Faculty Handbook

A guide to frequently needed resources for faculty in the College of Biological Science

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RESEARCH

Applying for Research Grants

Research Alerts
Research Alerts is an email subscription service for updates and announcements from the Office of Research. Subscribers receive emails about funding opportunities, workshops and events, policy changes and more. Click here to subscribe.

Indirect Costs of Research
Indirect Costs (IDC) or "overhead" must be included in all grants, unless the sponsor has a written policy indicating it is an ineligible expense. IDC rates are typically 25% of direct costs for grants and 40% for contracts. For more information on IDC rates and policies, please visit ORS' indirect costs webpage. Faculty do not need to include indirect costs on Tri-Agency grants.

OR-5
An OR-5 is an internal approval form that must accompany all research proposals submitted to the Office of Research. It must be signed by the Principal Investigator, the Departmental Chair, and the ADR. You can download the OR-5 form here (you must download and open in Adobe to save changes). Please send forms to cbsadr@uoguelph.ca for ADR signature.

Internal Deadlines and Minimum Processing Times Policy
The Office of Research sets its own internal deadlines for all funding programs and includes them in the Research Alert for each opportunity. Internal deadlines are typically a week or two before external (sponsor) deadlines, but strategic programs (e.g., CFI) may require a longer review time. Faculty are asked to submit all required documents (including an OR-5) to research.services@uoguelph.ca by the internal deadline to enable administrative review, securement of institutional signatures where required, confirmation of other institutions/partners' involvement, and other requirements. Learn more about the minimum processing times policy here.

College and/or Peer Review Before Submission
CBS faculty who wish to have any grant proposals reviewed before submission are welcome to reach out to Sarah Bates (sbates@uoguelph.ca or cbsadr@uoguelph.ca) at any time. Sarah can provide editorial review, help ensure fit with evaluation criteria requirements, and coordinate peer review with Graham Holloway, ADR, and other faculty members when needed.

Office of Research Resources

The Office of Research offers a [Faculty Information Exchange Series](#) to support faculty in strategically building, executing, and managing their research. Other offerings include the [Brown Bag Lunch on Research Ethics](#) and the [Industry Partnership Week](#) (series of virtual sessions). Learn more about the Office of Research's ongoing [workshops series and training](#).

Tri-Agency Grant Deadlines

Internal and external deadlines for the most common Tri-Agency funding programs accessed by CBS faculty are indicated below, but please subscribe to Research Alerts to receive information on more opportunities.

Program	Registration deadline (mandatory)	Internal	External
NSERC Discovery	August 1	October 23	November 1
NSERC Research Tools and Instruments	N/A	October 18	October 25
CIHR Project - Fall	August (specific date varies)	1 week < external (~early September)	September (specific date varies)
CIHR Project - Spring	February (specific date varies)	1 week < external (~early March)	March (specific date varies)
SSHRC Insight	N/A	1 week < external (~late September)	First week of October

Research Certifications

Animal Utilization Protocols

The use of any animals for research or teaching <u>must</u> be covered by a current and approved Animal Utilization Protocol (AUP) at all times. The responsible faculty member must complete and submit the AUP application. For detailed steps on how to apply for an AUP, please click [here](#) or email Animal Care Services at acc@uoguelph.ca.

Biohazard Permit

Applying for a Biohazard Permit is a 3-step process that requires training and the completion of different forms. New biohazard permits can take 4-6 weeks (or longer) to process and approve, and while only valid for 2-years can be renewed once for an additional 2-years by submitting a change request form. Read more about [how to apply for a Biohazard Permit](#). Please note that four training modules must be completed before obtaining a biohazard permit: Lab safety, Biosafety for Principal

Investigator, WHMIS, and Supervisor Health and Safety Awareness (sign up here to complete training online). Additional training may also be required.

Research Ethics Board

The Research Ethics Board (REB) reviews and approves all research protocols involving humans, their tissue, and/or data about them. REB permits can take 4-6 weeks (or longer) to process and should be started as early in the research process as possible. Faculty can find more information online about application process, FAQs, and forms for download. For questions about REB permits, please email reb@uoguelph.ca.

Research Ethics Training

Training in research ethics is strongly encouraged for faculty and staff who work with human participants. All students undertaking research involving humans are now required to undergo training. Please see more information about the CITI Program and the Tri-Agency's TCPS2 CORE training program here. Ethics training certificates can be required when applying for an REB or different funding agencies.

Environmental Health and Safety

Environmental Health and Safety (EHS) is the unit on campus that oversees matters related to occupational health and safety as well as environmental protection. EHS provides technical expertise in the areas of: Agricultural & Veterinary Safety, Biosafety, Laboratory Safety, HECHMET & Hazardous Waste, Radiation Safety, and Occupational Hygiene & Safety. See the following sites for addition information that may be of use: Incident Reporting, EHS Programs, Policies, Guidelines and Forms, and EHS Training.

Research Facilities

Advanced Analysis Centre

The Advanced Analysis Centre (AAC) is a core facility that provides researchers at UofG access to state-of-the-art analysis. The AAC comprises the Molecular and Cellular Imaging Facility, Genomics Facility, Mass Spectrometry Facility, NMR Centre, and Phytotron. Please visit the AAC website for more information or email aac@uoguelph.ca.

Animal Facilities

The Central Animal Facility (CAF) provides a centre for the maintenance, by skilled and experienced personnel, of quality animals in a controlled environment as a service to

departments across the University. For more information about facilities and services, please visit the [CAF webpage](#) or email [caf@uoguelph.ca.](#) HHNS also has an Animal Facility; for information on this facility email Diana Philbrick ([dphilbri@uoguelph.ca](#)).

Hagen Aqualab

The Hagen Aqualab is a technologically advanced research facility that supports research with aquatic organisms. For information about labs and rooms, research, fees, and suppliers, please visit the [Hagen Aqualab webpage](#) (see menu on right).

Off-Campus Research Stations
- [Alma Aquaculture Research Station (AARS)](#): State-of-the-art aquaculture research and development located in Elmira, Ontario.
- [Algonquin Wildlife Research Station](#): Situated in Algonquin Provincial Park, the Station provides accommodations and workspace for field research, workshops, and field courses.
- [Huntsman Marine Science Centre](#): Located in St. Andrews, NB, this centre is a not-for-profit enterprise that supports world-class marine research.

Lab Safety and Training

CBS Safety Handbook

The [CBS Safety Handbook](#) provides an overview of safety in CBS. It is a general guide that should be complemented by appropriate safety training. All research labs and teaching labs throughout the College have a CBS Safety Binder which includes the Safety Handbook.

Safety Training

All personnel in the College are required to take, at minimum, WHMIS, Worker Health and Safety, Biosafety, and Laboratory Safety training ([sing up here](#)) to engage in lab work and/or research in CBS. Departments have their own safety training requirements. Please consult the following links for more information: [MCB](#), [IB](#), [HHNS](#).

Environmental Health and Safety

As mentioned above, Environmental Health and Safety (EHS) provides guidance on occupational health and safety matters as well as environmental protection. Please check the [EHS website](#) for more information.

Important: Faculty and students seeking access to the HHNS or Central Animal Facility must undertake a mandatory orientation session. See the Office of Research website for a full list or orientation and other animal use workshops. Aqualab users should contact Matt Cornish, Aqualab Coordinator (mcornish@uoguelph.ca) to arrange training and orientation.

Publishing

Discounted Journal Publication Fees
Researchers at UofG are eligible for publishing discounts for Elsevier, Taylor & Francis, PLOS Biology, and MDPI, among other publishers. To access the current full list of publishers with discounted rates, please visit this UofG McLaughlin Library page.

Open Access
A growing number of sponsors, including the Tri-Agencies, are implementing open access policies for research they have funded. The UofG McLaughlin Library is committed to promoting open access. Faculty can make an appointment with the Library to discuss author rights, compliance with Tri-Agency open access requirements, and institutional repositories for data and publications, among other topics. Instructions for depositing published articles in the Atrium (UofG public repository) can be found here.

GRADUATE STUDIES, TEACHING, AND MENTORING

Graduate Admissions

Recruitment
Graduate opportunities can be posted on social media accounts (home department, faculty's personal accounts), department websites (contact your departmental admin) and shared through other personal and professional networks.

Admissions
In CBS, all graduate applications are administered centrally by Karen White in the ADR office. Faculty should direct prospective students to the Application Process website for detailed instructions. For questions about the CBS admission process, please

contact Karen at cbsgrad@uoguelph.ca.

Graduate Training and Policies

Graduate Calendar

The Graduate Calendar outlines all policies and procedures, as well as semester deadlines and courses offerings for graduate programs.

Office of Graduate and Postdoctoral Studies

The Office of Graduate and Postdoctoral Studies (OGPS) contains important information related to graduate studies:

- Graduate fees
- Forms and documents (e.g., progress report, course waivers, visiting students, thesis defences and QEs)
- Graduate Council and Committees
- For funding and hiring, see sections below

Departmental Resources

Departments have collated a variety of resources for faculty and graduate students. For example, please see the MCB Graduate Handbook, the HHNS Graduate Student Handbook, and the IB Graduate Student News.

Professional Development

UofG offers several opportunities for professional development. The ADR office maintains an up-to-date list of the most relevant opportunities available across campus, and provides information on CBS initiatives such as the CBS Grad Chats Series, Careers in Biology, the Graduate Student Symposium, and SCRIBE. Faculty and graduate students should refer to the ADR webpage for information on professional skills development.

UofG Services for Graduate Students

Faculty can refer graduate students to the list of services curated on the ADR website. Services are varied: from writing support to accessibility for QEs and thesis defense, safe spaces to discuss identity, technical support, volunteer connections, off-campus living assistance, and research mobilization and patentability training, among others.

<u>Supervising and Mentoring</u>
Faculty are strongly encouraged to utilize available resources to develop their mentoring and supervisory skills. The Graduate Advising Resources site is available on CourseLink for all faculty (email gradpath@uoguelph.ca for more information). A separate CourseLink course titled "Onboarding for supervisors of student-staff" (available as a self-registration offering) includes content on being a good mentor, managing conflict, and conversing about career opportunities. Faculty can also set clear expectations with students to support student success (see Karl Cottenie's webpage for an example). MCB has developed an Expectations: Graduate Student-Faculty document that advisors are encouraged to discuss with their students at the start of their programs.

In addition, other institutions' graduate supervision handbooks contain valuable principles and guidelines faculty may wish to adopt as part of their supervisory style (e.g., Western University, University of Toronto, University of Waterloo).

Funding Graduate Students

<u>CBS Minimum Stipend Policy</u>
The College's Minimum Stipend Policy, for both MSc and PhD students is available on the ADR website. These documents are updated regularly and also shared by email with faculty once a year. Faculty also receive information about Grad Growth Funds by email but can contact Sarah Bates (sbates@uoguelph.ca or cbsadr@uoguelph.ca) with questions at any time. Departmental Administrative Officers calculate and confirm stipend amounts with faculty, semesterly for IB and MCB and annually for HHNS. Please reach out to your admin with any questions.

<u>CBS Scholarship Handbook</u>
The CBS Scholarship Handbook provides information about major and minor scholarships available to CBS thesis students. The handbook covers scholarships based on academic merit and financial need, as well as bursaries (based on financial need only).

<u>Graduate Awards Database</u>
The University's graduate award database lists all graduate awards available at the UofG. Results can be filtered by program, college, and type of award. Awards that CBS graduate students are eligible for are highlighted in the CBS Scholarship Handbook, but this site may provide further information and updates.

GTA Policies and Information

Graduate Teaching Assistants (GTA) are university employees who are represented by CUPE3913 (Collective Agreement 2019-2023). A full GTA work assignment is 140 h, but some courses might require a 0.75 or 0.5 GTA workload (105 or 70 h, respectively). The Office of Teaching and Learning (OTL) offers resources for new GTAs. In CBS, all full-time thesis students are guaranteed one GTA position a year as part of their funding package.

Teaching

Instructor Handbook

The ADA office's Instructor Handbook for Faculty and Teaching Staff provides comprehensive guidance on course preparation (e.g., creating course outlines, booking rooms, requesting textbooks), tips to navigate the semester as effectively as possible (e.g., communicating with students, handling misconduct, implementing exam policies, providing feedback), and instructions on how to wrap up the semester (e.g., submitting final grades, managing deferred exams).

Undergraduate Teaching Policies and Procedures

The Undergraduate Calendar outlines all policies and procedures related to undergraduate teaching. The ADA office website summarizes major policies and procedures related to academic consideration, misconduct, accommodations for disabilities, and deferred privileges, among others. Faculty are encouraged to consult this material well before the start of their teaching semester. Please also see commonly used forms in undergraduate teaching. Contact your departmental undergraduate admin with any questions about timing for grade submission, deferrals, etc.

Curriculum and Classroom Technical Support

The Office of Teaching and Learning (OTL) offers support for all curriculum and teaching and learning needs. This includes instructor development, course design, and curriculum development and review. Faculty are welcome to make an appointment with an educational developer. For more information, visit the Instructor Programming webpage or email otl@uoguelph.ca.

Through OpenEd, faculty can access Classroom Technical Support (e.g., AV equipment, iClickers, accessibility equipment) and CourseLink Technical Support (email courselink@uoguelph.ca to meet with staff who can help set up and troubleshoot CourseLink and associated teaching and learning technologies). Note that

the former ScanTron system for multiple choice tests was upgraded to a [Gradescope Bubblesheet Scanning Service](#).

The CBS Office of Educational Scholarship and Practice (COESP) is also a great internal resource. COESP meets every month to discuss and develop initiatives in teaching and learning and in biology education research. Please visit the [COESP website](#) or email cbscoesp@uoguelph.ca for more information.

Student Accessibility
[Student Accessibility Services](#) (SAS) supports equitable participation in academic life. In addition to supporting students, SAS provides [resources for faculty](#) about accessible teaching and supporting accommodations. Contact sas.faculty@uoguelph.ca for more information.

Student Health and Wellbeing

Student Health Resources
All students have access to the services provided by [Student Wellness](#). Student Wellness includes [Counselling Services](#) (individual and group therapy available), [Health Services](#) (including an on-campus and drop-in clinic), [Student Accessibility Services](#) (specific information on accessibility for faculty [here](#)), [Sexual and Gender-Based Violence Support and Education](#), [Wellness Education and Promotion Centre](#), and [Health and Performance Centre](#).

Mental Health Support
Graduate students experience higher levels of mental health difficulties compared to the general population. Faculty should ensure their students are aware of the following services:

- [Student Wellness- Counselling Services](#)
- [Graduate Student Association – Counselling Services](#)
- [Feeling Better Now Counselling](#) (under the Graduate Student Association health plan; available 24/7)
- Graduate Student Support Circle (peer-led space to discuss work/life balance, self-wroth, and conflict management; email grad.circle@uoguelph.ca)
- [Good2Talk](#) (free and confidential support services for post-secondary students in Ontario; 1-866-925-5454 or text "GOOD2TALKON" to 686868).

- International Student Experience provides support with homesickness and adaption to a new culture.
- Sexual and Gender-Based Violence Support and Education provides leadership in prevention and intervention programs to support survivors of sexual and gender-based violence.
- Student Experience-Cultural Diversity offers advising and counselling and provides affirming and inclusive spaces for BIPOC students.
- Student Experience- Indigenous Student Centre offers counselling with Elders, cultural advising, and academic and financial support for Indigenous students.
- Emergencies (risk of self-harm or harm to others): Call 911 or Campus Police (x52000)

Mental Health Training and Intervention

There are training opportunities on mental health that faculty can take advantage of:

- Supporting Students in Distress for Faculty: this is a pre-recorded video and accompanying written handbook prepared by Student Wellness. Email mentalhealth.training@uoguelph.ca for a copy.
- Beyond the Books: training for individuals who are in contact with students but are not regularly involved in addressing mental health issues. Email mentalhealth.training@uoguelph.ca to participate.
- LivingWorks Start: online alertness training that prepares anyone to recognize when someone is thinking about suicide and connect them to help and support. Email mentalhealth.training@uoguelph.ca to access this training.
- More Feet on the Ground: to recognize, respond, and refer students experiencing mental health issues on campus.
- Sexual Violence Support Module for Faculty and Staff: available on CourseLink to help students who experience or have experienced sexual violence.

Faculty are encouraged to engage in training related to mental health to better identify and refer their students to appropriate resources. *While interventions may come from a place of good intentions, it is important to critically self-assess one's capacity to provide effective support. Faculty should refer students to mental health experts whenever possible.* Please consult Students in Distress to identify where/to whom students should be referred to in different scenarios. In case of emergency, always call 911 or Campus Police (x52000).

Equity, Diversity, and Inclusion Training

At UofG, there are opportunities for training in Equity, Diversity, and Inclusion (EDI) that can be completed online in an asynchronous fashion:

- [Accessible Service Provision](#) (available on CourseLink; requires log in)
- [Making Education Accessible](#) (available on CourseLink; requires log in)
- [Principles of Belonging: Anti-Oppression and Anti-Racism](#) (available on CourseLink; requires log in; mandatory for all new graduate students)
- Sexual and Gender Based Violence Awareness Training Module (available on CourseLink under "Self-Registration"; requires log in)
- [Positive Space Training (Level 1- Online)](#) (available on CourseLink; requires log in)

In addition to the above, the Office of Diversity and Human Rights has curated a comprehensive list of [resources on anti-racism and anti-oppression](#). For more information on accessibility, faculty can also visit the [Accessibility (AODA) Resources](#) page. Inquiries can be directed to dhrinfo@uoguelph.ca. Your department might also have resources available through their EDI or Wellness committees.

ADMINISTRATION AND FINANCE

Hiring Research Personnel

Undergraduate Research Assistants

A full-time undergraduate research assistant normally costs about $9,840, including vacation pay and benefits, for a 16-week appointment. CBS faculty have access to several programs to fund and/or subsidize the cost of undergraduate research assistants:

- Undergraduate Research Assistantships (URAs), International Undergraduate Research Assistantships (IURAs), and NSERC USRAs: Each year the college receives a limited number of these research assistantships. Faculty who receive an allocation will be told early in the winter semester and be given instructions on recruitment and hiring.
- NSERC USRA for Indigenous Students: There is no institutional cap on USRAs held by Indigenous students. All faculty members are welcome to submit a USRA job posting restricted to Indigenous students. Instructions will be emailed to faculty at the start of each winter semester.

- CBS also has several college- and donor-funded summer research assistantships. See the [ADA website for a full listing](). Students normally apply for these positions in March/April.
- Work study students (part-time): Students who demonstrate financial need can apply for part-time work study positions throughout the year. Faculty are reimbursed up to 75% of the cost of the students, to a maximum of $3,000/student/semester. See the [Work Study website]() for more information.

Standardized Job Positions for Grant-funded Personnel

UofG uses standardized job classifications to facilitate hiring and salary banding for Grant & Trust Administrative & Technical (GTAT) and Grant & Trust Professional (GTP) positions. Faculty should review these [standardized job descriptions]() before posting a job and hiring. More resources: [GTAT staff handbook](); [GTAT wage grid](); [GTP staff handbook](); [GTP salary grid](). Please contact your departmental administrative officer for further guidance and to obtain hiring forms.

Hiring Post-docs

Post-doc Policy OGPS

For an overview of policies on the hiring of Post-Docs, please visit [OGPS' Post-Doctoral Resources Secure Site](). This site provides information on eligibility, salary, benefits, and vacation, as well as the process for hiring (e.g., appointment forms, LMIA exemptions for international candidates). In CBS, post-docs must be paid a minimum of $40,000 per year. Post-docs are now part of the United Steelworkers Local 4120 and thus fall under the [Collective Agreement (2021-2023)]() with UofG. All post-doctoral appointments are reviewed and approved by OGPS. For questions about the post-doc hiring process, contact your department administrative officer.

Note: Post-docs whose positions are externally funded (e.g., NSERC, CIHR, Banting, Liber Ero) can be appointed as a university employee (with benefits) **or** as non-employee fellow; this choice has important financial implications for the advisor and should be discussed with either Vanessa Myers ([vmyers@uoguelph.ca]()) or Sarah Bates ([sbates@uoguelph.ca]()).

Other Personnel

Visiting Scientists

Faculty who wish to host a non-student visiting scientist (for students see below) must follow the [Nil-Salary Academic Appointments Policy](). This policy applies only to visiting

scientists/scholars/academics who will not be receiving remuneration from UofG. Contact your departmental administrative officer if you wish to host a visitor.

Visiting International Research Students

A Visiting International Research Student (VIRS) is registered at their home institution and visiting UofG for a period of one month or more for training or research. To learn more about VIRS eligibility and procedure, please visit the VIRS webpage.

Volunteers

Faculty can recruit unpaid volunteers for their lab. Faculty are encouraged to consult with their department about other requirements for volunteers, including training. Volunteers will be asked to complete a Release and Indemnification Form. Note that departments may have departmental specific forms for visitors (e.g. in MCB Volunteers - liability waiver).

Research Finance

Financial Reporting System

The Financial Reporting System (FRS) tracks all research accounts. Faculty have access to all of their grant accounts and can check availability of funds and salary commitments and view individual transactions. Note that grant balances are based only on grant instalments received to date, not total award amounts. You must complete the FRS Application form to request access to FRS. This will be coordinated by your departmental administrative officer. If you are already authorized to use the Financial Reporting system, click here to login to FRS.

General Purpose Research Funds

Each faculty member receives a General Purpose (GP) Trust Fund account (07XXXX) that will remain open for the duration of their academic appointment. A GP account can be used for internal transfers (e.g., start up, grad growth/RAG funds, etc.), and funds from external sponsors that are less than $5,000 and are not accompanied by any kind of funding agreement. GP funds must be used for research-related expenses only.

Journal Entries

A journal entry is used to move expenses between accounts. This can be done retroactively, provided the expenses occurred during the eligible spending period of

the grant in question, and the expenses have not already been reported to the funder. Please contact your department administrative officer for help with journal entries.

Financial Reporting
If your grant requires a yearly financial report or statement of account, Research Financial Services (RFS) will prepare this based on spending in FRS. They will do this automatically for Tri-Council grants, but faculty may need to remind them for other funders.

Tenure and Promotion

UGFA Agreement
The University of Guelph Faculty Association (UGFA) represents all U of G faculty, librarians, and veterinarians. The UGFA Unit 1 Collective Agreement (2017-2021) outlines policies related to compensation (including rules around external consultancy work), annual professional development allowance, faculty appointments, distribution of effort (DOE), leaves, and tenure and promotion. Faculty are encouraged to consult this document as needed.

Tenure and Promotion
The Office of Faculty and Academic Staff Relations (FASR) maintains a webpage on T&P, which summarizes Article 21 of the collective agreement (tenure, promotion and review). Please also visit the Performance Assessment for more information on assessment periodicity, process, and overall performance ratings.

eCV and Resources
An Electronic CV (eCV) Performance Assessment Template will be required from faculty for their performance assessment. Effective Fall 2022, UofG uses the eCV system UNIWeb, which is compatible with the Canadian Common CV (CCV). See the UNIWeb Communications Hub for more information or check out some FAQs.

Expense Claim System

Expense Claim System (ECS) Instructions
ECS is the online system for expense reimbursements. ECS is used for travel and conference registration expenses, work related purchases and/or Professional

Development Reimbursements (PDR). The ECS Info page contains written and video instructions on how to use the system, as well as FAQs and tips.

To submit a claim, complete and download the ECS form, create a single PDF with the claim and all receipts, and submit to CBS Purchasing Clerks for review before final submission to ECS for payment. Please see detailed instructions on the CBS Purchasing and COVID-19 Page: Updates and Resources for current processes to secure necessary approvals for the claim.

Purchasing

CBS Purchasing Procedures
The webpage CBS Purchasing explains how to put in a purchase order and how the University's GST rebate works. Questions can be sent to cbsclerk@uoguelph.ca or Nora Teri, Purchasing Manager (nteri@uoguelph.ca).

Note that a CBS Transaction Request Form must be completed for all purchasing and financial transactions. Once it has received authorizing signature, it can be emailed to cbsclerk@uoguelph.ca

GL Coding/Internal Coding
GL or internal coding is the account that will be charged for expenses. The final five digits (the "object code") are based on the specific type of expense. See coding format and full list of object codes for more information. Faculty can determine a grant's GL coding by logging into the Financial Reporting System or emailing their departmental administrative assistant.

Research Procurement
The UofG must follow public service procurement rules for research projects. The Research Procurement page summarizes what researchers must know before purchasing equipment. Specific requirements are based on value of equipment. For items valued at $100,000 or more, an open competitive tendering process to select a supplier will be required. In these instances, faculty should complete and submit a Request for Competitive Bidding Form which will trigger a consultation with Purchasing.

Computer Software, Technical Support, and Websites

Faculty can purchase software at a discounted rate through the CCS Software Distribution website.

Computer technical support inquiries can be directed to CCS IT Technical Support (IThelp@uoguelph.ca; 519-824-4120 x58888) for UofG login, network, or software issues, or to CBS IT Technical Support at cbsit@uoguelph.ca for support related to CBS computers, computer purchasing, software for labs or courses, working remotely, or shared drives.

CBS faculty have access to significant group license discounts for:
- BioRender: Licenses can be added or renewed annually each November.
- SnapGene: Licenses can be added or renewed annually each June.
- GraphPad Prism and Geneious Prime: Licenses are renewed annually each July, but new licenses can be added at any time.

The college will typically send out an annual reminder for each of these programs. You may also contact Chayan Chowdhury, CBS IT Officer, for more information (cchowdhu@uoguelph.ca; X56290).

Through CCS, faculty can request a CampusPress website (AODA compliant, low-cost, intuitive) for their labs/research group.

Printing

Nora Teri will provide faculty with a printing/copier code for their use. Codes also exist for each course, so please contact Nora or your departmental administrative officer if you need a code. Once you have a printing code, email Chayan Chowdhury (cchowdhu@uoguelph.ca) to connect your work computer to the closest printer.

CBS has a Poster Printing and Illustration facility that will be open until the end of August 2023. Until then, email questions to Ian Smith at ismith@uoguelph.ca. Other options on campus include Click Signs in the University Centre (print@clicksigns.ca) and the CSA printing service.

Mailroom

Printer/copiers are located in central mailrooms for each department. Each faculty will be assigned a personal and lab mailbox in their respective mailrooms.

CHEM Stores/Stockroom

The CHEM Stores/Stockroom serves academic units located in the Summerlee Science Complex as well as HHNS. Faculty can consult their website for information on purchasing supplies (laboratory, office, and chemical supplies), picking up and

dropping off liquid nitrogen tanks, picking up mail parcels, recycling printer cartridges, and disposing of equipment, among other services.

Construction, Repair Work, and Vehicles

Physical Resources can be contacted for estimates on lab renovations (e.g., for CFI grants) and to ensure that mechanical and electrical design modifications to labs are up to code (email wo@pr.uoguelph.ca). They can also be consulted (call ext. 52473) for guidance on the purchasing of business vehicles (e.g., field work truck). Other common services include moving equipment and furniture (prmoves@pr.uoguelph.ca) and routine maintenance requests such as cleaning and lighting and plumbing repairs (wo@pr.uoguelph.ca). Contact your departmental admin to coordinate work orders.

Faculty Profiles

Departmental Bios and ReSearch CBS

Contact your departmental admin staff to have a brief profile created on your departmental website. The college also manages ReSearch CBS, an online search tool that centralizes key information on the research conducted in CBS. To have a profile created in ReSearch CBS, please email us at cbsadr@uoguelph.ca.