

Autzen Lab Philosophy

version 2.0

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January 2022

Autzen Lab Mission

The goals of the Autzen Lab are to unearth new and interesting things in cellular signaling and develop new techniques in membrane protein biochemistry. These goals are pursued using single particle cryo-EM and complimentary biophysical, biochemical, and cellular techniques in a productive, friendly, and scientifically sound environment.

I am determined to foster an environment that allows and encourages lab members to express and develop their talents, while cultivating an environment of consistent scientific excellence. I want lab members to be happy, productive and to work in an engaging and collaborative manner.

This manual is the primary point of reference for current lab members to contribute to the goals of the lab, but also serves as a general introduction for prospective lab members to give an idea of how working in the Autzen Lab is like. In general, the lab manual describes policies in the lab while ways of implementing these policies are detailed on the lab wiki. As such, implementation may be updated by the lab as the lab develops.

Core Lab Values

The Autzen Lab at University of Copenhagen (UCPH) is an international research environment commemorating democracy, openness, and equal opportunities. The lab supports lab members of any ethnicity, religion, national origin, gender identity, caregiver and family commitments, political affiliation, sexual orientation, and eligible age or ability or another personal background.

The Autzen Lab is built on community, trust, openness, honesty, and solidarity and strives to embody the scientific method, objectivity and reproducibility. We value open science, knowledge and data sharing and science communication to a wider audience as well, bridging the gap between society and research.

References and acknowledgements

The development and writing of my lab philosophy is strongly inspired and guided by other group leaders, to whom I am grateful:

1. [Fraser lab](#) at University of California, San Francisco, San Francisco, United States.
2. [Aly lab](#) at Columbia, New York City, United States.
3. [Peelle lab](#) at Washington University, Saint Louis, United States.
4. [Kaganovich lab](#), University Medical Center Göttingen, Germany.

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Expectations and Responsibilities

General

As a member of the Autzen Lab, I expect you to *actively* take responsibility in developing your skills, advance your projects carefully, honestly, and with continued professionalism and interest, investing in the success of fellow lab members and contribute to the overall maintenance of the lab in a collaborative way. These expectations presuppose that you on a continuous base demonstrate motivation, self-initiative, and take personal responsibility for your own project as well as the overall work processes in the lab.

As a member of the team, I expect you to follow the guidelines below outlining work processes, communication, and collaboration:

Work processes

- You document your work including methods, troubleshooting, development and make sure that all this information is readily available to me and the rest of the lab during and after your stay in the lab.
- As a full-time lab member, you help maintain the lab by taking on repeating lab tasks (more info on this on the lab wiki).

Communication and collaboration

- You should be a team player, and follow lab policies and processes, adapt as they evolve, and communicate and collaborate with your fellow lab members with consideration and respect.
- When you communicate with your fellow lab members, you should strive to empower rather than belittle them for potential mistakes; we are all learning and growing, as scientists and as people.
- Respect personal lab and office areas and consider how your actions and work routines will affect other people.
- You need to speak up and actively contact me if you need me to help you.
- You should be open about your research and share your results both internally at lab meetings, at national and international conferences and meetings, where you not only represent yourself, but also the rest of the Autzen Lab.
- I want you to actively make use of feedback from lab meetings, practice talks and sectional meetings to develop yourself as a scientist and person and to bring the science that you are leading to the next step.
- You should facilitate that our science is accessible within the lab and to the communities we are a participating member of.
- The Autzen Lab is a collaborative and supportive lab and as such, you should feel free to ask for guidance from your fellow lab members, while recognizing that time is a limited asset for everyone. Self-reliance is an important skill to develop, which is why you should try to solve problems on your own before seeking assistance.

Guidelines specific to different roles in the lab:

Bachelor and master students

In addition to the general expectations outlined above, I expect you to:

- Have completed the course Protein Science and Enzyme Technology or a similar course (Bachelor students).
- Enroll for the course Advanced Protein Science I (Bachelor or Master students).
- Develop a schedule for managing your time spent doing research and coursework and seek me out if you need assistance in doing so.
- Ask for guidance from your senior mentor and myself if you feel stuck.
- Show up in the lab weekly and participate in lab meetings as your course schedule allows it.
- Develop an idea of your professional and personal goals and discuss with me about them such that we can tailor your training and project accordingly.
- Actively adhere to codes of conduct outlined in this manual.

PhD students

In addition to the general expectations outlined above, I expect you to actively:

- Manage your projects and time spent at work which is split between research (majority of time), coursework and teaching and seek me out if you need assistance in developing a schedule.
- Draft an initial PhD plan outlining your goals, milestones and a realistic timeline for your project and your other activities (courses, conferences, and teaching).
- Ask for guidance by me if you feel stuck in your project or have other concerns.
- Participate in lab meetings and other mandatory meetings (see the wiki for details).
- Present your work at lab meetings, departmental and sectional meetings and at conferences abroad.
- Develop an idea of your professional and personal goals and discuss with me about them such that we can tailor your training accordingly.
- Teach courses offered by the department as science communication is an important part of your PhD studies and mandatory at the PhD school of SCIENCE.
- Help mentoring and train bachelor and master students in the lab.
- Participate in courses and conferences that help you shape your PhD and achieve your career goals (for a total of 30 ECTS points).
- Proactively inform me and keep me updated of your deadlines (e.g., for your PhD plan, applications, or thesis).
- To conclude your studies by writing up your results in a thesis.
- Adhere to codes of conduct outlined in this manual.

Postdocs

In addition to the general expectations outlined above, I expect you to actively:

- Manage your projects and time spent at work and seek me out if you need assistance in developing a schedule.
- Draft an initial project plan outlining your goals, milestones and a realistic timeline for your project and your other activities (courses, conferences, and teaching).
- Ask for guidance by me if you feel stuck in your project or have other concerns.
- Participate in lab meetings and other mandatory meetings (see the wiki for details).

- Help mentoring junior lab members of the lab.
- Present your work at lab meetings, departmental and sectional meetings and at conferences abroad.
- Have an idea of your professional and personal goals and talk with me about them such that we can tailor your continued training accordingly.
- Apply for national and international grants if you wish to stay in academia, in which case it is in your own best interest to gain the experience of writing a grant application and the prestige of getting one - Plus you help the lab by freeing up funds.
- Proactively inform me and keep me updated of deadlines.
- Eventually develop your own independent line of research that you can take with you if you want to establish yourself within academia.
- Adhere to codes of conduct outlined in this manual.

Everyone in the lab is expected to read this philosophy before starting work in the lab.

Code of conduct

The Autzen Lab and UCPH is a safe, friendly, and accepting environment for everyone and must be kept free of harassment and discrimination. Everyone should feel safe to be themselves, have fun and goof around without having to worry or being self-conscious. If you witness anyone being harassed or discriminated against, tell me immediately. If I am any course of concern, reach out to a trusted faculty member.

Lab members should read and consent to the [UCPH Basic Principles](#) and the guidelines contained in the [UCPH Personal Policy Handbook](#).

Research conduct

All persons involved in research in the lab and at UCPH (regardless of their professional level) must familiarise themselves with and abide by [UCPH's Code of Conduct for Responsible Research](#). The lab and UCPH takes research misconduct seriously and will not tolerate fabrication, falsification, deletion of data or plagiarism committed willfully, or under gross negligence in planning, performing, or reporting research. You lose integrity as a researcher and so does the field you are part of. Research misconduct is never right nor worth it. Don't do it.

Reproducibility

Reproducibility is essential as lack thereof suggests an error in the experimental setup or analysis. To ensure that another person and yourself at a later time can repeat your experiment and analysis and land at the same result as you did initially, it is of utmost importance that you record all details of the experimental settings and analysis in your notes. This means noting down how you did things and in what order you did them in. These requirements should not only be adhered to in producing and analyzing experimental data, but also when working with *in silico* data, e.g. note down your processing pipeline, document your scripts etc. You will thank yourself for it when formalizing the data for a publication.

Replicability, the ability of a scientific experiment to be repeated to obtain a consistent result, is related to reproducibility and our goal is to produce science that is both.

Respect of privacy: Photos and videos

The privacy and comfort of lab members and colleagues working in the shared lab and office spaces should be respected. Photos and video recordings of other people should always happen with their explicit knowledge and consent, both at the time the footage is being created and again if the footage is being used e.g. on social media, Slack or on emails. Obviously, people should feel free to joke around while being photographed as long as they consent to it and the privacy of those who do not consent to this is respected.

Well-being, work-life balance and time-off

Well-Being

Stay at home and take care of yourself if you are sick. You owe it to yourself to get better and to others who should risk getting sick at work. Reschedule meetings, cancel, and hand over microscope time, responsibilities for cells as soon as you can.

Notify me when you are sick, update the "*Holidays and Absence from lab*" outlook calendar and report it in BIOs Absence system.

Life in academia can be hard on your health and while a desire for publishing in prestigious journals is understandable, this should not happen at the cost of your physical and/or mental health. If you ever feel unwell you should address the underlying issue. You should not sacrifice your health and well-being to work.

Work-Life Balance

The normal work hours are from 8-4pm. It is important for all members of the team to aim at spending most of their day within these workhours, since we are very much dependent on each other, when it comes to sparring, providing feedback and collaborate. If you need to deviate from this for a period or on specific days, or work from home, I would like you to inform me, ahead of time, for us to plan and align with other team activities.

My primary concern is that you get your work done, follow the plan you set up and you do so in a safe manner (see sections on Hours and Expectations concerning work) and you participate in the maintenance of the lab in a collaborative way. You should establish your own daily rhythm with time for family, friends, health, relaxation, and recreation as it is easier to get work done when you are happy and enjoying it.

It is given that lab members can ignore Slack messages and emails outside of normal working hours to preserve their personal time and space. I cannot exclude that I will send you a message once a subject or an idea pop into my head, but feel free to ignore messages during your off-hours. Contact people by phone or text in case of an emergency.

Please notify me and your fellow lab members when you are away from the lab, e.g. when working from home or on holiday and mark this in our "*Holidays and Absence from lab*" outlook calendar. This is mainly to ensure that your chores are tended to in your absence and the lab keeps running smoothly. Practically, we will go over stuff like this at lab meetings before the holidays start.

Health and Personal Emergencies

As your supervisor and nearest leader, I am working actively to create a good work environment to prevent work-related stress. However, sometimes life happens, and you or other lab members will have emergencies that need to be attended to. My door is open if you need me to listen, to help and provide resources, personally and professionally. There is no need to fill me in on details you are uncomfortable about sharing and please do not mistake absence of questions with lack of empathy, I just want to give you space. If you have to leave unexpectedly, please let me and potentially fellow lab members know. Also, try to pass along, reschedule, or communicate time sensitive items like microscope time.

I (and UCPH) support employees who are affected by personal crisis, sickness, or reduced ability to work. As your nearest leader, I am responsible for proper procedures for reporting sickness and for registering sickness absences, which are required to monitor unit sickness absences figures and to react quickly in the face of alarming trends. Myself and UCPH support you if you are affected by sickness or crisis and will work with you to solve any problems so caused. As an employee, you are expected to be proactive in dialogue about this, including attending absence conversations, a significant precondition for the retention options at UCPH.

Mentorship and Training

One of my most important tasks is to provide you with the resources you need to accomplish your research, while ensuring what you are working on will allow you to grow for the position you want to be in next. To facilitate this, you have to play an active role and seek me out too.

Specifically, I aim to:

- Secure funding for the lab to enable access to modern lab equipment, consumables, software and use of core facilities.
- Help maintain a safe and healthy work environment.
- Facilitate or provide access to training, resources, networking, collaboration, and presentation opportunities, enabling you to reach your research and career goals for your time in the lab and after.
- Be up-to-date on the latest science within our own and related fields.
- Be engaged with you on your projects to enable guidance and feedback on project ideas, posters, talks, manuscripts and grant applications.
- Be available in person on a regular basis both in the lab and one-on-one to discuss your research or anything else you would like to discuss.
- Train you in the scientific method and conduct and help stimulate critical and creative thinking.
- Help you prepare for your career after the lab.

Methodologies that fall outside the core subjects of the lab will be pursued through collaborations within BMS, the Department of Biology, other sections at UCPH or abroad.

Students may be assigned a senior mentor depending on the project and their experience.

Meetings

Time is one of the most valuable assets that other people can give you, so you should be mindful about time, in respect of your colleagues and general use of resources. Be punctual and show up at meetings on time and well ahead of time if you are giving a talk or are responsible for something else.

Weekly lab meetings

The Autzen lab has weekly lab meetings (~1.5-2 hours each) every Friday. At these meetings, lab business is summarized (upcoming deadlines, upcoming meetings and lab activities, interesting papers members have seen or read, updates on lab facilities, microscope time, etc.) to keep everybody on the same page.

The weekly lab meetings are meant to be a forum for lab members to share their work and to get feedback. At these meetings, everyone takes a moment to present what they have been up to the past week and are planning to do the upcoming week (can be accompanied by slides, but this is not a requirement).

Lab meetings may also be used to prepare for conference presentations or get feedback on job talks or other types of presentations (see more under Presentations).

If I employ you or you are working in the lab full-time, I expect you to be present at lab meetings (excluding during sick leave, vacation etc).

Longer project updates: Lab members take turns giving a longer presentation in which they summarize the goal of their project, the methodology, obtained results and conclusions so far. The longer project presentation should be accompanied by a concise, written report which summarises the methods and findings of the ongoing activities of the project for other lab members to review. This type of reporting is to help you draft future papers, decide on your next steps and evaluate your results while it also eases transitions for future members to continue on-going projects or projects with similar challenges. The report should be made available to the lab on the shared drive through their ELN. At these longer project updates, the emphasis should be with the bigger picture in mind, and should not be a summary of everything you did for the past month (unless you encountered major pitfalls that other lab members might also fall into). Projects at any level of completion can and should be presented.

Journal clubs: Lab members take turns presenting literature within a subject, going through one or more related scientific papers within the subject. Notify lab members on Slack while providing a link to the paper(s) a minimum of four days in advance to allow them to read the paper(s) and participate in the discussion.

Expectations: Active lab members are expected to be present and participate in lab meetings, including having read project summaries and papers that are being discussed in detail. Bachelor students are encouraged to attend if their course schedule allows it. Obviously, illnesses, doctor appointments, family emergencies etc. are all valid reasons for missing meetings.

Practical: The lab meeting agenda and schedule is announced on Slack and kept on the wiki.

Individual meetings

Each lab member has a one-on-one meeting with me every second week to discuss methodology, theory, data analysis, results and progression relating to your project or whichever details you need to discuss. Each full-time lab member has a one-hour time slot, so to make the most of this time, I request that you make an agenda for the meeting in your ELN and notify me about it no later than a day in advance. After the meeting you write me a *short* email summarizing our meeting and your steps moving forward. We will set a schedule for these meetings at the beginning of each course block or semester. I need you to coordinate these meetings. [At UCPH, each semester is two blocks.](#)

Joint lab meetings

The Autzen lab participates in the weekly SBiNLab Monday progress seminar (9.05-10.00 am), where “sbinners” take turns in presenting their latest project progression. The seminar schedule is posted on the front page of the SBiNLab wiki.

PI office hours

You can find me in the lab or in the office during normal work hours. My office door is most often open, in which case feel free to drop by for a chat. If my door is closed, I am either in the lab, in a meeting or **do not wish to be disturbed**, in which case send me a message on Slack or drop me an email.

I keep my outlook calendar up to date, so **please use it to view my schedule.**

Lab Communication

Slack centralizes communication in the lab and is the primary means of lab-wide communication. The Autzen Lab has its Slack workspace with the Linderstrøm-Lang-Center in which it has its own Slack channels (see more under Resources and on the lab wiki). Slack should not replace real, live communication, but it is very effective in reaching all relevant parties in a fast manner.

Presentations

Being able to communicate and present your research to a specialized as well as a broader audience is very likely going to be a key part of your career, whether you are going for a career in academia or a career in industry. I therefore encourage you to seek out opportunities to present your work at various meetings, within or outside of the Department of Biology or UCPH.

Practise makes perfect, so if you are going to present your work (on a poster or at a talk), you should be prepared to give a practice presentation to the lab well ahead of time (1-2 weeks). This way the lab can advise you on how to refine your presentation while there is still time to implement changes.

As much of our work is publicly funded, one of our obligations is to make our research available to the public and make sure to bridge the gap between society and research. You are very much encouraged to engage in science communication on various platforms.

Lab members are expected to share their presentations and posters on the shared drive (Sharepoint or ERDA) and link to these through the Lab meeting schedule.

Collaboration

Within the Lab

My goal is that every member becomes an accomplished, independent researcher during their stay in the lab. This includes learning the scientific method, different bench work techniques, acquiring scientific independence, managing projects and reviewing relevant literature. It also includes learning about other aspects of doing science, such as scientific writing, grant writing, science communication and professional networking.

For me, it is important to be clear about our mutual expectations and intentions of our collaboration and I expect you to be able to be clear of both your expectations of me as a supervisor and mentor and your intentions as a student or postdoc ahead of starting in the lab.

In addition to myself, you should consider all your lab members a resource. I expect you to develop collegial relationships with other lab members, occasionally working on shared projects or join efforts if it makes sense for your individual projects. The spirit between lab members should be collegial and cooperative and not competitive. If your fellow lab member is successful, the lab is successful and so are you.

Try not to reinvent the wheel, but make good use of your own and everyone else's time by sharing your knowledge on the lab wiki and the shared drive and keep yourself up to date by reviewing other member's contributions. Protocols (scientific as well as administrative) used by and developed within the lab should be kept updated and shared for fellow lab members to use and follow. Guidelines on how to use the shared drive and the lab wiki for sharing protocols exist on the wiki.

We should all be willing to help each other out, however, I expect you to be mindful of your fellow lab member's time and consider that if your colleague helped you a lot on a project, they should probably be included as an author on your publication.

Likewise, I also expect you to be mindful of your own time. You should definitely help out a colleague with an instrument etc. but keep in mind that your main efforts should be put into your project and your development.

Outside the Lab

The diverse and complementary methods and focus areas of the labs in BMS and at the department makes it easy to develop a new idea for a collaboration at social hour in addition to the ones already established for a given project. Lab members are encouraged to pursue new collaborations for their projects. Regardless of how the collaboration started, I am fully involved in meetings and will handle discussions of the author list and other, difficult issues on behalf of my lab members, who's best interest I have in mind.

Collaboration is integral in successful research. If an outsider drops by the lab from another lab looking for our expertise or to use our equipment, lab members are expected to lend a hand in a friendly and forthcoming manner.

Expectations: I expect you to discuss matters around a collaboration openly with me and you should feel free to bring matters up if you are uncertain about your role, level of participation or anything else in a given collaboration.

At UCPH, Ph.D. students are expected to complete a 2-6 month stay at a research institute abroad to experience a different research environment, during which the student will participate in activities within the hosting group to draw from their knowledge. Students will be sent to research labs based on which direction they wish to steer their projects. For a three-year PhD student in biochemistry, this is a significant part of their time, but is most often extremely beneficial for themselves personally and professionally as well as for their project.

Career Development

I expect you to engage me in conversations about your career goals to help me think about what is next and to align your training, your project, conference and course participation and networking with your goals. In my opinion, your primary aim with your stay in the lab should be to set yourself up for life after.

As an employee at UCPH, you must have a Performance and Development Review (PDR) once a year with me at a dedicated one-on-one meeting. Many of the questions and discussion points in a PDR are also appropriate for master students and other students who are doing research for six months or more in the lab.

Recommendation Letters

I will write you a letter if you have been in the lab for 3 months or more. Exceptions can be made for applications that need to be submitted shortly before or after starting in the lab. Notify me of its deadline as soon as you have it (see Deadlines above) and provide me with concise instructions for the content of the letter. Depending on the timing, you may be asked to send me an initial draft of the letter too.

Conferences and Travel

Ph.D. students and postdocs will be encouraged to attend at least one international scientific conference a year to disseminate their research and to draw inspiration from the scientific community.

Funding and Grant Writing

Funding for the lab currently comes from the Lundbeck Foundation, the Novo Nordisk Foundation (Halls-Møller) and the Carlsberg Foundation.

You may be asked to help me with a grant by providing a figure, proofreading, or providing feedback on the overall impression. In grant applications, one does not typically attribute collected or analyzed data to certain people, so you should not feel left out or be concerned if I do not mention you by name in a grant based on results you generated. Remember, the data you generate belongs to UCPH, not yourself.

Both students and postdocs will be encouraged to apply for external funding for conferences as well as for research conducted abroad and within the lab. To learn more about the process of writing grants and to see the vision of the lab, you are welcome to read submitted grants, even if they were funded or not.

Publishing

Manuscript preparation

I take an active role in preparing manuscripts, and do so from a very early stage of the project. Our electronic notebooks and in-depth project presentations are tools to facilitate the process of manuscript writing.

I favour pre-prints and recognize the value they may bring to the scientific community as a whole and to the lab through discussions and feedback from peers. The lab policy is to upload preprints simultaneous with submission to a peer-reviewed journal.

Expectations: I do not expect a manuscript to land on my desk only when you think it is close to being finished. More often than not, a manuscript develops into something completely different after a few iterations anyway, so please send me something as soon as you have an outline even if it still has room to grow.

Authorship

In terms of authorship, conversation about positions in the author list and order should happen early on in the project. As projects develop, and new people get involved, this type of conversation might need to happen more than once. The student or postdoc driving a project should expect to be first author. However, if they hand off the project they may lose the first-authorship unless co-first is appropriate. I think everyone who contributes meaningfully to a paper should be included and I am in favor of including more authors than less.

Expectations: I expect you to discuss all of these points openly and you should feel free to bring them up if you are uncertain about your authorship status or you wish to challenge it.

Conflicts of Interest

As a group leader, there will be conflicts of interests between what is best for myself and the lab and what is best for you and your career. I recognize that it is a double edged sword wanting to keep talent you have fostered and helping that talent to move on. Of course, I recognize the transient nature of work in academia and I wish you the very best for your personal and professional life and will do my very best to help you pursue your long-term goals.

General Policies

Language

The spoken and written language in the lab is English. If your native language isn't English, please avoid discussing results or lab related matters in anything but English if there is any chance that it excludes nearby people (even colleagues from other labs) from joining in on the conversation. All channels in Slack are kept in English leaving everyone the possibility to go back and review posts and understand them.

Tone of voice

When we communicate with each other, we should strive to empower rather than belittle each other. Yelling or nagging tones do not belong at the workplace.

Hours

Normal working hours are 8 am – 4 pm, so you should plan to do the bulk of your work within these hours (+/-). Given the nature of our work, some days may be longer due to experiments or deadlines, while other days can then in turn be cut short. Most of the time it is difficult to plan these types of days far in advance.

I expect you to be present at lab meetings (excluding during sick leave, vacation etc).

Expectations concerning work

If I employ you full-time, I expect you to work full time as the minimum. My primary concern is that you get your work done according to the goals you set and that you are safe while doing it.

For PhD students, I understand that you might have classes to teach or to participate in yourself, during which it may be difficult to do too much lab work.

Working from home

If you are employed, you can work from home one day pr week. Being present in the lab or in your office at the Biocenter is essential for having access to lab resources, building relationships with your fellow lab members, learning from them and other people in the section and helping others. If you find that you work better from home than in your office, come and talk with me about what is working for you and what isn't so we can come up with a solution.

Noise

It is important to me that everyone in the lab gets along, and I am happy if lab members wish to spend time with one another, particularly at lunch, and social hours. However, it is also reasonable to expect that you want to be able to focus and work quietly when you are at work. Therefore, please follow the guidelines below.

General considerations: Please respect fellow lab members' need to work quietly in the lab or in shared offices by speaking with a soft tone and keeping noise to a minimum. If you need to talk, do it quietly or keep it short. If you need to talk for an extended period of time, e.g. with a collaborator, go for a coffee and set up a meeting in a separate room. Please also limit consumption of pungent food in the office.

Headphone rule: If someone is wearing headphones, it usually means that they don't wish to be disturbed, so please respect their need for quiet time. Do not tap them on the shoulder to talk to them, but send them a message on Slack. Obviously alert everyone in case of an emergency.

Music in lab: There are speakers in the lab and sometimes lab members or colleagues from SLS Lab will use them to listen to music. If you prefer it to be quiet while you are in the lab, please let your colleagues know - they will understand.

Deadlines

I expect you to be on top of your own hard deadlines and remind me if you need something from me for them. I request at least one week's notice on a task estimated for one hour or less work (e.g. looking through a poster, abstract, filling out paperwork, etc.) and two weeks notice

on a task that takes a moderate amount of time (e.g. feedback on an application, letter of recommendation, etc.). Please be specific in detailing what you need me to help you with.

Feedback

As a member of the lab, I expect you to be continually interested in learning and improving. I strive to live up to these expectations myself, however, if you think I can do better at something, or the lab can work better, please let me know at our personal development meetings held yearly. For instance, if you think there is something that I am not providing, but I should be, let me know. I request you to share your expectations of me as a supervisor and mentor both before and during your stay in the lab. I think one needs to be as open minded as possible to grow and while all feedback is good, I wish that we maximize what we can do with respectful and positive feedback.

Data Management

Data that you generate at UCPH is the property of UCPH, but it is your responsibility to store it properly while you are at the university and to make sure that it is backed up or archived properly.

Storing data

We have two locations for data storage:

1. **ERDA:** This is for retiring data sets.
2. **Sharepoint:** Our Wiki and ELN are on Sharepoint.

Data organization

To help yourself and others who might take over your data in the future, identify EM data sets with the following identifiers separated with underscore:

1. The project name.
2. The purification ID (batch number that relates the sample to the date and purification conditions used - has to be possible to cross reference this with the info lab notebooks).
3. The grid number (specifying conditions used during preparation, should be possible to cross reference with lab notebooks).
4. Date (YYYYMMDD).

Log single micrographs obtained during screening in folders on ERDA.

Archiving data

When you leave the lab, project directories and file names should be set up like outlined above and stored on ERDA.

Electronic Lab Resources

Private information belongs on sites accessible to lab members only, which include:

- Lab wiki (entry point to everything within the lab)
- Lab notebooks (offline and online)
- Slack
- Outlook email and calendar system

- Sharepoint
- ERDA, shared drive for UCPH students and employees

The Autzen Lab Wiki on MS Teams

The **Autzen Lab Wiki** is accessible for members in the Autzen Lab through our MS Teams group. The wiki is the entry point to the information that you need to get started on working in the lab. It provides you with an overview of which tasks need to be done upon arrival, day-to-day housekeeping duties in the lab, info on meetings and other practical information. Edit the wiki when you obtain or create information that you think will be useful for other lab members to know and publish info about this on Slack.

The **Protocol and Plasmid Library** facilitates sharing your protocols with Autzen lab members.

Expectations: Full-time members are expected to share tools, protocols etc. that they write and that may benefit the entire Autzen Lab or SBiNLab with fellow lab members through the wiki.

Lab notebooks (Electronic and physical)

Lab members should document their work in an electronic lab notebook (ELN) shared with me and other collaborators on the project and in a format that is easy to follow for others (more on this on the wiki). As you are not formally allowed to bring your computer into the wet lab, it is an advantage to have a physical lab notebook as well as the ELN to note down your work during the actual experiment. While you may think that you will remember a certain thing you did or used in the lab in the moment you are doing it, stuff only really sticks with a few, so do us all a favour and note stuff down immediately. I will give you a physical lab notebook and connect you to our ELN when you start in the lab.

Expectations: As a member of the Autzen Lab, I expect you to document all your work including methods, troubleshooting, and development and make sure that this information is readily available to myself and the rest of the lab during and after your stay in the lab. Never delete entries from your ELN or notebook.

Slack

Slack should be the primary means of lab communication. The lab shares its Slack workspace with the Linderstrøm-Lang-Center in which it has both shared and its own lab-specific channels.

Try to keep any given channel on-topic out of respect for the people that subscribe to it. Use direct messages for messages to a single person or a small group of people. If you need to send attachments or messages that also include out-of-lab recipients, use your university email. In case of an emergency, and Henriette isn't responding on Slack, call her.

Expectations: Full-time lab members are expected to install Slack on their computers and/or their phones, however, part-time lab members should check Slack regularly. Feel free to ignore Slack or turn off notifications during off-work hours, e.g. evenings or weekends - I might do so too.

E-mail

Autzen lab members should be signed up to a few internal listservs for receiving and sending emails within the lab and different subsections of the Department of Biology. There are also several different external listservs that you should subscribe to. Details are on the wiki.