



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 website](#) for new faculty, contact your Academic Department Manager, and refer to the [UofA Human Resources, Health, Safety, and Environment \(HRHSE\) website](#).

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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) within the FoMD manages all faculty-occupied spaces in close collaboration with the Faculty's Office of Research (OoR) and central University Services, Operations, and Finance (USOF). Faculty members requesting new or modified office, lab, or research spaces should thoroughly read and understand the [Request for new or expanded research space or change in space allocation](#) policy document to ensure compliance with the updated procedures and criteria.

Faculty members must complete the [Space Request Form](#), obtaining prior approval from relevant departmental leadership (e.g., Department Chair or Divisional Director) before submission. Requests must be well-timed relative to research project planning, particularly for projects that may require renovations.

FP&P reviews all submitted requests to identify suitable space in alignment with FoMD and University space allocation policies, including considerations of the overall space allocation within the faculty. Should the required space be unavailable within FoMD, FP&P will coordinate with USOF and the Dean's Office to explore alternative solutions.

For further assistance, FP&P provides support for equipment procurement, layout, and installation, and ensures appropriate security and access measures.



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 Peter Burns, pburns@ualberta.ca, 780-492-6526, for more information.

Health, Safety & Environment, FoMD and University of Alberta

The FoMD offers an array of health, safety, and environmental resources to support new researchers in safely establishing their laboratories. These resources, coordinated with the University of Alberta's Health, Safety, and Environment (HSE) office, include [essential safety information](#), [mandatory laboratory registration](#), and [online training modules for all staff and students](#). Additionally, the faculty provides specialized resources for hazard assessment, emergency response, and compliance with safety protocols specific to health research environments. For further guidance, [contact HSE](#) or explore the [FoMD's dedicated resources](#) to ensure comprehensive support in creating a safe, compliant lab environment.

For health and safety concerns, or help with any safety resource, please contact [Jennifer Nam](#) Faculty Safety Advisor, or the [FoMD HSE committee](#) at fomdehs@ualberta.ca.

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.

2. Funding your Research

The Office of the Vice President Research (VPR Office) offers a number of resources related to funding development and management. The [Research Administrative Services Office](#) (RAS) 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 RAS before submission to funders. See this [RAS webpage](#) for the general steps on how to submit an application to a funding agency, in accordance with U of A policy. Additionally, all applications must be reviewed and signed by your Department and the Faculty prior to submission to RAS.



It is recommended you meet with a [Research Partner](#) to become familiar with research funding administration (pre- and post-award)..

A number of resources on campus provide a list of funding opportunities including: [Research Administrative Services](#) 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. Alan Underhill, Associate Dean Research, Graduate Programs (underhil@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 and Postdoctoral Studies](#) (GPS) is the home faculty for all UofA graduate students and postdoctoral fellows. The GPS 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, GPS 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 Gonzalo Vilas, gvilas@ualberta.ca.

Research Equipment and Core Facilities

FoMD has a suite of well-developed [Core Research facilities](#).

The UofA's [Services, Operations, and Finance](#) 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. 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 [Matt Ormandy](#), Infrastructure Project Specialist, at ormandy@ualberta.ca.

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 [Finance, Procurement and Planning 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 Gonzalo Vilas gvilas@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 Gonzalo Vilas, gvilas@ualberta.ca.

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. Access the [Online User Guide](#) to learn more about FARM.

5. Research Staff Contacts

Gonzalo Vilas	Director, Research & Innovation	gvilas@ualberta.ca
Colleen Sunderland	Manager, Core Research Facilities	crreid1@ualberta.ca
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Matt Ormandy	Infrastructure Project Specialist	ormandy@ualberta.ca
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To report errors or omissions, please contact Gonzalo Vilas at gvilas@ualberta.ca.