



ST. MICHAEL'S
UNITY HEALTH TORONTO

Research Training Centre

Welcome Guide

Graduate Students & Post-Doctoral Fellows

2021-2022

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COVID-19 Related Regulations

Welcome to Unity Health Toronto, St. Michael's Hospital! You are entering our Institute at an unusual and challenging time. Due to the COVID-19 pandemic, new trainees face unprecedented challenges in their academic and personal lives. The Research Training Center is committed to supporting you during these difficult times, and we aim to continue providing a vibrant, strong training environment.

While many trainees can work remotely, a large proportion of our trainees need to be on-site to do their work. The Institute has put in place regulations and guidelines to ensure a safe and healthy work environment. The regulations must be followed by everyone, as they ensure safety, health and wellness of our graduate students. At the same time, these regulations were designed to ensure that we can reduce the impact of the pandemic on the progress of our trainees.

The following section provides an overview of the processes and restrictions for working at the Institute during the current pandemic. Many student activities (e.g. seminars, workshops etc.) have been moved online. We updated the information in this orientation booklet to indicate changes in the availability of resources. **Please note, that the summary reflects restrictions and regulations in place at the beginning of September 2021. As the situation is evolving, there will be changes to these guidelines.** Please check regularly for updates on the [COVID microsite](#), in your email, and the RTC Newsletter. If you have any questions, please do not hesitate to reach out to rtc@smh.ca.

General Guidelines for Graduate Students for Working On-site

The Institute has created guidelines to help safe on-site work for those who have been approved to do so. We appreciate your understanding and compliance during these unprecedented times. Please read on and ensure you understand your responsibilities as a graduate student.

Terminology

This document refers to different trainee areas of research. Trainees working in a lab setting and conducting experimental work, as **wet bench trainees**. They are part of the Keenan Research Centre for Biomedical Science (KRCBS or KRC) at St. Michael's Hospital, Unity Health Toronto.

Trainees who are doing clinical, health policy, and/or data research are referred to as **dry bench trainees**. They are part of the Li Ka Shing Knowledge Institute (LKSKI or LKS) at St. Michael's Hospital, Unity Health Toronto.

1. Required COVID-19 vaccination policy: To create a safe environment Unity Health Toronto has implemented a new required COVID-19 vaccination policy. This means staff, physicians, volunteers, learners and regular contractors are required to be fully vaccinated against COVID-19, with the exception of those who have an approved medical exemption or human rights accommodation. All new hires need to provide proof of vaccination before starting at Unity Health. These rules are in

alignment with the Ministry of Health's [Directive #6](#). You can check further details about the new required COVID-19 vaccination policy please visit the [COVID-19 microsite](#).

If you haven't been fully vaccinated yet, please book a vaccination appointment with your site's Corporate/Occupational Health department [by clicking here](#); through [UHT corporate vaccine clinics](#) or [Ontario's COVID-19 vaccine booking tool](#). Walk-ins are welcome at St. Michael's COVID-19 vaccination clinic starting today until September 10, Monday to Friday from 8AM to 12PM and 1PM to 3:30PM (closed Monday, September 6 for Labour Day); St. Joseph's COVID-19 vaccination clinic starting September 3 until September 10, Monday to Friday from 8AM to 12PM and 1PM to 3:30PM (closed Monday, September 6 for Labour Day)
Please send your vaccination receipts to corporate.health@unityhealth.to or bring a printed copy to your site's Corporate/Occupational Health department.

In case of [rare medical reasons](#) students are asked to follow up with Corporate/Occupational Health to provide documentation from your physician or registered nurse. Those with medical exemptions will not be required to take a leave of absence, but will be required to continue with regular mandatory testing.

2. **If you have symptoms of COVID-19, are feeling unwell or have concerns related to exposure, you must not enter the building.** You should:
Contact the Occupational/Corporate Health COVID Call Centre at:
St. Michael's Corporate Health: 416-864-5400, press 1
3. **Trainees must follow their supervisor's instructions and all regulations laid out on the [COVID microsite](#) while working on site.**
4. **Entry to all St. Michael's Hospitals buildings.** The 209 Victoria St. entrance of LKSKI can be accessed using your Unity Health badge. You must open the door with your badge. Please do not open the door for anyone else. You can pick up a mask upon entry. When in the building, you must **carry and display your badge at all times.**
5. **In accordance with UHT policy, masks must be worn at all times** and in all areas, including elevators, washrooms, labs, hallways, graduate seating areas and meeting rooms. You can remove your mask to eat in designated areas as long as you are able to maintain adequate physical distance from others.
6. Check and follow **limitations on the number of people that are allowed in specific lab areas, meeting rooms, offices and graduate seating area** to ensure proper physical distancing.
 - a. **Wet Bench trainees:** There are currently no limitations on the number of people working at a bench at any time. However, if the need arises, the institute might reintroduce such limitations. If this happens, you must discuss changes to your workspace and schedule with your supervisor. Please regularly check your emails for updates. All research staff must practice physical distancing, even with members of their own team. Rooms housing shared equipment (referred to as the core

facility) have limits on occupancy which are outlined on the [Basic Science page](#) of the microsite. Please follow signage and regulations.

b. **Dry Bench trainees:** Dry bench research has returned at 50% capacity, i.e. using 50% of their allotted research workspace at any given time. The use of masks and physical distancing are still required. Individuals are expected to always maintain 6 feet or 2 meters of distance from each other at all times. Please check with your supervisor for details and discuss whether you will be working on site.

7. **It is recommended to wash or sanitize your hands** at regular intervals throughout the day and especially after touching common surfaces. Please avoid touching your face. Gloves must not be worn outside or the labs, and when using most common equipment such as computers (unless required by the work process for protection).
8. **Visitors and guests are not allowed into the building. Do not bring visitors or guests to work** or invite other staff/trainees from your research group.
9. **There are limits to the size of meetings, as indicated by the online meeting room booking system and by labels throughout the building.** Please regularly check for updates on the COVID microsite and email communications. **Follow all directions on signs for use of shared spaces and rooms.**
10. **Please eat only in designated areas.** Maintain at least six feet or two meters of distance between you and others.
11. **Be responsible for the safety and care of yourself and those around you.**
12. **Model the behavior you expect from others.**
13. **Discuss any difficulties and necessary changes to your work and training plans with your supervisor.**
14. **Continue to check in with your supervisor and look for communications to keep up to date with changes.**

Guidelines for working in KRC Labs

The Institute's process for allowing graduate students into the labs is aligned with the [guidelines](#) established by the School of Graduate Studies at the University of Toronto. Currently the Keenan Research Centre for Biomedical Science (KRCBS) is allowing all labs to operate at 100% occupancy.

Information about the full reopening can be found in the FAQ and documents on the [COVID microsite](#). Trainees are encouraged to discuss with their supervisors and continue to work remotely whenever possible (writing, reading, data analysis etc.). Should you have any concerns about working on site, please talk to your supervisor, or indicate your concerns to the Research Training Center (rtc@smh.ca).

Information about the safe return to work plans for wet and dry bench research can be found on the COVID-19 [microsite](#).

1) Tasks to be completed before your start date:

- o Fill out and send back the [Safe Work Practices Contract](#) (also referred to as the social contract) to Fung (Evelyn) Cheung (Fung.Cheung@unityhealth.to). You must follow all instructions detailed in this document. You will not be allowed to enter the building until you return this document.
- o Finish the required training modules on the use of PPE (<https://learning.smh.ca/>) for staff and (<https://unityhealth.to/ipac-elearning> for trainees) and the mandatory Research Restarter Safety Training on the site of [research core facilities \(RCF\)](#) for the use of RCF.
- o Familiarize yourself with the guidelines for the use of the Research Core Facility (RCF) and shared areas/equipment. Capacity rules must be followed in shared areas (research core facilities (RCF), tissue culture, vivarium). You must sign up to use common equipment through the Research Core Facilities booking system (www.rfbms.com). Before using the facilities, please complete the mandatory [Research Restarter Safety Training](#). You will only be able to book equipment if you finished the short training. You must follow all instructions including rules for distancing when using RCF equipment. Key information such as occupancy limits and booking is posted on the doors of RCF rooms. Booking is necessary for the use of facilities (e.g. tissue culture rooms).

KRC GRADUATE SEATING ROOMS

In accordance with public health guidelines and with the approval of Occupational Health and Safety, the graduate seating rooms on floors 4, 5 and 6 will now have an occupancy limit of four people at a time. Please check updates regarding temporary seating and changes to the limits for the use of graduate rooms.

Trainees should not take off their masks or eat in these spaces, even if they are alone, and should adhere to all signage in these rooms. Trainees must work exclusively in the rooms where they have been assigned a seat. Please avoid eating and drinking in the graduate rooms, instead use the common areas.

Seat assignments will be available at the beginning of September. You should check with your supervisor for seat assignment.

Q: WHAT SHOULD I DO TO COMPLY WITH THE NEW GRAD SEATING RULES?

To get a room assignment please speak with you supervisor. To get keycard access to the room please contact Olivia.Lavery@unityhealth.to.

Use the room assigned to you, or if necessary, use the 3rd floor overflow space.

- You are encouraged to work remotely whenever possible, and be on site only to do your experiments.
- While the restrictions are in place, the rooms are to be used on an as needed basis. Trainees are encouraged to discuss the use of the room with the other occupants to work out the best way to manage the new situation. Please be considerate to allow everyone a chance to use the room. Discuss any issues of use with your supervisor.

Clinical/Community Research Reopening

CLINICAL & COMMUNITY RESEARCH

Please review the following information, FAQ and the **Responsibilities and Protocols documents** on the [COVID microsite](#):

Key points include:

1. On-site dry bench research is conducted at 50% capacity, i.e. *teams must occupy only 50% of their allotted research workspace*. For example, if your team has 4 cubicles, we ask that you only fill 2 of these cubicles. This also implies that hotel-desking and/or scheduling of staff returning to in-office may be required. Please check with your supervisor for details.
2. Meeting rooms and conference rooms can now be booked for in-person meetings. Please use the Resource Scheduler (when applicable) to book rooms. Teams must adhere to the COVID-19 capacity numbers listed.
3. The use of masks and physical distancing are still required. Individuals are expected to always maintain 6 feet or 2 meters of distance from each other at all times.
5. PIs will be responsible for the safe return of their teams and management of capacity limits. They will be responsible for ensuring that their teams adhere to the guidelines outlined in the attached [Dry Bench Reopening Responsibilities and Protocols](#) document.

6. Only employees and graduate students are allowed to return on site (volunteers and visitors are not permitted at this time). Study monitors will NOT be allowed on site at this time. Research participants are allowed on site in clinical settings (e.g., 30 Bond, 61 Queen St E etc.). Research participants will not be allowed on-site in research buildings (193, 250Y and LKSKI). We are still encouraging research teams to continue using zoom/phone interaction with research participants at this time.

7. Please check details on changes to the process of submitting requests for research study approvals at the [research microsite](#).

It is mandatory that all Research Teams read and adhere to rules outlined in the following documents:

1. [Dry Bench Reopening Responsibilities and Protocols](#)
 - This document outlines information on where to obtain hospital-issued masks, how to obtain badge access, rules surrounding communal spaces and who to contact for help.
2. [Return to Work Strategy Form](#)
 - PIs and managers are expected to complete this form and share it with their entire team. Research Administration may ask for a copy.
3. [Procedure in event of a COVID-19 outbreak](#)
4. [Procedure in event of a positive COVID-19 case](#)
5. [Safe Work Practices Contract](#)
 - All team members must read and sign this contract prior to entering any of the research buildings. Please send your completed forms to LKSKIresearch@unityhealth.to
6. All research staff must complete via the [Learning Management System \(LMS\)](#) the following modules: Unity Health COVID-19 Attestation and the COVID-19 Vaccine: Make an Informed Decision before returning to in-office work

Working Offsite

Accessing your email, intranet, pay stubs:

Fortitoken provides a system for two-way authorization. St. Michael's staff wishing to remotely access their email and the Intranet, including Employee Self-Serve, will need to go to <https://fortiportal.unityhealth.to> with their Fortitoken (see images below).

For receiving your Fortitoken, please contact remotehelp@unityhealth.to. Please note you do not need to visit <https://fortiportal.unityhealth.to> for access to OWA, the intranet and paystubs when using an SMH computer on site.

**UNITY HEALTH
TORONTO**

Domain\Username

Password

Sign In

SIGN IN INSTRUCTIONS

To sign in, use your primary site network user name in the form of

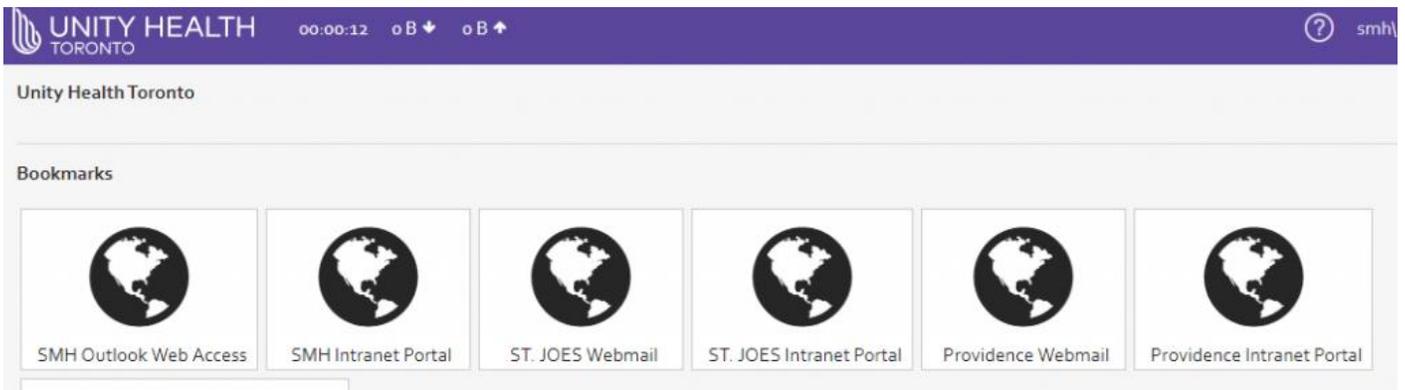
- stjoel** username
- smh** username
- unity** username (for Providence users only)

Example: smh\smithj

**UNITY HEALTH
TORONTO**

Token

Enter FortiToken



Having an issue accessing the St. Michael's network or email?

To speak to an IT representative, call (416) 360-4000 extension 5751.

Updates and Guidelines from the Graduate Schools

Visit the SGS page for details regarding COVID-19 updates: <https://www.sgs.utoronto.ca/covid19/>

Please speak with your supervisor to develop a training plan during this time. Here are some helpful resources for you to review:

- [Graduate Supervision Guidelines – Student Edition \(PDF\)](#)
- [Reference guide for students](#)
- [Supervision tip sheet](#)

Chapter I

**Welcome to St
Michael's Hospital!**

Message from Dr. Ori Rotstein

VICE PRESIDENT OF RESEARCH AND INNOVATION



As the Vice-President of Research and Innovation, I am pleased to welcome you to the Keenan Research Center for Biomedical Science and Li Ka Shing Knowledge Institute at St. Michael's Hospital, part of Unity Health Toronto! We advance excellence in health care through world-class research and innovation with an emphasis on providing the highest quality educational experience for our

graduate students and postdoctoral fellows. This mission is in part accomplished through the Research Training Centre, which is dedicated to our trainees.

Our experienced scientists and research staff will provide you with a stimulating high-quality research training experience, one where you can reach your fullest potential. To facilitate this, we provide you with a large array of resources to aid you in completing your degree or fellowship, and to help you develop a variety of important, highly transferable academic and professional skills. Specifically, the broad range of local training activities offered by the Research Training Centre include academic, career and skill development seminars and research days which complement the excellent offerings at U of T. I encourage you to take advantage of these opportunities and be an active participant in the seminars, workshops and the annual research day.

I look forward to having you join our outstanding community here at the Keenan Research Centre and Li Ka Shing Knowledge Institute and I wish you success in all your future endeavors.

Welcome to Unity Health Toronto, St. Michael's Hospital!

Congratulations on your acceptance to graduate school or Postdoctoral Fellow position. On behalf of the Research Training Center of St Michael's Hospital, we welcome you to the Li Ka Shing Institute and the Keenan Research Center for Biomedical Science at St. Michael's Hospital, part of the Unity Health Toronto network.

As a graduate student or postdoctoral fellow, you are part of the [St. Michael's Hospital Research Training Centre](#)! The goal of our Research Training Centre (RTC) is to make your training experience as enriching, rewarding and positive as possible.

We are committed to enhance your training experience by providing add-on training opportunities including research events, skills workshops, career development and networking opportunities. We are here to help you succeed. We hope this guide will be helpful to you as you begin your research training with us. If you have any questions, feel free to contact us at rtc@smh.ca.

Instagram ([@smh_rtc](#))

Twitter ([@SMH_RTC](#))

Message from the SRSA

St. Michael's Hospital Research Student Association (SRSA) would like to extend a warm welcome to all incoming trainees! SRSA is a graduate student-run organization committed to representing you, the research students, at all St. Michael's Hospital sites. Our goal is to advocate for the needs and interests of graduate students, including hosting social, academic, professional development and equity initiatives. We had an amazing turnout for our virtual events last year and aim to deliver even better ones this year, hopefully with a few in-person events as well! We work closely with administration and executive bodies to make this happen for you. Follow our social media to stay in the loop about our upcoming events, including our Elevator Pitch Competition and Life Sciences Career Symposium.

Facebook ([Facebook.com/groups/stmichaels.srsa](https://www.facebook.com/groups/stmichaels.srsa))

Instagram ([@stmichaels_srsa](#))

Chapter 2

**Get to know the RTC,
Trainee Associations,
and the Research
Institute**

PART 1. THE RESEARCH TRAINING CENTRE AND STUDENT ASSOCIATION

I.0 WHAT IS THE RESEARCH TRAINING CENTRE?

Research training at the St Michael's Hospital is organized and managed by the Research Training Centre (RTC). The Research Institute at the St. Michael's Hospital is comprised of the Keenan Research Centre for Biomedical Science (KRCBS) and the Li Ka Shing Knowledge Institute (LKSKI). St. Michael's Hospital is fully affiliated with U of T. The Research Institute brings together expertise in discovery research, translational science and applied health services research, resulting in a unique nationally and internationally recognized training environment for future scientists. The RTC supports trainees throughout the whole journey from registration to graduation. RTC programs supplement the training offered by supervisors and graduate schools, to provide stimulating local opportunities that enhance research, academic and professional skills training. In addition to working with the trainees and supervisors, we also connect with the broader research community to support and advance research training.

Who are the research trainees at KRC and LKSKI?

Graduate students: enrolled full time in a university graduate school pursuing either a Masters or PhD degree that is research-focused; works under the supervision of a scientist at the Research Institute, who is cross-appointed at the graduate school.

Postdoctoral fellows (PDF): holds a PhD degree obtained within the past 5 years; performs research under the supervision of a scientist appointed to the Research Institute.

I.1 What does the RTC do?

Please refer to [section 8.0](#) for details on our events.

RTC activities include:

- ❖ Help guide new students through their registration process and provide orientation to them. Our 2021 RTC orientation session will be held September 20 from 9:30am-11:30am over Zoom (zoom information will be sent via email).
- ❖ Organizing academic workshops, research seminars and an annual research day to enhance professional training and career development (see section 8.0)

- ❖ Providing internal scholarships and travel awards to recognize excellence in research (see section 8.6)
- ❖ Informing trainees about external funding opportunities (see our newsletters)
- ❖ Connecting St. Michael's Hospital trainees with other hospital-based Research Training Centers across the GTA to share resources and opportunities, and to promote innovative partnerships across specialties, programs, and services
- ❖ Supporting student association and providing help for their events
- ❖ Maintaining a trainee registry and providing a point of contact to support trainees in the Research Institute on a day to day basis
- ❖ Providing general support for trainees, including conflict resolution (see section 15.0)
- ❖ Representing trainee interests towards research leadership

I.2 RTC Team

1.2.1 RTC CO-DIRECTORS

Janet Parsons, PhD, MSc, BScPT, BA

Applied Health Research Centre, Li Ka Shing Knowledge Institute of St. Michael's Hospital, Office: 250 Yonge St., 6th floor, Rm. 615

JANET.PARSONS@UNITYHEALTH.TO



Janet Parsons is a Research Scientist at the Li Ka Shing Knowledge Institute of St. Michael's Hospital and an Associate Professor in the Department of Physical Therapy and the Rehabilitation Sciences Institute, University of Toronto. She is cross-appointed to the Institute of Medical Science and the Institute of Health Policy Management and Evaluation. She is also an Academic Fellow at the Centre for Critical Qualitative Health Research, Dalla Lana School of Public Health. She obtained both her PhD and MSc degrees in Medical Science from the University of Toronto. She completed postdoctoral training at the Centre for Urban Health Solutions at St. Michael's Hospital, specializing in urban health and the health of marginalized populations. Dr. Parsons was appointed as a scientist at the LKSKI in 2009, and is based at the Applied Health Research Centre. A qualitative methodologist, her program of research focuses on the development and application of arts-based visual and narrative methodologies to a wide range of health research topics. Substantive interests are health equity and health services research. She has employed photography, film, drawing and storytelling in her work. Dr. Parsons has authored over 40 peer-reviewed publications, and is involved in training graduate students and postdoctoral fellows.

Katalin Szaszi, MD, PhD

Keenan Research Centre for Biomedical Science of St. Michael's Hospital, 209 Victoria Street Office:
622 Toronto, On M5B1T8

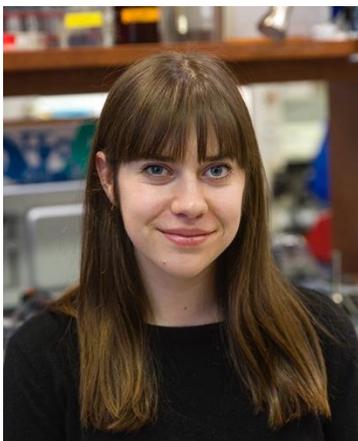
KATALIN.SZASZI@UNITYHEALTH.TO



Katalin Szaszi MD, PhD is a scientist at the Keenan Research Center (KRC) for Biomedical Science of the St Michael's Hospital and an associate professor at the University of Toronto (Department of Surgery). She obtained MD and PhD degrees at the Semmelweis University in Budapest, Hungary and completed post-doctoral trainings at the Hospital for Sick Children and Toronto General Hospitals in Toronto. She was appointed as a scientist at the KRC in 2005.

Dr. Szaszi is a cell biologist studying epithelial biology and pathophysiology in inflammation and fibrosis. Her lab uses cultured epithelial cells and animal models of kidney diseases to explore molecular pathways. They receive funding from CIHR, NSERC and the Kidney Foundation of Canada. She was a recipient of a Krescent New Investigator award from KFoC and CIHR (2007-2010) and an Early Researcher award from the Ontario Ministry of Innovation. She has >70 peer-reviewed well cited publications. Dr. Szaszi is involved in training undergraduate and graduate students as a full member of the Institute of Medical Science at the University of Toronto and supervised numerous post-doctoral fellows. She was a member of the KRC Research Training Center committee for close to 10 years and became co-director of RTC in 2018.

1.2.2 RTC COORDINATOR



Sophie is the Research Training Centre (RTC) Coordinator at St. Michael's Hospital. She obtained her BSc in Animal Biology from the University of Alberta and her MSc in Developmental Biology from McGill University. Prior to joining the Research Training Centre, Sophie worked with undergraduate students as a Teaching Assistant and as a Graduate Teaching Fellow, as well as with graduate students and PDFs as a research technician at UTM.

SOPHIE KOCH, SOPHIE.KOCH@UNITYHEALTH.TO

✉ Email: rte@smh.ca

☎ Phone: 416-864-6060 x7871

I.3 Our website

Please bookmark our website. We update it with trainee-relevant events including the RTC seminars series, workshops, and information on scholarships .

 <http://stmichaelshospitalresearch.ca/research-training-centre/>

2.0 SRSA

The St. Michael's Hospital Research Student Association is a graduate student-run organization committed to representing the research students at St. Michael's Hospital by promoting collaboration within our community, advocating for student needs and working co-operatively with administrative and executive bodies.

MEMBERSHIP AND ELECTIONS: All graduate students at St Michael's are members of the SRSA. The SRSA will hold their general elections on October 4th, 2021 on Zoom. The SRSA is an incredible opportunity to get involved at St. Michael's Hospital and the positions include Directors of Student Life, Community Outreach, Student Equity, Academics, Treasury, Communications, and non-elected site representatives.

EVENTS ORGANIZED AND HOSTED BY SRSA

The SRSA organizes several events throughout the year which are open to all trainees across all Unity Health sites. We work together with the RTC and various organizing committees to bring our trainees a wide variety of events. These include social, academic (career), equity, and wellness-related events. Events that the SRSA will be running this year include:

- First-year mixer - September 20th, 2021 at 12:30 PM (following RTC orientation)
- Student Welcome Social - September 24th, 2021 at 3 PM
- SRSA Elections - October 4th, 2021 at 3 PM
- Graduate School 101 Panel - October 7th, 2021 at 4 PM
- Elevator Pitch Competition & Networking Session - November 25th, 2021 at 3PM
- Mentorship Program
- Internal Peer Review Program
- Virtual Social Events
- Equity, Diversity and Inclusion Workshops
- Mental Health Awareness Month - March 2022

- Life Sciences Career Symposium - July 2022

We are also active participants and organizers of events during Research Month. This year, we will be hosting an Elevator Pitch Competition on November 25th, 2021. This event will be followed by a SRSA Social and Networking Session on Zoom.

Please contact us if you have any questions and look out for more information about upcoming SRSA elections and events. We look forward to a great year!

2020 – 2021 SRSA TEAM:

Doyoon (Kevin) Won - Chair Of The SRSA (*Doyoonkevin.Won@Unityhealth.to*)
Madison Walker & Zoya Tawhidi– Vice Chairs (*madison.walker@mail.utoronto.ca*,
zoya.tawhidi@mail.utoronto.ca)

General contact info:

Contact SRSA: srsa@smh.ca

Facebook: [Facebook.com/groups/stmichaels.srsa](https://www.facebook.com/groups/stmichaels.srsa)

Instagram: [@stmichaels_srsa](https://www.instagram.com/stmichaels_srsa)

SRSA Internal Peer Review Program

The SRSA Internal Peer Review Program is an initiative that was first launched by the SRSA last year. It provides St. Michael's hospital trainees with an opportunity to receive a full peer review of their scholarship applications prior to submitting to the granting agency. The program is confidential, collegial and 100% trainee-run. We are excited to continue this program for our trainees this year after the amazing feedback the program had received!

We aim to:

- i) Provide trainees the opportunity to receive feedback on their scholarship application to improve it and increase their chance of success.
- ii) Give trainees the opportunity to get grant reviewing experience.
- iii) Promote a collaborative environment amongst trainees throughout the research institution.

Check out the Internal Peer Review Program [webpage](#) to find out more!

SRSA Mentorship Program

Last year, SRSA implemented a peer-to-peer trainee mentorship program at our institution, where incoming graduate students are paired with a more senior graduate student. We believe that students sharing their experiences will allow incoming students to gain resourceful knowledge that will ease their transition and assist with their academic and professional growth. It is an excellent opportunity for building community amongst trainees and across lab settings within the Institute. If you are interested in becoming a mentor or a mentee, please keep an eye out for an email from SRSA in September. This program aims to provide:

- i) Guidance for new trainees from more senior graduate students
- ii) Benefit to mentors-building mentorship skills
- iii) Encourage inclusion among students at different career levels

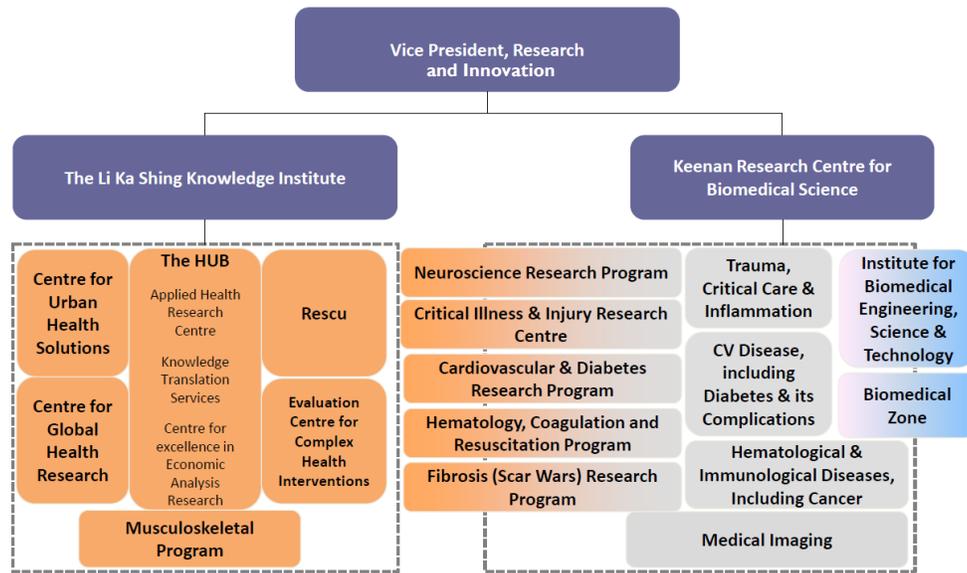
Check out the [Mentorship Program webpage](#) for more!

PART 2. RESEARCH AT ST. MICHAEL'S HOSPITAL

3.0 WHAT YOU NEED TO KNOW ABOUT RESEARCH AT ST. MICHAEL'S, A BRIEF OVERVIEW

St. Michael's Hospital is part of Unity Health Toronto that also comprises of Providence Healthcare and St. Joseph's Health Centre. The Research Institute of St. Michael's Hospital is fully affiliated with the University of Toronto and Ryerson University. It consists of two main Institutes. The Keenan Research Centre for Biomedical Science (KRCBS or KRC for short) focuses on fundamental and translational biomedical research. The Li Ka Shing Knowledge Institute (LKSKI) focuses on clinical and health services research. This section will provide a brief overview. For more info and a map of our buildings go to [section 13](#).

Organizational Structure



Our Research Institute is designed to promote communication and collaboration across specialties by bringing together these two research pillars. Our mission is to generate ground-breaking, high quality research that can be translated into improved care and outcomes for patients. The Institute is led by the Vice President (VP) of Research and Innovation, Dr. Ori Rotstein, and the directors of the two Institutes. You can learn more about the research leadership at <http://stmichaelshospitalresearch.ca/about/leadershipadministration/>.

4.0 THE KEENAN RESEARCH CENTRE FOR BIOMEDICAL SCIENCE

Located on the 4th, 5th and 6th floors of 209 Victoria Street.

Researchers at KRC perform experimental studies, often referred to as wet bench research. Their researchers aims at obtaining better understanding of mechanisms underlying common and high burden illnesses, and translating these to improve patients' lives.

KRC's research groups are organized into three platforms:

- Trauma, Critical Care and Inflammation (6th floor, Platform Director: Dr. Andras Kapus)
- Cardiovascular Disease, including Diabetes and its complications (5th floor, Platform Director: Dr. Phil Marsden)
- Hematological and Immunological Diseases including Cancer (Platform Director: Dr. Heyu Ni)

In addition, the KRCBS has five cross-cutting translational themes (programs):

- Neuroscience Research Program
- CardioLink
- Centre for Research and Therapeutic Development in Fibrotic Diseases (“Scar Wars”)
- Hematology-Immunology Translational Research Collaboration (HITRC)

You can learn more about these at <http://stmichaelshospitalresearch.ca/about/keenan-about/>.

4.0.1 Neuroscience Research Program (NRP)

What they do: The mission of the program is to unravel the mysteries of the brain and brain health. Their studies spans basic and clinical research in stroke, neurotrauma, multiple sclerosis and other neurodegenerative diseases. The program brings together researchers in fundamental neurobiology, neuroimaging, clinical trials and knowledge translation.

4.0.2 CardioLink

What they do: This innovative research network brings together expertise in heart and vascular surgery and perioperative medicine to address important fundamental and interdisciplinary questions through state-of-the-art clinical research programs.

Director: Dr. Subodh Verma

4.0.3 Centre for Research and Therapeutic Development in Fibrotic Diseases (“Scar Wars”)

What they do: Fibrosis (i.e., chronic organ or tissue scarring) develops as a consequence of very common chronic disease entities, such as diabetes, hypertension or chronic hepatitis. Fibrosis is a common, progressive condition that causes chronic disease and organ failure, it can affect almost any organ, including the kidney, heart, lung, liver, muscles, joints, and skin. The Fibrosis Centre aims at bridging basic research and clinical programs to develop new strategies for investigating the pathobiology of fibrosis-related diseases, and pioneer new ways of assessing and treating these major causes of morbidity and mortality in our community.

Directors: Drs. Richard Gilbert and Andras Kapus

4.0.4 Hematology-Immunology Translational Research Collaboration (HITRC)

What they do: This collaborative group composed of clinical and basic science researchers investigates blood and immune system responses under various medical and surgical conditions.

They aim at fostering innovative and effective translational research partnerships in fields relating to hematology and immunology.

Directors: Drs. Alan Lazarus and Michelle Sholzberg

4.0.5 Institute for Biomedical Engineering, Science and Technology (iBEST)

Institute for Biomedical Engineering, Science and Technology (iBEST) is a partnership between Ryerson University and St. Michael's Hospital. Many researchers belonging to iBEST are located on the 7th floor of 209 Victoria Street. Many scientists at KRC, LSKSI and Ryerson have cross-appointments at iBEST which has nearly 50 members. The iBEST focus is to bring together Ryerson's engineering and science strengths with St. Michael's biomedical research and clinical expertise. The research themes are: Biomedical Delivery Systems (BDS), Biomaterials and Tissue Injury and Repair (BTR), Biomedical Imaging and Therapy (BIT), and Healthcare Analytics and Applications (HAA). Learn more about iBEST at <https://www.ibestresearch.ca/>

4.0.6 Biomedical Zone (BMZ)

The Biomedical Zone (BMZ) is a hospital- and university-founded innovation center. It is comprised of a start-up incubator, a data science incubator, and multiple programs serving entrepreneurs, clinicians, students, and researchers. It works along with iBEST to supply business development expertise and support, domain expert advisors, and an innovation ecosystem for biomedical and healthcare ventures addressing today's most significant healthcare challenge. Learn more about the BMZ at <https://www.ryerson.ca/zone-learning/biomedical-zone/>.

4.1 LI KA SHING KNOWLEDGE INSTITUTE

Researchers at the LKSKI specialize in research on health services and policy, population health, global health, knowledge translation, and run clinical trials. Their work is often referred to as dry bench research. The focus of LKSKI is conducting research and disseminating knowledge that is relevant for the health care system and important to patients.

Locations include: 209 Victoria Street, 250 Yonge Street - 6th floor, 61 Queen & 193 Yonge Street

4.1.1 MAP Centre for Urban Health Solutions

What they do: The 30 core scientists of MAP perform inter-disciplinary research to improve health equity in our cities, especially for those experiencing marginalization, and to reduce barriers to accessing factors essential to health, such as appropriate health care and quality housing. The Centre's research programs span areas such as: primary care interventions and social determinants of health; homelessness, housing and health; Indigenous health and well-being; immigrant and refugee health; preventing HIV infection and improving care for people living with HIV; addictions and drug policy; mental health services research; diabetes, obesity, and healthy urban neighborhoods; and evaluation and implementation science. The Centre collaborates with community agencies, communities and decision-makers at the local and national levels.

Director: Dr. Stephen Hwang

<http://stmichaelshospitalresearch.ca/research-programs/urban-health-solutions/>

4.1.2 Center for Global Health Research (CGHR)

What they do: CGHR conducts large-scale epidemiological studies in both developed and middle-low income developing countries. Researchers use biomedical, epidemiological, economic and research ethics sciences to develop evidence-based policies that can be adopted by organizations and governments. Research areas include: maternal and child health, tobacco control, health policy and economics, and gender inequalities. CGHR has offices in Toronto, Bangalore and New Delhi. Learn more: <http://www.cghr.org/>

Director: Dr. Prabhat Jha

4.1.3 The HUB

What they do: The HUB is a unified clinical research methods and services group. It integrates health economics expertise from the Centre for excellence in Economic Analysis Research (CLEAR), clinical research methods and operations infrastructure of the Applied Health Research Centre (AHRC) and knowledge translation expertise from BreakThrough Knowledge Translation (KT) Services.

Check out the details of the wide range of services of the HUB: <http://www.hubresearch.ca/>

4.1.4 Rescu

What they do: Rescu works with emergency responders, to develop and evaluate processes of care and timely interventions. It aims to improve outcomes for patients suffering life threatening trauma and cardiac emergencies in the out-of-hospital setting.

4.1.5 Musculoskeletal Research Program

What they do: This program focuses on bone health research. Their mission is to advance, promote and disseminate quality research that will positively affect the care of orthopedic patients. Research priorities include: fracture treatment, fracture prevention in osteoporotic patients, prognostic cohort studies, e-data collection and reporting, measurement and outcomes research, and knowledge translation (facilitative best practice).

4.1.6 Clinical Nutrition and Risk Factor Modification Centre (CNRFMC)

What they do: CNRFMC focuses on nutrition, lifestyle and health. Studies include: on the effects of dietary fiber, vegetable protein and monounsaturated fatty acids on serum cholesterol; the effects of diet on diabetes control and insulin sensitivity; and the risk factors for cardiovascular disease in ethnic populations.

Chapter 3

Practical Guide for New Students

5.0 GETTING STARTED

5.1 Registration

Welcome to research at St. Michael's Hospital! Below the steps for supervisors and for the trainee are outlined. Both must be completed to onboard the trainee. These steps are also outlined on our [website](#). If you have questions that are not addressed below please contact rtc@smh.ca.

Please complete the registration steps below (these steps

STEPS FOR SUPERVISORS:

- a) Complete the [bar code identification](#) form for your trainee
- b) If your trainee will be receiving a stipend through St. Michael's (Unity Health Toronto) – [please complete this email template](#).
- c) Email the forms from **steps a and b** to Dalbir Singh (Dalbir.Singh@unityhealth.to) and the RTC (rtc@smh.ca)
- d) Send your trainee the [getting started package](#) and the RTC orientation package.

STEPS FOR STUDENTS:

Congratulations on your acceptance to your graduate program! Your next step is to get registered at the St. Michael's Hospital Research Training Centre. [Click here to access the getting started document](#), which outlines details of your responsibilities as a researcher at SMH as well as the steps for registration for your badge, payroll, and email. For international trainees, student and visitor, Immigration Canada is now requiring a new process for all foreign workers – [Guide to completing Immigration Canada's offer of employment](#)

After you and your supervisor have completed the above steps and been onboarded, please fill out [this form](#) to register with the Research Training Centre. If you have questions please contact Sophie at rtc@smh.ca.

MANDATORY REGISTRATION WITH THE RTC

All graduate students and post-doctoral fellow working at the St Michael's Hospital must be registered with the RTC. Please fill out [this form](#) to register. If you have questions please contact Sophie at rtc@smh.ca.

ID BADGE

After your RTC registration, you will be eligible to pick up your badge. **When you have permission to be onsite***, please pick up your ID badge from the main hospital. If you are not sure, please speak with your supervisor.

Where: 4th Floor, Shuter Wing (inside main hospital), Monday to Friday 7am to 7pm, (416) 864-6060 x 6166

What to bring with you: you will need to show two pieces of government issued ID to obtain your badge.

* During the partial reopening of our buildings, only trainees whose work cannot be done remotely are allowed to be onsite. Please see the instructions for coming on site and review the criteria for on-site work.

IMMUNIZATION

If you will be conducting clinical activities and have permission to be onsite (i.e. patient contact or exposure to human blood), please visit Corporate Health and Safety with your immunization forms*. Skip this step if you will not be conducting clinical activities.

Where: 2-053 Shuter Wing (inside main hospital), Monday - Friday 7am to 4pm, (416)-864-5013.

What to bring with you: completed immunization forms from your student package (*Corporate Health & Safety Services Health Questionnaire, Staff Immunization and Surveillance Record, N95 Respirator Medical Questionnaire – Staff, and Fit-Test Worksheet*).

Please note that all staff, physicians, and learners are required to provide records of:

- Full vaccination against COVID-19; or
- A medical reason for not being vaccinated against COVID-19; or
- Completion of the UHT COVID-19 vaccination educational session.

Please submit your vaccination receipts to Corporate.Health@unityhealth.to and review all guidelines on the [COVID-19 microsite](#).

FORTITOKEN, SMH EMAIL & WI-FI

ENABLE FORTITOKEN

1. HelpDesk will send you instructions on how to enable FortiToken to your personal email address.
2. A FortiToken registration email will be sent to your personal email account from fortiauthenticator@unityhealth.to please ensure you follow the instructions to register your token. Please check junk mail if you don't receive this email.
3. If you have not received an email within 1 hour contact the helpdesk at 416-864-6060 x5751 to request a FortiToken and refer helpdesk to this email.
4. The FortiToken allows for Two-Factor Authentication and acts as a second layer of identification.

LOGIN TO FORTIportal AND ST. MICHAEL'S OWA (OUTLOOK WEB APP) ICON

5. Once you have setup the FortiToken and have a user name go to <https://fortiportal.unityhealth.to>

6. Login with your user name, password and token.
 - a. Username: smh\username
 - b. The initial default password is "Smhtemp" plus the barcode user number off (case sensitive and no spaces between Smhtemp and the barcode user number).
7. Select the St. Michael's OWA icon
8. Once you have logged into the St. Michael's OWA icon (username and password), you MUST then change your password by selecting the gear icon on the top right corner, click on "Options", in the left navigational menu click on the arrow to expand "General", select "My account" and then select "Change your password"
9. Going forward you will log into foritportal and the St. Michael's OWA icon to access your emails, folders and network.

WIRELESS

Your username and password for outlook/logging your computer is the same for the wireless network. If the wireless network doesn't appear, you can add it manually by typing the name; LKSKI: inspiredcare, SMH: SMH_Guest

HAVING DIFFICULTIES?

For email or technical assistance, contact the HelpDesk at 416 864-6060 x5751 and have your Barcode Number ready when you call. For badge access issues, after 48 hours, contact Security at 416 864-6060 x5323. If you have any further questions or concerns, please do not hesitate to call the Office of Research Administration at (416) 864-6060 ext. 7863

BADGE ACTIVATION & SEATING

The badge activation process is different for dry bench/clinical research trainees and wet bench/experimental research trainees. Please follow the steps below for your respective type of research. Please see instructions on how to get permission to work onsite.

Dry Bench/Clinical Research /LKS Trainees

- A. After you've picked up your badge and activated your email (step 2 and step 4): You can register your badge online after you set up your SMH email: <http://www.rfbms.com/Home/Access.aspx>. This form will give you access to 250 Yonge St, 193 Yonge St, and Li Ka Shing (excluding laboratory access).
- B. If you require access to non-research areas (main hospital, 80 Bond St, 2 Queen St, 61 Queen St), fill out the barcode form (same from you showed at the ID badge office to pick up your badge) and submit it to the security window on the first floor of the Cardinal Carter Wing of the main hospital.

- C. Assigned workplace, including lab, office and or graduate seating space should be discussed with your supervisor. Graduate seating assignments are updated yearly. The new assignments for your group will be sent to your supervisor at the beginning of September 2021.

Wet Bench/Experimental Research/KRC Trainees

After you've picked up your badge and activated your email (step 2 and step 4): You can register your badge online after you set up your SMH email: Use this [link](#) for **general research areas** [Li Ka Shing (your lab area, common core facility areas), 250 Yonge St, 193 Yonge St]. From the link, select LKSKI miscellaneous from the access request drop-down menu.

- A. Access request at KRC

Additional access requests for KRC trainees are done through the online link in step A.

- **Graduate seating area: Graduate seats are assigned to your lab. Speak with your supervisor first about graduate seating.** Email Olivia Lavery (Olivia.Lavery@Unityhealth.to) to submit a request to have the room added to your badge access.

Please note that during the partial reopening of the Research Institute for onsite work, there are restrictions on the use of the graduate seating area.

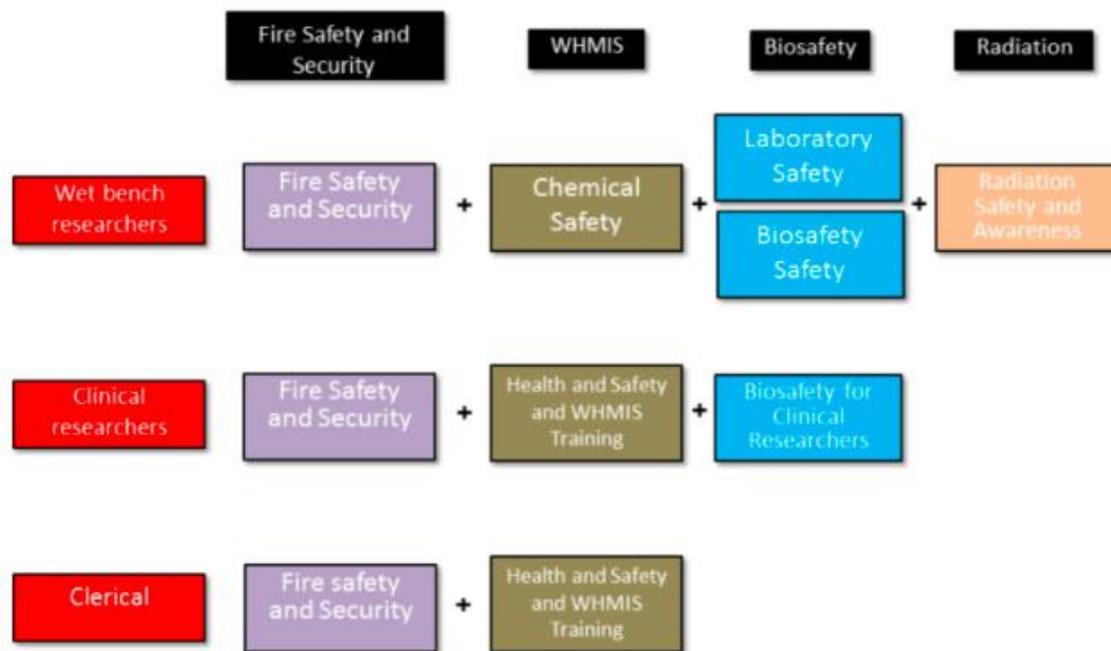
- **Specialized research areas and shared equipment (core facilities):** e.g. tissue culture, vivarium, bioimaging, molecular core, histology etc. Use of these areas requires additional training done by the core facility specialists. Equipment in these areas cannot be used without proper training and authorization, and access will be granted after training is completed. Visit: <http://www.rfbms.com/Home/UpcomingEvents.aspx> to register for a training session. For training on shared equipment, please contact the core facility specialist.

Having difficulties?

Your badge will take 24-48 hours to be activated. If your badge is not working: please contact your supervisor to confirm that they have approved the request. If your supervisor has approved your request, and your badge is not working, please contact: researchfacilities@smh.ca.

SAFETY TRAINING

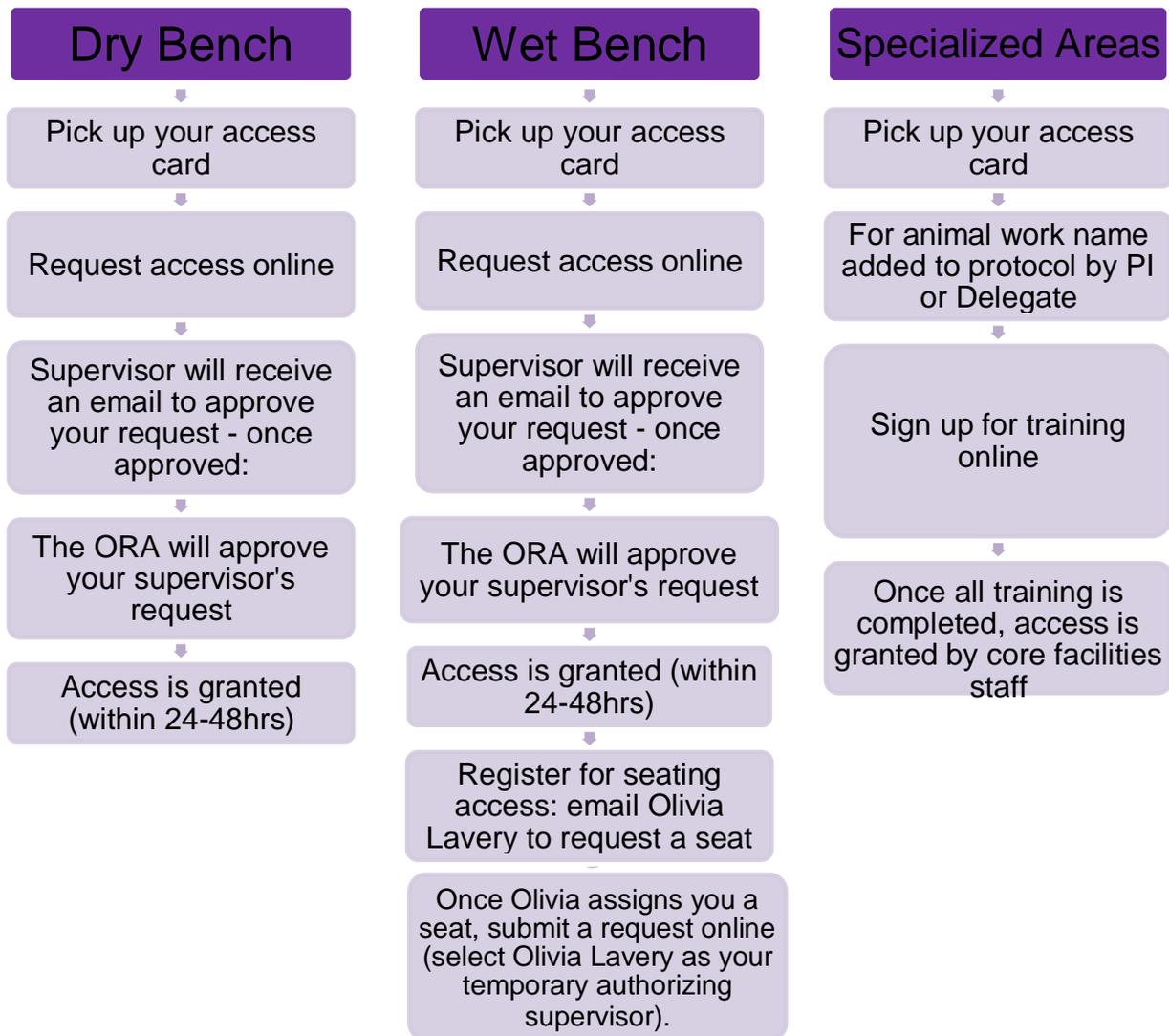
All information about safety training can be found on the [SMH Research Facilities Safety Training webpage](#). Please refer to this page and to your eLearning requirements.



BIOSAFETY:

- Everyone working in the labs must complete the biosafety training and must be added to the lab's biosafety permit by their supervisor.
- Everyone working in the KRC labs must become familiar with the biosafety regulations that can be found at the Biosafety page of the research website. Lab-specific training should be arranged for by the supervisor.
- Please contact biosafety officer Steven.Hayes@unityhealth.to if you have any questions or concerns.

5.2. Security – Research Access Requests



Specialized areas include core equipment & vivarium. If you have access problem with any of the locks, call security X5323.

Who to contact if you're having badge access issues? Your supervisor, the [ORA](#) and [Research Facilities](#).

5.3 How to get a Lab coat/Scrubs

Wearing lab coats while performing experiment in the research areas is mandatory. Lab coats must not be taken out from the lab areas.

If your supervisor has offered to cover the cost of your lab coat, please have a member of your lab (i.e. lab technician) fill in a St. Michael's Hospital requisition form for a lab coat.

Please visit B2 office (located beside MRI department in the main hospital) to pay your deposit (\$15 for a lab coat or \$30 for scrubs) and pick up your lab coat/scrubs.

5.5 Post-Doctoral Fellows

Post-doctoral fellows are an integral part of research at SMH and of the training and education at the RTC. We are excited to work with you and support you in your research and professional development. Check out the [SMH Post-Doctoral Fellow page](#) and the [RTC funding page](#) for more info.

Please check out the [Canadian Association for Postdoctoral Scholars](#) and [Temerty Medicine Connect](#) for networking and mentoring opportunities through U of T.

Chapter 4
Research Ethics and
Integrity

6.0 RESEARCH ETHICS

Every trainee working at SMH is expected to perform their tasks with the highest professional standards, integrity and ethical conduct. This requirement applies to all aspects of the research process, including data acquisition and analysis, and when preparing applications, presentations and publications. The ultimate responsibility of adhering to the strict professional standards and maintaining the integrity of the research process falls on the supervisor, but each member of the team is accountable for their conduct. Thus, it is very important to have a good understanding of the meaning of research integrity.

U of T academic and research integrity resources include:

- 1) U of T Academic integrity resources (including Code of conduct)

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Academic-Integrity.aspx>

- 2) U of T Research ethics sources:

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Ethical-Conduct-in-Research.aspx>

6.0.1 ACTIVITIES REQUIRING SPECIAL ETHICS APPROVAL

Most research requires some form of ethics approval. Talk to your supervisor about the approvals required for your studies.

If your studies involve **human subjects**, you need approval from the Research Ethics Board (<http://stmichaelshospitalresearch.ca/staff-services/research-ethics/research-ethics-board/>)

Animal work must be approved by the Animal Care Committee. Only people with the proper training who has been added on an approved protocol are allowed to perform animal work. Access the website by logging to the vivarium site:

<http://stmichaelshospitalresearch.ca/staff-services/research-facilities/facilities/vivarium-2/>

Biosafety permits are required for all research involving bacteria, viruses, plasmids, recombinant DNA, animal tissues, cells or other biohazards. All work is regulated by the Biosafety Committee (see <http://stmichaelshospitalresearch.ca/staff-services/research-facilities/biosafety/>). Individual trainees require to undergo training listed in [section 5.4.1](#).

6.0.2 WHAT IS INTELLECTUAL PROPERTY?

Intellectual property rights protect the results of creative activities, such as inventions, literary or artistic works, publications and images from unfair use by others.

Resources: <http://stmichaelshospitalresearch.ca/staff-services/research-intellectual-property/>

6.0.3 WHAT IS COPYRIGHT?

Published work is protected by copyright. The copyright holder has exclusive rights to reproduce any part of the work. In most scientific publications, the authors transfer the copyrights to the journal in which they publish. Reproduction of any portion of such publications requires permission from the copyright holder.

Learn about copyright here: <http://stmichaelshospitalresearch.ca/staff-services/research-intellectual-property/>

6.0.4 HOW TO AVOID PLAGIARISM

Citing references appropriately is a fundamental aspect of acknowledging intellectual property and avoiding plagiarism. Here is some advice on how to avoid plagiarism:

<http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/>

6.1 What is research misconduct?

The SMH policy defines Research Misconduct as “any research practice that deviates seriously from the commonly accepted ethics/integrity standards of the relevant research community”. It is important to recognize the seriousness of allegations of research misconduct, as these can have severe repercussions to the careers, livelihoods and reputations of all parties involved.

Some examples of misconduct: failure to obtain ethical approval; failure to follow guidelines of animal care committee or research ethics protocol; falsification of data; issues with publications such as plagiarism.

The SMH Misconduct Policy document outlines the procedures through which allegations of misconduct are dealt with. The SMH research misconduct policy can be [found here](#).

6.2 Privacy and Confidentiality statement

During registration, you signed the privacy and confidentiality agreement, which states:

I acknowledge and understand that:

- St. Michael's Hospital (the "**Hospital**") has in place policies and procedures respecting privacy, confidentiality and security (the "**Policies and Procedures**"),
- the Policies and Procedures are available to me through the Hospital Corporate Policies & Procedure System (CPPS) that is accessible from my Hospital computer desktop or upon request if I am not an employee of the Hospital or do not have access to CPPS and where I have any questions relating to my obligations hereunder,
- all personal health information [i.e., *information identifying an individual and relating to the provision of health care to that individual*] and/or confidential information [i.e., *information relating to the business of the Hospital*] that I have access to or learn through my employment, relationship or affiliation with The Hospital is to be treated as strictly private and confidential.
- as a condition of my employment, relationship or affiliation with The Hospital, I must comply with the Hospital's Policies and Procedures, and
- if I fail to comply with these obligations, the Hospital may terminate my employment, relationship or affiliation with the Hospital and that I may be subject to legal action taken against me by the Hospital and others, and/or to report to the appropriate college or regulatory body

I agree that I will access, use or disclose any personal health information and/or confidential information that I learn of or possess because of my employment, relationship or affiliation with The Hospital, only if it is necessary for me to do so in order to perform my duties as assigned by the Hospital. I also understand that under no circumstances may personal health information and/or confidential information be communicated either within or outside of The Hospital except to such other persons as are authorized by The Hospital to receive such information.

I agree that I will not alter, destroy, copy or interfere with this information, except with authorization and in accordance with the policies and procedures.

I agree to keep any computer access codes assigned to me (for example, passwords) confidential and secure. I also agree to safeguard physical access devices (for example, keys, and badges) and the privacy and confidentiality of any information being accessed.

I agree that I will not lend my access codes or devices to anyone and will not attempt to use those of others. I understand that access codes come with legal responsibilities and that I am accountable for all work done under these codes. I am aware that work done using such codes may be audited. If I have reason to believe that my access codes or devices have been compromised or stolen, I agree to immediately contact the Hospital's Help Desk (ext.5751).

I also understand and accept that my obligations on confidentiality extend beyond my term of employment and or affiliation with the hospital.

Chapter 5
Research and
Learning Resources

7.0 COMMUNICATION: HOW TO LEARN ABOUT EVENTS AND NEWS

7.1 RTC communications, RTC Newsletter

We have two major methods of communicating with our trainees: via email and through our website.

A. **Email:** When you register with the RTC, your email address will be added to our list. Please make sure that you are receiving our weekly e-newsletter RTC Staying Connected. If you are not please email rtc@smh.ca. This newsletter consists of news, funding information (internal & external funding), important dates, upcoming workshops & seminars for all trainees.

B. the **RTC website** contains up-to-date information on events, as well as resources for trainees <http://stmichaelshospitalresearch.ca/research-training-centre/>:

RESEARCH TRAINING CENTRE

- About the RTC
- About the SRSA
- About the iBEST

[Learn more](#) >

INCOMING TRAINEES

- Onboarding Graduate Trainees
- Orientation Package
- Post-doctoral Fellows

[Learn more](#) >

FOR SUPERVISORS

- Onboard/extend a graduate student
- Trainee Funding
- PI Responsibilities

[Learn more](#) >

RTC SEMINARS

- How to Earn Credits
- Dry Bench Schedule
- Wet Bench Schedule

[Learn more](#) >

FUNDING & AWARDS

- RTC Scholarship
- RTC Conference Awards
- Internal and External Competitions

[Learn more](#) >

TRAINEE SUPPORT

- Wellness and Mental Health
- Trainee Supervisor Relations
- Conflict Resolution

[Learn more](#) >

EDUCATION & TRAINING RESOURCES

- Software
- Core Facilities
- UHT Library
- Research Ethics Board
- Career Support

[Learn more](#) >

7.2 Other institutional communications

7.2.1 UPDATE FROM THE VPRI OFFICE

The newsletter is an e-update for the research community at Unity Health Toronto. This e-newsletter is distributed every Thursday. Upon registration, you will automatically be subscribed to the newsletter.

7.2.2 RX: TWICE A WEEK

This is an e-newsletter for all hospital and research staff at Unity Health Toronto. This e-newsletter is distributed every Tuesday and Thursday through the Unity Health Toronto Communication Department. As a trainee at Unity Health Toronto, you will be automatically added to the distribution list, using your @unityhealth.to email address.



Name: All Unity Health Toronto staff, physicians, students and volunteers

Good morning, [click here to go to Rx: Twice a Week.](#)

7.2.3 ST. MICHAEL'S INTRANET WEBSITE

INTERNAL ONLY

St. Michael's intranet is built for interaction, collaboration and knowledge sharing. The intranet home page has all the information you need to stay in touch with hospital happenings – news, event listings, links to electronic bulletin boards, and key features such as **search** and **improved navigation**. Simply type in "[portal](#)" (or click on this link) and start surfing! *You must be on site to access the portal*



7.2.4 UNITY HEALTH TORONTO WEBSITE

INTERNAL & EXTERNAL

This is the research website: <http://stmichaelshospitalresearch.ca/>

For remote access to the intranet, see [section 5.2.2.](#)

8.0 SEMINARS & WORKSHOPS

Quick Tip

Ideas are best developed through regular discussions and the evaluation of one's work. This can be best done by collecting input from other scientists (using the collective brain to advance one's ideas). Research seminars are a great way to promote discussions with peers, other trainees and scientists in a safe and inclusive space. See [section 16](#) for more information.

The research seminars play a fundamental role in the vibrant intellectual environment of our research institute. In addition to research seminars by our own PIs and visiting scientists, the RTC biweekly seminars provide trainees the opportunity to develop and refine their presentations skills. In addition, an array of presentations and workshops organized by the RTC and SRSA focus on improving important academic skills and enhancing your career.

- [RTC seminars](#)
- [Biweekly PI seminars](#)
- [Career Seminars](#)
- [Practical \(Hands-On\) Courses](#)
- [Toronto-wide event links](#)
- [Academic and Skill Development Workshop](#)

8.1 RTC Seminars

RTC has been organizing trainee seminars for the past several years, with the goal of providing trainees with an opportunity to present their research-in-progress, discuss the ups-and-downs of their projects, hone their presentation skills, share ideas and get feedback.

We have two series of seminars, with topics and timing aligned with the needs of the two distinct trainee groups at St. Michael's – those conducting clinical (dry bench) research at the LKSKI, and those engaged in basic science (wet bench) at the KRC. We have 1 KRC and 1 LKSKI trainee seminar/month.

- The LKSKI (dry bench) seminars will take place on Wednesdays from 12 - 1 pm.
- The KRC (wet bench) seminars are part of the unified KRC seminar series, which consists of weekly seminars on Fridays at 1pm, featuring a range of speakers including KRC PIs, KRC trainees (one time slot per month), iBEST seminars and invited guests.

We encourage all trainees to attend these seminars. Attending and presenting at research seminars is an important part of your training, developing useful skills that are portable, regardless of career

path. The seminars also increase the visibility of your work to the broader St. Michael’s community, enhancing your networking with other researchers. Who knows – your next employer, supervisor, or co-investigator could be in the audience! AND you can also list your presentation on your CV. Learn more about [research seminars](#).

Present at an upcoming seminar!

We are currently inviting trainees to present at the 2021/22 seminar series. If you are interested, please send us an email (rtc@smh.ca) indicating your name, supervisor, a topic (a full title can be provided later) and any preferred dates. We are asking presenters to prepare a 20 min presentation aimed at a wider audience (please do not make it so specialized that those outside your discipline cannot follow). We will be happy to share more detailed instructions with presenters. Two trainee presentations are given per seminar.

RTC 2020-2021 SEMINAR SCHEDULE

CLINICAL (DRY BENCH) RESEARCH SEMINARS

Date	Time	Location
October 13, 2021	12:00 – 1:00pm	Zoom
November 17, 2021	12:00-1:00pm	Zoom
December 8 2021	12:00 – 1:00pm	Zoom
January 19, 2022	12:00 – 1:00pm	Zoom
February 16, 2022	12:00 – 1:00pm	Zoom
March 16, 2022	12:00 – 1:00pm	Zoom
April 13, 2022	12:00 – 1:00pm	Zoom
May 11, 2022	12:00 – 1:00pm	Zoom
June 8, 2022	12:00 – 1:00pm	Zoom

BASIC SCIENCE (WET BENCH) RESEARCH SEMINARS

Date	Time	Location
October 15, 2021	1:00 – 2:00pm	TBA
November 19, 2021	1:00-2:00pm	TBA
December 10, 2020	1:00 – 2:00pm	TBA
January 21, 2022	1:00 – 2:00pm	TBA
February 18, 2022	1:00 – 2:00pm	TBA
March 18, 2022	1:00 – 2:00pm	TBA
May 13, 2022	1:00 – 2:00pm	TBA
June 10, 2022	1:00 – 2:00pm	TBA

8.1.1 SEMINAR CREDITS



We have had several high quality RTC seminars from both the LKS and KRC sides, with lively discussion. We would like to encourage you to come to these excellent seminars and offer rewards to those who present and regularly attend. You will be able to earn credits for presenting and/or attending seminars/events. To be eligible to apply for an RTC travel award, **you must earn at least 5 credits** during the academic year. These credits will also be considered

when evaluating RTC scholarships.

How to earn credits

2 credits = present at an upcoming seminar (1 credit for attendance + 1 credit for presenting)

1 credit = for each seminar attended

1 credit = Attendance or participation in the Trainee Research Day

0.5 credit = facilitating a seminar

8.2 PI Seminars

All trainees at KRC should regularly attend the Keenan Research Seminar Series. This series is comprised of the KRC Seminar Series, iBEST Visiting Lecturer Series and RTC Seminars. The Keenan Research Seminar Series provides a forum for presentation of the latest research advances of scientists located within, and affiliated with, the Keenan Research Centre for Biomedical Science of St. Michael's Hospital. These are complemented by presentations from guest lecturers to foster collaboration and the wider dissemination of research discoveries. The seminars are held on one Friday each month at 1 p.m. throughout the academic year (October-June).

Quick Tip

Want to learn more about these workshops and when they are offered? Visit [our website!](#)

8.3 Academic & Skill Development Workshops

Academic Seminars & Workshops

Wet Bench

- [KRC Seminar Series](#): RTC, iBEST, and KRC presentations
- Essentials in experimental research series: ([How to Design a Research Project](#) and [Practical Experimental Design/Documentation](#))
- Practical Training in specific research techniques: check the [RCF website](#) for specifics.

Dry Bench

- LKS Seminar Series: [RTC, Clinical and Population Health Research Rounds \(LKSKI\), KT Canada seminar series](#)
- How to Design a Research Project
- Research Ethics
- Clinical Trial Design
- Writing a Literature Review
- Qualitative Research Design

Quick Tip

View our training modules & workshop schedule on [our website!](#)

8.4 Events & Workshops Organized by the SRSA

- First-year mixer - September 20th, 2021 at 12:30 PM (following RTC orientation)
- Student Welcome Social - September 24th, 2021 at 3 PM
- SRSA Elections - October 4th, 2021 at 3 PM
- Graduate School 101 Panel - October 7th, 2021 at 4 PM
- Elevator Pitch Competition & Networking Session - November 25th, 2021 at 3PM

- Mentorship Program
- Internal Peer Review Program
- Virtual Social Events
- Equity, Diversity and Inclusion Workshops
- Mental Health Awareness Month - March 2022
- Life Sciences Career Symposium - July 2022

8.5 Other Research Events

8.5.1 RTC TRAINEE RESEARCH DAY

The RTC Trainee Research Day will take place in April 2022. Please watch out for communications around abstract submission. Abstracts for both oral and poster presentations will be reviewed by a selection committee composed of KRC and LKSKI scientists.

The committee will select abstracts for oral presentations. Those not selected for oral presentations can be considered for a poster presentation. If you would like to be considered, please indicate your interest on the application form. All trainees are encouraged to submit an abstract and to attend. Cash and travel award prizes will be provided for the best oral and poster presentations.

The day will consist of Guest Speakers, oral and poster presentations by trainees, followed by an Award Ceremony and Reception. There are opportunities to network over lunch and throughout the day. Learn more about [Research Day](#).

8.5.2 RESEARCH MONTH

November is Research Month at Providence Healthcare, St. Joseph's Health Centre and St. Michael's Hospital.

We celebrate the impact that research makes on widening understanding of diseases, improving knowledge and practice, creating policy, and changing patient life. Everyone is invited to attend the various activities taking place throughout the month. These include unique rounds, lectureships, workshops and networking opportunities. See the website for a full calendar of events and join us for as many of these as you can.

<http://stmichaelshospitalresearch.ca/about/events/research-month/>

8.6 Funding resources

Visit our website for an update-to-date list of scholarships and awards. Visit the [RTC Funding page](#).

8.6.1 ST. MICHAEL'S HOSPITAL TOP-UP AWARDS

The aim of St. Michael's Hospital RTC scholarship is to provide partial salary support for excellent students in order to help them perform research and obtain a degree through their work. The successful applicant will be provided with the award for one year.

Who can apply? Research Training Centre graduate students (Masters/PhD programs) and post-doctoral fellows. Learn more about the [St. Michael's Hospital RTC scholarship](#).

8.6.2 RTC TRAVEL AWARD – ON HOLD DUE TO COVID-19

The aim of the RTC Travel Award is to provide funding to support trainee travel in order to enhance their research training experience in the area of knowledge dissemination and sharing.

There are 12 travel awards available annually; 6 for the period of April – September and 6 for the period of October – March. See Travel Award Criteria for more details.

To apply: Please complete the RTC Travel Award Application Form and submit to rtc@smh.ca along with a copy of your conference abstract and notification of abstract acceptance. Application information can be [found here](#).

Please note: travel awards will not be distributed during the current pandemic situation.

8.6.3 RTC CONFERENCE AWARD

The aim of the RTC Conference Award is to provide funding to support trainees to attend online conferences in order to enhance their research training experience and share their research findings. Please refer to information on our website [Conference Award Criteria](#).

8.6.4 HOLMES MCINNES AWARD

This award was created through the generous donations of Drs. Beverly Holmes and Roderick McInnes. The award is intended to recognize a graduate student, who demonstrates both professional excellence and outstanding contribution to community building and support for other research students within our Institute. The recipient will be a graduate (Masters or PhD) student

engaged specifically in thesis related research. The award will be advertised in the spring of 2022. You can [learn more on our website](#).

9.0 KRC CORE FACILITIES

Research Core Facilities or RCF are part of the KRC Research Facilities that offer centralized support services for Scientists and their team doing wet bench research.

RCF are central to the success of research programs in the KRC and trainees rely on their support every day. RCF house centralized labs with cutting edge, specialized equipment that are overseen by experienced and knowledgeable PhD Scientists or “Core Specialists”, who offer technical and methodological training and support. The benefits of the RCF are the availability and efficient use of equipment that single labs would not normally have access to and the presence of the Specialists who provide training, expertise and manage the equipment. RCF specialists also play a central role in education: in addition to specific equipment training, they offer consultation and workshops for introducing new techniques, experimental design and protocol development. These are essential parts of trainee learning and supplement the support received from lab members and supervisors (see below).

St. Michael’s Research Vivarium is a state-of-the-art resource centre supporting the hospital’s scientists, physicians and surgeons and the University of Toronto’s Faculty of Medicine. For more information on the facilities and services available please [log in](#).

The RCF is comprised of the following Cores and Specialists (please also see our website for complete information - <http://stmichaelshospitalresearch.ca/staff-services/research-facilities/contact-us/>):

Flow Cytometry Specialist (Monika Lodyga, Monika.Lodyga@unityhealth.to, 416-864-6060, Ext. 18735)

Genomics/Molecular Biology (Pamela Plant, Pamela.plant@unityhealth.to, 416-708-9458)

Bioimaging (Caterina DiCiano-Oliveira, Caterina.DiCiano-Oliveira@unityhealth.to
416-436-5169)

Histology (Xiaofeng Lu, Xiaofeng.lu@unityhealth.to, 416-346-8980)

Microfabrication (Dario Bogojevic, Dario.bogojevic@unityhealth.to, 647-860-4564)

Research Biosafety Officer/tissue culture specialist (Steven Hayes, Steven.Hayes@unityhealth.to. Ext. 77534)

9.1 General rules of the RCF

Smooth operation and use of shared facilities and equipment *depends on the responsibility of users*. Thus, it is vital that everyone is aware of and follows this set of fundamental rules:

***Please review the guidelines outlined on the COVID microsite for up to date information.** Sign up to use common equipment using the website with the RCF booking system (www.rfbms.com). Before using the Core, complete the mandatory Research Restarter Safety Training that contains information on PPE use, equipment cleaning, and physical distancing rules and explains the new procedures for the use of shared equipment. Training can be found [here](#).

- General areas are accessible to everyone. However, specialized facilities (e.g. tissue culture, individual Cores, Vivarium) require training. Once you complete the training, you will be provided access. Check the website or contact the responsible Core Specialist for details on the training.
- Prior to using any of the core equipment, you require training by the relevant Core Specialist. Please contact them for specifics. Some advanced systems may require you to demonstrate competency to the Specialist before you can use it independently.
- Equipment must be booked prior to use. The extensive list of equipment in the Core is available online. To book equipment, please visit the Research Facilities page (<http://stmichaelshospitalresearch.ca/staff-services/research-facilities/booking-equipment/>)
- Equipment booking **must** be cancelled at least 24 hrs in advance. If it is less than 24hrs, you must contact the person booked following you to alert them of the change. This rule ensures efficient use of the equipment.
- Sensitive equipment requires careful handling. Make sure to follow the rules of equipment use. If unsure, ask.
- Bio-imaging equipment must be booked through the Research Core Facilities booking system (www.rfbms.com). Proper cleaning of all microscopes, including those that are in the tissue culture suites is especially important. Instructions on how to clean and cover the microscope eye pieces are posted at each microscope and can also be found in the Research Restart safety training. For bio-imaging training, contact the Bio-Imaging specialist Caterina Di Ciano-Oliveira (Caterina.DiCiano-Oliveira@unityhealth.to).

- Report malfunctioning or broken equipment to the Core Specialist **IMMEDIATELY**. Restrictions on equipment usage due to breakage or malfunction will be communicated by the Core via email, so make sure your e-mail address is updated in the RFBMS system. You may get notifications to your unity health email address, so make sure you are checking that email regularly.
- Make sure to finish on time, so you are not taking away time from the next user.
- When finished, follow the rules for cleaning and shutting down the equipment. These rules are usually posted around the equipment and were also articulated to you during your training with the Core Specialist. If unsure, ask.
- Do not store data on core computers longer than absolutely necessary. Archive and remove your data as soon as possible to avoid overloading the hard-drives and losing of your data. Older data are regularly purged from the common core computers
- **Eating and drinking is strictly forbidden** anywhere in the wet lab area, including the core labs.
- Misuse of the equipment or breaking any of the rules above will result in loss of equipment privileges and use

9.2 Education & Training by the Core Scientists

Success in research depends, to a large degree, on having the best and the latest tools and information available. To fulfill this goal, Research Facilities has developed several ongoing learning opportunities. The Specialists provide weekly theoretical and practical training/educational opportunities called “Core Clinics” to enhance the learning experience at the KRCBS and a monthly seminar with the theme of current and emerging technologies (CETS). These promote technologies currently offered by RCF and those anticipated acquiring.

Biosafety training is also run by Research Facilities. For details visit:

(<http://stmichaelshospitalresearch.ca/staff-services/research-facilities/education-training/safety-training/>) and the [Upcoming Events page \(http://www.rfbms.com/Home/UpcomingEvents.aspx\)](http://www.rfbms.com/Home/UpcomingEvents.aspx).

Also see [Section 8](#).

9.2.1. Core Clinics

Core Clinics are brief training sessions aimed at providing hands on training and/or in-depth theory of current “wet bench” research techniques and approaches. These workshops occur every other Friday in one of the lab spaces or conference rooms. [Click here](#) to learn more.

9.2.2. Current and Emerging Technologies (CETS)

CETS is a seminar series aiming at educating research staff about the emergence of new technologies, both in-house and externally, thereby raising the quality of science performed at the Keenan Research Centre for Biological Sciences.

9.2.3. Basic Methodology Courses (BMC)

As a joint effort between the Research Training Centre and the Research Core Facilities, we offer a series of comprehensive courses aimed at solidifying basic research methodologies for the wet bench researchers. These courses are aimed at new graduate students, staff or trainees that wish to reinforce or expand their repertoire of methodologies.

Stay tuned for upcoming courses on:

- Genes to Proteins
- Immunofluorescence in Flow Cytometry and Microscopy
- Bioinformatics
- Recombinant Protein Production and Applications
- Adenoviral and Lentiviral Packaging
- Gene Expression Profiling Total Workflow

9.2.4. Other Learning Resources

Check out our website for a collection of learning resources:

<http://stmichaelshospitalresearch.ca/research-training-centre/research-training-centre-resources-for-trainees/>

10.0 HEALTH SCIENCES LIBRARY

The Library is located on the third floor of LKSKI next to the bridge. Please check their website for hours of operation.

The Library is more than just a collection of books and journals! They manage a variety of research resources (online databases, electronic journals, online tools and books) and offer various training sessions (e.g. in conducting literature and database searches, systematic reviews). Their workshops also cover a broad range of topics including software use (e.g. citation software), and training in how to make efficient presentations.

Check out the schedule of their training session here:

<https://guides.hsict.library.utoronto.ca/SMH/Workshops>

For more information contact the [library website](#) or email hslibrary@smh.ca.

Library resources can be accessed remotely. Please visit

<https://guides.hsict.library.utoronto.ca/SMH/GetHelp/OffSite> for more information.

You can access SMH computers in the Health Sciences Library.

11.0 CAREER DEVELOPMENT RESOURCES

Check out our website for resources on career development and skill-building, including advice on presentation, and writing.

<http://stmichaelshospitalresearch.ca/research-training-centre/research-training-centre-resources-for-trainees/research-training-centre-career-support/>

<http://stmichaelshospitalresearch.ca/research-training-centre/research-training-centre-resources-for-trainees/>

12.0 HR SERVICES

The Human Resources Department supports the mission and values of St. Michael's by fostering a work environment that reflects the organization's commitment to inspired care and inspiring science. We strive to recruit, develop and support a qualified and dedicated staff that will enable us to achieve these objectives and preserve our proud history of care and compassion.

To support the successful meeting of our goals and objectives, the department:

- Recruits and develops qualified and effective staff
- Fosters and provides excellent service through the offering of education, consultation and counseling within the hospital
- Implements and administers innovative programs and equitable policies to ensure employee well-being

- Ensures that policies and programs are consistent with current legislation relevant to employment, occupational health, safety and human rights.

▪  Email: HR@smh.ca  Phone: 416-864-6060 x3000 | Fax: (416) 864-5183

 Employee Service Centre on 2 Queen St E – 8th floor, suite 802

Chapter 6

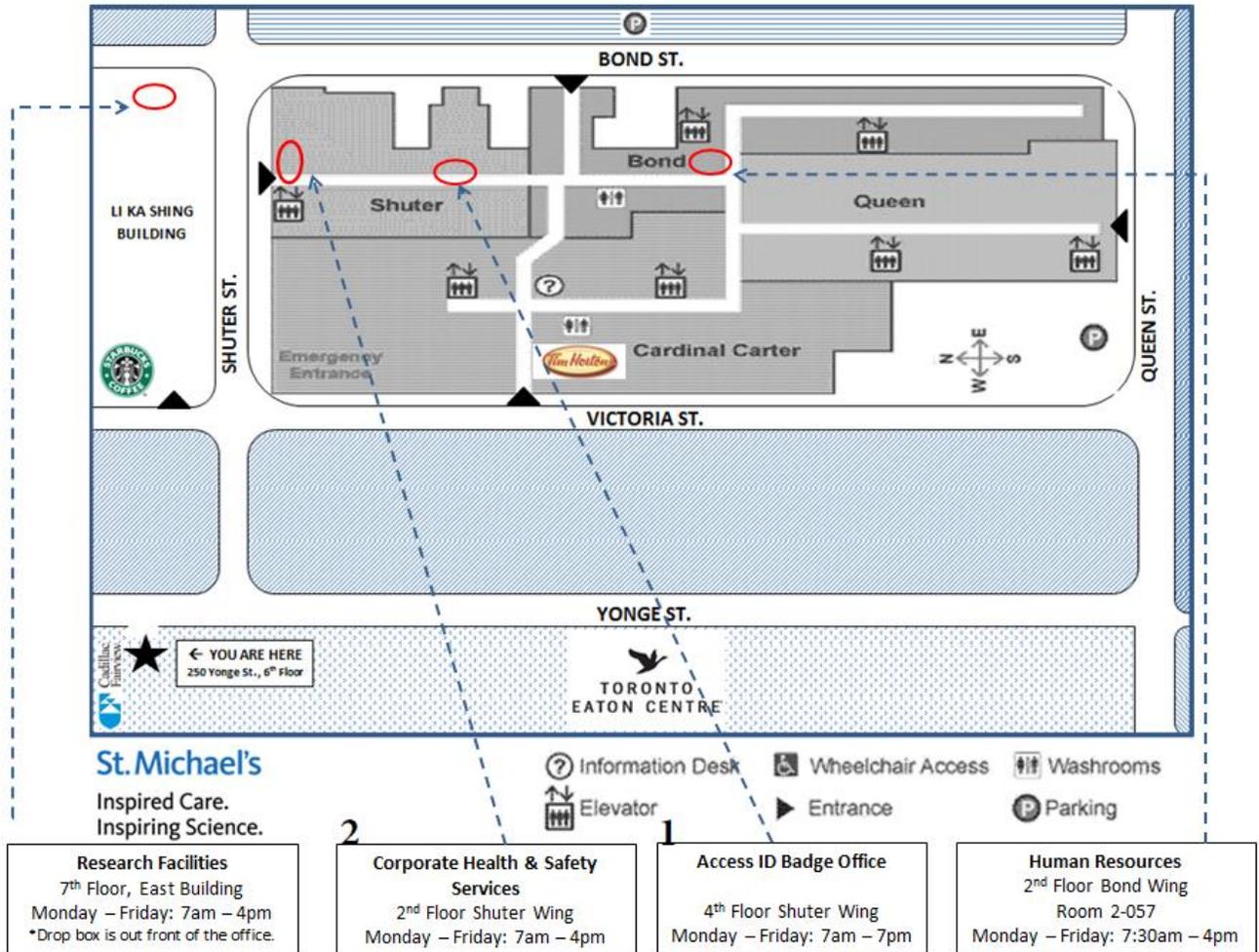
Managing Graduate

Life at SMH

13.0 OUR BUILDINGS

13.1 Maps

*Please review the guidelines outlined in the [Impact of COVID-19 on trainees](#) sections for more information.



Li Ka Shing Knowledge Institute Map

	KEENAN RESEARCH CENTRE		HEALTHCARE EDUCATION
9 TH FLOOR	MECHANICAL/ELECTRICAL		
8 TH FLOOR	VIVARIUM	LINK/ SHARED LOUNGE	SHELLED
7 TH FLOOR	SHELLED		KNOWLEDGE TRANSLATION/ RESEARCH FACILITIES
6 TH FLOOR	WET BENCH	LINK/ SHARED LOUNGE	KNOWLEDGE TRANSLATION/ CGHR
5 TH FLOOR	WET BENCH		EDUCATION/ STUDENT CENTRE
4 TH FLOOR	WET BENCH	LINK/ INFORMATION COMMONS/ BRIDGE	EDUCATION
3 RD FLOOR	CRICH/VP OFFICE/TRAUMA RESEARCH/EVAL CENTRE		LIBRARY
2 ND FLOOR	NEURO/STAIR/ AGING, CHRONIC DISEASE	AUDITORIUM/EXHIBITION SPACE/CONFERENCE ROOMS/ CLASSROOMS & SEMINAR ROOMS	
1 ST FLOOR	LOBBY/RETAIL SPACE/LOADING DOCK & RECEIVING/AUDITORIUM	VICTORIA LANE	EDUCATION
B	SERVICE ROOMS/PARKING ACCESS	SIMULATION CENTRE	

There are two banks of elevators; West and East.

To get to the West Elevators, go in the main doors (corner of Shuter and Victoria), go past Starbucks and there is a bank of 3 elevators.

To get to the East Elevators, there are two options:

1. Enter through the West Lobby (corner of Shuter and Vic.), walk up the grand staircase and walk straight until you see the bank of two elevators on your left.
2. If you have a programmed access card, they can enter through the East Lobby (doors are along Shuter, to the East of the Bridge) and the elevators are right there.

13.2 Security

Make sure you know the number of Security: 416-864-5323 (Ext. 5323 using a Hospital phone).

All staff must always wear their St. Michael's ID badge. St. Michael's Hospital is a public building and during work hours our buildings are open to the public. To ensure everyone's safety never let anyone whom you do not know into secure areas. After hours your card provides access to the building. Do not let unauthorized people into the building. Watch for tailgaters. If you have any problem contact security.

If you are in this hospital or 193 Yonge: Security is located on the first floor of the Cardinal Carter wing inside the hospital. To speak directly with Security call 416-864-5323 (Ext. 5323 inside the Hospital).

If you are at other sites (Li Ka Shing, Keenan Research Centre): Call extension 5323.

If you are at 250 Yonge: Security is located on the main floor lobby area. To speak directly with Security call 416-598-8547.

13.3 Spiritual Care

The St. Michael's Chapel (3 Bond, room 3-006) and Multifaith Meditation Room (3 Bond, room 3-010) are available to everyone for prayer, reflection and services of worship. Prayer mats and sacred texts are available. Hospital clothes are acceptable. Mass times and other worship service times are posted on the Chapel door. Chaplains specialize in caring for the spiritual well-being of patients, families and staff.

Location: 3 Bond, room 3-016, St. Michael's Hospital, 30 Bond Street

Phone: 416-864-5324

Office Hours: 8:30 a.m. - 4:30 p.m.

13.4 Common Areas

Please note: due to the pandemic there are restrictions to these common areas. Please check the signs posted in these areas or the RTC Staying Connected newsletter for more details.

Need a space out of your lab/office to work? Want to meet up with other graduate students? Do you work in the wet bench lab space and need a place to eat? There are common spaces with comfortable seating available in the Li Ka Shing Knowledge Institute on the 3rd, 5th and 7th floors.

All areas are equipped with microwaves. There is also workspace available in front and in the Health Science Library (located on the 3rd floor). You can also use the general lounge space on the 2nd floor and main floor near the East elevators.

13.4.1 PLACES TO EAT

Restaurant	Location	Hours of Operation
The Marketeria	6th floor The Marketeria Cardinal Carter Wing	Mon-Fri 6:30am-7pm
Tim Hortons	Inside Marketeria	Mon-Fri 6:30am-9:30pm Sat/Sun 8am-4pm

Second Cup	Hospital Queen Entrance Lobby	24hrs
Starbucks and Subway	Li Ka Shing Main Floor	Mon-Fri 7am-6pm Sat-Sun: 10am-5pm

13.5 Important contacts

Central number of the Hospital: 4163604000

Department	Name	Contact Information
Security		416-360-4000 Ext. 5323 (main hospital)
Computer Services/IT		Ext. 5751
Core Facilities		researchfacilities@unityhealth.to Click here for RCF individual contact info
Biosafety	Steve Hayes	Ext.77534
Distribution (package and letter delivery)		Ext. 5457
Engineering		Ext. 6782 or 5080
Environmental services/Housekeeping		Ext. 5023
Maintenance		Ext. 5081
Occupational Health	Barry Lam	Ext. 5227 OR Pager: 416 685-9024
Room Booking	Katerina Vonj or through resource scheduler (using outlook)	Ext. 5243
Vendor Administration	Sonia Walters	Ext. 6107
Vendor Adm. P-Card	Loverne Jackson	Ext. 6407

13.6 Access to Bike Cage

There is a bike locker located near the Bond St. entrance; all students are given ID card access to the area. Please submit your access ID form, listing bike locker under locations where you need access, to the security office inside the main hospital (30 Bond St). Security is located on the first floor of the Cardinal Carter wing. To speak directly with Security please call 416-864-5323.

13.7 Parking

St. Michael's offers public parking in the LKSKI building. The lot is open 24 hours, seven days a week, offering competitive rates compared to other lots in the neighborhood.

The entrance is located on Victoria St. on the western side of the Li Ka Shing Knowledge Institute (the Keenan Research Centre). Parking inquiries should go to the lot manager James Parr at 416-369-1801 ext. 241.

14.0 MENTAL HEALTH, LIFESTYLE AND WELLNESS

14.1. Hospital Wellness Offers

St. Michael's offers a number of programs aimed at improving your health and wellness. *These are on hold due to COVID-19.*

- 30 minute Restorative chair yoga - every Thursday at 12:30 p.m.
 - Join us in this weekly 30 minute restorative chair yoga class.
 - Register: Please email Shivalee at Shivalee.Paliwal@unityhealth.to to be added to the mailing list and stay up to date on weekly room locations and any cancellations.
- St. Michael's staff singers
 - Every third day of the month, the group will spend an hour singing around the hospital.
 - If you would like to be involved, contact Tanya at Tanya.Ivey@unityhealth.to
- Guided meditation – every Tuesday at 12:30 p.m.
 - This 25-minute breathing and mediation session encourages: A relaxed body and mind - Decreased stress - Improved focus and clarity
 - Register: Please email Shivalee at Shivalee.Paliwal@unityhealth.to to be added to the mailing list and stay up to date on weekly room locations and any cancellations.
- Onsite chair massage services available monthly
 - Book your appointment at: www.OnsiteHealth.ca/smh or call (416) 410 – 8784
- Weight Watchers at Work Program. Meets weekly on Wednesday at noon.

14.2 Resources on healthy lifestyle and mental health

Visit our website for more information: <http://stmichaelshospitalresearch.ca/research-training-centre/wellness-and-mental-health-resources/>

14.3 Trainee-supervisor relationship

Visit our website for more information: <http://stmichaelshospitalresearch.ca/research-training-centre/trainee-supervisor-relations/>

15.0 FEEDBACK

You have the option for anonymous feedback at the following sites:

For the RTC: <http://stmichaelshospitalresearch.ca/research-training-centre/rtc-feedback/>

For research core facilities: <http://stmichaelshospitalresearch.ca/feedback-loop/>

Chapter 7

Snippets of Wisdom

This section offers a collection of short essays from current and former trainees that were written to provide advice on how to deal with the everyday challenges of being a graduate student.

This section was written by Michelle Dubinsky (PhD Trainee, former SRSA Vice Chair, and current SRSA Advisor) & RTC (Dr. Katalin Szaszi)

16.0 THE IMPORTANCE OF RESEARCH SEMINARS: WHY SHOULD YOU BE AN ACTIVE PARTICIPANT RESEARCH SEMINARS?

16.1 What is the role of a research seminar?

Research seminars are the fundamental academic events of an institute.

The purpose of such seminars is: 1) to share research findings and ideas, and 2) to discuss exciting research questions.

In general, research seminars are a means to maintain a vibrant, interactive, high-quality *intellectual environment*. The seminars also act as the main *networking events*, boosting interactions within the institute. Seminars are meant to be interactive, and should encourage participation and discussion. In fact, these are the main media for initiating new connections among scientists.

Ideas are best developed through regular discussions and the evaluation of one's work. This can be best done by collecting input from other scientists (using the collective brain to advance one's ideas). Research seminars are a great way to promote discussions with peers, other trainees and scientists in a safe and inclusive space. Regular evaluation of findings and feedback from expert audiences are also the best ways to strengthen the rigorous scientific process.

16.2 Why attend these presentations?

There is a lot of pressure and demands on a student's time. However, attending and presenting at research seminars is an important part of your graduate training, and will bring many benefits.

By attending, actively participating, and presenting at these events you are developing useful transferable skills that are portable, regardless of career path.

1. Expertise and inspiration: You will gain expert knowledge, broaden your view on the current state of various research areas and obtain information for future collaborations. Understanding scientific

presentations from start to finish is a skill that does not come automatically, one must work at it. Through practice, you will gradually learn to follow a full presentation, even if it is not in your research area. Listening to others' findings and ideas will boost your own thinking and creativity. You may find new inspiration that will improve your own research.

2. Presentation skills: By observing other presentations you can enhance your own presentation skills and learn by example. Did the presenter do something you liked? Incorporate this tactic into your own talk.

3. Critical thinking and discussion: You will practice your critical appraisal skills to evaluate the work of others and gradually learn the art of scientific discussion. Asking a question requires practice: in addition to formulating a good question, you will also need confidence to ask it and participate in the discussion. This skill comes with practice.

4. Network: Discussing research and finding common areas of interest is a great starting point for networking. Further, your own expertise and questions might bring new perspective to the presenter's work and thus you will help build their research. Isn't that a wonderful feeling?

16.3 Benefits of Presenting

You need to organize, summarize and critically evaluate your work for the presentation. By doing so, you will be able to critically assess the quality of your work, progress and any open questions. These are all part of a rigorous research process. By taking a larger view, you may gain new perspectives and ideas, and renew your motivation and excitement.

Presenting will increase the visibility of your work to the broader St. Michael's community. Your research is the best basis for you to connect with other researchers, i.e. network. And who knows – your next employer, supervisor, or co-investigator could be in the audience!

By practicing your presentation skills, you will increase your confidence and gain experience in discussing your work.

Finally, presenting will add an item to your CV, and you will obtain credits towards RTC travel awards and scholarships.

17.0 HOW TO MANAGE YOUR TIME

The demands on a graduate student's time can be overwhelming and paralyzing. Good time management habits are fundamental skills that can be developed and practiced. Although everyone

must develop their own strategies based on what works for them, here are a few tips that can improve how efficiently you use your time.

1. Make realistic short- and longer-term plans. Be realistic about the time needed to complete tasks. For this, track your use of time and learn how much time it takes for you to accomplish regular tasks. Avoid underestimating the time requirement of tasks. It is best to give yourself extra time to account for unexpected obstacles (especially during experiments/recruitment). Stick to your plan, do not negotiate changes.
2. Be honest about your bad habits that result in time wasting, and about your tendency for procrastination. Work out specific strategies to avoid these.
3. Make schedules/ plans for your workday and week. Be clear on what you want to accomplish long term. Learn what schedule works best for you for specific tasks and schedule these accordingly.
4. Split large tasks into manageable smaller pieces. This will help overcome the feeling of being overwhelmed. Have realistic expectations on accomplishing each piece.
5. Do not leave things until the last minute by procrastinating. Just get started with the task. It is difficult to stare at a blank page, but once you get started, it will likely become easier. Start by writing down some key words, and brainstorm or jot down anything you think of. Progress often improves motivation.
6. Minimize distractions and avoid multitasking. Multitasking does not work for most people. Learn to say no to common distractions such as checking your messages regularly. Working smart enables more free time (see tip 7).
7. Include breaks and allow yourself time for the things you like to do. Reward yourself for tasks you've accomplished. Schedule time for distractions so they do not interfere with task completion (see tip 6).

18.0 WHAT IS NETWORKING AND HOW TO GET STARTED

Networking is a buzz word that has been thrown around in all professional settings, but what does it *really* mean? A dictionary definition of networking is: “the action or process of interacting with others to exchange information and develop professional or social contacts”. *Simply put*, through networking you will get to know people in a broader area related to what you do and make yourself known to them. This will help you become an acknowledged member of a larger professional circle.

Networking is an asset in theory and practice, but how does a student go about starting an interaction with professors, and other professionals?

Networking is not mysterious at all, in fact, it is important to realize that through your research project you already do a lot of it. Research is a social endeavour that offers opportunities to connect with colleagues. From the beginning, you become a member of a research team and a larger research community. The first step is to demonstrate that you are a responsible and enthusiastic team member. Through your research activities there will be many opportunities to make connections. Take advantage of these.

What is the basis for networking? An important aspect of connecting, that is usually not emphasized enough, is that you need to have a strong foundation for becoming an acknowledged member of professional circles. People will want to know who you are, what you bring to the table, what your strengths are, and why they should remember you. The best way of achieving this is through your academic and research work. Thus, be prepared to discuss your research, your interests, and your plans. In general, know your area. If you are making connections with the hope of finding a future employer, make sure you are able to articulate your current studies and your short and long-term goals. Do not worry if you are just getting started with your project, and have no research results yet, as you can still make an impression if you are knowledgeable, enthusiastic, and can discuss your area regardless of your study and research stage. However, keep in mind that you are part of a team. Always check with your supervisor regarding what aspects of your ongoing work are OK to discuss and be conscious of anything confidential that you are not at liberty to discuss.

Where can you meet possible professional contacts? The best way to connect with others is by attending accessible scientific seminars, research days, other institutional events and conferences. Start at the institutional level: keep an eye out for such events. The RTC website is a great resource (see section 8 of this guide). To boost your confidence, take advantage of the people you already know at the event, but make sure to also talk to others. It is easy to become familiar with the work of your peers and local scientists by attending seminars. Remember, all researchers share at least one common interest- science, and a passion for research and discovery. Asking a question is always a good conversation starter with the presenter. Do not worry if you did not follow the entire presentation; asking for clarification is also a way to connect.

Looking to speak to a specific researcher? Consider attending an event where he or she is giving a talk. Then, if you are not comfortable asking a question in front of a large audience, find a time to approach the researcher and express your interest. You can also send an email. There is nothing better as a conversation initiator than expressing (informed) interest in someone's work. An example is: "I noticed your research showed X, and I am curious about Y". Scientists are always happy to discuss their research and talk to trainees who show enthusiasm. So, don't be shy,

approach the scientists and initiate a discussion. Your supervisor and committee members are also key initial points of contact. You can ask them to introduce you to someone you are interested in meeting

Networking is a skill that takes practice. It is not easy to just walk into a room and start talking to strangers, but keep in mind that at a professional event many people will likely have similar interests to your own. Consider spending time planning and preparing some questions, a brief description of what you do or even anecdotes to feel more at ease. Be considerate of others' time by being direct (but not forceful) and interested.

Always follow-up interesting meeting. It is important to focus on networking as an exchange of information, interests, or experience, that does not end once the event is over. Be sure to follow up, share information, keep in contact and offer help (if possible) to new connections. A written acknowledgment is also a good idea.

Communicating through email is an important part of networking. There are a few key rules however, that you need to keep in mind. If you approach someone through email, introduce yourself briefly and then explain the purpose of your email. Be polite and friendly and keep it brief and informative. Do not be discouraged if someone does not reply right away, as most people receive many emails. You can send a follow-up email after a reasonable wait time (a couple of days). Importantly, make it a priority to **always check and reply to your messages**. Trainees forget this basic rule of networking way too often, which can annoy contacts. If you have a work email that you do not regularly use, you should remember that this may be the easily searchable and accessible address if someone wants to contact you. Institutional contacts will likely contact you through this email address. Therefore, you should check that email regularly or add an automatic reply indicating your preferred address of contact.

In summary, networking is a useful skill for any industry or career level, and helps to make connections in a personal way. It also allows trainees to build relationships of support and respect, and to discover and create ideas.



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