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Chapter 1

Welcome
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 Center 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 Center and Li Ka Shing Knowledge Institute and I wish you success in all your future endeavours.
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 here as enriching, rewarding and positive as possible.

We are committed to ensure high quality supervision, to provide advice on career development and to organize forums and recreational activities. 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.

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 St. Michael’s Hospital. Our goal is to care and advocate for your needs and interests, whether they are social, academic, career development, equity, or wellbeing related. We work closely with administration and executive bodies to make this happen for you. Follow us on Facebook (https://www.facebook.com/groups/St.Mikes.LRSA/) and Instagram (@stmichaels_srsa) to stay in the loop about our upcoming events, including SRSA General Elections, Halloween Social, and our Elevator Pitch Competition (November).
Chapter 2

Get to know the RTC, Trainee Associations and the Research Institute
PART 1. THE RESEARCH TRAINING CENTRE, PDF & STUDENT ASSOCIATIONS

1.0 WHAT IS THE RESEARCH TRAINING CENTRE?

Research training at the St Michael’s Hospital is organized and managed by the Research Training Center (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 (LKSII). 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 grad 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 an MSc 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.

1.1 WHAT DOES THE RTC DO?

Please refer to section 8.0 for details on our events.

RTC activities include:

- Organizing academic workshops, seminars and a yearly 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 Centres across the GTA to share resources and opportunities, and to promote innovative partnerships across specialties, programs, and services

 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

1.2 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 Rm 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 (Dept 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 >68 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

KRISTINE ANTONY, KRISTINE.ANTONY@UNITYHEALTH.TO

Email: rtc@smh.ca  Phone: 416-864-6060 x7871  Twitter: @SMH_RTC

1.2.3 RTC PROGRAM ADMINISTRATOR

SANDRA NACCARATO, SANDRA.NACCARATO@UNITYHEALTH.TO
1.3 OUR WEBSITE

Please bookmark our website. Our ‘Events and Announcements’ page provides updates on trainee-relevant events including the trainee seminars series, and workshops and other information, such as scholarship deadlines.

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

2.0 SRSA

SRSA Section in the orientation

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 SRSA. SRSA will be hosting general elections on September 30th 2019, at 3:00 pm in Room 216. SRSA is an incredible opportunity to get involved with the St. Michael’s Hospital and the available positions include Directors of Student Life, Community Outreach, Student Equality, Academics, and Communications. SRSA encourages any research students who are fully enrolled and spend their time at St. Michael’s Hospital to get involved by participating in elections! Our events are open to all research trainees across St. Michael’s Hospital

EVENTS ORGANIZED AND HOSTED BY SRSA:

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

- Socials and Networking Sessions
- Graduate School 101
- Elevator Pitch Competition
- Scholarship and Grant Writing Workshop
- Pumpkin Carving Contests and Halloween Events
- Mental Health Month
- Sports and Intramurals
- Life Sciences Career Symposium

We are also active participants and organizers of events during Research months. This year, we will be hosting an Elevator Pitch Competition on November 29th, 2019. This event will be followed by a SRSA Social and Networking Session. For more details, see section 8.4.

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

2019 – 2020 SRSA Team:

Selena Osman - President of the SRSA (selena.osman@ryerson.ca)

Christine Schemitsch & Agnes Sebastian – Vice Chairs (Christine.schemitsch@unityhealth.to, agnes.sebastian@mail.utoronto.ca)

General contact info:

Contact SRSA: srsa@smh.ca

Facebook: https://www.facebook.com/groups/St.Mikes.LRSA/

Instagram: @stmichaels_srsa

3.0 PDF ASSOCIATION

The PDF association will be formalized this year – please contact Dr. Mahabir for more information.
PART 2. RESEARCH AT ST. MICHAEL’S HOSPITAL

4.0 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. To learn more about research at SMH, visit our website. For more info and a map of our buildings go to section 13.
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. We currently have interim directors, Dr Tom Schweitzer (KRC) and Dr. Patricia O’Campo (LKSKI). You can learn more about the research leadership at http://stmichaelshospitalresearch.ca/about/leadershipadministration/.

4.1 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/.

4.1.1 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.

Director: Dr. Tom Schweizer.
4.1.2 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

4.1.3 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

4.1.5 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

4.1.6 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/

4.1.7 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/.

4.2 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, & 193 Yonge Street

4.2.1 MAP CENTRE FOR URBAN HEALTH SOLUTIONS

What they do: The 30 core scientists of MAPS 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.
4.2.2 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/](http://www.cghr.org/)

**Director:** Dr. Prabhat Jha

4.2.3 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/](http://www.hubresearch.ca/)

4.2.4 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.

4.2.5 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 orthopaedic 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).

4.2.6 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 fibre, 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

For registration package and detailed instructions, please visit our website.

5.1.1 PROCESS OVERVIEW

Please note: PDFs will register with HR, while graduate students will register directly with the RTC.

5.2 HOW TO GET ONLINE (WIFI, INSTITUTIONAL EMAIL, REMOTE ACCESS)

5.2.1 INSTITUTIONAL EMAIL

MICROSOFT OUTLOOK EMAIL ACCESS: Initial Log-in instructions (Mandatory)

Everyone who registers at Unity Health will get an email address that is the following format: firstname.lastname@unityhealth.to. Please note that the institutional email address format has recently changed and the previous @smh.ca formats are no longer used, although the emails will be forwarding to the new address till September 2020.

It is important that you regularly check this email, even if you chose not to use it as your primary email address. The institute will be communicating with you via this email address. Please make sure to indicate your primary email address on your RTC registration form, so we can add that email address to our mailing list.

Once you completed the initial registration process, you need to activate your user name and email address. This is also needed for you to get access to the St Michael’s Hospital network and to login to local computers. For patient-related research the use of SMH network and email is mandatory. For some research You also need to activate your user name for requesting access to various institute areas. Finally, use of core facility equipment also requires your user name.
Activation:

Fifteen minutes after receiving your ID Badge, IT creates an email for the individual. The "User" can only access their email account after they complete this initial log-in process. You should have you ID Badge with you when doing the activation, as you initial log-in requires the Barcode "User" Number. The initial log-in process should be done on an SMH computer but **if using an outside computer, type owa.smh.ca in the address bar of the browser and then follow the instructions below.**

**USER NAME**

When the User initially signs onto a SMH computer - they should log in with their full last name and the first letter of their first name (sample) Joe Smith – smithj. During a transition period for many users the email address name and the user name might be different. In case of difficulty, please check with the Help Desk at 416 864-6060 x5751 who will provide the User with their Log-In name.

**PASSWORD**

The initial default password is "Smhtemp" plus the **Barcode User Number**: Smhtemp12345. Please note: there is no space between Smhtemp and the Barcode Number. The Barcode number can found on the back of your Photo ID card, it is the shorter number.

**USING YOUR OWN COMPUTER AND ACCESSING THE WIRELESS NETWORK**

If you use your own laptop, you will need your SMH username and password to access the wireless network:

Specific instructions can be found on the intranet (must be on site to view):


You can also use the guest wireless, which is a hidden network. You need to type in the network name: SMH_Guest, and the security code: LKSKI: inspiredcare.

**ACCESS TO SMH COMPUTERS**

For access to SMH computers used by your own group please check with your supervisor. You can also use the computers in the library and the computer lab (LKSNI building 3rd floor, see section 13).

**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.

### 5.2.2 REMOTE ACCESS FOR NON SMH-COMPUTERS

Access email, intranet portal, home & network folders, and clinical applications off site here. For accessing the intranet remotely, you will need to install citrix on your computer. To install Citrix, please call HelpDesk at 416-864-5751.

### 5.2.3 JOIN OUR MAILING LIST!

All students who register as a graduate student will complete the RTC registration form. You will receive weekly newsletters with upcoming events, seminars, scholarships, and awards.

If you have not completed this form, please complete the online form here (click step 2 to access form). Upcoming events will also be listed on our website. Make sure to check back often!
### 5.3. SECURITY – RESEARCH ACCESS REQUEST

<table>
<thead>
<tr>
<th>Dry Bench</th>
<th>Wet Bench</th>
<th>Specialized Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pick up your access card</strong></td>
<td><strong>Pick up your access card</strong></td>
<td><strong>Pick up your access card</strong></td>
</tr>
<tr>
<td><strong>Request access</strong> [online]</td>
<td><strong>Request access</strong> [online]</td>
<td><strong>For animal work name added to protocol by PI or Delegate</strong></td>
</tr>
<tr>
<td>Supervisor will receive an email to approve your request - once approved:</td>
<td>Supervisor will receive an email to approve your request - once approved:</td>
<td>Sign up for training [online]</td>
</tr>
<tr>
<td>The ORA will approve your supervisor's request</td>
<td>The ORA will approve your supervisor's request</td>
<td>Once all training is completed, access is granted by core facilities staff</td>
</tr>
<tr>
<td>Access is granted (within 24-48hrs)</td>
<td>Access is granted (within 24-48hrs)</td>
<td></td>
</tr>
</tbody>
</table>

**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.
5.4 BIOSAFETY TRAINING

The biosafety program, supervised by the Biosafety Committee and the Biosafety Officer, protects workers, the community and the environment from the risks that may arise in the handling of potentially hazardous biological materials.

All wet bench research groups require a Biosafety Permit. **All new workers must undergo biosafety training** (see below). Everyone must also undergo yearly refresher training. Although the permit renewal is the responsibility of the PIs leading the group, it is the responsibility of individual trainees to be up to date with their training. In addition to the central training courses, every lab must provide location-specific biosafety information.

Research biosafety officer: Steven Hayes (Steven.Hayes@UnityHealth.to or (416) 864-6060, Ext. 77534)

The biosafety website ([http://stmichaelhospitalresearch.ca/staff-services/research-facilities/biosafety/](http://stmichaelhospitalresearch.ca/staff-services/research-facilities/biosafety/)) offers information including the biosafety manual, safety training, and emergency medical procedures.

### 5.4.1 COMPULSORY TRAINING

1. **Training courses A – D**
2. Please complete **training G-J** if you will be conducting human research activities.

*Courses A – C will need to be completed on an annual basis. If you have attended the in person biosafety training (course D) this year, you do not have to do courses A-C until the following year. All trainees in experimental research are required to attend the in person biosafety training during their first three months at St. Michael’s Hospital.*
<table>
<thead>
<tr>
<th>Courses</th>
<th>Description</th>
<th>Wet/Experimental Research</th>
<th>Dry/ Clinical Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<em>A. Fire Safety and Security</em> **</td>
<td>If you will be attending an in-person biosafety session (course E), this training is not required. Please note: the online module is designed for your annual refresher training.</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>*<em>B. WHMIS (chemical safety)</em> **</td>
<td>If you will be attending an in-person biosafety session (course E), this training is not required. Please note: the online module is designed for your annual refresher training.</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>*<em>C. Biosafety Online Training</em> **</td>
<td>If you will be attending an in-person biosafety session (course E), this training is not required. Please note: this training must be completed annually.</td>
<td></td>
<td>Biosafety for Clinical Researchers</td>
</tr>
<tr>
<td><strong>D. Biosafety In-Person Training</strong></td>
<td>Please contact Steven Hayes (<a href="mailto:hayesS@smh.ca">hayesS@smh.ca</a>) to book your session. This training must be completed within the first three months of starting work. This session will cover the online course modules (A-C) listed in this table – if you will be attending this session, you do no need to complete courses A-C online.</td>
<td>✓</td>
<td>if applicable</td>
</tr>
<tr>
<td></td>
<td>• Required for wet/experimental research trainees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Required for dry/clinical research trainees who will be handling human specimens or undertaking lab work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Good Clinical Practice (GCP)</strong></td>
<td>If you are involved in conducting human research activities at Providence St. Joseph’s and St. Michael’s Healthcare (i.e., any involvement at a site, on behalf of a site, with site participants/ charts/ identifiable data, etc.). GCP training is not required for retrospective studies without participant contact. This training is required to be completed every 2 years if applicable.</td>
<td>if applicable</td>
<td>if applicable</td>
</tr>
<tr>
<td><strong>G. Tri-Council Policy Statement 2 (TCPS2)</strong></td>
<td>If you are involved in conducting human research activities at Providence St. Joseph’s and St. Michael’s Healthcare (i.e., any involvement at a site, on behalf of a site, with site participants/ charts/ identifiable data, etc.)</td>
<td>if applicable</td>
<td>✓</td>
</tr>
<tr>
<td><strong>H. Health Canada Division 5-Drugs for Clinical Trials Involving Human Subjects (Division 5)</strong></td>
<td>Drugs training is mandatory for all research staff conducting a Health Canada regulated clinical drug trial. This training is required to be completed every 2 years.</td>
<td>if applicable</td>
<td>if applicable</td>
</tr>
<tr>
<td><strong>I. Responsible Conduct of Research (RCR)</strong></td>
<td>This course is not mandatory however it is highly recommended for anyone involved in research</td>
<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>
5.5 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.

Otherwise, please visit the Cash Office on the first floor of the Cardinal Carter wing off Victoria St inside the main hospital (30 Bond St) to place a $15 deposit for your lab coat or $30 deposit for your scrubs. After your deposit is place, please visit B2 office (located beside MRI) to pick up your lab coat/scrubs.

5.6 GRADUATE SEATING

- **Basic Science trainees** – All graduate students are entitled a seat in the LSKSKI graduate areas. The seat is assigned by Christina Ting. Trainees who have registered with the RTC must request a seat by emailing Christina Ting. Once Christina finds you a seat, you will have to request access to the graduate room. Please complete the online form and select Christina Ting as the temporary authorizing supervisor in step 1. For step 2: add access, please select add new record, and select your seat from the drop down list. Next click save and continue.

- **Clinical/Health Science Trainees** – Please contact your PI/Supervisor for more information.
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/](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/](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:


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, 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

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 biweekly e-newsletter, the RTC express, sent every other Monday. This newsletter consists of news, funding information (internal & external funding), important dates, upcoming workshops & seminars for all trainees. You can view the online version of the newsletter on our website: [http://stmichaelshospitalresearch.ca/research-training-centre/rtc-express/](http://stmichaelshospitalresearch.ca/research-training-centre/rtc-express/)

B. The **RTC website** contains up-to-date information on events, as well as resources for trainees [http://stmichaelshospitalresearch.ca/research-training-centre/](http://stmichaelshospitalresearch.ca/research-training-centre/).
7.2 OTHER INSTITUTIONAL COMMUNICATIONS

7.2.1 THE RUN

The RUN is a weekly e-update for the research community at Unity Health Toronto. This e-newsletter is distributed every Tuesday. If you’d like to subscribe to the RUN (Research Updates & News) e-newsletter, please visit http://eepurl.com/gsG969.

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 unity health.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! *Must be on site to access the portal*

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7.2.4 ST. MICHAEL’S HOSPITAL RESEARCH WEBSITE

INTERNAL & EXTERNAL

This is the general research website: http://stmichaelshospitalresearch.ca/

For remote access to the intranet, see section 5.2.2.

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8.0 SEMINARS & WORKSHOPS

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 biweekly seminars
- Biweekly PI seminars
- Career Seminars
- Practical (Hands-On) Courses
- Toronto-wide event links
  - Academic and Skill Development Workshop
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 will be 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) 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 2019/20 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 and a light lunch is provided.

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.
# RTC 2019-2020 Seminar Schedule

## Clinical (Dry Bench) Research Seminars

<table>
<thead>
<tr>
<th>Date</th>
<th>Room</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 18 2019</td>
<td>250 Yonge – Rm 635</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Oct 16 2019</td>
<td>250 Yonge – Rm 635</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Nov 20 2019</td>
<td>250 Yonge – Rm 635</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Dec 4 2019</td>
<td>250 Yonge – Rm 635</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Jan 15 2020</td>
<td>LKS 216</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Feb 12 2020</td>
<td>LKS 241</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Mar 11 2020</td>
<td>LKS 216</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>Apr 8 2020</td>
<td>LKS 216</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>May 20 2020</td>
<td>LKS 216</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td>June 3 2020</td>
<td>LKS 216</td>
<td>12:00pm – 1:00pm</td>
</tr>
</tbody>
</table>
**BASIC SCIENCE (WET BENCH) RESEARCH SEMINARS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Room</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 20 2019</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Oct 11 2019</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Nov 29 2019</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Jan 31 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Feb 21 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Mar 27 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Apr 24 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>May 15 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>June 5 2020</td>
<td>LKS 211</td>
<td>1:00pm – 2:00pm</td>
</tr>
</tbody>
</table>

**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 7 credits** during the academic year.

**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
### 8.2 BIWEEKLY 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 alternate Fridays at 1 p.m. throughout the academic year (October-June). Visit our website for upcoming seminar dates.

### 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

**Managing your Graduate Career**

- How to manage your graduate studies
- Committee Meeting & Defense Preparation
- Psychology of a Graduate Student
- Life after Graduate School (LSC)

**Dry Bench**

- LKS Seminar Series: RTC, Clinical and Population Health Research Rounds (LKSKI), KT Canada seminar series
- How to Design a Research Project (Dec 12)
- Research Ethics
- Clinical Trial Design
- Qualitative Research Design

---

Quick Tip

Want to learn more about these workshops and when they are offered? Visit our website!

Quick Tip

View our training modules & workshop schedule on our website!
Skill Development

Communications Skills
- Scientific Writing
- Scientific presentations – Oral & Poster
- How to Write a Research/Grant Proposal

Software & Data Skills
- Practical Training in Specific Statistical Techniques
- Graphing Software
- Citation Management (Endnote, Madeley)
- How to Present Data and Generate a Figure: Photoshop/Illustrator/Inkscape
- Data Analysis, Managing Big Data, Bioinformatics

Business Skills
- Project & Time Management
- Mini-MBA
- Networking 101

8.4 EVENTS & WORKSHOPS ORGANIZED BY THE SRSA

- SRSA & RTC Welcome Breakfast
- Life Sciences Career Symposium
- Elevator Pitch Competition – Nov 29
- Scholarship & Grant Writing 101
- Socials
- Mental Health Awareness Month events
- Product Show

8.5 OTHER RESEARCH EVENTS

8.5.1 RTC TRAINEE RESEARCH DAY
The RTC Trainee Research Day will be part of Research Month and will take place on November 4th, 2019. The deadline to submit abstracts is Sept 20th at 4 pm. Abstracts for both oral and poster presentations will be reviewed by a selection committee composed of KRC and LKSFI scientists.
The committee will select 8 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/

RTC events during research month:

- PDF Seminar – Dry Bench (November 20th) & Wet Bench (November 29th)
- RTC Trainee Research Day: November 4th
- RTC Roundtable with Graduate Students (November 18th & 25th)

8.6 FUNDING RESOURCES

Visit our website for an update-to-date list of scholarships and awards. Visit the RTC finance page.
8.6.1 ST. MICHAEL’S HOSPITAL SCHOLARSHIP

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 (MSc/PhD programs) and post-doctoral fellows. Learn more about the St. Michael’s Hospital RTC scholarship.

8.6.2 RTC TRAVEL AWARD

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.

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. RFC 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/):

4th floor Flow Cytometry (Chris Spring, Christopher.spring@unityhealth.to, 416-428-6949)

5th floor Genomics/Molecular Biology (Pamela Plant, Pamela.plant@unityhealth.to, 416-708-9458)

5th and 7th floors Bioimaging (Caterina DiCiano-Oliveira, Caterina.DiCiano-Oliveira@unityhealth.to, 416-436-5169)

6th floor Histology (Xiaofeng Lu, Xiaofeng.lu@unityhealth.to, 416-346-8980)

7th floor Microfabrication (Dario Bogojevic, Dario.bogojevic@unityhealth.to, 647-860-4564)

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 that everyone is aware of and follows this set of fundamental rules:

- 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.
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.

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 rom 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 as 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).

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
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. It is open Monday to Friday from 8:00AM to 6:00PM. The Library Computer Lab space can also be accessed after 6PM and on weekends using SMH badge access.

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/
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.

HR contact information:

- 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
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

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

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Location</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Marketeria</td>
<td>6th floor The Marketeria</td>
<td>Mon-Fri 6:30am-7pm</td>
</tr>
<tr>
<td></td>
<td>Cardinal Carter Wing</td>
<td></td>
</tr>
<tr>
<td>Tim Hortons</td>
<td>Inside Marketeria</td>
<td>Mon-Fri 6:30am-9:30pm Sat/Sun 8am-4pm</td>
</tr>
<tr>
<td>Second Cup</td>
<td>Hospital Queen Entrance Lobby</td>
<td>24hrs</td>
</tr>
<tr>
<td>Starbucks and Subway</td>
<td>Li Ka Shing Main Floor</td>
<td>Mon-Fri 7am-6pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat-Sun: 10am-5pm</td>
</tr>
</tbody>
</table>

### 13.5 IMPORTANT CONTACTS

Central number of the Hospital: 4163604000

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

- 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, 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).
Networkig 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.
CONTACT US

ADDRESS
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250 Yonge St – 6th Floor – Rm 644
Toronto, ON
M5G 1B1
Canada

WEBSITE
http://stmichaelshospitalresearch.ca/research-training-centre/

EMAIL
rtc@smh.ca

TWITTER
@SMH_RTC