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 <u>read this document and sign at the end</u> 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.
- Stay home if you feel unwell. Inform the PI or the admin in writing (email and/or doctor's note). Be sure to re-schedule your appointments (e.g. core facilities, 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, or any 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/X @TayLab_CNS feed (or other forms of social media for professional networking). 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., the PI), or ask for help. If you are not able to discuss your issues in the lab, the PI will direct you to the proper channels on campus.
- If you notice that a lab mate is distressed, inform the PI.
- 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.
- Official work communication is via email, Slack, or office/lab phones only. Lab members are not obliged to give out their personal phone numbers, unless for administrative reasons.

- Make sure you receive adequate introduction and lab safety training before starting work. Working in the wet lab is **not permitted before** the **mandatory in-person instruction from the PI**. Breaking lab safety rules can result in expulsion.
- People **without their own ID access may not enter digitally locked space** (e.g., lab, main office) except with the PI's written permission (e.g., journal club, collaborations).
- Work carefully and honestly. If you realise a mistake was made, tell the PI immediately at any stage of the project/publication. We correct our mistakes and move on. **Scientific misconduct** is unacceptable and **will result in immediate expulsion** from the lab.
- Cancel excess equipment bookings that you do not use. Lab funding must not be wasted on unused bookings.

- Core in-person lab hours are 11 AM – 5 PM, to facilitate scientific discussions and socialising, unless agreed otherwise with the PI (e.g., family issues, doctor visits). Scientists/trainees are expected to work efficient 40-hour weeks. Paid employees are required to work the contractual hours. Lunch breaks are typically 30 minutes long.
- Show up for all meetings, seminars, classes/workshops, etc. that are required of you. Be on time. Set things up <u>10–15 minutes in advance</u>.
- Attendance of weekly lab/project meetings is compulsory unless agreed otherwise in writing (e.g., on leave). Lab meetings comprise organisational (e.g., funding, purchases, complaints, outings, etc.) and scientific (e.g., project updates, troubleshooting) components.

- All lab members are required to attend and participate in at least one scientific seminar and the lab journal club.
- All lab members have access to pre-scheduled block/individual meetings with the PI.
- **Raw data and methods of analysis must be shown to the PI on a weekly basis.**
- All working timelines/deadlines are mutually agreed upon. Any expected delay must be raised as early as possible. The PI will re-schedule or ignore late submissions.
- Use **SMART** goals and **GANTT** charts, or similar tools, to plan your work
  - **S**pecific aims
  - **M**easurable outcomes
  - **A**chievable tasks
  - **R**esults-focussed / **R**ealistic
  - **T**ime-bound

- Perform robust, responsible, reproducible, and replicable science.
  - All research work, including data analysis, must be performed onsite. **Remote data processing and analysis are not permitted** without a written agreement.
  - Ensure your work pipelines are well organised and **well documented** (e.g., logbooks, Excel sheets, Word files, PowerPoint, etc.).
  - **Names of files/folders** should contain **only letters, numerals, _ (underscore) and – (minus or dash)**. No other symbols may be used. Use ≤ 40 characters.
  - Plan and run pilot studies. **Data must be analysed and presented immediately.**
  - **All raw and processed data must be backed up immediately on a different computer/cloud/server/external hard drive.** Thumb drives are unacceptable backup devices.
  - Logbooks should have **page numbers**. No page should be removed.
  - Every project/experiment must have the following structure and be documented as such:
    - **Project/Experiment ID**, made up of your initial(s) 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: YYYY-MM-DD** (only in this format because of international collaborations) and **subsequent dates**
    - **Labels** of samples, image files, etc. must always begin with the **Project/Experiment ID**.
    - No item/file can 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 all benches, 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 handing and experimentation** may only be performed with the appropriate **permit** and must be **properly documented <u>before or on the same day</u>. A breach of this rule can result in a permanent ban from all animal-related projects or expulsion.**

- COPE authorship guidelines will be followed. ICMJE recommendations take precedence over institutional guidelines <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>. Raise your concerns for fair and open discussions. <u>The PI makes the final decision.</u>
- 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.
- Sharing of protocols and data within the lab/department is highly encouraged! However, **ask the PI before sharing information beyond the lab. Our projects may involve collaborators who do not agree to open discussion of unpublished work**. Open sharing may also put our grant needs at risk. Ask if in doubt.

Specific to the Principal Investigator (PI)
- The PI will provide timely, honest feedback on your work, projects, conference posters/talks, manuscripts, grants, career development, etc. Apart from scheduled meetings, **1-3 weeks' notice before deadlines** for project applications, conference abstracts, presentations, filling out paperwork, teaching/research statements, etc. is required. The PI's mentoring style is collaborative and consultative.
- Where financially possible, the PI will support you for scientific and/or soft skills training.
- The PI will promote your career development in and outside of academia if you **clearly communicate your goals**. **This applies to all lab members.**
- The PI will regularly apply for funding to keep the lab running.
- The PI values your feedback on the hiring of new members and matters related to the lab.
- The PI keeps a very tight schedule (see Google Calendar "AG Tay – PI"). The team is requested to respect time constraints to remain efficient and productive. All meetings/experiments with the PI are scheduled several days in advance. Short questions/discussions are possible between 11:30 and 13:00 if the PI is 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. The PI may ask you to draft a letter that will be modified if short on time.
- E-mail, Slack, or shared "work plans" are the only valid ways to document our communication. **Confirm all verbal discussions through these channels <u>every time</u>**.

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 the PI. 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.
- To continue in academia, you need ≥ 3 original first author papers, in addition to other publications, and at least one award.
- 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. The PI will help to 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 6-18 months, you are expected to know the relevant literature (better than the PI).
- Help mentor undergraduate, Master and rotation students in the lab and perform teaching duties where appropriate.
- Present your work at departmental events, invited seminars and conferences.
- Apply for travel grants and fellowships. Discuss your applications early (starting at least 8 months before the deadline). 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 the PI help you progress in the direction you want.
- Aim to leave the lab with at least one original first author paper and one review article. You should participate in at least 1-2 other projects.
- To continue in academia, you need at least 1 high impact paper (IF ≥ 10) or ≥ 2 original first author papers (second tier), in addition to other publications.
- Be fully responsible for all your thesis and degree 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 the PI.
- Perform administrative duties, lab tasks, and place orders on time.
- Communicate your difficulties to the PI 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 the PI 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)