

### Use of FoMD Core Research Facilities in Undergraduate and Graduate Courses

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<b>Office of Administrative Responsibility:</b>	Faculty of Medicine & Dentistry Office of Research
<b>Approver:</b>	Vice-Dean, Research (Basic) - Faculty of Medicine & Dentistry

## 1. Purpose

The Faculty of Medicine & Dentistry (FoMD) Core Research Facilities provide access to state-of-the-art equipment and technical expertise to support the research activities of their users. These facilities also provide an opportunity to enhance education, including their use in the teaching of undergraduate and graduate courses. This document outlines guidelines for departments to request the use of FoMD Core Research Facilities, including their equipment and/or staff, as part of their delivery of undergraduate and graduate courses. These guidelines are intended to ensure expectations are clearly defined and resources efficiently managed.

## 2. Guidelines

- 2.1 These guidelines apply only to core research facilities administered through the FoMD Office of Research. The FoMD Core Research Facilities include:
  - Autoclave Repair Core
  - Cell Imaging Centre
  - Flow Cytometry Facility
  - High Content Analysis Core
  - Lipidomics Core
  - The Applied Genomics Core
  - Transgenic Core
  - Workshop
- 2.2 The Course Coordinator must first consult with the respective Core Research Facility Manager/Coordinator to determine scope (including staff time and instrument requirements) and feasibility. This consultation must occur at least two months prior to the start date of the course.
- 2.3 The Course Coordinator must submit a [Request to use the FoMD Core Research Facilities in an Undergraduate or Graduate Course](#) at least six weeks prior to the start date of the course.
- 2.3 The request will be reviewed and approved by the respective User Committee(s). This review and approval process will include a determination of any cost-recovery fees required. The Vice-Dean, Research (Basic) will have the final approval.

- 2.4 The Course Coordinator and Department Chair will be informed whether the proposal has been approved and the amount of the cost-recovery fees, if required. If the Course Coordinator and Department Chair agree to the terms, a memorandum of understanding will be prepared and signed.
- 2.5 Upon completion of the course, the Course Coordinator will provide a brief summary, including number of students and FoMD Core Research Facilities resources used. This information will be used as part of the FoMD Core Research Facilities annual report.