

## Memo of Understanding – Head Team

The purpose of this Memo of Understanding (MOU) is to provide an opportunity for open and transparent communication between Dr. Head, Dr. Martini and all of our laboratory team members. An MOU helps us understand what you hope to achieve while working in our lab and in turn, what we need to provide to you to make this time together healthy, enjoyable, an outstanding learning experience and productive. There are components to this MOU that are mandated and other components that may be fluid as your skills evolve and you will benefit from new opportunities. We will draft this MOU together and meet at regular times to ensure that we are all meeting each other's expectations and to modify the MOU as you grow. Please read the following and acknowledge by signing at the end of this section.

The Head laboratory has specific expectations from you as a team member, which we will discuss next but there is significant overlap in these topics.

Ethics
--------

We expect that you will be respectful to each other and be accountable for your actions. We do not tolerate discrimination or harassment of any shape or form in our lab. If you see or hear any of these events, or even if you're not sure about whether certain behavior constitute a harassment, we ask that you immediately bring this to either Dr. Martini's or Dr. Head's attention for swift resolution.

Diversity
-----------

We fully endorse, support and actively work to foster diversity in our laboratory. As such, we ask that you be kind, tolerant and accepting of each other.

Communication
---------------

Communication is critical and key to the success of a healthy and productive laboratory. We ask that you provide space and time to listen to each other, to provide each other with honest and transparent feedback, to ask each other for help when required and to offer help. In discussions about research (or other topics) there may be times that you do not agree with each other – be respectful of this. If a disagreement cannot be resolved and it interferes with your ability to be happy and productive, and you cannot resolve this yourself, we encourage you to reach out to us for help.

Time Management
-----------------

Time management is challenging, it is not necessarily a natural skill and one that you can build while being a member of the team. This is a topic that in our experience, no one gets absolutely perfect! However here are some guiding principles. We ask that you keep a list of tasks/projects and deadlines (e.g. manuscript preparation, grant preparation, collaborations with other laboratories). Prioritizing these tasks is the first step in good time management. If you are unsure of what tasks should be your top priorities, please don't guess, ask Dr. Martini or Dr. Head. Sometimes priorities fluctuate and it is incredibly helpful for all of us to touch base regularly to make sure progress is being made. We believe that working late and working weekends is not an option and is not necessary with careful planning. Laboratory meetings will help with this as will be discussed later. To help with time management, we use Asana (to be described shortly).

## Laboratory Meetings

Our lab will meet on a bi-weekly basis and we expect that you will attend. At these meetings, we have the opportunity to discuss our projects, challenges, solicit troubleshooting ideas, plan our next projects, take time to appreciate successes. Be prepared to provide a 5 minute update of your highest priority project. Also be prepared to listen to each other, offer suggestions and offer help. This is a great time to confirm, clarify priorities with Drs. Head and Martini. Once a month, we will move our lab meetings off campus so we can talk in an informal setting and enjoy each other's company. If you have any reservations or concerns about our off campus laboratory meeting – please let us know in advance.

## Journal Club

We will hold a journal club once a month with each lab member being assigned a 20 min time slot to present a paper. The basis for the paper selection may be that it is related to a project you are working on or you may have seen an interesting new paper in the literature that you would like to discuss as a possible new project idea. The choice of paper will need to be confirmed with Dr. Head or Martini and shared with the team at least one week in advance. A powerpoint presentation of the paper is required and examples are shared on Asana.

## Slack and shared drive

As we mentioned before, communication is key to a successful scientist and laboratory. In order to help with this, we use the Slack app. If you haven't received your invitation to join our group yet, please ask Dr. Martini ASAP. In this app, we have a General lab section where you can find our lab meeting minutes, as well as other general announcements and discussion. Also, we created separated sections for each project/group project, that can and should be used for brainstorming, keeping track of specific tasks, and general communication. Please feel free to use as much as you would like of this resource, as it is a great tool to manage your time and progress throughout your work in lab.

We also maintain a shared drive (also ask Dr. Martini how to get access to it) where we keep all our SOPs, inventories, important documents and data. Please make sure to check those regularly and help maintain it updated.

## Team Leadership

We will have many projects ongoing in the laboratory that are driven either by existing funding, preparation for future funding or collaborative. We will ensure that for each project a lead person is identified. This does not preclude multiple people from working on the same project, but one person is required to take ownership and ensure that goals are being met in a timely manner and that the quality of the data are impeccable. If it is not clear who that lead person is – we cannot stress enough – please talk to Dr. Head or Martini to make sure this is clear. This will be critical for the health of our lab and also with the preparation of abstracts and manuscripts. We will strive to provide leadership training when feasible or encourage lab members to attend workshops to build leadership skills.

## Abstract and Manuscript Authorship

Publishing our research data is a goal of our laboratory. We recognize that the amount of work required to gather all the data for a paper requires a team approach. However, each team will have a designated

lead for a project who is expected to ensure that the study moves forward. As we write abstracts and manuscripts we recognize that not everyone has the expertise to write research papers (and may prefer not to write them). Authorship order is important to discuss early in the project. The senior author of the paper will either be Dr. Head or Dr. Martini. The first author is typically the person who takes the lead on gathering the data and/or writing the paper. Second authors up to the senior author are colleagues in our lab or others that made significant contributions to the research. We will ensure that there is open communication and discussion so that everyone's expectations are being met. Please also recognize that sometimes, a paper does not evolve from a project or that the timeline is long (>1 year). So we cannot make any promises about authorship on paper but we will make a good faith effort.

#### Conference/Workshop Attendance

We, as a lab, will have opportunities to present our data either as talks or poster presentations. We will ask that our team participates in on-campus activities that allow us to highlight our research. This may involve preparing an abstract and a poster. We recognize this may be new for some of our team and we will help in all aspects of this activity. National and international meetings also occur and attendance at these will be at the discretion of Dr. Head based upon individual discussions (please know that these are very expensive and the budget may not support attending). We want to encourage career development and networking at conferences is a key component to this type of professional development.

#### Outreach and Community Engagement

Our research program is dedicated to helping people with Down syndrome age gracefully by preventing or treating Alzheimer disease. The lab will be engaged in several community outreach activities and also potentially providing lab tours to families and volunteers. We see this as a fun and engaging part of our lab but we also recognize that not everyone is entirely comfortable with this. Thus, we ask that you participate as much as you feel comfortable doing and please let Dr. Head or Martini know how much or little you would like to participate in. For example, we have Buddy Walk and the Alzheimer's walk that occur after hours. We do not require or ask you to participate but we would be delighted if you would like to join in.

#### Personal Life and Work/Life Balance

Research is stressful. Graduate school is stressful. Life in general, is stressful. We would like to have a work/study environment that is fun to be in, that helps you feel productive and confident, and that you can grow in. You will get sick, you will have bad days, you will have outside obligations that require time off and some care. We ask that you talk with us if you are overwhelmed, need support or if you just need us to know that things are tough for you (and you do not need to provide details if you would prefer not to)– please let us know so we can work to accommodate you. We understand if unexpectedly you cannot come into the lab – we ask you to let us know ASAP so that we help cover for you if an experiment is in process. If you need time off for exams, vacation, appointments – we ask you let us know with at least 2 weeks in advance. Keep in mind – we are together as a team and we will support each other.