New Lab Member Info

Hooray! Welcome to the lab!

Get set up

- Request permissions from Jon for the following:
  - Wiki editing
  - Lab servers and Google Drive
  - GitHub repositories
  - Lab calendar
  - Email Lists
- Set up your computer according to our lab's computing software recommendations

Acquire an NYU ID

☑ NYU ID card
  - ID has two numbers on back
    - NYU ID number is the number that starts with “N”. When you get your ID, email the N number to Erica and Paulo and request 24 hr building access
    - Net ID is the assigned user name for interwebs stuff; this in the form “initials + number”
  - Getting ID card: get at 7 Washington Pl during normal business hours
    - info at [http://www.nyu.edu/nyucard/about/how.obtain.nyucard.html](http://www.nyu.edu/nyucard/about/how.obtain.nyucard.html)
    - students: just take photo id
    - staff: NYU ID card authorization form from HR + photo id. If you already have a Net ID and N number, you don't need the card authorization form (maybe)

Introduce yourself!

Get to know your labmates (See the Lab members page)! We are friendly and we like to go out for coffee and lunch. Have conversations with each of us and find out what we do.

☑ Create a profile on Winawer Lab website

  Add yourself to the lab website's Lab members page by asking Jon to add you as a user with ‘Editor’ privilege to the website. You can login to the website here; once you've added as a user, you can upload a profile picture using the 'Add Media' button, and edit the Lab members page to include your name, email and profile picture using the 'Edit page' button.

Get added to IRB

If you will be running experiments, make sure Jon adds you to the IRB. This requires that you are registered in NYU's Cayuse Research Suite.

☑ Cayuse registration

  - Check if you are already set up in NYU Home
    - Research tab > eResearch Toolkit > Cayuse Research Suite
    - If you see a list of modules and applications, you're registered and Jon should be able to add you to the IRB.
    - If you get an error about access or your account being ‘disabled’, put in a registration request via this link: [https://www.nyu.edu/osp/res/registration/](https://www.nyu.edu/osp/res/registration/); fill out the form and place a check for ‘Register for Cayuse’. You should receive an email to confirm your registration and then Jon can find you in the system.

Complete training for running experiments

A mix of online-modules and in-person learning. Some formal, some informal.

☑ FMRI training

  - Important people
    - Keith Sanzenbach (keith.sanzenbach@nyu.edu): facilities manager; also in charge of training
    - Pablo Velasco (pablo.velasco@nyu.edu): MR physicist, important for developing and testing pulse sequences
Valerio Luccio (valerio.luccio@nyu.edu): Manager information systems, runs the servers etc for storing and transferring data + pipeline analyses

- **Talk to Keith to**
  - Set up CBI account: used for signing into website (cbi.nyu.edu), signing up for time, transferring data. Visit office 156 to do this (hallway on right from entrance), ring buzzer for Keith. DIFF FROM NET ID!
  - Sign up for (1) safety training, then (2) operator training (2 hrs)

- **Before safety training**
  - Read safety info on website: cbi.nyu.edu intranet on lower left corner login with CBI account policies and procedures printer friendly page (all policies)
  - Watch Siemens video (but how do they work?) (~25 min)
  - Take safety quiz (same page) (pdf)
  - Complete safety sheet (metals, etc) to enter magnet suite (pdf)

- **Before operator training**
  - Secure source of funding
  - Secure IRB
  - Have stimuli to test

  Following operator's training, scan frequently with Keith. Once you're comfortable, ask to become master operator. Keith will observe a session where you scan a subject, and if you are comfortable/pass to his satisfaction, become a master operator. This means your key card will be activated for access and you can scan solo/during off-hours.

- **Human subjects training**
  - As of, May, 2015, NYU human subjects training has changed from an inhouse system (http://www.nyu.edu/ucaihs/tutorial/) to the more widely used CITI system
  - If you completed the NYU training prior to May, 2015, the training is valid and the CITI training is not necessary
  - Any new lab members must complete the CITI training
  - To be added to the lab IRB, Jon has to submit a revision to IRB (Amendment application for study personnel & site changes + Appendix A: additional NYU co-investigators) (forms here)
    - https://nyu.cayuse424.com/rs/irb/

- **EEG Training**
  - contacts: Andrea & Helena
  - room on second floor (203), door code 314. From the secret elevator, cut through Pelli/Bryce/etc office, enter hallway on right that ends in unmarked door. EEG room should be on opposite side, on left, next to an unhelpful sign that suggests the EEG lab is further down the hall.
  - EEG calendar: schedule on cbi.nyu.edu using pulldown menu on same place as schedule MRI sessions. Info about the EEG room is here.

- **MEG training**
  - Important people
    - Jeffrey Walker (jeffrey.walker@nyu.edu, 212-995-4960): facilities manager, in charge of training, scheduling and troubleshooting
    - David Poeppel (david.poeppel@nyu.edu): PI, discuss experimental detail
  - Operator's training
    - Informal and hands-on with Jeff Walker. Jeff will scan with you during your first experiment, gradually transferring responsibility to you
    - Once trained, can get card access to MEG room

  - Lab website for KIT/NYU MEG research lab

- **Misc**

  - **Housing**
    - Finding housing in NYC is exhausting, expensive, and difficult. NYU has some resources on finding housing, but they're pretty generic and unhelpful. Below is an incomplete list of resources that lab members actually used to find housing. As always, don't be stupid.

      - **NYU off-campus listings:** access from the "Life" tab on home.nyu.edu. Requires Net ID to use. Listings of apartments and room shares for NYU affiliates only. Be careful of listings that have contact information for a broker. While the ad might say there is no broker fee, when you actually call/show up to the office, they will often say "woops, that one just went off the market, but we have this other one that is about the same but actually quite a bit more expensive and there's a broker fee." No pictures
      - **Listing project:** weekly email with listings submitted by individuals who either own the place or are on the lease (no brokers allowed). This listing is oriented towards the artist community, but it's certainly not a requirement. Tons of options, with lots of pictures.
      - **NoFeeRentals.com:** looks and sounds super sketchy but is actually run by Jakobson properties which ones a ridiculous amount of Manhattan. Good bet if you want to be on the lease but don't want to pay a broker. Fees for background checks/processing paperwork is rather high ($200/person).
      - **Using a broker:** most expensive option, but a broker will be aware of many listings that you won't know about/have access to and will help you complete the Byzantine paperwork and negotiate with the rental company if needed. If you can afford it, this is the
easiest option especially if you want to be on an actual lease. Be warned a broker typically charges around 10-15% the annual rent and are notorious for high-pressure tactics.

For subletting an apartment, you will usually be asked for: (1) security/damage deposit (typically 1 month rent) and (2) first month rent. Some will ask for first and last month rent. Rent is then usually paid monthly thereafter to whoever is on the lease.

Getting a lease on an apartment requires an application consisting of: (1) proof-of-employment or proof-of-enrollment, (2) bank account statements showing balance, (3) proof of income (tax return or W-4), (4) background and credit check, and (5) non-refundable application fee ($50-$200). If you’re annual income is less than 20 times the monthly rent, you will be required to provide a guarantor who will be responsible if you fail to make rent. The guarantor will have to provide the same information and have an annual income of at least 40 times the monthly rent. If your application is accepted (takes anywhere from few hours to a few days), you will be asked to (1) sign a contract, (2) provide a security deposit, and (3) provide first month rent.