

As of **Tuesday, July 26, 2011** the Research Office of the Schulich School of Medicine & Dentistry will be relocating to suite 1240 on the first floor of the Robarts Research Institute.

The move is a temporary relocation to allow for the expansion of staff in the Research Office in accordance with the recommendations of the Research White Paper.

The move affects the Associate Dean, Research (Victor Han), Senior Consultant – Research (Mady Hymowitz), and Research staff members Petula Dass and Vicki VanStrien. The move will also accommodate research support staff who recently joined the Research Office, and additional personnel to be hired in the next 12 months.

The Graduate Affairs Office, including the Associate Dean, Graduate and Postdoctoral Studies (Andy Watson) and Graduate Affairs Coordinator (Janelle Cobban), will remain on the third floor of the Clinical Skills Building.

The phone numbers and contact information for the Research Office and its faculty/staff will remain the same.

Once settled, the normal operations of the Research Office will continue with regular access available for anyone by simply signing in at the main exterior doors to Robarts and continuing to the office.

Grant applications and other documents requiring review or signature may be left at the security desk at the main doors. The Research Office will retrieve documents regularly from this location and process. Pick-ups will also be available from the security desk.

Swipe Access:

- Faculty members who have primary appointments within basic science departments will be able to access the Research Office through the lower doors via their Western ID card, provided that they first have their photograph taken with Robarts security.
- Clinical faculty members who wish to gain swipe access through the lower door or link from the hospital must first ensure they have a Western ID card, and also obtain a photo through Robarts security, as indicated above. Western ID cards are available through the Registrar's Office.
- Further details around arranging swipe access will be provided in a subsequent communication.

For further information on the move, please visit the Schulich Research website at www.schulich.uwo.ca/research.

Questions regarding the move may be directed to

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Frequently Asked Questions

Are the services offered through the Research Office changing?

The location is changing however the services provided will not. In fact the move is allowing the Research Office to expand its staff and provide additional services to scientists, including the hiring of additional staff members who will provide support for grant and proposal writing for large grant proposals such as CFIs, RFAs, Team Grants, etc.

Will the move to Robarts limit access for faculty, staff and students?

Regular access will be available to anyone through the main external entrance to Robarts, by signing in and proceeding to the Research Office (a security escort will not be required). Sign-out upon leaving is encouraged, as per Robarts security protocol.

Grant applications and other documents requiring review or signature may be left at the security desk at the main doors. The Research Office will pick up documents regularly from this location and process. Pick-ups will also be available from the security desk.

Faculty members who have primary appointments within basic science departments will be able to access the Research Office through the lower doors via their Western ID card, provided that they first have their photograph taken with Robarts security.

Clinical faculty who wish to gain swipe access through the lower door or link from the hospital must first ensure they have a Western ID card, and also obtain a photo through Robarts security.

The Research Office remains accessible and open for service and will work with faculty, staff and students to ensure their needs are met.

Why is the move being made to Robarts? Does this mean the Research Office will be working more closely with Robarts Scientists?

The move is not permanent. It is a temporary relocation in order to alleviate space constraints in the Clinical Skills Building and allow for the growth required within the Research Office. The Office will continue to provide services to all scientists with affiliations at Schulich Medicine & Dentistry, regardless of their location, as is its normal practice.

How much is it going to cost to move the Research Office?

Costs for the move will be minimal as staff will be using existing furniture and fittings.

Who will go in the space vacated on the third floor of Clinical Skills?

The space previously occupied by the Research Office will be made available to the Vice-Dean Education and the new Vice-Dean, Hospital and Inter-Faculty Relations.