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Gilad Lab Orientation Manual

Prospective Members

Current Members

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Prospective Members

Diversity and Inclusion

The Gilad Lab is committed to creating an inclusive environment centered around diversity and community. We welcome people from a wide variety of backgrounds, not only because it's the right thing to do, but because we believe that having a variety of different perspectives in our group will allow us all to thrive. Our culture is the result of our behavior, our commitment to inclusion, our curiosity, our collaboration, and our ability to share and listen to each other's ideas. We welcome the unique contributions you can bring to our lab and we look forward to helping you succeed.

Equal Employment Opportunity Policy

In accordance with the University of Chicago's Equal Employment Opportunity policy, the Gilad Lab provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making hiring, training, and promotions decisions using reasonable standards based on each individual's qualifications. No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source

of income, credit history, housing status, order of protection status, actual or perceived association with such a person, or other classes protected by law.

Graduate Students

Graduate students in the Gilad Lab are enrolled in graduate programs at UChicago. Our students typically come from the Department of Human Genetics, the Committee on Genetics, Genomics, and Systems Biology, or the Medical Scientist training program, although all students within the Biological Sciences Division (BSD) are welcome to join. Admitted students should contact Yoav directly to schedule a rotation - all graduate students are expected to rotate in 2-3 labs before deciding on a thesis advisor. If you are interested in working with us, but you haven't been admitted yet into a BSD program, we encourage you to reach out to Yoav by email. If he has a good understanding of your interests and qualifications, and if he thinks you're a good fit for the lab, he may advocate for you during the admissions process. Still, early contact is no guarantee of admission to any BSD program - nor is it binding. That is, expressing an interest in joining our lab does not require you to join (or even complete a rotation) once you're admitted to the BSD.

Postdoctoral Researchers

We are always looking for new postdocs. While an interest in gene regulation, primate evolution, or quantitative genetics is useful, we are enthusiastic about working with individuals from diverse academic backgrounds. Interested postdoc candidates should email Yoav to discuss training opportunities.

Funding for Grad Students and Postdocs

Yoav writes 3-4 grants per year and is currently well-funded by the NIH. While it is not required to obtain outside funding for projects and salary, trainees are expected to apply for fellowships. Yoav believes that regardless of funding decisions, grant writing is an important skill to develop as a member of the lab. Graduate students have applied for and received funding from the NSF GRFP, NIH F30/31, and the AHA Predoctoral fellowships. Postdoctoral scholars have applied for and received funding from the NIH F32, EMBO, AHA, and HFSP.

College Students

Undergraduates pursuing an honors thesis in the College may reach out to Yoav to discuss opportunities to work in our lab. The Research Honors program requires one continuous year of participation from spring quarter of the third year to spring quarter of the fourth year. Participation in the Research Honors program is considered work toward the bachelor's degree, and is an unpaid position (except for a summer research stipend which is provided by the program). Undergraduates who are *not* completing an honors thesis but still have an interest in

working with us may also contact Yoav to discuss paid employment opportunities. Paid undergraduate positions are dependent upon availability and require a commitment to working regular (but not necessarily standard) hours.

High School Students

The Gilad Lab welcomes high school students who are interested in learning about genomics to work in our lab over the summer as part of an unpaid internship. High school interns are typically paired with a graduate student or postdoc who is responsible for their training. Interested students should reach out to Yoav by email to discuss internship opportunities.

Technicians and Staff

Open research technician and staff positions can be found through UChicago Jobs; applications must be submitted through Workday. While we invite inquiries from interested people, there is generally no position available unless it is listed online. Job opportunities are posted for a minimum of 7 calendar days before hiring a candidate. Upon employment, staff work under a probationary period lasting 3 months for staff paid biweekly and six months for staff paid monthly. Its purpose is to determine whether the employee is able to perform their job – any employee who does not meet their job requirements may be released at any time during the probationary period. For more information about the University of Chicago's employment policies, click here.

Location and Contact Information

Main Lab: Cummings Life Science Center
920 E. 58th Street, CLSC 317
Chicago, IL 60637
P: (773) 834-1984
F: (773) 834-8470

Yoav Gilad: E: gilad@uchicago.edu
W: http://giladlab.uchicago.edu/

Office 1: Cummings Life Science Center
920 E. 58th Street, CLSC 325C
Chicago, IL 60637
P: (773) 702-8507

Office 2: Section of Genetic Medicine

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5841 S. Maryland Ave., N417
Chicago, IL 60637
P: (773) 834-5304

This office is in Billings Hospital and can be challenging to locate. There are security guards at the hospital entrances that can help guide you to the N suite. If you're worried about finding the office, ask someone in the lab to walk over with you.

Underground route

If you have keycard access to the hospital, you can take the tunnels connecting CLSC to Billings. Go to the basement of CLSC and head south through the tunnel towards Billings, take a left after going through the first set of doors and then a right to reach the hospital-key-card access door, go through those doors, go down the hallway through the next set of doors, take a right, and then continue until you hit the N elevators. Take the N elevators to the 4th floor.

Above ground route

If you are heading over from above ground, entering at Billings' eastern doors (next to the CitiBank), walk to the left from security, take a right up the stairs, and continue down the hall before turning right to once again follow signs to the N elevators. Take the N elevators to the 4th floor.

Current Members

Getting Started in the Gilad Lab

Welcome to our team! We've put together a series of steps that we think will help you feel more at ease during your first few days in the lab. Don't hesitate to ask us for help if you need it - we've all been through this before.

1. **Ask Jonathan for a lab key.**
   If for some reason it takes a few days to obtain a key for you (e.g., because of a holiday or weekend), one of us will show you where we keep the spare.

2. **Connect with us on Google and Slack.**
   The best way to communicate with the lab as a whole is by emailing our Google Group, gilad-lab@googlegroups.com. Ask Yoav to put you on the list - as the sole administrator, he's the only one that can add you. However, anyone in the lab can add you to our Google Calendar (or you can just click here). Finally, ask someone in the lab to add you to our Slack account (name: giladlab). We use Slack to share links, files, and chat about

lab-related things - join the channels that interest you. The 4th floor labs in the Human Genetics Department also have a Slack channel (UCHGcomputational) that you can join through this invite link.

3. **Ask Wenhe (the current lab meeting coordinator) to add you to the Gilad Lab presentation schedule and journal club schedule.**
   Every Wednesday, at 1pm we have a joint lab meeting with the Basu, Li, and Pott labs. Typically 1-2 people present an update on their research, or we hear updates from everyone. We also present journal club papers. The lab meeting schedule can be found here.

4. **Access the Midway2 computing cluster.**
   Request access to Midway at this link. Our PI account name is pi-gilad. The form will require you to list software and tools that you anticipate using for computational research. Write something about needing tools for high-throughput sequencing analysis e.g., Cufflinks suite, samtools, and R/RStudio. You will also need to summarize your work - describe your project in 1-2 sentences, and write 1-2 sentences about the scope of research done in the Gilad Lab. It's okay to refer to the lab website for ideas. After you request access, Yoav will approve it, and you'll receive a confirmation email. You should now be able to log into the cluster using your CNet ID and password. For more information about Midway, read the Gilad Lab-specific user guide and the main RCC User Guide.

5. **Bookmark the reagent order sheet and request edit access.**
   Review the section on Ordering Supplies to learn how to request orders from Jonathan.

6. **If needed, claim space in the freezers.**
   Everyone's needs are different. Many people doing wet work need space in a refrigerator, -20 freezer, -80 freezer, and cryo-storage. Talk to Jonathan about what you need, and he can help you find space. Make sure your space is labeled clearly so ordered items can be put in their proper place when you're not around.

7. **Request access to the freezer alert email system**. Our lab uses Wi-Fi connected freezer monitors to keep track of freezers. We set up a Google Group to forward alert emails from the monitors to members of the lab; this ensures that more than one person is notified if there's a problem. Please see Natalia or Ben to be added to the list.

8. **Request access to shared lab protocols and cryo stock information.**
   If you're working with established protocols or cells, make sure you have everything you need. Most of the information is in our shared Drive folder. Ask Natalia for access.

9. **If you're working with cells, request training from Jonathan.**

Jonathan is the cell culture expert in the lab, and all lab members must be trained by him. Even if you have extensive experience in the cell culture room, we would like you to work with Jonathan to learn our specific protocols.

10. **As the needs for your project become clear, talk to Jonathan about required training modules that you may have to complete for regulatory approval.**
    For example, everyone must take Lab Safety, Fire Safety, and Sexual Harassment Prevention classes online. Depending on what you're doing, you may have to take additional courses.

11. **Follow Yoav on Twitter, real (@Y_Gilad) and fake (@realYoavGilad).**
    If you use Twitter, that is. See Shenanigans for an explanation.

12. **Start reading.**
    Familiarize yourself with papers from our lab. What you decide to read will depend on your interests. We've also compiled a list of papers everyone in the lab has read at some point (see Recommended Reading) - this is a good place to start.

Recommended Reading

This is a list of papers everyone in the lab has read at some point. Add these to your reading list when you join the lab - we're happy to discuss them with you.

- Impact of genetic variation on gene expression and other molecular-level phenotypes I: "Genetic effects on gene expression across human tissues"
  https://www.nature.com/articles/nature24277
- Impact of genetic variation on gene expression and other molecular-level phenotypes II: - "RNA splicing is a primary link between genetic variation and disease"
  https://www.ncbi.nlm.nih.gov/pubmed/27126046
- The contribution of gene regulatory processes to speciation and adaptation I: - "Comparative studies of gene expression and the evolution of gene regulation"
  https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4034676/
- The importance of careful study design in genomics experiments:
  A reanalysis of mouse ENCODE comparative gene...
- iPSCs as a tool for understanding the impact of genetic variation I: - "Common genetic variation drives molecular heterogeneity in human iPSCs"
  https://www.nature.com/articles/nature22403
- iPSCs as a tool for understanding the impact of genetic variation II:
  Impact of regulatory variation across human iPSCs and differentiated cells

- iPSC-derived cell types to study primate gene regulation I: - "A Comparative Assessment of Human and Chimpanzee iPSC-derived Cardiomyocytes with Primary Heart Tissues"
  https://www.nature.com/articles/s41598-018-33478-9
- iPSC-derived cell types to study primate gene regulation II: Establishing Cerebral Organoids as Models of Human-Specific Brain Evolution
- Expression variability within and between individuals I: Discovery and characterization of variance QTLs in human induced pluripotent stem cells
- Expression variability within and between individuals II: -"Science Forum: The Human Cell Atlas"
  https://elifesciences.org/articles/27041

Who's Who in the Gilad Lab

PI

Dr. Yoav Gilad (gilad@uchicago.edu)

In addition to running a lab, Yoav is the Section Chief of Genetic Medicine. As a result, he has two offices. The first is in CLSC 325C, which is dark and filled with flies, frogs, and fish. The second is in Billings Hospital N417 – this is where he keeps his Legos. Though it can be accessed through the Maryland Ave. or 58th/Ellis Ave. entrances, the most direct route (for those with a hospital ID card) is through the tunnels. See Location and Contact Information for directions.

Staff

Jonathan Burnett (jburnett1128@gmail.com)

Jonathan is a research technician and our lab manager. He specializes in cell culture. LCLs, iPSCs, cardiomyocytes, bacteria – you name it, he can grow it. All lab members who plan on working with cells must be trained by Jonathan. He's the go-to person for locating lab equipment and reagents, and he'll also find a space for you to sit when you join the lab, and provide you with a key. Jonathan orders all lab supplies and reagents – including food for our weekly lab meeting. If you have food restrictions or allergies, please inform Jonathan so he can order a lunch that is safe for everyone to eat. Please contact Jonathan via email or phone, as he does not check Slack regularly.

Dr. Natalia Gonzales (nataliamgonzales@gmail.com)

Natalia is a science writer who works primarily with the Gilad Lab. She's available to help with paper writing, grant writing, posters, and talks. Lab members are encouraged to meet with her to discuss ideas, make outlines, or revise drafts. Most large writing pieces are edited by Natalia prior to being sent to Yoav. Natalia also organizes lab social

events, manages the lab website, and she's an administrator for our Slack account. You can reach her via email or Slack, but email is faster.

Tamiko (Miko) Charley (tcharley@bsd.uchicago.edu)

Miko's desk is in the Department of Medicine on the 4th floor of Billings Hospital. She assists the Gilad lab with scheduling, business reimbursement, and general administration. Email her to schedule a meeting with Yoav.

Dr. Mellissa DeMille (mdemille@uchicago.edu)

Mellissa is a research assistant professor in the Gilad lab.

Emaan Mohsin (emohsin@uchicago.edu)

Emaan is an undergraduate research assistant and biochemistry major.

Olivia Allen (oallen24@uchicago.edu)

Olivia is a research technician in the Gilad lab.

Dr. Kenneth Barr (kennethabarr@gmail.com)

Kenneth is a staff scientist who is working on a comparative genomic study of human and chimpanzee cells. He hosts a weekly meeting on Thursdays to talk about the technical aspects of cell culture and single-cell analysis.

Dr. Katie Rhodes (klrhodes@uchicago.edu)

Katie is a staff scientist who is using stem cells and organoids for drug toxicity screening.

Ciara Hickey (ciarah@uchicago.edu)

Ciara is a lab technician supervised by Dr. Rhodes.

Graduate Students

Dr. Deji Adegunsoye, M.D. (GGSB) – deji@uchicago.edu

Deji is also a doctor who specializes in pulmonary medicine.

Wenhe Lin (HG) – wenhelin@uchicago.edu

Wenhe is in charge of organizing our weekly group meeting.

Erik McIntire (HG) – emcintire@uchicago.edu

Erik is in charge of scheduling the Gene Regulation journal club.

Hsin-Chiao Huang (DRSB) - hsinchiao@uchicago.edu

Hsin-Chiao manages our computing cluster on Midway2.

Postdocs

Dr. Ben Umans (umans@uchicago.edu)

Friends

Dr. Sebastian (Seb) Pott (sebastian.pott@gmail.com)

Seb is a Research Assistant Professor who sits in the Gilad lab. He collaborates with the Gilad and Basu labs, as well as other labs on campus.

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Dr. Ben Fair (bjf79@uchicago.edu)
Ben is a staff scientist in Yang Li's lab.
Laura Devries (mtj7542@uchicago.edu)
Laura is a research technician in the Pott lab.
Eric Chen (echen8@uchicago.edu)
Eric is a research technician for Yang Li.
Jasmine Aylward (aylwardj@medicine.bsd.uchicago.edu)
Jasmine is a research technician for the Adegunsoye lab.
Gabi Mossian (gmossian@uchicago.edu)
Gabi is a research technician for Yang Li.
Christian Jones (jonchris@uchicago.edu)
Christian is a scientific writer in Genetic Medicine.
Sarah Sumner (sarahsumner@uchicago.edu)
Christian is a scientific writer in Genetic Medicine.

Doing Science

Scientific Integrity

Scientific integrity is paramount. If mistakes arise, we acknowledge them, correct them, and move on. It is never okay to tamper with data or plagiarize. We do science honestly. Keep in mind that everyone makes mistakes (and some of us learn better when we do - fail early, or fail hard, as they say).

Asking For Help

Gilad Lab trainees develop, conduct, and write up their research. The level of independence you can expect depends on your stage of training - for example, a new graduate student might need more guidance than a senior graduate student or a postdoc. Other factors will come into play - for example, your prior experience, the scale of your project, and your own personal preferences. That being said, you shouldn't hesitate to ask for help, no matter how independent you are. Whether you need an extra hand in the cell culture hood, or you're clueless about how to begin analyzing your data, or if you just need help finding something - we're here for you. Everyone gets stuck sometimes, especially when starting something new. And, when someone asks for *your* help, do what you can to support your fellow lab member - if you can't help, introduce them to someone who can. Science is collaborative, not competitive - and we are all in this together.

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Publishing

As a group we value open research and publishing. We submit most papers as pre-prints to bioRxiv, make code available on GitHub, and upon publication upload data to appropriate repositories (e.g., https://www.ncbi.nlm.nih.gov/geo/). Recent papers from the lab have been submitted to Genome Research, Genome Biology, eLife, Plos Genetics, Science, Scientific Reports, and Nature Genetics.

Authorship

Credit is infinitely divisible; everyone who contributed to the work should be an author. The first author is free to add anyone who they feel contributed to the work. Yoav will never remove authors but may suggest additions. In general, we include technicians to recognize the significant contributions they make to our science. People who assisted in idea generation, proofreading, etc., but who did not substantially contribute to the overall project, should be included in the acknowledgements.

Grants and Fellowships

While it is not required to obtain outside funding for projects and salary, trainees are expected to apply for fellowships. Yoav believes that regardless of funding decisions, grant writing is an important skill to develop as a member of the lab. Depending on your project and expertise, Yoav may also ask you to contribute sections of writing for his grant applications. These will either be revised sections of grants you have already written, summaries of methodologies that have/will be used, or the results of pilot data analyses.

Graduate students have applied for and received funding from the NSF GRFP, NIH F30/31, and the AHA Predoctoral fellowships. Postdoctoral trainees have applied for and received funding from the NIH F32, EMBO, AHA, and HFSP. Each type of grant has a different set of deadlines and application requirements, which you can find on the funding agency website. When getting started, ask other members of the lab if you can read their past fellowship applications. We recommend you contact the department's grant and fellowship administrators to let them know you'll be applying - our administrators are very helpful and are instrumental to having your grant submitted on time. Students and postdocs in the Department of Human Genetics should contact Carolyn Brown (cbrown@bsd.uchicago.edu) and those in Genetic Medicine should contact Iwona Niekrasz (iniekras@medicine.bsd.uchicago.edu or iwona@uchicago.edu). Once the award is received, your contact is Sergio Avila (savila@medicine.bsd.uchicago.edu). Also be sure to talk to Natalia - she has helped multiple members of the lab write and edit grants and she's available to help you with all stages of writing. Finally, trainees can meet with advisors at UChicagoGRAD for more information and opportunities.

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Lab Hours

Most trainees work standard hours (Monday-Friday between 9am and 5pm), although certain tasks (e.g., cell maintenance) require trainees to come in on weekends. Importantly, you are not required to physically be in the lab during standard hours - trainees are encouraged to work in whatever environment they are most productive in. You can also set your own hours - if you prefer to come in at 7 and leave early, for example, that's perfectly ok. However, Yoav does ask that all lab members attend our weekly group meeting on Wednesdays at 1pm. If you can't attend due to a class or other scheduling conflict, inform Yoav. Weekly lab meetings are a way for us to make sure everyone is alive and healthy, so for Yoav's peace of mind (and ours), please come to lab meeting.

Workspaces

The Gilad Lab is located in CLSC 317 (see Floor Plan for details). Our lab is open and communal, which makes it an ideal space for collaboration. We also have a conference room located inside the lab that can be used for small group conversations, virtual meetings, and phone calls. The lunchroom/lounge, which we share with other members of the 3rd floor, is also a good place for small meetings. At the end of the day, if you're the last person to leave, please turn off the lights and lock both doors. It's also a good idea to make sure no nitrogen tanks or freezer alarms are beeping and that freezer doors are closed. If anything goes wrong when no one else is in the lab, ask for help on Slack, email, or contact Jonathan.

In addition to shared spaces, each member of the Gilad lab has their own bench and desk, equipped with an ergonomic desk chair, courtesy of Yoav (if for some reason your desk has an old/uncomfortable chair, you may request that Jonathan order you a new one). Keep in mind that you are responsible for keeping your bay clean and stocked with supplies.

Cell culture hoods, incubators, and freezer spaces are assigned to specific members of the lab. If you need to use any of these spaces, talk to the person assigned to it first, or ask Jonathan. Although we share refrigerators in the cell culture rooms, we use our own separate reagents (with some exceptions - if you're not sure, just ask!). If you run out of something, ask before using someone else's open bottle of solution. Everything (including your own reagents) should be marked with the owner's initials and the date that the reagent was opened.

Lab Safety

If you encounter an emergency in the lab, you must notify the relevant persons so they can respond promptly. Use this handy list of lab safety contacts to determine who to call under

different circumstances (e.g., chemical spills, emergencies, etc). The University's Lab Safety Manuals are another great resource to help you understand how to stay safe and handle emergencies in the lab. The Biosafety Office is on the 1st floor of CLSC (north side, near the freight elevator), which you can visit during working hours. If it is an emergency and you have no idea whom you should contact specifically, call the University of Chicago Police by dialing 123 from a University phone or 773-702-8181 from a mobile phone. They will page the appropriate On-call Safety Officer.

Lab Communication

This topic is divided into three sections: Communication within the Lab, Communication with Yoav, and Communication Outside the Lab. Communication within the Lab includes information about how to order supplies, taking vacation time, and a few very general behavioral expectations. Communication with Yoav will tell you what to expect (and what Yoav expects) when you walk into a meeting with him. Finally, Communication Outside the Lab covers our policies regarding collaboration, scientific meetings, and community events, including seminars and journal clubs.

Communication within the Lab

The Gilad lab strives to be an inclusive and communicative environment that is respectful and appreciative of all its members and collaborators, regardless of differences in individual identities. We don't adhere to a specific set of behavioral 'rules', but we do encourage open, honest, and *respectful* communication with one another in both interpersonal and professional settings. Straightforward and earnest communication is the preferred method of addressing minor conflicts, disputes, or other interpersonal issues in the lab. For more serious issues, please see Communication with Yoav, Responsible Reporting, and review the University's policies on Reporting Inappropriate Behavior, Harassment, Discrimination, and Sexual Misconduct, and Workplace Violence.

Responsible Reporting

Should you ever feel that your safety or comfort in the lab is compromised due to harassment or discrimination, and you want to report this activity, you need to be aware of the University's Title

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IX Responsble Reporting Guidlines. Certain University employees are required to report all incidents of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking to the Title IX Coordinator for the University. Individuals with Title IX Reporting Responsibilities include faculty and instructors, RAs, Resident Heads, Resident Masters, TAs, preceptors, administrative assistants, UCPD staff, and other university employees. In particular, this includes Yoav, and it means that if you come to him to voice a concern that falls under Title IX, he is obligated to inform the Title IX coordinator. If for whatever reason you want your complaint to be completely confidential, Yoav is not the person to talk to because he is legally required to report the conversation to the Title IX coordinator and identify you by name. Employees may confidentially report a violation of this Policy to the Employee Assistance Program (Perspectives) 24-hours: 800-456-6327. Students may contact:

- Sexual Assault Dean-on-Call (SADoC) by calling 773-834-HELP.
- Confidential Advisor by calling Student Counseling Service at 773-702-9800 and asking for an appointment with the Confidential Advisor.
- Student Counseling Service by calling 773-702-9800.
- Ordained Religious Advisors by calling 773-702-2100 or emailing spirit@uchicago.edu.

Ordering Supplies

Orders for reagents and supplies should be directed to Jonathan. Requests must be submitted through this Google spreadsheet, which he checks every Tuesday morning before placing orders. Because the order sheet has so many columns, it's easy to overlook information under 'Comments' – especially on smaller screens. If there are special instructions that go with your order, please highlight the entire row so that Jonathan is sure to see them. Also, if you need something shipped urgently, talk to Jonathan and he can order it as needed (i.e. on a day other than Tuesday).

If you plan on doing experiments in November/December, we recommend you order supplies at the end of October. There are sometimes unplanned delays (e.g., due to weather), and there is typically no shipping during the entire week of Thanksgiving, and for the last two weeks of the year, until after New Year's day.

Dry ice: Blocks of dry ice are available on the first floor of CLSC (the room to the left of the freight elevator at the north entrance). Ask Jonathan or another lab member for the key. Take what you need – the ice is a community resource. Just remember to fill out the sign-in sheet next to the freezer. Regular wet ice can be found in CLSC 306.

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Time Off

If you are sick or need to take time off for health or family related reasons, please do so. Trainees do not need to ask Yoav's permission before making travel plans; however, he would appreciate updates on your well-being when you can provide such information. Taking time off for holidays and vacations is also encouraged - Yoav cares about you having a good work-life balance. Still, he does appreciate knowing when you will be out of town, and many members note planned absences on the Gilad Lab Google Calendar. For longer absences, including maternal or paternal leave, our lab is very flexible, and expecting parents should talk to Yoav about taking time off. Officially, UChicago offers 6 weeks of parental leave for employees who have worked at the University for one full year. For more information about parental leave policies, visit the Human Resources website.

Weekly Lab Meeting

Every Wednesday at 1pm, we have a group lab meeting with the Basu, Li, and Pott labs. Free lunch is provided for all (if you have food allergies, inform Jonathan - he orders the food). Group meetings run for 1-2 hours and rotate each week between individual student and postdoc research presentations. When you join the lab, the current lab meeting coordinator will add you to the schedule and send you a reminder when your turn to present is coming up. About once a month, everyone in the group shares research updates. This is an opportunity to get feedback and advice about how to design experiments or analyze your data. On update days, the current lab meeting coordinator will send out a Google document containing slides with your name on them. Most people summarize their progress in 1-2 slides. If you need to reschedule your presentation for whatever reason, talk to the lab meeting coordinator.

Shenanigans

The Gilad lab has a long and illustrious history of shenanigans of various sorts, including lab fun activities as well as (relatively) harmless pranks pulled on Yoav. The former typically consist of lab outings to eat and drink together, while the latter usually involve pranking Yoav while he's out of town. Past examples include 3D printing miniature frogs and placing them all over his office, gift-wrapping every single item in his office, obtaining a life-size cardboard cutout of Yoav, trolling his real twitter handle with a fake one, forcing him to participate in an elaborate scavenger hunt to find his new iPad, and more. As a rule of thumb, pranks should be funny and making fun of Yoav is encouraged, but should not be disruptive to getting work done. If you're unsure, consult other lab members. The goal is to strengthen bonds between individual lab members and contribute to a fun, comfortable lab environment.

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Departure Checklist

Picture this: you're writing up your dissertation, summarizing those final few experiments that earned you a first-author paper in *Genome Research*. You're mulling over your most recent job interview and you can't help but imagine yourself on a February morning, casually pulling on a windbreaker as you walk to your new lab, the term 'polar vortex' fading from your vocabulary… Mentally, you're halfway out the door, but in reality you have a mountain of old reagents cluttering your bench, 8 TB of RNA-seq data that you really should compress, and your freezer shelf is filled with mostly-empty boxes labeled in a scrawl that even you can barely decipher. Ten months later, you call Jonathan asking for those cell lines you left in the freezer - the ones you need for an additional experiment to satisfy Reviewer #3 - but he can't find them because they're in a loose 15 ml conical, buried under a layer of frost. Meanwhile, no one wants to clean up the mountain of reagents you left behind, so instead, people use your old bay to store broken equipment. A family of spiders moves in. Soon there are cobwebs everywhere. When you were a graduate student your nickname was Ace, but future generations will remember you as The Brown Recluse. Would you want this legacy??? You deserve better, and so do your labmates.

This is why we've made a lab departure checklist. The person most qualified to sort through your things before you leave is *you* - trying to figure out what materials belonged to you (and even what they are) can be difficult for other members of the lab, and in a worse-case scenario, we might discard something valuable. This also applies to digital resources, which take up space and make it difficult for new lab members to store their own data. Please refer to the following guidelines as you prepare to leave the lab:

1. **Donate usable supplies and reagents to other lab members.**
   This applies to cell culture supplies, benchtop reagents, cold reagents, and most importantly, cell lines. If you have, say, a small bank of iPSC lines you don't need, make sure Jonathan knows where they are so he can keep track of them and make them available for others.

2. **Safely discard expired or unusable reagents.**
   Before you pour it down the sink, make sure you know how to dispose of it properly. Ask for help if you're unsure.

3. **Create a plan for keeping your valuable reagents in the lab.**
   If you need any material to be saved after you leave (e.g., old samples related to a pending publication), please set up a plan with the lab so we know what and where these materials are, and how long they need to be kept. Label them clearly!

4. **Empty out your digital space.**
   Any files in the Gilad lab partition that will not be needed in the future should be removed. Important files may be kept, but this should be discussed with other lab

members before you depart. If applicable, adjust the user permissions on your files and folders so that others are able to view/edit/delete them.

5. **Clean out your desk, including drawers and shelves.**

6. **Clean out your cold reagents in the 4C, -20C, and -80C freezers.**

7. **Turn in your lab key, lab notebooks, and related documentation after making copies (if needed).**

Communication with Yoav

One-On-One Meetings

To schedule or cancel one-on-one meetings with Yoav, email Miko - she knows his availability and will respond to you promptly (tcharley@bsd.uchicago.edu). Most trainees have weekly or biweekly meetings with Yoav for discussing recent scientific or professional progress, guidance on what steps to take next, paper writing, or other topics. Others meet with Yoav in project-specific groups. However, meetings are not mandatory, and they don't have to be perpetual. Advanced graduate students or postdocs may prefer less frequent meetings, or may simply schedule them as needed. Also keep in mind that the idea behind regular meetings is to make Yoav available to you, not to check up on your progress 'regularly'. As long as you've been working toward your goals and are communicative with Yoav, productivity is unlikely to be an issue. You shouldn't feel like you have to present new results at each meeting, and if you have nothing you want to discuss, canceling the meeting even at the last minute is acceptable. The purpose of meeting with Yoav is not to review or judge your performance, but to check in and receive advice.

Email

Yoav has numerous administrative and professional responsibilities, but prioritizes timely communication with members of the lab. You can expect a reply to most of your emails within hours. If you have not heard back within two days, you should send him a reminder by re-sending the original email or forwarding the original email to him.

Letters of Recommendation

Yoav will provide letters of recommendation for jobs, grant applications, and fellowships when requested. Be sure to make him aware of deadlines and provide information about what is

needed in the letter. It's often helpful to provide a few bullet points describing things you want him to include.

Conflict Mediation

Yoav wants to be made aware of lab concerns, so bring such items to his attention. If you do not feel comfortable confronting a person who is causing hostility or tension in the lab, tell Yoav, and he will address the issue (alternatively, he is happy to just listen and do nothing, if that's what you prefer). If you have a problem with Yoav and are comfortable telling him, do so. If you are not comfortable confronting Yoav, you can talk to other faculty in your department or with representatives from the Provost's office. However, you should be aware that in the case of Harassment, Discrimination, and Sexual Misconduct, faculty and staff must report complaints to the University's Title IX coordinator.

Responsible Reporting

Again, if you share a complaint involving your safety or share an incident that violates the University's Harassment, Discrimination, and Sexual Misconduct Policy, Yoav is obligated to report it to the Title IX coordinator. It's a good idea to familiarize yourself with UChicago's policies on these matters and be aware of your options should you decide to report an incident. Other issues can be discussed freely and confidentially with Yoav - for example, he's happy to give advice about dealing with lab or department conflicts, and help you mediate such conflicts, if you elect to ask for his help. In case you just want someone to listen to you, he's also happy to do that, and he won't intervene unless you ask (Title IX issues being the exception).

Communication Outside the Lab

Thesis Committee Meetings

Graduate students form thesis committees of 3-4 faculty for their qualifying exam (typically after completing the first year of research in the lab). They meet with these faculty 1-2 times each year until they defend. Committee members are chosen based on the student's project. Each graduate student decides on a committee based on a conversation with Yoav. We recommend you also discuss your options with other graduate students, who may know more about each faculty member's personality, mentoring style, and typical availability. To schedule meetings, students must first email Miko for Yoav's schedule then reach out to other members of their committee. Websites like Doodle, whenisgood, or when2meet are often very useful for scheduling.

Updated: 10 Nov 2021

Gene Regulation Journal Club

Every other Monday at 11am, we meet to discuss a gene regulation paper chosen by someone in the lab. Researchers from other groups also attend these meetings (primarily from the Basu, Li, and Stephens labs). To join the listserv and see the schedule, email Erik or the current journal club coordinator.

Genetic Medicine Work-in-Progress Seminar

The Section of Genetic Medicine hosts a work-in-progress seminar every other Monday (alternating with the lab's journal club). Miko will send you an email with the list of presenters and dates. Students, postdocs, and faculty attend and present at these meetings.

Campus Events

The Department of Human Genetics and Committee on Genetics, Genomics and Systems Biology hosts a series of different seminars each month that meet weekly, rotating each week between invited speakers, student-led journal clubs, and work-in-progress presentations from students and postdoctoral scholars. Postdocs and graduate students have the opportunity to meet with invited seminar speakers over breakfast and lunch, respectively. In addition, the Molecular Biosciences cluster and the Institute for Genomics and Systems Biology host seminars that are relevant to aspects of our group's research. Finally, the UChicagoGRAD and myCHOICE programs regularly host seminars and workshops specifically tailored for trainees. These lectures and workshops are geared toward enhancing your professional skills, including proposal writing, negotiation, public speaking, and leadership.

Scientific Conferences

Lab members usually attend 1-2 outside scientific meetings a year. When available, search for travel fellowships or awards - although not necessary, they look good on your CV. In general, trainees are expected to submit abstracts to present their work. It may also be possible to attend a conference if you have a professional reason for attending but do not necessarily have research to present. Keep in mind that research does not have to be "publication-ready" to be presented at a conference. If you think you have enough results to discuss in a poster or talk (even if it's just pilot data), Yoav will most likely encourage you to present it at a conference. Past meetings attended by lab members include Biology of Genomes, American Society for Human Genetics, and Society for Molecular Biology and Evolution. You are also encouraged to search out and attend other meetings related to your research.

Posters: There are several options for poster printing, both on campus and off. One option is PSD Graphic Arts, located in the basement of Crerar library. The lab has an account with them

for payment; ask Jonathan for the account number. An additional venue that trainees have ordered fabric posters from is Spoonflower. It's recommended to print posters on 1 yard (56" x 36") of performance knit cloth with the poster at 300 dpi centered on the fabric. Additional instructions can be found here. This will cost about $18 plus however much you spend on shipping.

Social Media

We are proud of the science that we produce! If you publish a paper, present at a conference, etc. feel free to announce it on social media. We will like, retweet, share, etc. We also post a current list of publications on the lab website.

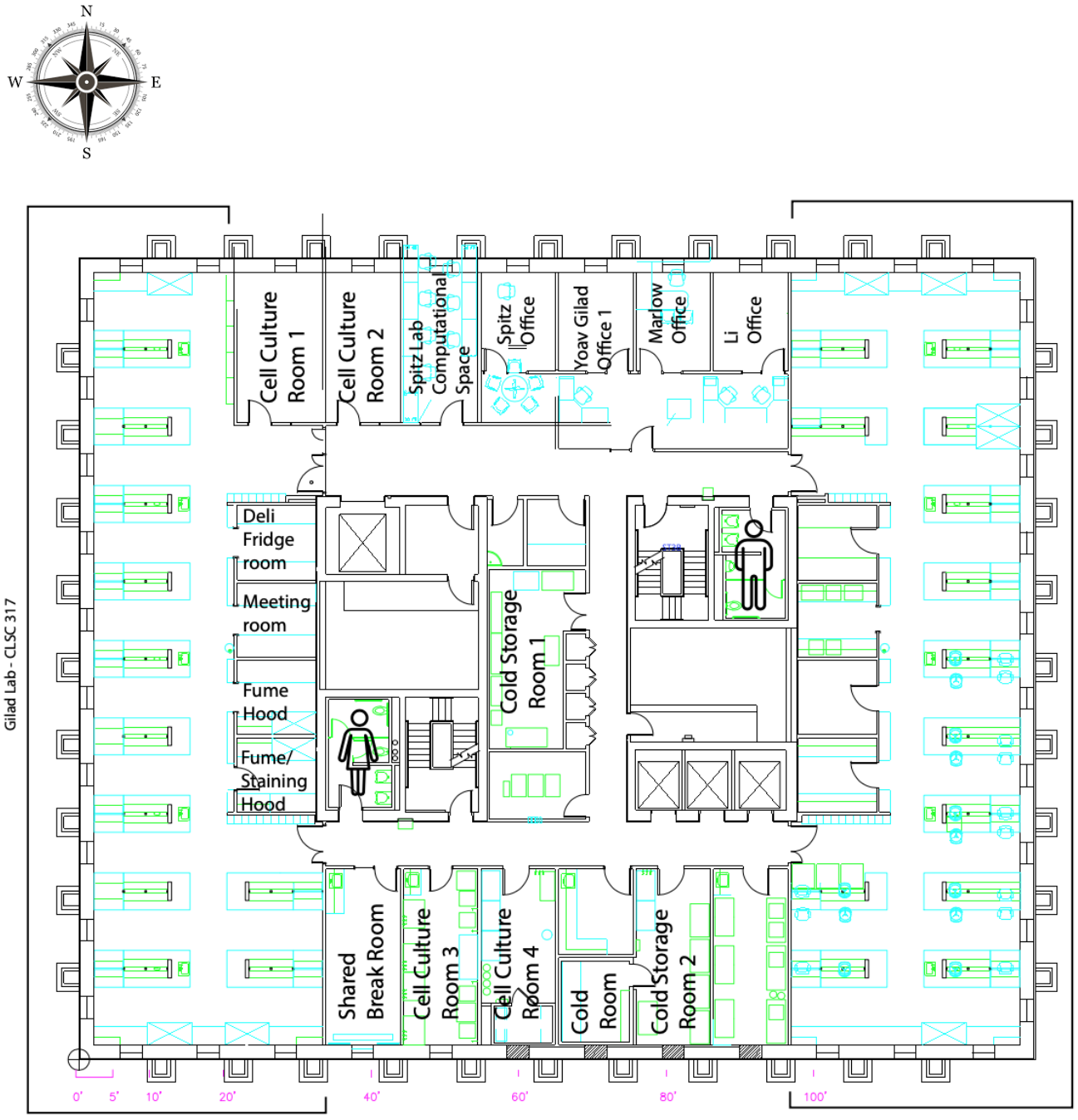
Collaboration

One key benefit of doing science at a university is the opportunity to receive input from colleagues. Trainees should feel free to independently seek out expertise and feedback within or outside of UChicago. It's not necessary to have Yoav's approval before reaching out to someone, but he is happy to introduce you to experts on campus or facilitate interactions with researchers outside of the university if you're not comfortable doing so yourself. However, if your collaborator is asking for a commitment of research funds - for example, if they want you to collect more data - you need to inform Yoav before you agree. That way, Yoav and your collaborator can determine how the project will be funded. In other situations, a potential collaborator may approach you for help. If you don't wish to collaborate, but are uncomfortable saying so for whatever reason, ask Yoav to do it - he's willing to be "the bad guy" in those situations.

Updated: 10 Nov 2021

Floor Plan

Cummings Life Science Center 3rd Floor Layout



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Useful Links

Lab Supplies Order Sheet
https://docs.google.com/spreadsheets/d/1LlkDpLDY7fysZpCFp3NXwaXI2ZAY5o3AQvD1D9GRMmI/edit#gid=570991769

Lab Calendars
Gilad Lab Events:
https://calendar.google.com/calendar?cid=Y2RjYjczMjduMmZjdjQzYTlqbmtubDE0Z2NAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ
Lab Meeting:
https://docs.google.com/spreadsheets/d/1_RmWVTnsIgFf2fjUEuNncSp_yqEQJqWlteUB6Ed-BAQ/edit?usp=sharing
Journal Club:
https://docs.google.com/spreadsheets/d/1W5hg7EDj6_5anunhyZb0kpEruLNpLB2wtKg4aV-5ibI/edit?usp=sharing

Other Resources
Gilad Lab Website: https://giladlab.uchicago.edu/
UChicago Human Resources: https://humanresources.uchicago.edu/
UChicago Zoom: https://uchicagomedicine.zoom.us/
Functional Genomics Core: https://fgf.uchicago.edu/
Sanger Sequencing Core: http://cancer-seqbase.uchicago.edu/
Workday Employee Login: https://workday.uchicago.edu/
Environmental Health & Safety: http://ehsa.uchicago.edu/
Research Safety: https://researchsafety.uchicago.edu/
Poster Printing: http://graphicarts.uchicago.edu/
EHSA Who Does What: https://safety.uchicago.edu/tools/who-does-what/