



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

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

INFORMATION MANUAL PROCEDURES AND SERVICES

OCTOBER 1, 2025

STAFF CONTACTS				
Resources	Contact	Room	Phone	E-mail
Appointment Processing	Jacinda King	1634	4-2276	hr@igb.illinois.edu
Building Repair/Remodeling	Jesse Southern	1602	4-1834	facilities@igb.illinois.edu
Café	Carlos Spinks	613	4-1113	array@igb.illinois.edu
Chrome River & Vendor Payments				purchasing@igb.illinois.edu
Communications/Marketing	Nick Vasi	2636	3-0873	nvasi@illinois.edu
Computer Help Desk		131	3-4854	help@igb.illinois.edu
Conference Coordination and Special Events	Angie Patrick	1606	3-5875	apatrick@illinois.edu
Core Facilities	Glenn Fried	121A	3-4328	gfried@illinois.edu
Displays and Exhibits	Jesse Southern	1634	4-1834	facilities@igb.illinois.edu
External Relations	Tracy Parish	1624	5-0880	tparish@illinois.edu
Grants – post-award	Justine Story	2620	4-0131	grants@igb.illinois.edu
IBuy Orders				purchasing@igb.illinois.edu
Keys/Card Access	Jesse Southern	1602	4-1834	facilities@igb.illinois.edu
Main IGB Phone Number			4-2999	
Outreach	Dan Urban	2601	0-8963	djurban2@illinois.edu
P-Card/T-Card Manager				purchasing@igb.illinois.edu
P-Card/T-Card Reconciliation				purchasing@igb.illinois.edu
Parking (IGB Spaces)	Brenda Brown	1601	4-5059	parking@igb.illinois.edu
Payroll/Time Sheets	Malissa Leistner	1634	4-4575	kaylyn@illinois.edu
Petty Cash				purchasing@igb.illinois.edu
Police	Campus 9-911 Cell 911			
Proposals and Grants	Justine Story	1626	4-0131	grants@igb.illinois.edu
Purchasing/Procurement				purchasing@igb.illinois.edu
Safety and Compliance	Robert Mann	2602	4-8346	bobmann@illinois.edu
Seminars	Mary Callaway	1606	5-0340	mabrown5@illinois.edu
Shipping and Receiving	Chris Miller	1302	4-1560	receiving@igb.illinois.edu
Space Reservations	Angie Patrick	1606	3-5875	space@igb.illinois.edu
Telephones		131	3-4854	help@igb.illinois.edu
<i>*1600 and 2600 blocks located in Gatehouse.</i>				

EMERGENCY (fire, police or ambulance, major spills)

9-911 from a campus phone 911 from a cell phone

Non-emergency Campus Police Department 217-333-8911

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 persons **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

Acknowledgement of Carl R. Woese Institute for Genomic Biology Affiliation	6
Administrative Support.....	6
Aesthetics.....	6
Baby Changing Stations.....	7
Bicycles.....	7
Bioinformatics Classroom	7
Cluster	7
Reservations.....	7
Building Hours	7
Bulletin Boards	7
Communications	8
Editing	8
Presentations	8
Publications	8
Annual Report	8
IGB Magazine.....	8
Publicity	8
Computing and Network Services	8
Getting Help	8
Privately Run Servers and Clusters	8
Network Policies and Procedures.....	9
Involved Costs	9
Campus Technology Services Procedures	9
Wireless Network	9
Wired Network	9
Security Procedures	9
Supported Systems.....	9
Hot Spares	9
Instrumentation.....	10
Non-recommended and Surplus Systems	10
Computer Services	10
Mailing Lists.....	10
File Server	10
Web Application Server	10
Poster Printing	10
Lecture Recording.....	10
Videoconferencing Systems	10
Desktop Backup.....	10
Server Backup.....	11

Biocluster	11
Active Archive System.....	11
Server Hosting	11
Conferences and Workshops.....	11
Core Facilities	12
Microscopy and Imaging Facility (MIF).....	12
Ancient DNA Facility.....	12
New User Procedures.....	12
Development and External Relations	12
Friends of IGB	Error! Bookmark not defined.
Directory	12
Equipment/Audiovisual.....	12
General Equipment and Networking	12
Facility Use.....	13
Access After or Before Normal Business Hours	13
Alcohol.....	13
Catering or Food and Beverage Service	14
Event Parking	14
Food-Heating Equipment	14
Space Heaters	14
Faculty Appointments in the Institute.....	14
Fellows Program.....	14
Food Service.....	14
Gas Cylinders, Cryogenes and Dry Ice.....	14
Gas Cylinders	15
Liquid Nitrogen and Liquid Helium.....	15
Ice.....	15
Glassware Washers, Sterilizers, and Ice Machines	15
Graduate Student Appointments.....	15
Guest Rooms	Error! Bookmark not defined.
Indirect Cost Distribution	15
Inventory	15
Keys	16
Keys are issued to the following people	16
Types of keys	16
Procedure for obtaining IGB prox cards	16
Lost keys/return procedures	16
Lactation Room.....	17
Logo.....	17
Lost and Found	17
Mail Services	17
Incoming Mail	17

Outgoing Mail	19
Metered mail	19
Bulk Mail (requires a fund source which is separate from IGB funds).....	19
UPS Next Day Mail, Ground Service.....	19
Forwarded Mail.....	19
Maintenance, Repairs and Remodeling	19
Meals, Hotel, Travel, Refreshments and Events.....	20
Meals, Refreshments and Alcohol (IGB Policy).....	20
Nondiscrimination Statement	20
Outreach	20
Patents and Copyrights	21
Pets	21
P-Card Purchases	21
Political Activity	21
Proposal Processing/Research Proposals	21
Designation of the Originating Unit	21
Proposal Services	22
What Investigators Should Provide	22
Recycling	23
Research Themes.....	23
Restrooms	23
Safety, SECURITY and emergency numbers	23
Seminars.....	24
Pioneers in Genomic Biology Lecture Series	24
IGB Seminars.....	24
Shipping and Receiving.....	24
Smoking.....	24
Space Assignments	25
Office Occupancies.....	25
Single occupancy	25
Double occupancy	25
Modular System Environments	25
Laboratories	25
T-Card (Travel Card) Purchases	25
Telephones.....	25
Getting Help	25
Basic Service	Error! Bookmark not defined.
Long Distance Access	26
Voice Mail	Error! Bookmark not defined.
Cellular Phones.....	26
Theme Budgets	26

Tours.....	26
Vacation Balances for Academic and Academic Professionals	26
Vehicle.....	26
Visitors	26
Website	27

ACKNOWLEDGEMENT 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.)

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 undoubtedly will always have things to learn about how best to utilize 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.
- 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 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.

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 (electric or leg powered) are prohibited in the IGB, there is a skateboard rack available for use next to the bike rack.

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

BIOINFORMATICS CLASSROOM

CLUSTER

The Bioinformatics Classroom uses a private Biocluster queue dedicated to the classroom. The intent is to teach students how to use their applications in a high-performance computing (HPC) environment. This would include experience with the Linux operating system, learning how to write scripts for submission of non-interactive jobs, and submission and monitoring of jobs through the job scheduler.

RESERVATIONS

All requests for usage of the Bioinformatics Classroom are subject to an approval process, with approval coming at the beginning of the prior semester. Multidisciplinary classes, focus on bioinformatics, are related to IGB research, and need the cluster or desktop computer systems will receive priority. To begin the reservation process, please visit www.igb.illinois.edu/facilities-services/reserve-classroom.

BUILDING HOURS

The building is open 7:30 AM to 5:30 PM, Monday through Friday.

Access at other times is via a prox card issued to authorized building personnel (see "Keys").

The building is sometimes open later in the evenings and on weekends, but only when special events are scheduled through Space Reservations (see "Facility Use").

Entrances to The Building Are:

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

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, in the elevator lobbies, or the 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.

Those persons posting notices should promptly remove them as they become outdated.

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 annually several professionally designed and printed pieces that are available on request from the Communications Office.

ANNUAL REPORT

The annual report is a large (50+ page) booklet that contains basic overview information on the IGB, short 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 of activities around the campus and usually willing to give them press coverage, it is up to the units themselves to point the media in the direction of 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 releasing the content for publicity.

COMPUTING AND NETWORK SERVICES

For the most current policies, please visit <http://help.igb.illinois.edu> and see the links in the “Policies” section.

GETTING HELP

The CNRG Helpdesk (Computer and Network Resource Group) is in room 131 and is open from 8:00 AM to 5:00 PM, Monday through Friday, excluding campus holidays. In cases of dire emergencies or e-mail loss, please call 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 for a non-emergency issue, we will track your request for help by then e-mailing your request to help@igb.illinois.edu.

PRIVATELY RUN SERVERS AND CLUSTERS

Privately run servers are permitted only on the wired portion of the IGB network so long as they do not generate a disproportionate amount of network traffic, are not involved in illegal activity, are kept secure, and do not contain non-work-related material. Any clusters placed on the IGB network are held to an even higher standard of security and must not use the IGB network and the internode communication backbone. CNRG will remove any privately run server or HPC system with little, or no notice should it become infected, have a security vulnerability, or broadcast traffic that could affect the network. If you have any questions about running any private servers or HPC systems please email help@igb.illinois.edu

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 a 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. The wireless network is free of charge to anyone with an IGB services login.

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://techservices.illinois.edu/office-cio/information-technology-policies>.

WIRELESS NETWORK

Because of these technological limitations and the issues they can cause, no servers including peer-to-peer servers are allowed on the wireless network.

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

WIRED NETWORK

The wired network is available to all IGB members. All wired connections can negotiate 10/100/1000 Mbs connections at full duplex. All network cables used are provided by the IGB CNRG 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, it is highly recommended that each user manages a firewall 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 SYSTEMS

macOS, Red Hat Enterprise Linux, CentOS, Rocky Linux, and Windows 10 are supported.

HOT SPARES

CNRG has a "hot spare" program for certain computers where if you purchase a device specified by CNRG, we will have a spare of that device available in case yours breaks.

The cost of repairs and/or replacement is still the user's responsibility, however, this will reduce downtime. We keep numerous extras of these devices on hand so they can be picked up the same day with a simple fund transfer by the business office for the new equipment.

INSTRUMENTATION

Whenever a machine is used to operate an instrument, for example, a microscope, 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 20GB 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 accommodations are made. The file server is not to be used as a backup service for other servers or machines.

Users can create private web pages in folders called `public_html` in their home directories. Please contact CNRG if you have any questions or difficulties creating one of these folders.

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 rooms 612 and 607. If you are having an event in either of those rooms that needs recording, please send an e-mail to 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 a 1TB backup allocation for all their devices. Due to the limited nature of the 1TB 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.

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.

The default queue has five quad-eighteen core worker nodes with 1.2TB of RAM in each. The daily cost (24-hour period) of computing on this queue is \$1.19 per core.

The low mem queue has eight dual-eight core worker nodes with 96GB of RAM in each. The daily cost (24-hour period) of computing on this cluster is \$0.50 per core.

The GPU queue consists of one node with 28 cores, 128GB of RAM, and four Pascal series GPUs. The daily cost of a GPU in this system is \$2.00.

Biocluster uses a GPFS file system that can hold over 800TB of data. Storage of data on Biocluster is billed monthly at a rate of \$8.75/TB.

For more information on the cluster, including usage and capabilities, and up to date pricing, please visit: <https://help.igb.illinois.edu/Biocluster2>.

ACTIVE ARCHIVE SYSTEM

Through this service, data can be stored for ten years at a cost of \$200/TB. Designed to be a location to store unused data over the long term, this system is guaranteed to store data for ten years at a low, fixed, and up-front cost.

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 case of an outage, CNRG members will respond to restore the 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.

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.

CORE FACILITIES

MICROSCOPY AND IMAGING FACILITY (MIF)

The goal of the Microscopy and Imaging Facility is to provide state-of-the-art imaging and image analysis tools to the IGB faculty and the biological community on the University of Illinois campus.

Currently, the Core houses three confocal microscopes, including a Zeiss LSM 700, a Zeiss LSM 710 with two-photon and spectral deconvolution capacity, and a Zeiss LSM 880 with Airyscan.

For slide scanning, the Core has a Hamamatsu Nanozoomer HT and a Zeiss Axioscan system.

The Core also houses two lightsheet microscopes, a Zeiss Z.1 and a Miltenyi Biotec Ultra-microscope that can provide 3D imaging on the tissue scale.

A Zeiss Super-Resolution Structured Illumination System, and a Zeiss Axiovert 200M with the Apotome Structured Illumination system rounds out the collection of optical microscopy systems.

In addition to the optical microscopes, the Core houses a Zeiss Sigma VP 3View Serial Block Face Scanning Electron Microscope.

We have also recently acquired a North Star Imaging X5000 2D Digital Radiography and 3D Computed Tomography (X-5000 X-Ray CT Scan System) and a Raman System.

Sample preparation tools include a Logos Systems X-Clarity System, a Leica Tissue Processor, a Leica Cryostat, Vibratome, Microtome, and an Embedding Station. Users can operate these instruments or have a technician prepare samples for a fee.

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.

NEW USER PROCEDURES

New user registration instructions can be found at: <https://www.igb.illinois.edu/resources/services/corefacilities>

DEVELOPMENT AND EXTERNAL RELATIONS

The IGB Office of External Relations and Strategic Partnerships provides fundraising, corporate, government, non-profit, foundation and regional start-up relations support for IGB faculty and students. External relations efforts are a collaborative endeavor with other campus units, including Advancement officers, the University of Illinois Foundation, Office of Corporate Relations, Office of Foundation Relations, Office of Technology Management, and the University of Illinois Alumni Association. Please contact Tracy Parish at tparish@illinois.edu for information.

DIRECTORY

The Institute maintains a directory of all research and support personnel. It is updated on a weekly basis and can be accessed at <https://www.igb.illinois.edu/search/directory>

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 request or well in advance of the date of 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 audio-visual 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.

Requests to take any equipment off the premises will only be approved under very special circumstances. To make such a request, please fill out an Equipment Loan Agreement Form for a feasibility evaluation by contacting facilities@igb.illinois.edu

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 and related objective is the exchange of scientific and technical information through meetings, conferences, workshops, and other such 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 a graduate or graduate/advanced-undergraduate level courses at the Institute need to make a written request to the Director. The letter should describe how the offering is interdisciplinary in nature and falls with Institute 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 Section VIII-1 of the Campus Administrative Manual, which deals with limitations on admission fees, contributions, and 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 School of Chemical Sciences buildings, 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.

ACCESS AFTER OR BEFORE NORMAL BUSINESS HOURS

The Institute is open from 7:30 a.m. to 5:30 p.m. Monday through Friday, except for campus holidays. Access to the Institute outside normal operating hours must be arranged through Operations and Facilities at facilities@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 on <https://www.igb.illinois.edu/resources/services/events>.

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.

CATERING OR 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 make arrangements for catering with the Array Café or a University approved catering company listed here: <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=95242>. The Space Reservations Office should be kept informed of all planned food and beverage service activities.

Food and beverages are not allowed in the Training Classroom, Room 607. The IGB reserves the right to deny access to those caterers who do not comply with rules for the use of the Institute. For more information on caterers who frequently work with the Institute, contact the Space Reservations staff via e-mail at space@igb.illinois.edu.

EVENT PARKING

Parking is limited near the Institute. Event organizers of large or evening events should decide for parking in advance by contacting Campus Parking or the City of Urbana Parking Department. Minimal parking is available at metered spaces on Mathews Avenue, Dorner Drive, and metered spaces 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-HEATING EQUIPMENT

Please be careful not to bring into the building food-heating equipment such as toasting-type devices that could accidentally activate a smoke detector and evacuate the building when food is being heated. It is preferable to use microwave ovens when possible.

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 building and any space heater will be written up as a violation when the IGB building is inspected.

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.

FOOD SERVICE

Array: The IGB Café is located on the concourse level of the IGB. It provides breakfast and lunch service and is open Monday through Friday from 8:00 a.m. – 3:00 p.m., except university holidays.

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

GAS CYLINDERS, CRYOGENS AND DRY ICE

GAS CYLINDERS

Full-size gas cylinders for common gases are available on site for order through the IGB Website and will be delivered to IGB labs by IGB Shipping and Receiving personnel during normal business hours, Monday through Friday. Tagging procedures for "full", "in-use" and "empty" cylinders must be followed. Specialty or uncommon gases can also be special ordered through the IGB Website. Please forward all orders to purchasing@igb.illinois.edu.

LIQUID NITROGEN AND LIQUID HELIUM

Liquid helium and large quantities of liquid nitrogen (over 50 liters) will need to be 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. The staff at IGB Shipping and Receiving will offer instructions to users how to dispense liquid nitrogen properly and safely into approved dewars.

ICE

Dry ice is available at special dry ice box locations within 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 biohazard bags that have been autoclaved and over-bagged. Ice in the ice machines is not potable. Any ice for human consumption should be taken from break room freezers. Any problems with equipment in these rooms should be reported to facilities@igb.uiuc.edu.

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 singly occupied desk space in either the IGB or the home department, but not both. Because desk spaces in the IGB are in great demand, the sharing of a desk by two or more students may be required.

Graduate students may be appointed through their home departments; or in cases where their salary is through 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 completion of milestones which affect pay rates.

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.

INVENTORY

The University of Illinois is required to conduct a biennial physical inventory of all equipment over \$1000.00. All inventoried items are examined every two years in accordance with *Business and Financial Policies and Procedures section 12.5*. 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 physical inventory involves reconciling property accounting records with property on hand in our department. It requires verifying the item is physically present and 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, the University property tag (PTag) will be generated by the IGB inventory contact person, Brenda Brown. The PTag will either be attached by the inventory contact person or will be sent to you to attach to the equipment.
- It is important to inform the IGB inventory contact person 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 facilities@igb.illinois.edu with the updated information when items are moved to a different location, located at home or off-campus or request submission to OBFS for scrap or surplus items.

- 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 facilities@igb.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 the inventory contact person of your 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 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 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 in Room 131. If returned to your faculty sponsor, he/she or the new custodian is responsible for informing the IGB inventory contact to update in 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 to remove the 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 education institution. Please contact Brenda Brown to inquire about transferring a university asset.

It is extremely important to have the full cooperation of all faculty, staff, and students occupying rooms in the IGB while this task is being conducted.

KEYS

No keys will be issued to people working in laboratories and users, excluding faculty, of the Core Facilities until safety training has been completed. Employees and students should bring their DRS safety training certificate printout and print out the web page that shows that they have "passed" the IGB safety quiz to the reception desk for key distribution and/or Prox card activation

KEYS ARE ISSUED TO THE FOLLOWING PEOPLE

- Theme members, including faculty, staff, visitors, and graduate students
- Others with a significant association with themes, but without a space assignment in the Institute, at the request of faculty members.

TYPES OF KEYS

- Outside door prox cards for people who need access to the building after normal building hours (see "building hours").
- Inside door keys (\$20.00 deposit required, usually takes a day to receive keys).

In order to receive keys, the key number can be included on the IGB Entry Form or an email to facilities@igb.illinois.edu from the faculty adviser/sponsor or theme admin to authorize distribution of the key.

PROCEDURE FOR OBTAINING IGB PROX CARDS

All prox cards are issued by the University I-Card Center: Illini Union Bookstore, First Floor 809 South Wright Street Open M - F, 9:00 a.m. - 5:00 p.m. CST. 244-0135, idcenter@illinois.edu

This one card will function as both an I-Card for University purposes and a prox card for the IGB card access systems.

LOST KEYS/RETURN PROCEDURES

Lost or stolen prox cards should be reported to the IGB Receptionist immediately. Replacement prox cards will need to be obtained from the UI Bookstore. Any attempted use of a deactivated prox card will result in confiscation of that card by IGB Administration, until the owner has been cleared for reactivation. There is a \$20.00 lost card fee payable at the Illini Union Bookstore.

Persons who lose their keys will be subject to a \$20.00 replacement fee. Keys not turned in when leaving the Institute permanently results in the forfeiture of the \$20.00 deposit.

Keys that are no longer needed are to be returned to the IGB Receptionist. Themes are responsible for protecting the integrity of their spaces by seeing that keys are returned when no longer needed by group members.

Requests for lock changes are to 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 in their office or lab after hours, Public Safety should be contacted at 333-8911 – do not call 911! During regular working hours you can contact Operations and Facilities (244- 2999) for access.

LACTATION ROOM

Federal law requires employers to provide reasonable break time for an employee to express breast milk for a nursing child for one year after the child's birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The IGB provides a lactation room for this purpose, to be used by breastfeeding parents who are working in the IGB. If you need access to the lactation room, please see the Brenda Brown in room 1601 of the Gatehouse to check out a key for use.

The lactation room is in room 608 on the concourse level. For the privacy of those using the room, the door is kept locked, and a sliding occupancy sign is located next to the door. The room has a common space and two private cubicles with locking doors. Each cubicle contains an electrical outlet, a padded chair, a side table, and a wire shelving unit with cleaning wipes and hand sanitizer. The common space includes a small fridge for milk and equipment storage, a sink and dish soap for washing equipment, and a whiteboard for communicating with other users of the room. If both private cubicles are occupied, a padded loveseat is available if the next user wishes to wait inside the room. Suggestions for other resources to improve the functionality of the lactation room are welcome and may be directed to Angie Patrick.

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.

LOST AND FOUND

Stray items are to be turned in to IGB Receptionist (1st floor, Gatehouse). The receptionist should be told where and when the item was found. Missing items can be found at the IGB Reception desk.

MAIL SERVICES

INCOMING MAIL

Mail (campus and US) will be sorted by theme and delivered by the Shipping and Receiving Staff to theme secretaries and/or the IGB receptionist who will distribute it within their area. The campus mail code for the IGB is MC-195.

All incoming mail should be addressed:

Name
Carl R. Woese Institute for Genomic Biology
Room XXXX
University of Illinois
1206 W. Gregory Drive

Urbana, IL 61801

OUTGOING MAIL

Mail (campus and US) will be picked up from each theme admin and/or the IGB receptionist by the Shipping and Receiving staff. A drop box will also be available on the first floor near the freight elevator.

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 for postage.

METERED MAIL

Large or mass mailings should be charged against related group funds. (See mass mailing below) Mail MUST have the sender's name above the IGB address. Mail without sender names will be returned to the theme admin.

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 the Campus Mailing Services at 333-6101. Their policies and procedures may also be found on the following website: <http://www.fs.uiuc.edu/cam/CAM/vii/vii-a-2.html>.

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 quantity
- Personal messages, such as greeting cards, cartoons, and chain letters for rent, for sale, or similar notices
- Appeals for funds (except at noted below)

Other non-official items which in the judgment of the Supervisor of Campus Mail Distribution violate the intent of this regulation (Campus Administrative Manual VII-A-2).

UPS NEXT DAY MAIL, GROUND SERVICE

Daily pick-up by UPS is available. For continental U.S., delivery is guaranteed by noon next day. Be sure to include your account number on the mailing forms. Shipping and Receiving will not accept UPS outgoing packages without appropriate account numbers.

If the carrier has made pick-ups for the day, those wishing to ship that day will need to make a drop-off at either an on-campus drop box or take the parcel to the carrier's office.

If you need UPS materials, they are available from Shipping and Receiving at receiving@igb.illinois.edu.

FORWARDED MAIL

All first-class mail will be forwarded by Shipping and Receiving for up to 60 days after an individual leaves the Institute, provided that the departing individual has provided the theme admin with a forwarding address. (Forwarding address must also be listed on the key form to receive the \$20.00 refund.)

For additional information, see Shipping and Receiving section of manual.

MAINTENANCE, REPAIRS AND REMODELING

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.

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

MEALS, HOTEL, TRAVEL, REFRESHMENTS AND EVENTS

Federal law, State statutes, and University policy establish both general and specific guidelines as to the way University funds can be used to pay for and reimburse expenses related to meals, hotel, 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.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-business-meals-refreshments>

MEALS, REFRESHMENTS AND ALCOHOL (IGB POLICY)

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

Sponsored project funds may only be used for business meals when that 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 generation of the fund's revenue.

Expenditures using gift or endowment income funds must follow 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.

NONDISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, 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.

OUTREACH

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

PATENTS AND COPYRIGHTS

The Office of Technology Management (OTM) manages all UIUC technology transfer and intellectual property issues. Additional information, including invention disclosure forms can be found at the OTM's website (<http://www.otm.illinois.edu>). The IGB office of the Associate Director can serve as an intermediary with the OTM, as well as provide additional information related to intellectual property issues.

PETS

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

P-CARD PURCHASES

The University P-Card is a Mastercard from Bank of America Merrill Lynch. It is issued to cardholders to simplify University-authorized small dollar purchases and the payment and tracking of those purchases. The advantage of the P-Card is that vendors are paid directly by Bank of America Merrill Lynch within a few days, while the University pays the bank with a single monthly payment.

To obtain a P-Card, potential applicants will need to contact the Departmental P-Card Manager to determine eligibility. If the applicant qualifies for a University P-Card, the Department P-Card Manager will meet with the applicant to provide an overview of the policies, procedures, and restrictions relating to the use of the University P-Card.

Some purchases are restricted, and, in some cases, NOT allowed to be made with a University P-Card. Please refer to the Restricted Purchases list that is provided to each cardholder at the time of P-Card Orientation. Please keep in mind that UIUC Purchasing, and the Office of University Audits does enforce these policies with the caveat that "Cardholders who misuse or fraudulently use the P-Card will be subject to investigation, disciplinary action, and/or termination of employment."

All other travel related costs, including conference registration, are now required to be placed on the University T-Card (Travel Card) instead of the University P-Card. Please use the Quick reference guide located on the Chrome River website for clarification of card use:

<https://www.obfs.uillinois.edu/travel-resources>

For questions regarding the University P-Card, please contact the Institute Business Office, or reference Section 7.6 of The Business and Financial Policies and Procedures Manual located at the following website:

<http://www.obfs.uillinois.edu/bfpp/section-7-purchasing>.

POLITICAL ACTIVITY

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

PROPOSAL PROCESSING/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

The Institute Business Office processes proposals for which the Institute is the designated responsible department. In order to meet the Sponsored Programs Administration (SPA) deadline of having completed proposals submitted to their office prior to the required agency deadlines, the Institute Business Office requests that completed proposals be submitted to their office no later than one business day (this may be longer depending on size of proposal) prior to the UIUC SPA internal deadline. Below are the most recent proposal submission guidelines from the UIUC Sponsored Programs Administration:

For all proposal submissions, “the internal deadlines for receipt of final proposals in the Sponsored Programs Administration (SPA) are 4 business days prior to any sponsor deadline. We cannot review and approve partial proposals although we will conduct a preliminary review of budgets/justifications and offer guidance on proposal guidelines as long as they are each sent prior to the internal deadlines.”

For NSF Fastlane and research.gov proposal submissions, investigators will need to send the required text and data to the IGB Business Office so they can upload the documents into Fastlane/research.gov following the requirements and deadlines set forth in the program announcement. Investigators should do this well in advance of the submission deadline. UIUC SPA has requested that NSF Fastlane and research.gov proposals be forwarded to their office at least 4 business days prior to the electronic submission date of the proposal.

For grants.gov proposal submissions, UIUC SPA has requested submission to their office at least 4 business days prior to the electronic submission date of the proposal. This additional time period has been requested by SPA to insure sufficient time for the proposal to be accepted in the grants.gov portal after SPA and the submitting departments have had time to respond to any required revisions from the agency. Most federally funded proposals will be submitted via grants.gov. Please watch your program announcements for submission requirements and deadlines. Investigators should make arrangements with the IGB Business Office Grants Staff or any uploading or scanning needs well in advance of the submission deadline.

If, for some reason, it is not possible for the PI to meet these suggested submission deadlines, the Institute Business Office will still make every reasonable effort to process the proposal in order to meet the deadline set by the Agency.

WHAT INVESTIGATORS SHOULD PROVIDE

- Any program announcements, solicitations, or materials provided by the sponsor.
- A completed budget or information on which a budget can be completed:
 - Personnel and their time commitment
 - Equipment price lists
 - Supplies and expense amounts
 - Participant costs for workshops
 - Travel support
 - required Service needs and fees

For investigators wishing to have their final proposal budgets pre-approved by the Sponsored Programs Administration, SPA, requires that the budget be sent to their office prior to the internal deadline date; otherwise, the budget will be reviewed along with the full proposal.

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.

RESEARCH THEMES

There are fifteen research themes at the Carl R. Woese Institute for Genomic Biology:

- Anticancer Discovery from Pets to People
- Biosystems Design
- Center for Artificial Intelligence and Modeling
- Center for Genomic Diagnostics
- Center for Indigenous Science
- Crops And Microbes for BioEconomy Resilience and Sustainability
- Environmental Impact on Reproductive Health
- Gene Networks in Neural & Developmental Plasticity
- Genomic Security and Privacy
- Infection Genomics for One Health
- Microbiome Metabolic Engineering
- Mining for anti-infectious Molecules from Genomes
- Multi-Cellular Engineered Living Systems
- Photosynthesis & Food Security
- Regenerative Biology & Tissue Engineering

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 act as a pathway to wellbeing.

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.

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.

SAFETY, SECURITY AND EMERGENCY NUMBERS

For general safety questions and information, please refer to the safety page of the IGB web site, which is under the "Facilities and Services" website. The safety page of the IGB web site contains IGB-specific procedures, information and training, and links to a large variety of other safety-related information and regulatory agency websites. For additional information or questions, contact safety@igb.illinois.edu.

EMERGENCY (fire, police or ambulance, major spills)
9-911 from a campus phone 911 from a cell phone
Non-emergency Campus Police Department 217-333-8911

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 persons **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

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, consisting of approximately eight 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 the visit of a speaker in 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 also 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.

SHIPPING AND RECEIVING

Shipping and Receiving staff will coordinate all shipments of supplies and equipment entering the building. Shipping and Receiving staff will manage all campus and U.S. Mail pick-ups and deliveries (See "Mail Services").

Personal packages should not be shipped to the Carl R. Woese Institute for Genomic Biology.

No packages will leave Shipping and Receiving until proper data entry is completed. All packages are subject to being opened.

- Packages are processed in the following order of priority:
- Freezer and refrigerator packages Letter packages
- Next day priority packages
- 2nd day priority packages 3rd day priority packages Ground packages Central Stores
- U.S. bulk mail/campus mail
- Those receiving freezer/refrigerator packages will be notified by e-mail. A signature is required on the package delivery form for each item.
- All purchase orders should have a name and location listed on the form.

SMOKING

The campus is smoke-free effective January 1, 2014. IGB departmental policy follows the campus requirements for a smoke free campus, found here <http://www.campusrec.illinois.edu/Smoke-Free/docs/smokefreepolicy.pdf>

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 twelve thematic research areas are provided 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 occupies faculty office in another facility will not at the same time maintain a single occupies 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 are 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

T-CARD (TRAVEL CARD) PURCHASES

The University of Illinois T-Card is a charge card that may be used by university employees to purchase qualified travel expenses, business meals and catering. It is a university paid, University liability MasterCard® which may be used to relieve the employee from significant out of pocket expenses.

All travel related costs are now required to be placed on the University T-Card (Travel Card) instead of the University P-Card. Below is the url to the T-Card vs. P-Card Quick Reference guide provided by OBFS:

<https://www.obfs.uillinois.edu/travel-resources>

For more information concerning the use of the T-Card, please contact your Department Card Manager or visit the following websites:

- Chrome River Resource Page at <https://www.obfs.uillinois.edu/travel-resources> Section 15 of the Business and Financial Policies and Procures Manual at <http://www.obfs.uillinois.edu/bfpp/section-15-travel/>

TELEPHONES

GETTING HELP

The CNRG (Computer and Network Resource Group) is available from 8:00 AM to 5:00 PM, Monday through Friday, excluding campus holidays. Please e-mail help@igb.illinois.edu with your telephone concerns and we will address them as soon as possible. Please note that if you call or stop by, we will track your request for help by then e-mailing your request to help@igb.illinois.edu

LONG DISTANCE ACCESS

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 or Canada. International long distance allows for the placement of all long-distance calls. Long distance rates vary depending on time of day and location.

CELLULAR PHONES

Please see the OBFS Cell Phone and Data Plan Business Expenses Policy Statement found here:

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/cell-phone-data-plan-business-expenses>

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 of 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.

VACATION BALANCES FOR ACADEMIC AND ACADEMIC PROFESSIONALS

In May and August of each Academic year, Academic Human Resources currently requires that each campus department contact the Academic and Academic Professional employees appointed within the department to obtain vacation and sick leave usage; once in May for the nine-month period ending 5/15/XX, and then again in August for the three-month period of 5/16/XX – 8/15/XX. Academic Human Resources requires that all vacation balances be paid out to the employee upon resignation or separation of the employee from the University.

Since vacation payout is considered an unallowable cost on grants and contracts funding, the UIUC Office of Sponsored Research Administration requires that any amounts for vacation payout be charged against the appropriate non-grant funding. As a result, it is important that faculty members carefully plan with their Academic or Academic Professional employees to encourage and allow time off for vacation usage by the employee to minimize the vacation payout liability that would be assessed against their ICR allocations or appropriate non- grant funds when the employee resigns from the University.

VEHICLE

The Institute maintains a vehicle which is available for local use to pick up materials and supplies and to transport people around campus on an as needed basis. Consistent with University policy, the vehicle may only be used for official University business and not for personal errands, deliveries, luncheons, or social events.

Contact receiving@igb.uillinois.edu to schedule the use of the vehicle. Vehicle operators must be associated with IGB, present a valid driver's license, and complete appropriate paperwork for approval, before a vehicle can be released for use.

Any accident involving a departmental vehicle must be reported immediately to Shipping and Receiving. There is a university form which must be completed for any accident involving departmental vehicles in addition to the reports that must be completed for any police department involved. Traffic violations and parking citations are the sole responsibility of the individual who has checked out the vehicle.

The Institute reserves the right to refuse service to those who fail to present a valid driver's license or promptly settle traffic violations or parking citations or return the vehicle on time.

Smoking and cell phone use are prohibited in all campus-owned or leased vehicles.

VISITORS

Children and other unauthorized persons should not be in laboratories where hazardous materials or hazardous equipment is being used. Visiting scientists and scholars from academia and industry are an important aspect of the intellectual environment of the IGB. 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 perspective visitor can be extended. To arrange for visas for foreign visitors, contact Jacinda King in the Institute's Business Office.

WEBSITE

The IGB maintains a comprehensive website (<http://www.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.