

Welcome to the Tay Lab!

We are happy to have you and aim to make the most of your time here. We hope you learn a lot about our research, contribute to the lab, develop personally, make new contacts, and enjoy yourself during the process. Before you begin work, you should read this document and sign at the end to indicate that you agree to abide by these terms, in addition to all institutional policies.

Expectations and Responsibilities

- Health and safety always come first. Take care of yourself and your colleagues.
- Be collaborative and helpful. Support your lab mates. Ask for help when you need it.
- Do not come to work if you are sick. Inform Tuan or our secretary in writing (email and/or doctor's note). Make sure to re-schedule your appointments and bookings (e.g. FACS, microscopes, animal orders/experiments).
- Respect your colleagues, their space, needs, privacy, etc. Any form of harassment and discrimination will not be tolerated. Get consent for photography or videotaping.
- Your name, photo, contact and any other information (determined by you), will be displayed on the lab website. Images of you may occasionally be used to promote you, your work or the group on the Tay Lab Twitter @TayLab_CNS feed (or other forms of social media). You may opt out at any time. Previously consented texts and images will not be deleted.
- If you are facing problems, tell someone (e.g., Tuan), or ask for help. If you are not able to discuss your issues in the lab, Tuan will direct you to the proper channels on campus.
- If you notice that a lab mate is distressed, inform Tuan.
- Pay attention to your work-life balance and mental health. Unless agreed in advance, you are not expected to work or answer emails on weekends and holidays.
- Make sure you receive adequate introduction and lab safety training before starting work.

- Work carefully, work honestly and work hard.
- If you realise a mistake was made, tell Tuan immediately at any stage of the project/publication. We correct our mistakes and move on. Intentional **scientific misconduct** is unacceptable and **will result in immediate expulsion** from the lab.
- Show up for all meetings, seminars, classes, etc. that are required of you. Be on time. Set things up 15 minutes in advance.
- Cancel excess equipment bookings that you do not use. Lab funding must not be wasted on unused bookings.
- Core lab hours are 11 am to 4 pm, to facilitate scientific discussions and socialising, unless agreed otherwise with Tuan (e.g., family issues, doctor visits). Scientists/trainees are expected to work approximately 40-hour weeks. Paid staff and students (HiWis) are required to work the regular contractual hours. Lunch breaks are typically 30 minutes long.
- All working timelines/deadlines are mutually agreed upon. Any expected delay must be raised as early as possible. Tuan will re-schedule or ignore late submissions.
- Official work communication is via email or office/lab phones only. Lab members are not obliged to give out their personal phone numbers, unless for administrative reasons.

- Perform robust, responsible, reproducible, and replicable science.
 - Ensure your work pipelines are well organised and **well documented** (e.g., logbooks, Excel sheets, Word files, PowerPoint, etc.).
 - **All raw and processed data must be backed up immediately on a different computer/server/hard drive. Thumb drives are not acceptable for backups.**
 - Logbooks should have page numbers.

- Every project/experiment must have the following structure and be documented as such:
 - **Project/Experiment ID**, made up of your initials and number: TT1, TT2...TT100
 - **Title** of project/experiment that summarises its aim: TT1 - Clonal expansion of microglia during CNS development; TT2 - Resolution of microglial clones after acute demyelination
 - **Start date: DD/MM/YY** and subsequent dates
 - **Labels** of samples, image files, etc. must always begin with the Project/Experiment ID.
 - No item/file should be stored or labelled with the same name (or numerals).
 - Define any shorthand or abbreviation clearly.
 - Document each step of your experimental procedure and analysis, especially when things do not work. Refer to a previous page in the logbook if you are repeating a method. Write clearly so that another colleague could follow up later.
 - Write a concluding statement at the end of each experiment.
- Keep your bench, drawers, boxes, etc. tidy. Label and date all samples.
- Make sure expensive reagents are properly stored after use.
- Keep our computers and hard drives securely locked at all times! Losing data from the hard work of multiple team members is very painful.
- Feel free to use the lab resources (e.g., books, data sheets, protocols), but they must never leave the lab/office.
- **Animal experimentation** may only be performed with the appropriate **permit** and must be **properly documented within the same week. Anyone who breaches this rule will be banned from all subsequent animal work in the Tay Lab.**
- Use **SMART** goals to plan your work
 - **Specific aims**
 - **Measurable outcomes**
 - **Achievable tasks**
 - **Results-focussed**
 - **Time-bound**
- COPE guidelines will be followed with regards to authorship. Raise your concerns for fair and open discussions. Tuan makes the final decision.
- Sharing of protocols and data within the lab/department is highly encouraged! However, ask Tuan before sharing information externally because our projects may involve collaborators who may not agree to open discussion of unpublished work. Open sharing may also put our grant needs at risk. Ask if in doubt.
- Attendance of Tay Lab and general departmental meetings is compulsory unless agreed otherwise in writing. Lab meetings comprise organisational (e.g., funding, purchases, complaints, outings, etc.) and scientific (e.g., project updates, troubleshooting) components.
- All trainees (students and postdocs) are required to attend and participate in the main scientific seminars and journal clubs (at least one JC per week).
- All trainees have access to pre-scheduled weekly individual meetings (30-60 min) with Tuan, either in person or via Skype.
- All trainees are encouraged to constantly brush up on their scientific presentation and writing skills. Any information you cite from others must always be properly attributed.

Specific to the Principal Investigator (PI)

- I will give you honest feedback on a timely basis for your work, projects, conference posters/talks, manuscripts, grants, career development, etc. Apart from scheduled meetings, I require deadlines of 1-3 weeks for your conference abstracts, presentations, filling out paper work, teaching/research statements, etc.
- Where financially possible, I will support you for scientific and/or soft skills training.
- I will promote your career development in and outside of academia if you **clearly communicate your goals to me. This applies to all lab members.**
- I will regularly apply for funding to keep the lab running.
- I value your feedback on the hiring of new members and other matters related to the lab.
- My Google calendar shows that I keep a very tight schedule. I expect the team to respect my time constraints so as to remain efficient and productive. (Interrupting me to show super cool results is okay.) All meetings/experiments with me are typically scheduled several days in advance. Urgent, spontaneous and short (5-minute) questions/discussions are possible between 11:30 and 13:00 if I am in the office.
- Letters of recommendation are only provided to lab members who have been with us for over six months, unless required for grant or fellowship applications of new trainees. Always provide an updated CV and any relevant instructions for the content of the letter if you need one. I may ask you to draft a letter that I will modify if I am short on time.
- E-mail (or our common work plans), is my preferred form of communication and documentation (i.e., to confirm our verbal discussions as I have poor short-term memory).

Specific to Postdocs

- Be proactive in your personal and career development.
- Develop your independent line of research even as you drive the project(s) of the lab.
- Help train and mentor students in the lab and perform teaching duties where relevant.
- Contribute actively to discussions at seminars and journal clubs.
- Present your work at departmental events, invited seminars and conferences.
- Apply for travel grants, fellowships and project grants. Feel free to discuss your applications early with Tuan. Expect your position to be funded by the lab for about two years.
- Aim to leave the lab with at least one original first author paper and a review article.
- Apply for your next position as soon as you feel ready, and no later than the start of your 4th year of postdoc.
- It is fine to leave academia. Tuan could help prepare you for this.
- Take on administrative tasks and organisation of events. These are very relevant skills for being a PI and otherwise.

Specific to PhD Students

- Research is your top priority. After 18-24 months, you are expected to know the relevant literature (perhaps even better than your PI).
- Help mentor undergraduate students in the lab and perform teaching duties if asked.
- Present your work at departmental events, invited seminars and conferences.
- Apply for travel grants and fellowships. Discuss your applications early with Tuan. Expect your position to be funded for 3-4 years.

- Be proactive about your career development (e.g., research, teaching, industry, publishing, science management, journalism, grant management, clinical study manager, medical writing, etc.) and let Tuan help you progress in the direction you want.
- Aim to leave the lab with at least one original first author paper.
- Be responsible for all your thesis requirements and deadlines.

Specific to Paid Interns (HiWis) and Technicians/Lab Managers

- Work efficiently on your assigned research projects or tasks.
- Guide new lab members as much as possible before referring them to Tuan.
- Perform administrative tasks and place orders.
- Communicate your difficulties to Tuan as soon as possible.

Specific to Bachelor, Master and Lab Rotation Students

- Read the suggested literature before you start. Stay informed about the field.
- Work efficiently on your assigned research projects or tasks.
- Communicate your results and difficulties to your immediate supervisor or Tuan as soon as possible.
- Be responsible for all your course/thesis requirements and deadlines.

Specific to Visiting Scientists and Guests

- We are happy to host you and look forward to your feedback on our research. Should you require more resources than what we have mutually agreed upon in writing, kindly communicate your needs ahead of time (e.g., with a buffer of at least four weeks).

I, _____ (your name), agree to the above terms
[with the following exceptions (indicate below if applicable)].

(City), (Date)

(Your Signature)

(City), (Date)

(PI's Signature)