

Evans Lab: Procedural guidelines

Last updated: Dec 2020

This document aims to elaborate on the *general* expectations outlined in the Expectations and Commitments document by describing expectations in more detail and in more procedural terms.

Funding and vacation time

- Funding: It is your responsibility to know where your funding comes from, both for your stipend as well as your research and travel supplies. While I am committed to supporting you while you are in the lab, it is your responsibility to earnestly try to supplement that with outside funding. It is ultimately better for your career as well as for the lab.
- Graduate students *generally* receive some kind of stipend for the full length of their PhD, and I make every effort to make this happen. Your salary will probably be from different sources throughout your time, include teaching assistantships (TA), research assistantships (RA), university fellowships (e.g. KBS outreach fellowship), and national fellowships (NSF GRFP). You should have and are entitled to regular conversations with your advisor about funding. I will discuss funding outlooks for you each year at your annual review (May) at minimum. Know that because of grant cycles, funding plans may not be known far in advance, and I will not likely know how your entire 5-6 years will be funding at the outset. I am always open to discussing.
- Vacation time: There is no allotted vacation time in a PhD or postdocs – a blessing and a curse of the job is that it is based on getting your work done, not when and how much time you put in. If a general estimate helps you, consider that a (good!) job out of college might give you 10 days (2 weeks) of vacation time in the US (generally more in Europe) after a year. Taking 10-15 days off a year might be a good start. Many mix work and home (working on weekends, on vacation). See Time management in “PhD Guidelines” for more on this for PhD students. *Lab technicians will have separate policies about vacation time (a set number of days, e.g.).*
- Vacation notification: You do not need to notify me when you travel or are out of town as a general rule, BUT I do expect you to arrange meetings around your travel, and travel around meetings (e.g. conferences). Sometimes this is not possible – for instance, lab meeting is a weekly expectations, but I expect you to miss this occasionally. I do appreciate a heads up when you will be gone, and this is required when you miss a meeting.
- Requesting lab help: Sometimes labwork or fieldwork is very demanding for a short amount of time and it helps to have a few extra hands in the lab. Lab members will ask each other for favors and some pitching in is expected of us all, with the expectation that others pitch in for us later. For requesting help from lab technicians (which are also sometimes available too), email Sarah describing what is needed and when, and Sarah will check with the lab technicians to see if they have time around their other responsibilities.

Conference and travel

- Sharing your findings is an important part of science, and you can expect to present your work at conferences throughout your PhD. I generally encourage students to attend one conference a year, and I expect them to present if they attend. I will allocate funds for this as possible, since it is part of the goals of most grants. But *whether or not your work is covered by a grant*, I expect you to seek travel and conference funding awards each time you plan to go. This means pay attention travel award deadlines and plan things accordingly.
- Travel expenses: When you travel for work, you are fulfilling expectations of the lab or a grant (like presenting and disseminating work), and expenses are generally covered. I (and other lab members) appreciate your respect for the lab's funding - get a room with another lab member if possible, find cheap tickets, etc. – but it is ok to spend money so that you can engage in the conference.
 - Since many ask about per diem, my policy is that when I have sufficient funding to send you to a conference, food will be covered, and that means meals with colleagues or scientists at restaurants. Having per diem helps you take advantage of these opportunities, and you absolutely should (remember alcohol cannot be charged!). However, you should generally not *make money* on per diem by claiming full daily expenses but eating peanut butter sandwiches. Keep up with these expenses however you want.
- Find conferences you are excited about! I will let you know about conferences I know about or hear about, but you are also responsible and free to research conferences you want to attend. This is especially important if you have career goals outside of academia. You can find out about conferences via email listserves, twitter, or from other networks. Have fun with what is a bonus of our job- going to new places, and interacting with colleagues.

Meetings and etiquette

- Sarah expects to meet with you regularly to discuss your project. When and how these meetings take place depends on the lab member's and project's needs. Determine a meeting schedule (1x/week, regularly, as needed) early on that works with your style. Since needs change, revisit each year in May.
- Expect bi-directional feedback at your annual review each year in May (Annual Reviews meetings), and expect to be pushed to think about career goals. Sarah will ask for feedback from you on what's working, and Sarah will provide you with feedback on your strengths and weaknesses. You will revisit this feedback the following year.
- Sarah advises many people and must wear a lot of hats. Know that there are MANY resources to ask common questions, other than Sarah. This includes KBS grads and KBS members not in the Evans lab. For questions about procedures (grad paperwork), courses, email listserves, statistics, methods, troubleshooting, instruments, expectations, and other things, ask others before Sarah.
- Come to meetings prepared. To help make meetings more efficient, and to practice running effective meetings, come I suggest you send an agenda beforehand. Send the agenda and any documents before the meeting (with sufficient time, like >3 days, if it needs reviewing beforehand). We use a Shared OneNote document for meeting agendas, and notes.
- Email etiquette. Everyone who uses email should do so conscientiously and sparingly. Here are some general rules that should be followed, though this is not an exhaustive list. [See this link for more information...](#)
- For more on etiquette and procedures in the Laboratory, see Evans Lab Guidelines, or Molecular Ecology and Genomics lab guidelines. You are responsible for educating yourself on safety and other procedures in the lab, and following them, though others are here to help.

Requirements at KBS

- You are expected to present your work at Brown Bag: 1x/year. Sign up at the beginning of the year. Expect questions and view this as an opportunity to catch mistakes before you make them, and improve your science. We are all doing this for each other at KBS.
- Expect to present at Evans lab meetings regularly, generally about 1x/term (spring, summer, fall). You are expected to email the lab about the meeting you are leading.
- Complete Exit document for Evans Lab and all expectations therein.
- Participate in KBS activities that benefit the whole program – and benefitted you – like graduate recruiting weekend in February.
- Assist in orienting people to your project, and to the broader project (particularly relevant to those working on GLBRC or LTER).
- Assist on lab or KBS tours. Occasionally folks come through that want to know generally about our research. Use this as an opportunity for science communication, and to share your research findings.
- Mentoring: It is likely you will have the opportunity to mentor undergraduate researchers as part of KBS Summer programs. This is not required in the Evans Lab, but if your career goals include teaching, mentoring, or managing, I will strongly encourage it.