Lippmann Lab Onboarding

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Preface

The purpose of this document is to outline what the Lippmann lab expects from incoming graduate students and postdoctoral fellows in terms of organization, work ethic, and accountability, as well as to help new lab members get integrated as quickly as possible

Chapter 1

General

1.1 Lab Accounts

1. The lab has a Google Drive Folder that we use for documentation and inventory. It should be kept as up-to-date as possible.

2. The lab has a Slack, which we use more quick messaging.

3. Request to be added to our lab's listserv by emailing Alex Sorets. This is generally used for longer, lab-wide announcements.

4. Our lab also has 3 calendars to schedule general lab events, book specific hoods, and to book time on our microscope. Request access to these calendars: Lippmann Lab Calendar, Lippmann Lab Microscope, Lippmann Lab 118 Small Hood.

5. Send an email to the Vanderbilt IT Department asking for access to our lab's shared network drive. Include your VU NetID in this email.

6. Finally, our lab has a Github that we use for code versioning and internal sharing.

1.2 Becoming an effective researcher

There is no set formula to facilitate a productive research career but based on Dr. Lippmann's experiences and the graduate students he's seen crash and burn, he expects that you will:

- Spend 40-60 hours a week in the lab environment.

- Do your work when it needs to be done.

- Preparation, preparation, preparation

- Be honest with your data - to Dr. Lippmann and yourself.

- Read, read, read.

- Stay current on the literature.

- Keep a personal library of the papers you read.

- Keep your lab notebook up-to-date.

- Attend campus seminars that are relevant to your research, and probably a few that you simply find interesting.

- Rely on the experience of others.

- If you want to build something:

1.3   Fellowships

All lab members are expected to apply for external funding. For graduate students, this includes the NSF GRFP, NDSEG, NIH F31 fellowship, and AHA pre-doctoral fellowships. Dr. Lippmann can discuss other opportunities that arise, and he will be cognizant that certain students are not competitive for certain fellowships, but every student-earned fellowship provides more money that can be spent on supplies and equipment. Current and previous students have uploaded their applications to Google Drive for internal sharing.

Chapter 2

Before you can work in the lab

2.1 Logging onto Oracle to Access Training Modules

Everyone is required to take several training modules through Oracle.

1. Log onto Oracle.
2. On the home screen, click on the "Learning" button.
3. Search for the course that you want to take.
4. Click on "enroll" and complete the class.
5. Take a screenshot of the completion screen for each online module and upload it into the lab's training folder. Additionally, add your information to this spreadsheet.

2.2 Required Training Modules

- Biosafety 101

    - renewed annually

- Working Safely with Human-Derived Materials

- Principles and Practices of Biosafety

    - The course schedule can be found here

– To sign up for a class, send your Biosafety 101 completion screenshot to VUMC Biosafety. Subject your email with "Biosafety training request," and also include information about which date you would like to sign up for.

- Chemical and Physical Safety in the Lab

  – renewed annually

- Chemical Waste

  – renewed annually

- Regulated Medical Waste Shipping Training for Lab Researchers USDOT

  – renewed every 3-4 years

If you are working with animals, you should also sign up for the following training module:

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Chapter 3

Ordering

3.1 Ordering Training

3.2 How to place orders

3.2.1 Prior to Creating a Requisition in Oracle

3.2.2 Catalog Orders

3.2.3 AL Gas Orders

3.2.4 Non-Catalog Orders

3.3 Grants

These are commonly used grants to purchase lab supplies. Ethan may direct you towards more project specific grants depending on your work. - Start Up: FF_220114.10 - Generally don't use unless buying capital equipment or Ethan instructs you to use it.

- CZI: 601413.1
- R01: SFP_300234.1
- R21: 600799.1
- NSF (uF, microformulator): GC_404654.1

Chapter 4

Lab Values

Chapter 5

Meetings

Chapter 6

Data Management and Shared Resources

6.1 Storage and Documentation

6.2 Reference Management

How to download, how to install add-ins for citation manageers

6.3 Communication

How to present scientific work Journal club templates - how you present a journal club article Advice on creating posters, present virtually - better poster movement

6.4 Streamlining

Streamlining and Consolidating storage and docs - when do things go where (servers, GitHub, Google drive, Dropbox, hard drives, …) - could start with rules: manuscripts here, data there - or raw data goes on server, intermediate data/what could be presented and shared goes to Dropbox

6.5   Computation/Data Analysis

- software, norms for analysis
- scripting (language), version control
- documentation