

LabArchives Quick Start Guide for PIs – May 2024

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

PIs **MUST** use an **APPROVED ELN**

Such as LabArchives, to document Research Data and other record keeping activities related to data manipulation and analytical procedures for active research projects.

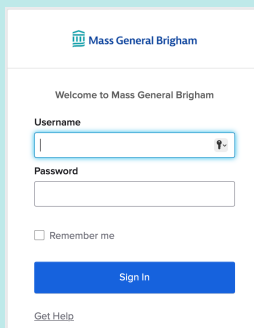
Mass General Brigham Electronic Lab Notebook (ELN) Policy, effective October 1, 2019, requires all PIs to use LabArchives to document Research Data, and to perform other record keeping activities for active research projects.

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. Go to: shib.labarchives.com/?siteID=304
2. If present, click the **appropriate button** indicating whether you already have a LabArchives account.
3. **Login** with your regular Mass General Brigham credentials.



IMPORTANT

You **MUST** use an MGB licensed account, which you log into via the MGB Single Sign-on.

If you previously created an account by entering an email address via the LabArchives web site, and you were not redirected to the MGB Single Sign-on page to log in, you created an unlicensed, Free account. Step 2 above should upgrade your account automatically, however, if that doesn't work contact support@labarchives.com for instructions.

You can create one or more notebooks for your research. Some labs have a central notebook for weekly progress reports, plus a separate notebook per researcher, or per project for daily activities. Others have one project notebook where all work is tracked (not recommended for large labs, as these can get very large over time). Others take a different approach altogether. We recommend looking at your current processes and deciding how many notebooks you want and what they'll contain based on how you currently work.

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 instructions show how to make a notebook for your work that uses one of those as a starting point.

To create a notebook using that template:

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

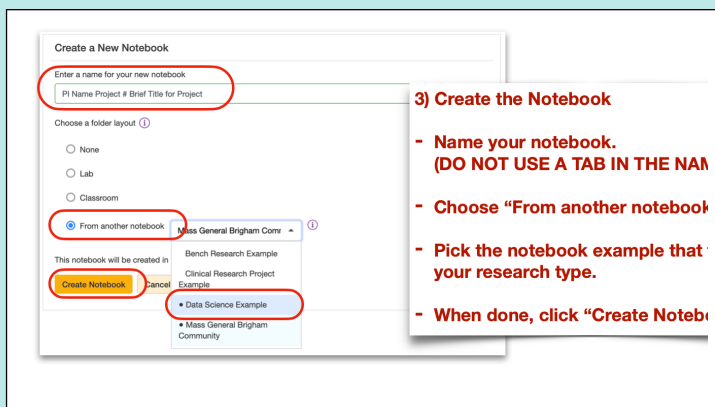
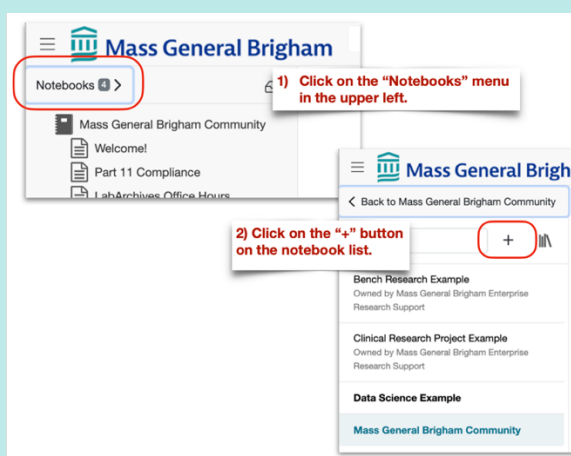
2. Click on the "+" button

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's name from the dropdown.

We chose "Data Science Example," here.

6. Click "Create notebook"



Why Example Notebooks?

Each example notebook was created in consultation with focus groups of researchers from that discipline, drawn from across several Mass General Brigham institutions. Each contains a set of folders and sample content that is typically used by researchers doing that type of research, based on the group members' real life experience. They help prevent "blank page syndrome" when starting off with an ELN.

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). These were defined by focus groups of researchers from each discipline, from across MGB institutions.

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 organization's needs.

The image displays three overlapping screenshots of the LabArchives interface, illustrating different example notebooks:

- Top Screenshot: Insight Documentation**
Title: Partners Healthcare LabArchives Support - Nov 18, 2019, 1:15 PM EST
Content: Protocol, amendments, etc. are stored in Insight, as follows:
(create one widget per protocol used in this project):
Title: Exciting research project
Protocol #: 1978P123456
- Middle Screenshot: Essential Documentation**
Title: Partners Healthcare LabArchives Support - Mar 09, 2020, 4:06 PM EDT
Content: Regulatory Binders
Each study should have a separate regulatory document file
- Bottom Screenshot: Example Analysis Plan Widget**
Title: Christine Wasunna - Aug 13, 2019, 12:38 PM EDT
Content: Example Data Analysis Template
Note: This data analysis template is a modified version of the template created by the Master of Philosophy Epidemiology teaching team at the Australian National University.
Table:

| DATA ANALYSIS PLAN TEMPLATE | | | |
|-----------------------------|--|------------------------|--|
| Reference No. | | Study Name | |
| Date of Plan | | Principal Investigator | |
| Person conducting analysis | | Telephone | |
| | | Mobile | |
| | | Email | |



Using LabArchives

Consider your LabArchives research notebook(s) to be the “single source of truth” regarding your research project. 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, or issued a claim of research misconduct, 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
- Be able to reproduce the work

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

NEED HELP?

- **Email:** support@labarchives.com
- **Knowledgebase:** <https://www.labarchives.com/labarchives-knowledge-base/>
- **Free webinars and trainings:** <https://www.labarchives.com/webinars/intro-to-eln>
- **MGB Discussion List:** http://researchlistweb.partners.org/list/w/eln/subscribe_eln.aspx
- **MGB Help Desk:** labarchives@mgb.org
- **Veeva SiteVault eReg Binder:** ceoffice@mgb.org

