

80.9 Laboratory Notebooks and Other Research Records

Policy Name:	Laboratory Notebooks and Other Research Records
Approval Authority:	Provost and University Vice President
Responsible Officials:	Associate Provost for Academic Entrepreneurship Vice President for Research Entrepreneurship Executive Director of the Office of Sponsored Research
Responsible Office:	Office of Sponsored Research
Effective Date:	1 March 2010

1. Policy Statement

A lab notebook is an essential part of scientific research and should be regarded as a permanent record of research activities. It should be legible and thorough enough for someone else to read and understand exactly what was done and why.

2. Reason/Purpose for Policy

This Policy provides information to the Stevens research community regarding the important need to maintain informative and complete data as it pertains to a course of research and study. Carefully kept records are useful for future research and publications and could minimize problems or questions that might arise about the research or the results. Lab notebooks are generally one of the first sources of documentation examined in the event there is a dispute regarding intellectual property.

3. Policy Scope

This policy applies to all faculty, staff, students and any other persons at Stevens involved in the design, conduct or reporting of research at or under the auspices of Stevens, and it shall apply to all research projects on which those individuals work, regardless of the source of funding for the project.

4. Related Documents

- [“SIT Inventor’s Handbook”](#)
- Research Data - Ownership, Collection, Retention, Access and Transfer (80.8)

5. Contacts

- Associate Provost for Academic Entrepreneurship
- Vice President for the Research Enterprise
- Executive Director, Office of Sponsored Research

6. The Policy

Laboratory notebooks reflect an individual scientist’s style of writing and comment and often assist in verifying the authenticity of entries; thus, the intent of this Policy is not to narrowly define how every notebook will be ordered or maintained. Rather, the Policy requires that notebooks be kept in every lab, that they observe the tenets of good scholarship and generally include the elements mentioned in the [“SIT Inventor’s Handbook - Laboratory Notes”](#)