

Setting Up A Laboratory

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Philosophy of setting up the laboratory

- **Small business**
 - Mission, Objectives, Strategies
 - Leadership
 - Space and capital
 - Staffing and hiring
 - Training
 - Standard Operating Procedures
- **Lab as a community**
- **Lab as a family?**

Philosophy of setting up the laboratory

- Process, process, process!
- Needs of the lab vs. needs of the individual

Where is my business?

- **Public vs. Private Institution**
 - Scientific environment and infrastructure
 - Hard money vs. soft money
 - Salary coverage
 - Incentives for funding
 - Access to graduate students and (support)
 - Teaching vs. clinical responsibilities
 - Administrative responsibilities

Mission, Objective, & Strategy

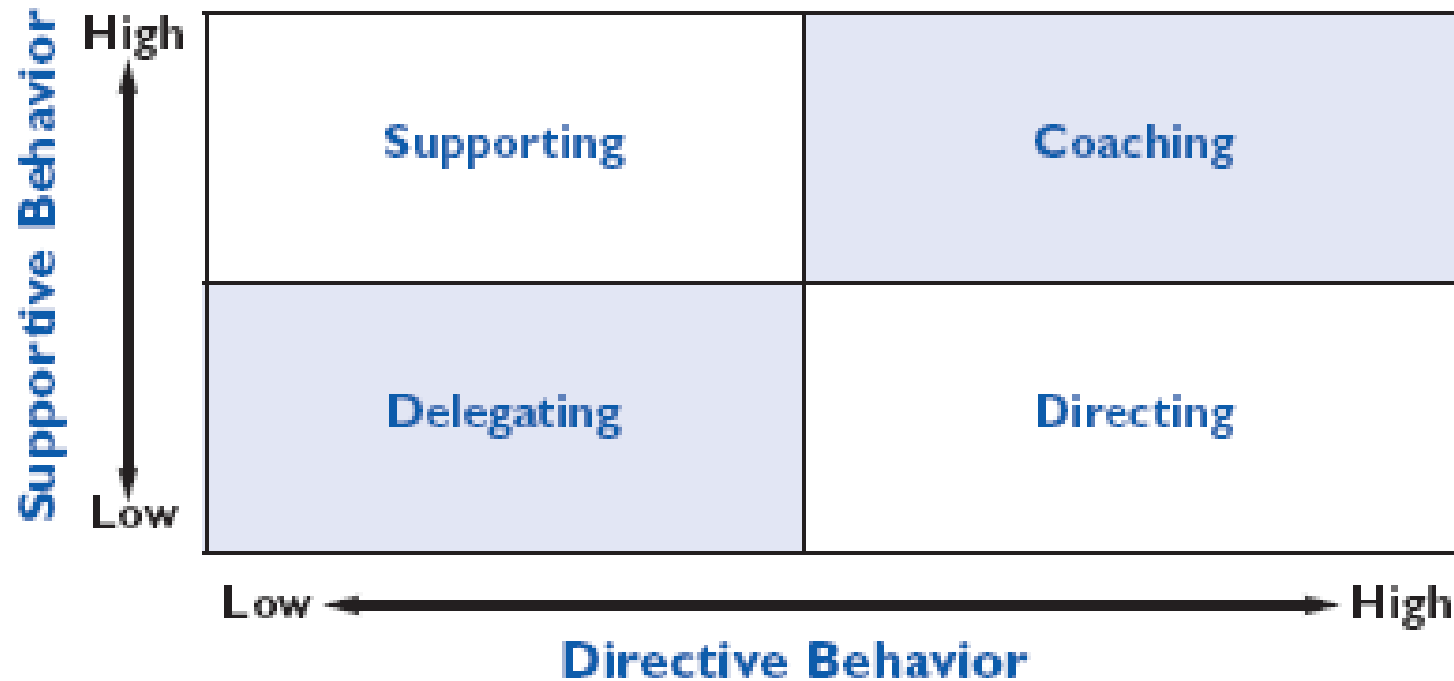
- What is the long term question?
- What are the deliverables to answer the questions?
- How do I achieve my deliverables?

Leadership

- Democracy?
- Dictatorship?
- Meritocracy?
- Oligarchy?

- Changing balance based on mission, size, environment
- Participation and creative input

Blanchard and Hershey Model of Leadership



Space and Capital

- More space vs. less space
 - Correlation of interaction and space?
- New space vs. old space
- Equipment (ownership vs. core)
 - Cost of ownership?
 - Cost of operation?
- People vs. Technology

Staffing

- **What do you need?**
 - Balance of technical vs. postdoc vs. graduate vs. undergraduate
- **What do you offer?**
 - Environment
 - Flexibility
 - Training
 - Publications potential
- **What do you expect?**
 - Commitment (funding cycle)
 - “Buy in” to the mission
 - Balance of work, citizenship, leadership, training

Hiring, Retention, & Termination

- **Interview** – many better than the few
- **References**
 - Strengths and weaknesses?
 - Would you hire given my needs?
- **Retention strategies** –
 - Inclusion, training, authorship
- **Termination**
 - Annual reviews and documentation
 - Don't place blame
 - Reasonable time frame

Training & SOP

- **Formal collaborations**
 - Academic and industry
- **Formal coursework**
- **Local & national symposia**
- **Scientific meetings** – small and large
- **Standard operating procedures**
 - Regulatory
 - Scientific: Trainee becomes trainer

Documentation

- **Lab server**
- **Common resources**
 - Lab processes & protocols
 - Lab SOPs
 - Management software (e.g., Vector NTI)
 - Animal management software
 - Ordering & tracking
 - Inventory of reagents

Planning

- **Project Management**
 - Mentors
- **Timeline**
- **Milestones**
 - Experimental
 - Publication
 - Funding

Resources

- **“Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty”**
 - **Burroughs Wellcome Fund & Howard Hughes Medical Institute**