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 personnel 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!!!!