**Research Division:**

**Lab Meetings.** We have a joint lab meeting/week that you should make every effort to attend. It is a journal club at 12:00 on Tuesdays. Presentations are rotated, and Marcela will add your email address to the Lab Meetings Group for you to gain access to the Google Calendars of the schedule. You can trade with others in the Department if you have a conflict. Be sure to do it ahead of the time and notify Marcela.

**Seminars.** You can attend any seminar you like at HMS, Harvard, or MIT (and most other institutions around). The Division of Cardiology hosts a Translational Research Seminar every 4th Wednesday of the month at Garden Conference Room A FA 132.2. from 12pm to 1pm. Reminders are sent out by email monthly.

**Equipment repair request.** Common Equipment located in the Cell Culture Rooms EN1248, EN1348, and EN1215 (Tissue Culture Hoods, Incubators and Centrifuges) and Cryostat (En1213) are repaired by the Division. Please fill out an order repair form (http://cvrlabs.org/administration/ Documents/Operation) and submit it to Marcela. Once your request is placed, the company will be contacted to provide an estimate to diagnose the problem. A purchase order will be placed within BCH Supply Chain Management and the Service will be scheduled with the Manufacturer/Vendor to diagnose the problem and order the parts, if required. Please allow a reasonable processing time.

**Annual Research Safety Training - Refresher.**  These are mandated by BCH and have to be done once a year. Sign up is not required to attend an Annual Research Safety Training refresher session. Sessions are held once a week.

Schedule can be found here:

<http://web2.tch.harvard.edu/resops/Documents/9513_2019_Research_Annual_Safety_Training__Schedule.pdf>

**Add staff to animal protocols:** The Animal Care and Use Committee request lab members working with animals to be added to Animal Protocols.This step has to be submitted afterBrainshark courses and facility tour are complete and OHS clearance is obtained. Fill out the add staff request forms (1 and 2; see http://cvrlabs.org/administration/ Documents/onboarding) and send it to your PI. The PI has to submit the completed form to the Office of Animal Protocol Support and Assurance (APSA).

**Distribution lists:** Make sure that you are added to the appropriate distribution lists.

1. Your lab's distribution list -- this is how you will receive division-wide notifications. Your PI or lab admin manages your lab's list.
* pu-lab-group@enders.tch.harvard.edu
* kheir\_polizzotti\_lab-group@enders.tch.harvard.edu
* wang-lab-group@enders.tch.harvard.edu
* burns-lab-group@enders.tch.harvard.edu
1. joint\_cv\_lab\_meeting-group@enders.tch.harvard.edu distribution list for the Tues joint lab meeting. (ask Marcela Oliveira)
2. [CardioResearchCHB](https://groups.google.com/forum/#!forum/cardioresearchchb)@googlegroups.org: group that gives access to the shared lab calendars.(ask Marcela Oliveira)
3. The division distribution list is cardiology-research-group@enders.tch.harvard.edu. Membership in your lab's group will make you a member of this group.