

## **Kaiser Lab Manifesto**

This document is intended to serve as an overview of the values and practices we strive to honor in our everyday work. It is also intended as a working document that can change over time and is shaped by the daily experiences and insights from everyone in the lab.

### How we want to do science

The ultimate goal of our research is to gain fundamental insights into perception and cognition and their neural bases. We want to do science in fair, open, and creative ways.

- We honor ideas and creativity, and we are all happy to discuss new ideas with each other.
- We encourage people to reserve time for reading and thinking, also outside their core research projects. Allocating specific times for thinking and the generation of ideas is a critical part in the scientific process.
- We give appropriate credit to all of our colleagues and undergraduate students involved in the research process, in the form of authorships and acknowledgements.
- We want our research to be both creative and reproducible. We conduct a mix of exploratory and hypothesis-driven confirmatory studies. Everyone should be aware of what type of study they are conducting and the pitfalls, specifically in data analysis and researchers' "degrees of freedom". We encourage people to code their analyses before running their experiments and to potentially preregister their analysis plans where appropriate. We expect honesty and integrity in reporting analyses truthfully and completely.
- We want to be open and transparent. In the spirit of truly open science, we share our data and code with the research community. Everyone is expected to share their resources in a format that allows others to easily reproduce our findings.

### How we want to structure our everyday work

Everyone works differently and we want to respect these differences.

- Everyone in the lab can plan their working hours as they prefer.
- We work in the office or remotely, depending on personal preferences and the requirements of our tasks.
- At the same time, we strive to be a social lab and we value in-person discussions. We thus encourage everyone to find the right balance between working from home and coming to the office. This ensures that the lab is a vibrant place, where people engage in debates and help each other. Our individual meetings and lab meetings are held in person.
- We respect the work rhythms of others. No one needs to feel pressured by the different working styles of others to work more, work overtime, or change their work schedules.
- We all need to take breaks. Everyone should use their holiday allowance. No one should come to work when they are sick. We encourage everyone to find a healthy work-life rhythm that is sustainable in the long run.

### How we want to communicate with each other

Communicating in a clear, respectful, and friendly way is essential for maintaining an atmosphere that everyone feels comfortable in.

- We are respectful and nice to others. Feedback and criticism are critical ingredients for doing good science, and always encouraged. Criticism, however, should be constructive. We treat ideas and comments equally, irrespective of the person voicing them and their role in the lab.
- We can ask all the questions, including the “stupid” ones. The general rule here should be: Whenever you find yourself not understanding something – ask! We don’t judge people for the questions they ask.
- In the lab, we communicate in English, so we don’t exclude anyone. We respect people’s different proficiencies in English.

### How we value inclusivity and diversity

We strive to make the lab a place in which people from different genders, cultures, and personal backgrounds feel welcomed and valued.

- We are a diverse lab, with people from different genders, countries, and backgrounds. We embrace this diversity, and we view it as an enrichment.
- At the same time, we understand that there are different challenges for all of us. We respect these challenges and do not invalidate anyone’s experiences.
- We try to be aware of our own biases and reflect on our own behaviors, to be as inclusive as possible. This may not always work perfectly in practice. When it does not, we use these experiences to make things better.
- We do not tolerate discriminatory behavior of any kind.

### How we behave towards others in the lab

We want to be a lab where everyone is approachable and friendly, and where people can find support and help when needed, both in science-related and non-science-related matters.

- We are generally nice to each other. We ask each other for help and we are happy to provide help to others.
- At the same time, we are careful to not exploit others because they’ve been helping a lot in the past.
- We are not competitors, but we are a team. We do share our expertise and knowledge. When working on related projects, we coordinate regularly and look for options to collaborate.
- We encourage collaborations, both within and outside the lab.

### How we engage with each other outside work

Our lab is a group of people that spend lots of time with each other. For those who want, the lab can also be a valuable social group, or even a group of good friends.

- We care for each other. We support each other in case of problems, not just work-related.
- We also love to hang out outside of work. We go for a drink together, play games, make music, or go for other activities. No one should feel pressured to attend any of these social events. When we plan events, we make sure that everyone gets their say in what they enjoy doing together.
- When we play board games, we ARE competitors! 😊

### What we expect from each other

From Daniel, as the supervisor, we expect:

- In meetings, no one should be afraid to voice their ideas and thoughts. All of them are valued, and will not be dismissed without proper thought or feedback.
- I provide bespoke support for different people, based on their needs and preferences. I try to be invested in the projects to an extent that I can provide suggestions and help on all levels of the project, from idea and implementation all the way to the writing process.
- I allocate enough time for regular meetings with lab members (usually bi-weekly).
- At the same time, I am happy for everyone to just knock on my door.
- I also strive to give support on career planning and growing up in academia.
- No one is judged based on their results. Some things just do not work out as planned.

From PhD students and postdocs, we expect:

- Tell your supervisor when they're wrong, tell them when they're not making sense. Feel free to say "No!" to your supervisor, at least sometimes. 😊
- Attend lab meetings and talks. Attend regular individual meetings with supervisor and/or collaborators. Come prepared if you need to present an idea or results. If you can't make it to meetings, let us know.
- Get your work done. How and when you do that is up to you (see above). If you have trouble working on a project or putting your work hours in, let us talk about it.
- Take up small administrative tasks in the lab (incl., lab organization, speaker invitations, event organization etc.). Allocate some time for these "little things", too. Get your paperwork and admin tasks sorted independently.
- Supervise interns or thesis students when appropriate (typically max. 1 student per PhD student)
- Help other people in the lab. Don't treat this as a tit-for-tat but do it because it's a nice thing to do!
- Discuss with others and exchange ideas, also outside of individual and lab meetings.
- Keep in mind other's schedules when you need something from them. Don't ask for help or feedback at the last minute.
- Take on the full responsibility for your project. The project is yours and you should also get all the joy out of it in return. 😊

### What we do if things do not go as planned

In the lab, and in science more generally, things do not always proceed according to plan. After all, we are all humans, and we all do stupid or unreasonable things from time to time. For any problem that you face and that you cannot easily solve yourself, try the following:

- Talk to your lab members, often things that go wrong have gone wrong for them in the past and you can benefit from their experience.
- Many things that seem very bad are often easily resolvable when discussed early. Don't be shy to bring up problems if you feel it's the right thing to do. We do not judge each other for doing this.
- Respect other people's choices about sharing concerns when people approach you with personal issues.

- If problems arise, discuss them with the supervisor. I will try to amend things. You will not be judged for being open about anything. We do not tolerate any harassment or discriminatory behavior, however.
- If there's a problem with the supervisor, talk to me. Hopefully we can sort it out. I am happy if you come to me with such issues. Supervision is a learning process for me, too. If you still feel things are going astray afterwards, the uni can support with independent conflict resolution (e.g., via the JLU Ombudsperson).