Managing a Scientific Laboratory

Who Should Attend: Investigators in the sciences and engineering who are establishing an experimental laboratory, including new faculty and postdoctoral scholars.

Learning Objective: To become successful in managing the resources and people within research labs, enabling significant research that puts investigators on the path toward tenure. The workshop will follow HHMI’s format for training in scientific management (http://www.hhmi.org/resources/labmanagement/).

Date: August 23, 2012 at Descanso Gardens, La Canada-Flintridge

RSVP: Please RSVP by July 31 to: usccer@usc.edu. Space will be limited

Agenda

8:00-8:30 Check-In/Reception

8:30-10:00 Leadership and Management
• Management styles Randolph Hall
• Strategy and project management Christine Matheson
• Time management Yang Chai

10:00-10:15 Break

10:15-11:45 Mentoring and Supervising Staff and Students
• Recruitment and staffing Charles Gomer
• Mentoring and being mentored Hanna Reisler
• Giving and receiving feedback Ellis Meng
• Research Integrity, authorship and attribution

11:45-12:30 Lunch

12:30-1:30 Financial Management and Budgeting
• Start-up accounts Christine Lavoie
• Budgeting for proposals Kathleen Speer
• Managing awards Janet Stoeckert
1:30-3:00 Running a Research Laboratory
- Laboratory safety Ed Becker
- Animal research Don Casebolt
- Laboratory notebooks and data management Frances Richmond
- Setting up a laboratory Mandeeep Bhari
- Digital media and web pages Susan Metros

3:00-3:15 Break

3:15-5:00 Navigating the University Elizabeth Fini
- Core laboratories Elizabeth Fini
- Research administration Jeri Muniz
- Research ethics and integrity Dan Shaprio/Susan Rose
- Research advancement Steve Moldin
- Technology transfer Rick Friedman
- Postdoctoral affairs Mark Todd

5:00-5:30 Reception

5:30-7:00 Dinner and Discussion
- Publications and other forms of research dissemination Randolph Hall
- Tenure and promotion Beth Meyerowitz