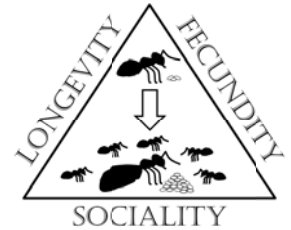


Protocol of RU 2281 kick off meeting

04.-06.10.2015 in Pfronten



I. Following meetings/ workshops and misc

(Postdocs are invited to participate in the workshops as well!)

1. **27th - 29th January 2016:** Workshop in Groningen (“Life history theory course”)
2. **01st – 05th February 2016** Workshop in Münster (“biocomputing-in-python-for-beginners”)

!!!! PhD students & Postdocs: Travel & accommodation costs are taken by the Core Project
=> invoices have to be sent to Flo !!!!

3. **08th – 11th August 2016:** European IUSSI in Helsinki, Symposium.

12th August 2016: Internal RU.

!!!! Travel costs for all RU members are taken by the Core Project => invoices have to be sent to Flo **!!!!**

!!!! Accommodation costs are taken by each single project **!!!!**

4. **10th – 17th October 2016:** Workshop in Freiburg (“Transcriptome analysis”) inkl. 1 free day.

!!!! PhD students & Postdocs: Travel & accommodation costs are taken by the Core Project
=> invoices have to be sent to Flo !!!!

Lab rotations

!!!! Travel and accommodation costs are taken by the Core Project => invoices have to be sent to Flo **!!!!**

Homepage

Responsible persons for design: Alice, Daniel, Denise, Marisa

Responsible persons for maintenance: Karen (,Flo)

II. PhD rules

PhD committee with at least 2 supervisors (PI and Co-PI of RU) and a potential 3. supervisor, either from the RU or the University (also depending on University rules)

In order to obtain a PhD, each candidate must have ≥ 3 papers: ≥ 1 published and 2 as publishable manuscripts. 2 papers must be 1. author papers. Consortium papers don't count.

Depending on the university, further conditions may apply.

Time schedule

After about 3 months:

A report/meeting with supervisors with an outline and discussion of the planned project (after literature research). 5 minutes presentation at the workshop in Groningen. Coincides with COIS manuscript

After 1 year (= Helsinki European IUSSI meeting): Interim report (talk)

After 2 years (= next annual RU meeting): Interim report (talk)

III. COIS review papers

Deadlines:

Outlines: **15th November 2015**

The outline should have bullet point character. It should inform the others about the content of each paper, so that repetition is kept minimal and cross-reference to other papers with the journal issue is maximal

!!!! Outlines have to be sent to Flo. She will forward them to Judith !!!!

Submission of final chapter: **15th February 2016**

Submission of final manuscripts via journal/COIS homepage: Elsevier's Electronic Submission system (EES). Corresponding authors received login details etc.

Manuscripts should be no longer 2000 words. They review should focus ideally on, at most, **50 interesting and relevant articles published** recently in the field. For details, see attached the recent journal instructions.

IV. Transcriptomes /Sample shipping to BGI

RNA samples have to be tissue specific (Brain & fat body).

Pay attention that the corpora allata is attached to the brain

Shipping samples to BGI Hong Kong

Please **mark** your:

- Sample tubes
- Box that contains the samples
- Samples information sheet (see attached => “comments” red framed)
- Declaration letters
- Proforma invoices
- Quality control prints (e.g. Agilent Bioanalyzer)
- Email that is sent after collection of the sending

with your **invoice No.** and e.g. “**J. Korb**”. That makes it easier to match the samples to the single projects.

Please indicate **how many samples** you are sending on/in:

- Box that contains the samples
- Samples information sheet
- Declaration letters
- Proforma invoices
- Email that is sent after collection of the sending

Please let Flo know **how many samples you sent for each shipment**. She has to do accounting on samples and costs per project.