

General Guidelines for Scientific and Administrative Activities

CENL - Version: 1/2017

- Students/Postdocs are junior researchers. As such, they are expected to not only pursue their own scientific projects, but also to participate in the life of the scientific community at large. Interactions with other students, postdocs and faculty are strongly encouraged. In this spirit, students are expected to be in the laboratory (i.e. desk, lab) regularly, mornings before 9:30am and afternoons. Exceptions are when taking classes, attending seminars, teaching or other education-related activities.
- Science is a team effort. Helping others (whether it is related to your project or not) is considered part of your job. Conversely, asking for help is not asking for a favor... it is asking others to do their job!
- All students working with rats 1) should have 24/7 access to the lab and colony room (cat card) and a university computer account, 2) complete all CITI rat handling classes (See Animal Care Classes.doc on the server), 3) will have to come in during some weekends/holidays (e.g. to work with or care for the animals), 4) should leave an emergency phone number in the "Documentation" drawer.
- Vacation time (i.e. more than 1 day) should be agreed upon with your advisor. It should be entered in the laboratory calendar (cenlaboratory@gmail.com), so that everyone knows who is around and who is not.
- Financial support for conference attendance is available only if the student presents (i.e. is 1st author) a poster/talk. Exceptions may be discussed.
- All personnel should check that the keyed doors of the lab (e.g. emergency exit and main double doors) and offices are locked after 6 pm and during the weekend. Please turn off the lights before you leave.
- For health and safety reasons, all students interacting with rats should wear lab-coats. Please do not bring any lab-coats or other 'rat exposed' materials (i.e. ice buckets, towels) in office areas and in the neuro-lounge. Some of you have allergies. No food or drinks are allowed in areas where rats and/or chemicals are found.
- The neuro-lounge is available for lunch and impromptu meetings. No animals or chemicals are allowed in this area.
- Attendance to the weekly lab meeting is **mandatory**. Presence in the lab is expected before 9:30am– 6pm-ish, or according to an agreed-upon schedule (see above).
- Fluids are tolerated in selected areas in the lab in closed containers, away from chemical areas.
- Laboratory purchases should be entered on the 'Lab Supplies' sheet, in the Neurolounge.
- Visitors are not allowed, unless cleared by Jean-Marc. Close friends/relatives can come visit under the responsibility of the student (they should wear lab coats), but should **never** enter the animal colony room.
- **Be respectful of others:** clean after yourself, return tools immediately after you are done, let others know if your work may impact theirs. Follow the rotating lab cleaning schedule and guidelines. Graduate students and Postdocs are assigned lab-duties; please be diligent in fulfilling them.
- No equipment or supplies should leave the laboratory (i.e. pass the double doors) without express authorization. Documents on the server (e.g. protocols, code, data) are considered confidential.
- Graduate students are expected to be 1st author on one peer-reviewed paper per year or equivalently two non-1st authored papers per year. Exception is made for the first 1.5 (grads) or 0.5 year (Postdoc) year in the laboratory.
- Graduate students and postdocs are expected to present/attend (at least) one scientific meeting per year.
- A Ph.D. thesis is expected to be multi-disciplinary. Ideally, they should include **both** a theoretical component **and** an experimental (e.g. in vivo, in vitro, human) component. **Collaborative** work within and outside the lab is **strongly** encouraged (including co-advising, when appropriate).
- Graduate students and postdocs are expected to gain significant teaching and outreach experience. At least one such activity is expected per year.

If you have any question/concerns about these guidelines, feel free to ask and discuss!