

General information for new labs/research faculty at UF HSC (not college-specific)
provided by UF COM Faculty Council (as of 8/29/16)

Listing of all UF Centers and Institutes: <http://research.ufl.edu/or/about/centers-and-institutes.html>

Ordering carbon dioxide tanks for tissue culture: need to get a FL state exemption:
<http://www.myfloridalicense.com/dbpr/ddc/exemptions.html> (may have to download the form, fill it in, scan and email to Dinah Greene in Division of Drugs, Devices and Cosmetics (Dinah.Greene@myfloridalicense.com)). You will be emailed an approval letter (usually within a week), which needs to be faxed to AirGas (352-338-2814) before you will be allowed to order CO2.

Biosafety cabinet (tissue culture hood): must be certified annually. Call Scott Campbell at Precision Air Technology at 352-332-4653. Costs approx. \$100. UF does not allow use of flames in biosafety cabinets.

CORES

- McKnight cell and tissue analysis core (CTAC) <http://ctac.mbi.ufl.edu>
- Molecular pathology core <http://molecular.pathology.ufl.edu>
- electron microscopy core: <http://emcore.medicine.ufl.edu>
- ICBR cores (Sanger sequencing, next-gen sequencing, protein analysis, gene expression, electron microscopy, antibody production, cytometry, supplies for these, bioinformatics, etc):
<http://www.biotech.ufl.edu/cores/> Will need to set up an account in the iLab system.
- Pharmacogenomics genotyping core: <http://www.ctsi.ufl.edu/research/laboratory-services/genotyping-core/>
- MRI/spectroscopy core (AMRIS): <http://amris.mbi.ufl.edu>
- CTSI Cores (Biorepository, iPSC (stem cell), biobehavioral, genotyping (above), imaging, etc.)
<https://www.ctsi.ufl.edu/research/laboratory-services/>

Online journals: <http://library.health.ufl.edu> Under the Find menu, e-journals listing is on the right. (and e-books and database choices under the Find menu as well)

University Police (non-emergency): 392-1111. Emergency Blue-light poles around campus have phones for emergency use (no need to dial, just hit the button). Can register bikes in person (Newell Drive and Museum Road).

Online training: many types: security (computer), fiscal, HIPAA, safety, biohazard, search committees, sexual harassment, human subjects (IRB), IACUC, etc. Most are available and listed under MyTraining <http://mytraining.hr.ufl.edu>. Some have to be repeated every year or two (your dept. administrators should notify, or you'll get an email reminder)

NIH Human subjects research training: NIH training for anyone involved in human subjects research who receives federal research funds (<https://phrp.nihtraining.com/users/login.php>).

Environmental Health and Safety (EHS) needs for new lab: all the information is at <http://www.ehs.ufl.edu/programs/lab/researcher/> (lab safety, biolog safety including bloodborne pathogen program and getting approval for recombinant projects, chemical/radioactive inventory and waste, fume

hood maintenance/annual profile, radiation training and license, occupational medicine, etc). Helps to have a lab manager to keep track of all the monthly/yearly updates, checklists, inventories. A few of the most practical rules:

- Each lab has a yearly Safety Inspection. (you will be contacted by EHS by email).
- Keep track of the BSL number for each room/lab, as the rules are different.
- Keep a notebook with all of your chemical MSDSs, or a file on the lab computer with MSDS pdfs.
- No open-toed shoes allowed, and no liquids on top shelves.
- Make sure your fume hoods have been checked within past year (phys plant should come in automatically and take care of it every year, dating the certificate).
- In the hallway, not allowed to have gloves on both hands (except for carrying hot or cold things with thermal gloves).
- Make sure there is a first-aid kit in each room that meets EHS standards, and make sure that the antibiotic creams/burn creams are not expired.
- For Bloodborn pathogen-eligible rooms, must have an up to date (annual) BBP Exposure Control Plan posted, as well as updated BBP Standard Operating Procedures.
- Must have biological spill kits and chemical spill kits in every room.
- To be approved to ship biohazardous items, have to do UF shipping training every 2 years (<http://www.ehs.ufl.edu/programs/bio/shipping/>)
- Fabric lab stools are not allowed - must be nonporous like vinyl.
- Can't have used disposable gloves on the benches (don't want them to be re-used).
- Lab coats are sent out to a specific laundry - check with your department for details.
- EHS will provide a bucket for gels containing ethidium bromide, and other containers for waste. Or you can rinse out empty chemical jars and use those. Put a hazardous waste label on every waste container listing the chemicals and % of each in the container.
- If you have any biological protocols approved for the lab, EHS will also conduct a biosafety inspection once a year.
- If your lab is Biosafety Level (BSL2) or higher, no food/drink is allowed in the room, and lab coats have to be worn at all times, and lab doors must be shut at all times (more protections for higher levels). Also, biological red-bag waste containers must have a cover.
- In-house vacuum lines - must have a hepa filter in the hose between the liquid and the house vacuum valve.

Autoclaves: to find the locations and instructions for nearby autoclaves and information about how to get registered to obtain passwords (for those that require it), contact Idania Alvarez, EHS specialist, at ialvarez@ehs.ufl.edu. EHS works with College of Medicine Research Administration Compliance office (RAC) for autoclave passwords. RAC "partners with the university's Division of Sponsored Research to provide clinical research administrative services, clinical trial contractual services, training, and compliance oversight and support for UF Health Science Center colleges" (rac.med.ufl.edu).

Animal Use: must get approval for facilities use through UF Animal Care Services (acs.ufl.edu), and have protocols approved through IACUC online system (<https://iacuc.ufl.edu>). ACS: will need to register at myACS account for billing and keeping track of training etc; a fair amount of online and in-person training, plus medical approval, is required for each person working with animals. You'll need to register for myIACUC to submit and revise protocols.

UF Research Compliance office: <http://research.ufl.edu/faculty-and-staff/research-compliance.html>

UF recycling: <https://www.ppd.ufl.edu/departments/refuse.shtml> tells you what items can be recycled where. Also there are various types of waste receptacles in and around UF buildings. You can recycle many

things such as cold packs, bubble wrap, non-alkaline batteries. UF Surplus manages all electronics recycling (352-392-8400).

Empty boxes and styrofoam containers: place in the hallway outside the lab (it is helpful to break down cardboard boxes, but not necessary).

Recycling empty pipet tip boxes: for details about drop sites and requirements, contact Marie Steinwachs 294-2225.

Handling Solid Trash in the lab: there is online training required for all lab members - follow the guidelines. Basic info (full details at <http://www.ehs.ufl.edu/programs/bio/waste/> and in the online Biomedical Waste training, that all lab personnel should do).

- regular trash (nothing that looks like it came from a lab, or has any lab chemicals on it, or is potentially sharp): trash can has a clear liner). Ok for items like wrappers and paper towels used to dry your hands after washing. Custodians typically empty once a day and put in new liners when needed. (note: faculty office trash cans are not necessarily emptied every day). Custodians will also empty the recycle box in each lab/office about once a week (office waste paper that does not contain protected data).
- Non-hazardous lab trash - plastic disposables such as pipets, tips, empty tubes, etc. No recombinant DNA or biomedical waste, as this will not be autoclaved. Waste goes into red-bag lined biohazard cardboard box that the custodians provide (when more are needed, put note in hall asking them to leave several).
- Biological waste: recombinant and/or Biomedical waste - put each expt's waste into a small red bag, seal with tape, and put into a cardboard biohazard box containing two red bag liners. Will need to autoclave before putting out for pickup. Biohazard waste boxes or containers containing biological waste must be covered (lid).
- Sharps boxes - needles (do not recap) including the attached syringes, razor blades, broken glass, pasteur pipets, disposable scalpels, etc. When 3/4 full (no higher), shut and autoclave and dispose in lab red bag trash box. IF you add anything with a wrapper, then you have to autoclave the box within 30 days. Otherwise, no time limit.

Volunteers for research: ask your department HR administrator how to sign up volunteers, such as undergrad students who want to help with a project in your lab (age 18 or older). For legal reasons, can't allow anyone to volunteer in your lab until official approval. They will need to do online training. Signing up younger volunteers (minors) is more complicated.

Can sign up to be a mentor for undergrads in the lab at Center for Undergraduate Research (<http://cur.aa.ufl.edu>). There are also competitive scholarship programs for undergrad volunteers:

1. University Scholars Program (scholars.ufl.edu).
2. for under-represented minorities interested in graduate school/PhD: McNair Program (mcnair.aa.ufl.edu).
3. Bioscience Scholars program (combined BS/MS for low-income students)(bios.biology.ufl.edu).

Medical Students do research during first summer (MSRP program); can sign up to be a mentor: <http://discovery.education.med.ufl.edu/msrp/>

Grant finances:

1. Your portfolio of grants: <https://myinvestigator.erp.ufl.edu/> has overview of finances, you can export to Excel format.
2. Get detailed monthly updates of expenditures (salary and other) from your departmental administrators so that you can keep track. Ultimately you are responsible for correct accounting and use of funds, so keep on top of things and ask for explanations/details for anything that is not clear.

Computers - check with departmental or college IT persons (you'll get some online training too). All computers and devices should be protected by encryption. If have a lab computer that multiple people use, each person needs their own password-protected access, and don't let anyone download any programs or files without your permission. Lab members can use their own laptops if approved through UF, but be sure that everyone keeps their lab data on a server or backed up somehow. Some labs have ethernet connections, but wifi is available too.

Computing help desk for UF: helpdesk.ufl.edu can answer many questions.

Buying computers at education discount: <http://www.bkstr.com/floridastore/shop/technology>

Email: check with your department about any limit on how much space your email can occupy in the in/out boxes, time after which emails (trash or otherwise) will be deleted, or departmental backups for email or your office/lab computers. Although you should have a disclaimer at the bottom of every email such as "**PRIVATE AND CONFIDENTIAL:** This communication may contain information that is legally exempt from disclosure. If you are not the intended recipient, please note that any dissemination, distribution or copying of this communication is strictly prohibited. Anyone who receives this message in error should notify the sender immediately by telephone, or by return email and delete the message from their computer." emails are actually not considered confidential (Florida Sunshine Law - public can request). HSC info: <http://webservices.ufhealth.org/help-support/policies/> General UF info: <http://www.it.ufl.edu/policies/>.

UF software licenses: Can get Microsoft (and other) software at reduced fee, including for home, with time and number limitations: more details at <https://www.software.ufl.edu>. Also, older software is available to upload for free at UF Purchasing (e.g. Microsoft products at <http://www.purchasing.ufl.edu/contracts/microsoft.asp#SoftwareMatrix> such as Office 2013 Pro Plus, and 2011 for Mac).

Research Cooperative list - sign up to receive and send requests for sharing/borrowing reagents and equipment (especially helpful if you just need a little bit of something, or had a supply run out but can't wait for an order to arrive): <http://researchaffairs.med.ufl.edu/researcher-resources/uf-resources/uf-research-cooperative-l-mailing-list/>

Travel for business: follow department and College guidelines. May require Travel Authorization Request to be completed ahead of time, especially if getting reimbursed from a grant or paying ahead from a grant. Check with your department's leave policies for category on PeopleSoft leave entry. If you are getting an honorarium or other compensation (other than study section) file an Outside Activity form ahead of time (<http://generalcounsel.ufl.edu/media/ufledu/content-assets/generalcounselufledu/documents/AppendixB2.pdf>)

Purchasing: requires training/registration for anyone who will be placing orders. Some other information is at <http://www.purchasing.ufl.edu/contracts/> to see some vendors available and who at UF to contact for more information. Your department may have their own policy for use of P-cards. Ask vendors for quotes to try to find the best prices, especially if starting up a new lab.

Lab equipment: any tangible asset expected to last more than a year, costing \$5000 or more, has to be ordered through a purchase order after obtaining at least 2 quotes (using funds approved for such an expenditure), and ultimately gets a UF bar-coded sticker. Every year inventory is taken to keep track of the rooms in which every piece of equipment resides. For help with quotes/bids, contact Procurement Services 392-1331.

Some new equipment requires EHS approval before use (e.g. refrigerators/freezers), and some after use before disposal (e.g. incubators) to ensure decontaminated. No flammables can be stored in fridge/freezers unless they are explosion-proof. No food/drink in lab fridges/freezers.

To get rid of a bar-coded item: your dept. should have an administrator in charge of this, who puts in a request for "survey out" to send it to surplus (and/or will ask others in department if they want it). It might take a few weeks for UF to come pick it up for surplus.

Local freezer/cabinet programs: check with your dept. and the program about how to do the purchasing.

- Fisher stockroom on the HSC dock (ground floor Dental building, also Cancer Genetics Res. Complex). Supplies, dry ice, chemicals, reagents, cell culture media.
http://www.purchasing.ufl.edu/contracts/fisher_uf_stockroom_fastcat_opt.pdf
- Center for Epigenetics: Med Sci M-345, carries Biorad, Sigma, Lifetechnologies, Roche, Agilent, Perkin Elmer, Fermentas. <http://epigenetics.biochem.med.ufl.edu/supply-center/> 392-3054.
- Qiagen freezer 6th floor dental (L. Morel lab, D6-6) <http://morellab.pathology.ufl.edu/qiacabinet/>
- New England Biolabs - 2nd floor Basic Science Building, Anatomy, Debra Akin. dakin@ufl.edu.

Property Swap List - to be on an email list where departments advertise items they no longer want, usually furniture but sometimes lab equipment, available to transfer to other departments. Join at:
<https://lists.ufl.edu/cgi-bin/wa?SUBED1=UF-PROPERTY-SWAP-L&A=1>

Clinical and Translational Science Institute: <https://www.ctsi.ufl.edu> opportunities and resources for faculty and students.

campus map: <http://campusmap.ufl.edu/#/index/0002&zoom=18> Virtual tour: <http://virtualtour.ufl.edu>

UF bike rental program (when they are available): <http://bikes.ufl.edu/gator-gears/>

High capacity research computing resources: <https://www.rc.ufl.edu> storage, software available.

Poster printing on campus (not allowed to put the UF Gator head on posters, use the "UF" logo instead). Check limitations of each place (some can only do 36" max in one dimension):

- Application Support Center: the Hub, <http://helpdesk.ufl.edu/application-support-center/department-paid-printing/poster-print-information/>
- Academic Technology facilities: <https://labs.at.ufl.edu/computer-labs/computer-science-and-engineering-cse/>
- IFAS Communications <http://ics.ifas.ufl.edu/graphics.php>
Also can get posters printed off campus, by commercial print shops in town.

Campus Cab: UF taxi service (free, call for reservation to/from anywhere on campus). Best to call a day ahead but occasionally are available with little notice: 392-7433

Gator Lift: service for those with mobility-related disabilities/injuries needing transportation at UF. Need reservations. 352-494-2305 <http://parking.ufl.edu/transit-commuting/gator-lift-2/>

Some basic NIH info/links: <http://researchaffairs.med.ufl.edu/researcher-resources/nih-resources/>

UF Grants Admin - Division of sponsored programs: <http://research.ufl.edu/faculty-and-staff/offices-and-services/division-of-sponsored-programs.html> Info about submitting and administering grants, contracts, fellowships etc.

Federal and state info/agreements about/with UF: <http://research.ufl.edu/faculty-and-staff/proposal-development-submission/proposal-preparation-information/frequently-used-facts.html>

Budgeting info: <http://research.ufl.edu/research/handbook/budgets.html#RTFToC4> has all kinds of facts about fringe benefits, tuition, and other info needed to create grant/contract/subcontract budget. Also your College's Research Office should have such info.

Helpful information about all aspects of managing your grants:
<http://research.ufl.edu/research/handbook/administration.html>

Help with Training Grant applications: UF Health Office of Biomedical Research Career Development (contact: Audrey Dickinson, 294-8336, room CG-72G)

UF policy for course syllabus: <http://www.aa.ufl.edu/syllabus-policy> details what must be included.

Get on mailing list for: UF Funding Opportunities - Weekly Digest (a weekly email that has info about all kinds of national and nonprofit grant opportunities: send email to programdevelopment@research.ufl.edu and ask to be put on the email list-serve.

There is also a searchable database: http://research.ufl.edu/research-program-development/research_program_development_docs/OppManUserGuide.pdf AND <http://my.research.ufl.edu/ProgramDevelopment/FundingOpportunities/OpportunitiesManager.aspx?userID=1> (where you log in with Gatorlink info).

Get on e-mailing list for UF faculty newsletter [Faculty Update Newsletter], by sending a message to Cheryl Gater cgater@AA.UFL.EDU. Check for newsletter and other email lists for your College/department.

UF policies/OPs for business travel: <http://www.fa.ufl.edu/departments/university-disbursement-services/travel/> (includes information for personal car rental).

Intellectual Property and Technology Licensing: <http://research.ufl.edu/otl/> Pull down menus have information about disclosing inventions (patents, licensing, MTAs, etc.).

reporting workers comp injury: <http://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/new/>

VIVO <https://vivo.ufl.edu> biographies of faculty and staff (and you can enter/update yours)

scheduling conferences to be held at UF/Gainesville: help available at <http://conferences.dce.ufl.edu>

Media Relations: UF level (<http://www.urel.ufl.edu/media-relations/>), HSC level (<https://ufhealth.org/news/contact>)

International Center - <http://www.ufic.ufl.edu>

Physical Plant: facilities management, to contact/request service for air conditioning, plumbing, electrical, housekeeping, lightbulbs, and any landscaping issues that you see: call Work Management 392-1121.

Bicycle laws: <http://www.police.ufl.edu/community-services/bicycle-laws/> rules and suggestions.

Graduate programs: <https://ufhealth.org/health-science-center/education>. To become eligible to be a grad student mentor in any UF program, you must obtain graduate faculty status (<http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/>)

1. largest PhD program at UF HSC is: College of Medicine-based biomedical interdisciplinary PhD graduate program: idp.med.ufl.edu (apply for grad faculty status through primary or joint appointment in a College of Medicine basic science department or the Oral Biology Dept. in College of Dentistry).
COM also has joint graduate programs in Biostatistics, Epidemiology, Toxicology, Medical Physics.
2. Pharmacy has MS and PhD programs (<http://pharmacy.ufl.edu/education/>)
3. Nursing has MS and PhD programs (<http://admissions.nursing.ufl.edu/degrees/>)
4. Public Health and Health Professions MS and PhD programs: <http://phhp.ufl.edu/academics/>
5. Veterinary Medicine has MS and PhD programs:
<http://research.vetmed.ufl.edu/training/training-programs/>
6. UF Genetics Institute has a trans-college Ph.D. program in Genetics and Genomics.

UF Faculty Handbook: <http://handbook.aa.ufl.edu>

College of Medicine Faculty: onboarding information such as transferring a grant to UF: <http://facultyaffairs.med.ufl.edu/new-faculty/new-to-uf/faculty-onboarding/>. Other HSC colleges may have similar documents; if not ask the appropriate administrative office for guidance.

Annual evaluations with your Chair: discuss how well you met the previous year's goals, and what the goals will be for this year. Ask that your letter contain a statement of whether you are or are not on track toward promotion/tenure, and for details about assigned responsibilities for the coming year. Ask whether your department has its own Compensation plan, as that is what your Chair will use for evaluation (if not, your college's compensation plan will be the default). You should feel free to ask your Chair for clarifications. If you disagree with something in your annual letter, you can submit a reply that will be attached to the letter, to be included in promotion/tenure packets.

Some sources of help outside of your department: Your college's Office of faculty affairs and professional development (or other Assoc. Dean offices that would be relevant), UF or your college's Human Resources office, UF employee assistance program (<http://eap.ufl.edu>), UF Office of the Faculty Ombuds (<http://faculty.ombuds.ufl.edu>), office of the Provost (Academic Affairs, <http://www.aa.ufl.edu>). Some offices/services are completely confidential, others may not be able to guarantee that (ask).

Facts about UF: many are available at <http://ir.aa.ufl.edu/uffacts>

Glossary of abbreviations and terms used at UF: <http://www.ir.ufl.edu/factbook/glossary.htm>