

The Robarts Trainee Survival Guide

Robarts Research Institute opened in 1986 under the scientific leadership of renowned neurologist, Dr. Henry Barnett. Over 30 years later, it is now home to over 45 scientists and clinicians leading research groups in different scientific disciplines, investigating a variety of diseases.

The Robarts Association of Trainees (RATs) is a council that represents, connects and advocates for graduate students and postdoctoral scholars at the Robarts Research Institute. Established in 2016, we work to maintain open communication between students and academic mentors to foster an environment of academic and professional development.

If you ever have any questions about Robarts, RATs, events around the institute (see “*What is Robarts Research Retreat*” in the FAQ section), or issues you’d like us to address, feel free to contact us at rats@robarts.ca. Also try checking out our website, www.robartsrats.com, for the latest news, upcoming events, and a ton of great resources. You can also find us on:



facebook.com/robartsrats



[@robartsrats](https://twitter.com/robartsrats)



[@robarts_rats](https://instagram.com/robarts_rats)

Important Contacts

Role	Name	Email	Ext.	Room #
Security	Miralem Masic and Reg Applin	security@robarts.ca	24041	Main Entrance
Facilities Manager	Ron Vander	ronv@robarts.ca	24111	1232A
Health & Safety	Ron Noseworthy	rnoworthy@robarts.ca	24125	3209
Operations Support	Randall Hall	rhall@robarts.ca	24244	1272E, Dock 50
Autoclave Technician	Pat Joosten	pjoosten@robarts.ca	24084	0276
Administrative Coordinator to Dr. Koschinsky	Kristina Fornelos	kfornelos@robarts.ca	24389	2260
HR, Building Access	Rebecca Nash	rnash@robarts.ca	25200	3208
Financial Officer - Administrative	Elisha Lucas	elucas@robarts.ca	25303	2260B
Financial Officer - Research	Janice Koenig	janicek@robarts.ca	24311	1240
IT Support	Sergey Akopyan, Chris Wedlake	support@robarts.ca	24333, 24077	1240D

The Robarts Trainee Survival Guide

Frequently Asked Questions

- *If I am receiving mail or shipments, which address do I use?*
 - **Mail:** Your Name, Room Number (or name of lab, e.g. Welsh Lab), Robarts Research Institute, Western University, 1151 Richmond Street, North London, ON N6A 5B7
 - **Shipments:** Robarts Research Institute, Dock 50; RRI (Room Number), Western University, 1151 Richmond Street, North London, ON N6A 5B7
- *How do I handle expense reports?*
 - Step-by-step instructions can be found here:
<https://robartsrats.files.wordpress.com/2018/07/updated-july-2018-how-to-file-an-expense-report-docx-3.pdf>
- *What is the Robarts Research Retreat that everyone keeps talking about?*
 - This event is hosted each June by the RATs council. It acts as a research showcase that features oral presentations, posters, keynote speakers, and workshops for the Robarts community.
- *How do I book a conference room?*
 - You can book conference rooms by contacting Security. To view which rooms are available and when, go to <http://www.robarts.ca/Admin> on a Robarts network-enabled computer and select “Room Bookings”. Note: There are projectors at Security that you can borrow - not all conference rooms have projectors.
- *How do I get building access?*
 - Email Rebecca Nash (rnash@robarts.ca) with your UWO ID #, Supervisor, and position (MSc/PhD/PDF, etc).
- *How do I gain access to certain rooms that require card access?*
 - Security needs to receive permission via e-mail from the manager of the room, before card access can be instated.
- *How do I sign up for Robarts e-mail lists? What if I'm not receiving Robarts e-mails?*
 - E-mail the Robarts mailing list you would like to join ([mailinglist]-join@robarts.ca)
 - Ex. all-join@robarts.ca (all mailing list)
 - Ex. chat-join@robarts.ca (chat mailing list)
 - Ex. trainee-join@robarts.ca (trainee mailing list)
 - From a computer on the Robarts wired network, visit the website interface and select the list(s) you would like to be added to: <http://mailman.robarts.ca/mailman/listinfo>
- *What is Data Club?*
 - Data Club was designed for Molecular Medicine trainees to present their work to each other in small seminar sessions. Due to the number of different departments that make up this group, Data Club allows these trainees to interact.
 - It is not exclusive to Molecular Medicine trainees - Imaging trainees are welcome too!
- *How do I get a new lab coat?*
 - Go to Pat's office in the basement (Room 0206) any time to exchange your old lab coat for a new one. Just remember to empty the pockets and sign the logbook!
- *How is autoclaving handled?*
 - Pat is the amazing technician that comes to labs daily to pick up items for autoclaving or washing; she returns them the next day. All Items must be labelled with the PI's initials and room number. Liquids must be properly labelled, not be completely filled, and the lid must not be completely shut in order to allow gas to escape. If you miss her

The Robarts Trainee Survival Guide

pick-up times, you can leave the item in the autoclave room with a note, as long as it is before 1:30 pm.

- *How do I get keys for my room?*
 - Contact facility management at https://www.uwo.ca/fm/client_services/keys.html. A deposit is sometimes required when you go to pick up the key.
- *Wow, RATs members seem pretty cool. Can I be a RAT too?*
 - Of course! A call for new council members typically goes out in late April each year.

Did You Know?

- Robarts has a clinical trials division. It was on the 5th and 6th floors, but relocated to the downtown core in 2016.
- We have several core facilities that can meet your research needs. To gain access or training to any of them, you can access their official pages and follow their instructions. Each core facility usually has one acting director to which you can direct questions:
 - 3T MRI Core Facility: <http://imaging.robarts.ca/3t/>
 - Centre for Functional and Metabolic Mapping: <http://cfmm.robarts.ca/>
 - London Regional Flow Cytometry Facility:
<http://robarts.ca/london-regional-flow-cytometry-facility>
 - London Regional Genomics Centre: <http://lrgc.ca>
 - Molecular Pathology Core Facility: <http://robarts.ca/pathology/index.html>
 - Neurobehavioral Core Facility: <http://robarts.ca/neurobehavioral-core-facility>
 - Preclinical Imaging Research Centre:
<http://robarts.ca/preclinical-imaging-research-centre>
 - Robarts Confocal Microscopy Core: <http://robarts.ca/confocal/>
- Marlys Koschinsky was named Scientific & Executive Director of Robarts Research Institute in 2015 and has brought a lot of enthusiasm with her. The trainee experience has been one of her top priorities and she initiated the development of RATs!
- Dying for a coffee or a sub? You don't even have to go outside! We are connected to University Hospital (UH), and are very close to its cafeteria. Go through the west-side exit on the third floor, turn right and follow the signs. Other great food options for those of you who want to get outside are at Natural Science and UCC.
 - Check out the amazing app, Tap2Eat to pre-order subs and stuff from Tim Hortons