Welcome to the Methodology and Relationship/Sexual Science (MaRSS) Lab!

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MaRSS Lab Purpose
To conduct rigorous, high-impact research in close relationship, sexual, and methodological science, within the context of a responsible and inclusive training environment

Organizational Chart
# MaRSS Lab Organization

<table>
<thead>
<tr>
<th>Position</th>
<th>Role/Unique Responsibilities</th>
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| **Director**      | ● Lead manager  
|                    | a. Lab-wide goal-setting and value determination  
|                    | b. Consultation and conflict resolution  
|                    | c. Managing and mentoring other managers/leads  
|                    | ● Grant Writing  
|                    | a. Ensuring there are resources for research and grad students  
|                    | ● Complex analyses and writing activities  
|                    | a. Ensuring MaRSS Lab research sees the light of day |
| **Postdoc(s)**    | ● High-level manager  
|                    | a. Goal-setting on multiple projects  
|                    | b. Managing and mentoring project leads and Sr. and Jr. Graduates  
|                    | c. Some consultation and conflict resolution  
|                    | ● Grant Writing  
|                    | a. Contributing to efforts to bring resources into lab  
|                    | ● Analyses and writing activities  
|                    | a. Taking the lead of publishing the projects on which they lead  
|                    | b. Contributing to efforts for projects on which they are collaborators |
| **Sr. Graduate Students** | ● High-level manager  
|                    | a. Goal-setting and execution on multiple projects  
|                    | b. Managing and mentoring project leads and Jr. Graduates  
|                    | c. Some consultation and conflict resolution  
|                    | ● Fellowship and student grant applications  
|                    | a. Doing their part to bring their own funding and resourcing into the lab  
|                    | ● Analyses and writing activities  
|                    | a. Taking the lead of publishing the projects on which they lead  
|                    | b. Contributing to efforts for projects on which they are collaborators |
| **Jr. Graduate Students** | ● Mid-level manager  
|                    | ○ Goal-setting and execution on 1-2 projects  
|                    | ○ Managing and mentoring their RAs  
|                    | ● Fellowship and student grant applications  
|                    | ○ Doing their part to bring their own funding and resourcing into the lab  
|                    | ● Analyses and writing activities  
|                    | ○ Taking the lead of publishing the projects on which they lead  
|                    | ○ Contributing to efforts for projects on which they are collaborators  
<p>|                    | ○ Asking for feedback early and often |</p>
<table>
<thead>
<tr>
<th><strong>Lab Manager</strong></th>
<th><strong>Honours Student(s)/I.S. Students/Project Lead(s)</strong></th>
<th><strong>Research Assistants</strong></th>
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<tbody>
<tr>
<td>● Managing Undergraduate Research Assistants</td>
<td>● Mid-level manager</td>
<td>● Honouring responsibilities to research projects</td>
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<tr>
<td>○ Interviewing and recruitment</td>
<td>○ Goal-setting and execution on their project</td>
<td>○ Expected time contributions</td>
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<tr>
<td>○ Project assignment in consultation with other Managers</td>
<td>○ Managing and mentoring their RAs (if any)</td>
<td>○ Taking initiative</td>
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<tr>
<td>○ Minor conflict resolution tasks</td>
<td>● Asking for feedback early and often</td>
<td>○ Good, timely communication with project leads</td>
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<tr>
<td>● Managing lab activities</td>
<td>● Communicating problems to Lab Manager and/or higher-level Manager</td>
<td>● Contributing to a positive MaRSS Lab Culture</td>
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<tr>
<td>○ Scheduling meetings/events</td>
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<td>○ Embodying lab values</td>
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<td>○ Determining (and ensuring adherence to) Lab Room protocols</td>
<td></td>
<td>○ Being present at lab meetings (scheduling permitted)</td>
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<tr>
<td>○ Documenting and updating lab practices</td>
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<td>○ Being helpful/responsive</td>
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<td>● Dynamic responsiveness</td>
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<td>○ Communicating with Managers when problems are encountered</td>
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<tr>
<td>○ Providing stop-gap support for projects, logistics, grant-writing, etc., to other Managers and Leads on an as-needed basis (in consultation with Director).</td>
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Perks of being a MaRSS Lab Member

1. **Access to MaRSS office (Corbett B321a)** - email the lab manager to request a key
   a. COR B321a is an office space that is available to all MaRSS Lab members who need a quiet place to work. This is a work space, so please be mindful of others’ need to focus. The space - and especially the lab computers - are prioritized for lab related work.

2. **Access to John** - [See lab office hours](#)
   a. Creating a space for open communication that fosters and develops Lab community is fundamental! Office hours are open to all lab members to drop-in and discuss lab related (or unrelated) questions, topics, existential crises, etc.

3. **Experience in exciting and unique research!**
   a. See the last page of the manual for a summary of some projects going on the lab

4. **Community and support relationship**
   a. By joining the MaRSS lab members will become a part of a warm and encouraging community. From the RAs, graduate students, to John - we’re all in this together!

5. **Reference letters**
   a. By contributing good work to the lab, and living up to or even exceeding to lab expectations you could receive a great reference letter from John.
Expectations

1. **Respect/Inclusivity** - MaRSS Lab is a place for lots of different folks who share a common interest in research about sexuality and relationships, and a geeky-love of methodology. All lab members are expected to make others feel welcome/included, and to hold each other accountable to make sure that MaRSS Lab can fulfil its mission of being an awesome training environment.

2. **Communication** - Responding to lab-related emails is a critical responsibility. Please respond as promptly as possible to emails from the lab manager (ideally within 24-48 hours). This also includes doodle polls, which are used to organize lab meetings and other social events.

3. **Initiative** - The type of experience you have with the MaRSS Lab is largely in your hands! John and the lab manager/project leads will always do their best to support you, but it is your responsibility to reach out if you would like more work or would like to take on more responsibilities.

4. **Honesty** - There will be times when you realize that the project you are working on is not a good fit for you, or takes up more time than you realized - and that’s okay! Please be honest and let us know when you do not wish to continue with an assignment so that projects do not get stalled and you get a research experience that you enjoy.

5. **Reliability** - RAs are an integral part of the projects conducted at the MaRSS lab and without your dedication they cannot be accomplished. Please keep in mind that you are expected to put in 4 hours/week on lab-related tasks and fulfill the role you signed up for.

6. **Enthusiasm** - Not all tasks in the MaRSS Lab will strike you as incredibly complex and/or fascinating; research involves a lot of “less glamorous” tasks, such as filling out paperwork, sending correspondence, collecting certain types of articles and coding certain types of information. We need your help in these tasks just as much - if not more - as we need your help in more interesting lab activities (e.g., running a participation session). If a call from the lab goes out looking for help with something that sounds relatively simple, consider jumping on it quickly! There’s no better way to make a good impression for the next time a more complex opportunity comes up.
You’re in the lab, now what?

1. *Read the RA Lab Manual (you’re already halfway done!)*
   a. Carefully review the RA lab manual and note any questions you have. Please let the lab manager know of any concerns or inquiries you have.

2. *TCPS 2: CORE*
   a. All lab members are required to complete the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. The course “consists of eight modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology” ([www.tcps2core.ca/welcome](http://www.tcps2core.ca/welcome)).
   b. Once you have completed the course (or if you have previously completed the course) please send the certificate to the lab manager.

3. *Sign up for one (or more!) of the UVic courses on sexualized violence and consent*
   a. Tools for Change: Preventing Sexualized Violence at UVic
   b. Bringing in the Bystander
   c. Step In, Speak Up
   d. Once you have completed a course (or have previously completed a course) please send proof of completion to the lab manager

4. *Set goals (see last page) and connect with project leads*
   a. Outline projects you would like to work on, are currently working, and what you would like to get out of your time with the MaRSS Lab.
   b. Some projects will be led by a graduate student or project lead. Please reach out to these individuals if you are interested in a project they are working on (if you are unsure of who to reach out to, the lab manager will be more than happy to make those connections for you).
   c. Recording the projects you have worked on will not only allow you to track your progress, but will be useful for any reference letters that John might write for you in the future!

5. *Lab website photo*
   a. If you would like your photo to be featured on the lab website, please send the lab manager a recent photo of yourself (something akin to a headshot is preferred).
F/IAQ - Frequently and/or Importantly Asked Questions

1. I’ve sent an email to John and he hasn’t responded, what should I do?
   a. John is exceedingly popular and as a result he receives a plethora of emails
everyday. There is a statistically significant chance ($p < .05$) that your email was
lost within the black hole of John’s inbox. Please do not hesitate to send John
another email, in fact, he will likely appreciate you taking the effort to ensure you
both connect.
   b. Option #2, swing by John’s office during MaRSS lab office hours (for Fall 19:
      Thursday from 2-3PM)!
   c. If you really can’t get a hold of John or if there is an urgent matter, communicate
   with the lab manager or a project lead you are working closely with and they may
   be able to assist with your issue, or help you get a hold of John

2. I’m not really working on anything at the moment, but I want to be more involved.
   a. If you are looking for more work, please reach out to the lab manager! If there are
specific projects you would like to work on please mention this in the email and
the lab manager will do their best to assign you to your top choice!

3. I’m excited to discuss topics relating to sex and sexuality, but I also care about not
   engaging in sexual harassment inadvertently. How can I engage in these conversations
   in a safe and consensual way?
   a. A good strategy is to ask yourself: “how do I know that I have consent to have
this particular conversation with this particular person(s)?” Has this person
initiated a similar conversation with you before? What signals have they sent you
that they would also enjoy this kind of conversation?
   b. You can also ask the person(s) in question, but be aware that sometimes asking
can make a person feel pressured; make sure that they know that it’s not
required, and that your primary concern is whether they feel okay!
   c. Ask John or someone else in the lab that you trust: they won’t always know the
   answer, but they can try to help you navigate this complex part of being a human
doing sexuality/relationship research
   d. Consult the UVic Harassment policy (it’s a bit dense, but a seriously
   helpful/important document)

4. I don’t feel good about an interaction/dynamic with ______ (the lab manager, another
   RA, a grad student, a postdoc). What should I do?
   a. Consider coming to John’s office hours to talk about it; it’s his job to help resolve
conflicts in the Lab, and make sure that everyone feels safe and supported.
   b. Alternatively, consider talking to another RA/lab manager/grad student/postdoc
   who you feel safe with, about what to do--we’re here to support one another!

5. I don’t feel good about an interaction/dynamic with John. What should I do?
   a. If you feel comfortable enough, still consider talking about it with John; he’s open
to feedback, and tries to take this feedback seriously.
   b. If you don’t feel comfortable talking to John, and feel like this is a serious matter,
you should consult another faculty you trust, or consider talking to the
   Psychology Dept. Chair (psychair@uvic.ca).

6. Leaving the lab
a. Although we will be sad to see you go, you may realize that you do not have the time to continue volunteering with the MaRSS lab, or that you are no longer interested in our research. Please email the lab manager and the project lead(s) you are working under that you will be taking a break/leaving the lab so that any unnecessary confusion is averted.

b. Return any keys and other materials you obtained through the lab.

**Lab and Computer Use**

1. Use of COR B321a
   a. Be respectful of fellow lab users and people in surrounding offices. Keep conversations appropriate (i.e., volume, content) to ensure people can keep their focus and get their work done.
   b. Use the traffic light system: Green means chat all you want, yellow means use room users want to get work done rather than socialize, so lower your voice, and red means no talking/minimal whispering. The traffic light is set by the lab manager. When the lab manager is not present it is set by the first person using the room.

   ![Traffic light system](image)

   c. Do not dispose of smelly food stuffs in the lab garbage - use the garbage cans down the halls. The janitors do not empty our garbage, so a benign yogurt cup or apple core can get nasty real fast.

2. Some general computer rules
   a. Priority will be given to those who are using the computers for lab-related activities.
   b. Since these are shared computers, avoid using them for email or social media.
   c. If saving things to the desktop, please create your own folder (e.g., “Sandra’s folder”) to keep everything in.
Getting Reimbursed

1. If you have incurred any travel or business costs for lab-related tasks that should be reimbursed contact the lab manager for instructions on how to use the TER and BER forms (if it is your first time filling them out).