Snedden Lab Manual

Rebecca Harrison

SNEDDEN LAB | 3138 SIGNE SKOTT COOPER HALL |

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Lab Contact Information

Snedden Research Lab

UW School of Nursing

701 Highland Avenue

Madison, WI 53705

(608)263-5203

Rm. 3138

Lab Faculty

Name, position, email, phone number

Lab Manager

Name, position, email, phone number

Lab Members

Name, position, email, phone number

Operational and Technical Resources

IT: uwsonit@son.wisc.edu or 263-5336

- Software, hardware, printer, and network problems
- Equipment checkout
- Purchasing of all electronic hardware and software
- For classroom/conference room support: classroomsupport@son.wisc.edu or 608-509-3953, Todd Schwantes or Andy Hagen

Academic Technology: blended@son.wisc.edu or 265-9948, Tim Piatt

- Learn@UW, Web-based technologies, Clickers

Operations: operations@son.wisc.edu or 265-0837, Kylee Tessman

- Telephones, voicemail, mailboxes, keys, repairs, facility requests

- Room Scheduling (rooms@son.wisc.edu)
- Additional contact: Lisa Reese, Director of Facilities and Planning, 263-6475

SoN Library and Research Needs: mhitchcock@library.wisc.edu or 263-9332, Mary Hitchcock

- Lit searches, PubMed

Getting Started in the Lab

Before your first day:

- Email from HR: background check consent form
- Email Traci and HR (hire@son.wisc.edu) your net ID and email for network access
- Email from UW: Review offer documents and accept job offer in jobs.wisc.edu, fill out New Employee Details form
- I-9 email: fill out section 1 and bring accepted documents (i.e. passport) on first day
- CITI and HIPAA certifications

First day (See Onboarding checklist for Undergrads):

- Tour of School of Nursing: Traci's office (4183), meet Renee, lunch room on 3rd floor, kitchenette on 3rd floor, Snedden research area (3138), bathrooms, Revive, walkway to pharm/med school
- Review Lockbox: ****
- Meet with Facility Operations: Kylee Tessman, building access and keys, before/after hours elevator and stairs rules, parking
- Meet with IT: receive computer login and printer code, review computer guidelines, practice printing
- Meet with HR: Brenda McFarland, bring accepted I-9 document(s), Christ Cowdrey, discuss benefits and payroll
- Lab Environment Expectations
- Resources for increasing knowledge of various components of research (explore Arrow, Qualtrics, H drive)
- Review Dr. Snedden's research statement
- Read 3-5 papers that summarize project focus
- Review conduct of responsible and ethical research
- Review publication procedures
- Expectations, goals, and schedule
- Lab meetings: weekly with biweekly journal club
- Mileage reimbursement form
- *****See onboarding checklist at bottom**

Lab Etiquette and Research Space Information

- Please keep the research space clean and quiet (i.e. no meals, no talking on phone)
- Be on time. If you will be late let Becca know as soon as possible.
- Always lock your computer when leaving the research space (windows key, L)

- Always lock the door when you leave the research space
- Keep file cabinets that contain PHI locked
- The file cabinet keys are located in the lock box, along with the mailbox key (code: ****)
- The gold key unlocks file cabinet 4 and the silver key unlocks file cabinet 3
- Log any updates or unfinished tasks in the red notebook
- The lab phone is located on the center table with the phone number labeled on the base
- Project manager phone: 608-263-5182 voicemail PIN: ****
- Refer to the red binder for information regarding the study
- Office supplies are located on the table under the T.V. and in the file cabinet labeled "Office Supplies" (if more supplies are needed, search the printer room located in room 3174)
- Always bring your printing code when printing something-it is how you will log in to the printer
- Mailbox is located in the printing room
- Dial 9-1-area code if number is not local

H Drive

- Windows icon-computer-ICTR
- All files in H Drive are backed up
- If you accidentally delete a document, contact hotline@son.wisc.edu
- This is where all of our research information is stored (IRB, administrative, Qualtrics, grant info, etc.)

Arrow

- On-line system for preparing, submitting, reviewing, and managing applications for research oversight at the University of Wisconsin - Madison

Qualtrics

- Software program used for survey and data collection

Projects

- High school website data collection
- Concussion injury in U.S. youth soccer

Additional Resources

- See digital measures resource guide
- Lab google doc: sneddenlab@gmail.com password: ***********
  - EndNote how-to document
  - Shared lab documents

- EndNote login: sneddenlab@gmail.com password: ***********
- Snedden Lab Box account (ask Dr. Snedden to be added)
- Snedden Lab outlook calendar (talk to Becca or Dr. Snedden)
- ICJME Authorship guidelines
- My NCBI - PubMed
- Digital measures and reimbursement training for project manager position only

Other ideas

Lab website

- Research interests
- Publications
- "In the news"
- Participate (as a subject, undergrad, PhD student, post-doc)
- People

One on one meetings with Traci (weekly or biweekly)

Snedden Lab Group me

***Onboarding checklist:

HIPAA
CITI
OAR
Resume/Contact Info
Tour of SoN
Lab etiquette
Read red binder
Discuss Journal Club/Sign Up
Read 3 Concussion Papers
Write 3 Research Questions
Confirm Lab Hours
Submit Goals
Box Intro
NCBI Intro/Training
ICJME Authorship Intro/Discussion
Everyday tasks
Lab presentation expectations
Lab jeopardy
Social Suggestion

Decorate
Date and Initials