

## DAS LAB POLICIES

### **BEFORE YOU START**

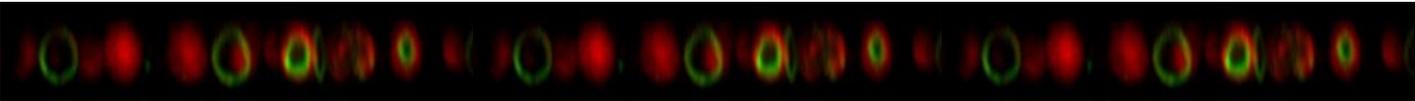
Welcome to the Das lab! We are a group of highly driven cell biologists united by our common love for understanding how cells function and investigating fundamental questions about cell shape and cytokinesis. Our lab is diverse with members from different countries and cultures. Working in harmony with lab members is of the highest priority to us. Below are the lab policies that will help you navigate your time in the lab.

### **WORKING HOURS**

We do not have fixed lab hours. However, the freedom to work at any time is a privilege, not a right. This privilege is earned after you have demonstrated that you are indeed capable of working independently without supervision. In the first few months of joining the lab while you are still learning the ropes, you will be expected to work in the lab during regular working hours. Typical working hours in the lab are from 8 am to 6 pm. So, please try to be available in the lab between these hours. Dr. Das is usually available in her office or the lab from 8 am to 4 pm.

### **LEAVE AND VACATION**

If you want to take leave you will have to inform me at least one day in advance unless of course, it is an emergency. In any case, if you are unable to come to the lab you will have to inform Dr. Das. You do not have to share the reason for your absence but you do have to inform us so that we can take over any lab activity that is affected due to your absence. For vacations, you need to inform Dr. Das at least two weeks in advance. You should send an email to Dr. Das with the dates you will be missing in the lab.



## DAS LAB POLICIES

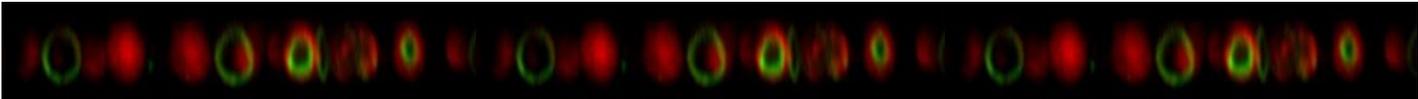
### ETHICS

All students, trainees, and employees in the lab have to strictly adhere to the proper ethical conduct of research. Somethings to keep in mind is the following

- a. Follow the current journal image preparation guidelines. Image manipulation will not be tolerated and may be a means for removal from the lab. For details on image manipulation see here. <https://jcs.biologists.org/content/journal-policies#images>
- b. Plagiarism is to be avoided under all circumstances. If in doubt, ask Dr. Das. Be careful not to plagiarize yourself. This is a common mistake and can be avoided with some care.
- c. Data falsification will lead to immediate removal. Make sure to show Dr. Das all the raw data and the corresponding analysis. To make sure that you are not making an error.
- d. Treat all your lab mates with respect. Rude behavior and bullying will not be tolerated. If you are unhappy about the behavior of a lab member, please bring it to the attention of Dr. Das.

### COMMUNICATION

The best way to communicate in the lab is through email or the lab slack. Please download the app on your smartphones. During regular lab hours, you will be expected to keep your app active and available. If someone messages you after hours and it is a non-emergency, make sure you respond within the next working day. If you receive a non-emergency email from Dr. Das after working hours you are expected to respond to it within the next working day.



## DAS LAB POLICIES

### LAB MEETINGS

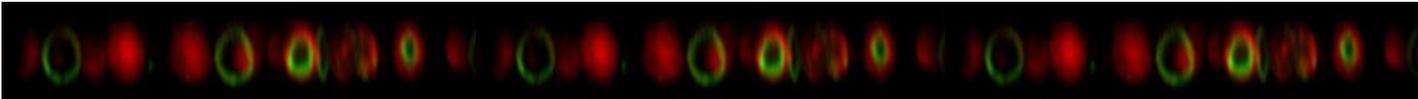
Lab meetings are mandatory. If you cannot attend lab meeting then please inform the lab in advance. Each member of the lab is responsible for keeping up with the schedule and making a note of when they have to present at lab meeting. If you are scheduled to present at lab meeting but not sure what you should talk about then consult with Dr. Das first.

All are encouraged to engage in the discussions during lab meetings. Do speak up to ask questions, give advice and make suggestions. That is the point of a lab meeting. If you are not sure or something does not make sense do ask questions. All kinds of questions are encouraged. If you are presenting your data at the lab meeting, use this as an opportunity to get feedback from your peers. To effectively engage them, make sure your presentation is clear and easy to follow.

### MEETINGS/CONFERENCES

All graduate students and postdocs will have the opportunity to attend at least one meeting each year. It is your responsibility to keep up with the registration and abstract submission deadlines. Discuss with Dr. Das if you should present a poster, apply for an oral talk or just attend. You are **not permitted** to submit abstracts without the explicit go-ahead from Dr. Das. If you are presenting a poster or a talk at the meeting, you need to have your poster or slides ready at least one week before the meeting so you can practice it with Dr. Das. Not having the poster or slides ready on time may take away the privilege of presenting at the meeting.

At meetings you are representing Das lab, hence you need to ensure that you maintain a good image of the lab. You will do this by presenting your science effectively and conducting yourself professionally at the meeting. Meetings often have



## DAS LAB POLICIES

social events that allow people to network, you are encouraged to participate in such events but always be professional.

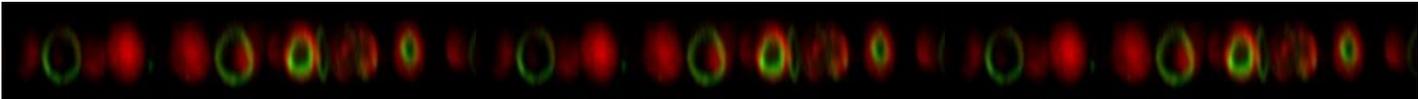
### **DATA MANAGEMENT/STORAGE**

Store all the data in the online server, NAS. Label the files according to the experiment. One way to do this is to place all the files from one experiment under the same folder. Also, store the analysis file in the same folder. Be consistent with how you name your files and folders. Keep your lab notebooks up to date. A good practice is to number each page and maintain a page of contents at the start of the notebook. It is highly recommended to devote about an hour each week to completing lab notebooks and organizing data files.

Another important aspect of your research will be the storage of all the reagents and strains you make in the lab. All yeast strains should be stored in the -80 freezer. Two copies of the strains are stored, one as a backup. Enter the strain names, name of the person who made the strains and the complete genotype in the strain list excel file on the NAS.

### **DATA ANALYSIS**

Your experiment is not complete if you do not analyze your data. Try to complete data analysis within the week of collecting data. This will inform you if you need to change the way data is being collected or if you need to repeat the experiment multiple times. In general, when you analyze population trends, you will need to repeat the experiment at least thrice. If you are doing single-cell analysis, then collect that data over at least three distinct experiments.



## DAS LAB POLICIES

Make sure you are using the right kind of statistics to analyze your data. When in doubt talk to Dr. Das. Without proper statistical analysis, you cannot be sure of the quality of your data.

### **DATA DISSEMINATION**

The best part of doing research is sharing your findings with the world. We typically do it in the form of presentations at meetings and as publications. In our lab, all material presented outside the lab will have to be approved by Dr. Das. All manuscripts will be first uploaded as a preprint on BioRxiv and then submitted to a journal. That way peer review is not just limited to a couple of reviewers assigned by the journal, but open to the entire scientific community.

### **LAB CHORES**

All lab members are responsible for the lab chores. It's best when everyone agrees to a schedule and sticks to it. Typical lab chores are washing glassware, preparing media, autoclaving media and glassware, and making plates.