take credit hours for your time in the lab, but that will come with a discussion of more stringent requirements of your presence and attendance in the lab, as well as the expectation that you would complete some specific project.
  2. 0 credits will not cost you anything, if you are already enrolled in classes. You will be charged your normal tuition rate for any credit hours over 0 you take for research. *We will not ask you to enroll if it will cost you money.* If you are not enrolled in classes, you should complete the alternate Volunteer Agreement.

### Lab Procedures

1. You are expected to be in the lab during your scheduled hours, *regardless of participant cancellations*.
2. If for any reason you will not be in the lab (planned event, sick, etc.) please email the lab manager and all graduate students when you become aware that you will miss some hours, and then send a reminder email the week of (if the absence is for a planned event).
3. If you are sick or there is an emergency, but you have a participant scheduled, please do NOT cancel that slot! Instead, let the lab manager and all graduate students know, and we will try to have someone cover that slot instead.
4. Please post your SONA time slots at LEAST one week in advance of the time slot. You can post time slots for the month or semester, but make sure they are consistent with your availability, and you keep them updated.

#### Running Participants

1. Before any session:
   1. Make sure you have all materials including your copy of the study protocol (with your name on the top).
2. During the session:
   1. Please take *detailed* notes on the *checklist* about the participant and session, such as any reasons the data may be unusable or any technical errors.
3. After the session:
   1. Translate important, *abbreviated* notes to the *experimental log*.
   2. Erase or redact any potentially identifying information (SONA ID, UCFID, name, etc.) from checklists and survey forms.
   3. Staple all survey forms together, but leave the checklist separate.
   4. If you must leave, place the survey forms and checklists in the marked folder to be processed later.
   5. Otherwise, enter the surveys, from your session and from the marked folder, into Qualtrics, and the checklist notes into experimenterNotes.xlsx
   6. File all processed hardcopy documents in their proper storage cabinet.
   7. If there was a problem with the experiment (caused by technology) and there may be data loss, please email the graduate student in charge of the project immediately. What we don’t know, can’t be fixed!

#### Other Notes

1. If you have finished all your tasks for the day, and have checked the general task list and completed all that too, please ask for additional lab tasks you can help with! You really make a difference with these other tasks, so please use your time in the lab effectively.
2. As always, if you have any questions or feel like you have too many tasks in lab, ASK! That is what the lab manager and the graduate students are here for. Again, what we don’t know, can’t be resolved.
3. Just remember to keep the lab manager *and* the graduate students informed, because sometimes one will not be in the lab, and we need all parties to know what is going on in the lab.
4. We give more project responsibility to those who are active in the lab, ask questions, and are engaged. The more we see these qualities, the more we’ll give you, and the more we’ll all get out of the ADD Lab experience. OK, now back to lab stuff.

# Assistant Lab Manager

## Christina Griep

### Priority study recruitment

* 1. Direct cold-calling for studies requiring MRI screenings
     1. Schedule screening call with lab manager or graduate student
  2. Oversight of RA calls for behavioral studies

### IRB protocol management

* 1. Continuing Reviews as necessary
  2. Revisions as necessary
  3. Ongoing record-keeping for compliance
     1. Subject counts
     2. Demographics
     3. Personnel training & approvals

### Communication

* 1. Lab gmail
     1. Respond to research participant inquiries
        1. Involves minor screening (i.e. EconDec: age & vision)
     2. Respond to RA applications/inquiries
        1. Request:
           1. resumé & **unofficial** transcript, or just relevant course history (statistics, cog/dev psych, programming, etc.)
           2. year, major, desired length of research position, weekly availability (10 hrs/wk, 2-3 days), research interests, relevant skills/experience (e.g., programming, statistics, previous lab experience)
     3. Filter applications
     4. Forward other relevant emails to Lab Manager/ grad students, as appropriate
  2. Lab Meeting Reminders (48 hrs)
  3. Subject Appointment Reminders (72 hrs)

### Scheduling

* 1. Lab Meetings
     1. Weekly during Fall & Spring semesters, as needed during Summer
        1. Bi-weekly Journal clubs (roughly): prioritize undergrad RAs presenting articles from the Google Drive
        2. Off weeks: conference & travel overviews, conceptual and technical workshops, project brainstorms, preliminary data, practice talks, etc.
  2. 1-on-1 meetings
     1. Grad students, lab managers, with Nichole
     2. Undergrads with above as needed? (HIM, posters, etc.)
  3. Project meetings?

### Data collection

* 1. Ensure:
     1. Calendars and logs are all up-to-date
     2. Relevant documents are all available and accessible
  2. Cover sessions as necessary & available
  3. Make sure our studies get onto Sona each semester
  4. *Simple troubleshooting??* **(probably belongs with Lab Manager)**

### Miscellaneous

* 1. Training
     1. Simple paradigm development
     2. Simple data wrangling & cleaning
  2. Lab maintenance, supplies, organization, etc.
  3. Answer phones, check messages, as necessary & available

Below is mostly from previous drafts of lab procedures/management docs, and will be expanded/revised/updated. Should start working towards a thorough lab manual. (e.g.: <https://alylabwiki.wikischolars.columbia.edu/>, <https://github.com/alylab/labmanual>)

# Lab Manager

## Ian A Dalton

* Participant phone screenings/recruitment (e.g., scripts, fMRI limitations, cog testing)
* Phone usage (e.g., voicemail code)
* RA scheduling & procedures (e.g., participant suite access)
* Maintain other lab members’ training & access to systems
* IRB process & updates (UF & UCF procedures)
* Write & Annotate code scripts
* Management of lab sites
  + GitHub, GMail, Drive, Website, LLRN, STOKES, lab computers, Qualtrics, Slack
* Event preparation procedures/businesses
* Accounting:
  + Lab purchases
  + Participant compensation cash reserves logging & replenishment
* FEAT FSL & other pipeline analysis protocol
* Maintenance of active and archival data
  + Research drives & 8TB WD backup
* Read-Me files for processing procedures & relevant scripts
* Project Design:
* E-Prime procedures & licensing info
* Stimuli management (Windows Basic, PPT Macros)
* Creating new subject stimuli
* Data output (Matlab script)
* Research Drive organization & BIDS format
* Current status of ongoing projects
* Ebner recruitment database
* UF MBI access checklist (e.g., MRI suite access, UF ID, HyperGator, UF contacts list)
* Contacts for ongoing studies (Ebner lab, McCartney, Paulson/Sugaya analysis)

# Lab Director

## Nichole Lighthall, Ph.D.