



University of California
San Francisco

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Setting Up A Research Lab

Faculty Development Day 2012

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AVC - Research

What do you need to think about?

- **Space**
- **Equipment**
- **Supplies**
- **Staffing**
- **Shared Facilities**
- **IT Support**
- **Regulatory Applications**
- **Regulatory Training**
- **Other Resources**

Space

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Changes to space assignment	Dept. Chair	Offer letter should spell out what space is assigned and under what conditions	None	None

Equipment

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Purchase/lease	Purchasing	Check with your department for rules and business practices	Bear Buy	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword

Supplies

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Purchase	Purchasing	Check with your department for rules and business practices	Bear Buy	via MyAccess, https://dp.ucsf.edu/idp/Authentication/UserPassword

Staffing

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Creating job descriptions	Dept Mgr/HR Cluster	Ceek with your department for rules and business practices, HR website for templates	HR website has information regarding SRA levels as well as forms to create a job description	http://ucsfhr.ucsf.edu/index.php/staffing/cat/site/Job%20Description%20Forms/ , http://ucsfhr.ucsf.edu/files/SRAMatrix_v1.pdf
Staff Recruitment	HR Generalist	Check with your faculty colleagues and Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Postdoc Recruitment	Academic Personnel Analyst		HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Graduate Student Recruitment	Graduate Program Coordinators	Graduate Programs		
Performance management	Labor relations	Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Terminating	HR Generalist	Department Manager	HR Service Request System	http://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/
Supervision/Management		HR website, faculty campus life		http://ucsfhr.ucsf.edu/index.php/training/article/supervisor-training/

Shared Facilities

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Animal housing and care	Jim Wilkerson, Director, LARC	LARC website		http://or.ucsf.edu/larc/home.html
Assays, biobanking, etc.	Julie Auger, Director, RRP	Core website	Core administrative system	http://cores.ucsf.edu/
Data storage and analysis	Director, Datacenters - under recruitment	Datacenter		http://it.ucsf.edu/services/category/systems
Big data' storage and analysis	Director, QB3	QB3		http://www.qb3.org/research/core-facilities
Clinical data storage	Director, IDR/My Research	My Research website; trainings	My Research	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Access to clinical databases	Director, IDR/My Research	My Research/IDR website; trainings	IDR/My Research	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Access to analysis tools	Director, IDR/My Research	My Research	My Research	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword

IT Support

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Desktop/Laptop	ITS Helpdesk, Desktop Support or Departmental IT support	check with your department manager on how support is handled		https://ucsf.servicenow.com/ess/home.do
Laboratory IT support	Dept Mgr or departmental IT support	check with your department how support is handled		

Regulatory Applications

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
IACUC application	IACUC staff, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
CHR application	CHR staff, IRIS training module, HUB		IRIS	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Radiation, chemical, biohazard applications	Safety Committee Coordinator, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword

Regulatory Trainings

Activity	Who can help make it happen	Resources	Systems you need to interact with	Systems url
Animal Use	IACUC staff, RIO help		RIO	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Human Subjects	CHR staff, IRIS training module, HUB		IRIS	via MyAccess, https://dp.ucsf.edu/idp/Authn/UserPassword
Radiation, chemical, biohazard applications	Safety Committee Coordinator, RIO help		UC Learning Center	https://learningcenter.ucsfmedicalcenter.org/default.aspx

Other Resources

Resources	url
CTSI	http://ctsi.ucsf.edu/
Academic Personnel/HR	http://academicaffairs.ucsf.edu/
Academic Senate	http://senate.ucsf.edu/
Office of Research	http://officeofresearch.ucsf.edu/
Office of Research	http://www.research.ucsf.edu/QG/orQgToc.asp
HHMI handbook link	http://www.hhmi.org/resources/labmanagement/



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