

# How to Set Up a Lab

## **To prepare:**

- What do you need? Space, materials, equipment, people
- Make lists of every reagent and piece of equipment you use currently and find out how much everything costs
  - Create a spreadsheet to track it all
  - Talk with vendors – institutions negotiate different rates
  - Get multiple quotes
  - Ask to go over current lab's budget
- Go over allotted space during campus visit with critical eye
  - What equipment already exists and can be shared? What must you buy new?
  - Are there core facilities you can use? What are the rates?
  - Will the space need to be renovated or reconfigured? Ask about possibilities and timeline
- Create a working budget for yourself with contingencies
- Negotiate your start up package understanding what you need!

## **Determine your people needs:**

- How much will someone cost at your new institute?
  - Not just stipend/salary – must factor in benefits cost, tuition for grad students, overhead, etc.
- What will be the initial research focus of your lab? What level of skill will you need: undergrad, grad, postdoc, staff, tech, etc?
  - Grad students:
    - Use rotation system, teach classes, give seminars to make yourself and your lab known
    - Make expectations clear and choose wisely
  - Postdocs:
    - Use your network to find PhDs just finishing up and go to conferences
    - Make research and mentorship expectations clear
- You will be responsible for training and guiding their careers – invest in management and leadership training for yourself

## **Resources:**

- *Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty*, by BWF and HHMI\*
- *At the Helm: Leading Your Laboratory*, by Kathy Barker
- *Lab Dynamics: Management and Leadership Skills for Scientists*, by Carl M. Cohen and Suzanne L. Cohen

\*Free to download

