

## Stanford CARE Scholars

### Scholars Expectations and Authorship Policy

Updated 12.2022

#### Program Overview

The CARE Scholars program offered through the Stanford Center for Asian Health Research and Education (CARE) is an immersive, yearlong, part-time online data science course in Asian and Global Health for undergraduate and early graduate students, anchored by a 9-week full-time summer research immersion.

Using a Team Science model, Scholars work in teams of 3-4 on research projects with CARE Team Science Fellows and Stanford faculty mentors. Our program emphasizes Scholars' growth as researchers and leaders, with a focus on career development and broadening perspectives around health care, innovation, AAHNPI and global health. We hope to create deep, lasting mentoring relationships between Scholars and Stanford CARE and Stanford CARE Global Faculty.

Science is meaningful only when it is shared and can impact practice. As such, Stanford CARE Scholars are expected to write and submit 2 high quality manuscripts for publication within a year, and to work on revisions until the manuscripts are published (which usually takes 12-18 months). Additionally, Scholars are expected to present their research at regional and national meetings in advance of publication.

#### Academic Integrity

A major goal of our program is to help our young Scholars develop their emerging professional identity as leaders and researchers. Professionals are expected to behave in an ethical, responsible manner, to show up, to be on time, and to be collaborative. Our "Scholar Expectations and Authorship" policy honors the work of contributing team members and ensures that program sponsored research maintains the academic integrity reflective of Stanford University and the Stanford Center for Asian Health Research and Education.

#### Scholar Expectations

The Stanford CARE Scholars program is built using a Team Science model, in which everyone collaborates and contributes to the research process. In this model, we are all accountable to each other.

We are dedicated to Scholars having a wonderful experience within the program and want each person and team to succeed. For each team to be successful, each individual is expected to participate fully and to fulfil their commitments in a timely manner. Foundational learning and team building occurs during our curated seminars, which Scholars are expected to attend.

Overall, Stanford CARE Scholars are expected to:

- Plan for excellence
- Collaborate
- Participate
- Communicate
- Honor their commitments

More specifically, Stanford CARE Scholars are expected to:

- Complete assignments on time
- Attend and participate in 90% of scheduled seminars (unless prearranged absence)
- Meet regularly with their Team Science Fellows and project mentors, on time



- Actively contribute to their research projects
- Communicate any change in their status/circumstance with the CARE Scholars Leadership team
- Submit their first manuscript by the following winter break
- Submit their second manuscript by the following spring quarter
- Continue to work on their research manuscripts until published in a peer-reviewed biomedical journal

## **Research Presentations at Regional and National Meetings**

Science must be shared to be useful. Learning to present your ideas clearly (and answer questions!) is a critical part of becoming a leader and researcher. Scholars are expected to present their research at regional and national meetings, with first submission deadlines usually coming in early/mid-October. Most of these meetings have competitive applications, and not all submitted abstracts will be accepted for a poster, workshop, or oral presentation. All authors on the presentations should help the presenter prepare and give feedback well before the presentation.

Plan wisely. Each Team will receive a set amount of “seed funding” to support their submissions and travel, that is inclusive of all team members. Each submission will have a one presenter. If your team has a presentation accepted to a conference, funding must be split in an equitable way amongst the presenters and conferences. Scholars may gain presenter experience by planning submissions to virtual (lower cost) and in-person (higher cost) meetings, so that each Scholar has a chance to present. The remainder of travel support should come from Scholar’s primary university (who usually have research conference/travel support funds for students) and/or their mentors.

## **Communication around Challenging Life Events**

We understand that adverse life circumstances may impact an individual’s ability to fulfill their commitments. When challenging life circumstances occur, Scholars are expected to communicate their circumstances immediately to their team and program leadership, so that we can support you and the team and redistribute the work. This applies to potentially missing meetings or seminars, as well as larger issues around project completion. Open communication is the bedrock of Team Science collaborations, and helps teams become resilient and remain productive.

## **Communication around Conflict**

Learning to resolve conflicts is an important and transferrable life skill. Finding real differences between individuals is a normal part of professional life, and even high functioning teams will hit impasses over important issues. For instance, differences of opinions may arise between teams, fellows, mentors, staff, or other faculty around a project’s research question, project scope, analytic methods, places to submit, etc. Most conflicts can be resolved through open listening and respecting other’s perspectives. Usually, the primary faculty mentor will help resolve these issues successfully.

We are here to support you. If issues arise that the Teams are unable to resolve on their own, please come EARLY to the CARE Scholars Leadership team so that we can help address these issues smoothly, respectfully and professionally. Decisions by CARE Scholars Program leadership regarding project direction are final.

## **Authorship Policy**

### ***Authorship***

Scholars who successfully meet their obligations and program expectations will be listed as authors on their research manuscripts, and on regional/national presentations.

### ***Understanding Author order***

In a traditional “wet lab” bench science program, the first author is usually the person who co-conceptualizes the idea, conducts most of the research and writes the first manuscript draft. In a “dry lab” Team Science program, many people

are equally contributing to different aspects of the research conceptualization, analysis, and writing. A manuscript may have one or two “first authors”, depending on degree of contributions. The final author is usually the “senior author” in biomedical journals, and for CARE Scholars projects, is the primary faculty mentor for the project. Occasionally, the primary faculty mentor may change, due to individual or project circumstances. Beyond the order of the first 1-3 positions and senior author, the remainder of the authors are generally listed in order of contribution.

### ***Determining Author order***

For CARE Scholars, the author order on a manuscript will be determined through ongoing conversations between the CARE Scholars team, Team Science Fellows, the Faculty Mentors, and CARE Scholars Program Leadership.

A major CARE Scholars learning objective is for Scholars to learn to think like a collaborative research scientist. The point of program participation is not to be “first author” (although that might happen), but to learn the skills to initiate your own projects later, to answer questions important to you. Scholars may have the option of being first author for projects initiated by Stanford CARE, but remember, there are multiple Scholars per paper. This is NOT a competition. Co-first author positions may also be considered in selective cases, at the discretion of the program. Scholars may not be offered first author position on other CARE or external projects but will be included on the author byline if successfully participating in the research project. This will be made clear at the time of project participation.

Since every CARE Scholars team will have opportunity for more than one paper, we encourage Scholars to be generous with each other as colleagues regarding author order. Conversations about research project contributions to determine author order (analysis vs writing vs literature review, etc.) should be positive and collegial. Decisions around the Scholar’s authorship order and inclusion as an author will be ongoing, until manuscript publication. Any disagreement about authorship or contributions will be settled by the CARE Scholars Leadership Team.

While authorship can differ depending on the research product (e.g., poster, oral presentation, manuscript, etc.), author contributions must reflect those provided by the International Committee of Medical Journal Editors (ICMJE). In addition to direct analysis and manuscript writing/revisions, contributions may include actions such as coordinating meetings with the project team; ensuring accountability of team members to deadlines; submission of paper and coordinating reviewer discussion and feedback, etc. Please see the [guidelines for authorship](#) provided by the ICMJE for more information.

### ***Removal from projects and papers***

We expect our Scholars to be professional, to behave ethically, to show up, and to keep their commitments. Rarely, we have a Scholar who is not fulfilling their commitments – showing up inconsistently, missing deadlines, etc. We truly dislike being the “participation police”, and don’t enjoy tracking Scholars down to have them participate and finish promised work.

If CARE Scholars Leadership and/or mentoring faculty feel that a CARE Scholar is not fulfilling their obligation as a team member, that Scholar may be removed from the CARE Scholars program, their project or be omitted or removed as an author from research manuscripts and presentations. If a CARE Scholar is not contributing during any part of the program to the extent their team feels is necessary to be considered an author, the CARE Scholar will be notified in a timely manner, so that they may have the opportunity to recover their authorship status.

### ***Continuing Research Collaborations with Stanford CARE Scholars Alumni***

At Stanford CARE Scholars, we hope to build a cadre of rising researchers who can address Asian and Pacific Islander health inequities and grow as leaders in their field. We hope that the deep relationships you form with your teams,



Team Science Fellows, and Stanford CARE Faculty and Global Faculty extend and even deepen beyond the duration of the program. CARE Scholars Alumni are part of our community.

- Participation with Stanford CARE or Stanford beyond initial projects is contingent on successful completion of your primary projects.
- For all Stanford collaborations, our usual research and ethical standards apply.

Additional research projects may be initiated by Scholars Alumni, or Alumni may join existing/new Stanford and Stanford CARE initiatives.

- **CARE Scholars Alumni initiated projects.** Should you want to explore new areas of research, we encourage you to reach out to and involve your faculty mentors, Team Science Fellows, and CARE Program Staff as early as is reasonable. Please note, however, that not all Stanford CARE faculty and Team Science Fellows may have the availability and capacity to support additional projects. We would also ask that you acknowledge Stanford CARE in the manuscript. As with any strong team, clear communication is important in collaboration.
- **Participation in other Stanford and Stanford CARE projects.** We often have ongoing projects which Scholars alumni may be able to join. Some research projects may have funding, while others may be more educationally, or service focused without funding (or have a small stipend/honorarium). If CARE Scholars Alumni are interested in additional research/project opportunities, contact CARE Scholars program leadership to discuss your interests.
- **Presentation and project support.** Depending on available funds and funding allocation, some project and presentation funding support may be available. Additional funding decisions will be determined equitably by the CARE Scholars and Team Science Leadership Teams.

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I have read and agree to the Stanford CARE Scholar Expectations and Authorship Policy.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_