

## Evans Lab Collaboration Expectations - edited Feb 2023

Goal: Evans lab aims to be highly collaborative because we have core commitments to 1) open, impactful science and 2) maintaining a strong community at KBS. Many expectations for collaborations follow basic principles of teamwork and courteous interactions, but we think it best for all parties to spell out expectations transparently. So below, we present guidelines for what we expect from lab collaborators:

We collaborate by:

- Allowing use of Evans lab equipment for fieldwork, protocols, assays, etc.
- Training in new protocols
- Assisting in fieldwork on collaborative projects or those associated with LTER, LTAR, or GLBRC
- Advising on troubleshooting data, experimental design, field access
- Engaging intellectually, e.g., participation in lab meetings or other scholarship

We request that collaborators:

- Allow sufficient time for requests for equipment or assistance (extra hands sampling/processing, answering questions)
  - Ideally requests will be made 5 business days in advance, at the very least 1 or 2 business days in advance
    - We will respond to last minute requests as we are able, but workload and time off can affect responsiveness.
- Respect equipment and protocols
  - Evans lab has established best practices for using certain tools and equipment to ensure their longevity. Borrowers must generally treat equipment in such a way as to not damage it and must follow these best practices for equipment use.
  - We have established protocols for working in Evans lab spaces or with our equipment, often to ensure user safety. Users must be responsible for taking and maintaining compliance in relevant safety training available via MSU.
  - Failure to follow protocols for protecting equipment and users may result in revoking the privilege of using that equipment.
- Maintain open and clear communication
  - Evans lab and collaborators will respond to emails and complete requests (such as thoughts on procedure, information sharing, attendance to meetings or sampling days) within a timely manner.
    - We will work together to determine what are reasonable requests and appropriate timelines for their completion
- Request and manage Evans lab help in a respectful and appropriate way
  - We often are happy to help train collaborators on protocols, with sampling efforts or completing sample processing. Sometimes this is part of an official collaboration, sometimes it is just in the spirit of helping.
  - We ask that requests for help be made in a timely manner (see above)

- Collaborators do their part. E.g., be prepared at the agreed upon time, have supplies collected and prepped, and a clear idea of what the goals of the day are
- Unless otherwise agreed upon in advance, Evans lab personpower should be used to assist collaborators in completing a task and not as a replacement for collaborators working on the task
- Reciprocal help on Evans lead projects is greatly appreciated
- Helpers from the Evans lab must be valued and treated with respect (given reasonable breaks, checked in on, acknowledged in presentations where appropriate)
- We support the wellbeing of our lab members and may refuse to offer their help for future requests if they are not treated fairly.
- Maintain research and interpersonal integrity. We will be obligated to report and/or terminate collaboration for any unethical behavior in terms of violation of the KBS code of conduct ([link](#)) or unethical research conduct.

If not upheld:

- While we will make every effort to make collaborations work, and have no intention to police each interaction for violations, we may ask collaborators to find other partners if any (or especially if multiple) of these expectations are not upheld.
- This allows us to maintain a responsibility to our equipment, funders, and university, as well as our commitment to community and individual wellbeing.