負責任的實驗室使用守則

_____教授的_____實驗室
研究人員篇（博士後研究員、研究助理、學生）

歡迎各位來到本實驗室，一起開始做研究。以下為本實驗室的一些規則，導讀如下。（以下內容請實驗室管理者自由修改）

（一般性原則）

1. 研究中遇到困難或問題，請記錄下來，並主動與我、實驗室管理人（或 _____）討論。
2. 研究若需送交倫理審查，請確實執行相關的程序，並尊重審查的決議與意見，以保障人類參與者與實驗動物的權益。
3. 研究中具潛在危險或危害的物質，請確保符合法律、規範、準則（如：優良實驗室操作規範）。
4. 不使用未經合法授權的資源，亦不在未經授權的情況下，任意使用他人的研究技術或成果。

（研究資料處理原則）

1. 誠實且嚴謹地寫研究記錄（lab notes）、定期備份研究數據，並與我、實驗室管理人（或_____）討論備份位置與格式。
2. 絕對不可篡改或偽造研究資料或數據。
3. 用審慎的態度與方法去蒐集、處理、管理、保存與分享研究資料（尤其是具個人隱私或機密性的資料），必符合規定。
4. 遵守實驗室資源的使用規定，包括詳實紀錄使用者、使用時間，與歸還時間等事項。
5. 在未與我討論及沒有正當或具科學理由的情況下，不可任意刪除、選擇數據。

（研究經費使用原則）

1. 需要用到研究經費，請與我、實驗室管理人（或 _____）討論。
2. 遵守研究經費的編列標準，妥善運用研究經費，避免浪費。

（研究成果撰寫原則）

1. 絕對不抄襲。引用他人想法或文字，要確實引註及改寫。
2. 依照欲投期刊、研討會、專利、與書籍章節等格式來撰寫文稿。

（研究成果發表原則）

1. 發表作者群先後排序與貢獻度等事宜，請立即與我（或 _____）討論。
2. 如實且精確地報告研究程序、方法與結果，避免誤導他人。
3. 誠實揭露研究中的利益衝突或經費支助來源。

我已瞭解以上資訊，並同意遵守本實驗室規則。

實驗室管理者簽名：_____
研究人員簽名：_____
簽署日期：_____

Responsible Laboratory Practice

Professor _____'s _____ Laboratory
For Researchers (Postdoctoral Researchers, Research Assistants, and Students)

Welcome to the laboratory, and get ready to conduct research together. The laboratory's regulations and guidelines are listed below. (Laboratory manager(s): please feel free to modify the following contents.)

(General Principles)

1. If you encounter difficulties or problems while conducting your research, please make note of them and take the initiative to discuss them with laboratory manager(s) or me (or with_____).
2. If your research requires an ethics review, please follow the related procedures and respect the decisions and comments of reviewers to safeguard the rights and interests of human and animal subjects.
3. Please ensure that any substances used in your research that may potentially pose danger or have hazardous substances are handled in compliance with laws, regulations, and standards (such as good laboratory practices).
4. Please do not use resources that have not been legally authorized, and please do not use other people's innovations or research products without permission.

(Research Data Management Principles)

1. Please truthfully and carefully write your laboratory notes, back up your research data on a regular basis, and discuss the backup location and format with laboratory manager(s), me (or with_____).
2. Never fabricate or falsify research data and results.
3. Use a prudent attitude and approach to collect, process, manage, save, and share research data (especially data that contain personal or confidential information), and follow all regulations.
4. Please comply with the usage regulations for laboratory resources, including keeping detailed records of users, usage time, return time, etc.
5. Do not delete or filter data without prior consultation with me or without a legitimate or scientific reason.

(Principles for the Use of Research Funds)

1. If you need to use research funds, please discuss with the laboratory manage(s) or me (or with_____).
2. Please comply with fund allocation criteria, and use research funds appropriately.

(Principles for Writing Research Results)

1. Never plagiarize. When quoting other people's ideas or writings, make sure to cite and paraphrase the text correctly.
2. Format your manuscript in accordance with the template of the intended journal, seminar, patent, book chapter, etc.

(Principles for Publishing Research Results)

1. Please discuss matters related to authorship order and degree of contribution with me (or with_____).
2. Report research procedures, methods, and results truthfully and accurately to avoid misleading others.
3. Truthfully disclose any conflicts of interest or sources of funding in the research.

I understand the above information and agree to abide by the rules of this laboratory.

Laboratory manager's signature: _____

Researcher's signature: _____

Date: _____