

15 Good Practices for Successful Research Programs

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1. First action of the Day: even before you read your emails (!), OPEN the Word Document of your current '*In Preparation*' manuscript or grant.
2. At all times have 3 manuscripts 'going'one "*In Press*", one "*In Review*", and one "*In Preparation*".
3. Start preparing a manuscript with the Figures/legends and Tables/footnotes. Next, prepare the Materials and Methods, Results, Discussion, Introduction, Title and lastly, the Abstract.
4. Post the 'proposed' Figures for your '*In Prep*' manuscript over your lab bench. Refer to this format when you execute your experiments paying attention to correct controls
5. Each time you develop/use a new procedure in the lab, prepare a step-by-step description for the lab manual and a paragraph for a scientific paper.
6. Keep protocols on your computer. Print the protocol, carry it with you to the bench, and minimize mistakes by ALWAYS reading the directions no matter how many times you have repeated the procedure—THIS IS STANDARD COCKPIT PROTOCOL AND CAN ELIMINATE PILOT ERROR! Make notes on the printed version of the procedure and then insert into the notebook.
7. Begin grant proposals by doing the forms, they will take longer than you anticipate and if not complete they can prevent or delay submission.
8. Teaching, posters, scientific talks, manuscript writing, grant writing all use similar effective communication skills: explaining in a clear organized way the appropriate details for the audience.
9. Write and re-write.....read and re-read as you prepare manuscripts, posters, grants. Spit out what you are trying to say.....say it directly and correctly, take out ALL extra words. This skill takes lots of practice and many edits.
10. Keep your CV current at all times.....every week/month, record directly into your CV new activities.....(also into the INBRE Reporting Database!).
11. Set a routine and use one hour of everyday to read and study one paper or review article in your area. Pay attention to writing/communication styles.
12. Push yourself to do the activities that will propel your career during the time of day when you do your best work.
13. Maintain a positive, supportive attitude in your work environment so that everyone feels safe to learn and contribute.
14. Last action of the Day: Make a list of what you plan to do the next day.
15. ***Have fun.*** Remember, discovery and creativity is an adventure and humor is an important component!