



**Integrative cognition ecology and bio-inspiration
lab manual**

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Welcome to the lab!

We're so excited to have you join us and we look forward to producing some amazing science together! We've prepared this manual to help get you started and to communicate the values and responsibilities expected from all lab members. We've also listed some resources available that we hope you find useful. Please don't hesitate to communicate any problems with us - your wellbeing and mental health are equally important to the science you produce!

Lab website: <https://howard-lab.com/>

Lab Mission statement:

The purpose of ICEB lab is to investigate complex and often multidisciplinary problems using skills from broad collaborations across fields and people. We often focus on animal models with comparatively small brains such as insect pollinators to help understand how miniature brains solve complex problems, and if this may be impacted by environmental change. We aim to achieve this through fostering a friendly and collaborative environment to produce quality science without neglecting the human aspects of research.

Lab culture and values:

1. Scientific integrity
2. Respectfully communicating with and supporting other lab members
3. Maintaining a work-life balance to avoid burn out

Lab member expectations and responsibilities:

All lab members:

- Try to attend lab and individual meetings when possible.
- Treat all lab members with respect. No discrimination or harassment will be tolerated.
- Share your knowledge with others, we are a team!
- Communicate openly and respectfully with other lab members. Don't be afraid to email Scarlett when you need some help.
- Treat your work professionally but try to maintain a healthy work-life balance outside of the lab.
- Contribute to fostering a safe space where it's ok to ask questions and make mistakes.
- Notify Scarlett if you're unable to make it to a meeting or a similar activity due to illness or personal circumstances so that you can reschedule asap.

What you can expect from Scarlett:

- Meet with you regularly for individual meetings.
- Provide help and guidance for working in academia.
- To share experiences and advice to help develop your professional career, no matter if its inside or outside academia.
- To care about you as a person and not just a scientist.
- To make time to respond to your emails and read drafts/manuscripts that you want an opinion on.
- Provide you with a safe and healthy work environment.

Communication:

Code of conduct:

Please be respectful when communicating with other lab members, as covered in the above section. Please also see the [Monash University Discrimination and Unacceptable Behaviour Policy](#). We expect full cooperation from everyone to uphold these codes of conduct and please do not hesitate to speak out if you notice or experience a problem with someone's behaviour. We will all do our best to solve these issues together.

Scientific integrity and work ethics:

In our lab we always aim to produce the highest quality research, and this involves ensuring that our work is always documented so that we can be accountable for our own research. We will work together to ensure that our experimental designs and statistical analyses are robust and transparent. As such it is important to understand that mistakes can be made (we are all human) and to be honest about these mistakes so that we can come up with a new plan together. Science is unpredictable and can be very emotional so it's normal to encounter situations where you might feel a bit unsure of your own work. The solution is never to lie or falsify methods, analyses, or data, but to let us help you!

Lab Resources:

Slack

We use slack as our general lab communication platform, as well as email for private and research discussions. I am also available via phone but please contact me through slack or email first, unless you need to contact me ASAP.

Dropbox

We have a lab Dropbox where we store most of our files, including this document. Please let Scarlett or Leslie know if you need to be added to the folder.

GitHub

We also use a lab GitHub to share our code (Link pending). Please send a request to join the GitHub organisation if you wish to upload your own code.

Meetings:

Weekly lab meetings

We have weekly lab meetings with themes such as journal club, lab workshop, or discussions around relevant lab topics. We highly encourage you to attend these meetings but it's ok to miss a few if you are busy or collecting data in the field. Currently our lab meetings are held on Wednesday 10 am AEST.

Individual one-on-one meetings

We will also have one-on-one meetings each week to discuss your personal research. Scarlett will let you know a suitable time (and you can also view her availabilities on google calendar).

