Checklist for New Research Assistants

Welcome to the Early Childhood Cognition Lab! We are glad to have you join the team. Below is a list of things to complete before starting your RAship. Please use this form to submit the relevant documents and answer questions for beginning in the lab.

- ☐ **Complete CITI Training (Click)**
  - ☐ CITI training is a requirement to participate in any human subject research to make sure that you are aware of the ethical guidelines.
  - ☐ Go to www.citiprogram.org
  - ☐ Use the "Log in through my institution" option
  - ☐ Select Duke University Campus IRB
  - ☐ Login using your Duke NetID and Password
  - ☐ Click on "Click here to affiliate with another institution", search for Duke University Campus IRB and select it. Then, complete your account information (if you do not see Duke University Campus IRB in your menu, talk to lab manager)
  - ☐ Read the "History and Ethical Principles" and "Research with Children" modules and complete the quiz at the end of the module
  - ☐ Save your CITI certificate as a pdf document and upload the document to the 'New RA Checklist' form

- ☐ **Duke Minor Policy Training (Click)**
  - ☐ Duke Minor Policy training is required to establish standards and guidelines to ensure the safety of children under the age of 18 participating in Duke activities
  - ☐ Check email titled "Required Background Check", complete training here
  - ☐ Click link to background check in email and fill in your information
  - ☐ Save/Screenshot Duke Minor Policy Training and the HireRight Background confirmations + upload the documents to the 'New RA Checklist' form

- ☐ **RPAD Confidentiality Agreement (Click)**
  - ☐ This is a document stating that you agree to follow RPAD related procedures carefully to ensure participant information stays securely protected
  - ☐ E-sign the document, or print the document and save the scanned file + upload the file to the 'New RA Checklist' form

- ☐ **ECC Lab RA Contract**
  - ☐ This is a document stating that you agree to follow ECC Lab conduct and responsibility policies
  - ☐ Print the document and sign it with the lab manager (if you are not assigned one project lead) or your project lead

- ☐ **Submit Practicum Form (Volunteers do not need to submit this)**
  - ☐ Practicum (Average 6 hrs/week for 0.5 credit) form (Click). – Check Due Date

- ☐ **Send your weekly availability to Lab Manager**
  - ☐ Please indicate all your availability for the week, not just your preferred hours to the lab manager so they can assign shifts

- ☐ **Upload a photo of yourself and write a blurb about yourself for our website**
  - ☐ You can go to our current website for some examples: https://ecclabduke.com/the-team

- ☐ **Update your information on the current semester's ECC Worksheet**
  - ☐ Add your contact information in Contacts sheet
  - ☐ Check if your name is in the Undergrad Goal Setting Sheet
  - ☐ On your first shift of the week, you are required to chat with your project lead to set your weekly goals – this sheet is used to keep track of the work you are doing in the lab and to later on help you reflect on your semester

- ☐ **Explore lab's instagram account (@ecclabduke)**
  - ☐ Throughout the semester, you will be asked to make posts for our social media account. If you'd like, you can brainstorm some ideas for what to post and suggest them to the team!
  - ☐ The aim for our social media accounts is to help families find the lab more approachable, connect with the community, and at times recruit families by advertising on social media

- ☐ **Attend Recruitment and General Lab Training in Lab**
  - ☐ There will be a recruitment and general lab training session organized by the Lab Managers at the start of the semester
  - ☐ The managers will send a when2meet to all new RAs to find a time for everyone to complete the training
  - ☐ This is a mandatory session!

In addition, we encourage you to read this paper to better understand our lab culture. We strive to be a community engaged lab, and all of you can help make research labs become more accessible to our participants! If you have any ideas on which organizations we can collaborate with, feel free to bring them up to your project lead, Lab Manager, or Dr. Kushnir.

For Manager to Complete:

- ☐ The manager will add you to the lab's RPAD system
  - ☐ RPAD is our secure database where we keep the contact information and study history of families who come and participate in our studies
  - ☐ This can only be completed once RAs fill our the RPAD confidentiality agreement

- ☐ The manager will add you to the lab website
  - ☐ Upload a photo of you and a blurb introducing yourself to the 'New RA Checklist' form – this will be put on the lab website
  - ☐ To view what others have put on the website, view here

- ☐ The manager will add you to the lab Slack
  - ☐ Slack is what we use as our main method of communication
  - ☐ Email Lab Manager if you haven't been added yet
  - ☐ Check with your project lead to make sure you're added to all the relevant channels on Slack (e.g. channel for your project group, general channel, etc.)

- ☐ The manager will add your email to our lab Outlook
  - ☐ The ECC lab uses Outlook to reach out to families to participate in our research. We will add your email to our lab email, so that you can be prepared to recruit!

- ☐ The manager will add you to the lab list-serv
  - ☐ This list-serv is a server that keeps track of all staff and research assistants affiliated with the lab and is used to contact all members over email at once

- ☐ The manager will share relevant folders to your Box account
  - ☐ Box.com is a software we use to keep private/personal data for our studies