

# Lab structure

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## 1 Lab meetings

1. weekly lab meetings (bi-weekly in year 1, alternating with one-on-one meetings)
2. topics ranging from professional development, academic survivorship, current projects, relevant literature, reproducible science and analytic tools
3. we begin each lab meeting with a check in: “how are you doing academically? How are you doing as a person?”
4. thematic groups based on ongoing projects will also meet every other week

## 2 Meetings with Lauren

1. each student/post-doc meets with Lauren for two hours a month, which can be either in one chunk (to go over code) or two, one hour meetings
2. possible meeting uses:
  - (a) side-by-side code together, working through analyses or bugs in models
  - (b) refine a conceptual framework
  - (c) discuss professional development goals
  - (d) outline the framing of an article
  - (e) discussion funding options

## 3 Submitting grants

1. as per UC policy, Lauren is a PI on all grants originating from the lab (excluding fellowships and “award” like grants such as the NGS young explorer grant)
2. all grants must be approved by the sponsored programs office. They need XX business days before the grant is due to approve the grant.
3. Our grant officer is XX. Address all questions regarding budgets (i.e., the graduate student step system for stipends) to him/her

## 4 Submitting manuscripts

1. All coauthors must read and sign off on a manuscript before submission. Online submission is done by the first author.
2. before submission, re run all code, check reported statistics in manuscript
3. posting code and data (a subset if necessary) is a lab requirement
4. check references, and make sure journal names are abbreviated
5. when responding to reviews, send out revisions and latex diff file to all authors and give them a time line to comment, and only after all have responded (either with comments or by confirming they don't have comments) re-submit.

## 5 Signatures

There is an inbox outside of Lauren's office. Put had copies that need signatures inside with a tab marking the line the signature is needed. I will sign it and place it in the outbox.

## 6 Requesting letters of recommendation

Add the letter you need to the lab letter drive spreadsheet. Include the date it is due, and detailed instructions on how it needs to be submitted (the email, the link, etc.) to the spreadsheet. Letters must be requested **one month in advance**.