



**Carl R. Woese Institute
for Genomic Biology**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

IGB PROCEDURES, SERVICES, INFORMATION MANUAL



DEPARTMENT CONTACTS				
Resources	Contact	Room	Phone	E-mail
Campus Police / Public Safety	Emergency call 911		217-333-1216	Open 24 hours
Main IGB Phone Number	IGB Facilities		217-244-2999	facilities@igb.illinois.edu
Communications/Marketing	Nicholas Vasi	2636	217-333-0873	nvasi@illinois.edu
• Outreach	Dan Urban	2601	217-300-8963	durban2@illinois.edu
CNRG	CNRG	131	217-333-4854	help@igb.illinois.edu
• Computer Help Desk				help@igb.illinois.edu
Conference Coordination and Special Events	Angie Patrick	1606	217-333-5875	apatrick@illinois.edu
Core Facilities	Glenn Fried	128	217-333-4328	gfried@illinois.edu
Director Seminars	Mary Callaway	1606	217-265-0340	mabrown5@illinois.edu
External Relations	Tracy Parish	1624	217-265-0880	tparish@illinois.edu
Grants	Justine Story	2620	217-244-0131	grants@igb.illinois.edu
• Post-award				grants@igb.illinois.edu
• Proposals and Grants				grants@igb.illinois.edu
IGB Facilities	Jesse Southern	1602	217-244-1834	facilities@igb.illinois.edu
• Array Café	Carlos Spinks	613	217-244-1113	array@igb.illinois.edu
• Building Repair/Remodeling				facilities@igb.illinois.edu
• Displays and Exhibits				facilities@igb.illinois.edu
• IGB Property Accounting & Reporting				igb-par@illinois.edu
• Keys/Card Access				facilities@igb.illinois.edu
• Parking (IGB Spaces)				facilities@igb.illinois.edu
• Safety and Compliance	Robert Mann	143	217-244-8346	bobmann@illinois.edu
• Shipping and Receiving	Chris Miller	235/1302	217-244-1560	receiving@igb.illinois.edu
• Space Reservations				space@igb.illinois.edu
IGB Human Resources (HR)	Jacinda King	1620	217-244-2276	hr@igb.illinois.edu
• Appointment Processing	Jacinda King	1620	217-244-2276	hr@igb.illinois.edu
• Payroll / Time Sheets	Stephanie Helfrich	1634	217-333-3381	skh1@illinois.edu
IGB Purchasing	Carla Dickey	1628	217-244-4522	ccorzine@uillinois.edu
• Emburse Enterprise & Vendor Payments				purchasing@igb.illinois.edu
• iBuy Orders				purchasing@igb.illinois.edu
• P-Card – T-Card				purchasing@igb.illinois.edu
• Purchasing / Procurement				purchasing@igb.illinois.edu
Rooms 1600 and 2600 are in the Gatehouse.				

EMERGENCY (fire, police or ambulance, major spills)

911 from a campus or a cell phone

Non-emergency Campus Police Department 217-333-1216

Maintenance / Repair for off-hour service 217-333-0340 (Facilities and Services)

IGB Safety and Compliance (Bob Mann) Office phone 244-8346, Cell phone 217-840-7964

MTD SafeRides (night-time transportation for individuals) 217-265-7433

When an emergency arises outside of normal business hours, inform one or more of the following people **after making the appropriate emergency calls indicated above:**

- Bob Mann, Occupational Safety Coordinator Home phone 217-446-7990; Cell phone 217-840-7964
- Jesse Southern, Director of Operations and Facilities, Cell phone 217-898-4456
- Chris Miller, Facilities Manager, Cell phone 217-621-2081

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IGB BUILDING AESTHETICS

The Carl R. Woese Institute for Genomic Biology is intended to be a highly functional facility for interdisciplinary research. At the same time, it is an experimental facility in many respects. We will undoubtedly always have things to learn about how best to use the physical surroundings to optimize the research environment for the largest number of people. Adherence to a few basic rules of good practice will go a long way towards keeping the Institute attractive, impressive, and most importantly, a productive place to work:

- Do not cover any windows or glass with any materials other than those provided, if applicable. That is, there should be no use of metal foil, spray paint, or any other substance or material on the glass. Wet/dry-erase markers should not be used on any glass. If there is a special problem with light levels that materially interferes with office or laboratory activities, please address such issues to facilities@igb.illinois.edu.
- To ensure safety and facilitate building maintenance, items and plants may not be placed in the building's windows.
- Do not post notices or other materials on places other than the bulletin boards. Please do not use tape to post notices, as the adhesive can damage walls, doors, glass, and other building surfaces. Notices should only be posted in designated, approved locations. Any notices posted in unapproved locations will be removed.
- Do not hang anything from ceilings.
- In areas furnished with modular systems furnishings, the carryover of sound will impose some limits on the use of radios, cd players, tape players, etc. Loud conversations and other forms of disturbance should be avoided.
- Building furnishings are to some extent color-coded according to building zones. Please do not move furniture from the space in which it is placed. If you need additional furniture beyond that which is provided, address your needs to facilities@igb.illinois.edu. All furniture in public places, such as the atriums, is to be left in those spaces.
- Furniture or equipment from other buildings on campus or campus surplus may not be brought into the Institute without prior approval of Operations and Facilities at facilities@igb.illinois.edu.
- Personal furniture, including desks, chairs, hammocks, sofas, bookcases, stands, etc., may not be brought into the Institute or used on Institute grounds without prior approval of Operations and Facilities at facilities@igb.illinois.edu.
- Artwork can be hung within closed offices. Contact facilities@igb.illinois.edu to arrange for assistance in hanging items in closed offices. Care should be taken to minimize damage to walls.
- Posters may be hung upon request in approved locations. All posters must be hung by Operations and Facilities Staff.
- Corridors and hallways should not be cluttered with boxes, equipment, trash, etc.
- Any pictures that might give rise to any type of harassment or discrimination concerns or complaints may not be displayed anywhere within the Institute.
- Radios, etc., should be played at volumes low enough that they do not disturb others.

ADMINISTRATIVE

ACKNOWLEDGMENT OF CARL R. WOESE INSTITUTE FOR GENOMIC BIOLOGY AFFILIATION

When research has been performed entirely or largely in the IGB, the affiliation noted on a publication should include the IGB. It remains very important to acknowledge departmental affiliations; however, to the extent that the Institute is a contributor, either financially or through the provision of facilities, its role should be

acknowledged. The same general guidelines apply to acknowledgments in papers presented at conferences and seminar presentations.

ADMINISTRATIVE SUPPORT

Carl R. Woese Institute for Genomic Biology administrative support is limited to IGB activities, primarily support of scholarly research, and includes:

- Support for faculty efforts, including proposals and papers, centered in the IGB, which may include preparing correspondence, maintaining filing systems, scheduling meetings and appointments, and arranging travel
- Support for faculty administrative or service activities related to their presence in the IGB
- Support for research group activities, such as seminars, workshops, and conferences, technical reports, and visitors

Home departments are responsible for providing administrative support for instructional and other non-IGB efforts of IGB faculty. For the convenience of faculty, particularly those who are full-time at the IGB, administrative staff can help with small activities related to class preparation, but larger projects should be performed in the home department. Instructional copy jobs should be done at the home department's expense. (Departments can obtain copy PIN numbers for IGB copy machines that faculty can use for departmental copying. Information about this service may be obtained in the IGB Business Office.)

FACULTY APPOINTMENTS IN THE INSTITUTE

Requests from faculty for appointments in the Carl R. Woese Institute for Genomic Biology (IGB) will be considered on an ongoing basis. Faculty may request appointments as either Institute Faculty or Affiliates. Institute Faculty will typically have at least a portion of their research activities located in IGB space. Institute Affiliates will typically continue to carry out research in their academic departments. For a copy of the approved policy governing faculty appointments, please contact the Office of the Director.

FELLOWS PROGRAM

The Carl R. Woese Institute for Genomic Biology (IGB) has initiated a program of fellowships for recent Ph.Ds or students in their final year of pre-doctoral study in any of the research areas encompassed by the Institute. The program provides an opportunity for young scientists to spend two years with an additional year extension based on performance for doing independent research before launching formal academic or industrial careers.

The program is advertised in major scientific publications and the fellows are selected based on their professional promise, capacity for independent work, interdisciplinary interests, and outstanding achievement to date. For a copy of the approved policy governing the Fellows Program, please contact the Office of the Director.

POLITICAL ACTIVITY

It is illegal under state law for anyone to use the services of the state, the university, or the IGB for political activities. For additional information on this policy, please visit <https://cam.illinois.edu/policies/fo-70/>

RESEARCH THEMES

Our research portfolio spans three broad areas of research: health challenges and solutions, genomic technologies, and environmental resources and conservation.

Health: Every person or animal that suffers from ill health and every pathogen that causes disease has its own genome. Research in this area examines how genome function directs the development of healthy bodies and how disorders disrupt that function. Exploring the genomes of the microbes we live with also allows us to discover the molecular tools they use to aid or attack their hosts, or to fight each other, knowledge that can serve as a pathway to well-being.

Technology: New technologies launched the genomic era. Now, progress in genomic research depends on further innovations in the tools that allow us to probe, manipulate, and analyze biological molecules. Whether focused on software or hardware, biomaterials or microfluidics, DNA editors or molecular motors, our technological research pushes the boundaries of the physically possible and paves the way for future discovery.

Environment: Our global environment includes the totality of living and non-living things that make up the world we live in. Work in our Institute advances understanding of how factors such as the changing global climate and human activities have and will continue to impact the environment, ecosystems, and individual species. Research in this area also focuses on the development of sustainable food and biofuel sources, environmental resources we cannot live without.

To find the current list of IGB Research Themes, please visit the [IGB Website/research](#).

OFFICE OF THE DIRECTOR

SEMINARS

An active program of workshops, conferences, colloquia, and seminars is consistent with the commitment of IGB to fostering interdisciplinary communication. The organization of lecture series, from individual research group meetings to Institute-wide general lectures, is encouraged.

VISIONARIES in Genomic Biology Lecture Series

The IGB supports the Visionaries in Genomics Lecture Series, which consists of approximately 8 lectures per year. The emphasis in this series is on speakers with special distinction in the field of genomics. The IGB assumes the costs for a speaker's visit to this series. The budget for each speaker will include provision for an honorarium, all travel and lodging expenses, and a dinner and/or reception for the speaker.

IGB Seminars

The IGB supports a Special Seminar Series for those seminars that fall outside the scope of the Visionaries in Genomic Biology Lecture Series. The IGB assumes the costs for the visit of a speaker in this series as well.

INDIRECT COST DISTRIBUTION

The Carl R. Woese Institute for Genomic Biology distributes a portion of ICR earnings from IGB grant awards back to the Research Theme in which the award is administered. For more information regarding this policy, please contact the Office of the Director.

SPACE ASSIGNMENTS

All space assignments in the Carl R. Woese Institute for Genomic Biology will be made by the Director in conjunction with the relevant theme leader. Each of the thematic research areas are provided with laboratory and office facilities for biology, chemistry, and bioinformatics.

Office Occupancies

Single Occupancy of an office is appropriate for:

- Faculty whose primary research home is the IGB.
- In general, faculty who maintain a single-occupancy office in another facility will not, at the same time, maintain a single-occupancy faculty office in the IGB. There may be occasions when exceptions to this practice are warranted.

Double occupancy of an office is appropriate for:

- Faculty with a shared presence between the Institute and a home department in which another office is maintained.
- Visitors of faculty status or equivalent, who spend from a few days to an academic year or longer in the IGB.
- Postdoctoral Research Associates and permanent Research Staff.

Modular System Environments

Occupancy of the modular system environments in the office areas and laboratory areas is appropriate for:

- Graduate Students
- Technicians
- Postdoctoral personnel
- Clerical and other technical staff personnel

Laboratories

Laboratory spaces in the IGB are of three types:

- Large Open Wet Laboratory
- Equipment Rooms
- Shared Equipment Rooms

OFFICE OF THE ASSOCIATE DIRECTOR

CONFERENCES AND WORKSHOPS

For those faculty members and research groups who organize conferences or workshops related to IGB research activities, support is available. This includes:

- Making hotel, travel, and catering arrangements
- Developing conference materials and programs; preparing conference packets; overseeing conference registration

- Coordinating the publication of conference proceedings
- Providing staffing for conferences (registration tables, etc.)
- Tracking expenditures

Conference organizers are advised to begin their planning and should contact the Office of the Associate Director for assistance.

NONDISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities. Complaints of invidious discrimination in violation of university policy are to be resolved within existing University procedures.

Job searches and hires in the Carl R. Woese Institute for Genomic Biology must be approved for compliance with university regulations by the Institute's Affirmative Action Officer (Room 1604).

For additional information or assistance on equal opportunity and access policies, as well as other University policies or information on federal and state civil rights laws, please contact the Institute's Affirmative Action Officer or the University's Office of Equal Opportunity and Access.

THEME BUDGETS

The Institute provides a modest operating budget to the research themes to purchase basic office supplies for theme members. These accounts may not be used for funding research activities or for the purchase of laboratory supplies, equipment or activities associated with instruction.

TOURS

All requests for tours should be directed to the office of the Associate Director at the Institute.

IGB HUMAN RESOURCES

VACATION BALANCES FOR ACADEMIC AND ACADEMIC PROFESSIONALS

In May and August of each academic year, Academic Human Resources requires each campus department to report vacation and sick leave usage for Academic and Academic Professional employees. Reports are submitted twice annually: once in May for the nine-month period ending May 15, and again in August for the three-month period covering May 16 through August 15.

Academic Human Resources also requires that all unused vacation balances be paid out to an employee upon resignation or separation from the University. Because vacation payouts are considered unallowable costs under grants and contract funding, the UIUC Office of Sponsored Research Administration requires that these payouts be charged to appropriate non-grant funding sources.

As a result, it is critically important for faculty members to proactively plan with their Academic and Academic Professional employees to encourage and allow the use of earned vacation time. This planning helps minimize vacation payout liabilities that would otherwise be charged against the faculty member's ICR allocations or other appropriate non-grant funds when an employee separates from the University.

VISITORS

Children and other unauthorized people should not be in laboratories where hazardous materials or hazardous equipment are being used. Visiting scientists and scholars from academia and industry are an important part of the IGB's intellectual environment. Any IGB faculty member or theme who would like to invite a visitor to the Institute must first seek permission to do so from the Director. The sponsoring faculty member will need to submit to the Director's Office a brief letter describing the length and purpose of the visit, the visitor's CV, and any specific needs for the visitor, such as space or access to certain equipment.

After reviewing all the material, the Director will inform the inviting theme or faculty member if the visit has been approved, and a formal invitation to the prospective visitor can be extended. To arrange for visas for foreign visitors, contact Jacinda King in the Institute's Human Resource Office.

VISITING RESEARCH/SCHOLAR

To work as a visiting researcher or scholar in the labs at the [Carl R. Woese Institute for Genomic Biology \(IGB\)](#), you cannot simply walk in or use general campus guest passes. The IGB operates on a strict onboarding and compliance framework managed by the [IGB Safety and Compliance office](#). Your building access and lab placement depend entirely on completing mandatory training and documentation beforehand.

Visiting researchers/scholars will need to obtain a University Identification Number (UIN) and NetID through an Affiliate NetID request submitted by their sponsoring academic department. For more information, go to the [IGB Facilities webpage](#).

GRADUATE STUDENT APPOINTMENTS

Graduate students comprise a major fraction of the building inhabitants. To be eligible for desk space in the IGB, a graduate student must:

- be the research assistant or advisee of a faculty member with faculty status in the Institute
- be the research assistant or advisee of a faculty member or researcher with affiliate status in the Institute

Graduate students will normally have a single-occupied desk space in either the IGB or the home department, but not both. Because desk spaces in the IGB are in high demand, sharing a desk by two or more students may be required.

Graduate students may be appointed through their home departments, or, if their salary is supported by a grant or contract administered by the IGB, they should be appointed through the IGB HR Office. In such cases, the home department pay rate will be followed. Graduate students or their faculty advisors should inform the IGB Business Office of the completion of milestones that affect pay rates.

IGB PURCHASING AND BUSINESS OFFICE

P-CARD PURCHASES

PCard: ****All purchases are tax exempt****

Any purchase where the purchase includes software or electronic services will need to attach the appropriate form to their report, which are included in the link below

The PCard is a charge card issued to Cardholders to simplify U of I System-authorized small-dollar purchases of supplies and small equipment.

PCard exceptions are not required if there is an IPHEC award with the vendor.

<https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2146624>

Please find PCard forms needed at https://www.busfin.uillinois.edu/forms/buying_contracts/pcard_tcard – Please note, there is a 15 day lead time on exceptions.

Software and Electronic Services Purchased with a PCard:

The Software and Electronic Services Purchase with a PCard may eliminate the need for a PCard Exception request (and Purchasing/Payables involvement) for many PCard software and electronic services purchases, as long as certain high-risk criteria are not triggered and the purchase does not exceed \$7500.

Required Form:

<https://go.uillinois.edu/software-pcard>

Approvals:

- IT Department Head: dslater@uillinois.edu
- Department Head (or Designee): ccorzine@uillinois.edu

Restricted Items and Purchases Requiring Special Approval:

<https://www.busfin.uillinois.edu/bfpp/section-7-purchasing/section-7-2/restricted-items-special-approval>

The slides from the presentation can be found at: [PCard Software Slides](#)

An FAQ document based on the questions that were raised during the presentation can be found at: [PCard Software FAQ](#)

T-CARD (TRAVEL CARD) PURCHASES

TCard: **Please provide a tax-exempt form when needed**

The University Travel Card (TCard) is the preferred method of payment for any qualified travel-related purchase: airfare, hotel rooms, car rental, bus and rail, etc.

You cannot use a TCard for any travel that includes personal travel. The individual must pay out of pocket and request reimbursement after the travel has taken place. A travel comparison will need to be submitted, and the traveler will be paid the lesser of the two.

All travel must be by the most direct route, using the most economical mode of transportation, taking into consideration travel time, costs, and work requirements. (see Travel for more details, page 9 of this document)

TCard Exception Form – Please note, there is a 15 day lead time on exceptions.

Meals, Hotel, Travel, Refreshments and events:

The website is outdated, here is the correct one: <https://www.busfin.uillinois.edu/bfpp/section-8-payments-reimbursements>

MEALS, HOTEL, TRAVEL, REFRESHMENTS, AND EVENTS

Federal law, State statutes, and University policy establish both general and specific guidelines for how University funds can be used to pay for and reimburse expenses for meals, hotels, and other miscellaneous expenses.

To determine the Allowability of Business Meals and Refreshments and the maximum allowable expenditures, please contact the Institute Business Office or reference Section 8.0 of the Business and Financial Policies and Procedures Manual located at the following website: <https://www.busfin.uillinois.edu/bfpp/section-8-payments-reimbursements>

MEALS, REFRESHMENTS, AND ALCOHOL

Maximum allowable expenditures for business meals, receptions, and refreshments depend upon the attendees, the type of event, and, in some cases, the starting time or length of the event.

All meal maximums apply to restaurants, caterers, and University-operated food service. The meal maximums do not include allowable expenditures for tax, tips, and alcohol. The University is exempt from Illinois state sales tax and has reciprocal agreements with some other states. Always ask for this exemption.

Tips up to 20% of the total cost are reimbursable. Travel Card (T-Card) payments of tips of more than 20% of the total cost of a meal may be subject to the deduction of the excessive T-Card charges from the Cardholder's wages. Alcohol, when allowed, may only be provided to participants 21 years of age or older.

Sponsored project funds may be used only for business meals when such use complies with the terms of the sponsored grant or contract and the related budget.

Expenditures using self-supporting funds must be directly related to the generation of the fund's revenue. Expenditures from gift or endowment income funds must comply with donor intent restrictions.

You must have approval to exceed the allowable amounts for business meals and refreshments. Written approval must be from the dean, vice chancellor, assistant vice president, or provost.

COMMUNICATIONS

THE COMMUNICATIONS OFFICE

Provides marketing, communications, and public relations support for IGB faculty and staff. Contact Nicholas Vasi at nvasi@illinois.edu for a consultation about your specific communications needs or visit the Communications section of the IGB website for more information, templates, and contact info at <https://www.igb.illinois.edu/resources/services/communications>

EDITING

The Communications Office provides developmental editing and proofreading services for grant proposals, proposal documents, or promotional copy.

PRESENTATIONS

The Communications Office has a generic PowerPoint template about the Institute, and can help staff develop appropriate presentations for conferences, symposia, and the like.

PUBLICATIONS

The Institute prepares several professionally designed and printed pieces annually, which are available on request from the Communications Office.

ANNUAL REPORT

The annual report is a large (50+ page) booklet that provides a basic overview of the IGB, brief highlights of our research, partnerships, education, and outreach activities, and financial metrics.

IGB MAGAZINE

Each year, the IGB publishes “Biomarker,” a magazine that highlights recent activities within the Institute. If you need assistance creating a specific publication, contact the Communications Office.

PUBLICITY

While the University of Illinois News Bureau is always eager for news about campus activities and usually willing to provide press coverage, it is up to the units themselves to direct the media to interesting research developments and results. Carl R. Woese Institute for Genomic Biology faculty members who believe their IGB research has the potential for an interesting news story are encouraged to take steps towards making the News Bureau and the IGB Communications Office aware. If the News Bureau will not cover the story, editorial members of the Communications Office can provide journalistic coverage and facilitate the release of the content for publicity.

WEBSITE

The IGB maintains a comprehensive website igb.illinois.edu which includes descriptions of the research themes as well as other useful information such as a staff directory and seminar schedule. If you would like to see changes or additions made to the website, please contact the Communications Office.

LOGO

All University of Illinois units have been asked to discontinue using unit logos and are now required to use the Illinois logo. In accordance with the Illinois Identity Standards, the Carl R. Woese Institute for Genomic Biology adheres to this policy and uses the Illinois logo in official communications.

See the Identity Standards website for more information: <https://brand.illinois.edu/>. Contact the Communications Office if you have questions.

OUTREACH

The IGB embraces the concept of "Where Science Meets Society" and hosts activities to raise awareness of the transformative research taking place at IGB and to facilitate interaction between IGB members and the broader community. For information, contact Daniel Urban at djurban2@illinois.edu

COMPUTING AND NETWORK SERVICES

GETTING HELP

For the most current policies, please visit <https://www.igb.illinois.edu/resources/services/CNRG> and see the links in the "Policies" section.

The CNRG Helpdesk (Computer and Network Resource Group) is in room 131 and is open from 8:00 AM to 4:30 PM, Monday through Friday, excluding campus holidays. The CNRG Helpdesk is closed for lunch between 12:00 PM and 1:00 PM. In cases of emergencies or e-mail loss, please call 217-333-4854. For all other inquiries, please e-mail help@igb.illinois.edu and we will respond as soon as possible. Please note that if you call about a non-emergency issue, we will track your request by emailing it to help@igb.illinois.edu.

PRIVATELY RUN SERVERS AND CLUSTERS

Privately run servers and HPC Clusters are not allowed on the IGB network due to their high power and heat requirements, which are not available in personal offices and cubicles. High-end workstations, including those with GPUs, will need pre-approval from CNRG before being used in the IGB due to their high power and heat requirements. If you have any questions about running any private servers, HPC systems, and high-end workstations, please email help@igb.illinois.edu

NETWORK POLICIES AND PROCEDURES

Involved Costs

The design, configuration, operation, and maintenance of the IGB's network, including the wiring infrastructure, network equipment, and configuration, are the responsibility of the Computer and Network Resource Group (CNRG). Existing wired ports are all available for use on a combination of need and a first-come, first-served basis for no additional cost. However, the installation costs attributed to adding a new network jack will be the responsibility of the person, theme, or group requesting the new jack.

Campus Technology Services Procedures

In addition to all IGB policies and procedures, all network devices must be compliant with all Technology Services policies available at: <https://www.cio.illinois.edu/information-technology-policies/>.

Wireless Network

Users can use their University NetID and password for wireless Internet access through IllinoisNet, IllinoisNet_guest, or the eduroam wireless network.

Wired Network

The wired network is available to all IGB members. All wired connections can negotiate 10/100/1000 Mbps connections at full duplex. The IGB CNRG provides all network cables used and are available in lengths of 15 feet or less. Network cables are not to be strung over or through walkways as this is a safety hazard and can lead to cable damage. As per Technology Services regulations, hubs and switches are not allowed and will be scanned constantly.

Security Procedures

As per Technology Services policy, all computers are required to have a working, up-to-date version of an anti-virus program scanning all incoming and outgoing files. Also, per Technology Services policy, each user is required to keep their computer's operating system up to date to prevent any known vulnerabilities in the operating system from being exploited. In addition, a firewall is required to be enabled on their machine. Occasionally, CNRG will notify all IGB users via the everyone@igb.illinois.edu mailing address about important security events. All users are required to perform the course of action mentioned in these messages to keep the IGB computers secure. If there are any problems, CNRG will be more than happy to help if notified by help@igb.illinois.edu.

Each user should keep their username and password combination to themselves and not send them to anyone, even to CNRG, especially over e-mail.

Supported Operating Systems

All computers must have a supported operating system installed. The list of supported operating systems is at: <https://www.igb.illinois.edu/resources/services/CNRG/policies>

Instrumentation

Whenever a machine is used to operate a dedicated piece of equipment, such as an instrument, it is to be used solely for operating that instrument and not for general computer use. If CNRG was not involved in the configuration of the computer that operates the instrument, CNRG cannot guarantee the supportability of the product by CNRG. All instrumentation must be managed by someone who will be responsible for the security and anti-virus updates to the computer portion of the instrument.

NON-RECOMMENDED AND SURPLUS SYSTEMS

When users purchase systems not recommended by CNRG or systems obtained through campus surplus, CNRG is not required to provide extensive support to those systems.

COMPUTER SERVICES

CNRG seeks to provide IT services necessary to assist faculty, staff, and students in advancing the mission of the IGB. To accomplish this, we currently provide the following computer-based services.

MAILING LISTS

Should a mailing list be needed, CNRG can create mailing lists that end in igb.illinois.edu or can assist in creating lists ending in lists.illinois.edu

FILE SERVER

The IGB has a large amount of disk space available on the Fileserver. Each user with an IGB systems account is allocated 50GB of storage space. In addition, each theme is allocated 20TB to be used at the theme leader's discretion. Files can be transferred to and from the file server using SMB (standard Windows file sharing) or SFTP. All audio, video, and disk image files are not allowed unless special accommodation is made. The file server is not to be used as a backup service for other servers or machines.

WEB APPLICATION SERVER

The IGB web application server is only for theme or group web pages in addition to the main IGB web pages. If you need access to this server, please contact help@igb.illinois.edu.

POSTER PRINTING

CNRG operates a poster printer capable of printing on a variety of materials. Orders for posters can be submitted at <http://www-app.igb.illinois.edu/posterprinter/> and will be available within 3 days of poster submittal or 24 hours if marked as a rush order. Printing costs vary depending on poster size, paper types, and finish options. Please see the link mentioned above for detailed pricing information.

LECTURE RECORDING

The IGB has a lecture recording system in room 612. If you are having an event in 612 that needs to be recorded, please email help@igb.illinois.edu.

VIDEOCONFERENCING SYSTEMS

All IGB conference rooms have videoconferencing capabilities built into the room. If you would like to receive training on these systems, please e-mail help@igb.illinois.edu.

DESKTOP BACKUP

The desktop backup service is open to all IGB members. This service is not installed on all computers by default. To get the service, please e-mail help@igb.illinois.edu. It is each user's responsibility to ensure that their backup client is running and backing up the files on a regular basis.

This service does not back up audio, video, and disk image files unless special accommodations are made. All users receive 800GB backup allocation for all their devices. Due to the limited nature of the 800GB allocation, this service is not designed to backup servers.

SERVER BACKUP

This service does not back up audio, video, or disk image files as they are generally not for official university business. This service backs up all specified locations on servers in the IGB to disk and then to tape for offsite storage.

VIRTUAL MACHINE SERVICE

This CNRG maintains a Virtual Machine service. This is available to IGB members on a monthly charge for the number of CPUs, memory, and hard drive space used. For more information on the Virtual Machine service, including usage, capabilities, and up to date pricing, please visit <https://www.igb.illinois.edu/resources/services/CNRG/virtual-machines>

BIOCLUSTER

The CNRG maintains an HPC System named Biocluster that is available to IGB members on a pay-per-use basis. We monitor the fees closely and may modify them to more accurately reflect the costs involved in running the cluster. As needs dictate, we will also increase the capabilities.

For more information on the cluster, including usage and capabilities, and up-to-date pricing, please visit: <https://biocluster.igb.illinois.edu/>.

BIOARCHIVE SERVICE

Designed to be a location to store generated and completed project data over the long term, this system is guaranteed to store data for ten years at a low, fixed, and up-front cost. For more information on the bioarchive and up to date pricing, please visit: <https://www.igb.illinois.edu/resources/services/CNRG/bioarchive/>

SERVER HOSTING

When the Computer and Network Resource Group (CNRG) manages a system, they assume the ultimate responsibility for the security of the system, not including any software being developed by the end-user. As a result, for systems administered by the CNRG, no user will be allowed to have full administrative rights outside of CNRG. In addition, all systems administered by CNRG will be monitored continuously by software for availability and security vulnerabilities. In the event of an outage, CNRG members will respond to restore service as soon as possible.

Due to the time-intensive nature of managing these systems, the IGB will charge 10-50% of a CNRG member's salary, depending on the needs of the system.

Occasionally, a project may need a full-time dedicated programmer to ensure success. The CNRG cannot provide this, but will work with a faculty member on a plan to host a machine on a per-case basis.

TELEPHONES – MICROSOFT TEAMS

Account Access

Microsoft Teams has been enabled for anyone eligible for Office 365, including all active University faculty, staff, and students. Microsoft Teams has applications for Windows, MacOS, Linux, iOS, and Android. It also works in web browsers.

To request a Microsoft Teams phone number through the University please visit:

https://www.igb.illinois.edu/telephone_account

Long Distance Calling

There are two types of long-distance service that can be activated. Domestic long-distance allows the placement of long-distance calls so long as they are within the United States, Canada and the Caribbean/Atlantic. International long-distance allows for the placement of calls worldwide. International long distance rates vary depending on where you are calling and the length of the call.

EQUIPMENT/AUDIOVISUAL

General Equipment and Networking

Arrangements for seminar equipment, including tables, chairs, and networking or internet connections, should be made at the time of the request or well in advance of the event via the Space Reservations form available on the IGB website. Please make requests as specific as possible.

Groups are expected to be able to operate the general-purpose audiovisual equipment themselves. Anyone needing training should contact space@igb.illinois.edu for assistance. Some equipment must be operated by properly trained staff.

Please note that the IGB does not provide additional equipment or services, such as extension cords or personnel, to perform videotaping.

CORE FACILITIES

MICROSCOPY AND IMAGING FACILITY

The Core provides state-of-the-art imaging, analysis, and sample preparation resources to researchers at the IGB and the broader campus community. The facility supports a wide range of applications, from routine imaging to advanced techniques, and offers expertise in experimental design, data acquisition, and interpretation.

The Core maintains a variety of advanced optical imaging systems, including multiple confocal microscopes such as the Zeiss LSM 710 multiphoton and upright LSM980 multiphoton microscope with Airyscan 2, as well as the Zeiss LSM 880 and LSM 900 both with Airyscan 2 detection. These systems enable high-sensitivity and super-resolution imaging. In addition, the facility houses cutting-edge super-resolution technologies, including STED microscopy (STEDYCON), and two MINIFLUX microscopes providing 2nm resolution for molecular-scale imaging.

The Core also offers two light sheet microscopy systems (Zeiss Lightsheet Z.1 and UltraMicroscope), as well as whole-slide scanning platforms including the Zeiss AxioScan.Z1 and Hamamatsu NanoZoomer. Additional

optical microscopes include a Zeiss AxioZoom V16, a widefield fluorescence microscope (Zeiss Axiovert 200M), and a MERFISH microscope.

Beyond optical microscopy, the facility provides structural and analytical tools, including a Zeiss Sigma VP 3View Serial Block-Face Scanning Electron Microscope (SBF-SEM), a Cypher Environmental Atomic Force Microscope (AFM), Raman-AFM-SNOM spectroscopy, and a North Star Imaging X5000 X-ray CT system for 2D radiography and 3D computed tomography.

The Core also offers training and access to an Agilent 600 MHz NMR system.

The facility supports a full range of sample preparation workflows, with equipment for tissue processing and sectioning, including a cryostat, microtome, paraffin embedding station, and tissue clearing via the X-CLARITY system. A wet lab is available, along with expertise and training in a variety of labeling and staining techniques. Live-cell imaging support includes temperature/CO₂-controlled imaging chambers, incubators, and a biosafety hood. Additional resources include an ImageQuant 800 gel and Western documentation system and access to advanced image analysis software such as Imaris, Amira, and AutoQuant.

Researchers receive training from Core staff and, once certified, are granted 24/7 access to instrumentation. The facility also provides ongoing support for experimental design, data analysis, and interpretation, enabling researchers to fully leverage advanced imaging technologies.

INSTRUMENTS AND RATES

For detailed information about instruments and rates, please visit the [Instruments and Services page](#).

NEW USERS

To learn more about becoming a Core user, please visit the [New Users page](#)

ANCIENT DNA FACILITY

DNA extraction from rare samples is carried out in the clean room by Professor Ripan Malhi's group.

Users of the IGB Core are trained by either the IGB Core manager or a staff member to use the instruments and will then have 24-hour/7-days a week access to the facility. Instrument fees are based on the cost of maintaining the instruments and providing a high level of support.

PROPOSAL PROCESSING AND RESEARCH PROPOSALS

DESIGNATION OF THE ORIGINATING UNIT

The guidelines for determining when proposals should be processed through the Institute and when they should be processed through home departments are as follows:

- The traditional single-investigator research proposal, and some multi-investigator research proposals, involving faculty from a single unit, are typically processed through the business office of the home unit in which the PI is appointed. Exceptions to this policy will need to be reviewed and approved by the Office of the Director.
- Proposals that should be processed through the Carl R. Woese Institute for Genomic Biology Business office have some or all the following characteristics:
- The proposal is interdisciplinary.

- The proposal involves two or more Principal Investigators or one Principal Investigator and one Senior Personnel/Collaborator from different departments.
- The research is to be conducted entirely or mainly in the Carl R. Woese Institute for Genomic Biology. All or most of the personnel performing the research have affiliations with the Carl R. Woese Institute for Genomic Biology.
- The research involves resources of the Carl R. Woese Institute for Genomic Biology or is predicated upon characteristics of the Institute that make it an appropriate place for conducting the research.
- If there is any confusion about where a proposal should be processed, it should be resolved before the proposal is submitted to the Institute or departmental business office for processing.

Questions of this nature should be addressed to the Associate Director or the Director for a final resolution. The choice of unit, through which the proposal is processed, can be important for several reasons. It is important that the unit in which the work is to be performed have an opportunity to administratively review the proposal, to ensure that the facilities for the work and other conditions required for successful pursuit of the research are in place. Secondly, it may be a matter of convenience to have the business office and other grant administrative activities located near where the research is to be conducted.

PROPOSAL SERVICES

Please read the [IGB proposal submission policy](#) and familiarize yourself with the key submission timeframes before you reach out to us.

Please complete and submit the [IGB Proposal Intake Form](#) for ALL Proposal Submission Requests through the IGB.

The Proposal Intake Form helps streamline the collection of important, required proposal information and increases the effectiveness and efficiency of the proposal submission process. Use this form to inform proposal development staff of IGB proposal submissions and request proposal development support, such as proposal editing and proofreading, reference management, data management, graphic design, outreach, and more.

What Investigators Should Provide

- All necessary campus approvals (PI eligibility, IGB eligibility, cost share, waiver rates, human subjects, biosafety, etc.) ▪ Final Budget and Budget Justification
- Final Team structure and required team member documents (Biosketches, Other Support, Conflicts of Interest, others as designated by sponsor)
- Final Supporting Documents (Facilities & Other Resources, Equipment, Letters of Support, authentication of resources, abstract, and others as designated by sponsor)
- Final Compliance documentation (Vertebrate Animals, description of animal research and method of euthanasia, organizational conflict of interest disclosures, human subjects' documentation, and others as designated by sponsor.
- DRAFT Technical/Scientific Documents (Project Description, Research Strategy, Statement of Work, Solution Summary, Specific Aims, etc.)

IGB OPERATIONS AND FACILITIES

ACCESS

BUILDING HOURS

The building is open from 7:30 AM to 5:30 PM, Monday through Friday, excluding holidays and any day the university is closed.

Access at other times is via i-card/prox card issued to authorized building personnel. The building may be open later in the evenings and on weekends, due to special events scheduled through Space Reservations.

Entrances to The Building Are:

- West side into the atrium (via i-card/prox card access during off-hours)
- North side into the gatehouse (via i-card/prox card access during off-hours)

BUILDING ACCESS, KEYS, PROX CARD

Access to the IGB Facility will not be granted to anyone until they have completed the IGB Connect Process and all required safety training.

Type Of Access

- **Physical Keys** - IGB door key for interior doors (a one-time refundable \$20.00 deposit required at the time of issue).
- **Prox Card** - IGB card access will be your i-card for use of entry after hours, lab spaces, and secured spaces throughout IGB.

To receive keys and/or i-card access, you must have completed the IGB Connect entry form with all approvals and training records in place. For lab access, the lab manager or theme admin will request the necessary access for your IGB role. Administration staff will have their supervisor request access. All access requests must go through IGB Facilities, facilities@igb.illinois.edu

For more information on access, please go to the [Facilities Webpage](#).

- DO NOT loan, transfer, give possession of, misuse, modify, alter, or make unauthorized copies of any assigned key(s) or i-card.

PROCEDURE FOR OBTAINING UIUC I-CARD

All i-cards are issued by the University I-Card Center: Illini Union Bookstore, First Floor, 809 South Wright Street. Open Monday through Friday, from 9:00 a.m. to 5:00 p.m. CST. Call 217-244-0135 or email idcenter@illinois.edu. You will need a UIUC i-card for exterior, interior, and for access to any secure areas of IGB.

LOST KEYS/RETURN PROCEDURES

Anyone who loses their keys will be subject to a \$20.00 replacement fee. Keys not returned when leaving the Institute permanently result in the forfeiture of the \$20.00 deposit.

Keys that are no longer needed are to be returned to the IGB Information Desk. Themes are responsible for protecting the integrity of their spaces by ensuring that keys are returned when group members no longer need them.

Requests for lock changes must be made by email to facilities@igb.illinois.edu. Groups may be required to pay for lock changes if the request is considered elective and non-essential.

- Keys locked in your office or lab – after-hours access/regular hours access:
If someone needs to be let in their office or lab after hours, Public Safety should be contacted at 217-333-1216. **Do not call 911!**
- During regular working hours, you can contact Operations and Facilities (217-244- 2999) for access or email facilities@igb.illinois.edu.

For more information on key deposit refund, see: [Key Authorization/Pick-Up/Return/Refund](#).

BUILDING

BABY CHANGING STATIONS

Baby changing stations are in both restrooms on the concourse level.

BICYCLES

Bicycle parking is provided on the Northeast side of the building, as well as on the plaza. These are the only areas designated for bicycle parking at the IGB. Bicycles parked in any other location (i.e., inside the building, near building entrances, on the plaza, etc.) shall be confiscated without warning.

Skateboards and scooters (electronic or leg-powered) are prohibited in the IGB. A skateboard rack is available next to the bike rack, where you can lock it.

Questions should be directed to facilities@igb.illinois.edu.

BULLETIN BOARDS

A large wall bulletin board is provided in each theme area for the posting of notices related to campus and Carl R. Woese Institute for Genomic Biology activities. Please confine all posting to these boards or other approved locations (See “Aesthetics”). Please do not post notices on walls, windows, doors, lamp posts, floors, breakroom cabinets, elevator lobbies, or elevators themselves.

If there is a need for an additional bulletin board or other forms of public notice display, please email facilities@igb.illinois.edu.

The people posting notices should promptly remove them as they become outdated.

FACILITY USE

The primary mission of the IGB is to provide a single physical location for university faculty, staff, and students engaged in research programs chosen for inclusion in the building.

A secondary, related objective is the exchange of scientific and technical information through meetings, conferences, workshops, and similar gatherings. For this reason, the Institute was designed to include several seminar and meeting rooms in support of the research programs conducted in the building.

IGB Faculty members interested in holding graduate- or graduate/advanced-undergraduate-level courses at the Institute need to submit a written request to the Director. The letter should describe how the offering is interdisciplinary in nature and aligns with the Institute's research themes criteria. The meeting schedule, projected enrollment, and need for seminar equipment should also be included.

Use of Institute facilities may be accorded to organizations other than those categorized above, within or outside the University, when such use does not interfere with other planned activities, and when the best interests of the University would appear to be served. All uses of Institute space must be consistent with the [Campus Administrative Manual](#), which addresses limitations on admission fees, contributions, and the use of university facilities for private gain.

During open hours, designated areas such as lobbies, hallways, and public service counters may be accessible to the general public. These areas are subject to posted guidelines and university policies.

Access to private offices, staff workspaces, classrooms, conference rooms, and other restricted areas is limited to authorized personnel or permitted users. These areas require keys and prior approval for entry. Use of these areas is subject to facility-specific guidelines and university standards governing access, conduct, and appropriate use. Individuals without authorized access or a permitted purpose may be asked to leave in accordance with university policy. Access to any part of the IGB, including areas generally open to the public, may be temporarily limited or restricted for reasons of public health, safety, security, or emergency response or maintenance, or to support operational needs such as special events. [Facility Access Policy](#)

BREAKROOMS, & FOOD-HEATING EQUIPMENT

Break rooms are shared spaces intended for use by everyone. Please be considerate of others by cleaning up after yourself, disposing of your own trash, and avoiding long-term storage of personal items in the refrigerators or freezers.

Refrigerators and freezers will be cleaned on a regular basis. Expired, spoiled, moldy, or unclaimed items may be discarded during scheduled cleanouts to help maintain a clean and sanitary environment for all building occupants.

Please be careful not to bring food-heating equipment, such as toasters, toaster ovens, air fryers, and popcorn poppers, into the building. These devices could accidentally trigger a smoke detector while food is being heated, leading to unnecessary evacuations, research disruptions, and financial costs. Using microwave ovens to heat food is preferred.

LACTATION ROOM

Federal law requires employers to provide reasonable break time for employees to express breast milk for 1 year after the child's birth, as needed. Employers must also offer a private space, outside a bathroom, that is shielded from view and free from intrusion by coworkers and the public for employees to express breast milk.

The IGB offers a lactation room for this purpose, available to breastfeeding parents working at the IGB. To access the lactation room, visit the IGB Information Desk in Room 1601 of the Gatehouse to have your i-card activated for, or email facilities@igb.illinois.edu.

The lactation room is located on the concourse level in Room 608 and is accessible with your i-Card. Contact facilities@igb.illinois.edu to request card activation. For privacy, the door is kept locked, and a sliding occupancy sign is placed next to it. The room features a common area and two private, lockable cubicles. Each cubicle includes an electrical outlet, a padded chair, a side table, and a wire shelving unit stocked with cleaning wipes and hand sanitizer. The common space has a small fridge for storing milk and equipment, a sink with dish soap for cleaning, and a whiteboard for communication among users. If both cubicles are occupied, a padded

loveseat is available for waiting inside the room. Suggestions to improve the functionality of the lactation room are welcome and can be directed to facilities@igb.illinois.edu.

LOST AND FOUND

Any stray items found can be turned into the IGB Information Desk, room 1601 (1st floor, Gatehouse). Please include the location and date the item was found. Items will be held for 30 days.

NEW EQUIPMENT, MAINTENANCE, REPAIRS AND REMODELING

New Equipment, maintenance, repairs, and remodeling requests are to be directed to facilities@igb.illinois.edu. The Operations and Facilities staff will coordinate any necessary F&S involvement.

Under no circumstances are personnel other than Operations and Facilities staff to attempt physical, mechanical, or electrical repairs or modifications to any Institute equipment, facility, or building systems.

New equipment with significant space, utility, or power requirements must be communicated to IGB Facilities staff as early as possible to ensure the necessary infrastructure is available and in place before installation. Failure to provide this information in a timely manner may result in delays to equipment installation, startup, or operation.

The Operations and Facilities staff also maintain building furnishings, including their repair, replacement, or relocation.

PETS

Pets, other than law enforcement or service animals for people with disabilities, are not allowed within the IGB building.

RECYCLING

IGB will participate in the campus-wide recycling program for paper, aluminum cans, batteries, and cardboard. For more information, contact facilities@igb.illinois.edu.

RESTROOMS

Multi-occupant men's and women's restrooms are in the atrium of each floor of the lab building. There is also larger multi-occupant men's and women's restrooms on the concourse level of the lab building. Single-occupant gender-neutral restrooms are located on the first and second floors of the Gatehouse.

SMOKING

The campus is smoke-free effective January 1, 2014. IGB departmental policy follows the campus requirements for a smoke-free campus, [found here](#).

SPACE HEATERS

Campus policy dictates "space heaters should not be used in campus facilities, other than temporary outages when the primary building heat is not operational". In addition, the Urbana Fire Department has informed IGB that space heaters are not allowed in campus buildings, and any space heater will be written up as a violation when the IGB building is inspected.

IGB VEHICLE

The Institute maintains a vehicle available for official local IGB business only, used to pick up materials and supplies and to transport people around campus as needed. In accordance with university policy, the vehicle may be used only for official University business, not for personal errands, deliveries, luncheons, or social events. University business requiring travel outside the local area should be conducted using a vehicle reserved through the F&S Carpool.

Operators must be affiliated with IGB, present a valid driver's license, and complete the necessary paperwork before the vehicle can be authorized for use. The Departmental Driver Approval Form is available on the [IGB Facility webpage](#) under the IGB Vehicle Request/Reservation section. The Driver form must be completed every fiscal year. The Vehicle Reservation form is also available on the [IGB Facility webpage](#). Along with other vital information.

Any accident involving a departmental vehicle must be reported immediately to facilities@igb.illinois.edu, and the Car Pool office should be immediately notified by phone at (217) 333-3910. [See the CAM for reporting requirements](#). A university form must be completed for any accident involving departmental vehicles, in addition to the reports required by the police department if involved. Traffic violations and parking citations are the sole responsibility of the individual who checked out the vehicle.

The Institute reserves the right to deny service to anyone who does not present a valid driver's license, fails to promptly settle traffic violations or parking citations, or does not return the vehicle on time. Smoking and cell phone use are prohibited in all campus-owned or leased vehicles.

EVENTS

CATERING, FOOD AND BEVERAGE SERVICE

When food or beverage service is catered for an event for which space is reserved, the unit reserving the space must arrange catering with the Array Café or a University-approved catering company listed at [University Catering](#) or [America To Go](#).

Please note: Michaels' Catering LLC. has prox card access to IGB and can support events outside of normal business hours.

The Space Reservations Office should be kept informed of all planned food and beverage service activities. The IGB reserves the right to deny access to caterers who do not comply with the Institute's rules of use. For more information on caterers who frequently work with the Institute, contact the Space Reservations staff via e-mail at space@igb.illinois.edu.

ALCOHOL

Alcoholic beverages may be possessed and consumed at approved events. Event organizers must obtain approval in writing in advance of the event via the [IGB Space Reservations Form](#) under [Event Planning](#).

AUDIO AND VIDEO RECORDING

Audio and video recording is permitted in designated public areas of the IGB that are accessible to the [general public](#), provided that the following conditions are met:

- The recording does not interfere with the intended use or operations of the facility or building, or the rights of others, AND
- The activity complies with applicable law, including privacy protections, and university policy, such as:
 - Expressive Activity on Campus - <https://cam.illinois.edu/policies/fo-82/>
 - General Use of and Access to University Property - <https://cam.illinois.edu/policies/fo-15/>

Recording is prohibited in the following locations and/or under the following conditions:

- In private offices, meeting rooms, and other nonpublic areas without prior authorization.
- In any location where individuals have a reasonable expectation of privacy, including restrooms, changing areas, and wellness spaces.
- If it violates facility rules, disrupts operations, or infringes on the rights of others.

[Facility Use Policy](#)

EVENT PARKING

Parking is limited near the Institute. Event organizers of large or evening events should decide on parking in advance by contacting [UIUC Campus Parking](#) or the [City of Urbana](#) Parking Department. Minimal parking is available in metered spaces on Mathews Avenue, Nevada St, Dorner Drive, and in Parking Lot F-28.

Unauthorized cars parked in the 24-hour departmental meters or in designated tow-away zones will be ticketed and towed. Questions should be directed to space@igb.illinois.edu.

FOOD SERVICE

Array: The IGB Array Café is located on the concourse level of the IGB. Providing a quick breakfast and lunch service. Open Monday through Friday from 8:00 a.m. - 3:30 p.m., except on university holidays and days the university is closed.

The café also manages light catering events (meetings, seminars) in the IGB building. Contact the café at array@igb.illinois.edu or 244-1113 with any questions.

IGB PROPERTY ACCOUNTING

INVENTORY

The University of Illinois is required to conduct a biennial physical inventory of all equipment valued at \$2,500.00 or more. All inventoried items are examined every two years in accordance with *Business and Finance, section 12. Property Accounting*. Besides meeting this statutory requirement, physical inventories provide the best mechanism available to help the Carl R. Woese Institute for Genomic Biology meet the equipment custodianship responsibilities delegated to our department.

The biennial inventory process verifies the accuracy of the equipment record and ensures that the item is physically present. It requires verifying the item is physically present and the accuracy of various attributes assigned to each piece of equipment –manufacturer, model number, serial number, custodian, equipment manager, location, and condition.

General guidelines for the inventory process:

- If your equipment is ordered by purchase order or P-Card, a university property tag (PTag) will be generated and assigned by IGB-Property Accounting and Reporting (IGB-PAR), IGB-PAR@illinois.edu. The PTag will either be attached by the inventory contact person or sent to you through campus mail for you to attach to the equipment.
- It is important to inform the IGB-Property Accounting and Reporting IGB-PAR@illinois.edu when you move any equipment to another campus location, when you have items at home or off-campus, or when you decide to “scrap” or surplus the items. Please email IGB-PAR@illinois.edu with the updated information when items are moved to a different location, are located at home or off-campus, or are requested for scrap or surplus.
- If items are at an off-site location, you must complete a loan equipment form, which is kept on file and will be renewed annually. Contact IGB-PAR@illinois.edu for the form. You may be asked to bring the item to IGB during the biennial inventory process.
- If you are responsible (i.e., listed as the equipment manager or custodian) for any IGB equipment and will be leaving the IGB, it is important that you inform IGB-PAR@illinois.edu of your pending departure. The database must be updated to list a new equipment manager or custodian for auditing and biennial inventory purposes.
- Any equipment, specifically desktop and laptop computers, purchased from any University funding source will need to be returned to the department in which it was purchased prior to your departure from the University. The University does not sell equipment, including computers and laptops, purchased with university funds to faculty, staff, students, or the public. If the department determines the computer is no longer needed, the department can turn it over to university surplus, which will redistribute it to another department.
- Desktops, laptops, or tablets must be returned to your faculty sponsor, who can redistribute, or to the IGB Computer and Network Resource Group (CNRG) in Room 131. If returned to your faculty sponsor, he/she, or the new custodian, is responsible for informing the IGB inventory contact at IGB-PAR@illinois.edu to update the inventory database. If returned to the IGB Computer Resource Group, it may be reassigned or submitted for disposal and removal from the IGB inventory. You cannot dispose of any desktop, laptop, or tablet without authorization. There are strict policies for removing data from the equipment (“scrub”), and a Scrub Label must be affixed to certify data removal. Do not remove the hard drive or other components. If the Scrub Label is missing, you may be charged for the cost of eliminating the data, or the equipment may be returned to you for scrubbing, at your expense.
- In specific cases, the University will allow a computer to be transferred with a faculty member to another institution of higher education if the faculty member is also transferring all or a portion of his/her grant funding to the new educational institution. Please contact IGB-PAR@illinois.edu to inquire about transferring a university asset.
- More information can be found on the [IGB Facility webpage](#) and the [IGB Property Accounting and Reporting](#).

It is extremely important to have the full cooperation of all faculty, staff, and students occupying rooms in the IGB during this task to meet the state and University requirements of the biennial physical inventory of all equipment \$2500.00 and above

LABORATORY

GAS CYLINDERS, CRYOGENS, AND DRY ICE

Gas Cylinders can be purchased by themes from the vendor with the current gas cylinder campus contract. This contract defines gas cylinder rates negotiated by Campus Purchasing. Each vendor has a specific ordering method, and the IGB Business Office can assist you in gaining access to their process.

Tanks are delivered to IGB shipping and receiving for pick up. A courtesy email will be sent to notify you to pick up the tanks.

Empty tanks need to be secured with a threaded cap in place and returned to the Bevier hallway adjacent to the IGB Dock.

Please forward all orders to purchasing@igb.illinois.edu.

LIQUID HELIUM AND LIQUID NITROGEN

Liquid helium and large quantities of liquid nitrogen (over 50 liters) are ordered by the IGB themes. Quantities of liquid nitrogen under 50 liters will be available at IGB Shipping and Receiving during normal business hours, Monday- Friday.

Access to Liquid Nitrogen is restricted to IGB researchers who have completed the DRS cryogenic training in addition to all other IGB-specific required training.

DRY ICE

Dry ice is available at designated dry ice boxes throughout the IGB.

GLASSWARE WASHERS, STERILIZERS, AND ICE MACHINES

Glassware washers, sterilizers, and ice machines are available on each floor of the lab building. Trash containers in these rooms are provided for autoclaved, over-bagged biohazard bags. Ice in the ice machines is not potable. Any ice for human consumption should be taken from the break room freezers. Any problems with equipment in these rooms should be reported to facilities@igb.uiuc.edu.

SHIPPING AND RECEIVING

MAIL SERVICES

Incoming Mail

IGB Campus Mail Code – MC/195, for use when sending through the campus mail system.

All incoming mail (campus and U.S.) delivered to IGB will be processed by the Shipping & Receiving staff, sorted by theme, and delivered to the appropriate administrative staff at designated locations within IGB, who will distribute it within their area. Mail with an incomplete address or otherwise undeliverable will be held in Shipping & Receiving until the appropriate location can be determined.

All incoming mail should be addressed with the Official Address Format for Incoming Mail:

- **[Your name]**
- Carl R. Woese Institute for Genomic Biology
- University of Illinois Urbana-Champaign
- **[Room/LAB #]**
- 1206 W. Gregory Dr.
- Urbana, IL 61801-3832

Outgoing Mail

All outgoing mail (campus and U.S.) will be picked up by the Shipping & Receiving staff from the designated location within the theme. A mail drop site is also available on the first floor near the freight elevator in Shipping & Receiving.

Non-stamped outgoing U.S. Mail may be used for university-related business only. Non-stamped personal mail, such as job applications, personal correspondence, and bills, will be returned to the sender by the theme admin due to postage costs.

PARCEL SHIPPING AND RECEIVING

More detailed information on the Shipping Process and Customs Broker can be found on the [facility webpage](#) under Shipping and Receiving.

Incoming Parcels

Personal packages should not be shipped to the Carl R. Woese Institute for Genomic Biology. All packages are subject to being opened.

The receiving staff will process all incoming parcels and distribute them to the designated area for the theme. When an address is incomplete and lacks a Lab or Room number, the parcels will be held at Shipping and Receiving until claimed.

See [Mail and Parcels on the facility webpage](#) for drop locations for parcel pick-up within IGB.

Outgoing Parcels

Daily pickups by UPS and FedEx are available.

Shipments must be processed and completed by the IGB Shipping and Receiving staff before 2:30 pm so the carrier can be notified in time to schedule the pickup.

The [IGB Ship-out form](#) must be submitted to the Receiving Office before 2:30 pm to ensure same-day shipping.

All international parcels and any parcel weighing 5 pounds or more with Dry Ice will be shipped via FedEx. If the carrier has already made pickups for the day, those wishing to ship out that day will need to drop off at an on-campus drop box, the carrier's office, or wait until the next business day.

Limited UPS and FedEx materials are available from Shipping and Receiving, Room 1302, or by emailing receiving@igb.illinois.edu.

For a more detailed shipping process, please visit Shipping and Receiving, Shipping Process on the [IGB Facility webpage](#)

CUSTOMS BROKER

IGB recommends using the campus-contracted customs broker for all international shipments. You can find more information at [UIUC Purchasing information on Customs Broker](#):

The import and export of goods are subject to U.S. Customs rules and regulations and may require special forms for import or export. Departments that need to receive or ship goods from outside the United States should contact Baker Logistics (the current contract customs broker) for customs clearance.

Units will need to ensure that vendors listing Baker as the University's customs broker on the airway bill and notify Baker via email uofillinoischampaign@bakerlcs.com to ensure a smooth transition through U.S.

Customs. In addition, units can simplify the payment process by ***pre-paying*** customs fees with Baker via PCard. For additional questions or concerns regarding the customs process or international shipments, please email urbanapurchasing@uillinois.edu.

University of Illinois Customs Broker contact:

Baker Logistics Consulting Services

205 N. Elm Avenue

Elmhurst, IL 60126

Phone: 312-971-0680

Customs Broker Manager: Lauren Pittelli

Email: Lauren.pittelli@bakerlcs.com

Direct Phone: 312-971-0680

Upon completion of the purchase order, the associated contract coordinator will send an email to connect the department, Baker, and the vendor to work out the required import logistics. For best practices regarding international shipments, please see the document: [***Customs Broker step-by-step written color code pdf***](#) can be found on the facility webpage under shipping and receiving.

BULK MAIL (REQUIRES A FUND SOURCE WHICH IS SEPARATE FROM IGB FUNDS)

Groups whose mailing will be extensive should arrange with Campus Mailing Services to have account information labels created and should have the mail bundled and labeled for pick-up by the Shipping and Receiving staff.

All bulk mailings that are not bundled and labeled with account information will be brought to the attention of IGB Institute Administration.

Bulk (200 or more pieces) U.S. Mailings go to 1611 South Oak Street. Such bulk U.S. Mailings need to conform to campus regulations regarding permit numbers, return addresses, etc. For further information about bulk mailings, contact Campus Mailing Services at 217-333-6101. Their policies and procedures may also be found on the following website: <https://printing.illinois.edu/campus-mail>.

Because of budget constraints, United States Postal Service (USPS) regulations, and state and federal laws, the following types of mail will not be delivered through Campus Mail Distribution:

- Political endorsements, unstamped commercial solicitations, and advertisements, literature and/or publications from non-University organizations.
- Personal books, library books in large quantities.
- Personal messages, such as greeting cards, cartoons, and chain letters for rent, for sale, or similar notices.
- Appeals for funds (except as noted below).

And other non-official items which, in the judgment of the Supervisor of Campus Mail Distribution, violate the intent of this regulation.