LabArchives Quick Start Guide for PIs

This guide is intended for all PIs at Mass General Brigham.

PIs MUST use LabArchives Research Notebooks

Mass General Brigham Electronic Lab Notebook (ELN) Policy, effective October 1, 2019, requires all PIs to use LabArchives to document Research Data, and to perform other record keeping activities for active research projects.

Under this policy, all PIs **must (1) Create a LabArchives account and (2) Own** *active* **research Notebooks for their team/department**. There are sample notebooks, described below, that you may use as templates.

Create a LabArchives Account

Mass General Brigham requires that all MGB PIs and researchers use the Mass General Brigham licensed version of LabArchives. Using the free version limits the features available and does NOT meet the requirements of the Mass General Brigham ELN Policy. There are a couple of ways to create a compliant account:

1. **Create it directly via LabArchives site link:**

   Go to: shib.labarchives.com/?siteID=304

   Click the appropriate button indicating whether or not you already have a LabArchives account

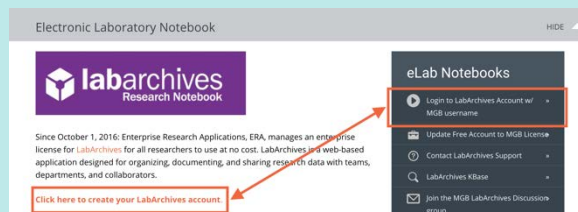   Login with your regular Mass General Brigham credentials.

2. **Alternatively, create a licensed account using the links on rc.partners.org/eln:**

   Click the text link:
   Click here to create your LabArchives account

   Or choose:
   Login to LabArchives Account w/MGB username
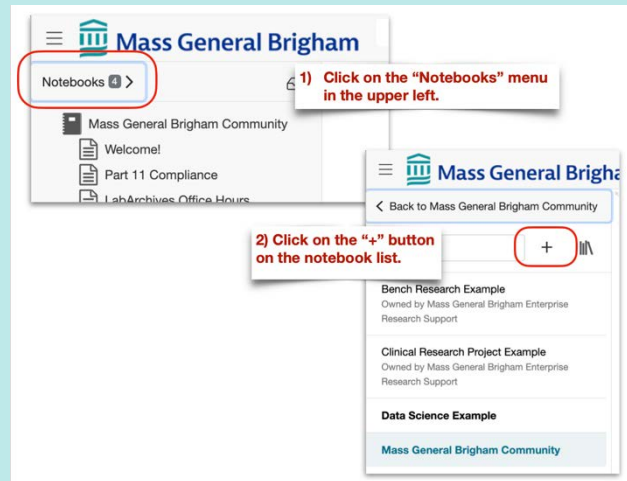   from the right-hand menu.

IMPORTANT: If you have a free account (you created the account by entering an email address via the LabArchives web site), you MUST update to the licensed version. Follow the instructions at rc.partners.org/research-apps-and-services/collect-data#update-account or contact support@labarchives.com for instructions.
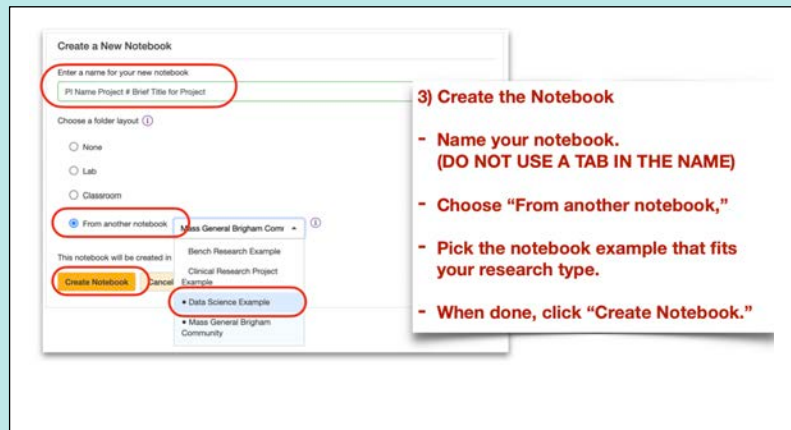
Create a Notebook

Mass General Brigham provides example notebooks that you may use as a starting point for your lab's notebook(s). There are notebooks for clinical research, bench research, and data research. These were created in consultation with focus groups of researchers from several Mass General Brigham institutions. Open the notebook for the research type most similar to the type of research done in your lab.

To create a notebook using that template:

1. **Click on the "Notebooks" menu in the upper left**

2. **Click on the "+" button**
   This opens a dialog for creating a new notebook

3. **Enter a name for the notebook**

4. **Click "from another notebook" under "Choose a folder layout"**

5. **Choose the Example notebook name from the dropdown**
   We chose "Data Science Example," here.

6. **Click "Create notebook"**

Example Notebooks

There are example notebooks for Bench Research, Clinical Research, and Data Science. The example notebooks each contain a folder structure specific to that type of research, as well as sample documents, basic instructions, and forms (called widgets in LabArchives). They are considered a starting point to help avoid the dreaded "blank page syndrome," when you're just starting out. It's understood that not everything will be the same for every research project of a given type. Feel free to reorganize, rename, and update as appropriate to meet your lab's needs

Using LabArchives

Consider your LabArchives research notebook to be the "single source of truth" regarding your research projects. Your LabArchives research notebook is a legally-defensible, centralized system for documenting your research processes and research data throughout its lifecycle in a manner that is real-time available, reusable, discoverable, and if need be, peer-reviewable. The LabArchives notebook houses information in a manner that establishes evidence in support of a patent filing, intellectual property in innovation or research, and for refuting any claims of research misconduct.

Think of it as a table of contents and supporting materials that "future you," or an auditor, peer reviewer, or patent attorney would need in order to be able to find your data, know what the data is and how it's structured, know how the data was analyzed, and know who contributed to which aspects of the project, and when. The overarching goal of the ELN policy is to enhance research integrity and protect the IP of every contributor to the research. The lab notebook is a single source of truth regarding a project through its history. As your team moves forward with your LabArchives use, ask: if someone wanted to reproduce a study's results, or challenge a patent, have you captured the information would they need in order to:

General information

- understand the goal of the research

- know who worked on what aspects of that research, and when

Data-specific information

- find the data,

- know the data's purpose and structure,

- verify that the data has not been tampered with,

- verify who made which changes at what time