University of California San Francisco

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Setting Up A Research Lab

Faculty Development Day 2012

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AVC - Research

What do you need to think about?

- **Space**

- **Equipment**

- **Supplies**

- **Staffing**

- **Shared Facilities**

- **IT Support**

- **Regulatory Applications**

- **Regulatory Training**

- **Other Resources**

Space

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Changes to space assignment	Dept. Chair	Offer letter should spell out what space is assigned and under what conditions	None	None

Equipment

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Purchase/lease	Purchasing	Check with your department for rules and business practices	Bear Buy	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword

Supplies

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Purchase	Purchasing	Check with your department for rules and business practices	Bear Buy	via MyAccess, https://dp.ucsf.edu/idp/Auth n/UserPassword

Staffing

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Creating job descriptions	Dept Mgr/HR Cluster	Ceck with your department for rules and business practices, HR website for templates	HR website has information regarding SRA levels as well as forms to create a job description	http://ucsfhr.ucsf.edu/index.php/staffing/cat/site/Job%20Description%20Forms/, http://ucsfhr.ucsf.edu/files/SRAMatrix_v1.pdf
Staff Recruitment	HR Generalist	Check with your faculty colleagues and Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Postdoc Recruitment	Academic Personnel Analyst		HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Graduate Student Recruitment	Graduate Program Coordinators	Graduate Programs		
Performance management	Labor relations	Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Terminating	HR Generalist	Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Supervision/Management		HR website, faculty campus life		http://ucsfhr.ucsf.edu/index.php/training/article/supervisor-training/

Shared Facilities

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Animal housing and care	Jim Wilkerson, Director, LARC	LARC website		http://or.ucsf.edu/larc/home.html
Assays, biobanking, etc.	Julie Auger, Director, RRP	Core website	Core administrative system	http://cores.ucsf.edu/
Data storage and analysis	Director, Datacenters - under recruitment	Datacenter		http://it.ucsf.edu/services/category/systems
Big data' storage and analysis	Director, QB3	QB3		http://www.qb3.org/research/core-facilities
Clinical data storage	Director, IDR/My Research	My Research website; trainings	My Research	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Access to clinical databases	Director, IDR/My Research	My Research/IDR website; trainings	IDR/My Research	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Access to analysis tools	Director, IDR/M...	My Research	My Research	via MyAccess, ...

IT Support

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Desktop/Laptop	ITS Helpdesk, Desktop Support or Departmental IT support	check with your department manager on how support is handled		https://ucsf.service-now.com/ess/home.do
Laboratory IT support	Dept Mgr or departmental IT support	check with your department how support is handled		

Regulatory Applications

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
IACUC application	IACUC staff, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
CHR application	CHR staff, IRIS training module, HUB		IRIS	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Radiation, chemical, biohazard applications	Safety Committee Coordinator, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword

Regulatory Trainings

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Animal Use	IACUC staff, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Human Subjects	CHR staff, IRIS training module, HUB		IRIS	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Radiation, chemical, biohazard applications	Safety Committee Coordinator, RIO help		UC Learning Center	https://learningcenter.ucsfmedicalcenter.org/default.aspx

Other Resources

Resources	url
CTSI	http://ctsi.ucsf.edu/
Academic Personnel/HR	http://academicaffairs.ucsf.edu/
Academic Senate	http://senate.ucsf.edu/
Office of Research	http://officeofresearch.ucsf.edu/
Office of Research	http://www.research.ucsf.edu/QG/orQgToc.asp
HHMI handbook link	http://www.hhmi.org/resources/labmanagement/

Hiring and Managing Laboratory Personnel: Team Concept

Kathy Giacomini

Personnel Diversity in My Laboratory

Trainees

6 Graduate Students: PSPG and BMI

4 Postdoctoral Fellows: PharmD and PhD

Research Staff

0.5 Staff Research Associate: PhD
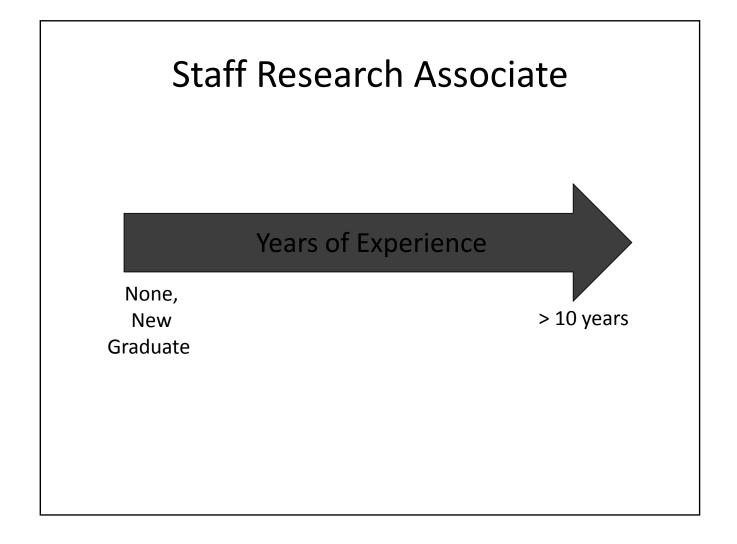
1 Clinical Recruiter: MD

Personnel Choices

Trainees

Graduate Students

Postdoctoral Fellows

Professional Research Staff

Laboratory Technician

Staff Research Associates (I-III)

Specialists

Professional Researchers

Staff Research Associate

Years of Experience

None,
New
Graduate

> 10 years

Managing a Laboratory

- Research Team Approach

- Individual Approach

Research Team Approach

- Blood Brain Barrier Group

- Pharmacogenomics/Drug-drug Interaction Group

- Cancer Targeting Group

    Meetings: Weekly to Every Other Week

    Group Meetings: Weekly

Mistakes Made

- Naïve: Hired someone based on letters and did not make phone calls

- Kind: Kept someone during probationary period when problems were obvious

- Ambitious: Valued results more than working relationships and kept a highly productive person who was a problem to his colleagues and had problems complying with UC regulations

- Ostrich: Gave the impression that I did not want to hear about problems

- Poor Manager: Responsibility without authority

Lessons Learned

- Hiring: Talk to references on phone; look at personnel file

- Trust Instincts: Especially during probationary period

- Give Lab Manager Authority

- Results Matter Far Less Than:
  - Scientific integrity
  - Compliance with polices
  - Wonderful working environment

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

Suneil Koliwad

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

INSTITUTIONAL ANIMAL CARE AND USE
COMMITTEE
Office of Research, Box 0547
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A P P R O V A L   L E T T E R

July 24, 2012

Suneil Koliwad Ph.D., M.D.
Box 0540

APPROVAL NUMBER: AN087097-01B

Approval Date: July 24, 2012
Expiration Date: July 03, 2013

Title: Modifications of Mouse Genes to Study the Interaction Between Lipid Metabolism and Inflammation

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/Infrastrucuture

- 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!!