Managing a Laboratory: "Nuts and Bolts" From One Year on the Job

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There Are Many Approvals, Rules, and Regulations Essential to Being Allowed to Run a Research Lab

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APPROVAL LETTER

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You Need to Get These ASAP:

- To know your EH&S Specialist
- BEAR BUY Training
- Ordering of equipment/bundling/discounts
- Account with Cell Culture Facility
- Mouse/Animal/Patient Tracking System
- IACUC APPROVAL
- RUA, BUA, CSA (IRB for Patient-Oriented Work)
- All online safety trainings

Hiring

- Team Approach/Strategy
- Align Roles with Budget
- Make a 5-year Budget with/without new funds, and model the trajectory with one, two, three, four hires, etc. Include benefits!!
- Remember potential for volunteer help/part-time help.
- Don't move too fast with hiring.

Equipment/Instruments/Infrastructure

- Borrow, Borrow, Borrow!!!
- Key to above is to make good relationships with neighbors, neighborhood right away.
- Be aware of all internal and external common/shared equipment grants.
- Start thinking of equipment needed for grants far in advance of submission dates.

Your time

- You may need to be at the bench/active.
- Use a calendar and build everything, including travel time, into it.
- 2-minute rule. Email rule.
- <u>Getting Things Done,</u> <u>4-Hour Work Week</u>
- Make a schedule that takes care of all your individual and group meetings. Don't kill too many days with this stuff at the start.
- Build in "Writing Time"

Funding

- Plan out your grants 6 months in advance
- Plan two staggered R01 strategies
- Something should be going in every other month, or even every month.
- Look at Industry
- Time collaborations/papers with your grant needs.
- Remember Travel Grants

Personal

- Use home efficiently, but make sure your presence in the lab is felt daily.

- Exercise!!

- Sleep!!

- Include all your personal events/appointments in your calendar, *including* travel time.

- Have fun!!