

**RUNNING A GREAT LAB: WORKSHOPS FOR PRINCIPAL
INVESTIGATORS:
EVALUATION OF THE 2008-2009 WORKSHOP SERIES**

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I. SURVEY DEMOGRAPHICS

A. RESPONSE RATE

An electronic survey (see Appendix 1) was sent to 19 participants of the 2008-2009 workshop series on April 29, 2009. Nine participants responded to the survey, for a response rate of 47%.

B. SESSION ATTENDANCE

	N
1: Elements of a Great Lab	9 (100%)
2: How the Money Works	6 (67%)
3: How to Survive and Get Tenure	8 (89%)
4: Creating a Successful Lab Environment	5 (56%)
5: Recruiting and Hiring the Best People	6 (67%)
6: Mentoring	5 (56%)
7: Project Management, Data Management and Ethics	1 (11%)
8: Grant Writing Tips and Advice	5 (56%)

II. RATINGS AND COMMENTS ON THE WORKSHOP EXPERIENCE

A. USEFULNESS OF INDIVIDUAL WORKSHOP SESSIONS

	Not at all useful	Somewhat useful	Very useful	Did not attend
1: Elements of a Great Lab	1 (11%)	1 (11%)	7 (78%)	0 (0%)
2: How the Money Works	0 (0%)	1 (11%)	5 (56%)	3 (33%)
3: How to Survive and Get Tenure	0 (0%)	2 (22%)	7 (78%)	0 (0%)
4: Creating a Successful Lab Environment	0 (0%)	1 (11%)	4 (44%)	4 (44%)
5: Recruiting and Hiring the Best People	0 (0%)	0 (0%)	6 (67%)	3 (33%)
6: Mentoring	0 (0%)	0 (0%)	5 (56%)	4 (44%)
7: Project Management, Data Management and Ethics	0 (0%)	0 (0%)	1 (11%)	8 (89%)
8: Grant Writing Tips and Advice	1 (11%)	3 (33%)	1 (11%)	4 (44%)

B. SATISFACTION WITH GENERAL ASPECTS OF THE WORKSHOPS

	Very satisfied	Somewhat satisfied	Not at all satisfied	Not applicable/ Did not use
Having food and snacks available	7 (78%)	2 (22%)	0 (0%)	0 (0%)
Location of the sessions	8 (89%)	1 (11%)	0 (0%)	0 (0%)
The facilitators	6 (67%)	3 (33%)	0 (0%)	0 (0%)
Email reminders	7 (78%)	2 (22%)	0 (0%)	0 (0%)
Web resources available	4 (44%)	2 (22%)	0 (0%)	3 (33%)
“Making the Right Moves” book	7 (78%)	2 (22%)	0 (0%)	0 (0%)
Handouts and articles	5 (56%)	3 (33%)	0 (0%)	1 (11%)

C. PARTICIPANTS’ REASONS FOR NOT ATTENDING INDIVIDUAL WORKSHOP SESSIONS

	Topic was not useful	Scheduling conflict	Information not interesting	Too busy to attend	Session was not a priority
1: Elements of a Great Lab	0	0	0	1	1
2: How the Money Works	0	1	0	2	0
3: How to Survive and Get Tenure	0	1	0	1	0
4: Creating a Successful Lab Environment	0	1	0	2	1
5: Recruiting and Hiring the Best People	0	1	0	2	0
6: Mentoring	0	3	0	0	1
7: Project Management, Data Management and Ethics	0	3	0	3	2
8: Grant Writing Tips and Advice	0	0	0	4	0
	0	10	0	15	5

D. BEST ASPECTS OF THE WORKSHOP SERIES

- Inviting the speakers to share their experiences.
- Informal setting, open discussion, good choice of speakers.
- Good lecturers most of the time.
- Mentoring content.

- The tenure session and the money session were outstanding.
- [1] The best was seeing other new faculty often enough that we could sort of get to know each other – would have liked to have more interaction with them. [2] Liked the times and the places. [3] Very relevant topics.
- Format, content, location.

E. WORST ASPECTS OF THE WORKSHOP SERIES

- No[ne].
- Not enough participants sometimes.
- I can only think of one, and it's not that bad either. Sometimes the conversations were a bit "bio" focused – and not very applicable to someone in physical sciences (with no wet lab).
- The first and last sessions were not useful.
- As stated above, would have liked more opportunities to interact with the other new investigators around campus.
- All positive.

III. MOTIVATIONS AND EXPECTATIONS OF WORKSHOP PARTICIPANTS

A. REASONS PARTICIPANTS REGISTERED FOR THE WORKSHOP SERIES

- I am interested in getting the help on making a successful career.
- I'd like to do everything right from the beginning.
- I'm totally new to managing a lab, so obviously I know I have a lot to learn from people experienced in doing this.
- To get some tips on managing a lab.
- It appeared to be a great resource for a new junior faculty member.
- I thought it could be useful.
- Thought it would be useful to get a bunch of info up-front on relevant topics.
- Topics [were] of interest.

B. CONGRUENCE BETWEEN PARTICIPANT EXPECTATIONS AND WORKSHOP EXPERIENCE

Seven respondents (78%) reported that the workshop series met their expectations. Two other survey respondents (22%) commented that the series partially met their expectations.

Respondents' explanations of their responses to this item follow.

- It has been the most useful resource offered on campus to junior faculty so far.
- Yes. There was ample time for questions for most of the sessions.
- I was hoping to get some general advice and ideas on how to more effectively run a lab – I definitely got that.
- 75%
- Yes and no. The sessions that were planned out, in which the designated speakers gave us information, were really helpful. The unplanned "brainstorming" sessions where the new investigators sat around and made suggestions were not useful.
- Very useful series, would recommend to new PIs.

- Addressed most of what I expected.

IV. WORKSHOP OUTCOMES

A. IMMEDIATE USE OF THE WORKSHOP INFORMATION

Eight respondents (89%) reported that they have used information from the workshop in their role as a PI. One respondent (11%) reported that they had not. Comments as to how respondents have used workshop information in their role as a PI follow.

- Grant writing tips.
- I have reflected on the mentoring a lot, and am trying to incorporate some of the good ideas into my current mentoring of a PhD student.
- From the creating a successful environment workshop – making sure everyone in the group knew what the others were doing. Laying it all out for all to see.
- Lab management, tenure-track documents.

B. EXPECTATIONS FOR FUTURE USE OF THE WORKSHOP INFORMATION

Nine respondents (100%) reported that they expect to use information from the workshop in the future in their role as a PI.

- Hard to describe in detail. But it is very useful for sure.
- Mentoring ideas in particular. Proactively managing and keeping records of uses of grant money.
- I will take a look at one of the examples of tenure packages. Once I have a designated funding number assigned only to me I will use Snapshot.
- Personnel management.

V. COMMENTS AND SUGGESTIONS ON WORKSHOP CONTENT

A. APPROPRIATENESS OF THE LEVEL OF THE WORKSHOP CONTENT

Seven respondents reported that the level of the workshop information was “just right.” No respondents indicated that the information was too advanced or too basic. Two respondents indicated an “other” response. Their explanatory comments follow.

- I am really between levels 2 [just right] and 3 [too basic].
- Depended on the session.

B. SUGGESTIONS FOR ADDITIONAL WORKSHOP TOPICS

- No[ne].
- Nothing in particular. It covered a lot of topics.
- Can't think of any.
- Maybe too specific, but learning all the hoops to get through to get the lab running – IACUC, bio-safety protocol, chemical hygiene plans – all were learned on the fly.
- A little more on teaching part, invite good teacher and some success stories.

VI. GENERAL COMMENTS AND SUGGESTIONS

A. WILLINGNESS TO RECOMMEND WORKSHOP SERIES TO COLLEAGUES

Eight respondents (89%) reported that they would recommend the workshop series to colleagues. One respondent (11%) indicated that they would partially recommend the series to colleagues. Comments as to why (or why not) they would make this recommendation follow.

- I learned a lot from this.
- A lot of useful things to learn or be reminded of.
- I'd recommend they carefully select which sessions to attend.
- A lot of things to learn.

B. OTHER COMMENTS FOR THE WORKSHOP DEVELOPER

- I want to say the developer did a great job. The series of the topics really help me a lot on getting the ideas on how the system works, what kind of challenges I will face, how to get help if I need it. Though I did not attend all topic discussions due to the schedule conflict, I found the information from the ones I attended was so useful. I strongly recommend the section should go on and every new faculty should consider attending the section.
- Thanks a lot for doing this. I will keep the handouts and refer to it quite often later. They are very helpful.
- I really enjoyed it and learned a lot. Thanks!
- Appreciate the effort.

APPENDIX I. SURVEY INSTRUMENT

Running a Great Lab: Workshops for Principal Investigators - Final Evaluation

1 Which sessions did you attend?

- Session 1: Elements of a Great Lab
- Session 2: How the Money Works (Gene Masters & Becky Torrisi)
- Session 3: How to Survive and Get Tenure (Caitlyn Allen)
- Session 4: Creating a Successful and Productive Lab Environment (Don Schutt)
- Session 5: Recruiting and Hiring the Best People (Gary Roberts & Meghan Owens)
- Session 6: Mentoring (Jo Handelsman)
- Session 7: Project Management, Data Management and Ethics
- Session 8: Grant Writing Tips and Advice (Amy Charkowski, Adel Talaat & Paul Wilson)

2 Please rate the usefulness of the information presented in each session.

	1 Not at all Useful	2 Somewhat Useful	3 Very Useful	Did not Attend
1: Elements of a Great Lab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2: How the Money Works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3: How to Survive and Get Tenure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4: Creating a Successful and Productive Lab Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5: Recruiting and Hiring the Best People	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6: Mentoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7: Project Management, Data Management and Ethics

1 2 3

8: Grant Writing Tips and Advice

1 2 3

3 Please indicate your primary reason for missing any of the sessions you did not attend.

1 Topic was not useful	2 Scheduling conflict	3 Information not interesting	4 Too busy to attend	5 Session was not a priority
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1: Elements of a Great Lab

1 2 3 4 5

2: How the Money Works

1 2 3 4 5

3: How to Survive and Get Tenure

1 2 3 4 5

4: Creating a Successful and Productive Lab Environment

1 2 3 4 5

5: Recruiting and Hiring the Best People

1 2 3 4 5

6: Mentoring

1 2 3 4 5

7: Project Management, Data Management and Ethics

1 2 3 4 5

8: Grant Writing Tips and Advice

1 2 3 4 5

4 Why did you register for this workshop series?

5 Did this workshop series meet your expectations?

Please explain:

6 Have you used any of the information given to you thus far in your role as a PI?

Please provide an example:

7 Do you think you will be using the information in the future in your role as a PI?

If YES, how?

8 In general, did the level of the workshop content match what you need to know? *(Please check the item that best describes your experience in the workshop.)*

- The information is too detailed/advanced - I want more basic information
- The level of the information is just right
- I already know most of what is being presented - I want more advanced information
- Other, please explain:

9 How comfortable do you feel asking questions and participating in

discussions during the workshop?

Not at all comfortable	Somewhat comfortable	Very comfortable
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

10 What do you think of the amount of time devoted to the following workshop components?

1 Not enough time	2 Just the right amount of time	3 Too much time
Presentation/lecture on workshop topics		

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
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Discussion among participants

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
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11 Please indicate your level of satisfaction with the following aspects of the workshops, in general:

1 Very Satisfied	2 Somewhat Satisfied	3 Not at all Satisfied	4 Not applicable/ Did not Use
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Having food and snacks available

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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Location of the sessions

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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The facilitators

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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Email reminders

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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Web resources available

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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"Making the Right Moves" book

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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Handouts and articles

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
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12 What other topics should have been covered or would have been of interest to you?

-
- 13 In your opinion, what are the three best features of the workshop?
(Can pertain to anything that is workshop-related, including format, content, schedule, location, etc.)

-
- 14 In your opinion, what are the three worst features of the workshop?
(Can pertain to anything that is workshop-related, including format, content, schedule, location, etc.)

-
- 15 Would you recommend your colleagues to attend this workshop series?

Why or Why Not?

-
- 16 Please share other comments about the workshop series that you would like the developers to know.



