

Dear VI4 Faculty Member,

Welcome to our community! We are thrilled that you have decided to become a member of our institute. Enclosed, please find several resources that we hope will help orient you to Vanderbilt and get your lab up and running, as well as some VI4-specific items of which you may want to take advantage.

This guide is separated into several sections:

1. VI4 Administration and Resources
2. Laboratory Compliance and Safety
3. Daily Lab Management
4. VI4 Major Events

We hope that this guide is helpful to you and, again, welcome to VI4!

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Skaar".

Eric Skaar, PhD, MPH
Director, Vanderbilt Institute for Infection, Immunology, and Inflammation (VI4)
Ernest W. Goodpasture Professor
Vice Chair for Basic Research
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1. Vanderbilt Institute for Infection, Immunology and Inflammation (VI4) Administration and Shared Resources

Administrative Contacts

VI4's administrative team manages member events, public outreach, educational activities, digital presence and more. Below, please find each member of the team listed along with who to contact for different requests or questions.

Megan Schladt, MS, Lead Program Manager (megan.schladt@vumc.org): Megan is the primary contact for VI4. Pilot projects, financial/funding questions, membership requests, student and postdoctoral programs, general inquiries, leadership committees, and requests for announcements.

Jamie Block, Program Manager (jamie.block@vumc.org): VI4 Seminar Series, Junior Faculty programming, faculty and trainee spotlights, and the weekly VI4 newsletter.

Fred Haywood, VI4 Communications Project Manager (fredrick.haywood@vumc.org): Updates to faculty profiles, website questions, the Studio, Twitter and other social media.

Nichole Maloney, MS, Research Specialist Senior (nichole.maloney@vumc.org): VI4 lab space, facilities, work orders.

VI4research@vumc.org: this is the shared staff email address that is continuously monitored. You will receive periodic emails from this email address (such as our newsletter) with timely announcements. Please use this email address when requesting to be added to our mailing list.

Social Media and Tech

Social Media:

Follow VI4 on Twitter [@VI4Research](https://twitter.com/VI4Research) and Instagram [@vumc_vi4](https://www.instagram.com/vumc_vi4)

We encourage members to create their own social media presence and interact with us on Twitter and other platforms. Before you get started, it's important to note that our institutions have rules of usage for individuals and groups who affiliate with the institution.

- For VUMC-affiliated individuals/units: [VUMC Social Media Toolkit](#)
- For VU-affiliated individuals/units: [VU Social Media Handbook](#)

Website set up:

For VUMC labs: <https://redcap.vanderbilt.edu/surveys/?s=TRWM3EP84L>

For VU labs: <https://web.vanderbilt.edu/help/> (also check with your School's admin team! They may have staff available to help)

Please email a VI4 administrator once you've submitted a lab website request. This helps us to ensure that our links are up to date!

IT help/ set up:

For any VUMC computer or IT questions, start a Pegasus work order:

<https://pegasus.vumc.org/ess>. Click on the orange, left side of the screen that says something is broken. You will receive a response email quickly.

VI4 Studio:

The Studio (located on the second floor of MCN) is run by simple controls on an iPad that allows for users at all skill levels to make high quality videos. The studio can be used for virtual seminars, research presentations, chalk talks, teaching, training, and more! Visit the website for more information and to reserve a session: <https://www.vumc.org/viii/studio>

Research Support

VI4 supports research across Vanderbilt in a variety of ways that include pilot funding to seed new research areas, student funding opportunities, grant application resources, and the purchase of new equipment. Much of this information will be found on our website.

Pilot Funding

VI4 periodically releases internal funding announcements for pilot projects. Keep an eye out for email communications, and additional information on the Member Resources tab on our website (drop down under "Members").

Grant Application Resources

Mentioning that you are a VI4 member may be beneficial to your grant application. Study sections often give positive comments on the support and resources provided by VI4. We have assembled a facilities and resources page for use by VI4 members, which can be found under Member Resources on our website.

<https://www.vumc.org/viii/member-resources>

VI4 also offers administrative support for the assembly of large multi-investigator grant applications. This typically takes the form of a partnership between the VI4 staff and the grants support staff of the investigators' home department. For more information, please email Eric Skaar (eric.skaar@vumc.org) or Megan Schladt (megan.schladt@vumc.org).

2. Laboratory Compliance and Safety

The Office of Clinical and Research Safety (OCRS):

Mark Pavlack (mark.pavlack@vumc.org) is your first contact. He can meet with you, walk through the space and help determine which programs you need to contact. He will make sure that the laboratory is compliant. Do this before you start setting up because he will give advice on how to set a lab up from a safety perspective on the front end such as best places to keep chemical waste and appropriate trash receptacles. That makes it easier.

1. Chemical safety
 - a. <https://www.vumc.org/safety/chem>
 - b. You will need to start a chemical inventory
 - c. They will supply secondary containment and some receptacles for common wastes like buffers and gel buckets.
 - d. Chemical waste pick up form:
<https://redcap.vanderbilt.edu/surveys/?s=4LMT7N93RC9ATP3R>
 - e. When in doubt, contact chemical waste. Let them decide how to dispose of chemicals. If you have a chemical spill that you feel uneasy cleaning up or want professional help, contact <https://www.vumc.org/safety/contact>
2. Biosafety
 - a. <https://www.vumc.org/safety/bio>
 - b. If working with any biological materials: bacterial, human or mouse samples, and even recombinant DNA, you need to register with Biosafety. This will make sure that your lab is trained and has the necessary tools to stay safe.
 - c. Shipping BSL2 samples and / or with dry ice requires a training. Go to the learning exchange and search for shipping: <https://learningexchange.vumc.org/>
 - d. Remember, all biosafety cabinets require annual certification. Off campus companies certify these for a fee. This is the faculty's responsibility.
3. Radiation Safety
 - a. <https://www.vumc.org/safety/rad>
 - b. There is a training course online before certification.
 - c. To order radiation, you must be registered with the program. You submit an application for which isotopes, levels of usage, and amounts of total radiation that you plan on using.

Each of these groups are helpful and want to get you set up for the best. For more info, visit:
<https://www.vumc.org/safety/>

Animal / IACUC Registration:

1. Take the required training on the website (
<https://vumc.myabsorb.com/files/21dc4d88-fdea-4334-a773-9bca202c02bf/ACUP/NARO%20Training%20Portal/NARO%20TRAINING%20PORTAL%2020220923/scormcontent/index.html#/>)

2. Fill out the occupational health questionnaire: <https://www.vumc.org/health-wellness/news-resource-articles/animal-allergy-questionnaire>
3. Write up your protocol in ARIES: <https://aries.app.vumc.org/Login>
4. Once a working protocol is approved, you will get access to order mice. The current system is TOPAZ. The program requires specific operating systems to work. Talk with IT to get this working.
5. More information: <https://www.vumc.org/acup/>

IRB Registration:

1. First, you must complete the training on working with human subjects at <https://www.vumc.org/irb/education-and-training>
2. You use the DISCOVER-e log in to submit a protocol for IRB review
3. More information: <https://www.vumc.org/irb/>

CORES:

We have created a series of videos designed to introduce you to the major CORES used by VI4 members. [Check them out here!](#)

In order to use different campus facilities, you need to be registered for the different charging and ordering platforms. Your center numbers can be uploaded to the systems by the admin team. There are three systems:

- I. VUMC iLab: <https://vumc.corefacilities.org>
 - a. For VUMC managed facilities (e.g. TPSR, Animal Care/TOPAZ)
 - b. Registration instructions: <https://www.vumc.org/oor/ilab-solutions-registration-instructions>
 - c. Every lab member must register.
 - d. The PI or lab manager must go in and assign each user a center number
 - e. Most VUMC cores charge through this program. Proteomics, TPSR, etc.
- II. VU iLab: <https://vanderbilt.corefacilities.org>
 - a. For VU facilities and services (e.g. POSTER PRINTING, Mass Spectrometry, omics)
 - b. Registration instructions: https://www.vanderbilt.edu/cores/iLab_Transition.php
 - c. Every lab member must register
 - d. The PI or lab manager must go in and assign each user a center number

3. Daily Laboratory Management

On campus shopping:

There are facilities on campus to purchase reagents at discounted prices from online vendors.

1. The molecular biology core is located in Light Hall on the 9th floor. You can go and pick up items or order them through the catalogue. Kris will also order from the large vendors and get her discounted rate and free shipping. Your center number needs to be registered with VUMC CORES system for this facility.

https://cfuis.mc.vanderbilt.edu/pubview/CurrentItemMstr.cfm?core_nbr=495&searchQnick=order_rank

2. The VU chemistry storeroom is in 7300 Stevenson and carries chemicals, glassware, tubing, office supplies, gloves, safety supplies, etc. You need to have your center numbers added to VU iLab for use at this facility.

https://vanderbilt.corefacilities.org/service_center/show_external/4253?name=vanderbilt-chemical-storeroom

Export compliance:

VUMC is updating the export compliance department. Please use [this flow chart](#) to see if you need to contact the department.

- a. Things to consider are international personnel, international travel and talks, international shipping of commodities

MTAs and Technology Transfer:

There is an online form to determine if an MTA is needed and what kind. This office will sign all formal contracts with other researchers and institutions. <https://cttc.co/inventors/mtashare>

Service and Repair orders:

When lights are out or door handles broken (items that are part of the building), contact plant facilities.

- For VUMC: <https://ww2.mc.vanderbilt.edu/facilitiesmanagement/> . On the right-hand side of the screen is a Trouble Call link to report issues. For emergencies, call 615-322-2041.
- For VU: <https://www.vanderbilt.edu/plantops/>

WorkDay:

VUMC utilizes the WorkDay enterprise management system. The WorkDay training hub can be found here: <https://www.vumc.org/myworkday/traininghub> with links to quick guides and trainings thru the VUMC Learning Exchange.

Processes that run through WorkDay include:

- Procurement (requisitions, supplier invoices, purchase orders)
- HR (hiring, staff time-off requests, personal and contact information, talent management)
- Research & Grants (effort certification, reporting)
- Capital Planning (user must work with department to complete capital request form to acquire all necessary approvals prior to placing any capital orders)

Travel:

All travel that you would like to have reimbursed must be booked through Concur. Your department may have additional travel authorization requirements. Please speak with your department administrator for details.

For VUMC: https://finance.vumc.org/disb/disb_te.aspx

For VU: <https://sso-login.vanderbilt.edu/idp/startSSO.ping?PartnerSpId=concur>

4. VI4 Important Events and Dates

- September-June: VI4 Seminar Series. 10:30-11:30am on Tuesdays during the academic year. Usually held in Light Hall 512. Email VI4research@vumc.org to receive announcements, and also found on our homepage: vumc.org/viii. Keep an eye on our newsletter for updates!
- Fall: MEGAMicrobe. Our largest community outreach event, geared toward children ages 5-15. Free, all are welcome. Generally takes place at an elementary school. Learn more here: <https://www.vumc.org/viii/megamicrobe>
- April: VI4 Annual Symposium. Held at the Student Life Center on campus. All-day event with a lineup of external speakers. Learn more here: <https://www.vumc.org/viii/annual-symposium>
- Spring/Summer, even years: Junior Faculty Retreat. We hold a retreat for our junior faculty every other year. Stay tuned for the next date and location!