Group Handbook Checklist

## A handbook document is a useful tool to detail the functions of your research group, and should be viewed as a living document that any/all team members can reference at any time. Be sure that this document works in conjunction with organizational policies related to employment and education.

# Do you have written, accessible details of:

|  |  |  |
| --- | --- | --- |
| Mission? | Yes | No |
| Vision? |  |  |
| Culture? |  |  |
| Values? |  |  |
| Responsibilities and expectations of each role? |  |  |
| Emergency contacts? |  |  |
| Policies? |  |  |
|  Working hours |  |  |
|  Vacations/holidays |  |  |
|  Harassment/Abuse |  |  |
|  Inclusivity |  |  |
|  Use of AI (e.g., for writing, data analysis, manuscript review) |  |  |
|  Shared resource use/management |  |  |
|  Fiscal and environmental stewardship |  |  |
|  Research conduct/integrity |  |  |
|  Data management |  |  |
|  Writing & authorship |  |  |
|  Mentoring & career development |  |  |
|  Documentation (e.g., of tasks/responsibilities) |  |  |
|  Conference attendance |  |  |
|  Group meetings |  |  |
|  Department/division meetings and events |  |  |
|  Notice & transition plans |  |  |
|  |  |  |
|  |  |  |
|  Resources?  |  |  |
|  Project management |  |  |
|  Standard operating procedures |  |  |
|  Organizational policies and trainings |  |  |
|  Professional development & individual development plans |  |  |
|  Mental wellness |  |  |
|  Work-life integration |  |  |
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