ILDM research organizational notes and guidelines

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Here I set out some main organizational guidelines. This is divided in comments useful for everyone, for staff and for students.

- Parts of these were inspired on notes by Jan van Gemert. I highly recommend reading his notes:https://jvgemert.github.io/links.html

- Please let me know if some of these instructions are outdated.

1 For all

- Read **research-skills.pdf** !

- Join the mattermost channel

  - register at https://mattermost.ewi.tudelft.nl using your TU Delft email address.
  - then ask me to add you to our ILDM channel

- Get access to machines / cluster

  - first discuss with me if this is needed for your project
  - insy cluster ("HPC"): ask Ruud
    * https://login.hpc.tudelft.nl/
    * if you are on a project that contributed nodes, we can reserve these nodes (if really needed) leading up to a deadline. To do this: please send me an email with all the relevant information (which machine(s), which conference, how long, etc.). Then I will forward it to to get the request authorized.
  - Delft HPC ("DHPC"): offers acces to "DelftBlue"
    * can test out easily, then need to apply for more access as part of "research" partition, is realtively easy.
    * https://www.tudelft.nl/en/dhpc/system
    * https://doc.dhpc.tudelft.nl/delftblue/

- Get access to git repos

  - 'oliehoek-research' organization. Also ask me for a "yourname-writing" repo for your notes, and "yourname-code" for your code (if it does not fit in a different repo).
  - ask me if there are project-specific ones

- If you write a new paper

  - make sure that the source is on github.

- make sure that I put it on my website
- if you want to write a blog about it, I can host on my website. Let me know and I can make you an editor.

- Meetings... Let's keep them effective:
  - Create an online location that I can access and comment, where you keep notes (e.g.: notes in git or a Google doc).
  - At the beginning of the meeting, you tell me in 1-2 minutes what the agenda is. (everything you want to discuss)
  - Typical structure of rest of the meeting:
    * You present slides (or show your log) with these 3 topics: 1. Progress (previous ToDos) 2. Problems 3. Planning.
    * We discuss
    * You write down concrete new ToDos online for next time.
  - Please arrive on time and enter my office, no matter if I am in another meeting or on the phone.

2   For staff (i.e., postdocs/PhDs)

- Meetings
  - You should have signed up for a (bi-)weekly meeting in the schedule (google spreadsheet)

- Write your hours, and write them on the project that is paying you.
  - https://hours.tudelft.nl

- Make sure you have access to our groups calendar
  - "team-ILDM" ask Frans to be added with the address you use for google stuff.
  - please make notes in this calendar if you are going to be away from office for more than a few hours.

- Taking time off:
  - check with me,
  - if OK then put in a request at https://hours.tudelft.nl
  - also make a note in the group calendar.

- Make sure that you are listed online
  - both at the II group
  - as well as on my website
  - I **highly** recommend to create your own website early on, even if there is not much to go onto there yet... (you don't want to spend that time later in your PhD either...!)

- SIKS - join siks: http://www.siks.nl/
  - check their courses.

- Join relevant mailing lists:

- ai@tudelft.nl — ask Matthijs Spaan
- EWI-INSY-II@tudelft.nl — ask Anita

- Supervision:
  - make sure you (or I) provide this document to the student.

- Data storage
  - **You are responsible for storing your (our) data securely!**
  - There are several options for data storage:
    * personal drive (H: under windows) — **this is *not* for research data** (only for your private data that need not be shared)
    * staff groups (M:)
      · E.g., for teaching: /tudelft.net/staff-groups/ewi/insy/Courses
    * staff bulk (N:)
      · Not for sensitive data, all department/II can access, but can store public data sets for instance.
      · I created: /tudelft.net/staff-bulk/ewi/insy/II/ILDM
    * Project Data (U:), will be mounted on bastion / cluster at /tudelft.net/staff-umbrella/XXX
      · this is best solution for (bulk) research data.
      · I will need to request a project for this
    * /scratch
      · if you need temporary space on the HPC cluster, use /scratch
      · (I presume it is the same on DHCP)
    * git — for code/writing
      · please discuss with me *where* to host these.
      · E.g., I try to collect all repos under https://github.com/oliehoek-research, or project-specific locations.
    * surfdrive — for binaries
      · can also be used for research data that needs not being accessed from the cluster
    * see https://intranet.tudelft.nl/-/data-storage-1 and https://tudelft.topdesk.net/tas/public/ssp/content/detail/service?unid=f359caaa60264f99b0084941736786ae for more details
  - If you have questions, ask me, or contact the faculty's data steward
  - archive data here: https://researchdata.4tu.nl/en/use-4turesearchdata/archive-research-data/

- Writing
  - is hard... so you may want to do a bit of reading about writing:
    * https://www.americanscientist.org/blog/the-long-view/the-science-of-scientific-writing
    * some of my notes in this repo: ILDM-oliehoek-research/organization/instructions/writing-a-reverse-approach.txt
  - **my name is "Frans A. Oliehoek" on papers.**

- Acknowledge
  - If you are funded by a grant: you need to **make sure that you acknowledge your funding for any ouputs**. This holds for papers, as well as code, etc.

- Also keep track of and acknowledge any people with whom you had discussions that helped with your research.

- Report

  - Make sure that your results are showcased! I.e.,:
    * put them on your own website
    * **make sure I put them on my website**: email me a .bib that looks like, e.g., this one: https://www.fransoliehoek.net/publications/htmlfiles/b2hd-Castellini21AAMAS.html
    * if part of a project, they should be on that website
    * consider sending tweets / writing a short blog post.

  - Make sure that your results are put in 'pure'
    * https://pure.tudelft.nl/
    * log in at: https://pure.tudelft.nl/admin

- Expenses

  - (This applies if I am the budget holder for your expenses. If you are not sure, ask me)
  - If you want to go to a conference: please discuss with me, and **send me a planned budget**.
  - **Keep costs as low as you can**. E.g., apply for travel grants / volunteering work. If you are not lucky enough to be on a well-funded project, this is even more important.
  - Make sure you sent me your expenses
    * After you filled in your reimbursement request (via digiforms), and it is approved you will get a PDF in your email with subject "Kostendeclaratie ingediend/Expenses claim submitted" (for expense claim) or "Einddeclaratie buitenlandse dienstreis ingediend/Final statement for business trips abroad submitted" (for travel).
    * **I like to receive these**, such that I can update my own spreadsheet on how much we spent.

3   For Students (BSc / MSc)

- You are responsible for your project.

- You are responsible for the administrative paper work (IEP, TEP, etc.)

  - These rules change all the time and differ over departments, so it is difficult for me to know what the current process is.

- Supervision:

  - Typically, your daily supervisor will be a PhD student or postdoc from my group. Please use their advice effectively: they have both more time and more knowledge about all kinds of details then I do myself.
  - You are responsible for planning a meeting with your daily superviser

- meetings with me:

  - If you think it is beneficial to include me in a meeting, please email me (put your daily supervisor on cc), and I will try and find a 30 minute slot to discuss.

4 For Me

As a summary. These are some things that I need to do for new team members. Please help me in checking that all of these are indeed done:

- add to website

- be on the announcement list for friday meetings

- add to git

- add to ILDM calendar

- add to my ILDM mailing group

- add to mattermost group