

GUIDELINES ON RESEARCH DATA & REPORTS

A. Responsibilities of PI: PI must be responsible for

- the validity and quality of the data
- fulfilling the research, and publication standards, policies and procedures
- formally orienting junior faculty, fellows, and staffs
- overseeing the work done by fellows, staffs, etc...

B. Research Data

1. Data management and review: data must be kept in three general forms-the methodology Notebook, the experimental notebook, and the laboratory master log
 - a. PI has final responsibility for the validity of data, maintaining the notebooks, ensuring that data are recorded.
 - b. PI can designate a staff to take care of these things
 - c. PI needs to hold regular meetings with lab personel for review of data
 - d. PI can initial and date the latest page of data
2. Statistical design and analysis: consult a statistician!
3. Use of pooled data: must discuss the project with the Director of the BTRC (or whoever at the institution that is designated) and the PI who derived the data.
4. Ownership of data: all notebooks are the property of the institution! The person can make photocopy, however.
5. Storage of data: -kept 5 years after the date when funding for the study ends.
-may not be destroyed

C. Data books:

1. Data notebook:
 - Bound notebooks with pages numbered! (anything else that you can think of...this is boring!!!)
2. Master log book: for studies involved several Pis (titles, names, dates, locations, etc...)
3. Method book: techniques, must have a table of content, blah blah blah...
4. Experimental book: table of content, name of exp, date, materials, design, etc...
 - Must permit others to replicate
 - In chronological sequence
 - In ink, no "white-out"; if error, cross by ink, then write besides it.

Gosh...This is boring!!!!