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