



BROWN VIRTUAL LAB

LABORATORY
CREW LAUNCH
AND LEARNING
PACKET

Laboratory Crew Curriculum

This six-module pathway prepares a laboratory or institutional crew to become a clear local scholarly home, align authority and membership, launch a bounded first project, govern methods and information, publish collaboratively, and return knowledge across the network.

Prepared for Brown Virtual Lab professionals and laboratory collaborators | 2026 edition

Begin with a clear record

Name or laboratory crew

Institution or affiliation

Primary role

Home collaboration space

Start date

Target completion date

How this packet works

Complete each reflection in writing, attach or link the listed deliverables through the authorized project pathway, record quiz performance, and use the final pages for capstone review. The corresponding Site modules provide the full teaching and immediate scoring.

Hub Identity, Purpose, and Authority

Draft a hub identity statement and complete an authority map for participation, data, methods, authorship, institutional identity, and release.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Hub identity statement	
■	Authority map	
■	Lead and steward roster	
■	Lab-lead proposal draft	

Guided reflections

1. What can this crew contribute that would be difficult to create alone?

2. Where does decision authority reside for each part of the work?

3. Which local responsibilities must remain visible throughout collaboration?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

People, Roles, and Working Agreement

Build a member-role matrix and draft a one-page working agreement that the first crew meeting can review and affirm.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Member-role matrix	
■	Working agreement	
■	Communication rhythm	
■	Support, pause, and withdrawal pathway	

Guided reflections

1. Which role distinctions will prevent confusion?

2. What rhythm can the crew sustain during demanding weeks?

3. How will a member safely raise a concern?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Project Charter and Template Selection

Select a template and draft a two-page charter for one bounded first-season project, including three milestones and explicit readiness evidence.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Template selection record	
■	Project charter	
■	Milestone map	
■	Readiness-gate table	

Guided reflections

1. Which project can this crew complete with excellence in its first season?

2. Which exclusions protect that scope?

3. What evidence should open each next stage?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Data, Ethics, Methods, and Reproducibility

Complete a project classification worksheet, data stewardship plan, reproducibility checklist, and AI-use decision for the crew first project.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Activity classification	
■	Data stewardship plan	
■	Reproducibility checklist	
■	AI-use and verification record	

Guided reflections

1. Which authority decides the review pathway?

2. Which outputs can safely travel across institutional boundaries?

3. Which methods decisions must future reviewers be able to reconstruct?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Collaborative Scholarship and Publication

Create a contribution matrix, version log, authorship discussion record, and release-readiness review for a current or simulated cross-hub output.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Contribution matrix	
■	Version and decision log	
■	Authorship discussion record	
■	Release-readiness review	

Guided reflections

1. Where could invisible work be overlooked?

2. Which decisions require agreement across hubs?

3. What evidence supports every public claim?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Knowledge Return, Completion, and Continuity

Prepare an audience-specific knowledge-return plan, closeout checklist, first-season review, and a ninety-day next-cycle plan.

Deliverable evidence

Prepared	Deliverable	Evidence location or reviewer
■	Knowledge-return plan	
■	Project closeout checklist	
■	First-season hub review	
■	Ninety-day continuity plan	

Guided reflections

1. Who should receive this learning, and in which form?

2. Which responsibilities continue after public release?

3. What should the crew preserve, refine, or carry into its next season?

Knowledge-check record

Attempt date	Score	Passed at 80%	Next action

Reviewer or steward notes

Gather the pathway into one durable record

The most important change in understanding

The strongest evidence of readiness or growth

The contribution now available to the network

A responsibility that remains active

The next twelve-week or ninety-day commitment

The person or group who should receive the learning

Review, recognition, and continuity

Completion element	Learner or crew record	Reviewer determination
Six modules completed		
Six knowledge checks passed		
Reflections completed		
Deliverables reviewed		
Contribution evidence confirmed		
Knowledge return completed		
Next pathway selected		

Learner or crew representative

Reviewer or steward

Completion date and next review