

Welcome to the Stanford Social Neuroscience Lab

SSNL Lab Manual

We're thrilled that you're joining our lab! This document is designed to orient you to our culture, practices, and infrastructures. It should give you a sense of what you can expect from working with us, as well as what we expect of you.

If you have any questions, please ask Kylie, the lab manager, or a senior lab member.

Table of Contents

Who We Are	3
People	3
Work-Life in the Lab	4
Quick Start Guide	6
Community Standards	8
Values	
Norms	
Code of Conduct	
<i>Resources</i>	
Day to Day Operations	15
Infrastructure	17
Research	21
Conference and Travel	22
Asking for Help	23
Where to Go	
When and How	
Graduating from the SSNL	24

Who We Are

The Stanford Social Neuroscience Lab is a group of researchers interested, broadly, in the ways that people connect with each other. The topics we study include (but are not limited to) empathy, social perception and cognition, social relationships and wellbeing, prosocial behavior, emotion regulation, intergroup conflict and polarization, and trust. We explore the questions in which we're interested through a variety of methods, including survey research, neuroimaging, computational models, social network analysis, psychophysiology, and field studies. In addition to studying the mechanics of social connection, we use psychologically-inspired interventions to encourage people to connect with each other in broader, healthier ways.

As a community, we are committed to challenging and supporting each other. We strive towards open and reproducible science and to disseminate insights from our work beyond the confines of our field. We're lucky to be exploring the questions we love, and we love doing it!

People

Important Contacts

Jamil Zaki	Email: jzaki@stanford.edu	Principal Investigator (PI)
Kylie Yorke	Email: kyliey@stanford.edu	Lab Manager
Bhavna Raval	Email: braval@stanford.edu	HR Manager
Justin Dixon	Email: jmdixon@stanford.edu	Front Desk Coordinator
Tracy Dow	Email: tracydow@stanford.edu	Financial Admin. Associate
Harry Bahlman	Email: bahlman@stanford.edu	Facilities Manager

Who's who? (Senior and junior lab members)

Throughout this document and in future lab correspondences, you'll see use of the terms "*senior*" and "*junior*" in reference to lab members. Grad students, postdocs, full-time RAs, Kylie, and Jamil are senior lab members, and undergraduate RAs and volunteers are junior lab members. This distinction occasionally comes in handy for event planning, lab meetings, and mentorship opportunities.

Meet your new labmates!



Jamil Zaki
Principal Investigator



Kylie Yorke
Lab Manager



Rui Pei
Postdoctoral Fellow



Catherine Garton
PhD Student



Luiza Almeida Santos
PhD Student



Eric Neumann
PhD Student



Annabel Bower
Full Time RA



Geshi Yeung
Full Time RA

Work-Life in the Lab

Presence in the Lab

We encourage, but do not require, senior lab members to be present in the lab at least two days a week. COVID long constrained our ability to gather, and showed the world how well people can work while remote. We think this flexibility should be part of work life beyond the pandemic, but also believe that sharing space is important for accomplishing the best work we can together. Many fantastic collaborations are born by the coffee machine or in the hallway, and only happen with the spontaneity that being together brings.

To strike a balance between these values, we have implemented "Lab Days." Held on Wednesdays and Thursdays during the academic year, these are days when members of the lab will try to commute to the office if possible. Though not mandatory, Lab Days are a chance for lab members to meet in-person, attend lab meetings, and generally spend time together. Social events will often be scheduled during these days.

Kylie will be in her office from approximately 9:30AM to 5:30PM Wednesday and Thursday, so being around when she is around will help you accomplish your tasks. Come and say hello!

Lastly, being in the lab means that you'll have access to the delicious snacks and free coffee in the snack room!

Most of the lab work and research will be conducted remotely for the foreseeable future. Given this, the SSNL is committed to providing flexible work hours to all members of the lab:

- All senior and junior lab members are expected to attend weekly lab meetings. If you can't attend a meeting, please try to email Kylie beforehand.
- Written correspondence requiring a response (e.g., Slack, email) should be attended to in a timely manner (e.g., same day whenever possible)
- Working from home imputes a degree of ambiguity into your work-life balance. Make sure to take breaks throughout the day and try to find a schedule that works for you. One helpful strategy is to find ways to delineate the "workday," and--crucially--when it ends and you can focus on other things.

Lab Socializing

The lab will hold social events (which range from casual lunches to karaoke nights) on a ~bi-weekly basis. If you have any special requests for activities or locations, please reach out to Kylie.

RA Involvement

RAs are valued members of the lab and should try to attend lab meetings whenever possible. RAs are also encouraged to attend bi-weekly RA meetings, which will include skill, coding, and career development workshops, journal clubs, and opportunities to check in about research and ongoing projects. All RAs are expected to present an update on the work they've done during the term at the last meeting of the quarter.

Quick Start Guide

Set up your computer

If you are connecting a new computer to Stanford's network, you can borrow the "New Computer Set-up" hard drive from Kylie and follow the instructions in the NewCompSetUp.docx file to set up your computer.

Complete Required Axxess Training Modules

Take a look at the checklist to see which training modules you're required to complete. **You will not be able to get keys to lab rooms or the Psychology Building until you complete the training.** If you need help finding the training modules on Axxess or have questions about which modules to complete, reach out to Kylie.

Share your contact information

You should have received a number of Google Docs when you joined the lab. Open the SSNL_Contactlist sheet and add your contact information so that other lab members can reach you.

Ensure that you know how to use Google Calendars

The SSNL uses the following Google Calendars for lab operations:

- [SSNL General](#) - lab meetings, absences, conferences, birthdays, etc.
- [JZ's 1:1 mtgs](#) - for senior lab members' weekly 1:1 meetings with Jamil
- [SSNL Booth](#) - to book testing rooms

Make sure you can see them on your Google Calendar account and that you know how to add events to the scanning and booth calendars (you won't be able to edit the General calendar). For those of you who don't regularly use Google Calendar, you can sync these calendars to your own here. If you have any questions, ask Kylie.

Sign into Slack

You should have received an invitation to the SSNL Slack. Be sure to sign into the workspace.

Lab Safety - Lights and Doors

Please make sure that you lock and close doors to lab rooms and turn off lights whenever you leave. We want to ensure that property is not stolen. Please also leave the rooms clean and tidy.

If you need help...

We're here for you! The [SSNL Wiki](#) likely has the answer you seek-we recommend.

bookmarking this page. If it doesn't, see the "Important Contacts" and "Where to Go for Help" sections of this document.

Gaining Access to Lab Rooms

When you get the chance, head down to the basement to see Harry Bahlman, the building manager. He can get you keys to the RA office and the testing rooms. Note that Harry requires a **\$10 cash deposit for each key**, and you must show him **proof of completion of the required online Axess training modules** before he can give you keys.

Community Standards

Values, Norms, and Code of Conduct

The SSNL is above all a community — of researchers and scholars and, importantly, of individuals with varied identities, backgrounds, and experiences. As such, we strive to foster a safe and supportive environment in which all members feel that they belong and are valued.

We recognize that advancements in science are contingent on the open exchange of ideas and that such an exchange is only possible when all participants respect each other's perspectives. With that, the SSNL is committed to fostering a community in which all members — regardless of age, race, gender identity or expression, ethnicity, religion, sexual orientation, ability, or any other aspect of one's identity — feel a sense of safety and support. All members of the SSNL are expected to behave in a manner that promotes a cooperative environment which is open to all people and ideas.

This community standards document, agreed upon by members of the SSNL, outlines expectations that contribute to an open and safe community (broken down into our values, norms, and code of conduct).

Values

Inclusion

Our lab is committed to continuously building a community and environment where members of all identities and backgrounds can thrive, as researchers and as people. This is not only crucial to advancing justice, but also to the advancement of science, which is best served by exchange across diverse perspectives. With that in mind, the SSNL is committed to fostering a research community where people of all identities feel a sense of safety and support.

Academia has long failed to provide an equitable or inclusive environment, especially for Black, Indigenous, and people of color (BIPOC), first generation college and low income (FLI), and LGBTQIA+ communities, who face racism, discrimination, and other structural barriers. Within psychology and biomedical sciences, participant samples are also skewed toward WEIRD (White, Educated, Industrialized, Rich, and Democratic) samples, which limits the generalizability of our work.

We are committed to supporting members of underrepresented groups in science and to being active allies to members of groups we do not belong to, for example holding regular online [professional development seminars](#) aimed at aiding those from underrepresented or low-income backgrounds in entering academia. We further aim to focus—whenever possible—on recruiting

representative and inclusive participant samples in our research. All members of the SSNL are expected to behave in a manner that promotes an inclusive environment for all.

Curiosity, Humble Skepticism, and Intellectual Development

Lab members are encouraged to openly ask questions and strive for intellectual humility and growth. We try to be curious not only about the broader world around us but also about each other's work and perspectives.

Our lab uses diverse methods and investigates a diverse array of questions. Though the person down the hall might have interests that diverge from our own, we cultivate curiosity about the phenomena they study, the methods they employ, and the insights about which they are passionate.

We are willing to (respectfully) challenge each other, and to listen openly to others' challenges while attempting to interpret their intentions in the best light possible. We strive to openly provide feedback and encourage each other to do our best work, and to grow from the feedback that others provide. We assume—and expect—the best intent from others in our community, even during disagreement.

We are ultimately here to grow and learn. Lab members are encouraged to support and promote each other's intellectual and career aspirations and to encourage each other to thrive in our personal lives.

Open and Transparent Science

Science advances only when scientists work with integrity to ensure their work is transparent and reproducible. We participate in an open research community by reporting our research choices in clear and transparent ways, acknowledging aspects of our work that are exploratory versus confirmatory, engaging in pre-registration and internal replication, and publicly sharing our data, stimuli, and code whenever possible.

We acknowledge that the research we do has the potential for tangible social benefit. We are interested in advancing knowledge, not just for its own sake, but with the hope of bettering public understanding of social relationships, wellbeing, and each other. With that, we aim to be aware and responsible of public accountability, potential conflicts of interest, intellectual integrity, and the possible social consequences of our research activities.

Regarding academic integrity, lab members are expected to cite the authors of any existing work from which we borrow intellectual content. It is important that we give credit where credit is due and that we do not directly or indirectly assume ownership of another's original ideas.

Well-being and Mutual Support

Academia too often promotes a lifestyle of hyper-competitiveness and work-life imbalance, which can lead to stress, illness, and isolation. It also stifles creativity and can ironically undermine the very insights we hope to produce. At the SSNL, we strive to work hard but also to make time for ourselves, and to cultivate interests and community beyond our work lives.

Beyond “self-care,” we also promote “[other care](#),” building a community in which we support each other. We aim to be generous to one another in domains where we excel and to lean on each other as we work on areas of weakness.

In addition, we aim to be attentive and compassionate towards the personal and academic struggles of our lab mates. We know that the thriving of the community depends on the thriving of each individual person, and that too many people suffer in silence when something is wrong. There are university resources available for those struggling with mentally, emotionally, or physically or environmentally, and those are outlined on the Resources pages at the end of this document.

Mentorship & Mutual Growth

Mentorship and collaboration are central to our understanding of mutual growth. We build relationships across different skill areas and experience levels in the lab, sharing expertise and empowering younger scholars.

We work towards our common goal of rigor while ensuring that criticism is work-directed, not person-directed. Disagreement can expand our thinking and improve our research — but healthy disagreement is built on a bedrock of care and respect for our colleagues and collaborators. Together, we can work to maintain a psychologically safe environment in which everyone feels like they belong and are valued. We are ultimately here to grow and learn.

Setting and Celebrating Goals

We try to set lofty (and attainable) goals, and work hard to achieve them. We are restless in our pursuit of great ideas, insights, and evidence.

As a lab, we encourage our researchers to set individual goals in relation to their projects. If you need help in coming up with attainable, timely, and suitably challenging goals, Jamil or a senior lab member can help you with this. Together, we are focused on advancing, synthesizing, and transmitting scientific knowledge for the benefit of the academic and global community.

Additionally, our lab loves to celebrate its members’ accomplishments, so be sure to let your lab mates know of any successes — such as making a project milestone, learning a new skill, or facilitating a meaningful mentorship moment — so that we can [capitalize](#) on your successes with you!

Norms

Open Communication

All members of the SSNL are welcome and encouraged to openly discuss issues about or relevant to the lab, be they interpersonal, intrapersonal, or related to our work. If you have any questions, concerns, or insights about how we can improve our community, please reach out to Kylie - she'd love to hear from you!

Authorship

We encourage a collaborative culture in the lab, and it is likely that multiple members will be working together on projects. Collaborations can also occur between labs at Stanford or with researchers at other institutions. In all cases, we expect all lab members to treat collaborators, their time, and data with respect.

Authorship should be discussed frankly and early during the collaborative process. Each author is expected to have:

- Made substantial contributions to the conception or design of the work; **or** the acquisition, analysis, or interpretation of the data; **or** the creation of new software used in the work; **or** have drafted the work or substantively revised it;
- **AND** to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study);
- **AND** to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

Undergraduate RAs are eligible for authorship if they meet the above criteria. Authorship contributions should be stated where appropriate in the manuscript.

We acknowledge that the trajectory of a research project can be difficult to predict, so authorship should be an ongoing discussion. Project leads should be mindful of who has contributed to the project and offer authorship as appropriate. At times, a researcher might also decline authorship, if they feel that they have not made substantial contributions.

This authorship statement is adapted from the guidelines from Nature Research Journals¹, the International Committee of Medical Journal Editors², and the Council of Science Editors³. We recommend checking the 3 sources below for more detailed information.

¹<https://www.nature.com/authors/policies/authorship.html> ²<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html> ³<https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-2-authorship-and-authorship-responsibilities/>

Know Your Resources

Sharing knowledge between members of the lab is an important part of our work as academics. The “Wiki” platform is an excellent way for us to capture our lab’s diverse skills and knowledge bases in a way that is fairly permanent yet easy to change. Most lab protocols are documented in great detail in the Wiki. Check out what we have collected so far, and follow the instructions on the first page to help out in improving the site! #didyoucheckthewiki

Meetings with Jamil

Jamil meets regularly with senior lab members, but is always open to chatting with anyone from the lab community. Please feel free to reach out!

Though not mandatory, Jamil appreciates when people send agendas and / or any data / writing on which they want feedback by the night *before* meetings, so he can prepare.

Response Time

Timely response to email is expected (ideally within 24 hours for intra-lab communications) , and we do our best to be punctual for lab meetings and events. If you are running late for a meeting or event, be sure to notify a fellow SSNL member by email or text. Similarly, if you cannot attend a meeting or event, please inform Jamil and/or Kylie ahead of time.

Respect for Administrators

We can show our gratitude to administrative and support staff (Finance, HR, etc.) by getting them what they need, exactly how they need it, in a timely manner (again, ideally within 24 hours of requests) .

Delegate Responsibilities Appropriately

All members of the research team should be given tasks that they are approved, trained, and qualified to complete. This way, things get done right the first time.

Value All Contributions

Research is a team effort. All members of the team bring something to the table and deserve recognition and appreciation for their contributions, big and small.

Lab Social Events

To help us work together to accomplish great things in social and affective neuroscience, our lab holds bi-weekly social events where lab members can hang out, have fun and get to know each other. Kylie oversees this process, so if you have ideas for an event and/or are interested in helping set one up, she’d love to hear what you’re thinking!

Code of Conduct

Expectations

The SSNL expects all members to communicate respectfully and deliver feedback to one another in a constructive manner. This expectation holds for all forms of interaction, including online and face-to-face. When expressing disagreement or dissent, be sure to deliver these communications respectfully and with acknowledgement of alternate points of view.

Sexual Harassment and Other Forms of Harassment

The SSNL does not tolerate any forms of harassment. With that in mind, it is important to discuss what harassment can look like and outline the available channels for reporting.

The following definitions of harassment are borrowed from the Social Affective Neuroscience Society (SANS) code of conduct:

"Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome and acceptable to one person may be unwelcome and offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

Harassment on the basis of any other protected characteristic [...] includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group."

Reporting Violations of Community Standards

Jamil and Kylie are both available to discuss any concerns that arise with respect to community standards. Whether those concerns involve other SSNL members or individuals not directly affiliated with the lab, please know that we are here to listen and provide support

to the best of our abilities. Having said that, it is important to note that Jamil, Kylie, postdocs, and full-time RAs are mandated reporters of Title IX violations.

Who are Mandated Reporters?

All university faculty and staff who regularly work with students in a teaching, advising, coaching, or mentoring capacity are required to report instances of sexual harassment, sexual violence, relationship (dating or domestic) violence, and stalking to the Title IX Office. In other words, Jamil, Kylie, postdocs, and full-time RAs are mandated reporters under Title IX.

What Does This Mean?

Mandated reporters are required to notify the Title IX Office of violations. These reports are not anonymous, and Stanford does not guarantee that they will be kept confidential. In rare cases, Stanford may proceed to a Title IX investigation despite requests for confidentiality.

Title IX Office

Kingscote Gardens (2nd floor)
419 Lagunita Drive
Stanford, CA 94305
Phone: 650-497-4955
Email: titleix@stanford.edu

Anonymous, Confidential Resources

Sexual Assault & Domestic Violence Crisis Line YWCA Silicon Valley

Phone (available 24/7): 800-572-2782

Confidential Support Team Stanford University

Phone (available 24/7): 650-725-9955

The Bridge Peer Counseling Center Stanford University

Phone (available 24/7): 650-723-3392

Counseling and Psychological Services (for students) Stanford University

Phone (available 24/7): 650-723-3785

Ombuds (also handles general conflict resolution)

Stanford University
Phone: 650-723-3682

Day to Day Operations

Lab Meetings

Lab meetings are held weekly for an hour and a half in a conference room in the Psychology Building. The meeting schedule for the current quarter can be found on the front page of the Wiki. Kylie will also send out weekly emails regarding the specific location and discussion topic.

Some lab meetings are “open,” meaning that members of other labs may attend, while others are “closed” and intended only for members of the SSNL (and sometimes only for senior lab members). Lab meetings will always be listed on the SSNL_General calendar.

The first lab meeting of each quarter will be led by Jamil and Kylie and will involve:

- Personal introductions
- Assigning presenters for future lab meetings
- Brainstorming social events for the quarter
- Taking a new lab photo (autumn quarter)

After this initial meeting, regular lab meetings usually follow the following structure:

- Discuss general lab business and share announcements.
- A presentation and guided conversation facilitated by the leader of that lab meeting.
 - The topic can be their own work (ideas for projects, projects in progress, data, practice talks, manuscript/poster editing, etc.) or others' work (papers, conference talks they saw, methods workshops, etc.)
 - The leader is responsible for planning out both the structure and content of the meeting. It is recommended that presenters start planning early and (if applicable) send out articles for others to read well in advance.

To ensure lab meetings are as productive and enjoyable as possible, we have the following guidelines for lab meeting conduct:

- The leader of each meeting should begin by outlining their goals for that meeting (feedback on a new idea, thoughts on analysis, notes on a talk) and how they'd like it to be structured (A “dress rehearsal” practice talk with little interruption? A free-flowing back and forth? Something in between?)
- Participants should do their best to ensure that their contributions to the meeting help to realize the leader's goals, maintain one speaker at a time, and be respectful, even in the context of disagreements.

Individual Meetings

Senior lab members will all have weekly 1:1 meetings with Jamil (barring travel or other departures). These meetings are 45 minutes each. Kylie will schedule these 1:1 meetings each quarter, according to lab members' availability.

Disseminating Knowledge

Our lab has a process for disseminating interesting and relevant information, research articles and news. At the first lab meeting of each year, relevant scientific journals are divided between senior lab members.

Each senior lab member is responsible for reviewing the Tables of Contents (ToC) for these journals and noting studies that are most relevant to our lab. They then send out full text copies of these articles and the entire ToC from the journal to the SSNL_Members@lists.stanford.edu listserv. The lab should then read the highlighted articles and skim the ToC for anything that may be relevant to their projects.

RAs are not responsible for reviewing journals, though they can read what is disseminated to stay up to date on current research. Additionally, if there are non-journal articles, websites, TED Talks, or news clips that any lab member feels is relevant to our work, they should feel free to send them to the listserv!

Infrastructure

Office Supplies

- Office supplies can be found in the leftmost cupboard of the RA office.
- If there is something you need but can not find, ask Kylie about purchasing it.
- If you notice certain supplies running low, please email Kylie so she can order more.

Lab Phone and Email

- We have a phone in Kylie's office that you can use for research purposes.
- We also have a Gmail account that we use for lab business (RA recruitment, etc.).

Lab Website

- The lab website is ssnl.stanford.edu
- The site is managed by Kylie, so please contact her for updates.
- If you log into the site (ask Kylie if you don't know the login info), you will see a panel on the lower right of the screen that you can use to upload and download documents, such as:
 - The SSNL Survey Library of Qualtrics questionnaires
 - Example/template IRB and research documents
 - Other goodies
- You will not be able to delete anything, so ask Kylie to take things down if you upload something you later want removed.
- All uploads must be less than 2MB

Listservs

Our lab maintains three listservs, each with its own purpose:

- SSNL_Everyone
 - For anyone who is interested in coming to an open lab meeting
 - If you want to send something to this list, notify the lab manager
- SSNL_Members
 - For all SSNL members
 - Used to announce closed lab meetings and for journal/knowledge dissemination
 - You can post to all members of this list at any time
- SSNL_SeniorMembers
 - For senior lab members
 - Used to announce social events and "in-house" communication
 - Senior lab members can post to all members of this list at any time

Computers

- Senior lab members
 - Each senior lab member should have a computer that is suitable for work
 - Speak with Jamil if you have questions about purchasing any computers or accessories
- Junior lab members
 - The RA office has 3 iMacs for RAs (and technically any lab members) to use
 - Junior lab members using their own computers should be sure to store and share sensitive data appropriately.
- Subjects
 - The testing rooms have 3 Macbook Pros and 1 Macbook Air for subject use
- Neuroimaging Analyses
 - Many lab members opt to do their neuroimaging analyses on Vader, the lab's Mac Pro
 - See the Vader wiki page for more info
 - The CNI also has server space that we use

Software

- Lab Members
 - The "New Computer Set-Up" hard drive has a number of programs you can download to use on your own computer. Ask Kylie about borrowing it.
- RAs
 - The iMacs in the RA office have Office, EndNote, and R installed
- PDF Library
 - For a handy way to store and organize your PDFs, download the citation manager [Mendeley](#) or Zotero
 - Simply set it to watch folders that hold your research, and it will automatically populate a searchable library, complete with citations.
 - There is also an iPhone app that allows you to read your library while offline

Data Storage / Backup

- Redundancy (in both hard and cloud forms) is very important to prevent data loss
- Researchers are responsible for:
 - Password-protecting their machines
 - Consistently backing up their own machines using an external hard drive
 - Running Stanford's CrashPlan (installed on each new computer) to cloud backup their own machines AND their external hard drives
 - If you cannot log onto CrashPlan, talk to Kylie immediately. It's very important that all files have continuous cloud backup.
 - All senior lab members receive a *free* 2TB external hard drive! Ask

Kylie for yours.

- Ensure that this drive is always plugged into your desktop
- Frequently monitor this drive, as drives do die
- Setup:
 - After you plug in your external hard drive, select Time Machine as your backup.
 - Next, link this drive to your CrashPlan account. Redundancy is important and this step is NOT optional. Click the CrashPlan icon (house with an arrow) on the top right of your desktop. Select "Show CrashPlan...". In the Backup tab, under Files, click "Change." Select the box to the left of "My Passport for Mac." All done! CrashPlan will now backup your external hard drive! Check out [this page](#) for more info.

Printers

We have access to a variety of printers for different printing needs. This info is also accessible on the Wiki.

- Zaphod
 - All in-lab printing needs!
- Holly
 - Large B&W jobs
 - 5th floor printer room
- Spectra
 - Large color jobs
 - 5th floor printer room
- Poster Printer
 - 5th floor printer room
 - Print using the computer in the printer room

Copiers/Scanners

- Copiers are found in the 5th floor printer room
- The one against the far wall can also be used to scan PDFs that you can email to yourself
- Ask Kylie for the copier code (changes quarterly)

Lab cleanliness

All lab members are responsible for cleaning up spaces after they have been used. This means properly disposing of:

- Trash (black trash cans in offices)
- Compost (metal compost bin in RA office)
- Paper recycling (blue recycling bins in offices)

- Plastic, metal, and glass recycling (large recycling bins by back doors of the Psychology Building)
- E-waste (white e-waste bins in printer room on 5th floor)

If you have any uncertainty about how to dispose of an item, please ask Kylie.

Please remember that the snacks in the snack room are shared among many people. With that in mind, try to avoid reaching into the large bags of chips, popcorn, etc. - instead, use the paper towels or cups provided to portion out the amount you want. Afterwards, be sure to use one of the provided binder clips to close the snack bag.

Perishable communal snacks can be found in the mini fridge in the snack room and are labeled "lab snax." Anything without this label belongs to an individual lab member and should be left alone. If you are storing your own food in the lab mini fridge, please be sure to dispose of it promptly - Kylie cleans out the fridge at the end of each week and will dispose of any unlabeled items.

Common Web Resources

- Qualtrics online questionnaire platform
 - Each member of the Stanford community has access to Qualtrics for free
 - Info on using Qualtrics can be found on the Wiki
- Mechanical Turk (MTurk)
 - Details on how to run studies through MTurk are available on the Wiki.
 - Each lab member should use an MTurk account linked to their personal email address (not the lab email address)
- SSNL Survey Library
 - We maintain a library of Qualtrics surveys (along with original articles, scoring guides, SPSS Processing scripts, and citations).
 - Access the library through our website. Instructions for using it are on the Wiki.

Research

Most of the information for research will be found on our Wiki. You can get started by:

- Completing the online CITI training modules required by Stanford IRB
- Learning about and completing MRI training (there is excellent information on the CNI Wiki)
 - Level 1 and 2 Training (done together)
 - follow the instructions online. Below is a shortened version:
 - Study MRI safety basics and SOPP (found on the Coursework site)
 - To access the training video, go here and log in
 - Scroll to the bottom of the page and click on "MRI Safety Training..."
 - Take online quizzes for Level 1 and Level 2 (also on Coursework)
 - When ready, contact Laima Baltusis to schedule Level 1 and 2 training
 - After attending training, you are able to scan with others between 8:00AM and 6:00PM - either bring a Level 3 operator, or contact Laima to ask if she can assist. Outside of these hours, must have a Level 3 with you.
 - You can now schedule training/protocol hours online to familiarize yourself with scanning procedures. Reach out to other Level 2/3 SSNL members to have them observe scans.
 - Level 3 Training
 - Once you are comfortable with running the scanner, schedule CPR training, either with:
 - Stanford HIP (Stanford staff can use STAP funds) or
 - Red Cross (in Palo Alto and all over the Bay Area)
 - Contact Laima again to schedule a demonstration of scanning for Level 3 certification, which allows you to scan with any partner at any time
 - Note that you can take your Level 3 test BEFORE taking your CPR training. However, you are expected to complete CPR training as soon as possible and to send Laima a copy of your certificate.

Recruiting RAs

- Our lab asks interested RAs to complete a common application form and submit their CV to Kylie. She then circulates completed applications to the lab.
- Feel free to review these applications whenever you need a new RA. If you decide to interview or recruit an RA, please notify everyone on the SSNL_SeniorMembers listserv.
- Ensure that you will have enough work to justify taking on a new RA. Oftentimes, RAs already in the lab have extra time to work on additional projects.
- Always let Kylie know when you've hired a new research assistant.

Paying Participants

It's very important that you understand the way that our lab handles payment for participants. Check out the Wiki for more details.

Conferences and Travel

SSNL "Core" Conferences

- Society for Personality and Social Psychology ([SPSP](#))
 - mid-February
- Social and Affective Neuroscience Society ([SANS](#))
 - mid-April

Additional Conferences

- Cognitive Neuroscience Society
- Society for Affective Science
- Association for Psychological Science
- American Psychological Association
- Society for Neuroscience
- Neuroeconomics

Conference Expenses

- The SSNL may reimburse conference expenses - check with Jamil for an annual budget. Expenses to be reimbursed include:
 - Flights
 - Hotel (please share rooms if possible)
 - Conference registration
 - Poster/talk submission fees (if applicable)
- Additionally, for conferences in which the majority of the lab will attend, we will organize a lab dinner during the conference.

Conference Posters

There is a poster printer in the 5th floor printer room that is free (!) to use. Also, we have permission to hang our beautiful posters on the walls near our offices.

Vacation and Time Off

Please inform Jamil and Kylie of any extended trips or absences.

Asking for Help - Where to Go

Online

- Use the Lab Wiki to answer most lab-related questions.
 - The Wiki is a working document, so if you don't see a page on something you think should be on there, feel free to create it!
- Our website may have other info you're looking for.

Within the Lab:

- Lab Manager: Kylie Yorke
- Senior lab members (postdocs, grad students, full-time RAs)

Within the Building:

- For HR, finance, events, facilities, Human Subjects, and IRB staff:
<https://psychology.stanford.edu/administrative-staff>

For IT Issues:

- For technical assistance, submit a HelpSU request
- IT also stops by the department on Thursday afternoons to assist with minor technical issues - you can sign up for their office hours ahead of time in the main office.

Asking for Help - When and How

It is recommended that lab members try to troubleshoot issues on their own before reaching out to a senior lab member or other relevant resource. If after troubleshooting you still need help, that's okay! Reach out to the relevant person (whether a lab member or university affiliate, e.g., in IT, HR, or stats consulting) and detail the problem as well as the steps you've taken to try to solve it. This will help others provide you with relevant, tailored support and cut down on excessive back-and-forth.

Senior lab members, when helping other SSNL members, please do your best to demonstrate how you've solved the problem in the past and share any relevant knowledge. This way, the lab member seeking help can learn new skills and be better able to problem-solve independently in the future (the proverbial fishing lesson over a trout fillet). Yay growth!

Graduating from the SSNL

One of the goals of the SSNL is to prepare its members for the next step in their careers, so the time will eventually come for each of us to graduate from the lab. Here are some steps you should take before you go:

- Close all of your cash advances
- File away all of your consent forms.
 - Let Kylie know how you've labeled them and where you stored them.
 - Return your key(s) to Harry (and get your deposit back!)
- Turn over any IRBs that are in your name to Kylie
- Leave a copy of all your data in the lab (either on a central lab computer or on a drive held by Kylie)
- If you plan to take any large electronics with you (laptop, desktop, etc.) run it by Jamil first.
- Share your primary, non-Stanford email address with relevant parties before your last
 - day with the lab.
 - **0** Your Stanford email will stop working *immediately* after your last day - anyone who emails you after you leave will get a bounce notification.
- Meet with Bhavna to confirm the current exit policies.
- Get your final paycheck from Bhavna.
 - She will also tell you about your future healthcare options. You'll also get a letter in the mail about your options after you leave Stanford (if your new job offers healthcare, feel free to ignore this).
- **0**Make sure the Stanford people page has your correct permanent address - you won't be able to access this to make changes later.
 - Feel free to ask for a sponsored SUNet ID if you think you'll need it (for IRB purposes, etc.)
- Note that even after you leave, Kylie may contact you for information (to update IRBs, etc.) Please respond to her emails!
- Use your dental coverage one last time (full-time staff only)
- If leaving California, enjoy avocados and her delicious produce!