

To receive a grade of Pass for this required course you must complete the first three numbered items by **August 8, 2008**.

1. Listen to audio recordings of Dr. Grinnell's two lectures and view PowerPoint presentation simultaneously. To receive credit you must complete on-line evaluation form. Links to all are on the intranet page for this course. When prompted, enter your Novel/GroupWise user name and password: <http://intranet.utsouthwestern.edu/portal/site/ethicsfacespring08/>

2. Each lab should devote a lab meeting to discuss case studies that explore aspects of research integrity. To meet this course requirement, you shall lead or participate in such a discussion. To document completion of this aspect of the course, you must request that your mentor to email the Postdoctoral Affairs Office (SGSPostdocOffice@UTSouthwestern.edu) and give the date of the meeting. Suggested discussion topics are available online: <http://www4.utsouthwestern.edu/FrederickGrinnell/DBScourse2007-2008.htm> and http://ori.hhs.gov/education/products/montana_round1/issues.html

3. Plagiarism

The educational publisher Prentice Hall has developed a web site that addresses the definition of plagiarism, rules for avoiding plagiarism, proper methods of attribution and recommendations for quoting, paraphrasing and summarizing source material:

http://wps.prenhall.com/hss_understand_plagiarism_1/0,6622,427064-.00.html

There are a series of lessons; the first four are followed by a quiz. The completion of these exercises is intended to help you avoid errors in attribution that could lead to serious academic consequences.

At the site, click on the Profile tab, enter your personal information and, in field for Instructor E-Mail, enter SGSPostdocOffice@utsouthwestern.edu . Under "Send quiz result to:" check the Instructor box to receive credit. To keep your own record of completion, also check the "Me" box.

4. Each laboratory should have written policy on authorship; if your lab does, read it. If yours does not, consult with your mentor to write one and discuss with your lab group. Suggested reading: International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication <http://www.icmje.org/>

5. Each laboratory should have a written policy on how to keep a notebook. If yours does, read it and discuss updating with your mentor. For example, does the policy address manipulation of image data? If your lab does not have a written policy, consult with your mentor to write one and discuss with your lab group. An optional checklist to aid in developing policy is on next page.

See next page...

UT Southwestern Graduate School of Biomedical Sciences
Optional Checklist Guide to Help Develop Notebook Policy

The primary data notebook

- Must be bound
- May be bound or loose leaf

Shall be saved for at least

- 20 years after the expiration of all patent, trademarks, and copyrights (UTSW policy)
- 5 years after completion of the project (UTSW policy for funded medical research)
- 5 years if unfunded (UTSW policy for medical research)
- 3 years after submission of annual Financial Status Report (NIH Policy)

Shall stay on campus

- Always
- Except to take off campus for:
 - Entering protocols or conclusions
 - Consultation for writing paper
 - Other reason specified: _____

Entries shall made contemporaneously in:

- Ink only?
- Pencil OK?

Shall include all data (positive, negative and “bad”) and errors specified

Each experiment shall be

- Dated
- Numbered
- Indexed in front of notebook
- Cross-referenced to computer files, such as those for images
- Cross-referenced with collaborator’s notebook if joint experiment?
- Divided separate sections
 - Purpose
 - Written before conduct of experiment
 - Protocol
 - Written before conduct of experiment
 - Results
 - Conclusions
- Include lot numbers of reagents
 - Isotopes
 - Enzymes
 - _____

Policy on Image Data

Photographs, x-ray film shall be labeled to include

- date
- experiment number
- exposure time
- sample identification
- identification of bands

Suggestion for reading and discussion at lab meeting: “What’s in a picture? The temptation of image manipulation”. by Mike Rossner and Kenneth M. Yamada, J. Cell Biol. 166: 11-15 (2004)

Specify your guidelines: