



## Happening in SRO

You can find this “Happening in SRO” and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Recent News.

*If you have items for the newsletter or if you would like to highlight an event, please let Ann Vernier or your unit director know.*

### 2021 Closure Dates & December Holiday/Season Days

There will be four **SRO Closure Dates** this year, around U-M holidays.

They are:

**Friday, May 28** (Memorial Day U-M Holiday is Monday, May 31)

**Friday, July 2** (Independence Day U-M Holiday observed is Monday, July 5)

**Friday, September 3** (Labor Day U-M Holiday is Monday, September 6)

**Wednesday, November 24** (Thanksgiving U-M Holiday is Thursday, November 25 and Friday, November 26)

The **December Holiday/Season Days** are:

Christmas (U-M Holiday observed) is **Friday, December 24**

U-M Season Days are **Monday, December 27 through Friday, December 30**

New Year's Day (U-M Holiday observed) is **Friday, December 31**

### ISR Confidentiality Pledge **Due Today** (January 29)

All ISR employees are required to complete an annual review of the Institute's Policy on Safeguarding Respondent Confidentiality and to sign the associated Confidentiality Pledge promising compliance with the Policy. This is a condition of your employment and affiliation with ISR.

The Confidentiality Policy and Pledge can be accessed here: <https://privacy.isr.umich.edu>

To complete the process over the web, you will need your U-M ID number.

## Responsible Conduct of Research and Scholarship (RCRS) Training

Everyone in SRO is required to complete this training by June 30, 2021. Per the U-M Record, "the expanded course replaces the previous three PEERRS modules: Authorship, Publication and Peer Review; Conflict of Interest; and Foundations of Good Research Practices. Recent completion of these previous modules is no longer sufficient and so individuals must take the expanded PEERRS-RCRS course, which covers U-M employees and students for three years." Please go to this link: <http://my.research.umich.edu/peerrs/> Under the **Training Requirements** heading, you will see the link for the new RCRS module.



## The CCP Corner - Planning Ahead for Winter Well-Being (Aimee Miller)

With cold weather and limited sunlight, winter can be challenging emotionally and physically. Additionally, indoor activity restrictions make it difficult to stay active and engaged, which can contribute to feeling down and unmotivated. When we feel down, it is harder to think of things to do that support our sense of well-being. Developing a list of accessible and interesting activities to add to our "winter wellness toolbox" can help us keep active and engaged this winter. The following articles provide great ideas to help you develop your own winter wellness toolbox.

- [Developing a Wellness Toolbox](#)
- [Small Ways to Keep Your Spirits Up When the Temperatures Drop](#)
- [52 Safe Family Activities for this Winter](#)
- [49 Fun Winter Activities You Can Still Enjoy \(Even During a Pandemic\)](#)

## Monitoring the Future – Base Year 2021 (Rebecca Gatward)

Like many things over the past year, data collection for Monitoring The Future (MTF) Base Year will be a little different this year. The MTF funding agency were keen for data collection to continue during 2021 – the longitudinal data now runs for 47 years and surveying students this year is particularly crucial. Over the past six months the MTF Research and SRO teams have worked together to adapt and pilot a study protocol that will enable data collection to continue - using the 'buzz' word for 2020, we have 'pivoted'!

In previous years the survey has been conducted in school by a SRO Interviewer. The survey would be completed by a class or larger group of students at one time using personal tablets. This year school administrations will be conducted without visiting the schools. We will be collecting data using remote procedures, obviously a necessity with the inability to conduct face-to-face data collection during the COVID-19 pandemic. Many school systems are choosing virtual instruction or a hybrid of virtual and in-person, and many schools will not allow visitors (SRC staff) into their building.



Procedures for online survey procedures will be kept as close to standard MTF procedures as possible; the main differences are:

1. The Field Researcher will not visit the school in person.
2. Students will complete a web survey (Illume) on their personal or school provided devices either in the classroom or from the location where they are receiving online instruction.
3. Students will access the survey through a link we provide (this will be delivered to them either by email or whatever mechanism is used to deliver assignments to them).

The school administrations may still be completed by all students or by class at the same time (synchronous) – as would have been the case in previous years when the SRO interviewer was conducting the administration in the school. In some schools the administration may be stretched across a few days or a week, this will typically happen when the survey is set as an assignment and students are given so many days to complete (asynchronous).

The Field Researchers will still coordinate with a nominated contact person within each school. They will be responsible for setting the date of the administration, responding to any questions, ensuring the parent consent process has been completed, monitor response rates and collect data on enrollment and absences.

Our goal is to try and replicate the face-to-face administration approach as closely as possible within each school but we know, from our pilot experience, that the degree to which this will be possible will vary greatly by school. The key word for 2021 is ‘flexibility’.



## **SRO Wellness News** **(SRO Wellness Committee)**

**HAPPY 2021!** – The SRO Wellness Committee is focused on sharing and promoting wellness information and activities for our colleagues. We're excited for a fresh start!

**SIT AND STRETCH** – Ryan Neice will facilitate two Sit and Stretch sessions in February. Improvements to posture, mobility, and even strength can be achieved while you are sitting at your desk. These Sit and Stretch sessions will emphasize proper form and walk you through several techniques to offset some of the

issues associated with sitting for long periods of time. These sessions are low impact and there will be ample time for questions.

Sessions will be held on the following dates and times:

Thursday, February 4 from 5:30 p.m. – 6:00 p.m. [Click Here to Add Feb 4 Session to my Google Calendar](#)

Wednesday, February 10 from 12:15 p.m. – 12:45 p.m. [Click Here to Add Feb 10 Session to my Google Calendar](#)

**FUN BONUS** – The time in these sessions count towards your Active U logging!



## **Tips and Tricks – Clear Your Cache**

**(Kelly Chatain)**

Web browsers are constantly storing information from the websites we visit and the online applications we use. Storing that data locally improves performance in the short term, but if it isn't cleared out periodically, it might cause more problems than it solves. Old versions of web forms, old webpages and content, and cookies used for various web tasks may conflict with the daily updates that are made to websites and applications. This can cause errors, can slow down loading times, or even prevent certain functions entirely. U-M ITS recommends clearing your cache every 1-2 weeks for optimal performance. Generally speaking, if you're experiencing technical issues with a website, clearing your cache is a good first step.

**NOTE:** If you clear your entire cache, you may be removing some data you rely on, such as:

- Saved passwords
- Address bar predictions
- Shopping cart contents, etc.

Be aware that saving a password in a browser is not as secure as using a password manager like LastPass.

Address bar predictions will autofill a URL that you've visited before, so bookmarking sites you visit often is a good way to mitigate the effect of losing that function.

### **Instructions for clearing cache in Chrome:**

<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

### **Instructions for clearing cache in Firefox:**

<https://support.mozilla.org/en-US/kb/how-clear-firefox-cache>

### **Instructions for clearing cache in Edge:**

<https://support.microsoft.com/en-us/microsoft-edge/view-and-delete-browser-history-in-microsoft-edge-00cf7943-a9e1-975a-a33d-ac10ce454ca4>