

# Addictive Behaviors and Quantitative (ABQ) Research Lab Manual

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## Welcome to the lab!

The Addictive Behaviors and Quantitative (ABQ) Research Lab is a laboratory Directed by Dr. Katie Witkiewitz at the University of New Mexico (UNM), housed within the Department of Psychology and affiliated with the Center on Alcohol, Substance use And Addictions. Our research group is dedicated to ameliorating the suffering due to addictive behaviors via clinical research, secondary data analyses of existing clinical data, and by studying the processes by which individuals change addictive behaviors (in the context of treatment and outside of treatment). We are also interested in the development and application of novel quantitative methods to study processes related to addictive behaviors, implementation science and to research on mental and physical health, including a recent focus on stress and chronic pain.

Our lab actively works to be anti-racist and is engaged in community organizations that are devoted to reducing human suffering and improving health equity. We wholeheartedly appreciate the role of diversity in research and training and welcome lab members from historically marginalized groups, including women, individuals who are Black, Indigenous, Hispanic/Latinx/o/a/e, and persons of color, people who are lesbian, gay, bisexual, asexual, transgender, and gender nonconforming, people with lived experience of substance use disorder and mental health conditions, people with disabilities, people with incarceration histories, and those who are first generation college students and/or first generation immigrants. We are committed to increasing justice, equity, diversity, and inclusion of all racial, ethnic, sexual, and gender groups in our research and in our lab.

Please note, the organization and some of the content of this lab manual is based on/copied from the lab manual developed by Dr. Jessica Schleider for her Lab for Scalable Mental Health: <https://osf.io/pwnsm>. It is an awesome example of a clear and concise lab manual. I greatly appreciate Dr. Schleider for making this manual accessible.

## Resources

Please, please, please be resourceful and try to learn, discover, and find answers to your questions in the numerous resources that already exist to support you and your development at UNM. At least 80% of science is learning, often on your own, and being capable and skilled at finding answers is part of your development as an independent scientist. The following resources will be invaluable to you:

1. Questions about your training as a psychology graduate student, [start here](#), and if you don't find the answer in the handbook, then consult with Debra Nieto [nietod@unm.edu](mailto:nietod@unm.edu)
2. Questions about graduate studies, insurance, resources, policies/formatting for thesis and dissertations, committee rules, and other helpful tips: <https://grad.unm.edu/current-students/index.html>
3. Other questions, start here: <https://letmegooglethat.com/>
4. There is a repository of presentations, milestone documents, grant applications in the Dropbox folder – please search there before requesting examples from Katie.

## Roles, Expectations, and Responsibilities

### For Everyone

- Focus on work that you are passionate about and that you want to be doing, especially work that reduces human suffering whenever possible.
- Take full responsibility for your own work.
- Mistakes are okay, and happen to all of us. Communicate mistakes quickly and work with the group to correct mistakes.
- Per the University's Academic Integrity Policy, you are expected to maintain scientific integrity. There are severe penalties for anyone involved in academic misconduct, including immediate dismissal from the lab or even dismissal from the University.
  - UNM provides access to a plagiarism checker, iThenticate. It is strongly encouraged graduate students check milestone documents and manuscripts for publication before submission to ensure that unintentional plagiarism (e.g., self-plagiarism) is avoided: <https://ithenticate.unm.edu/>
  - AI should never be used for writing papers and any use of AI in the lab should be disclosed. Discuss with Katie whether AI is a necessary tool for your work given the severe negative impacts on the [environment](#) and [critical thinking skills](#). You are in this lab to learn and to learn how to think for yourself. You are not here to use AI to learn and think for you.
- Support and respect everyone in the lab.
- Never record conversations or meetings without the express consent of all parties involved in the conversation/meeting.
- If you are struggling, even a little bit, tell someone! Your health and well-being come first, and others will not know if you are struggling unless you reach out and let us know.
- If you have an issue with somebody in the lab, then reach out directly right away. It is **always good to assume positive intent** and to talk directly with the person in question. If you don't feel comfortable speaking directly with the person, tell Katie.
- If you have an issue with Katie, please talk with her. If you are not comfortable talking with Katie, please talk to a graduate student, postdoc, or another faculty member.
- Also make sure to prioritize having fun! I always used to say “work hard, play hard” and it is really important to have balance – set self-care goals every once in a while, tell us about a new hobby, share pictures or stories of your favorite hike, your pets, your friends, etc.
- Always stay home if you are sick and if you are scheduled to run somebody in the lab, then please make sure you get coverage. Take care of your health first and foremost.
- Keep the common areas of the lab clean, that means cleaning up dishes, food crumbs, not leaving food in the fridge for too long, etc.
- Make sure all doors to lab spaces are locked and make sure all keys are in the lockbox before leaving.

## **Principal Investigator**

In addition to the above, Katie will do the following:

- Provide support and guidance, appropriate to your training level.
- Prioritize you as a human and your development as a human, as well as your development as a scientist.
- Provide you with feedback on your research, academic work, clinical work, and anything else going on in your life, as well as your goals for the future.
- Be available when you need me via email (most days 5am-8pm) and in-person or zoom.
- Provide guidance on the future of the lab and the field.
- Will always greatly appreciate feedback, about the lab, her mentorship style, needs, and future directions.
- Provide immediate and direct feedback on any issue that requires attention, and any personal or professional challenges will be addressed as collaboratively as possible.

## **Postdoctoral Fellows**

All of the above, plus:

- Generally, post-docs in the lab will be supported by the T32 or grant-supported. If receiving funding from the T32, then please follow those policies and procedures. If receiving funding from another grant-funded source, then work with Katie to set individualized SMART goals for your grant-funded work and your career goals.
- Apply for independent grant funding as early and as broadly as possible (F32, K08, K99, Diversity Supplements, etc). Katie will support you in grant writing and will also help you identify opportunities that fit best with your long term goals.
- Support other research efforts in the lab, and provide some training/mentoring for graduate students, lab staff, and research assistants.
- Disseminate your research via academic conferences (1-2x per year is encouraged) and peer-reviewed publications. Talk with Katie about SMART publishing and presenting goals that are geared toward your career aspirations.
- Seek out travel funding and awards when possible. Tell Katie about award opportunities so she can nominate you.
- Talk to Katie early and often about your career plans, so that Katie can support you in achieving them.
- Share your perspectives on the lab and directions for the field – especially when your perspective differs from others in the lab, especially Katie's position. It is always valuable to hear from a range of different perspectives and approaches.

## **Doctoral Students**

All of the above, plus:

- Find what drives you! Read the literature, attend talks and conferences, pay attention in lab meetings and courses, and then pursue those research ideas that

really excite you. Ultimately, you will need to develop three milestone projects, but all can be along the same trajectory or you can shift trajectories. Ideally, you will identify the big research questions you want to address that will ultimately culminate in a Master's thesis, your Comprehensive Exam, and your Dissertation. You have the freedom and time during graduate school to explore ideas that really excite you.

- Typically, either your Master's thesis or your Dissertation will be original data collection based on a project that you develop and lead, and the other project will be a secondary analysis of existing data in the lab, available public use data, or data from another lab. Your Comprehensive Exam will be a systematic review paper. Talk with Katie early and often about your ideas for the milestone projects.
- All doctoral students enter the lab with a variety of experiences, skills, strengths, and areas that still require growth, and no two students ever follow exactly the same path or have exactly the same needs. Check in early and often with Katie about what you want to learn, where you need to grow, and your ultimate career goals.
- You are expected to lead projects, including papers and conference presentations, as the lead author with support from others in the lab; and you are also expected to help others in the lab, including Katie, on their projects. You may or may not get authorship credit on all tasks in the lab (see section on Authorship), and some opportunities are for learning and development, even if they do not result in a published project.
- Discuss the upcoming program milestones (per the [PhD Program's handbook](#)) with Katie at least once per semester to ensure you are on-track to complete them.
- The PhD in clinical psychology is an ultra-marathon, and never a sprint! Be patient with yourself, the process, the lab, and Katie as you find your way in balancing coursework, clinical work, and research. There are times that are harder, times that are easier, and everything in between. Everyone in the lab has struggled at times, and everyone in the lab has really sparked at times – expect to experience a bit of struggle and some sparkle, and a lot of just getting things done in the in between. There are a lot of hoops, and the lab is here to support you in jumping through them.
- Help mentor and supervise undergraduate RAs, if there are any working in the lab. If you are interested in recruiting RAs specifically to work with you, then please talk to Katie about whether that is possible at a given time. Also, these same standards and expectations apply to all undergraduate RAs working in the lab.
- Apply for grants and/or assist Katie in preparing grant applications. Lab members in the past have been successful in obtaining the [SoAP Student Grant Award](#), [RSA Student Small Grant Award](#), [Sandia Responsible Gaming Scholarship](#), and [NIH National Research Service Awards \(NRSA\)/F31 Awards](#).
- Disseminate your research via academic conferences (1-2x per year is encouraged) and peer-reviewed publications. Talk with Katie about SMART publishing and presenting goals that are geared toward your career aspirations.

You are encouraged to attend the [Research Society on Alcohol](#) or [College of Problems on Drug Dependence](#) or the [Collaborative Perspectives on Addiction](#) meetings annually (discuss options with Katie). Try to prioritize papers/symposia over posters when you can.

- Seek out travel funding/awards when possible. The UNM Psychology Department often provides \$500/year for travel funds, which can be obtained by emailing a Student Award Form to [psychfiscal@unm.edu](mailto:psychfiscal@unm.edu) (email if you also need to obtain an award form). In the past, students have applied to a variety of awards, including the [RSA Mechanisms of Behavior Change Satellite Meeting Travel Award](#), [RSA Student Merit Award](#), and [CPDD Early Career Investigator Travel Award](#).
- Let Katie know about trainings or workshops that you would like to attend. It may be possible for costs to be covered via grants or other lab resources. Graduate students in the lab commonly attend [Stats Camps](#) workshops, which are held virtually or in Albuquerque, NM.
- You are always encouraged to apply for awards! There are a variety of [internal awards](#) offered annually by the UNM Psychology Department. For a full listing of awards lab members have recently obtained, please visit the [Awards page of the lab website](#).
- The entire lab is very excited to have you on our lab team and you belong at UNM. Your perspectives and insights are always invaluable to the growth and development of everyone in the lab.

### **Research Assistants (Undergraduates, Volunteers)**

All of the above, plus:

- Assist with data collection, specific to a specific project. Know your protocol, your responsibilities, and show-up early and often!
- Let Katie know as early in the semester as possible if you are receiving course credit for your work in lab (e.g., PSYC 499).
- Keep in mind that the minimum time commitment for all research assistants is two academic semesters for 6 or more hours per week (2 credit hours = 6 hours).
- Provide support to the graduate students, postdocs, and Katie as needed.
- It is rare for research assistants to pursue publications, though we are happy to support submissions to local and national conferences. Funding is not guaranteed for conferences.

### **Culture of Support and Accountability for Actions**

**Intrapersonal:** Humans are human and as we know from the first Noble Truth, life is suffering. As humans we will inevitably experience unavoidable suffering, and given the stress and strain of undergraduate, graduate, post-doctoral, and faculty life in academia it is very likely that (1) people in the lab will experience suffering and times of poor health, which may be experienced as depression, anxiety, difficulties with sleep, inactivity, lack of engagement in pleasurable activities, over- or undereating, etc.; and (2) that suffering may occasionally get in the way of our work and presence in the lab. First, and foremost, it is important to communicate to others when you are

experiencing difficulty in life, so that we can provide additional support or resources, and also be available to adjust expectations and work load, if needed. Adjusting expectations might include changing deadlines, stepping away from a project, reducing work load in other ways, or setting up a support system for helping you increase well-being. Referral to a local therapist or Student Health and Counseling is also an option that can be discussed. If you have persistent challenges that might get in the way of work more generally, then you will be encouraged to talk with the Accessibility Resource Center for obtaining accommodations and support.

- **Options within the lab and/or department**
  - Talk to Katie, if that feels okay, or another lab member
  - Talk to two other lab members, or at least one lab member and a 3<sup>rd</sup> party.
  - Talk to two other people outside of the lab.
  - Talk to the Associate Chair for Graduate Education or Director of Clinical Training or Department Chair.
- **Process outside the lab.** Therapy works (that is why we are here!) and there is a list of therapy service providers who offer services available from the Director of Clinical Training. [Student Health and Counseling](#) also provides services. Those with known health issues (physical or mental) that are likely to arise repeatedly are encouraged to seek accommodations from the [Accessibility Resource Center](#). It is also very important to be open with Katie or your immediate lab supervisor and to communicate when you are experiencing difficulty. One of the more challenging aspects of suffering is that we often suffer in silence and others cannot tell when we are hurting and needing support. Openly communicating about our challenges can bring light and support in the process of being human.

**IMPORTANT:** All members of the lab are responsible for communicating difficulties that might get in the way of academic grades or milestone projects ASAP to Katie or a supervising lab member. UNM policies require accommodations to be sought ahead of time and it is important to make people aware of difficulties before it is too late (e.g., grades for a 499 are due and we have not seen you in the lab or heard from you for months, then we are likely to give a failing grade; but if you talk to us ahead of time, then we can work with you to make a plan for success in the 499 course). Likewise, some milestone projects have deadlines that cannot be adjusted (e.g., Comprehensive exam timeline) and if you are having difficulties then making Katie aware of your challenges can help her in helping you still complete the milestones or take a leave of absence, if that is necessary. Clinical Psychology PhD students should also refer to the Graduate Student Handbook regarding clinical privileges and steps to take if you are too impaired to provide clinical services.

**Interpersonal:** Humans are human and we sometimes say or do things that can cause hurt or pain, and we sometimes do and sometimes do not recognize the harm or pain our actions can cause for others. First, and foremost, it is important to try to assume positive intent and that the individual in question may greatly benefit from education about how the words or actions impacted you. Intent absolutely does not equal impact,



and knowing impact can often greatly change words or actions going forward. If such actions are observed or personally experienced by lab members, discussing directly with the person who engaged in the action is always encouraged. If that is not an option or fails to remediate the behavior, then we have the following steps for reporting any words or actions that cause hurt or pain to others in the lab.

- **Options within the lab and/or department**
  - Talk to Katie, if that feels okay, or another clinical faculty member.
  - Talk to two other lab members, or at least one lab member and a 3<sup>rd</sup> party.
  - Talk to two other people outside of the lab.
  - Talk to the Associate Chair for Graduate Education or Director of Clinical Training or Department Chair.
- **Process outside the lab.** Discrimination or harassment will not be tolerated in any form, either of or from members of the lab. 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](#) with the Title IX office at UNM.

**IMPORTANT:** Faculty members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. This means that Katie is a Responsible Employee and must report any Title IX related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with Katie, or with any faculty or staff member, about a Title IX related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, a list of confidential resources for obtaining counseling, medical care, and/or advocacy services is available [here](#).

### **Academic and Scientific Integrity**

The ABQ Research Lab is strongly committed to the integrity of research and the work that we conduct, as well as how we serve others. Falsifying data, plagiarizing others, and/or manipulating results will not be tolerated. UNM provides severe penalties for all forms of academic dishonesty. Any form of academic dishonesty or scientific misconduct will be treated as a very serious matter, will be reported to the appropriate office (Dean of Graduate Studies, Vice President for Research). It is your responsibility to be fully aware of the University policies on academic conduct, available [here for students](#) and here for [staff, faculty, and postdocs](#).

UNM provides access to a plagiarism checker, iThenticate. It is strongly encouraged



graduate students check milestone documents and manuscripts for publication before submission to ensure that unintentional plagiarism (e.g., self-plagiarism) is avoided: <https://ithenticate.unm.edu/>

Engaging in any form of academic misconduct, particularly plagiarism for falsification of data or results, may result in immediate dismissal from the ABQ Research Lab.

### **Authorship**

The International Committee of Medical Journal Editors (ICMJE) provides clear guidance about how to determine authorship. The ICMJE suggests that authorship should be based on the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. 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 guidelines are consistent with APA's statement on authorship: *"Authorship credit should reflect the individual's contribution to the study. An author is considered anyone involved with initial research design, data collection and analysis, manuscript drafting, and final approval."* Please also see the [Contributor Roles Taxonomy \(CRediT\)](#) and [UNM guidance](#) on determining authorship and handling authorship disputes.

Authorship discussions will begin when starting a new paper, at which point we will identify the first author who will lead the paper and have primary responsibility for the project. The first author, who will almost always be the corresponding author with the journal, will help move the paper through the drafting and submitting process, and will also lead the response to reviewer comments with the journal. Katie will often be the last author, which is considered the "senior author" or position for the head of the lab. Others in the lab who are involved with the project and qualify for authorship based on the above-mentioned guidelines will be 2<sup>nd</sup> through 2<sup>nd</sup> to last author, with order determined based on contributions. There may be some circumstances in which Katie is first author, is not included as an author (e.g., collaborations between students and faculty in other labs or departments in which Katie was not involved), or is not listed as senior author (e.g., collaborations involving data from another PI's project).

Authorship order can also evolve through the project, especially when roles on a project change, when a person leaves the lab or the project all together, or if the person who was initially identified to lead the paper can no longer assume the first authorship role for whatever reason (e.g., other responsibilities, lack of interest, leaving the lab, etc.). All lab members are expected to be flexible and understand that even if you initially thought you were going to be the first author, if your role substantially changes (e.g., someone else

ends up taking the lead on conducting the analyses for and drafting the paper), the authorship order may also change. It is also possible, in some cases, for authors to be added during a project, depending on their contribution, and their placement will be discussed with all parties involved in the paper. All of these issues will be discussed openly and with all of the authors involved with the paper in those discussions and willing to make adjustments, as needed. Authorship status and concerns should be raised early and often, and it is really important to have these discussions openly. If an individual lab member or former lab member is not responsive about a project, the resulting paper, or a discussion regarding authorship order, then that person may be removed from the paper entirely.

The lab has an authorship spreadsheet. It is recommended that this be consulted for determining author order, although it may need to be adjusted for each specific paper.

<u>Activity Category</u>	<u>Total points</u>
Received grant, prepared/collected data, or made data available for use	25
Literature search	25
Write introduction	35
Cleaning/preparing datasets for analyses	25
Performing analyses and interpreting results	35
Write methods section	30
Write results section	30
Write discussion section	35
Edit manuscript	25
**30 points minimum to be an author, partial credit allowed	Total

The lab has submitted to many different journals, and learning what journals are a good fit for a particular paper is a skill that you will learn over time. Please talk to Katie and other lab members about what journals may be the best fit for a particular paper. The top journals in our field and great targets for submission include Journal of Consulting and Clinical Psychology, Clinical Psychological Science, Journal of Psychopathology and Clinical Science, Clinical Psychology Review, Addiction, Addiction Biology, Drug & Alcohol Dependence, Psychology of Addictive Behaviors, Addictive Behaviors, Substance Use & Misuse, Alcohol: Clinical & Experimental Research, Experimental and Clinical Psychopharmacology, and Journal of Substance Use Treatment, etc. You can find an up-to-date ranking of addiction journals at:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9295211/>

When working with external authors/collaborators, it is important to always have an internal version of the paper that is circulated among lab members, especially Katie, before sending to external authors or collaborators. Once Katie has reviewed and commented, as well as other lab members, then the draft can be circulated to external authors.

### **Conducting Research in the Lab**

Virtually all of the research our lab conducts involves human subjects. All research must

be IRB approved, and research procedures must adhere to what is proposed and approved by the IRB. All UNM faculty, students, and volunteers involved in research must complete [human subjects research training](#), [financial conflicts of interest training](#), and to [submit a financial interest disclosure form](#). IRB approval will not be provided if these requirements are not met.

Everyone involved in data collection must complete ethics training ([typically CITI training](#)) prior to collecting data, and this training needs to be renewed every three years. Please save your training certificate to document your training. All lab members who receive access to lab data will need to sign a Data Sharing Agreement prior to receipt of the data and follow the policies of the Data Sharing Agreement.

It is incumbent upon lab members to become familiar with the protocol and all expectations regarding participant interaction, setting up the experiments, appropriate dress, and necessary documentation before interacting with participants. In addition, we generally recommend that you arrive to the lab or virtual space 15-30 minutes prior to a participant's appointment time, depending on the complexity of the research protocol. When working with participants, please try to be conscientious of your clothing choices. In most cases, casual or "smart casual" wear is permitted, including solid jeans or longer skirts, shirts that cover the midriff, etc. If you have questions regarding if a certain apparel choice is recommended for work with participants, you are welcome to ask Katie or a graduate student research coordinator. Please work with the responsible lab member (e.g., doctoral student or postdoc) to make sure you are ready to work with participants who might come into our lab. If a participant becomes ill or injured, upset, or experiences any problems while you are conducting your research, you must notify Katie and relevant lab personnel as soon as possible. We may need to report this information to the IRB and/or funding agencies.

### Starting New Projects With Lab Data

All lab members are encouraged to pursue supplemental, mentored research opportunities to complement their project-based experience. These opportunities will involve projects using secondary data analysis with existing lab data (*and* in some cases, open/public datasets). Lab members **cannot** initiate new data collection efforts unless they secure funding and Katie's permission to do so. It is also the case that using data from the lab may require involving others on the project as authors or contributors. Please always talk with Katie about availability of lab data and who else needs to be involved when using lab data for new projects. All data and products (e.g., scripts, programs, datasets) produced as part of the research activities of faculty AND students at UNM is the property of UNM. This would include anything completed by ABQ Lab students (e.g., thesis or dissertation data collection). As PI of the ABQ Lab, Katie is the steward of the data and has the right and responsibility to make decisions regarding the use of data and research products emanating from the data. Individuals who leave the ABQ Lab are required to delete all data generated in or obtained by the ABQ Lab unless previously agreed upon by Katie. All individuals who access ABQ Lab data must sign the ABQ Lab Graduate Student Contract or separate data sharing agreement.

## General Policies

### Hours

Being present in the lab is a great way to feel like part of our community and team, learn from others, mentor and support one another, and talk about science. As such, Katie suggests that graduate students and postdocs spend some of their work hours in lab spaces, including our physical lab spaces in Logan Hall, CASAA, and digital spaces where we may work collectively at time. Please talk with Katie or your immediate supervisor about your schedule and working hours, as well as times when you need to be physically in the lab or at CASAA.

### Katie's Office Hours

During the academic year, Katie generally works from either her CASAA or Logan Hall office on 2-3 days per week. When Katie is in her office, the door is usually open and you are welcome to pop-in and say hello or ask questions. The best way to schedule a meeting with Katie is via her [booking link](#). Any lab member is welcome to schedule a meeting with Katie at any time using the link. Please start with trying to book via the booking link. If there are not available times, then please email Katie to find a time. Sometimes Katie has last minute changes and might have availability when you need it.

### Meetings

*Weekly lab meeting.* During the academic year, we hold a lab meeting in our conference room that all lab members are welcome to attend. Lab meetings are a dedicated to troubleshooting roadblocks or challenges linked to ongoing projects and training goals.

*Cookie Goal meeting.* Once per month during the weekly lab meeting time, we set cookie goals, that are rewarded the following month by receipt of a cookie (or other snack). Cookie goals can be work, school, research, or self-care goals – the only requirement is that they are SMART goals (specific, measurable, achievable, realistic, and time-bound). Members of the lab will help in setting goals.

*Research meetings.* Most projects have dedicated research meetings that are typically weekly, biweekly, or monthly. If you are not sure what meetings you should be attending, then please ask Katie. You are welcome to attend most meetings, and are absolutely required to attend meetings for your specific projects.

*Individual meetings.* Katie will set-up individual, hour-long weekly, biweekly, or monthly meetings with all doctoral students and postdocs at the start of each semester.

*Department and CASAA colloquia.* The Psychology Department colloquia are required for doctoral students. These are during the academic year on Fridays from 9-10. All lab members are invited to attend and doctoral students have to attend as part of their training. All lab members are also invited to and strongly encouraged to attend the CASAA

ViVA and Science Huddle Meetings on the second Monday of each month from 2-3pm, as well as the CASAA T32 Addiction Seminar, currently scheduled on Mondays from 9-10am.

### **Deadlines**

If you need Katie to complete something by a specific deadline, please give her as much notice as possible. Please provide at least three weeks' notice for recommendation letters and at least two weeks' notice for smaller asks (e.g., completing paperwork, commenting on poster abstracts). If you do not adhere to these timelines, Katie may not be able to meet your deadline. Keep in mind that Katie has many other responsibilities and often has last minute requests of her time. Your last-minute request is not always Katie's biggest emergency (even if it is a big emergency for you!). Katie will do her best, but will not guarantee being able to manage crises that arise from last-minute requests.

### **Presentations**

All presentations should have a practice lab presentation at least one week ahead of time, which provides enough time to implement feedback from fellow lab members. Practicing presentations serves many great purposes, including stimulating discussions about the work in the lab, practicing the content/pace/meaning of the presentation, and improving presentation skills – we can all always improve our communication!

### **Recommendation Letters**

Katie is happy to provide recommendation letters for doctoral students and postdocs at any time, however unless she has experience with undergraduate RAs or volunteers, Katie may ask for help from doctoral students or postdocs when asked to write letters for RAs or volunteers. To request a letter of recommendation, please provide Katie your updated CV, and any instructions for the contents of the letter. If Katie is unfamiliar with the request or has never written a letter for you before, then please provide a bullet list of items that would be good for Katie to emphasize in the letter. Katie writes letters for multiple students at UNM and across the country every semester who are applying to many programs, positions, grants, awards, and opportunities. As such, it is important for her to be informed about the need for letters of recommendation with at least three weeks of lead time and to provide all of the instructions for the letter, as well as the CV and bullet points in a single email. It is absolutely okay (and welcomed) to send Katie reminders about the due date of the recommendation letter.

### **Graduate School Applications and Career Options**

Katie is happy to discuss the graduate school application process and career paths with active or past lab members. For lab members applying to clinical psychology PhD programs, Katie feels it is important for current lab members to apply to programs other than UNM and Katie also tends to admit students who are from other labs. Bringing in diverse and new voices to the lab, as well as new collaborations from outside of the lab is one of the many benefits of admitting graduate students from outside of UNM.

## **Grant Funding**

Funding for the lab comes predominantly from grants and awards from the National Institutes of Health. Allocation of funds and roles on specific projects will be discussed with lab members individually. All research supported by external grants must acknowledge the funding source, including the grant number (if applicable), upon publication. Visit our [Current Grants](#) page to obtain the grant number for the project.

If grant funded research assistantships are not available, then doctoral students will need to apply for other positions available from the Psychology Department. Doctoral students are responsible for making sure that they have funding contracts submitted on time and that funding contracts cover tuition and insurance. It is the responsibility of doctoral students to talk with Katie about funding opportunities and to respond to Psychology Department emails in a timely manner regarding funding contracts.

## **Communication**

Communication regarding specific projects involving just a few lab members generally occur by email. Communications to participants and possible recruitment sites should be arranged through our lab's shared e-mail account ([abqresearch@unm.edu](mailto:abqresearch@unm.edu)) or via Google Voice. Lab members (including Katie) are expected to respond to all email messages that require a response within the next working day, even if the email is only to acknowledge receipt and that a thorough reply is forthcoming. You are not expected to respond to emails outside of typical business hours (8am-5pm, Monday through Friday).

Some lab members (including Katie) may prefer or need to complete work-related tasks and emails in the early morning hours, on evenings, or on weekends. Receiving an email outside of business hours does not mean you need to respond outside of your working hours, unless it is truly urgent. As such, emails requiring a response should *never* be interpreted as requiring immediate attention if received outside of business hours/days.

In emergencies related to our research projects, or in the case of a problem or concern with a participant, please call Katie directly (via her cell) as quickly as possible.

All doctoral students are responsible for reading and responding to emails from the Psychology Department and Director of Clinical Training, and students and postdocs funded by CASAA grants are responsible for reading and responding to emails from CASAA staff. Reading and responding to emails is a critical part of our jobs as scientists, and all members of the ABQ Research Lab are responsible for checking, reading, and responding to emails in a timely manner.