1. Mission: To examine neuromuscular, musculoskeletal, mechanical aspects of exercise and human movement, in the context of heath and sports, in order to improve quality of life for clinical populations and maximize performance for athletes.

2. The primary aim of the Musculoskeletal Analysis Laboratory (MAL) is to serve as a research facility.

3. Laboratory Activities
   a) All activities in the MAL must receive prior approval from the lab directors(s) or designee
      i) All procedures must be approved by the lab directors(s) or designee prior to actual data collection.
         (1) For thesis/applied project data collection, one faculty member of the MAL must serve as a committee member if any part of the data is to be collected in the Musculoskeletal Analysis Lab.
         (2) Reliability/validity of proposed data collection procedures must be established through investigation or by acceptable reference material.
      ii) Research activities must have appropriate Institutional Review Board (IRB) approval
          (1) IRB approval is needed for all research in the lab(s) involving human subjects, with the lab directors(s) or designee listed as co-investigator(s).
          (a) For more information: [http://www.IRB.memphis.edu/](http://www.IRB.memphis.edu/)
          (b) Any potential first-authors for manuscript submissions or theses/applied projects must be listed on original IRB forms or added as an addendum (expedited), including students.
          (c) Anyone involved in data collection must have current Collaborative Institutional Training Initiative (CITI) credentials.
(2) The listed PI is responsible for all individuals involved in data collection that will not be first-authors and do not appear on IRB forms.

(3) If the need for IRB approval is unclear, confirm with lab directors(s) or designee.

iii) Special events may occur in the MAL if they do not disturb higher priority activities

(1) Special events must be approved in writing at least one (1) week in advance by the relevant laboratory director

(2) Coordinators of special events must obtain liability insurance and be prepared to show appropriate documentation upon request

4. Scheduling
   a) All activities must be placed on the Musculoskeletal Analysis Lab MS Outlook calendar. If you cannot access this calendar, contact one of the directors below.
   b) To request scheduling of an activity not previously approved, contact:
      i) Dr. Weiss - lweiss@memphis.edu
      ii) Dr. Powell - dwpowell@memphis.edu
      iii) Dr. Paquette - mrpqette@memphis.edu
   c) Activities not scheduled and in conflict with a scheduled event are likely to be terminated
   d) In the event that multiple requests are submitted for the same time period, they will be prioritized in the following order:
      i) Research activities (Funded research, Faculty-directed research, Thesis/Applied Project research, others)
      ii) SPAHCC Testing Services
      iii) Special events (e.g., lab demonstrations, National Biomechanics Day, etc…)
      iv) Class/laboratory sessions
      v) Date of request
   e) Multiple activities may occur simultaneously, if the following occurs:
      i) Written permission of all laboratory directors
      ii) Written permission of individual in charge of prioritized activity

5. Facility Access
   a) All individuals accessing the facilities must be approved by the laboratory directors(s) or designee
   b) Access to the facilities will be denied for failure to abide by the policies and regulations
   c) Lock and Alarm
      i) The door must remain locked at all times unless an individual is present within the MAL
      ii) The alarm will be set overnight and on weekends
iii) Failure to lock or arm door will result in suspension of privileges within the MAL
d) Student access
   i) Students are allowed access to the laboratory for research purposes
   ii) Undergraduate students will not be allowed access unless a faculty member or designated proxy (e.g. Graduate Assistant) is present
   iii) Students are expected to abide by all regulations as regular laboratory users

6. Equipment
   a) Permission must be granted to use individual equipment within the laboratory
   b) Permission to use equipment will be granted provided the individual is qualified to use it and can demonstrate their ability to operate the equipment properly (as determined by the respective lab director).
c) Equipment may not be removed from the MAL.
   After each use, equipment must be cleaned and/or prepared for future use.
   Permission to temporarily move equipment within the lab will be granted if:
   i) The moved equipment does not interfere with other equipment
   ii) The individual returns the equipment to its proper location following use
   The garage storage area (FH173) is designated for the MAL facility and has the same guidelines

7. Computers
   a) All computers are password protected, and individual access must be approved by the laboratory directors(s) or designee or designee
   b) Computers may only be used for data collection, processing, and/or analysis, NOT FOR PERSONAL USE
   c) Computer problems must be reported immediately to Dr. Paquette

8. Facility Care and Cleanliness
   a) Individuals using the facility are responsible for the cleanliness of the laboratory
   b) After use, individuals will clean up and remove any trash
   c) In the case where research subjects or students are using the facilities, the activity coordinator is responsible for cleaning the laboratory
   d) When trash containers are full, please remove and replace the bags and place outside the door for custodial staff
e) Individuals using the facility are responsible for any damage to the facility or equipment in the facility.

f) The individual will be responsible for repairing, paying for repairs or replacement of damaged items.

9. Dress Code

a) Students are expected to dress professionally during lab-related activities including data collections, testing services, special events, etc.

b) Collared shirts with or without the lab or School logo must, slacks or length-appropriate shorts and closed-toe footwear must be worn during research data collections.
Authorship of data originating from the MAL

a) Authorship credit will be based on all three of the following
   i) Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data
   ii) Drafting the article or revising it critically for important intellectual content
   iii) Final approval of the version to be published
b) Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship
c) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
d) The order of authorship on the byline should be an *a priori* joint decision of the co-authors.
   i) Authors should be prepared to explain the order in which authors are listed.
   ii) The Principal Investigator* has the final approval of the order of authors.
      * Two scenarios exist in which the major professor may supplant the student as first author for journal submission of the thesis, dissertation, or applied project:
         (1) if it has not been submitted for peer review in a reputable and appropriate journal within 6 months of the student's graduation from the associated program of study at The University of Memphis
         (2) if the paper has been submitted within the 6-month time frame, but rejected by the journal
e) All contributors who do not meet the criteria for authorship will be listed in an acknowledgments section. Examples of those who will be acknowledged include a person who provided purely technical help, or writing assistance. Financial and material support will also be acknowledged.
   i) Groups of people who have contributed materially to the paper but whose contributions do not justify authorship may be listed under a heading such as “clinical investigators” or “participating investigators,” and their function or contribution should be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.”
   ii) Because readers may infer their endorsement of the data and conclusions, each of the aforementioned individuals must give written permission to be acknowledged.