**Hand Research Team Manual**

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**Welcome!**

Hello and welcome to the Hand research team! This research team operates within the School of Health and Rehabilitation Sciences at The Ohio State University (OSU) in Columbus, OH. Our research team is comprised of kind, dedicated individuals who work as a team to fulfill our team's mission. In this research team, we help each other to learn and to be successful in our work. As such, we have put together this manual which we hope is a valuable resource for all team members. This manual outlines our research team’s focus areas, policies, and expectations in detail, so that all team members can be successful here. Please be aware that the content of this manual is subject to change, and that notable changes will be communicated to all team members as needed. Welcome again to the Hand research team, we are so excited to work with you!

This manual borrows heavily from the following sources. We thank these labs for making their manuals publicly available.

* Jessica Schleider, PhD's lab manual for the lab of Scalable Mental Health: <https://osf.io/pwnsm/>
* Dr. Chris Beevers’ Mood Disorders Laboratory Manual: http://dx.doi.org/10.26153/tsw/2169
* Dr. Mariam Aly’s Aly Lab Manual: https://github.com/alylab/labmanual/blob/master/aly-lab-manual.pdf
* Dr. Maureen Ritchey’s Memory Modulation Lab Manual: https://github.com/memobc/memolab-manual#introduction

**Our Focus Areas**

Autistic individuals face barriers to accessing high-quality, evidence-based health care. While receipt of sub-optimal healthcare is a concern across the lifespan for this population, it is particularly relevant for transition-aged youth and adults for whom the current healthcare system is especially under-prepared to provide care that is sensitive to this population’s needs. Our research team has two complimentary primary areas of study. First, we conduct researchto inform the tailoring of healthcare delivery to meet the needs of autistic adults. Specifically, we evaluate healthcare delivery processes, patient experiences, access to care, utilization of services, costs of care, and outcomes of care. Second, we put our findings to work to improve healthcare for autistic adults by partnering with community stakeholders to implement solutions in real world settings and evaluating the effectiveness of solutions for broader scalability. Our research team strives to put our research into action to promote **evidenced-based change** in the healthcare system.

While a majority of our work is focused on improving healthcare for the population of autistic adults, the research methods we use, and insights gained from our studies can be applied broadly across multiple clinical populations. As such, members of our research team at times collaborate with external researchers/research teams on projects focused improving aspects of healthcare for other populations.

**Research Team Expectations**

*Everyone*

All members of the research team are expected to conduct themselves with the highest possible respect for themselves, their colleagues, and individuals external to the team. We foster a comfortable environment for all team members. However, in the midst of our interactions with others, we are always aware of how we act, what we say, and how we say it. Any issues that arise in this regard should be communicated to Dr. Hand.

* We have zero tolerance for discrimination of any kind and adhere to OSU’s non-discrimination policy:
	+ <https://equity.osu.edu/sites/default/files/policy110-non-discrimination-notice.pdf>
* We use respectful and inclusive language, never that which is stigmatizing or hateful
* We conduct ourselves with professionalism
	+ Attend meetings on-time
	+ Communicate if you will be absent or late
* Be prepared
	+ Keep yourself organized with an organization system that works best for you
	+ We typically work on multiple projects at once
	+ Consider reaching out to colleagues about their organization strategies
* Honor deadlines
	+ Communicate with Dr. Hand as needed regarding deadline changes, extensions, etc.
* Respectfully engage in discussion rather than arguing
	+ Be respectful of mentorship/seniority on the team
	+ Accept constructive criticism with thanks and work to implement it
	+ Offer critiques of team members’ work with respect and in a manner that is conducive to the betterment of the science

We hold our work to a high standard, because of our respect for our institution and the individuals that we serve with our research. **We help each other to achieve that standard.** Never be afraid to ask questions if you are unsure about something. It's likely that someone else has similar questions and getting them answered helps us all to learn and be more efficient!

* Take pride in your work and put forth the best work that you can
	+ Double check your work, there is no need to rush!
* **Adhere to the university's academic integrity policy-** failure to do so has serious penalties and could result in dismissal from the university. Further detail is provided in the **Academic Integrity**section of this manual
	+ Never take credit for work that is not your own
	+ Cite reputable sources
	+ Do not modify or "make-up" data
* Help your colleagues
	+ Provide respectful, meaningful feedback
	+ Communicate information that you encounter may be helpful to others
	+ Help other team members if/when they need it, and let them "take a break" if they need to

 Outside of research, remember to take care of yourself! Eat well, rest, and spend time doing things that you enjoy. We do our best work when our minds and bodies are refreshed. If you did something awesome over the weekend, the team would love to hear about it!

*Day to Day Expectations*

Due to the COVID-19 pandemic, our research work and meetings are remote. Should we move back to normal operations in the future, there are a few additional things to keep in mind, which are described below.  Remember that you represent our team and The Ohio State University whether you are in a Zoom meeting, working in clinic, or any other setting. As such, our conduct policies still apply in these different settings. A few other notes:

* Dress professionally or in business casual attire when not working remotely, presenting at conferences, etc. Conference attire typically consists of slacks and a shirt or blouse. Dresses or skirts and a blouse are also common. If attending a conference in-person, prioritize wearing comfortable shoes (there is often a lot of walking!) and bring a sweater, blazer, or jacket as conference venues can get chilly. If you ever have questions about attire for a certain situation, please ask Dr. Hand.
* In virtual meetings with team members, dress can be more casual.
* If you are sick, let Dr. Hand know as soon as possible. Don't come into clinic and reschedule your meetings.
* If occupying space in clinic, keep it tidy and comply with facility rules. R*emember that you are there as a guest*
* Stay on-task with your responsibilities, which will vary depending on your role, but may include tasks like:
	+ Data collection in clinic
	+ Literature review
	+ Writing and editing manuscripts in preparation for publication
	+ Preparing material for team meetings

**Diversity, Inclusion, Anti-Oppression, and Activism**

Our research team is committed to fostering a supportive, educational, empowering work environment free from all forms of sexual harassment, racism, oppression, discrimination, exploitation, and intimidation. This allows each of our team members, and our team as a whole, to learn, work, and thrive—and more broadly, to help promote a more equitable world through our work.

As such, ​all​ ​team members are expected to commit to an anti-racist, anti-oppression, and activism-oriented approach to science. ​Our shared goal is to uplift minoritized and marginalized individuals and groups and to act against systems of oppression, both ​within our team​ and ​through our scientific endeavors.

We aim to achieve this goal by:

1. Striving to support a culture of mutual support and accountability.
2. Prioritizing rigorous scientific methods. This ensures that our work does justice to our research participants and the communities we aim to support (i.e., by maximizing odds of replicability and practical utility).
3. Communicating our science in accessible ways. This includes prioritizing publishing in journals with open-access options and/or submitting accepted manuscripts to open-access repositories (e.g., [OSU’s Knowledge Bank](https://kb.osu.edu/), or [Pub Med Central](https://www.nihlibrary.nih.gov/services/editing/pubmed-central-submission-assistance)). We are also committed to communicating our science in ways that are easy to understand for individuals with and without formal research training in all posters, manuscripts, and via social media.
4. Considering our research findings in light of social determinants of health.

*Culture of Mutual Support and Accountability*

Despite our best efforts and intentions, team members may act in oppressive, discriminatory, or racist ways (e.g., via overtly discriminatory behaviors or via ​micro-assaults, microinvalidations, and/or microinsults​). If such actions are observed or personally experienced by team members, reporting is encouraged. ​​There are two avenues for reporting such instances: intra-team and extra-team. Both reporting processes are described below.

* Intra-team reporting process
	+ At any time, research team members can come to Dr. Hand with reports of oppressive or discriminatory behavior. All reports will be received with gratitude and appreciation. Every effort will be made to ensure that reporters are protected from retaliation of any kind; reporters will not be removed from projects, have responsibilities reduced, or be denied team-based opportunities as a result of making a report. Your participation in this process, and willingness to report discrimination in our community, reflects dedication to a positive culture.
	+ Dr. Hand will schedule a meeting with the team member identified as acting in a discriminatory manner about the complaint (she will not reveal the reporter’s identity unless the reporter explicitly asked her to do so). She will inform the individual of what was reported, work with the team member to (1) craft an appropriate apology to the individual or individuals affected, and (2) develop a remediation plan for self-educating on issues of inclusion and systems of oppression, tailored to the nature of the issue.
	+ Whenever possible—and likely in the vast majority of cases—a restorative approach will guide the intra-team reporting process. Singular reports of a team member committing a microaggression, microinsult, and microinvalidation will be viewed as opportunities for them to reflect on, learn, and grow from their actions. However, in cases of ​*repeated* ​(despite remediation attempts), very serious, and/or violent​ ​acts of oppression, harassment, or discrimination (i.e., those requiring Extra-Team reporting), Dr. Hand reserves the right to end an individual’s involvement with the team.
	+ The above procedures apply to all team members, including to reports about the PI. If Dr. Hand receives a complaint about her own behavior through the Intra-Team reporting process described above, she will write an apology letter to the affected individual(s) and share her remediation and self-education plan. Ideas for improving this self-education plan will be welcomed, but responses and feedback from affected individuals are neither expected nor required.
* Extra-team reporting process. ​
	+ Discrimination or harassment will not be tolerated in any form, either of or from members of the team. Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.
	+ If you are experiencing any form of sexual harassment, sex discrimination, or gender-based violence, you can ​[file a report](https://titleix.osu.edu/navigation/report-incident/report-incident.html)​ with the Title IX office at OSU. For more information, OSU maintains ​[this online resource](https://titleix.osu.edu/), which outlines university policies, procedures, expectations, common questions, and resources for anyone who may become involved in a Title IX process (students and/or employees).

**IMPORTANT:** ​Faculty members are considered “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. This means that Dr. Hand is a mandatory reporter and must report any Title IX related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with her, or with any faculty or staff member, about a Title IX related incident, be sure to ask whether they are a mandatory reporter.

If you want to speak with someone for support or remedies without making an official report to the university, a list of resources for obtaining counseling, medical care, and/or advocacy services is available ​[here](https://titleix.osu.edu/navigation/get-help/help-resources.html)​.

**Roles and Responsibilities**

*Principal Investigator*

* Provide supportive, thoughtful, and individually tailored scientific and professional guidance, appropriate to your training level.
* Prioritize each team members’ growth as a scientist. This involves laying out opportunities (usually more than the team member could reasonably pursue) to contribute to ongoing projects; apply for funding and awards; and take ownership of new ideas. She will do her best to serve as a support, guide, and collaborator on team members’ work—but she will not micro-manage it. Ultimately, the onus is on the team member to see ideas through to completion. This means that, while significant support is available, trainees do a large amount of work independently.
* Provide you feedback on scientific products (abstracts; papers; pre-registrations; etc). Usually, this means within a week, unless Dr. Hand is tied up with other commitments. She will let team members know when this is the case.
* Be readily available to discuss research, lab-related, and professional development-related topics.
* Maintain a vision for where the team is going and provide thoughts as to where our field is headed.
* Welcome feedback from team members at all stages of their training on how to improve our team’s communication, productivity, and supportiveness.
* Help team members prepare for whatever comes next for them.
* Provide doctoral students with feedback about their performance on an annual basis. If any issue requires attention, Dr. Hand will provide feedback as soon as possible, and the challenges will be addressed collaboratively.

*Doctoral Students*

* Develop your research ideas, which will eventually culminate in a dissertation. Identify the “big-picture questions” you would like your research to address. No single study will answer these big questions, but studies you conduct during graduate school may be able to explore aspects of them. Keep in mind that dissertations often consist of three studies that can be bundled into a single document and answer a big-picture question, but it is also possible for dissertations to be a single, focused study that delves into a specific question in high detail.
* During your time with the team, your research projects are likely to take the following forms: (1) secondary analysis of large, administrative databases; or (2) data collected from new studies, which you may help design. You are not required to collect your own data independent of ongoing team projects; indeed, it is expected that a majority of your research will use data drawn from existing data sources or larger projects for which the team has received grant funding.
* Doctoral students enter our program with a variety of experiences, skills, and growth areas. Dr. Hand will work with you to construct a set of research opportunities that make sense for you, build on your strengths, and that align with your goals. Keep in mind that, even within our team, no two students’ trajectories will look the same.
* Your research will be done both independently (with substantial feedback and support) and in collaboration with team members. This means you will likely work on projects as both lead-author and co-author during your time with the team.
* Talk to Dr. Hand early and often about your professional goals. Spend time thinking about and talking through what kind of career you would like—e.g., whether you would like a career within versus outside of academia (and, if within academia, what type of setting you would prefer), and whether you would like to spend more of your time conducting research or teaching. This will allow Dr. Hand to help you seek out opportunities best-fit to your goals. (Note: If you are interested or potentially interested in an academic career, it will be helpful to prioritize research as much as is feasible).
* Discuss program milestones (per the HRS PhD Student [handbook](https://hrs.osu.edu/-/media/files/hrs/academics/academic-resources/student-handbooks/hrs-phd-handbook.pdf?la=en&hash=80C6F33965DAFEC8BF2056B2001B43DB0DEBC405)) with Dr. Hand at least once per semester to ensure you are on-track to complete them.
* Help mentor and supervise undergraduate research assistants.
* Present your work at conferences (1-2x per year is recommended). Try to prioritize papers/symposia over posters when you can.
* Seek out travel funding/awards when possible. However, if no other funds are available, the team may be able to reimburse your conference travel for one conference per year, depending on where the data being presented were drawn from and the availability of grant funds. Let Dr. Hand know well in advance if you anticipate a need for this funding.
* Let Dr. Hand know about skills-based trainings or workshops you would like to attend. It may be possible for costs to be covered via grants or other team resources.
* You are always encouraged to apply for awards. If an award requires an advisor’s nomination, know that Dr. Hand will always be happy to provide it (and please don’t be shy about asking).
* Remember that Dr. Hand and the team are very excited to have you on our team. Your perspectives and insights are invaluable.

*Research Assistants (Undergraduates and Masters Students)*

Research assistant duties will vary but typically include the following types of activities.

* Assist with data collection. During data collection, your ability to explain the study and components such as an informed consent document is crucial to our team conducting research ethically and responsibly
* Conduct or contribute to literature reviews. Focus on finding recent (published ideally in the last 5 years) and relevant literature that we can incorporate into our manuscripts
	+ Put the most important information from studies into a table to stay organized, and upload your table into Lab Archives in the "Literature Reviews" folder
	+ More detail about our Lab Archives site is provided in the **Lab Archives** section
* Lead or contribute to manuscript preparation. Do your best to produce the highest quality writing that you can. However, do not forget that scientific writing is a skill that you will develop over the course of your entire career. As such:
	+ Your work will undergo revision by your peers and/or the PI
	+ Remember that revision of your writing is part of learning and improving and is not a personal demonstration of disapproval
	+ Try to incorporate feedback into future documents to build your skills as a scientific writer
* Prepare content for team meetings. Each week our team devotes some of our team meeting time toward scientific skill development. Occasionally, you may be responsible for giving a brief presentation to the team or leading an article critique
	+ These tasks are not meant to be high-stress or take up a large amount of your time, but should be well-prepared and professionally delivered
* For graduate research assistants (GRAs), expectations for weekly hours are typically 20 hours per week (50% FTE). While workload may vary slightly week to week, your commitment to your contracted hours is your responsibility and is important to the integrity of the team.

**Meetings**

We hold a regularly scheduled weekly team meeting (~1 hour in length). The weekly team meeting is currently held virtually via Zoom. As such, you will need a computer with an internal or external webcam and microphone to participate. You can also participate via Zoom on a smartphone or tablet.

Expectations for meetings regarding attendance and participation are further detailed in the **Lab expectations** section of this document. Weekly team meetings are an important time for the team to come together and for the principal investigator (PI) Dr. Hand to communicate items of importance to the team like study updates and new project ideas. Each week, we spend a portion of the team meeting on skill development. You will occasionally be responsible for developing content/presenting at team meetings. More detail is provided in the **Roles and Responsibilities** section.

*Individual Meetings*

Additional individual meetings may be scheduled as needed for different projects, professional development, etc. Let Dr. Hand know as early as you can if you would like to schedule additional one-time or recurring meetings, and she would be more than happy to do so.

**Lab Archives**

Ohio State has a subscription to an external online platform called Lab Archives. Our team uses Lab Archives to keep our materials organized. We use the platform to house our study-related documents, documentation of team meetings, etc. You can log into Lab Archives via this link (https://www.labarchives.com/) with your OSU credentials.

Content in lab archives is organized into folders and is fairly intuitive to use, but don't hesitate to ask your colleagues about how to do things in the platform like add documents, edit posts, etc. Keep in mind that all activity in Lab Archives is time stamped with your name. As such, your activity is viewable by the team so this is not the place to write personal notes.

**Academic Integrity**

Our team, and the Ohio State University, is strongly committed to maintaining a standard of academic integrity. As such, we have a zero-tolerance policy for academic/scientific misconduct of any kind, including plagiarism, falsification, or fabrication of data. Participating in such activities will result in serious disciplinary action by the university's committee on academic integrity and misconduct (COAM) and may result in a penalty as severe as dismissal from the university. It is **your responsibility to be up-to-date** **and aware** of the university's policies related to academic integrity, available at: https://trustees.osu.edu/bylaws-and-rules/code

Searchable document: https://trustees.osu.edu/sites/default/files/documents/2019/08/CodeStudentConduct\_0.pdf

The importance of your commitment to academic integrity cannot be emphasized enough. Participating in academic misconduct of any kind is a disservice to not only yourself, but also your colleagues, the subjects of your research, and The Ohio State University. If you have questions or are unfamiliar with any university policies related to what constitutes academic misconduct, please contact Dr. Hand. It is much better to ask a question and avoid falling into academic misconduct than to not ask and find yourself in a very difficult situation. Please know that as a team we support each other in maintaining our standard of academic integrity.

**Authorship**

Authorship is a very important consideration. It confers credit and holds the authors responsible for the content of published papers. Determination of authorship on our team is guided by the criteria specified by the International Committee of Medical Journal Editors (ICMJE):

* Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
* Drafting the work or revising it critically for important intellectual content; AND
* Final approval of the version to be published; AND
* Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

These four criteria are pulled directly from the ICMJE website: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

While we typically have an idea of who will quality for authorship before starting a project, it is important to remember that this can change throughout the course of a project. Sometimes roles change, new collaborators are added to a project, or the amount of time that you or one of your colleagues has to devote to a project may change. These, among other possible scenarios, can result in authorship, and author order, being dynamic entities. We will have open discussions about authorship with all parties involved throughout the course of our projects and, should a need for reconsideration of author order arise, we will work together as a group to come to a consensus. If you have particular concerns or questions about authorship/author order on a project, please speak with Dr. Hand regarding your concerns.

 Typically, the first author is the person who “took the lead” on the project (i.e. played a major role in designing the project, writing the manuscript, etc). This may be Dr. Hand, a graduate or doctoral student, or in some cases an undergraduate student. One of the most exciting things about our team is that team members at varying points in their training are provided the opportunity to contribute meaningfully to research projects and be listed as authors.

**Human Subjects Research**

Our research projects may or may not involve human subjects. Conducting research with human subjects requires that all involved parties complete specific training so that they may do so ethically and in accordance with protocols approved by the university’s Institutional Review Board (IRB). Some of our research projects may qualify as “IRB exempt” if, for example, we are analyzing existing data where information that could reasonably be used to identify individuals has been removed. More information about research that might quality for IRB exemption can be found at the following link:

<http://orrp.osu.edu/files/2011/10/CategoriesofResearchActivitiesExemptfromIRBReview.pdf>

*What is an IRB?*

“An Institutional Review Board (IRB) is a committee, including volunteers from Ohio State and its surrounding community, whose primary responsibility is to protect the rights and welfare of human research subjects. The authority conveyed to the IRBs includes decisions to approve, disapprove, require modifications, monitor, suspend and terminate research projects involving human subjects.” (Source: <https://orrp.osu.edu/irb/about-irb/>)

*What kind of training is required?*

Before you can begin working with the team, you will need to:

* Complete an online conflict of interest form, available at: http://orc.osu.edu/regulations-policies/coi/ecoi/
* Complete a few modules of an online curriculum (called CITI training) designed to train scientists on ethically conducting human subjects research and good clinical practices. Log in at this link with your OSU credentials: <https://www.citiprogram.org/index.cfm?pageID=14&region=1&_ga=2.29413181.386587178.1599073095-99071338.1599073095>
* Dr. Hand will let you know the specific modules that you need to complete
* Be sure to save your certificates of completion of CITI training modules should we need to document your training

Our adherence as a team to our IRB approved protocols is critical. Should we violate a protocol, serious consequences can result, such as our team being shut down. If a participant in a study falls ill, becomes very upset, or has some other kind of adverse reaction during data collection, it is important that you notify Dr. Hand as soon as possible.

**General Policies**

*PI Office Hours*

When Dr. Hand is in her office, the door is usually open, and anyone is free to check-in and chat. If it turns into a more extensive chat and Dr. Hand is pressed for time, she may ask you to schedule a separate meeting. If Dr. Hand’s door is closed, she is either on a call, in a meeting, attempting to meet a fast-approaching deadline. In these cases, it is best not to interrupt unless there is an emergency. If Dr. Hand is not on campus, she can be reached via email and is always willing to set up individual meetings with team members.

*Intra-Team Communication*

Our team communicates primarily through e-mail. We use outlook calendar invites for weekly team meetings and individual meetings. You are expected to respond to emails in a timely fashion (generally within 1 business day) and reply to all messages so that the sending party knows that it was received. Except in serious or time-sensitive circumstances, you are not expected to respond to e-mails after 5 PM or over the weekend. Dr. Hand may provide you with her cell phone number for use in emergency or time-sensitive situations.

*Deadlines*

If you need Dr. Hand to complete something by a specific deadline, please give her as much notice as possible and send her an email message with the specific deadline and instructions for submitting relevant materials. In general, Dr. Hand prefers three weeks’ notice for recommendation letters. One-week notice is acceptable for smaller asks (e.g., completing paperwork, commenting on poster abstracts), but two weeks is preferred when possible. If you do not adhere to these timelines, Dr. Hand may not be able to meet your deadline. Dr. Hand greatly appreciates reminder e-mails a few days before especially important deadlines (e.g., graduate school recommendation letters). Usually, she will have submitted your letter by then, but she appreciates the added support, just in case!

If you have asked Dr. Hand for feedback on something (e.g., a poster or paper draft), but have not heard back after 1-2 weeks, please do feel free to send a gentle reminder email. Sometimes these requests can fall through the cracks and a reminder is appreciated. Dr. Hand will prioritize feedback for projects with concrete deadlines (e.g., a poster that needs to be sent to the printer). For softer deadlines (e.g., feedback on a section of a paper that does not have a concrete due date), Dr. Hand will make every effort to get feedback to the team member within 1-2 weeks. If she will not be able to get feedback to the team member within 1-2 weeks, she will communicate a timeframe in which the team member can expect to receive feedback.

*Recommendation Letters*

Dr. Hand is very happy to write a letter for any team member who has spent at least one year with the team. It is helpful if the individual asking for the letter of recommendation compiles a list of skills, experiences, or attributes that they would like highlighted in the letter and sends these to Dr. Hand. Letters will be provided for shorter-term team members in exceptional circumstances (e.g., new graduate students; post-doc candidates applying for a fellowship to support work with the team). In some cases, she may be able to provide a letter for RAs who have spent at least one semester with the team; however, Dr. Hand is able to write strong, well-detailed letters only after working with you for a longer period of time.

*Presentations*

You are strongly encouraged to seek out opportunities to present the work you do as part of our team. If you are going to give a presentation, either at a conference, to the School, or for the public, please be prepared to give a practice presentation at least one week ahead of time (this allows you enough time to implement feedback from fellow team members). Dr. Hand highly prioritizes practice presentations because (1) it is very helpful for others team members to get a sense of the work being done around them; (2) presenting your work is a skill that comes with practice, and it is wise to practice those skills as much as possible; and (3) you will be representing the entire team with your presentation, so we want to help you communicate your work as well as possible.

There are many opportunities to give presentations as a student at OSU including:

|  |  |  |
| --- | --- | --- |
| **Conference Name** | **Typical Submission Window** | **Typical Conference Date** |
| [Autumn](https://ugresearch.osu.edu/Pages/Initiatives--Autumn-Undergraduate-Research-Festival--Overview.aspx) Undergraduate Research Festival | August – Early October | November |
| [Spring](https://ugresearch.osu.edu/Pages/Initiatives-Spring-Undergraduate-Research-Festival-Overview.aspx) Undergraduate Research Festival | January – Early February  | April |
| [Denman](https://ugresearch.osu.edu/Pages/Initiatives-%20Denman-%20Denman%20Details%20Post%20Application%20Deadline.aspx) Undergraduate Research Forum | November – Early December | March |
| The College of Medicine’s annual [trainee research day](https://medicine.osu.edu/research/research-day) | January – Early February | April |

External (non-OSU) conferences that may be relevant to work we are doing include, but are not limited to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Name** | **Typical Submission Window** | **Typical Conference Date** | **Website** |
| The International Society for Autism Research | October | Early May | <https://www.autism-insar.org/page/AnnualMeeting>  |
| American Congress of Rehabilitation Medicine | January-February | Late October | <https://acrm.org/meetings/upcomingacrmmeetings/>  |
| Healthcare Transition Research Consortium Research Symposium | July | Late October | <https://sites.google.com/site/healthcaretransition/> |
| Ohio Center for Autism and Low Incidence Conference (OCALICON) | February-March | November | <https://www.ocali.org/media/events>  |
| Academy Health Annual Research Meeting | December-January | June or July | <https://www.academyhealth.org/events>  |

*Graduate School Applications*

Dr. Hand is more than happy to discuss the graduate school application with active or past team members. This may include discussing different types of graduate programs to consider, which specific programs to apply for, and/or feedback on application materials.

*Research Team Funding*

Funding for the team comes from:

* Dr. Hand’s start-up package from OSU
* Grants and awards from various organizations

Allocation of funds will be discussed with team members individually if and when costs emerge (e.g. for research, travel, equipment, etc). Dr. Hand will discuss team expenses, budgeting, and how funds from each source may be allocated with any team member who is interested. Because each source has an idiosyncratic structure and range of uses, speaking about each one in-person is more efficient than attempting to summarize in this manual.

All research supported by grants must acknowledge the funding source, including the grant number (if applicable), upon publication.