

# Lab structure

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## 1 Lab meetings/journal club

1. weekly lab meetings
2. topics ranging from professional development, academic survivorship, current projects, relevant literature, reproducible science and analytic tools

## 2 Pair coding-writing meetings

1. each student/post-doc meets with Lauren for 30 minutes a week, in addition, a person can sign up for a 2 hr longer meeting.
2. possible meeting uses:
  - (a) side-by-side code together, working through analyses or bugs in models
  - (b) live edit/writing
  - (c) refine a conceptual framework
  - (d) discuss professional development goals
  - (e) outline the framing of an article

## 3 Project meetings

1. Thematic groups based on ongoing projects will also meet once a  $\sim$  quarter.

## 4 Submitting grants

1. as per UO policy, Lauren is a PI on all grants originating from the lab
2. all grants must be approved by the sponsored programs office. They need 3 business days before the grant is due to approve the grant. Submit the final grant documents only!
3. We have an assigned grant officer (Sara). Address all questions regarding budgets (i.e., the graduate student step system for stipends) to her. Start working on budget one month prior to grant submission.

## 5 Requesting comments

1. For manuscripts, be sure to storyboard the manuscript with Lauren before any serious writing.
2. Have a peer (i.e., post-doc or graduate student in the lab or with similar research interests) read the draft before submitting it to LP.
3. Add your article to the review queue in dropbox. Expect review to take two weeks or more depending on how many manuscripts are in the queue.
4. Lab members are required to write manuscripts in Latex.

## 6 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.

## 7 Requesting letters of recommendation

Add the letter you need to lab review and letter queue in dropbox. 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** for new letters, one week for existing letters.