CAIR Onboarding Check list

	Item	Contact
	Alberta Health Services (AHS) ID badge	Glenda (Glenda.Maru@albertahealthservices.ca)
	AHS Confidentiality agreement	Glenda
	University of Calgary IT (UCIT) account	Glenda
	Access to work computer	Supervisor/ PI
	Register for IRISS account	https://www.ucalgary.ca/iriss/
	Hospital tour if needed	Glenda
	Google calendar access for calendars	Glenda
	Access to CAIR computer server (grotto)	Perry (perry.radau1@ucalgary.ca)
	Slack message board access	Perry
	TCPS2 Core tutorial – research ethics course	http://bit.ly/2CBtrAd
	Upload TCPS2 completion certificate to IRISS account	http://www.ucalgary.ca/iriss
	Level 0 and 1 MRI training	Perry
	I3T seminar mailing list	Fil Cortese (i3t@ucalgary.ca)
	Developmental Neuroscience Grand Rounds (DNGR) mailing list	Clara Wang (Clara.Wang@albertahealthservices.ca)
	ACHRI Training newsletter	achri.training@ucalgary.ca

AHS and Hospital

Glenda Maru, Admin Assistant, will assist you with some of your onboarding:
1. AHS ID badge
2. Staff information and emergency contact sheet
3. The AHS confidentiality agreement
4. Hospital tour if needed
5. Access to Google calendars

Please see her also if you have issues with most administrative tasks: e.g. door access, payment/paycheques, reimbursements, travel arrangements, room bookings, locations of rooms in the hospital. If you're not sure who to ask a question, ask Glenda, and she will direct you to the right person or department.

Please email Glenda, your name, title (e.g., Undergrad Summer Student, MSc student), your project name and your PI/supervisor.
Glenda.maru@ucalgary.ca, 403-955-7478.

General information

Expectations for people working at the ACH:

CAIR onboarding Oct. 16, 2018

- Please dress in a respectful manner. Many families come to the hospital for treatment and research and expect staff to be neat and tidy.
- If you are directly interacting with participants and their family then business casual is appropriate.
- Wear your ID badge (AHS) at all times.
- Avoid wearing scented products. As explained on the AHS site, this is often necessary to provide a healthy environment for sick patients.

Expectations in the workplace:
- We all work in shared spaces. Please be respectful that your neighbor may be trying to work. Close your door when you make phone calls. Avoid long / loud conversations or take them outside.
- Everyone deserves to be treated with courtesy and respect. This includes both your colleagues, other employees at the hospital and research volunteers. Please talk to your supervisor if you have any questions or concerns about respectful behavior.
- Do not let people into the workspace that you do not know, and be sure to keep doors locked after hours.

Ethics:
- Ethics training must be completed by all researchers who intend to engage in research with human participants. Create an account with TCPS and complete the CORE training: https://tcps2core.ca/welcome
- Forward your certificate to your supervisor and upload it to your IRISS account so that you can be added to the appropriate ethics protocol.

Computers

Perry (perry.radau1@ucalary.ca) supports IT for the CAIR group as the first point of contact, with support from Mark and Victor at Seaman Family MR Centre.   More details about IT in a separate document.

Access to computers:
- You will be provided with either a personal or lab account on one of your lab's computers.
- A password will be provided
  o lab/shared account: no password changes
  o personal account: you can modify the password
- Please do not store sensitive personal information on your computer, and be sure to log out of Dropbox, Gmail, etc, when you are using shared computers.

Access to servers:

Most students will only use the "lab server" also known as **grotto** or the **CAIR server.**
   CAIR server (grotto)

CAIR onboarding Oct. 16, 2018

Hostname: grotto.healthy.bewell.ca

IP: 139.48.221.20

Grotto is a shared server (Windows) across the members of the CAIR program. The server is split into two main sections:

- a) Docs: to store documents such as protocols, ethics, spreadsheet (identifiable data can be stored there with password protection activated)
- b) Data: to store pre-processed or processed data such as images, spectroscopy files

No access to the server from a personal computer -- e.g. a laptop you bring with you to work, to avoid any viruses.

No sharing passwords with a teammate.

Request account and login setup from Perry after you learn from your PI what access rights you will need.

For all other servers, discuss with your supervisor / PI your requirements and consult the CAIR IT document.

Shared Google calendars managed by CAIR: Ask your supervisor if you are not sure which ones you need access to

- ACHRI testing room: if you are booking participants for assessment or EEG
- CAIR: for all members of CAIR
- MacMaster E-prime laptop: if you are doing E-prime tasks (MacMaster approval needed)
- MacMaster_Dell: if you are tracing brain regions (MacMaster approval needed)
- MacMaster_Skynet: if you are analysing images (MacMaster approval needed)
- MacMaster_Stanley: if you are doing spectroscopy analysis (MacMaster approval needed)
- PC booking calendar: if you are working in Signe Bray's team and need a PC
- Presentation laptop: if you are creating or running Presentation task (Bray approval needed)

Please submit by email the email address you would like to link to Google calendar and the name of the calendars you will need.

Booking MR scan time

This is now done through the Calpendo website as described on the CAIR website here: http://ucalgary.ca/ach-mri-research-centre/mri-scheduler

Generally only people who have completed Level 0 and 1 MR training are permitted to have Calpendo accounts. Requests should be set to Perry with a copy to their supervisor.

Booking the Mock Scanner

This is also done through Calpendo after receiving mock scanner training. Contact Perry for this training and access to booking the mock scanner.

Booking the EEG Equipment

This is also done through Calpendo. Contact Perry for access to booking.

CAIR onboarding Oct. 16, 2018

Slack access:

cair-mri.slack.com

The CAIR Slack is intended to share information among the groups of the CAIR PIs: MacMaster, Bray, C. Lebel and M.Lebel.

ach3t.slack.com

The ACH3T Slack is intended to share information among all of the users of the ACH GE 3T MR. In particular, notices about MR training, mock scanner training, updates about issues that have occurred will be posted there. Discussions are also encouraged.

Important documents on the CAIR server (grotto):

Contact list: Please add your name, office location, supervisor, work phone, email address
You can find this document at Docs/CAIR/CAIR Contacts.xlsx

Tools list on the server: please add your name, your project and the tools you are using (no need to be an expert to add it)
You can find this document at Docs/CAIR/CAIR Tools.xlsx

Printer:

Each office space has access to a black and white printer. Please see on the printer the IP address and queue. Please ask Perry for any assistance with setting up a printer.

Important information:

You need to be disconnected from the U of C VPN (Forticlient) to be able to access most local network services including: OsiriX, printers, servers.

Software

Provided free of charge by the University of Calgary (staff or student, rules differ):
https://iac01.ucalgary.ca/SDSWeb/ Using UofC credentials to log in

- Microsoft Office (Office 365 for students)
- Matlab R2014 to 2016 available
- SPSS
- FortiClient (VPN access) is required to access the HPC resources at U of C.
- others …

Free software to download (some might require a free licence):
- FSL: https://fsl.fmrib.ox.ac.uk/fsldownloads/fsldownloadmain.html
FreeSurfer and QDEC: https://surfer.nmr.mgh.harvard.edu/fswiki/DownloadAndInstall
(software) https://surfer.nmr.mgh.harvard.edu/registration.html (license)
- dcm2nii: https://www.nitrc.org/projects/dcm2nii/
- MRTrix: http://mrtrix.org
- R

CAIR onboarding Oct. 16, 2018

- AFNI
- Python

Toolboxes and software available on the CAIR server to download directly: Docs/CAIR/Software
- SPM8 and 12
- Gannet
- CONN
- ExploreDTI
- dcm2nii
- Horos (This is the preferred DICOM client instead of OsiriX.)

Rules regarding data use and storage

- no identifiable data should be saved on personal devices (USB stick, laptop, cellphone, cloud system)
- identifiable data can only be stored on the CAIR server or workstation provided by your supervisor. Those documents should be password protected.

Use of personal computer e.g. your own laptop:
- connect to HealthSpot public wireless network.
- have an antivirus up-to-date.
- do not copy identifiable data.

MRI and Mock Scanner Training

MRI safety training
Information can be found on the CAIR website:
https://wcm.ucalgary.ca/ach-mri-research-centre/training
Level 0 and level 1 for all students/staff or volunteers working in the CAIR program.
Level 2 for students/staff who will need to scan off hours, without an MRI tech.

Mock scanner training
If required by your supervisor, Perry will organize a training session on the mock scanner (30min).

Leaving the lab

At the end of your contract or when you graduate, please do the following:
- return your ID badge to Glenda.
- organize your data (in consultation with your supervisor), and any that should be saved should be stored on the CAIR server (grotto) in your team's folders.

- clean up your computer. This includes removing personal files, deleting browser history, and removing your personal passwords.

Students and Family Resources

https://www.ucalgary.ca/wellnesscentre/services/mental-health-services

Location
Room 370
MacEwan Student Centre
2500 University Dr NW,
Calgary T2N 1N4

SU WELLNESS CENTRE HOURS:
Monday - Thursday, 9 a.m. - 7 p.m.
Friday, 9 a.m. - 4:30 p.m.

Counselling	Medical Services
Phone: 403.210.9355, Option #2	**Phone:** 403.210.9355, Option #3 Please note, walk-in may close early depending on volume.

SU Wellness Centre
The SU Wellness Centre Mental Health Services are located in the MacEwan Student Centre, room 370 and can be contacted at 403.210.9355. They are available by appointment or drop-in, Monday to Friday 9 A.M. to 4 P.M. during spring and summer terms and to 7 P.M. during fall and winter terms. The Wellness Centre provides you with 24/7 mental health support. When you call the SU Wellness Centre after hours, you will have the option to speak with a crisis counsellor from the Wood's Homes' Community Resource Team, or a highly trained volunteer at the Distress Centre (available in over 200 languages).
The SU Wellness Centre also offers peer-support through a number of groups, like Flourishing Peer Support, Campus Community Hub Peer Support and Nomads Peer Support for International Graduate Students, and many more.
Woman's Resource Centre (Peer Support)
The Woman's Resource Centre is located in the MacEwan Student Centre, room 482. Call 403-220-8551
Q Centre (Peer Support)
The Q Centre peer support is located in the MacEwan Student Centre, room 210.

Parents and Family - Student and Enrolment Services
First-year family guide, helpful tips and resources

CAIR onboarding Oct. 16, 2018

Distress Centre
The Distress Centre is a 24 hour crisis line and they can be contacted at 403-266-4357.
The Post-Alcohol Support Space
Developed as a harm-reduction program, the Post-Alcohol Support Space (PASS) is a medically supervised, judgement-free place where members of the university community can safely sleep off the effects of alcohol. Call Safewalk (403-220-5333) from any on-campus location to request an escort to the PASS for you or someone you're with. The PASS is open on Thursday evenings and for special events during the fall and winter semesters.
Thrive Priority Support Network
The Thrive Priority Support Network helps students who are facing challenges get the right support at the right time.

After Hours Mental Health Support

For after-hours mental health support from the Distress Centre:
- Call 403.266.HELP (4357) available 24/7
- Visit their website to access online chat from 3 p.m. - 10 p.m. daily

For additional crisis support Wood's Homes Community Support Team.
- Call 403.299.9699 or 1.800.563.6106 available 24/7
- Text 587.315.5000 between 9 a.m. and 10 p.m. daily
- Live chat between 9 a.m. - 10 p.m. MST - 7 days a week, click here to access.

Faith & Spirituality Centre

https://www.ucalgary.ca/fsc/chaplains

CAIR onboarding Oct. 16, 2018