

# The CDS Lab Member Questionnaire Checklist

This is a checklist for all new and returning members of the [UTA's Computational Data Science Lab \(CDS Lab\)](#). It must be completed and returned to the PI (Amir Shahmoradi) upon (re)joining the lab.

Name

UTA ID

Current Departmental Affiliation (scientific Field)

Educational Background

	None	Diploma	B.A.	B.Sc.	M.Sc.	M.D.	Ph.D.
Most Recently earned Degree							
Currently Enrolled Degree							
Future Seeking Degree							

Why did you join the program that you are currently studying or have been studying in the past?

Why did you decide to join the CDS Lab?

What is your long-term goal upon graduation from UTA CDS Lab?

How familiar are you with the following tools, concepts, and programming languages?

	none (absolutely no prior exposure)	elementary ( cursory exposure to concepts on limited occasions)	intermediate (some serious exposure and training via courses, classes, workshops)	expert (several years of professional work)
Programming Concepts				
Version Control System				
Probability Theory				
Machine Learning				
Deep Learning				
Mathematica				
MATLAB				
Fortran				
Python				
Java				
SQL				
TeX				
C++				
C				
R				

Use the following box to add any additional skills or expertise that you currently have:

What programming / data skills do you wish to learn while at CDS Lab?

Provide links to your profile on GitHub, as well as Google Scholar and LinkedIn (if you already use the latter two), in addition to links to your personal web site or blog that want to share with the public on the Lab website:

## Checkmark the following tasks once you complete them:

I have read the CDS Lab manual available at <http://www.cdslab.org/man.pdf> and I agree with all terms and conditions of the lab as described in the manual.

**WHY?** It is essential for every lab member to understand how the lab works and, what the rules and codes of conduct of the lab are. This is all available in the lab manual. The lab manual is where to find information about lab policies and procedures, such as writing an undergraduate tech report, the paperwork required for planning research travel and getting reimbursed, and requesting a letter of recommendation.

If you are assigned an office in the UTA SEIR building, add the following building managers to your address book:

**Cameron Taylor**

SEIR Building Facilities Manager  
The University of Texas at Arlington  
Email: [cameron.taylor@uta.edu](mailto:cameron.taylor@uta.edu)  
Phone: 469-231-4345

**Nicholas J. Myers**

SEIR Building Construction Project Coordinator  
The University of Texas at Arlington  
Email: [nmyers@uta.edu](mailto:nmyers@uta.edu)

**UTA Public Safety**

Emergency Phone: 911 or (817) 272-3003  
Non-Emergency Phone: (817) 272-3381

**WHY?** In case of an emergency, or non-emergency situations, such as locking yourself out of office, these people are the only agents on the UTA campus who can help you.

Check that your ID card unlocks the SEIR elevator on the third floor.

**WHY?** You need to be able to enter the building on your own to be able to meet with Amir or lab members.

**Help!** If your ID does not open the door, contact the PI (Amir: [a.shahmoradi@uta.edu](mailto:a.shahmoradi@uta.edu)).

Become a member of the cdslaborg team on Slack.

**WHY?** Slack is a messaging application for teams which works on both desktop and mobile platforms and on several different operating systems. Slack, can be used along with email for research-related communications that require an urgent response. Refer to the communication section in the lab manual for guidance on how to use the lab communication tools most efficiently.

**Help!** If have not received the Slack invitation, contact the PI (Amir: [a.shahmoradi@uta.edu](mailto:a.shahmoradi@uta.edu)).

Become a member of the cdslab social media and professional teams that are listed in the lab manual (GitHub, Facebook, Instagram, Medium, Twitter, ...).

**WHY?** We use social media to share important lab news and connect with people outside the lab and with the world. You are encouraged to write blog posts and educational articles on the lab's social media. This will serve as a springboard for you to write professional research articles and get yourself known in the community and connect with other researchers.

Download and Install Git on your personal computer.

**WHY?** Git serves as our primary tool for keeping track of changes in scientific codes that we (you) write.

**Help!** If you need help on Git installation procedure, ask for help from other lab members, or simply search the web. You can also read more about it [here](#).

Create an Overleaf account. Then ask the PI (Amir) to create an Overleaf project and share it with you.

**WHY?** During your entire academic life at CDS Lab, you will be required to use this file to document all research progress that you make, as well as ALL of your research-related meetings with your PI / mentor.

Schedule your individual research meetings with your assigned mentor at CDS Lab (for example, with the PI: Amir)

**WHY?** Good research work often requires continuous discussions and brainstorming. Also, you need to keep your mentor updated about your research progress. Also, you need to show your mentor that you are constantly working on your research project and that you are constantly making progress.

Be prepared to give a talk about your research at least once per semester while at CDS Lab. The higher your position is in the lab, the more you are expected to give presentations and talks in the lab meetings.

**WHY?** Good research has to be presented and communicated well and professionally. Use this opportunity to practice giving effective talks. Also, you should be able to make enough progress in your research every semester such that you could summarize your new work and results in the form of a presentation for other lab members, at least once per semester.

As a member of the CDS Lab, I hereby agree that I will take my individual research-progress meetings as well as the CDS lab weekly meetings seriously, and if, for any reason, I cannot attend a meeting, I will inform the other members in the meeting well in advance and provide a reasonable excuse to Amir.

**WHY?** It is a matter of academic integrity and respect for other people to fulfill a promise when you make it, for example, when you promise to finish something by a deadline or to be in a place at a specific date and time.

Ask the PI (Amir) to invite you to Dropbox if you don't have a Dropbox account already.

**WHY?** We use Dropbox to share documents and papers for individual projects, instantly and effectively. Once you are assigned a project, there will be a Dropbox folder associated with that project, which will contain relevant papers, etc. This folder will be shared between you, Amir and your mentor (if your mentor is not Amir).

Obtain documentation that your training on Conflict of Interest has been completed and that you have a current Financial Disclosure (FID) form on file with the university. Records should be sent to the lab PI (Amir).

**WHY?** Research is critical to the advancement of science, but must be conducted in accordance with ethical principles, professional codes of conduct, and regulatory requirements. Society has placed its trust in us to manage our conflicts of interest so that we can advance research without the appearance of a loss of objectivity. Most research trainees do not have complex financial conflicts of interest and the documentation process is straightforward. However, understanding how conflicts of interest are managed in research is an important part of your education as a researcher.

If you are going to work on a (biomedical) project that involves "Sensitive Private Information", obtain documentation that your HIPAA training has been completed and that you have a current Financial Disclosure (FID) form on file with the university. Records should be sent to the lab PI (Amir).

**WHY?** In order to ensure that people's and in particular, patients' privacy is protected, all CDS Lab members who work on Biomedical projects need to understand what constitutes **personal health information (PHI)**. Our goal is always to design research protocols so that PHI is not transmitted from our clinical collaborators to us, unless absolutely required for our research. However, de-identification (anonymization) is much more complicated than simply removing names and medical record numbers from patient files; for example, any date, including date of birth, is PHI. Thus, each CDS Lab member needs to understand these requirements and should never assume that anyone that we are collaborating with necessarily understand what is and is not PHI.

Check that any personal devices that you will use in your research meets the encryption requirements of the university. This includes any laptops, tablets, and phones that you will use to access CDS Lab data, code, documents, etc.

**WHY?** Data encryption is a key component of protecting research materials, along with access control procedures (e.g., UTA ID authentication). In order to access CDS Lab research materials using a device not owned or not managed by the university (e.g., your personal laptop, tablet, or phone), **you must accept responsibility for ensuring that doing so does not violate the trust placed in you as a steward of the research.**

**Help!** If you have any questions about encryption or other information security procedures, contact the lab's PI (Amir: [a.shahmoradi@uta.edu](mailto:a.shahmoradi@uta.edu)) or the UTA's Office of Information Technology (OIT).

Check that you are subscribed to and know how to use the cdslab and cdslab-alumni listserv mailing lists.

**WHY?** We use the cdslab email listserv for announcements and information sharing that may be of interest to current CDS Lab members. We use cdslab-alumni listserv for announcements and information sharing (such as job ads) with **both current and former members.**

Send an up-to-date copy of your CV to the lab PI.

**WHY?** Occasionally, last minute opportunities arise to nominate lab members for awards, scholarships, etc. Keeping an **up-to-date** copy of your CV on Box makes it possible for Amir to make sure that you are considered for recognition when you are eligible.

**Help!** There are many online resources (e.g., [How to craft a winning resume](#)) for writing CVs.

Send a recent (professional) headshot of yourself to the lab PI.

**WHY?** Your portrait will appear on the CDS Lab's People web-page. If you are not comfortable with sharing your portrait, it is fine not to provide it. However, keep in mind that a photo can help the Academia, Businesses and Industries to recognize you better and easier.

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Sign your name here electronically

Date

Send the completed form to the CDS Lab PI, Amir Shahmoradi via: [a.shahmoradi@uta.edu](mailto:a.shahmoradi@uta.edu)