

Onboarding Book

for new members of the
Institute of Experimental Epileptology and Cognition Research
(IEECR)

Dear New Colleague,

Welcome to the Institute of Experimental Epileptology and Cognition Research (IEECR)!

Whether you are here for a short-term project or a long-term position, we are excited to have you join our team and hope that you will have a great time here with loads of inspiring discussions, a long breath to overcome all those obstacles arising in scientific projects, and many memorable moments.

The purpose of this onboarding book is to help you navigate your first days and weeks at the institute. Inside, you will find practical information to help you settle in, including:

- Some important contacts
- A list of newsletters and calendars worth subscribing to
- A checklist of what you should do after arriving (onboarding)
- A checklist of what to do before leaving (offboarding)
- Institute practices
- Some essential university and UKB services

We understand that starting at a new institution can be overwhelming. This guide is designed to make that transition smoother and to ensure that you feel supported every step of the way. And don't hesitate to ask questions - after all, we are scientists and asking questions is our job :).

We look forward to include you in our team!

P.S. If you have already some questions or feedback regarding this book, please talk to Bela or Lena (the contacts you find [here](#)).

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1) Code of conduct

The IEECR is dedicated to making the institute a safe, inclusive, and welcoming environment for all. Below you can find a specific code of conduct for behavior, as well as a broader discussion of what constitutes an inclusive environment.

Anti-harassment Policy

All members of the IEECR, along with visitors, are expected to agree with the following code of conduct. This code pertains to any IEECR venue and IEECR-related event, including meetings, presentations, or discussions, as well as to every member whenever representing the IEECR in any form. It also applies to any form of online interactions. We will enforce this code as needed. We expect cooperation from all members to help ensure a safe environment for everybody.

The Quick Version

The IEECR is dedicated to providing a harassment-free environment for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, socioeconomic status, physical appearance, body size, race, national origin, or religion (or lack thereof). We treat each other with respect. We do not tolerate harassment of, or by IEECR members in any form. Sexual language and imagery is generally not appropriate for any IEECR venue, including lab meetings, presentations, or discussions.

The Less Quick Version

Harassment includes but is not limited to offensive or belittling verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, socioeconomic status, family situation or background, physical appearance, body size, race, national origin, or religion (or lack thereof), sexual imagery in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. It also includes any physical threats and assault, spreading of malicious rumours, sabotaging of others' work and other behaviors undermining a safe, inclusive, and welcoming environment. Members asked to stop any harassing behavior are expected to comply immediately

If you are being harassed, or if you notice that someone else is being harassed, or have any other concerns about potentially inappropriate behaviours, you have a number of options. Aside from your PI, you may always contact the head of the institute directly (Heinz Beck, e-mail heinz.beck@ukbonn.de, +49-228-6885-215) at any time. You may suggest a one on one meeting or a meeting with an additional person of trust at your own discretion. A list of these persons, ranging from PhD level

to postdoc level, is available here (follow <https://ieecr-bonn.de/gover/#code-of-conduct-and-conflict-resolution> or see below).

The institute leadership takes harassment very seriously and is aware of the devastating personal consequences harassment can have. Accordingly, all IEECR members should be aware that harassment can have serious consequences for culpable parties.

Building an inclusive lab environment

The above code deals specifically with behaviors that are considered harassment. Yet, building an inclusive environment goes well beyond avoiding harassment. We expect all IEECR members to treat one another with respect and to be sensitive to how one's words and actions impact others. We do not tolerate the perpetuation of stereotypes; we do not tolerate other acts of microaggression or humiliation. We believe that every member of the IEECR in the lab is an individual with their own story and unique talents. We are a team. Within groups, and within the IEECR, we stand up for one another. We learn from each other. We hold each other accountable.

All people should have equitable access to different kinds of careers and learning opportunities. We also know that science benefits from diverse perspectives. The IEECR is committed to increasing the diversity of our scientific community and to integrating and supporting groups that are currently underrepresented.

(Acknowledgement: This statement was generated by the Ackels group, and has been adapted - with minor changes – as IEECR statement)

Unanimously ratified in the IEECR Members Meeting, 8th October 2024

2) Contact persons

IEECR

Topic	Name	Email	Phone
Administration	Margit Reitze	margit.reitze@ukbonn.de	+49 228 287 62 273
Administration	Nicole Schönfelder	nicole.schoenfelder@ukbonn.de	+49 228 287 62 273
IT/ EDV	Kristian Reichelt	kristian.reichelt@ukbonn.de	+49 228 287 62 276
IT/ EDV	Peter Trautner	peter.trautner@ukbonn.de	+49 228 287 62 141
Animal facility management	Gabriele Wexel	gabriele.wexel@ukbonn.de	+49 228 287 11 262
Animal caretaker	John Hartjes	john.hartjes@ukbonn.de	+49 228 287 11 262
Person of trust	Lena Gschossmann	lenajg@uni-bonn.de	+49 228 287 62 280
Person of trust	Ginevra Contini	ginevra.contini@ukbonn.de	+49 228 287 62 157
Person of trust	Sergio Molina	sergio.molina-ramirez@ukbonn.de	+49 228 287 11 773
Person of trust	Oliver Braganza	oliver.braganza@ukbonn.de	+49 228 287 62 157
Sustainability	Therese Alich	therese.alich@ukbonn.de	+49 228 28762 329
Sustainability	Bela Erlinghagen	s14berli@uni-bonn.de	
Sustainability	Lena Gschossmann	lenajg@uni-bonn.de	+49 228 287 62 280
Sustainability	Oliver Braganza	oliver.braganza@ukbonn.de	+49 228 287 62 157
Sustainability	Sergio Molina	sergio.molina-ramirez@ukbonn.de	+49 228 287 11 773
First aider	Gábor Zsurka	gabor.zsurka@ukbonn.de	+49 228 6885 213

Security officer	Margit Reitze	margit.reitze@ukbonn.de	+49 228 287 62 273
Fire safety officer	Kristian Reichelt	kristian.reichelt@ukbonn.de	+49 228 287 62 276

UKB

Administration (personell)	Geschäftsbereich 1	gb1.admin@ukbonn.de	
UKB fit		ukbFit@ukbonn.de	+49 228 287 13 708
Medical office	Dragica Kalakovic	betriebsaerztlicherdienst@ukbonn.de	+49 228 287 16 176
Medical office	Make an appointment		+49 228 287 19 242
Blood donation office		termin.blutspende@ukbonn.de	+49 228 287 14 780

Core Facilities & more

CADRE	Trace Robbins	trace.robins@ukbonn.de	
CADRE	Benjamin Escibano	benjamin.escibano@ukbonn.de	
CADRE	Axel Block	axel.block@ukbonn.de	
Microscopy Core Facility (Neurology)	Hannes Beckert	hannes.beckert@ukbonn.de	+49 228 287 11 978
Microscopy Core Facility (BMZ)	Gabor Horvath	gabor.horvath@uni-bonn.de	+49 228 287 51 224

3) File sharing

sciebo

One common way to share files around here is via the [sciebo cloud service](#). To use it, you have to be enrolled at the University of Bonn. Once this is accomplished, you can create a sciebo account. To access existing sciebo folders, you need to be invited by the corresponding administrator.

→ One folder with relevant information regarding the institute is the sciebo IEECR folder. Ask [Kristian Reichelt](#), to be added to it.

isilon

Another file sharing system relevant to you if you use microscopes of the [Microscopy Core Facility](#), is the isilon server. When you get an introduction to the microscope, you get an account and with these credentials you can access the isilon server from your IEECR user account on your desktop computer after it has been embedded (ask [Kristian Reichelt](#) for help with the embedding).

! It is important to always copy the files from the isilon server to the servers of our institute and delete the original files on the isilon server from time to time to free storage space.

4) Stay in the loop

Email Lists

You need to contact Kristian Reichelt (see Contact Persons) to be added to following email lists:

- ieecr@listen.uni-bonn.de
- AG-specific one (beck-group@listen.uni-bonn.de for AG Beck members)
- ieecr-social@listen.uni-bonn.de

Slack

We use Slack in the institute for a straightforward communication to all institute/AG members.

→ Join the IEECR workspace

→ Join the relevant channels:

- [ieecr](#)
- [allgemein](#)
- [journal-club-papers](#)
- [mousehouse](#)
- [seminar-announcements](#)
- [zufällig](#)
- [AG-specific channels](#)

Whatsapp groups

Ask [Kristian Reichelt](#) (or someone else with the necessary power) to be added to the relevant whatsapp groups:

- IEECR Action Group
- Check if your group has its own Whatsapp group

Calendars

We use multiple google calendars to schedule institute seminars and usage of setups and surgery stations etc. Here is an overview of the most important calendars. To be added to them, contact the person listed in brackets and write them your name, group, and google email.

- IEECR: information about bi-weekly IEECR meetings and seminars (Kristian Reichelt)
- Your workgroup might have its own calendar for meetings and seminars of your group.
- BCN Graduate seminar calendar: information about BCN seminars (Therese Alich)
- HET3 animal experiment room calendar: booking of behavioral setups (Gabriele Wexel)
- AG Beck In Vivo experiment and surgery room: booking of setups and surgery stations (André Haubrich or Kristian Reichelt)
- Surgery room Neurology: booking of surgery stations

Talk Newsletters

The vibrant Bonn neuroscience community offers many seminars and talks about a range of different topics. The following overview of websites, mailing lists and newsletters helps you to stay informed about what is happening:

- BIGS neuroscience:
 - Website: <https://big-neuroscience.de/seminars/>
- Bonn Center of Neuroscience (BCN):
 - Website: <https://bonn-neuroscience.de/seminars/>
 - Subscribe to graduate seminar mailing list: https://listen.uni-bonn.de/www/subscribe/bcn_graduate_seminars?previous_action=info
 - Subscribe to Neurotalks mailing list/newsletter: <https://bonn-neuroscience.de/newsletter/> or <https://listen.uni-bonn.de/www/subscribe/neurotalks>
- NeuroTechEU:
 - Website: <https://theneurotech.eu/>
 - Email contact: neurotech.eu@uni-bonn.de
 - Subscribe to Newsletter: <https://theneurotech.eu/sub-nl>

- iBehave seminar series:
 - Website:
<https://ibehave.nrw/tax-news-and-events/ibehave-seminars-series/>
 - Email contact: ibehave@uni-bonn.de
- Max Planck Research School for Brain and Behavior:
 - Website:
<https://mpinb.mpg.de/en/events/neuroscience-seminar-series.html>
 - Website with more mailing list links:
https://imprs-brain-behavior.mpg.de/neuro_events

5) Working in the lab

1. Checklist for the start

After you have signed your employment contract, there are still a few things for you to do. Not all of them are mandatory. There are also things you can only do once you know your personnel number or have access to your ukb-email inbox

Task	Where?	mandatory
Make sure you have your UKB AD-Kennung (optimally ask for it when you sign your contract)	Kristian Reichelt	
Get you employee card	Thomas Schwarz	
If necessary, employ for a job ticket	Thomas Schwarz	
If necessary, enroll at the university	Link to University website	
Apply for Uni Bonn email address	Kristian Reichelt	
Get your transponder (and other keys)	Margit Reitze	
Create an IEECR domain user	Kristian Reichelt	yes
Register for RSpace, then talk to Kristian Reichelt to be added to your AG on RSpace	online here Kristian Reichelt	
Register for sciebo (only works with Uni Bonn email address)	online here	
Become part of institute email distribution lists, slack channels, calenders, talk newsletters and whatsapp groups (see here for an overview)	Kristian Reichelt (for most of it)	
Register for fire safety training	Kristian Reichelt	yes
Register for an S1 introduction	Margit Reitze	yes
Register for an occupational safety introduction	Margit Reitze	yes
Get an entry on our website if you stay here for longer than 3 months	Kristian Reichelt	

2. Animal Experiments

Introduction by the animal officer

If you work with animals, you need an introduction into the animal rooms and relevant procedures by our animal officer. She will also coordinate your access to the mouse housing rooms. Please contact her, before you start any experiments (find the contact [here](#)).

FELASA certificate

Before you start working with animals, you have to obtain the [FELASA](#) certificate that grants you the permission to officially do that. Talk to your supervisor and/or animal officer about where and when to do it.

Tierversuchsantrag

Besides the FELASA certificate, you also need to be listed in the Tierversuchsantrag, that is relevant for the project you are working on. Talk to your supervisor and the animal officer about this.

Versuchstierkundliche Stunden

If you are working with animals, you also have to collect 8h of so-called “Versuchstierkundliche Stunden” each year. This means that you have to follow talks about topics relevant to animal research. These talks are mostly offered online and a good resource to find them is the [3R-network](#) website, but there are also other options, talk to your fellow colleagues or the animal officers for more information. Each talk usually equals 1.5-2h and to prove your presence in the talk you need to follow the instructions of the organizers during the talk, so they send you a certificate afterwards.

3. Conducting experiments

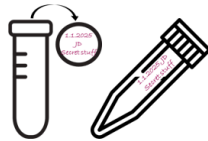
Protocols using R-Space

RSpace is an open-source platform to conduct your lab notebooks in a fully digital manner, share protocols with others and more. It is the default way to handle all your experimental documentation and the place to look for existing protocols and standard operating procedures (SOPs). More information about RSpace at the university of Bonn as well as contact persons are found online [here](#). If you have questions, you can also contact [Kristian Reichelt](#).

Label your things

This is such a small practice that has such a big effect - without exceptions! If you ever had to clean the lab and dig through relicts without any information, just taking up space, you know what we mean. Here the minimum of information to put on **any sample/ solution** etc. that belongs to you:

- date !!!
- your initials !!
- what is inside !



*Here lies an eppi, forgotten and small,
No label, no memory, no record at all.
Now future hands must test, repeat, deduce,
Wasting their time on a mystery of no use.*

4. Data Management & Clean Coding

Data storage, FAIR principles, and backups

Scientific projects often involve tons of data and it is of great importance to manage them in a sustainable way, so you and others (possibly after you left) will be able to find data and access them. How to properly do this is encapsulated by the FAIR principles - Findable, Accessible, Interoperable, Reusable.

At the most fundamental level, find a folder and file (naming) structure that is transparent and consistent. If necessary add additional information about the files and structure.

There are many resources covering the FAIR principles, for example:

→ <https://www.go-fair.org/fair-principles/>

→ <https://www.nature.com/articles/sdata201618>

Clean coding

Your project most likely will involve some kind of coding. When you start, there will be a lot of playing around and trying out stuff. It is really important that whatever you code and keep, should adhere to the most important principles of clean coding. This will allow both future you and future others to understand what a given piece of code is doing without playing code-detective and wasting hours over hours. There are many resources about what clean code means, a few are listed below. But The most essential guidelines:

- 1) Keep it simple.
- 2) Comment what your code is doing.
- 3) Refactor as much as possible.
- 4) Do avoid to hardcode parameters, file paths etc.

→ <https://gist.github.com/wojteklu/73c6914cc446146b8b533c0988cf8d29>

→ <https://blog.codacy.com/what-is-clean-code>

→ <https://pmc.ncbi.nlm.nih.gov/articles/PMC8584773/>

Github

Whenever you write code it is also a good idea to use a version tracking system like [git](#) to be able to recover previous versions of your code. Usually this is used in combination with [Github](#), which allows you to connect local and remote repositories and work together with others or on different devices on the same code.

There are ample resources to be found online that lead you through setting up both git and Github, for example:

→ <https://www.freecodecamp.org/news/introduction-to-git-and-github/>

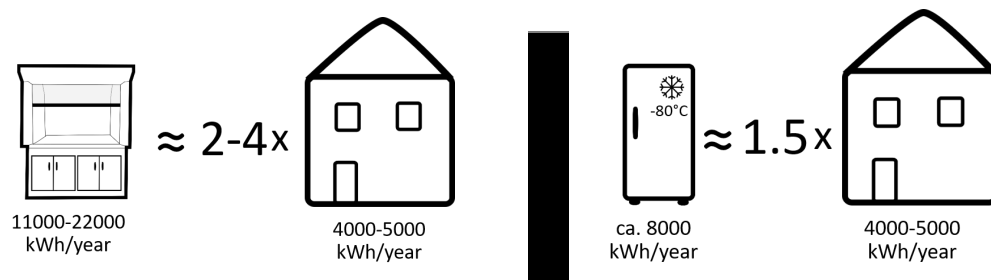
→ <https://product.hubspot.com/blog/git-and-github-tutorial-for-beginners>

If you run into troubles, just ask people in the lab for help.

5. Sustainability Issues

At our institute we consider sustainability a central value and thus we have a group of volunteers that are appointed as sustainability officers. This group regularly meets and thinks about which things can be improved in our working environment and routines. If you would like to share ideas, comments or suggestions or become active yourself, approach one of the current members of the sustainability team, you find their contact [here](#) and they will be happy to hear from you.

Did you know?



[1] http://www.etcc-ca.com/sites/default/files/reports/ceel_market_assessment_et14pge7591.pdf, „Market Assessment of Energy Efficiency Opportunities in Laboratories“, p. 93

[2] Hafer M., Quantity and electricity consumption of plug load equipment on a university campus, Energy efficiency, 2

Save energy!

- ★ Turn **lights off** when leaving a room with nobody else inside!
- ★ **Close fume hoods** always!
- ★ **Shut off** devices that are not needed! - including your monitors when you leave (especially if your pc keeps running)
- ★ Decrease your monitor brightness, and the time-to-sleep of your computer. If you are unsure how to do that, contact [Kristian Reichelt](#).

On the [IEECR homepage](#) in the section “For Employees” you find a checklist with some simple measures to save energy and act more sustainable.

Waste Recycling

At our institute we aim to work towards recycling as much trash as possible and therefore you find waste separation bins in the hallways throughout the building. Please make sure that you dispose of your waste using the appropriate bin. In order to help you decide, we have created a waste separation cheat sheet, which you can find under the “For Employees” section on the [IEECR homepage](#).

6) Core Facilities

The University of Bonn and the UKB offer many services via their core facilities. You can find a list of all core facilities under:

<https://btc.uni-bonn.de/core-facilities/>

Many members of the IEECR collaborate mostly with two core facilities: the microscopy core facility and the CADRE team.

1. Microscopy core facility

The Microscopy Core Facility provides access to several high-end microscopes at two locations on the campus. At the BMZ 2 ([building 12](#)) the instruments are specifically suited for imaging living cells while at the neurology ([building 82](#)) the microscopes are oriented towards measuring (fixed) tissue sections and large organs. There are also facilities for electron microscopy and sample preparation for EM. For more details have a look at the electron microscopy page.

Check out [their website](#) for an overview of available microscopes and a [guideline](#) of how to acquire access.

In order to book microscopes, you need to register to the BTC (Bonn Technology Campus) booking system. You can do this [here](#).

2. CADRE

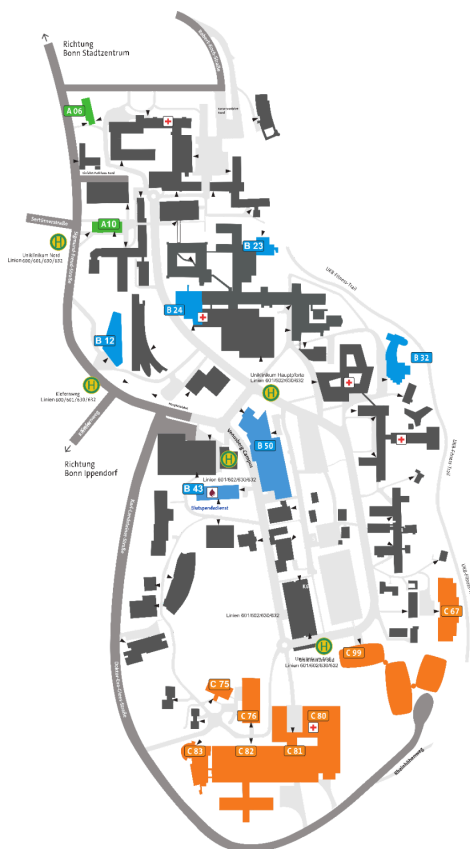
If you have to build a new setup, change something at an existing one, need to construct any parts, run into problems with electrical circuits, the CADRE (Collaborative Accelerator for Development and Research Engineering) team is what you need. They are super friendly and helpful and can teach you a lot, so that you can learn how to do these things on your own. You can book an appointment with them on the [iBehave website](#) or write them an email, the email addresses are listed on the website as well as in the [contact persons overview](#).

They are located on the upper floor of building 75, the small building next to the L&B (see [campus overview](#)). If you regularly have to enter this building, you can get access to the building and relevant rooms. You need an [employee card](#) and you have to ask the [CADRE team](#) for their permission in order to obtain access.

7) UKB Campus

1. Campus overview

Below you find an overview of the campus with the most relevant buildings colorized. The full campus overview you find [here](#). For further exploration of the campus you can also rely on [this great interactive campus map](#) where buildings, institutes, and many other things you can find on the campus are marked.



- A 06 – Betriebsärztlicher Dienst (Company Doctor)
- A 10 – Lehrgebäude (Teaching building)
- B 12 – BMZ 2
 - Microscopy Core Facility
- B 23 – UKB fit (Gym)
- B 24 – Notfallzentrum (Emergency Rooms)
- B 32 – Mensa (Cantina)
- B 43 – Blutspendedienst (Blood donation office)
- B 50 – Verwaltung (Administration)
 - Personalabteilung (GB 1) (HR department)
 - Herr Watta – Bustickets, Mitarbeiterausweis (Bus tickets, employee ID card)
- C 67 – Haus für Experimentelle Therapie (HET)
- C 75 – CADRE, Animal officer, experimental rooms
- C 76 – Life & Brain
 - Seminarraum L&B (EG, Room 612-1 / 612-2)
 - Hauptbüro IEECR (Main office IEECR) (1. OG, Room 208)
- C 80 – NPP Neurologie / Psychiatrie / Psychosomatik (NPP Neurology / Psychiatry / Psychosomatics)
 - Cafeteria NPP
- C 81 – Neurochirurgie (Neurosurgery)
- C 82 – Klinik und Poliklinik für Psychiatrie und Psychotherapie (Clinic and Polyclinic for Psychiatry and Psychotherapy)
 - Microscopy Core Facility
- C 83 – Klinik und Poliklinik für Epileptologie (Clinic and Polyclinic for Epileptology)
 - Seminarraum Epileptologie (EG, Raum 266)
- C 99 – DZNE, inkl. DZNE Cafeteria

2. UKB Administration

UKB employee card

The employee card is useful if you need access to certain buildings and rooms, the UKB gym, or for parking on the campus. In order to obtain the card, write an email to: beschaeftigtenausweis@ukbonn.de. You find further information about getting the employee card on this [UKB intranet page](#) (note that it is only accessible from computers on the campus).

The access to different buildings, rooms, the gym and more has to be granted individually and by different people. After you got their agreement, the responsible UKB administrator will unlock the access.

Note, that the employee card may need to be renewed sometimes. So if it stops working at some point, go to the responsible office (indicated at the bottom of this [UKB intranet page](#)) and ask them to renew it.

UKB email address

When employed at the UKB, you automatically get an UKB email address assigned. In order to access it, you need your UKB “AD-Kennung” (employee ID/ “Personalnummer” + password), which you should have received by post after signing your contract. If you do not have it, contact [Kristian Reichelt](#) and/or the [UKB administration](#).

UKB remuneration, sick leave and vacation issues

For any issues about remuneration, talk first to the people from the [IEECC institute's administration](#). If you need to talk to the UKB administration directly, you can find the contact persons on [this page](#) in the UKB intranet (only accessible from computers on the UKB campus) or in the [contact person overview](#).

3. Lunchtime, kitchen and coffee

During lunchtime, there are multiple options for you to enjoy your food. The first option is to bring food you made at home. There is a communally used kitchen in the first floor of the Life and Brain building, in which you can find refrigerators, a microwave, cutlery and a dishwasher. Since these items are used in a shared fashion, you are free to use them, however you are expected to also use the items with care and to help clean the kitchen regularly (i.e. taking care of the dishwasher and cleaning the surfaces of the kitchen). In the kitchen, you will find a table detailing when people have their cleaning duties.

In the kitchen of the first floor of the Life and Brain building, there are also different devices (for example a portafilter machine) to prepare coffee in times of need. You are welcome to use these devices and to contribute financially to the supply of coffee beans. However, please talk to Lena Gschossmann (email, phone) or Heinz Beck (email, phone) first, so that they can give you an introduction.

Should you want to eat freshly prepared food, the Venusberg Campus offers multiple options. Among IEECR members, the ones most frequently visited are the DZNE Kantine and the Venusberg Bistro (which is a Uni Bonn mensa). Refer to the [campus overview](#) to find out where they are located.

4. Blood donation

You have the opportunity to donate your blood on the UKB campus in building 43 (see [campus overview](#)). Note, that it is required to make an appointment beforehand, either with the UKB blood donation app or via email, phone, or [this](#)

[online form](#) you can fill in. The contact details are listed [here](#). Furthermore, you need to bring an ID card or passport (plus registration card if applicable). More information about when and where you can donate blood and about the blood donation process itself, you find on the website of the blood donation office (unfortunately in German): <https://www.ukbonn.de/iht/bereichsstruktur/blutspendedienst/>

8) Physical and mental health

1. Medical treatment

The medical office for employees and students of the UKB is located in the building 06 on the campus (see [campus overview](#)) and further information can be found on their website (unfortunately in German only): <https://www.ukbonn.de/ueber-uns/stabsstellen/betriebsaerztlicher-dienst/>

The UKB medical office covers health-related issues that emerge in the work context as well as annual influenza vaccinations.

You can find the contact details in the overview of [contact persons](#).

2. Psychosoziale Beratungsstelle

In case you find yourself in a situation in which you would like to have or need psychological counseling, there are a number of options you have. The university's "Psychosoziale Beratungsstelle" is one of the first options to explore. You can find more information and contact details on [their website](#).

Note, that the counseling is free of charge! So do not hesitate to use this service.

There are many more options to get psychological counselling as an employee and student of the UKB/ University of Bonn and [this flyer](#) gives you a really nice overview, including additional services offered by the city of Bonn and some other institutions. As with the Psychosoziale Beratungsstelle, the services from the University and UKB are free of charge. For other services this may be the case as well, but should not be taken for granted.

3. UKB fit

The Uniklinik Bonn offers all of its employees free access to a well equipped gym.

In order to use this gym, you will need an employee card ("Mitarbeiterausweis"), for which you can request access to the gym. To do so, fill out the [following form](#) (the link only works in the internal network of the UKB):

Anrede = Herr/Frau, corresponds to Mr. or Mrs.

Titel = your academic title -> Dr. if you have a PhD

Vorname = first name

Nachname = last name

Mailadresse = mail address

Telefon-Nr. = phone number

The multiple choice question asks if you ever trained in a gym before (Ja = Yes, Nein = No).

Send the filled out form to the email marked on the form and schedule an appointment to get an introduction to the gym. After completing the introduction, the UKB fit team signs the form and you can take this to the UKB administration office (find the building and room at the bottom of [this page](#)) that can unlock the access to the gym on your employee card

The access has to be renewed every 6 months, which is accomplished by writing an email to the [UKB fit team](#).

9) Uni Bonn services

1. Doctorate +

The University of Bonn offers a broad range of courses for doctoral students to acquire further academic and extracurricular skills. By attending certain courses you have the option to get a certificate at the end. All information about the courses and how to get the certificate, you find on [their website](#).

2. Hochschulsport

If you are a student or employee of the University of Bonn, you also have access to the comprehensive Hochschulsport program of the University. More information about it can be found on [their website](#).

10) Offboarding

When you leave the institute and lab at some point, it is very important that you organize everything related to your project(s) in a way that other people may easily find certain data, metadata, analyses, code, protocols etc. So here is a checklist to follow.

- ☐ Experimental protocols
 - Do you have your lab books, the experimental protocols, etc. in one place and optimally sorted in some way, so others can find all relevant information regarding your experiments?
 - If you have digital versions of protocols, data sheets etc., are they organized consistently? Are they easy to find?
- ☐ Raw data
 - Are your raw data properly backed up on the server?
 - If there existed multiple copies on different servers/your local machine, delete all but one.
But there should always be 1 version of unprocessed raw data!
 - Is the folder and file naming and structure done in a way that others know what the respective files contain?
 - If necessary, add additional information in a separate (e.g. .txt or .csv) document detailing which data is contained within each file.
- ☐ Processed data
 - Are processed data clearly marked as being a processed version of data?
 - Is the folder and file naming and structure done in a way that others know what the respective files contain?
 - If necessary, add additional information in a separate (e.g. .txt or .csv) document detailing which data is contained within each file.
- ☐ Code, analysis pipelines, analysis parameters
 - Delete all code that is not functional or relevant anymore.
 - Make your [code clean](#), comment what it is doing, and organize it in a consistent manner.
 - If possible, upload it to Github.
 - If there are multiple scripts to be run in a specific order, write a small operating procedure document where you describe how to run the analysis.
 - Store the analysis parameters that you have used not inside your code, but in a separate parameters file.
 - If the parameters are different for different data, store them in a way that it is clear which parameters correspond to which data.
- ☐ Analyzed data/ results
 - Store your analyzed data and results in a separate folder.
 - Organize them in a way that it is clear what the latest version is and which results were obtained through which analyses.

☐ Hard drives

→ Back your code, parameter files, important documents, results etc. up on a hard drive, in a well organized and documented manner.

Keep in mind that strangers may have to find specific files and information without your knowledge.

→ Label the hard drive with your name and put it in your box together with your lab books etc. Label the box.