

CBCB quick guide

Updated: 09/25/14

Information Resources

- This document
- <http://wiki.umiacs.umd.edu/cbcb>
- <http://wiki.umiacs.umd.edu/cbcb-private>

Mailing address (where people can send you shipments/mail)

Room XXXX Biomolecular Sciences Building (bldg #296)
University of Maryland
College Park, MD 20742

Calling people

Phones and faxes work the same way.

Campus phone numbers look like:

301-405-XXXX (calling from campus simply dial 5XXXX)

301-314-XXXX (calling from campus simply dial 4XXXX)

Calling off-campus numbers in the DC area:

9-XXX-XXX-XXXX . The first 3 digits are area code, likely 301, 240, or 410

Calling off-campus numbers outside of DC area (and some even within DC area)

9-1-XXX-XXX-XXXX

International calling – probably won't work from the CBCB. From your home phone: 011-CC-XXXX where (CC) is country code and (XXXX) is the number you need to call. For many countries, simply drop the first '0' in the number when calling from outside.

Points of Contacts

If you need help with:	Contact Person
<ul style="list-style-type: none">• CBCB	<ul style="list-style-type: none">• Christine Bogan, x5936, BSB 3121
<ul style="list-style-type: none">• Health benefits• Employment status• Taxes• Paychecks	<ul style="list-style-type: none">• Arlene Schenk – x56726, AVW 2131
<ul style="list-style-type: none">• Parking• Access to building	<ul style="list-style-type: none">• Edna Walker – x56722, AVW 2119
<ul style="list-style-type: none">• Visa issues• IT issues	<ul style="list-style-type: none">• Yerty Valenzuela – x56711, AVW 2133• staff@umiacs.umd.edu, x51775, AVW 3142. Staffer also in BSB 3120A most afternoons.• http://wiki.umiacs.umd.edu
<ul style="list-style-type: none">• Facilities issues (e.g. clogged toilet, broken light bulb)	<ul style="list-style-type: none">• Work control – x52222
<ul style="list-style-type: none">• Transportation (parking, shuttles, etc.)	<ul style="list-style-type: none">• http://www.transportation.umd.edu• x42255
<ul style="list-style-type: none">• Help with cars (flat tire, broken battery, etc.)	<ul style="list-style-type: none">• x44CAR -(on campus only)
<ul style="list-style-type: none">• Safety (including escort at night)	<ul style="list-style-type: none">• UMDPS – x53555. Note: 911 calls from campus route directly to our police department• Also register for UMD alerts: http://www.alert.umd.edu

Important campus policies

No form of harassment (sexual, religious, etc.) will be tolerated.

All issues can be reported confidentially to:

- advisor/lab PI
- Christine Bogan
- CBCB director (Eytan Ruppin)
- UMIACS director (Amitabh Varshney)
- Dean's office
- etc. up the chain

Note: All the above must report up the chain for certain issues (particularly related to assault or public safety). In other words, confidentiality is limited by University regulations.

For truly confidential help, contact the Counseling center at: <http://www.health.umd.edu/fsap/services.html>, x48170, ruggieri@health.umd.edu (Tom Ruggieri)

CBCB policies

- Keep common areas clean
- Refrigerators
 - Keep clean
 - Label food with name/date
 - Old food will be thrown away
- Microwave
 - Do not leave unattended
 - Clean the messes you made
- Coffee machine
 - Before 3pm, if you finish pot make a new one
- Sink
 - Do not leave dirty dishes
 - Do not put food down the drain
- Bathrooms
 - Keep clean
 - In case of issues, contact Work Control or Christine

Travel guidelines

- See: <https://businessoffice.umiacs.umd.edu/travel> for travel guidelines. The on-line travel expense statement mentioned in this link doesn't need to be filled out. **Instead, please fill out the "Travel Request Form" on the next page.**
- Get travel pre-approved by PI
- Read and fill out a travel request form at: <https://businessoffice.umiacs.umd.edu/form/travel>. Print and give to Christine, rather than the business office mentioned in this link.
- Keep all original receipts and give to Christine for reimbursement

Travel Request Form

General Information

1. First, Middle, and Last Name: (If multiple people will be sharing the same expenses, then please list all names)	
2. Email: (If multiple people will be sharing the same expenses, then please list all email addresses)	
3. SSN of Travelers: (If multiple people will be sharing the same expenses, then it's fine to tell me your SSN in person or over phone rather than on this form)	
4. Travel Purpose: (Include meeting/conference name)	
5. Travel Agency: Did you use Globetrotter, Travel-On, Omega, or Other?	
6. If you decide to choose your own airline tickets rather than have me choose them, please provide me with airline name	
7. Origin and Destination Location (City, State for U.S.; City, County for non-U.S.): (If you are traveling by plane to your destination and you choose your own airline tickets, please provide me with the airport name that you are originating and departing from)	
8. Departure Date and Approximate Time:	
9. Return Date and Approximate Time:	
10. Account #:	

Dollar Amounts for Estimated Expenses

1. Transportation (Air, Rail):	
2. Lodging:	
3. Meals:	
4. Phone/Fax/Communications:	
5. Ground Transportation:	
6. Vehicle Rental:	
7. Parking:	
8. Personal Car Mileage:	
9. Conference Registration Fee:	
10. Other (and state what it is):	
11. Total:	