**Academic Honesty:** Honesty refers to a facet of moral character involving positive and virtuous attributes such as integrity, truthfulness, and straightforwardness, along with the absence of lying, cheating, stealing, etc. Furthermore, honesty means being trustworthy, loyal, fair, and sincere.

Benjamin Franklin coined the phase that “honest is the best policy”, and nowhere is this more true than in research. In science or any other academic discipline, honesty is particularly important, since your peers will only believe your results and conclusions if they trust you as a researcher. Therefore, the way to earn and maintain this trust is to always be forthright about what you did when reporting your methods, be clear about your findings when reporting your results, acknowledge the limitations of your study when drawing your conclusions, and properly cite the work of others when you borrow their methods or reference their ideas.

With increasing pressure to publish more papers and in higher impact journals, there have been a growing number of highly-publicized cases involving academic dishonesty. Therefore, although it should go without saying: *any instances of cheating; plagiarism; data falsification, tampering, or manipulation; or any other form of academic dishonesty will not be tolerated, and will result in severe consequences.*

**If you are unsure about anything – e.g., whether or not to cite a paper, remove an “outlier” from your data, etc. – please ask!!!**

**Authorship:** Single-authored peer-reviewed publications are becoming increasingly rare, especially in interdisciplinary fields like Biomedical Engineering or Neuroscience. However, here are some of my thoughts on how authorship/co-authorship will be established in my lab, and how authorship order will be determined. Please note that I always suggest that authorship and author order are discussed early on in each project (and certainly before the manuscript writing process), as this will help to establish the roles and responsibilities of each individual.

First Author: This is typically the person who does most of the work (i.e., experimental design, data acquisition, data analysis, etc.) and the bulk of the manuscript writing. In rare cases, where the workload is evenly divided and both individuals have made substantial experimental and writing contributions, co-first authorship is possible.

Corresponding Author: This is usually the person who is in charge of the project (i.e., project management and the other “big picture” stuff), and often times is the one who secured funding and ethics approval to perform the research in the first place. In most cases where a trainee is the first author, the principal investigator (PI) will almost always be the last and corresponding author. Again, assigning corresponding authorship is usually pretty straightforward; however, in certain cases involving co-supervision and/or collaboration between multiple PIs, it may be necessary to assign multiple corresponding authors (although this should be discussed right from the earliest stages). Also note that any manuscript submitted from our lab MUST have been reviewed and approved for submission by the PI (Chase Figley), who will almost always be the corresponding author.

Middle Author(s): Establishing middle authorship is sometimes tricky, and this is where different labs have different policies. At the time of this writing, our lab policy is that middle authors MUST have contributed substantively to multiple aspects of the project. That is to say that they must have contributed significantly and at a high level to two or more of the following components: experimental design, data acquisition, data analysis, figure preparation, and/or manuscript writing. By “significantly”, I mean that they must have spent a lot of time and effort doing things that were directly related to the project, and would have otherwise needed to be done by the first author. “At a high level” means that these are tasks that could not have been done by a machine, computer program or monkey (even a well trained one) – they must have involved a sufficient degree of thinking, preparation and responsibility. And “two or more” simply means that their involvement must have been multifaceted, spanning several phases of the project.

I am a huge proponent of collaborations and co-authorship, and these guidelines are meant to give credit where credit is due. However, they are also in place to exclude people from co-authorship unless they have earned it and to avoid people feeling bullied into adding an author who didn’t pull their weight.

**Conference Travel:** I firmly believe that presenting your work at national and international conferences is one of the best ways to meet, interact, and share ideas with your scientific peers. Therefore, all trainees are encouraged to submit abstracts of their projects to appropriate conferences (e.g., the Society for Neuroscience Annual Meeting, The Organization for Human Brain Mapping Meeting, etc.). Before preparing an abstract, trainees should consult with the PI to make sure that the meeting represents an appropriate target audience for the project, and to discuss submission guidelines/deadlines, as well as the meeting location and dates. Many conferences offer travel scholarships/bursaries for first author trainees; therefore, when reviewing the conference details, trainees should find out if these kinds of awards are offered, and discuss the application details with the PI well in advance of the application deadlines.

If an abstract is accepted, I will try my best to send the first author to present his or her work at the conference. Note that due to the substantial time and cost involved, this will normally be limited to a maximum of one international conference per year (per trainee) and, of course, will always be subject to financial availability. Also, for financial reasons, attendance and travel costs will typically not be subsidized for anyone other than first (presenting) authors.

**Computer Use, Data Backup and Storage of Electronic Files:** Upon joining the lab, you will most likely be issued your own computer and an external hard drive (i.e., backup disk) in order to carry out your research. This computer is yours to use while you are a member of the lab, but is ultimately owned by The University of Manitoba. Therefore, your system must conform to some basic standards:

1. Your system must be password protected.
2. If your computer contains Protected Health Information, such as identifiable MRI data, your hard drive (and any external storage devices, including USB keys) must be encrypted.
3. You must keep all documents organized into logical, appropriately named file trees (e.g., /Users/Chase/MRI\_Data/MS\_Project/Subject1/RawData/2013\_12\_25\_CRF\_4\_1.img)
4. If your computer is a laptop, it may never be transported with its backup disk (so that they aren’t both gone in the event of loss, damage or theft). [It is recommended to leave all backup disks at work, and place them in a locked filing cabinet when not in use]
5. When available, you must have University of Manitoba antivirus software installed and running.
6. You may use the computer for normal personal reasons (e.g., checking email, browsing the internet, drafting personal documents, Skyping with friends or family members, etc.); however, you may never use your computer for illicit or illegal purposes (e.g., cyber bullying, committing fraud, disseminating hate speech, pirating software, audio or video files, viewing or distributing pornography of any kind, violating trademark or copyright laws, etc.).

Moreover, because the data we collect is so valuable – MRI time is very expensive, not to mention all of the time it took you or someone else to collect and analyze – **you are responsible for: i) conducting regular backups of your entire system, including all raw data files (at least once a week); ii) ensuring the quality of these backups; and iii) ensuring safe storage of the backup disks!!!**

**Office Hours, Holidays and Extracurricular Activities:** Generally speaking, I am fairly flexible in terms of what kind of office hours trainees keep. In reality, I care more about your overall productivity. Therefore, if you are more comfortable working from home sometimes, that is fine, as long as it does not interfere with your progress or conflict with scheduled lab meetings. If you prefer to come in to work early so that you have your evenings free, that is fine, as long as it does not interfere with your progress or conflict with scheduled lab meetings. That being said, graduate school is a very time-consuming endeavor, so most graduate students (and faculty members!) work more than the standard 40 hours per week. The beauty of an academic setting is that we get some degree of flexibility regarding when we put in those hours.

My view on holidays is similar to my take on office hours – I am reasonably flexible and understanding, as long as it does not interfere with your overall progress. However, the one thing I ask is that you send me an email (in advance) with the dates that you will be away.

I encourage everyone to get some exercise and pursue his or her hobbies. Academia and graduate school can sometimes be stressful (trust me, I understand!), and it is good to seek some degree of balance and follow a healthy lifestyle. That said, while you are in graduate school, your classes and research project are your job, and are therefore expected to be a major part of your life. After all, this is (at least theoretically) what you are here to do. As such, I would appreciate it if people would come and talk to me before taking on any other major commitments (e.g., joining the University of Manitoba Soccer Team, becoming the president of the Student Union, etc.). I probably won’t even say “no” to any of these, but I would like to discuss your plans with you to make sure that we manage your time and expectations accordingly.

However, I would like to make a special note about additional employment. I don’t mind if you have hobbies (within reason), because hobbies are fun and you need to have fun to “blow off steam”. However, since most people take on a second/part-time job for money rather than enjoyment, this usually adds to their stress, as opposed to decreasing it. Therefore, if you need slightly more money to make ends meat – i.e., pay your tuition, cover your rent, buy food, and offset the costs of other necessities (i.e., not a big-screen TV or other luxury items) – please come talk to me before applying for another job. In addition to giving you some financial advice, I will probably try to talk you out of the part-time job with my “Opportunity Costs” speech, and might even be persuaded to raise your stipend if it appears that you need more money to maintain a reasonable standard of living in Winnipeg.

**Scholarship and Fellowship Applications:** Scholarship and fellowship applications are an important part of any scientist’s training. When these applications are successful, they ease the financial burden on the lab as a whole (which frees up money to do more projects); but even when they aren’t successful, they are still good practice for writing future scholarship, fellowship and grant applications. Moreover, preparing any grant is an excellent thought process. Summarizing your work in lay terms and looking ahead to future projects and their overall impact/significance provides a great opportunity to gather your thoughts and reflect on the “big picture”. Therefore, all trainees in the lab (undergraduate summer students, graduate students, and postdoctoral fellows) will be required to prepare and submit at least one scholarship/fellowship application per year, unless they already hold external funding for the following year. These can include government grants (e.g., MHRC, NSERC, CIHR, etc.) or competitive awards from private foundations (e.g., the Canadian MS Society, etc.). Note that, as an added incentive, trainees who successfully obtain external funding will usually receive a significant top-up to their stipend (e.g., 25% of the annual scholarship amount on top of their base stipend, or the total annual amount of the scholarship, whichever is greater). Also note that, at least for the time being, Canadian scholarships are exempt from income tax, which is another nice little bonus.

**Supplementary Training:** In addition to trainee’s required course work, all lab members (including postdoctoral fellows, undergraduate and summer students) must take the following courses before initiating their research:

1. All lab members must take the online Tri-Council Course On Research Ethics (TCPS2 CORE): <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
2. Lab members involved in any aspect of human research must take the online Government of Manitoba Protected Health Information Act (PHIA) training course: <http://myuminfo.umanitoba.ca/index.asp?sec=1824&too=600&eve=29&fid=1979>
3. Lab members involved in any aspect of animal research must register for the University of Manitoba Animal User Training Course by emailing the “Animal User Training Program” at [autp@umanitoba.ca](mailto:autp@umanitoba.ca)

**\*Note that these courses must be completed before initiating any human/animal research at the University of Manitoba, and that carrying out any research without the appropriate training is explicitly forbidden. Therefore, all new lab members should make it a top priority to register for and complete these training modules during their first month.**