Purpose

The purpose of this document is to outline research resources for new faculty members in the Faculty of Medicine & Dentistry (FoMD).

If you have questions about general onboarding or other processes (e.g., hiring of staff, etc.) please see the general onboarding document for new faculty (contact Joanne Simala at jls24@ualberta.ca for a copy), contact your department academic department manager, and refer to the UofA Human Resources (HR) website (in particular note the Onboarding Resources for New Faculty, and Find your HR contact).

If appropriate, consider joining the Early Career Investigator group organized by Dr. Jason Plemel (Assistant Professor, Department of Medicine; jrplemel@ualberta.ca; 780-492-5753). This group provides an opportunity to network and share resources with other new faculty members.

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1. Setting Up and/or Changes to Office, Lab & Research Space

Facility Planning & Projects Office, Faculty of Medicine & Dentistry

The Office of Facility Planning and Projects (FP&P) is unique to FoMD. FP&P works closely with the FoMD Office of Research, FoMD departments, and central University of Alberta (UofA) Facilities and Operations to manage all FoMD occupied space. FP&P works with faculty members on all types and scales of renovations and modifications of their office, laboratory, and research spaces to ensure appropriate building infrastructure is in place to support research activities. FP&P collaborates with all stakeholders to support grant applications, equipment procurement and installations, purchase and layout of furnishings. FP&P can also provide guidance on the appropriate use of laboratory and other FoMD spaces, as well as review security and proximity card access in close coordination with departmental representatives.

Office of Facility Planning & Projects Contact Information:

Jon O'Hara	Director	johara@ualberta.ca
Brian Reuter	Scientific Equipment Advisor	breuter@ualberta.ca
Christin Siminiuk	Planning Tech	siminiuk@ualberta.ca
FoMD Security	Security, Proximity Card Access	fomd.security@ualberta.ca

Workshop, Faculty of Medicine & Dentistry

The FoMD Workshop provides a number of services, including repair of lab equipment and biosafety cabinets, metal and acrylic fabrication, woodworking, welding, and machining.

Contact Sam Graziano, graziano@ualberta.ca, 780-492-6526, for more information.

Health, Safety & Environment, University of Alberta

Health Safety & Environment (HSE) has important safety information on setting up your lab including mandatory laboratory registration, online training modules for staff and students, and hazard management. Contact HSE with your questions.

Technology Supports, University of Alberta

UofA Information Services & Technology (IST) delivers campus-wide computing and application systems and related support and resources. IST provides a wide range of information technology services including hardware and software support, virtual desktops (access your data from anywhere), hosted servers, as well as data storage (including disaster recovery options). They also provide consulting for computer purchases, high performance computing, and secure systems for managing sensitive research data. IST services are accessible to all staff at the University. For more information, please contact them at 780-492-9400. Requests can be submitted online through their online portal.

2. Funding your Research

The Office of the Vice President Research & Innovation (VPRI Office) offers a number of resources related to funding development and management. The Research Services Office (RSO) supports researchers by assisting them to find, apply for, and manage research funding. All applications/proposals for research funding need to be reviewed and approved by RSO before submission to funders. Additionally, all applications must be reviewed and signed by your Department and the Faculty prior to submission to RSO.

It is recommended you meet with your RSO Research Facilitator, Angela McCormick, to become familiar with research funding administration (pre- and post-award) and the supports offered by the RSO.

See this RSO webpage for the general steps on how to submit an application to a funding agency, in accordance with U of A policy.

A number of resources on campus provide a list of funding opportunities including:
Research Services Office Funding Opportunities
FoMD Office of Research Funding Opportunities

IMPORTANT: In order to access funding, relevant certifications (human and animal approvals and/or biohazard approvals) must first be in place. Additional information may be found with respect to activating a new project account and obtaining certifications.

Canada Foundation for Innovation John R. Evans Leadership Fund

The CFI JELF program provides funding for research infrastructure. FoMD applicants must apply to and be approved by FoMD's annual internal competition (held each fall) to be eligible to submit to CFI. More information is on the FoMD website, including the request-to-apply form from previous competitions. The CFI website also has helpful information, including the policy and program guide. Questions about the internal competition can be directed to vdradmin@ualberta.ca.

3. Recruiting Trainees

Graduate Students and Postdoctoral Fellows

Dr. Gregory Funk, Associate Dean Research, Graduate Programs (gf@ualberta.ca) is available to meet with new faculty to discuss supports for recruiting graduate students and the supervisory relationship. The FoMD website contains additional information on FoMD graduate programs. The Faculty of Graduate Studies and Research (FGSR) is the home faculty for all UofA graduate students and postdoctoral fellows. The FGSR site describes the specific requirements for graduate trainee professional development with deadlines for completion.

Postdoctoral Fellows

Faculty may advertise available postdoctoral fellow positions on the UAlberta Careers Webpage by contacting your HR Partner. The UofA Postdoctoral Office has information on appointing processes and relevant UofA policies.

Summer Students

The best way for faculty to recruit undergraduate students for summer positions in their lab is via an online database, which opens each November. The FoMD has some internal funding that is awarded to students who apply to but do not receive an Alberta Innovates Summer Studentship through the Undergraduate Research Initiative. The application deadline is usually in early February. In addition, the Office of Research hosts an annual Summer Student Research Day each fall. If you have any questions, please contact Nicole Kosturic, 780-492-8365.

Additionally, the Faculty of Graduate Studies & Research has resources for supervisors.

4. Carrying out your Research

Research Groups, Centres, Institutes

The FoMD has a number of affiliated research groups, centres and institutes that you may wish to join. See the full listing here. For additional information, contact Joanne Simala, jls24@ualberta.ca.

Research Equipment and Core Facilities

FoMD has a suite of well-developed research core facilities.

The UofA's Finance, Procurement and Planning Equipment Services assists in tracking equipment and coordinates the sale, transfer, and disposal of all campus equipment through Surplus Services. Free items (e.g. office chairs) are available.

Our Research Resource Database provides a simple way to search for specialized equipment located in core facilities or individual research labs (instructions). Please note that the use of equipment in labs is at the discretion and approval of the faculty member. If you are interested in any specific piece, please contact them directly. If you have any questions regarding the database, please contact Colleen Sunderland, fomdanalyst@ualberta.ca, 780-248-1023.

Ordering and Obtaining Research Supplies

The UofA uses SupplyNet, a web application for purchasing and paying for goods and services. The Biochemistry Stores, located in 3-54 Medical Sciences Building, stocks a number of commonly used laboratory supplies and reagents. Refer to the Supply Management Services website for more information on procurement and payment. See also the UAlberta guide to procurement.

Research, Teaching and Testing Involving Animals

Faculty members working with animals will need to have ethics approval (and related training) from one of the university's Animal Care and Use Committees (ACUC) before accessing facilities or ordering animals. The Research Ethics Office (REO) has developed a simple self-assessment tool to help researchers understand when they need to get more advice. Ethics requirements change over time and the Animal Care and Use Committee are the best source for accurate up to date information.

Human Participant Research

All faculty, staff and students conducting human participant research need to have ethics approval from one of the UofA Research Ethics Boards (REB) for their work before research starts. The Health Research Ethics Board serves the university, Alberta Health Services (AHS), and Covenant Health. The online ethics system (ARISE) interfaces with the administrative, operational and other approvals administered by the Northern Alberta Clinical Trials and Research Centre (NACTRC) and the health care system. REB Exchange (REBX) and different reciprocity agreements are in place to streamline multi-jurisdictional research.

NOTE: Ethics review for cancer studies have been delegated to the Cancer Committee of the Health Research Ethics Board of Alberta which is administered by Alberta Innovates.

Clinical Health Research Support

Support is available to navigate the resources and services needed to conduct clinical, health services and population health research in the FoMD. For more information contact Scott Jamieson at Scott.Jamieson@ualberta.ca and the NACTRC Research Services webpages.

Libraries, University of Alberta

The UofA Libraries provide a number of supports and services, for example

- Research Data Management

- [Publishing Supports](#) for identifying appropriate journals for publications and [avoiding predatory journals](#),
- [Training sessions and workshops](#) on publishing and measuring impact
- In-depth bibliometric or research impact evaluation through [research impact services](#).

Please follow [these steps](#) to access library content off campus.

The FoMD strongly encourages all researchers to obtain an ORCID iD as it will ensure that your research contributions will be correctly attributed to you. If you have any questions on publishing or research metrics (e.g., finding your *h*-index) contact [Colleen Sunderland](#), fomdanalyst@ualberta.ca, 780-248-1023.

FoMD Research E-Bulletin

We send out a bi-monthly e-Bulletin detailing important research updates, funding opportunities, information for trainees, and research seminars ([subscribe here](#)).

Faculty Administration Resource Manager (FARM)

Access FARM [here](#). If you do not have access, please email IST. FARM can be used for a variety of purposes including to identify faculty members working on similar research projects (through keyword search), find research equipment (described above), or to add information to your profile such as [research pillars](#), skills, and institute affiliations. You can update your public facing Professional Page through FARM (email [IST](#) to access the how-to guide). This allows you to highlight your areas of expertise and other accomplishments. View examples of these pages [here](#). Access the [Online User Guide](#) to learn more about FARM.

5. Research Staff Contacts

Mark Taylor	Senior Research Partner, College of Health Sciences	mtaylor4@ualberta.ca
Gonzalo Vilas	Director, Research & Innovation	gvilas@ualberta.ca
Colleen Sunderland	Manager, Core Research Facilities	crreid1@ualberta.ca
Vacant - but email monitored daily	Executive Assistant	vdradmin@ualberta.ca
Nicole Kosturic	Program Coordinator	nicole.kosturic@ualberta.ca
Lennora Crilov	Graduate Programs Advisor	fmdgrd@ualberta.ca

To report errors or omissions, please contact Joanne Simala at jls24@ualberta.ca.