Waller Lab Charter

Aims, Culture & Expectations

Our lab aims to:

- Identify and answer significant questions of cell evolution, diversity, function, and mechanism
- Communicate our data and share our research materials widely and openly
- Create a working environment that provides support and growth to all lab members
- Help trainees and students develop the skills, independence, and confidence they need to reach their career goals
- Advocate for an open and respectful scientific culture that makes positive contributions to society and does no harm
- Enjoy the journey of discovery

We keep a culture of:

Respect

- We act in a polite, professional, and respectful way to others, valuing the experience and expertise of everyone in our lab and wider scientific community.
- We have an unbiased outlook towards all people regardless of nationality, religion, socioeconomic status, immigrant status, age, gender, disabilities, etc.
- We value diversity of perspectives and considered opinions
- We freely provide straightforward opinions but always aim to keep criticisms constructive.
- We acknowledge that not everyone has had or currently has the same advantages and privileges.
- We represent the group with pride and integrity.
- We acknowledge and value the previous experience and achievements of all lab members.

Self-motivation

- We plan our own work in advance in pursuit of a steady level of research productivity.
- We think deeply and read broadly to ensure we understand the importance of our research within science and society.
- We focus and orient our experiments towards answering research questions and preparing openly accessible reports, publications, resources, etc.
- We seek and integrate constructive criticism into our work.

Scientific rigor

- We collect data with an unbiased eye and share all data honestly and openly.
- $\circ~$ We adhere to best practices of recording and documenting observations, methods and analyses.
- $\circ~$ We use proper controls and the expected/standard levels of replication.
- We apply appropriate analysis and statistics and acknowledge any known limitations of methods used.

Safety and responsibility

- We think about and assess the safety and security of our research aims and experimental practices.
- We abide by risk assessments and Standard Operating Procedures (SOPs).
- We keep our personal spaces organised and clean, with appropriate labelling and disposing of all materials in accordance with regulations.
- We always wear the appropriate Personal Protective Equipment (PPE) and abide by Health and Safety rules as well as regulations for the use of GMOs, licenced materials, and restricted reagents.

Openness and collaboration

- We acknowledge our mistakes, accept constructive feedback, and have a growth mindset in how we can improve.
- We generously share knowledge and expertise and aim to help each other and those from other labs.
- $\circ~$ Where possible, we use preprints, publish open access, use CC-BY copyright licences, and use OpenMTAs.
- We provide more information than the minimum and aim to record and publish detailed methods to ensure that our protocols and data are reproducible.
- We aim to make data and materials <u>F</u>indable <u>A</u>ccessible Interoperable & <u>R</u>eusable.

Support and care

- We are considerate of others' time and schedules and make clear and timely communications if we are unable to make meetings or meet agreed deadlines.
- We provide emotional support and confidentiality to each other and to others in our professional network.
- We provide timely, positive, and constructive feedback on each other's research designs, presentations, and manuscripts.
- We work hard to meet our goals, but we keep balanced schedules and practice self-care to maintain physical and mental health.
- We celebrate our achievements and the achievements of our wider colleagues
- We set healthy boundaries and give ourselves time to relax, recover, and regularly rejuvenate on vacations.

Lab members are expected to:

- Contribute to running our lab, performing duties agreed in lab-meetings and assigned on rotas.
- Attend weekly lab meetings
- Treat all laboratory equipment and research infrastructures with care. This extends to all shared facilities.
- Keep your personal bench-/fridge-/freezer-/incubator-spaces organised and clean them regularly. Label all reagents and samples clearly and appropriately.
- Contribute to writing and maintaining SOPs and risk assessments and abide by their contents.
- Be present in the lab for full working days and, though flexibility is accommodated, maximising the overlap with the PI and others.
- Discuss commitments outside of the lab with the PI if they fall within working hours or affect your work.
- Discuss anticipated absences with the PI and your immediate lab colleagues.
- Contribute to supervising and mentoring junior scientists and be willing and prepared to train other group members in protocols and techniques you are proficient in. *Your expertise and experience are highly valued, whatever your career stage.*
- Be proactive in planning the contents, structure, narrative, and figures for your publications. Plan figures for your publications in agreement with the PI and prioritise collecting data for these.
- Provide detailed monthly summary reports to the PI and collaborators on your project progress and planned activities.
- Make extensive notes and lab book entries for all experiments. Recognise that lab books are not only for ourselves but to aid current and future lab members.
- Take personal responsibility for the safe, secure, long-term storage and back-up of data and materials and store them with the aim that they will be <u>F</u>indable <u>A</u>ccessible <u>I</u>nteroperable & <u>R</u>eusable (FAIR principles) and will meet the requirements of the agencies that fund our work. Aim to ensure that your work, data, and materials will be **F.A.I.R.** even after you leave the lab.
- Record the details of all plasmids, antibodies and other key reagents in our central lab inventories. Store stocks in the assigned fridge, freezer and dewar spaces.
- Store all original data associated with publications into the agreed shared locations within the lab-drive, together with the draft or submitted manuscript and figures.
- Present your research at lab meetings, conferences, and outreach events. Seek and discuss relevant conference participation with the PI in advance and share your abstracts, posters and slides for feedback and approval.
- Contribute to the fulfilment of the specific requirements of grants that fund your work including attendance at grant meetings and contribution to grant reports.
- Include the PI on all communications regarding your own or group research. cc the PI on emails and debrief on conversations outside of email.
- Discuss with the PI before sharing lab stocks, materials, or data from the lab, including those you have generated yourself.
- Proactively consider and discuss with the PI your vision for your role and activities in the lab, your contribution to projects and publications, and your future career aspirations.

• Upon departure from the lab, tidy and organise all the remain materials according to the **FAIR** principles and as specified in the Waller Lab Departurer Sign Out Form (see google drive: WallerLab/_ARCHIVE-Past lab members).

As a **postgraduate student**, you are additionally expected to:

- Be familiar with and meet the deadlines and benchmarks of your Postgraduate Studies Programme.
- Take responsibility for arranging the required meetings with your Advisor and Postgraduate Thesis Panel and ensure the timely submission of Quarterly and Annual Progress Reports.
- Aim towards becoming proficient at organising your project timeline, data, materials, and workspace.
- Attend all compulsory training/graduate student events and be proactive about identifying additional training needs discuss these with your supervisory team.
- Read literature deeply and broadly.
- Practice and develop your scientific writing skills.
- Develop and define your research questions/hypotheses and a research plan for your project. Integrate feedback from your supervisory committee.
- Plan your research, setting milestones and delivering research outputs within the timeline of your MPhil or PhD. It is ok to feel overwhelmed sometimes ask for advice and support from your peers, lab members, the PI, and your supervisory team. They are all here to support you.
- Aim to become technically proficient in your area of expertise.

As a **postdoctoral researcher**, you are additionally expected to:

- When you start in the lab, discuss any plans to wrap up previous research and how this can be integrated with the main priority of the current work.
- Plan your work and develop short-term goals (e.g., 1-3 month) and long term (1-2 year) research plans for your project(s).
- Maintain a clearly articulated structure of the research questions that are driving your research project(s)
- Maintain a high level of organisation of your project timeline, data, biomaterials, and workspace.
- Prioritise your own research and results and balance this with any work for additional collaborations within and outside of the group.
- Be independent and efficient in time management. It is ok to feel overwhelmed sometimes ask for advice and support from your peers and the PI.
- Be familiar with and aim to meet the deadlines and benchmarks of your funding sources (fellowships, lab grants you are funded by, etc.,).
- Collaborate in grant writing and provide input (e.g., figures) for new grants.
- Be technically proficient in your area of expertise and be prepared to develop, adapt and adopt novel techniques.

As the PI and lab leader, Ross is additionally expected to:

- Secure funding for salaries, supplies, and general lab research.
- Secure access to the resources and equipment required to progress lab research.
- Ensure compliance with institute, site, and funding agency rules for the use of biological agents, health and safety, conduct, and data storage.
- For research students, design and guide projects that are feasible within the timeframe of the student programme, and taking into consideration requirements for broader and professional skill development.
- Let lab members know how their work is funded and what are the expectations from our funding sources.
- Make decisions on the authorship of lab communications. Authorship is based on the generalised rules
 indicated below. Author order will be determined by contributions to the project and the manuscript, rather
 than by career position or CV needs. The first author is expected to organise and write the first draft of their
 manuscript in close coordination with the PI and in collaboration with co-authors. All manuscripts are
 circulated to co-authors for comments before submission.

- Be aware of all research being done within the group and ensure its quality, reproducibility, and rigor.
- Be aware of, provide feedback on, and approve all abstracts, posters, manuscripts, presentations, or any other representation of the group's research in a timely manner.
- Provide regular feedback to lab-members on experimental design and results.
- Provide mentorship, guidance, and constructive feedback to lab members on training, research questions, project management, publication strategy, time management and career development.
- Support the development of lab members' careers, including the development of independent research projects that are aligned with lab and institute strategies.
- Ensure a safe and supportive work environment free from any forms of harassment. Promote diversity, equal opportunity, and inclusion.
- Develop and encourage collaborations with other groups.
- Facilitate effective communication within the group and with outside collaborators.
- Report on the achievements of the group to grant agencies, board members, the public, and research communities.
- Give credit to those who do the work and actively promote lab members with pride.

Addendum:

Rules for authorship (taken from ICMJE):

Authorship in lab publications is based on the following four criteria

1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

2) Drafting the work or revising it critically for important intellectual content; AND

3) Final approval of the version to be published; AND

4 Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Conflict resolution:

• We recognise that conflicts can occur from time-to-time and believe that most conflicts arise from misscommunications between people who have good intentions but are not fully aware of the impact their actions have on others. Therefore, we consider the following strategy a useful approach to conflict resolution (it can also be appropriate to first seeking advice from a trusted mentor): 1) Approach the individual asking to talk 1:1. Ideally this conversation should happen in person rather than email. Try to remain calm and ask for clarification of why they are doing or not doing something that bothers you, listen first. Let the other person know the impact that their actions or inactions are having on you. Ideally, you can reach common understanding at this point, and it is best to wait after this initial conversation to see if things improve. 2) If resolving conflict 1:1 does not help, engage a mediator. In best practices, both people should agree who the mediator should be. A mediator must be someone that both you and another person see as an authority and ideally impartial to the conflict at hand. A mediator should first talk to you and another person separately and help to communicate your points of view to each other. 3) If resolution is not achieved, a mediator can arrange a meeting where all three of you are present. Where resolution cannot be achieved with these methods, the University's <u>Mediation Service</u> can also be engaged.