Memorial University

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

This guide was compiled to provide you with a list of (and **links** to) many of the resources and services available at Memorial. The resources listed are intended primarily to assist you with your teaching and research and to help you to support your students.

Dean of Science Office Contacts

Role	Name	Email
Acting Dean	Travis Fridgen	deansci@mun.ca
Acting Assoc. Dean (Admin & Undergrad)	Suzanne Dufour	adsu@mun.ca
Assoc. Dean (Research & Grad)	Jacqueline Blundell	adsr@mun.ca
Senior Administration Officer	Gina Jackson	gjackson@mun.ca
Dean's Assistant	Cherie Hussey	deansciassistant@mun.ca
Administrative Support (Interdisciplinary program)	Robyn Temple	rtemple@mun.ca
Intermediate Clerk Stenographer	Melanie Fitzpatrick	melanief@mun.ca
Grants Facilitation Officers	Jenn Major	jmajor@mun.ca
	Lynn Frizzell	lynnf@mun.ca
Grants Facilitation Assistant	Phillip MacCallum	pmaccallum@mun.ca
Faculty Advisor	Shannon Sullivan	shannon@mun.ca
Teaching Support (CITL)	Keith Power	kbp201@mun.ca
Supply Chain Manager	Dion Bennett	dion.bennett@mun.ca
Communications Advisor		
Development Officer	Vic MacNab	vmacnab@mun.ca
Academic Program Officer (Graduate)	Julie Bowering	jbowering@mun.ca
Academic Staff Members in Co-operative Education	Theresa MacKenzie	tmackenz@mun.ca
	Rebecca Newhook	rnewhook@mun.ca
	Julie Kavanagh	julie.kavanagh@mun.ca
Co-op Program Administrator	Kim Reid	coopscihss@mun.ca

Faculty of Science

The Faculty of Science (FoS) encompasses nine Departments (*Biochemistry*, *Biology*, *Chemistry*, *Computer Science*, *Earth Sciences*, *Mathematics and Statistics*, *Physics and Physical Oceanography*, *Psychology*, *and Ocean Sciences*) and supports five interdisciplinary programs.

Through the FoS webpage you will also find information relevant to undergraduate and graduate students, community outreach, alumni affairs, and many other resources and faculty updates.

Memorial University

The University Calendar outlines the academic regulations governing all programs at Memorial.

Within the pages of the University Calendar you can find the University Diary, which lists important dates for the academic year.

You can find program information for each Faculty and School, including the FoS.

All non-academic policies and their related procedures, including animal care, ethics, intellectual property, post-doctoral fellows, research contracts and agreements, student employment, travel, the use of copyright material and more, can be viewed through Memorial's online Policies & Procedures repository.

Campus Maps will help you find your way around the various Memorial campuses.

Communications

Our communications advisor oversees the internal and external marketing and communications planning, implementation, and evaluation for the FoS. They can support faculty with:

- Telling faculty and student news and research stories in The Gazette and our internal FoS newsletter The (Petri) Dish
- Event planning and promotion
- Creating marketing materials
- Website development and management
- Social media content development and monitoring
- Working with the media
- Providing communications advice

COVID-19 Information Hub

We all share responsibility for achieving a same campus during the ongoing global COVID-19 pandemic. Please consult with the COVI9-19 Information Hub for key campus updates.

Environmental Health & Safety (EHS)

The EHS unit serves as a resource to the university to assist all members meet their obligations to provide a safe and healthy work, teaching and learning environment. It also takes a lead role in advising the university community on a wide range of health and safety issues and undertakes a central coordinating role for the development and implementation of health and safety programs, including the university's Environmental Health & Safety Assistant Software (EHS Assistant).

Please be sure to sign up for the MUN Safe app.

Facilities Management

Facilities Management is responsible for maintaining, protecting, and further developing the university's major infrastructure. Facilities Management provides services through two main streams, *regular maintenance provided by way of Work Control* (emergency repairs, secure shredding, carpentry services, general maintenance, etc.) or capital project work completed by Facilities Engineering and Development (establishing a new space, additions to structure, etc.).

Financial Matters

All financial matters in the FoS are managed by Senior Administration Officer, Gina Jackson.

Each Department also has an Administrative Staff Specialist to assist with grant management. Please check the contact lists on your Department website.

Human Resources, Faculty Relations, & Workplace Health

Human Resources (HR) is dedicated to providing all employees with an excellent working environment by supporting you from initial onboarding, to career progression through to retirement. HR offers a number of initiatives to welcome you and help you navigate Memorial with things you may need to know like getting your campus card ID or obtaining a parking

permit. The Office of Faculty Relations is another valuable resource for supporting your relocation to Memorial and throughout your career with the university.

A healthy workplace supports and promotes the overall health, safety, and well-being of employees. HR provides a variety of wellness programs, events, and online resources that advance a respectful and healthy workplace. For a workplace to be a healthy and respectful environment, it also needs to be free from discrimination, injury, incidents, and harassment. Resources, programs, offices, advisors, policies, and procedures such as the confidential Employee Assistance Program, The Respectful Workplace Policy, Memorial's Incident Management System, Ergonomic Program, and Sexual Harassment Office are in place, to name a few, to achieve these health and wellness goals for you and the campus community at large.

Information Technology

IT Services and Information Management & Protection enables Memorial University researchers, staff, and students to use technology, data, and information to generate knowledge and contribute to it in ways that benefit the university, and the community as a whole. IT Services will be important with email setup, wired network connections, IT procurement, and research data management, along with many other important IT services.

Library Services

In addition to a large online article database, Memorial has six library locations spread across its campuses with specialized resources, skilled staff and librarians, and an incredible wealth of information to support teaching, learning, and research.

Procurement

Supply Chain Management (SCM) ensures that the material and service needs within the FoS are met within the timeline required, adding value wherever possible through the procurement cycle.

Please consult the SCM brochure for answers to frequently asked questions regarding policies and procedures related to the procurement of supplies and equipment.

Research / Grants Facilitation

Please contact the **FoS Grant Facilitation Team** – **Jenn Major, Lynn Frizzell, and Phillip MacCallum – for assistance with planning how you will fund your research program.**

The Grant Facilitation Team work with faculty members to strategically plan and present their research and training programs in order to secure collaborations and funding sources that will sustain and advance their careers. In addition to this guide, the grants team distributes the weekly **Science Scoop** and hosts **On the Menu** information sessions (recorded past presentations & slide decks can be found here).

You will use the Memorial Researcher Portal (RP, sometimes called ROMEO) to apply for, get approval, and manage (e.g. annual verifications), most grants. The RP is also used to apply for ethics review and approval from the appropriate research ethics board at Memorial.

There are helpful guides provided by Research Initiatives & Services (RIS; formerly Research Grants and Contracts Services [RGCS]) on how to use the portal.

The Grant Facilitators in Humanities and Social Sciences (HSS) also provide helpful guides on ethics, animal care, etc.

RIS performs pre- and post-award administration in a "one-stop shop" approach. The pre-award component focuses on the review and approval of research grants and contracts, while the post-award component provides research project management and administrative support for large-scale research programs.

RIS maintains a searchable Research Funding Database. Please note that the database is not exhaustive and is updated periodically to include new opportunities as RIS becomes aware of them. All internal FoS deadlines for RIS-posted funding opportunities are found in the FoS weekly digest, the **Science Scoop**, which you should receive via your department listserv each Friday.

If your work will involve or impact indigenous groups or lands, please consult the Research Impacting Indigenous Groups (RIIG) policy for rules and procedures governing such work.

If you take a leave (parental, medical, etc.) please ask the GFOs about the Faculty of Science **Research Continuity Grant**.

The Research Innovation Office (RIO; formerly Technology Transfer and Commercialization Office [TTCO]) supports industrial liaison, technology transfer, and commercialization activities at Memorial. RIO helps identify resources and facilitate connections to bring research ideas to the market.

Please visit the Office of the VP – Research for more info on all the administrative units that support research at Memorial University.

It is important to identify, challenge, and take action against systemic barriers that prevent the inclusion and advancement of underrepresented and marginalized people in research. Many funding sources now require Equity, Diversity, and Inclusion (EDI) issues be addressed as part

of your research team and training plan when applying for grants. Please consult our EDI Resource Guide for helpful resources on this issue.

Students

The School of Graduate Studies (SGS) has important information for graduate supervisors on how to best guide students from application all the way to the final stages of their degree.

SGS offers Special Funding Initiatives for graduate students but special attention should be paid to the *President's Doctoral Student Investment Fund* (PDSIF) as this is set up to be used by new faculty in their recruitment of PhD students.

Science undergraduate students interested in conducting research with faculty can apply to two competitive programs of paid employment – USRA and SURA.

Please consult with the undergraduate officer in your department for information about supervising honors students.

Most everything to assist students can be found through Student Life, including accessibility accommodations, experiential learning, career development, health and wellness.

For help supporting your international students please contact the Internationalization Office.

Teaching

Teaching support for the FoS is provided through the Centre for Innovation in Teaching and Learning (CITL). The CITL offers a variety of professional development experiences, resources and services for instructors and staff. These include, but are not limited to, supports for program development, course development, instructional strategies, assessment design, educational technologies, media services, copyright, and teaching dossier development.

The CITL Support Centre is available to provide course delivery assistance seven days a week.

Feel free to contact sciencegrants@mun.ca if you have any questions about the above information or for anything else that might not be covered in this guide.