

September 2019.

The Fringe Lab personnel expectations:

The Fringe Lab is dedicated to conducting sound and ethical research. As the PI, I expect each member of the lab to conduct and execute ethically responsible and well-communicated research. As a member of the Hamilton lab, you are expected to take responsibility for your research as well as providing a supportive, accepting, and constructive environment for your fellow lab members. You are expected to contribute to a lab setting that is a fun, safe, and inclusive place for scientific discovery. Part of your responsibilities include:

Attendance: Our lab is a team of which you are a member, thus you are expected to attend lab meetings and lab events and to show up for individual meetings on time and prepared. In the event that these expectations cannot be met, it is your responsibility to alert myself and other members of the lab in a timely manner.

Professional development: You are responsible for knowing where your funding comes from—this includes your stipend, research money, and travel funding. In addition, you are expected to consistently look for and apply to opportunities for outside funding, and personal and professional development. I accept responsibility for supporting you while you are in the lab, but opportunities for professional development and external funding are mutually beneficial for both the lab and your career.

Lab citizenship: The lab is a shared and open environment. The Fringe Lab is located in the Cargill Building which has an open lab system. We share space with other labs in addition to sharing space with our own lab members. We do not have dedicated laboratory technicians responsible for tidying space, stocking supplies or doing dishes. It is the responsibility of each lab member to ensure a safe and clean working environment including washing dishes and to communicate any safety issues. In addition, each lab member is responsible for replacing lab stocks and notifying others when materials or supplies need to be ordered *BEFORE* the materials are exhausted.

Mentoring: I expect each member of the lab to participate in the mentoring process. We each have strengths and weaknesses, and differing expertise or experience. As a result, each lab member is expected to help out other members of the lab when help is requested, provide constructive feedback and suggestions, and ask for help when necessary. In general, more senior personnel are expected to take on more responsibility for mentoring but the overall goal is for each of us to know our own strengths and weaknesses and aid each other when necessary. It is also important and necessary for each of us to be of aware of our own research goals and use our time wisely to reach those goals, and respect the time of others.

Safety: Each and every lab member is responsible for safety in the lab. Use personal protective equipment and always use common sense. If you have questions about how to ensure safety—for instance, proper disposal of waste, what needs to be performed in the fume hood, what is secondary containment—always ask and get an answer before proceeding. There should never be food in the lab, and keep all work areas clean and organized to maintain your safety and the safety of others. Label all chemicals and solutions with their contents and your initials and date of preparation and be sure to store each in an appropriate location—ask if you are not sure!

As the **PI** of the The Fringe Lab, I am expected to:

- Obtain funding from external sources by which to pay for salaries, supplies, and general lab operations
- Ensure the overall integrity, quality, and rigor of the work that is produced by members of my laboratory
- Provide access or means to necessary equipment, space, and tools for research projects

- Provide mentorship, guidance, and support to those who work in the lab. This includes but is not limited to: technical training for lab protocols and equipment, experimental design, project strategy and planning, manuscript preparation and submission, logistics, job searches, poster and oral presentations, teaching, letters of recommendation, and graduate curriculum choices
- Develop and nurture a culture of curiosity, exploration, learning, teamwork, and positive, solution-oriented attitudes throughout the lab
- Ensure a safe and supportive work environment free from any forms of harassment and dedicated to personal equality
- Be available to discuss scientific and personnel issues at most times of the work day and by appointment
- Develop and nurture collaborations with other PIs and their lab members
- Provide feedback on and final approval of all abstracts, manuscripts, or any other representation of the research that comes from the lab
- Be timely and constructive with comments on abstracts, proposals, and manuscripts in preparation
- Present at and attend research conferences
- Serve as your advocate at the U as well as the broader scientific community
- Represent the lab with pride and integrity, and show respect for others

As a **graduate student in the Fringe Lab**, you are expected to:

- Generally maintain a positive, solution-oriented attitude
- Cultivate your curiosity about the work you do and think creatively and critically—you must be self-motivated and committed to developing as a researcher including learning new techniques and skills
- Be advocates for and practice ethically responsible, sound, and well-communicated research
- Actively participate in all laboratory group functions
- Be responsible for your own schedule, but it is expected that you will be in the lab for full working days, with at least four hours overlap with the PI, and on weekends and evenings when necessary
- Be flexible, available, and willing to work beyond your personal schedule in emergencies or crunch times
- Clear any anticipated absences with me at least 2 weeks prior to leaving
- Maintain a rigorous, legible, organized, and fully-updated lab notebook in Evernote Premium so that sharing, version control, and cloud backup is implemented—every experiment must be documented in its entirety including date, time, detailed methods, and every result. You may also need to maintain a written lab notebook. All notebooks are property of the lab and **will** be maintained and backed up in a standardized and periodic manner.
- Share protocols and methods with your fellow lab members
- Maintain and treat all lab equipment with care, follow all instructions for maintenance including but not limited to: logging use, calibrating, and cleaning. If you are unsure of how to use and care for a particular piece of equipment, please ask someone who knows!
- Deal with research challenges in the following order:
 1. Take time to think about solutions yourself
 2. Look for answers in the literature
 3. Solicit advice from your fellow lab-mates
 4. Seek advice of the PI. I'm always happy to discuss issues, but it's in all our best interests if you first work on the problem yourself—a central goal of training is to become independent researchers
 5. If we're still struggling, we'll go outside the lab for advice (see next)
- Include me on all communications regarding any lab research (yours or others'). This includes copying me on emails and making me aware of any conversations outside of email. Basic research is a competitive environment, involving valuable intellectual property (ideas and techniques), and intense competition for funding at all levels. All members of **the Fringe Lab** are expected to exercise discretion in revealing the details of our work. This does not mean we will not be open with our work among col-

leagues, only that I need to be aware of the communication beforehand. If you are unsure of what level of detail you can describe to whom, please ask me about it in advance.

- Discuss all data and publication plans with me prior to releasing it in any way (publication, presentation, blog post, etc.)
- My expectation is that you produce at least 3 first-author publications during your Ph.D. or one during your Masters
- Submit fellowship/grant proposals for personal funding at every eligible opportunity unless you are already funded (see [Lab website](#) for some options)
- Present at and attend research conferences
- Be familiar with and meet the deadlines and benchmarks laid out in the [Program Handbook](#) as well as the requirements for your degree program
- Discuss all data and publication plans must with me prior to releasing it in any way (publication, presentation, blog post, etc.)
- Represent the lab with pride and integrity, and show respect for others. You are now an ambassador for the lab as well as a member—our reputation will partially be formed by how you interact with our colleagues.
- Have fun and get excited about contributing new discoveries about our world!

Undergraduate researchers are a critical component of our research group; however your first priority is your course work and degree responsibilities. We support your efforts to succeed scholastically at UC, and working in the lab should enhance those efforts, not detract from them. In the event that you are compensated hourly for working in the Hamilton Lab, we will work closely to develop a schedule that fits within your course schedule and workload. In the event that you receive credit for research, we generally expect undergrads to spend 4-5 hours per week per credit. If you receive a Summer internship for research, we expect you to work full time in the lab. As an **undergraduate student in the Fringe Lab**, you are expected to:

- Maintain a positive, solution-oriented attitude
- Ask questions. Cultivate your curiosity about what you're working on, why you're being taught something, how what you're doing fits in to the larger picture, and make sure you've cleared up any confusion about a task before beginning
- Maintain and treat all lab equipment with care, follow all instructions for maintenance including but not limited to: logging use, calibrating, and cleaning. If you are unsure of how to use and care for a particular piece of equipment, please ask someone who knows!
- Actively participate in whatever laboratory group functions you can attend
- Adhere to the agreed upon schedule of work hours, and be available and willing to work beyond it in emergencies, except:
- If scheduling conflicts arise, in which case be proactive and communicate effectively with me and any others depending on you
- Remain focused and task-oriented while working (e.g., avoid cell-phones, Facebook and other distractions)
- Maintain a rigorous, legible, organized, and fully-updated lab notebook in Evernote so that sharing, version control, and cloud backup is implemented—every experiment must be documented in its entirety including date, time, detailed methods, and every result. You may also need to maintain a written lab notebook. All notebooks are property of the lab and will be maintained and backed up in a standardized and periodic manner.
- Look for and submit fellowship/scholarship applications unless you are already funded (see [Lab website](#) for some options)
- Include me on all communications regarding any lab research (yours or others'). This includes copying me on emails and making me aware of any conversations outside of email. Basic research is a competitive environment, involving valuable intellectual property (ideas and techniques), and intense competition for funding at all levels. All members of **the Fringe Lab** are expected to exercise discretion in revealing the details of our work. This does not mean we will not be open with our work among col-

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- Discuss all data and publication plans with me prior to releasing it in any way (publication, presentation, blog post, etc.)
- Represent the lab with pride and integrity, and show respect for others. You are now an ambassador for the lab as well as a member—our reputation will partially be formed by how you interact with our colleagues.
- Present at undergraduate research symposiums held while you are in the lab
- Have fun and get excited about contributing new discoveries about our world!