

## Ethics Course Requirements for Postdoctoral Scholars

UT Southwestern Graduate School of Biomedical Sciences

To receive a grade of Pass for this required course postdoctoral scholars must complete the first three numbered items by the deadline assigned for a given term.

1. **View two video recordings** of Dr. Grinnell's two lectures. To receive credit, the on-line evaluation forms must be completed and submitted. Links to all are on the intranet page for this course; the URL for the course is sent to postdoctoral scholars during their term of registration.

2. Each lab should **devote a lab meeting to discuss case studies** that explore aspects of research integrity. To meet this course requirement, a postdoctoral scholar shall lead or participate in such a discussion. To document completion of this aspect of the course, a postdoctoral scholar must request that his/her mentor email the Postdoctoral Affairs Office ([SGSPostdocOffice@UTSouthwestern.edu](mailto:SGSPostdocOffice@UTSouthwestern.edu)) and give the date of the meeting. Suggested discussion topics are available online: <http://www.utsouthwestern.edu/utsw/cda/dept315572/files/455249.html>

### 3. Plagiarism

Follow the on-line tutorial offered by the Libraries of the University of Southern Mississippi to learn the definition of plagiarism, rules for avoiding plagiarism, proper methods of attribution and recommendations for quoting, paraphrasing and summarizing source material:

<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

You must complete and submit "Pre-Test Your Knowledge of Plagiarism" and "Post-Test Your Knowledge". At the end of the pre- and post-tests, enter your name, email address and name of your university (UT Southwestern) in the required fields. To receive credit for this portion of the Ethics course you must **enter [SGSPostdocOffice@UTSouthwestern.edu](mailto:SGSPostdocOffice@UTSouthwestern.edu) in the box labeled "Your instructor's email"** for both tests. Although this box is labeled optional, it is obligatory for you to receive credit for the plagiarism portion of the ethics course. You will be emailed the results of your test; it is recommended that you archive these emails as proof of your completion.

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...

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**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 be 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: