Some mentoring tools to consider

• Practice active listening and seek to develop empathy > sympathy
• Grounding you and your mentees in their stories, experiences, and values (e.g., storytelling, values sort, important episodes, etc.)
  • A tool for starting discussions of work-life balance/integration
• Tap sources of self-efficacy to promote research self-efficacy (Bandura handout)
  1. Mastery Experiences (success builds on success)
  2. Social Modeling (others like you made it)
  3. Social Persuasion (positive encouragement; 5 positives = 1 negative)
  4. Emotional and Physiological Responses (minimize stress, elevate mood)
• Mentoring Tools (a.k.a. compacts, see next) can help to align expectations and maintain effective communication
  • “Developing Shared Expectations” = onboarding tool
  • “Reflecting on Your Mentoring Relationship” = midterm evaluation
  • “Bhatt Lab Guidelines” = lab/program manual example

Brené Brown on Empathy vs. Sympathy
https://www.youtube.com/watch?v=1Evwgu369Jw
What Is Self-Efficacy?

The concept of self-efficacy is central to psychologist Albert Bandura’s social cognitive theory, which emphasizes the role of observational learning, social experience, and reciprocal determinism in the development of personality. According to Bandura, a person’s attitudes, abilities, and cognitive skills comprise what is known as the self-system. This system plays a major role in how we perceive situations and how we behave in response to different situations. Self-efficacy plays an essential part of this self-system.

According to Albert Bandura, self-efficacy is "the belief in one’s capabilities to organize and execute the courses of action required to manage prospective situations." In other words, self-efficacy is a person’s belief in his or her ability to succeed in a particular situation. Bandura described these beliefs as determinants of how people think, behave, and feel (1994). Since Bandura published his seminal 1977 paper, "Self-Efficacy: Toward a Unifying Theory of Behavioral Change," the subject has become one of the most studied topics in psychology. Why has self-efficacy become such an important topic among psychologists and educators? As Bandura and other researchers have demonstrated, self-efficacy can have an impact on everything from psychological states to behavior to motivation.

The Role of Self-Efficacy

Virtually all people can identify goals they want to accomplish, things they would like to change, and things they would like to achieve. However, most people also realize that putting these plans into action is not quite so simple. Bandura and others have found that an individual’s self-efficacy plays a major role in how goals, tasks, and challenges are approached.

People with a strong sense of self-efficacy:

- View challenging problems as tasks to be mastered
- Develop deeper interest in the activities in which they participate
- Form a stronger sense of commitment to their interests and activities
- Recover quickly from setbacks and disappointments

People with a weak sense of self-efficacy:

- Avoid challenging tasks
- Believe that difficult tasks and situations are beyond their capabilities
- Focus on personal failings and negative outcomes
- Quickly lose confidence in personal abilities
Sources of Self-Efficacy

How does self-efficacy develop? These beliefs begin to form in early childhood as children deal with a wide variety of experiences, tasks, and situations. However, the growth of self-efficacy does not end during youth, but continues to evolve throughout life as people acquire new skills, experiences, and understanding.

According to Bandura, there are four major sources of self-efficacy.

1. Mastery Experiences
"The most effective way of developing a strong sense of efficacy is through mastery experiences," Bandura explained. Performing a task successfully strengthens our sense of self-efficacy. However, failing to adequately deal with a task or challenge can undermine and weaken self-efficacy.

2. Social Modeling
Witnessing other people successfully completing a task is another important source of self-efficacy. According to Bandura, "Seeing people similar to oneself succeed by sustained effort raises observers' beliefs that they too possess the capabilities to master comparable activities to succeed."

3. Social Persuasion
Bandura also asserted that people could be persuaded to believe that they have the skills and capabilities to succeed. Consider a time when someone said something positive and encouraging that helped you achieve a goal. Getting verbal encouragement from others helps people overcome self-doubt and instead focus on giving their best effort to the task at hand.

4. Emotional and Physiological Responses
Our own responses and emotional reactions to situations also play an important role in self-efficacy. Moods, emotional states, physical reactions, and stress levels can all impact how a person feels about their personal abilities in a particular situation. A person who becomes extremely nervous before speaking in public may develop a weak sense of self-efficacy in these situations.

However, Bandura also notes "it is not the sheer intensity of emotional and physical reactions that is important but rather how they are perceived and interpreted." By learning how to minimize stress and elevate mood when facing difficult or challenging tasks, people can improve their sense of self-efficacy.
**References**


This module was developed by Byars-Winston et al. (2013). See page 87.
Developing Shared Expectations
(select and adapt from these suggested topics, as relevant to your discipline)

1. **Communication and meetings.**
   a. What is the best way/technology to get a hold of each other? What is the appropriate time frame to expect a response?

   b. When do you plan to meet (be as specific as you can), is an agenda required, how long will the meeting be?

2. **Student’s role on project:** Describe student’s primary area(s) of responsibility and expectations (e.g. reading peer-reviewed literature, in-lab working hours, etc.).

3. **Participation in group meetings (if relevant).** Student will participate in the following ongoing research group meetings. What does this participation look like?

4. **Tentative papers on which student will be an author or coauthor.** Discuss disciplinary norms around authorship; list the papers and the likely order of student’s authorship, e.g., first, second, etc.

5. **Opportunities for feedback.** In what form and how often can the student expect to receive feedback regarding overall progress, research activities, etc.? How much time is needed by the mentor to provide feedback on written work, such as chapter and publication drafts?

6. **Professional meeting(s) that the student will attend and dates:** What funding is available to attend these meetings?

7. **Networking opportunities:** Discuss additional opportunities to network (e.g. meeting with seminar speakers, etc.)

8. **Vacations, absences, and time away from campus.** Discuss expectations regarding vacations and time away from campus and how best to plan for them. What is the time-frame for notification regarding anticipated absences?
9. **Funding:** Discuss the funding model and plans for future funding (e.g. internal and external fellowships, including RMF funding, training grants, GSI, GSRA, GSSA); discuss any uncertainty in future sources of funding, and contingencies.

10. Completion of programmatic milestones and other milestones (as applicable).

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Place an X in terms designated for milestones. F=Fall, W=Winter, S/S = Spring/Summer. Other milestones might include: Conference presentation; peer-review publication, etc.

11. Anticipated date of defense and graduation:

12. **Professional goals:** Identify short-term and long-term goals, and discuss any steps/resources/training necessary to accomplish the goals.

13. **Skill development:** Identify the skills and abilities that the student will focus on developing during the upcoming year. These could be academic, research, or professional skills, as well as additional training experiences such as workshops or internships.

14. **Other areas:** List here any other areas of understanding between the student and mentor regarding working relationship during the student’s tenure.
Mentoring Tool

Reflecting on Your Mentoring Relationship*

**Objective:** Students will reaffirm their goals and expectations with their research mentor(s) and discuss any mid-project changes that they would like to make.

Maintaining a positive relationship with your research mentor is very important and can be achieved through frequent, open, and honest communication. To facilitate this communication, answer the questions below, then meet with your mentor to discuss them. You may also give a copy of the questions to your mentor to reflect on before the meeting.

1. What seems to be working well for you in the mentor-mentee relationship?

2. What is not working so well for you?

3. Review the goals and expectations you established with your mentor at the beginning of your relationship. Do you still agree that these goals and expectations are appropriate for your research experience, or do they need to be adjusted? Are you satisfied with the rate of progress you have made toward reaching the goals? If not, what might you do differently?

4. What has the relationship you have with your mentor taught you about what you must do to be successful as a researcher?

5. What aspects of mentoring do you need to get from someone other than your direct mentor? Who can provide this mentoring?

Write a paragraph summarizing the conversation you had with your mentor.

Welcome to the Bhatt Lab! We are so happy to have you here and want to sincerely congratulate you on your new position. Whether you are joining us as a student, postdoc, or staff member, you rose to the very top among a very competitive and talented group of applicants. We look forward to working with you - and are here to learn from you and to help you grow as a scientist.

This Lab Manual is designed to make your transition into the Bhatt Lab as smooth and painless as possible. It is also intended as a general guide that answers frequently asked questions and sets out our lab culture and expectations. If anything does not make sense, please do not hesitate to talk with either the lab manager or Ami.

As you know, I (Ami Bhatt) am the PI of the lab. I am responsible for helping you all to maintain a lab environment that encourages personal and professional growth; I am also fully committed to ensuring that the lab is a happy and fun place to be, especially since science can be hard! I am especially conscious of the interpersonal dynamics of the lab and I place a high priority on keeping our work environment friendly, honest, open, and safe. Maintaining these principles is every lab member’s responsibility and I appreciate your help in contributing to the positive environment of the group. Entering a prestigious University lab can be intimidating, and I know that you likely have high expectations of yourself and what you will accomplish while you are here. Keep in mind that we are all working towards a common goal and can benefit from one another’s expertise and insights; the lab culture reflects this collective spirit. We are all responsible for ensuring that being a graduate of the Bhatt lab communicates a sense of scientific excellence, personal integrity and generosity.

Our Research
The Bhatt Lab is a translational laboratory that develops and applies novel molecular and computational tools to study strain level dynamics of the microbiome, to understand how microbial genomes change over time, and to predict the functional output of microorganisms. These innovations allow us to better:

1) Measure the types and functions of microbes in patients with non-communicable diseases,
2) Iterate interaction models between microbial genes, gene products, and host cells, and
3) Test the impact of microbially targeted interventions in clinical trials.
For an introduction to what we in the lab are passionate about, please do read the work cited in “Papers that best encompass the work being done in the Bhatt Lab” for a more in depth look at what our lab does.

**Getting Help**

Being an undergraduate student, graduate student, post-doc, Stanford staff or faculty member can be difficult at times, and for many with mental health or other health needs, it can be challenging to navigate the Stanford system. Below, please find a list of resources assembled by several Stanford faculty members that may be helpful to you during your time at Stanford. These are compiled resources, and Ami hasn’t had the opportunity to check all of them out - but hopefully this is a good starting point. We welcome additions to this list.

Please know that Ami is always available to discuss issues that you feel comfortable sharing with her, and she will do her best to guide you to needed help/guidance. The well being of every person in the lab is her #1 priority.

- Stanford Counseling and Psychological Services (CAPS) is available for students 24/7 at (650) 723-3785 and [https://vaden.stanford.edu/get-help-now](https://vaden.stanford.edu/get-help-now). Students who are off-campus and traveling can still contact CAPS as a resource, as well as this national number for free and confidential emotional support: (800) 273-8255 and [https://suicidepreventionlifeline.org/](https://suicidepreventionlifeline.org/)
- The Graduate Life Office is available 24/7 at (650) 723-8222, pager ID number 25085, and during office hours at (650) 736-7078
- The Office for Religious Life offers pastoral care and spiritual guidance and can be reached at (650) 723-1762
- Residence Deans (RDs) are available to help undergraduates navigate support and resources during this difficult time. An on-call RD is available 24/7 at (650) 504-8022, and RDs also can be reached through this web page: [https://studentaffairs.stanford.edu/residence-deans/find-your-rd](https://studentaffairs.stanford.edu/residence-deans/find-your-rd)
- The Faculty Staff Help Center offers confidential assistance for faculty and staff. More information is available at [https://cardinalatwork.stanford.edu/faculty-staff-help-center](https://cardinalatwork.stanford.edu/faculty-staff-help-center)
- Grief support: Kara offers drop-in peer group support services at no cost. It is very conveniently located in Palo Alto and offers grief support for individuals and groups, for adults, teens, families, and children.
  - Kara
  - 457 Kingsley Ave.
  - Palo Alto, CA 94301
  - Tel: 650-321-5272
  - [https://kara-grief.org/services/peer-support/](https://kara-grief.org/services/peer-support/)
• La Selva Group (down the street at 206 South California) has a free drop-in clinic for those suffering from mental health issues. [https://thelaselvagroup.org/wp-content/uploads/2018/12/Community-Clinic.pdf](https://thelaselvagroup.org/wp-content/uploads/2018/12/Community-Clinic.pdf)

• Anxiety clinic - [https://www.pacificanxietygroup.com](https://www.pacificanxietygroup.com) (apparently, they are really good at accommodating Stanford trainees)

• Crisis Text Line is another important resource, particularly since sometimes it is easier to text than talk. 741741 is the number, [https://www.crisistextline.org/](https://www.crisistextline.org/).

• **Financial help:** There are also Graduate Student Aid Programs that is available through Stanford (this includes Family aid, Emergency grant-in-aid, Emergency student aid (funds for health care copays that the student cannot cover)). For more details, please follow the link below: [https://ed.stanford.edu/academics/doctoral-handbook/financial-support/emergency-funding](https://ed.stanford.edu/academics/doctoral-handbook/financial-support/emergency-funding)

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**Communication and Documentation**

The Bhatt Lab, as well as Stanford University, is dedicated to being as paperless as possible. As such, we try to keep as many resources as possible in electronic format. This also allows easy access and distribution, as well as ease of editing.

**Google Drive – Bhatt Lab Drive**

Our Google Drive acts as a huge pool of resources and data storage for the lab. Ideally, lab members will post all standard operating procedures, collaborative research documents, documents that need editing, directions for ordering, lab procedures, grant documents, meeting schedules, pictures from lab social events, and more. If you are unsure how to do something, whether it be placing an order or doing wet lab work, the Drive should be the first place you check for help.

Use the link below to access: [link removed]

**NOTE:** An admin must add you to the Drive. Currently Ami and Summer are the admins.

**Slack**

Slack is the preferred method for inter-lab communications (one-on-one and group chats). Some highlighted channels are #literature, where papers of interest are deposited, #supplies, for any supplies/consumables/reagents-related issues, #random, for non-research topics, and #general, where members post relevant updates/announcements/questions that all members of the lab can see and respond to.
Many more threads have been created to help us keep discussions of different topics organized and archived.

Slack is also Ami’s preferred method of communicating with the lab. She receives hundreds of emails a day - and thus, it is easier for her to prioritize lab communications if they come through Slack whenever possible. This is especially important since the people in the lab and the science that they do is her #1 priority. If at some point you reach out to Ami and haven’t heard back, please feel free to re-ping her. She strives to be as responsive as possible, but sometimes in the deluge of communications, she misses messages inadvertently.

NOTE: Slack and email are monitored and archived by Stanford. Please keep this in mind when communicating through these modalities.

Lab Mailing Lists
The lab has 2 mailing lists: [link removed] for lab members only, and [link removed] for members plus other interested parties (collaborators, admin personnel, other PI’s, etc.). The lab manager will have to add you to these lists and is also responsible for approving any messages that are addressed to the mailing list.

Google Shared Calendar
The calendar is an appropriate place to enter dates and times of lectures, conferences, presentations, and even vacations so other lab members know when/how long you will be out of lab.

If you anticipate working from home or being out of the lab for more than one day, kindly indicate this on the shared Google calendar so people are aware of your absence. This is important as sometimes important deliveries will arrive for you in your absence that likely shouldn’t sit at room temperature, and others may be relying on you for collaborative work.

Please note that there is a separate calendar (different event color) to sign-up for equipment when multiple lab members are running experiments at the same time.

NOTE: An admin must add you to the calendar. The current admins are Fiona and Eli. We have had issues in the past adding @stanford.edu email addresses (since they are not run through gmail) - you may need to provide an alternative gmail address to receive access to the calendars.

Computational Resources/Storage
Computational research is a big part of the Bhatt Lab. We strive to make this part of our research as well-documented and reproducible as possible, but we’re always improving.
Below is a basic list of guidelines that you should follow for computational work. The “bootcamp” for rotation students will cover these points in more detail.

1) **Use GitHub for version control.** Our lab uses GitHub for version control and software documentation. You can get free private github repositories by signing up for [GitHub education](https://education.github.com). We have repositories for common tasks and workflows at the [Bhattlab GitHub](https://github.com/bhattlab).

2) **Use a standard pipeline whenever possible.** We have developed workflows for common metagenomic tasks (preprocessing sequencing data, metagenomic classification, etc). These live at the Bhattlab GitHub. To aid in standardization of results and comparison between experiments, use one of these workflows when possible for your experiment. If the workflow doesn’t do what you need, consider talking to the author about incorporating a new module. Better yet, write what you need, test it, and submit a pull request.

3) **Publish code that is well-documented, tested, easy to install and maintained.** If you publish a software tool, it is expected to be open source, installable with Conda and maintained for at least two years after publication. At minimum, the package should include a test dataset and expected output.

4) **Use the SCG cluster for data storage and computation.** More thorough instructions live at the [SCG Tools repo](https://github.com/scregs/scg).

5) **Ask questions on the #computing Slack channel.** Someone has probably had the same error as you, perhaps many times. If you can’t figure it out after a good faith effort, reach out to others on Slack or in person. If there’s a problem with a workflow, you could also submit an issue on GitHub.

### Human Subjects Research

**Handling / Communicating Protected Health Information (PHI)**

In this lab, we are fortunate to have the trust of many human study subjects and patients. We store their samples for our research studies, and often need to access information about their medical histories. It is a privilege to be able to study human subjects, and we must protect their privacy in every way that we can. To that end, we must:

- NEVER communicate protected health information (PHI) on Slack.
- Avoid communicating PHI electronically or verbally whenever possible.
- Only communicate PHI on email when we use the “secure:" preamble in the subject line using Stanford email.
- Store any printed documents with PHI in a locked cabinet/encrypted computer, or be shredded if not needed. Such paperwork should never be left around the lab.
• Appropriately encrypt the devices that may be used to access this information (phone, desktop, laptop, etc.). We recommend visiting the Tech Bar (bottom floor of Lane Medical Library, see link below) in your first week to ensure your devices have acceptable encryption. If you do not meet the requirements your access to Stanford’s WiFi will be blocked.

Stanford Medicine Tech Bar:
http://med.stanford.edu/irt/personal-computing/tech-bar.html

NOTE: Finding unsecured PHI in any form (paper, electronic, etc.) is grounds for public loss of trust and very hefty fines (sometimes up to $1,000,000). Many institutions have suffered the consequences of these mistakes - which can be as simple as leaving a backpack with PHI on a train, getting your laptop or phone stolen, or discussing PHI in public places or with inappropriate individuals (family, friends, strangers, etc.). Every couple of years it makes national news when a prestigious institution is fined hundreds of thousands of dollars and falls under intense scrutiny for violation of PHI protection. Don’t let it be us!

IRB Protocol
For every project using human subjects there must be an approved IRB (Institutional Review Board) protocol along with completion of the appropriate training courses. To participate in research stemming from these human subjects you must be added to an existing IRB protocol or create your own protocol (takes 1-2 months for approval after submission). IRB protocols exist to protect the patients and donors we work with, which is a top priority of our lab and the University. New IRB protocols must be submitted for projects proposing research with a novel donor community (ie. beginning collection from a new donor group, using a collaborator’s donor samples, etc.).

Lab Matters

Onboarding Tasks
Onboarding with the Bhatt Lab involves completing several training courses through Stanford’s STARS system (via Axess) and with CITI Program. For a list of required trainings, see the lab manager. Each lab member is also required to complete Live Scan Fingerprinting with the University. This is because we occasionally work with minors, including undergraduate and high school students. As such, we are mandated reporters and must complete the necessary training. Training is also required to be added to the lab’s Administrative Panel on Biosafety (APB) and IRB protocols, which will ideally occur before you begin your research.

Administrative panel on biosafety (APB) Protocol
Every research lab at Stanford must have an approved APB (Administrative Panel on Biosafety) Protocol, which must include all lab members. This is how the University
keeps track of all the organisms we work with and their respective biosafety precautions. APB Protocols are to protect us, the researchers, from the biohazardous agents we work with. To be added, you must have completed the Bloodborne Pathogen training. Ask the lab manager to add you once your training is done. If you need to add a new microbe (e.g. you want to order a new strain) fill out the “APB New Bacterium Request” Google Form found on the Drive and consult the lab manager (species isolated from stool are not included in the APB Protocol and are treated with Universal Precaution standards).

NOTE: Keeping our APB Protocol up to date is absolutely essential. If we are found to be in violation of our protocol (working with an unlisted microbe, not adhering to appropriate biosafety procedures, continuing work with expired training, etc.) we will be subject to hefty fines and potentially shut down.

Personal Behavior
The Bhatt Lab and Stanford University are wholly committed to maintaining a professional and supportive community. Professionalism encompasses respect for colleagues in every department at every rank, visitors, and vendors; it means maintaining the highest standards of integrity, working hard, and being proud of your work; professionals are reliable, honest, and present themselves in a competent and confident manner. Support entails academically challenging and bettering each other via constructive criticism, teaching, and collaboration; being fully inclusive, regardless of gender, race, nationality, etc.; supportive lab members will place importance on the success of their colleagues, lab, and University. Please keep in mind that you represent Stanford University and the Bhatt lab, and your behavior within and outside of the University is a reflection on us all.

Within the Bhatt Lab we have our own certain expectations of individual behavior. We are a large lab, space is cramped, and working (often more than) forty hours a week in one room with the same people can be stressful. The goal of having a peaceful and comfortable lab hinges on members acting with maturity and discretion. Respect your colleagues’ space, belongings, lifestyles, and opinions. While stimulating academic debates are encouraged, arguing is not, and serious or repeated offences will be brought to Ami’s attention. That being said, we are all adults and personal and interpersonal issues should be solved by those involved whenever possible.

NOTE: Humor can be in bad taste. Videos/jokes/sayings/stereotyping etc. that involve potentially hurtful material should not be shared in the workplace. Please be conscientious of who is around you and what impression you may be making.

Your Research
We want your research projects to be something you are passionate about. At the same time, we expect them to contribute to the larger goals of the lab. Project ideas should always be run by Ami, and then in a group setting where you can get immediate
feedback. Two minds always work better than one, and this feedback may spark new ideas, reveal issues with your original idea, or help you develop details of the best way to move forward. Once a project is underway, feedback should be continually sought out and provided. Your greatest resource is access to and the input from your colleagues.

Research methods and data are expected to be meticulously and faithfully recorded. Each lab member should keep a notebook or binder. Your research is meant to move the entire field of genetics forward, which is impossible without reproducible and replicable procedures/results. Fabrication and/or falsification of results and plagiarism are wholly unacceptable and will not only affect your reputation but those of collaborators, the PI, the department, and the University. Concerns of academic misconduct should be brought to Ami’s attention immediately.

Notebooks
As stated above, each lab member is expected to maintain a laboratory notebook or binder. This will not only act as a resource for your own reference, but for others in the lab with you and future lab members. Here are some requirements for your notebook:

- Always date your entries!
- Indicate the overall purpose of the experiment.
- List materials and methods.
- Include your calculations! It’s very important to be able to come back and check the accuracy of these. Even incorrect simple concentration calculations may be a frustrating source of error, more easily solved with reference to your scratch work.
- Show your results. Print off gel photos, spreadsheets, graphs, etc. to include. Describe the significance.

NOTE: It can be very helpful to keep an updated table of contents (the notebooks we provide include these).

When you complete your time in the lab, your Notebook must remain in the lab. Ami is responsible for maintaining these notebooks for a period of 7+ years after completion and publication of any work from the lab by federal regulations. If you would like to keep a copy of your results, you are welcome to do so - but the original must, by law, stay in the lab.

Reagents/Chemicals
There is consistent wet lab work being done by multiple people/projects. Be conscientious of your labmates and return shared reagents to the appropriate fridge/cabinet/shelf/etc. after use. Keep reagents unique to your project (including media, PCR products, DNA, etc.) well labeled and in your assigned space (lab bench, freezer box, fridge space, etc.). Label, label, label all material! Eventually you will leave
the lab and we’d love to be able to tell what’s leftover in your boxes and bottles for repurposing or, at the very least, appropriate disposal.

**Department Seminars and Retreat**

The Genetics department has a three-day retreat in Monterey at the beginning of every fall quarter. You are encouraged and expected to attend, unless there are extenuating circumstances (sickness, family responsibilities, etc.). The retreat is a unique opportunity to get to know the faculty, staff, postdocs, and students of the department in a casual setting, and to hear about their research. The retreat includes volleyball games, lab bonding, dances, complimentary meals and drinks, and you get to stay at a hotel on the beach! I want you to have a great time at these retreats/seminars and meetings - but remember that these are professional events so it is important that we behave professionally.

In addition to the annual retreat, the Genetics Department also puts on and participates in other seminars throughout the year. You are encouraged to attend these informative talks and networking opportunities - especially if a labmate is presenting.

Current Issues in Genetics (CIG) is a speaker series put on each Friday from 4:00-5:00 pm in Alway M114 during the school year and part of the summer. After the presentation, one lab will host “Happy Hour” in the Alway courtyard. Please note that grad students (particularly first years) are expected to attend.

Bug Club is a speaker series facilitated by Ami. The talks take place each Monday from 12:30-1:30pm in Clark Center room S361 (go through Peets to get to the room). To subscribe to the Bug Club listserv, go to: [http://mailman.stanford.edu/](http://mailman.stanford.edu/)

1. Click on the link in the "Subscription Site" column above for the list to which you wish to subscribe.
2. Enter your email address (required) and name (optional) in the boxes in the "Subscribing to List_Name" area.
3. Click subscribe
4. Our list is called: microjournalclub

The Center for Computational, Evolutionary, and Human Genomics (CEHG) hosts some informative talks and events, which you can be alerted to using their mailing list: [cehgcenterall@lists.stanford.edu](mailto:cehgcenterall@lists.stanford.edu). Email Katie Kanagawa (Program Manager) at [stanfordcehg@stanford.edu](mailto:stanfordcehg@stanford.edu) and include “Subscribe to CEHG” in the subject line to be added to the mailing list.

**Lab Meetings**

The Bhatt Lab conducts weekly lab meetings in the larger conference room down the hall. Currently our meeting time is on Fridays from 11:00 am - 12:45 pm in CCSR1125.
Everyone is expected to attend and arrive on time unless discussed previously with Ami. Each week one member will present an update on their project to the rest of the lab members. This can be in the form of PowerPoint, chalk talk, video – whatever you prefer. The purpose is to get feedback on your research, whether you are brainstorming new ideas or in the last steps of writing a paper for publishing. Lab members are expected to be attentive during presentations and offer thoughtful feedback.

Once per quarter we also have a “round table” meeting where everyone gives a short (5 minutes max) talk on their project progress. A meeting schedule is available for the entire year on the Google Drive.

If you have new ideas or suggestions for lab meetings, please share them with the lab manager and Ami. We are always open to new approaches to interact and learn from one another.

Subgroup Meetings / Journal Club
In October of 2019, our lab collectively decided that we’d like to meet more frequently in a less formal setting than lab meeting. Subgroup meetings were thus born, and we now have a second meeting every week, on Wednesdays from 10am - 11:30am in CCSR1125. We rotate between three subgroups (pipettors, miners, techies) and journal club. All members of the lab are expected to attend their primary subgroup meeting and the journal club.

Subgroup meetings: Each member of the lab should discuss their subgroup meeting choice with Ami and/or Erin. Erin oversees the subgroup meetings and also maintains the schedule. You are expected to present at your subgroup (a few slides or at the whiteboard) about a recent advance, challenge, or current experiment you are carrying out. The goal is to solicit input about experimental design, data analysis, etc. While you are required to present at and attend the subgroup that you have selected to be a core part of, you are absolutely welcome to attend any/all the subgroup meetings we have in the lab. In the first months of this activity, we’ve received rave reviews and most people try to attend as many subgroup meetings as they are able to.

Journal club: Each lab member will be responsible for leading one journal club per year. Our journal club currently consists of the leader for that month’s journal club picking a paper at least one week in advance, posting the paper on slack/notion and then soliciting volunteers from the group to discuss each of the main figures/tables in the manuscript (usually also through slack - please feel free to contact Erin or Summer if you have questions about this). The journal club leader will be responsible for collating the main figures/tables into a slide deck and providing the overall structure for the meeting.

Meetings with Ami
Every lab member meets one-on-one with Ami weekly or bi-weekly (your choice). These meetings can serve a host of purposes including updating her on your progress, planning
future directions, and troubleshooting methods. In your first week or two in the lab, try
to hammer out a time that will consistently work for you and Ami for the foreseeable
future. Inevitably there will be weeks when this time will not work for you. Please do
your best to let Ami know as soon as you do so that you can reschedule. Ami will also
take care to give you fair warning when her schedule conflicts.

In addition to the one-on-one meeting, Ami is always available to schedule additional
time with you to meet. To request additional time, please contact Ami by slack or stop
by her office.

### Talks and Posters
Throughout your time at Stanford you will be expected to present your research many
times in multiple formats. Being able to efficiently present your data in an enjoyable
way will be incredibly helpful to your career as a scientist. There is always room for
improvement and every chance you get to refine these skills should be seen as an
opportunity for growth.

Practice talks (unless you’ve given this talk before) should be given in front of available
lab members with sufficient time before the actual presentation to make necessary
changes. Likewise, lab members should try to make themselves as available as possible
to contribute to these practice sessions. It can also be helpful to invite someone from
outside the lab to catch things we may assume are common knowledge. Make sure you
time yourself multiple times while speaking out loud to be conscientious of time
restraints. Have a strategy for questions and let the audience know - can they ask
whenever? Will you take questions at the end? Add a few minutes to your speaking time
to allow for questions.

Less is more in regard to posters. Overfilled, crowded posters can be overwhelming,
especially in the dark and noisy venues where most poster sessions are held. Take
advantage of bullet points and figures. Also be sure to include your conclusions. It’s a
great idea to send your proposed poster to lab members and Ami for feedback before
getting it printed.

Lab members typically order posters from BioTech Productions ([http://www.biotech-
productions.com/](http://www.biotech-productions.com/)). Our contact there is named Vince and he is very helpful. They have
good prices and offer same day delivery.

NOTE: There is a “Presentations and Posters” folder on the Bhatt Lab Google Drive
where you should post your material. This folder also acts as a great reference for past
posters and talks.

### Writing a Paper
The process of writing a paper should be started as early as possible. It involves the
process of preparing/evaluating the data that will be included, being thoughtful and
thorough about authorship structure, carrying out a comprehensive review of prior literature on your topic, and identifying potential areas for improvement in the actual experiments that were performed (repeating experiments, carrying out additional controls, identifying potential confounders). There are many “individualized” aspects of preparing a manuscript - below, I outline two major aspects of manuscript writing - authorship and the general writing “process”.

**Authorship:** Authorship should and will be discussed “early and often”. It is important to realize that being an author on a manuscript is an honor, but it also carries substantial responsibility. Many fantastic scientific discoveries would not have been possible without collaborative partnership in research and the joint authorship that goes along with this. In most cases, working on a scientific team is a rewarding and meaningful growth experience - but as with all growth experiences, sometimes there can be some “growing pains”. Sometimes, authorship decisions are easy - on occasion, there can be disagreements on the importance and weighting of different contributions to a manuscript. Ami and the primary/lead author will be responsible for keeping track of contributions. It can be easy to forget the contributions of people who came early in the experimental process - so it is critical that the lead author start and maintain a document that is a running list of all contributors/contributions. As a guideline, we will follow the principles laid out by [Harvard Medical School’s Authorship guidelines](https://www.hms.harvard.edu/guide/authors/shared-authorship-guidelines) (also appended below as an appendix). As an overarching principle, this excerpt of the guidelines nicely captures my perspective on authorship:

> “Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. The two are linked. Authorship practices should be judged by how honestly they reflect actual contributions to the final product.”

If you are the lead author on a manuscript and you leave the lab before the work is completed, know that we will do our best to keep you in a lead or prominent authorship position - but often it will be necessary to do many additional experiments, perform revisions, and carry out new analyses that will require the substantial effort of another lab member. In this day and age, it can take from 4 to over 16 months from the time of initial submission to final publication of a piece of work - and with this comes a lot of effort on the part of the scientists involved. For example, the review process often unearths a variety of additional experiments or substantial re-writing that need to be done. If you as a lead author have left the lab and cannot do this, we’ll need to draft someone else into that important position of leading the work and credit them appropriately.

Handling yourself professionally and courteously as a lead and contributing author is at the core of being a great scientist. It goes without saying that I (Ami) will not tolerate unprofessional behavior in any way, shape or form as it relates to questions of authorship or anything else in the lab. Remember, the scientific community is small, so maintaining a positive reputation for being a good collaborator will take you far in this
world. As an example, I am still routinely contacted by people I collaborated with over 20 years ago with opportunities and exciting connections that have substantially helped our science/lab.

**Nuts and bolts of the writing experience:** In general, Ami recommends that the primary authors and Ami meet to discuss the planned “story” and to identify the main pieces of supportive data. Once you have a good idea of the general story, Ami recommends that you work on generating all of the Figures and figure legends, as well as a general outline of the manuscript. Finally, a “we did this” paragraph - often the last paragraph of an Introduction, is a great thing to write early on, as it helps crystallize the narrative of a manuscript.

As noted above, often, writing your paper will make you realize you’ve left out a key experiment, delaying submission and publication - this is a common experience and part of the motivation for outlining your manuscript ahead of time. As always, group feedback is key. Post your draft paper on the Google Drive for editing, and print a copy of your figures to put on our “Critique” bulletin board by the coffee maker.

As you progress in the paper writing process, it is critical that you get feedback from people inside and outside the lab. In the final stages of the manuscript writing, be sure to edit carefully for spelling and grammar, ensure that all of the Figures/Tables/supplementary pieces are called out in order and appropriately (and that everything is called out to in the main text) and that your citations are correct.

Some great general writing resources are available in the lab, including a book on Scientific writing by Mimi Zieger. We also have a copy of Strunk and White’s “Elements of Style” on the Bhatt lab slack drive - this is an “ultra-classic” small book that, if followed, will make you an even better writer!

**Submitting an Abstract/Attending a Conference**

1. In general, I encourage every person in the lab to attend one conference per year. Please plan to discuss this with Ami at your yearly IDP meeting so that you and she can agree upon a good choice. This is important as Ami will be funding a lot of your travel, and she needs to ensure that such travel fits within the budget of the lab.
2. Let Ami and our admin person know about the conference you’d like to attend at least 4 weeks before the abstract deadline in order to obtain approval for funding. Please ensure you send an email to us both so we can document my approval (important for reimbursements).
3. Email Ami and potential co-authors to let everyone know that you hope to submit an abstract for the conference at least 4 weeks before the abstract deadline. This is critical for our highly collaborative work – many institutions consider an abstract acceptance a “disclosure” of work that we are doing, and in
situations where the work is highly collaborative, it is critical that we get their “okay” before submitting an abstract.

4. Send Ami and all co-authors a draft of your abstract at least 7 days before the abstract deadline in order to receive feedback/approval.

5. Submit your abstract.

6. Enjoy the conference!

7. When you return, provide a one page summary of the three or four most interesting/exciting things you learned at the conference (to be shared with the lab). This should be submitted to our admin person with your reimbursement receipts.

**Leaving the Lab**

Eventually, everyone will move on from the Bhatt Lab. When that time comes, it is essential to create a catalog of the items you are leaving behind. We do not want to waste valuable reagents/chemicals/equipment/etc. However, we also have no interest in going through everything you have acquired on your bench, shelves, desk, and in the freezers/fridges. Throw things away that are of no use anymore! Bequeath items to other lab members you know will want them. Consolidate the items you think are worth saving, then write up and post a final catalog (including location) of these items to the Bhatt Lab Drive.

Leave your lab notebook (or access to your digital notebook) for our reference. This is very helpful for future lab members, and is required by some funding sources (see “Notebook” section above). All your protocols (with changes noted), pipelines, and data should be stored where lab members can access them.

You are responsible for cleaning your lab bench and desk. Leave them clean and ready for the next person. Having a welcoming, clean, and organized space is the best way to convince your eventual “replacement” that the Bhatt lab is a great place to be.

**Individual Expectations**

In addition to the descriptions below, everyone is expected to abide by the guidelines outlined in the “Personal Behavior” section above.

**Everyone**

- **Work hours:** There are no enforced work hours. However, science is a team sport, and being in the lab while others are around is important for your science and for theirs. Your labmates will serve as lifelong connections, collaborators and colleagues - and your science will be enriched if you take the time to interact with them. Thus, I expect that most people will try to be in the lab between the hours of 10am and 5pm daily. Of course, exceptional circumstances exist and should be discussed with Ami and the lab manager, but in general, we like to see
you around! Overall, you are expected to get your work done in a timely manner, attend weekly meetings, and be available to others for questions and collaboration.

- **Working remotely:** The reason we all work in a lab at Stanford (as opposed to being independent contractors working from home) is that we can all benefit from the incredibly rich academic environment Stanford (and the lab) has to offer. A subset of our lab members have projects that are heavily computational - and while I appreciate that much of your pure computational work can be done remotely both effectively and efficiently, I sincerely hope you will plan to be at the lab at least a few days a week to interact with other lab members. Each lab member who wants to work remotely must first set up a meeting with Ami to discuss this plan and receive permission to do so. Working remotely is a privilege, not a right - and lack of progress will lead to loss of this privilege. If you work from home/remote, you must let all lab members know that you are doing so via slack that day, and you should be engaged with other lab members over slack as it relates to their projects and yours. Of course, all lab members, regardless of whether they work remotely or not, are expected to attend all lab meetings, 1:1 meetings and subgroup meetings.

- **Lab absences:** If you will be out of lab for a period of time more than one day, please post your time away on the Google Calendar to let Ami and your labmates know. If you are going to be off email/slack/etc, please make that clear. Sometimes, urgent things come up (freezer meltdowns, response to reviewer’s comments) and it is helpful to know if we can contact you while you are gone. In general, we will try to be respectful when people are on vacation and not bug them, as everyone needs and deserves down time - but in extenuating circumstances, we may reach out.

- **Vacation:** As a general rule of thumb, it’s expected people will take 3 weeks’ vacation a year not counting the two weeks around Christmas and New Year. The lab does NOT shut during the University’s “Winter Closure” and you are welcome to work for whatever portion of this period you choose, but most take off all or a good portion of this time or at least shift into “sustain the momentum” or “weekend” mode (i.e. not necessarily be completely away but not working long hours each day). If you require more than 3 weeks of vacation due to extenuating circumstances, please meet with Ami to discuss a remote working plan for your extra time away. Of course, if emergencies arise, we are here to support you and to find creative ways to ensure that you have the time you need to care for yourselves and your loved ones.

- **Dress code:** There is no dress code, but please try your best to look generally presentable. We often have visitors in the lab and you never know when you may be presented with a networking opportunity. Refrain from wearing clothing that may make others uncomfortable (inappropriate coverage, language, images, etc.).

- **Food/drink:** Eating is allowed in the lab as long as you are smart about it. Keep food off the lab bench and in the appropriate microwave and fridge (located in
the hallway to the exit), and clean up after yourself. We work with biological agents and thus must be very careful about this, else the privilege will be readily revoked by the biosafety panel.

- **Professionalism:** Please be on time when you have made commitments — including lab meetings. We pride ourselves on being professional and respectful — part of this is valuing others’ time as much as you value your own.

- **Lab maintenance:** You are responsible for cleaning up after yourself. This applies to desk space, bench space, and shared spaces such as hoods. Out of respect to your labmates, please keep your personal areas relatively tidy and clean up shared spaces immediately following use. If everyone tries to leave the lab daily a little cleaner than it was when they showed up in the morning, we’ll have a lab that is easy and pleasant to work in. Please note that we also have quarterly lab cleanup events that include cleaning/re-organizing of our lab space and our compute resources/storage. Everyone is expected to participate in lab cleanup, as it helps us maintain an efficient and effective workplace.

- **Being a good lab citizen:** Science is hard and having friends and supporters makes it way more awesome - thus, be supportive of your labmates! Attend their talks/presentations, help them with practice talks, editing papers, and troubleshooting protocols.

- **Be a good steward of our funds:** Remember that we are funded by the taxpayer (you) and many patient and cancer research foundations. These individuals give their hard earned money to us because they believe we will spend it carefully and wisely to learn as much as we can and to hopefully positively impact patients who are suffering. Doing the research we do is a great privilege and something that we should all consider when we think about how we spend/use resources.

- **Closed-loop communication:** Be responsive to Ami and the lab manager when they request something from you. Ami, the lab manager, and the administrative staff in the division and department do a LOT of work behind the scenes to keep everyone paid, to keep the lab in business, and to ensure that you have a safe, fun and well-resourced place to work. If one of these people asks you for something - please do your very best to get back to them in a timely manner. With Ami, the lab manager and each other - Closed-loop communication is key. Always respond to requests as soon as you reasonably can - even if the response is, “I am not sure how to help with your request.”

**Graduate Students**

- **Work towards your dissertation.** TA positions and non-required courses are important and valuable opportunities, but in the end your research is what gets you the degree.

- **Help mentor undergraduate and new graduate students.** This may include mentoring a rotation student for a quarter. Note that if you are mentoring someone, your time in lab should be during more “regular” hours (ie. 9am - 5pm).
• Develop your research skills from wet lab, to computation and analysis, to asking the right questions and using best practice.
• Present at lab meetings, typically 2-3 times per year. This will be required regardless of where you are in your project (just starting, troubleshooting, collecting data, writing a paper, etc.).
• Expand your network. Attend conferences, seminars, events, etc. to connect with as many professionals in (and outside) your field as possible.
• Graduate in no more than six and a half years, and ideally in about five. Engage Ami and postdocs/fellows in your career options - they are a great source of advice and a huge networking resource.

Postdocs and Fellows
• Help mentor undergraduate and graduate students. As the most senior researchers in the lab, your expertise is invaluable to the younger/less experienced lab members. You may be assigned (or request) a rotation or undergrad student. Note that if you are mentoring someone, your time in lab should be during more “regular” hours (ie. 9am - 5pm).
• Don’t limit yourself to your past experiences. You are here to learn and mature as a scientist. Speak with Ami about techniques you’d like to learn or refine.
• Expand your network. Attend conferences, seminars, events, etc. to connect with as many professionals in (and outside) your field as possible.
• Present at lab meetings, typically 2-3 times per year. This will be required regardless of where you are in your project (just starting, troubleshooting, collecting data, writing a paper, etc.).
• Your time in the Bhatt Lab will be variable (based on your contract), but typically between 2-5 years. Actively engage Ami in your post-Bhatt Lab plans. Not only does she offer insightful advice, but she is a huge networking resource.

Rotation Students
• Work with Ami and your rotation mentor to develop your rotation project while keeping your more limited time in the lab in mind. You will likely be contributing to a larger project in the lab, though sometimes, rotation students do start entirely new lines of investigation (of course, this requires more time/effort!).
• Plan on spending 6 - 8 hours in the lab per day (subject to course schedules and other meetings/events). The hours spent in lab will ideally be during typical work hours (ie. between 9am - 5pm) so that you have access to your labmates and especially your mentor.
• You will be expected to give a lab meeting presentation at the end of your rotation.
• Participate in first year activities and courses. Getting to know your classmates, the faculty, and Stanford should be a priority.
• Challenge yourself - you are here to learn! Talk to your graduate student mentor or Ami about computational or wet lab techniques you would like to learn or
refine. Do contribute skills you may have from past experiences, but don’t limit yourself to your comfort zone.

● Get to know all the lab members - after all, you’re here to feel out how spending four more years in this lab might be. Talk about their experiences in the lab and at Stanford, ask about their future plans and how graduate school may have shaped them, see what advice they have to offer.

● Make connections within the lab and across campus (or the country...or the world) using other lab members’ networks. Even if you don’t end up with us next year, you may find the Bhatt Lab is a great resource for your future projects.

● Each quarter, we will put on a rotation student bootcamp taught by older members of the lab. This will cover the basics of metagenomics research and computational work. The material will be tailored to what interests you, so let us know if there’s anything in particular you’d like to focus on at the start of your rotation.

**Undergraduate Students**

● The Bhatt Lab prefers long-term commitment from undergraduate interns, which ideally includes a summer of working in the lab full time. You are expected to be in the lab as long and as often as it takes to fulfill your lab obligations, which is typically around ten hours per week. Undergraduates should also attend lab meetings whenever possible.

● Assist graduate students and postdocs with research/data collection. You will be primarily assigned to one lab member and they will be responsible for keeping you busy. However, if there is something specific you would like to learn or practice, please let your mentor or Ami know. We are invested in your development as a scientist.

● Present your research at lab meeting typically once per year at the end of the school year.

● Do not overwhelm yourself. At this point in your scientific career getting your degree is your priority. Make sure you are attending and engaging in your courses, and enjoying your undergraduate time at Stanford!

● Learn! You are surrounded by a group of very talented researchers and should take full advantage. Ask questions, explore the various career paths of the scientists around you, push yourself.

**Lab Manager**

● Help mentor undergraduate, new graduate, and rotation students.

● Assist with the onboarding of new lab members by providing the necessary documents and training info.

● Assist with graduate student and postdoc research/data collection when time permits.

● Develop your own independent research direction. You are also here to develop your research skills! Work with Ami to create a research project that will still allow you to perform your management duties.
• Present your research at lab meetings typically 1-2 per year.
• Be in the lab at typical workday times and maintain a fairly regular schedule. The lab manager is an essential resource for everyone in the lab and should be as accessible as possible.
• Place orders and monitor financial activity in close collaboration with Peng. Be the liaison between vendors and lab members and stay on top of organization - after all you will have to solve any billing/ordering/delivery issues that arise!
• Monitor the lab’s email and phone and take responsibility for the physical lab itself - meaning it is your responsibility to submit work orders for moving/disposing of equipment, requesting repairs, etc.
• Coordinate lab events such as visiting researchers or donors, celebrations, interviews, etc.
• Remember: You do not manage the people, you manage the environment. You are responsible for overseeing the general goings on in the lab and making sure that everyone has the tools they need to succeed.

PI
As the PI of the lab and a mentor, I (Ami) will:
• Mentor graduate, undergraduate, rotation, and medical students, postdocs, fellows, and staff.
• Treat each lab member equally and with respect.
• Respect your time. If I can’t make a meeting I will let you know as soon as possible so we can reschedule. If you send me a document to edit I will try to return it to you in a timely manner. If you feel like I’ve forgotten, send me a Slack message or email reminder. I never want to be the “slow step” in manuscript submission or other tasks.
• Provide timely, constructive, and honest feedback to your research ideas, methods, papers, etc.
• Meet with individuals weekly and attend all lab meetings, and be as available as possible via Slack and email for consultation. If you need more time/more immediate help, come by my office. If the door is open come on in to chat. If it is closed, please knock to see if I’m available.
• Give you credit for your work, especially in public presentations.
• Respect your goals and what you hope to get out of this program, and provide you with the scientific and professional guidance to help you achieve those goals.
• Be a lifelong mentor to whatever extent that you choose to engage me in that role. I truly care to keep in touch with you all and hear about the paths you have taken post-Stanford.
• I will work hard to ensure that our lab’s reputation remains positive and that our work positively impacts the quest for knowledge that we are all a part of.
• I will endeavor to ensure that our work remains well funded, and will teach you how to be a good steward of the funds that we are fortunate to receive from
Research foundations, patient-focused foundations, individual donors and the taxpayer (government).

**Facilities and Equipment**

Our building is located in CCSR (Center for Clinical Sciences Research) North on Stanford’s Medical School campus.

Lab Phone Number: (650) 724 – 5217  
Fax: (650) 736 – 0974

NOTE: To dial an external number from a Stanford phone, dial 9-1, then the 10-digit number.

Physical Address: 269 Campus Dr.  
CCSR 1160  
Stanford, CA 94305

Shipping Address: 1291 Welch Rd.  
CCSR 1160  
Stanford, CA 94305

Intercampus Mail Code: MC 5156

NOTE: Ami’s office is located at CCSR 1155b.

**Work Orders**

Work orders are submitted online and will typically be completed by the lab manager. Work orders must be placed for installation of equipment taller than 4ft (must be secured to the wall for earthquake safety), equipment that is too big/heavy for lab personnel to maneuver, any building modification (light bulb replacement, exposed wires, damaged counters/walls/windows etc.), or any equipment removal requests.

Use the link below to find the work request form:  
[https://med.stanford.edu/medfacilities/work-request.html](https://med.stanford.edu/medfacilities/work-request.html)

**Building Access**

As part of the Medical School we are issued badges as well as electronic key cards that can be programmed to grant access to Stanford buildings. This will be useful for coming in after hours (buildings are typically open 7am-7pm weekdays), on weekends, and on holidays, which may be necessary for personal or research purposes. This badge should be picked up as soon as possible after attending the Welcome Center orientation and receiving the appropriate form. Then you will need to fill out the Building Access Form and submit it along with proof of your training completion to Bhuvana Ramachandran (bhuvana@stanford.edu).

Find the building access form here:  
[http://med.stanford.edu/content/dam/sm/vsc/documents/forms/photoid.pdf](http://med.stanford.edu/content/dam/sm/vsc/documents/forms/photoid.pdf)
Lab Equipment Calendar
This calendar is used to sign up for blocks of time to use certain lab equipment that can become impacted when multiple people are running experiments. It’s run through Google Calendars. Please use it! Priority will be given to those that have properly reserved the equipment.

NOTE: An admin must add you to the calendar. The current admin is Summer.

Capital Equipment
Capital equipment is any single item amounting to $5,000 or more. It is more closely regulated by the administration and must be issued a barcode tag. Valerie Williams (vwilliams@stanford.edu) is in charge of our capital equipment inventory and is the point of contact for getting new equipment registered. Valerie also manages our equipment removal requests.

Parking and Transportation
The closest parking area to the lab is the Stock Farm Lot, which doubles as the Marguerite Shuttle terminal. Use the Parking & Transportation Services website to purchase a long-term parking permit, explore your commute options, and join the Commute Club.

Find the Stock Farm Lot on Google Maps here:
https://goo.gl/maps/tksmnRKSAmT2

Parking & Transportation Services website:
https://transportation.stanford.edu/

WiFi
Stanford hosts multiple WiFi networks. To obtain access to “Stanford” or “Stanford Secure” (recommended) you must register your device with the Stanford network database (NetDB). Students and employees register differently - see the link below. Please note that you must use “Stanford Secure” if you have access to PHI on your device and that you will be denied access to the network if your device is not properly encrypted.

WiFi Info: https://uit.stanford.edu/service/wirelessnet

Ordering and Funding
The lab manager will be in charge of placing orders. However, individuals are still responsible for requesting items, keeping track of any order documents sent to them by companies, and putting away their items when they arrive.
Quartzy
Our lab uses Quartzy to keep track of items that need to be ordered. In the past, lab members have not been consistent in entering their items on Quartzy, but we will be enforcing this more strictly. If you cannot find an item on Quartzy send the lab manager an email with the product name, catalog number, and company of the item you want to order. Because of issues we have had with ordering, it is essential to keep the ordering process as organized as possible.

NOTE: You must be added to the Bhatt Lab Quartzy page by a lab member.

SmartMart
SmartMart is Stanford’s internal ordering system. The lab manager will take the requests from Quartzy and place orders through SmartMart. These orders then have to be approved by the finance department. Our orders are typically approved by Peng Yuan (pyuan@stanford.edu). The head of our lab finances is Sarah Lai (sslai@stanford.edu) who must approve capital equipment – items that cost more than $5,000. For capital equipment and orders amounting to more than $1,000, obtain permission from Ami before inputting the request to Quartzy.

Company Relationships
Orders placed through SmartMart go through to specific companies who will often reach back out to us (not necessarily just the lab manager) to confirm the items, price, and delivery date, and to send back data in the case of transactions such as sequencing. Any email correspondence, ESPECIALLY those that contain documents, should be forwarded or cc’d to the lab manager. We have had extensive billing issues in the past (especially with Novogene) that have been exacerbated by companies reaching out to multiple, even uninvolved people, lab members not saving emails and documents, exclusion of the lab manager, and generally poor communication with vendors. Please help us stop this from happening!

Grants and Funding
There is a “Grant Documents” folder on the Google Drive that contains NSF proposal examples and previously submitted proposals, and is a great place to post grant applications for editing.

Miscellany

Letters of Recommendation
Ami is happy to write you a letter of recommendation, but please give her fair warning and enough time to complete a thoughtful letter. It is useful to send Ami a paragraph highlighting the project that you are proposing in the grant application, if appropriate, and always include an updated CV when you send her a request. She wants to write the best and most detailed letter of recommendation that she can for you. Because she
writes over 50 such letters per year, giving her fair warning ensures that she’ll have the
time to write the best possible letter for you.

Printers
The printer in our lab is exclusively black and white. You can print color copies using the
office printer (CCSR 1155). Extra paper is kept in the office across the hall under the
table directly in front of you when you walk in. Ink cartridge replacements are also in
the office.

IP Address Lab (B/W): 171.65.4.103
IP Address Office (Color): 171.65.4.246

Our Neighbors
As you have probably noticed, CCSR is designed in a “laboratory suite” layout, with all
the labs being connected. Directly next to us is the Artandi Lab and down the hall from
us is the Ji lab; both are filled with great people who we (try to) have a social event with
once a month. After that are the Levy and Fan Labs. It is important to be friendly and
courteous to our neighbors. They are a great resource for collaboration,
building/facilities questions, and borrowing materials and equipment. Additionally,
some of our lab space/equipment (poop hood, autoclave, incubator etc.) is accessed via
these labs.

Water
Don’t be alarmed when you can’t find water fountains anywhere in the building. We
have access to two water coolers, one in the lab next door in the hallway to the exit, and
one in the first floor lounge (CCSR 1136). They also provide sufficiently hot water out of
the red tab.

Good Eats
The Stanford Campus has many cafes/restaurants/shops to purchase food for varying
costs. Right out the door the CCSR Café makes great sandwiches; a five-minute walk is
Coupa Café, which has authentic Venezuelan food along with Paninis and salads;
Beckman (right next door) serves Starbucks coffee and the Clark Center houses a Peet’s.
Tresidder is on the main campus just under a mile away and contains many eateries
(Jamba Juice, Panda Express, Subway, etc.) as well as a small convenience store.

We also have awesome lab members that bring in treats and snacks, which we keep on
the counter to the left of Ben’s desk, and announce via slack channel
#ding_snacks_are_ready. There are also two kettles and a coffee machine in the hallway
to the exit, next to the microwave and fridge, with an array of teas, hot chocolate, and
coffee to select from. Please keep track of what you keep in the fridge! It can get rather
crowded and smelly.
Bhatt Lab Social Events
The Bhatt Lab puts on many events throughout the year - happy hours after CIG, Thirsty Thursdays with the Artandi Lab/Ji Lab, an annual retreat, a holiday party, and more. You are encouraged to attend these fun events!