



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 a number of 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, Senior 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 and DEI committees, and requests for announcements.

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

Karisa Calvitti, MLAS, Project Manager (karisa.n.calvitti.1@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.

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 Karisa at karisa.n.calvitti.1@vumc.org 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 2nd 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

Environmental Health and Safety:

Mark Pavlack (Vanderbilt Environmental Health and Safety; 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/about/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://forms.vanderbilt.edu/view.php?id=129601>
 - e. For any questions, Chris Viglianco (chris.viglianco@vumc.org) is very helpful.
 - f. 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 Mark Pavlack or Chris Viglianco.
2. Biosafety
 - a. <https://www.vumc.org/safety/about/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. Robin Trundy is the point of contact (robin.trundy@vumc.org).
 - d. Shipping BSL2 samples and / or with dry ice requires a training with Richard DiTullio
 - e. Remember, all biosafety cabinets require annual certification. Off campus companies certify these for a fee. Talk to Robin Trundy for recommendations.
3. Radiation Safety
 - a. <https://www.vumc.org/safety/about/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. Karl Witte and Kimyli Recca are very helpful (karl.witte@vumc.org and kimyli.recca@vumc.org)

More information: <https://www.vumc.org/safety/about/index>



Animal / IACUC Registration:

1. Take the required training on the website (<https://www.vumc.org/acup/acup-iacuc-required-course-information>)
2. Fill out the occupational health questionnaire:
<https://redcap.vanderbilt.edu/surveys/index.php?s=WLFYH7NJT>
3. Write up your protocol in ARIES: <https://aries.app.vumc.org/Login>
 - a. Reach out to Daphne Molnar if you need resources or feedback in writing a protocol (daphne.molnar@vumc.org)
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. Importing/exporting mice uses a program called RATS. Some useful info at: <https://www.vumc.org/acup/system/files/Procurement%20Non-Commercial%20Vendor.pdf> . For details or help, Tressa Flores is the shipping coordinator and can answer any question. Contact her and her team at dac.shipments@vumc.org
6. 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
- III. CORES – VUMC: <https://cfuis.mc.vanderbilt.edu/login.cfm>
 - a. This system will be retired soon (date TBD). It is still used for ordering at the molecular biology core facility and reservations of the hoods in the animal facilities.
 - b. PI's request access or a user group. Email VUMCcores@vumc.org with any questions.
 - c. To add students and post docs to your group, go to the maintenance menu, select resource user, and type in their user ID to find them in the system. Then associate them with your group and define which center numbers they have access to. If the user isn't in the system, email the address above and they will be added.

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&searchQ_uick=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 see the flow chart to see if you need to contact the department. https://prd-medweb-cdn.s3.amazonaws.com/documents/globalsupport/files/Export%20Compliance/Export%20Compliance%20Review%20Flow%20Chart%20-%20VUMC%20EC_Apr2017.pdf

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



MTAs and Technology Transfer:

Has 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/>

Ordering:

To place orders, you will need access to the eProcurement website. The following link goes to training modules and access information (<https://finance.vumc.org/proc/eproc/>). When you first set up your account, you will need to set up your shipping address and contact information. When you are ready to buy some pipettes, there are three ways to place orders:

- a. Punchout catalogue: go to the "Shop eCatalogues" link and you will be taken to a page of company websites that have contracted with Vanderbilt on pricing. You click on the company of interest and fill your cart and hit check out. Each time you "check out" with one vendor, it takes you back to the list of vendors. Continue to shop until you have everything. Then go to the top of the page, right side and click "checkout". This will take all of your items back to the Vanderbilt site. This is where you need to set the payment. You need to enter an account number and a center number for each purchase. These have to be appropriate expenses to the project. Next, follow the bottom of the screen for "continue". Justify and approve that the charges are appropriate. Submit to the reviewers.
 - a. TIP: click on "Set Default Distribution", set up the most common account and center numbers necessary in this space and it will auto-populate the entire order. Then you can go to any specific items that need a different account number or center number and edit the few that are different.
 - b. You can also set up distribution of charges. If you have multiple funding sources using the common pack of pipettes, you can justify breaking the charge up between the two sources for the expected use by each grant.
- b. Requisition: if you get a detailed quote from a vendor, usually when starting a lab or buying something expensive that a vendor can cut better deals than a catalogue, you will use the "requisition" link. This will allow you to pick your vendor and put in every item by hand. That includes pricing. There are some nuances to ordering large items, but the departmental reviewers will help navigate those changes as they



check over your orders. Type into the comments section at the top of the page what the quote number is. The comments section is sent to the vendor. Put in each item, line by line. Follow the continue button at the bottom of the page, upload the quote, and hit submit.

- a. TIP: Get competing quotes for multiple vendors on large items. Purchasing will need proof of a good deal. If you are not going with the cheapest vendor, then you need justification for why. There are reasonable justifications for this.
- c. Credit Card: if the vendor is not in our system and you need to purchase from them, they can be added to the system. If you can't wait 3-4 weeks for that to happen, then you can talk to departmental administration for use of a departmental credit card.

Travel:

All travel that you would like to have reimbursed must go 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
 - We also host 3 DEI seminars each year – keep an eye out for our newsletter for more information!
- 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!
- Late Summer/Early Fall: VI4 DEI Symposium. This is a half day event featuring external speakers who share their experiences in the DEI space, along with a bit of science.