

OneNote Policy

Upon your involvement in research at the Department of Orthopaedic Surgery, you will be provided OneNote to aid in your work. Research or lab notes are an essential part of doing scientific research. The purpose of this OneNote folder is to have an organized location for you to record and store notes and protocols about the research projects you are involved in through the department. This will help you to keep track of your work and allow you and others to review the steps taken during your analyses.

Expectations

This OneNote:

- **should** contain a detailed account of the statistical analyses you perform,
- **should** be organized and detailed enough for someone else to read and understand what you did,
- **should** be in English.
- **should** not contain notes for other courses or projects outside of the Department of Orthopaedic Surgery.

Security

In order to minimize dissemination of unauthorized information, all lab members should consider the sensitivity of the information that might be contained within the OneNote when working outside the office. Due to the sensitive nature of the data that you will be working with, the Department of Orthopaedic Surgery retains the right to confiscate the data anytime during or after your involvement with any affiliated research projects.

Printed name

Date

Signature