

Biomechanics Laboratory Handbook

Project Binder

When conducting a research study, it is critically important to be organized to manage data collected as well as notes and documents that are needed for the project.

To help with organization, the Biomechanics Laboratory uses 'Project Binders'. Each study has a binder prepared and maintained by a lead researcher (e.g., student researcher doing his/her thesis or independent study).

The binder should contain at least the following sections:

- Include a label on the binder with the project title and IRB protocol number.
- All IRB communications.
 - Protocol proposal form
 - Informed consent
 - Other supporting documents
 - Approval letter
- Key peer-reviewed papers.
- Signed informed consents.
- Data collection sheets.
- Description of where data are stored (i.e., directory).
- Notes

The binder should be stored in the Biomechanics Laboratory.

Keep the binder up to date. For example, if an IRB modification or continuation is submitted, include all forms and approval letters.