

**South Texas Research Facility  
NEWSLETTER  
No. 1—August 25, 2010**

**News and Information for Investigators and Staff Relocating to STRF**

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If you received this newsletter either your name was given to me as an investigator slated to relocate to the STRF when it is completed next year, or you are a dean, department chair or institute director affiliated with investigators and/or programs to be relocated. *If you wish to remove your name from the STRF Newsletter mailing list or add additional persons please contact me. If you are not planning to relocate to STRF please contact me.*

I have been named Director STRF Operations for the move to STRF, a complex undertaking that will require that we work together closely on thousands of details to ensure a good relocation experience. I am attached to the office of Dr. Brian Herman, VP for Research. My office is located in the CTRC Urschel Building and my contact information is included with this newsletter. I will be very sensitive to the details and special needs of investigators during the relocation process. I am starting this assignment from zero and will not have all the answers immediately but will work diligently to answer your questions and solve problems. *Please note that a successful move for you and your research group will require timely responses to my requests for meetings and information.*

### **Construction Schedule**

The 190,000 gross square feet STRF project was originally slated for completion and occupancy in spring 2011. This schedule called for part of the building to be shelled out only for finish out at a later time. A recent decision was taken, however, to complete the finish out in its entirety. Thus the new schedule for completion and occupancy of the STRF is now mid-September 2011.

### **Building Design**

The overarching concept of the building is modular space that will be easily adaptable to different life sciences research programs without needing expensive building alterations when programs change. Investigative teams will occupy specific regions of large open generic “dry” laboratories that will contain in aggregate a multiplicity of programs. Each area of an open lab occupied by a

research group will have its own equipment rooms and associated support labs including “wet” labs.

The selection of investigators to relocate to STRF was based on programmatic considerations rather than traditional considerations such as departmental or divisional affiliations. In an era of multidisciplinary research it makes sense for researchers from different disciplines to be co-located for day-to-day research activities while continuing to report administratively through their discipline-based affiliations. A consequence of this approach is that the STRF building space will be managed by the Office of the VP Research with advice from a committee (to be established) of the Program Leaders representing STRF-based program areas.

Program Leaders and investigators selected to relocate to STRF were involved by the architects early on in the design of generic laboratory space as well as the blocks of space allocated to the specific research programs. The assignment of offices and labs within the space allocated to a specific program will be the decision of the Program Leader. Since the entire relocation process will hinge on these assignments, finalizing such assignments will be high on my list of priorities.

### **The Relocation Process: First Steps**

1. Program Group Meetings. Beginning immediately I will be meeting with the Program Leader and investigators comprising each Program Group to discuss the relocation process and to bring up issues needing resolution, including finalizing the complete list of persons to be relocated, and beginning the process of assigning labs and offices.

2. Individual Investigator Meetings. Next, I will be scheduling meetings with each investigator to discuss expectations for the move, explaining the data gathering process, and identifying issues. Each such meeting will include a walk-through of the labs and offices to be relocated during which I will be taking some photographs, meeting support staff involved in the move, and learning about any special situations.

3. Data Collection. I will be assembling several relational databases that will require your assistance and the assistance of your research groups and administrative staff. Each investigator will be asked to submit detailed data on Excel templates as recited below.

#### *A: People to be Relocated*

Complete information on all persons scheduled to move, including their full names, current locations, contact information, department, program name, program leader, &c. All persons need to be included, investigators, postdocs, students, and administrative staff.

### *B: Lab Equipment and Supplies to be Relocated*

Complete information on all research group owned equipment to be relocated to STRF. This comprises current lab contents to be relocated from existing labs to new labs at STRF. Items of equipment will be identified individually for bench top and floor-mounted equipment; small items, supplies, and the contents of drawers, bookshelves, and file cabinets will be boxed up. Information will be gathered on equipment and supplies needing special attention such as toxic, hazardous and infectious materials, biological samples needing continuous refrigeration, situations where equipment will need to be decommissioned by manufacturers' service technicians before the move, and reassembled and serviced after the move including the need for revalidation of instruments. Equipment will be indexed by STRF room number. Once STRF room numbers have been assigned to the various research groups, equipment to be relocated will be assigned to specific STRF room numbers. If desired, equipment from a multiplicity of existing offices and/or labs may be relocated to the same STRF room number. This database will also contain facilities equipment to be provided by the STRF contractor, such as hoods, and the STRF room number where such equipment is to be installed.

### *C: Currently Shared Lab Equipment—Research Cores and other Sharing Arrangements*

Complete information on all shared research equipment currently utilized by relocating labs. This refers to research equipment NOT owned and controlled by a user's research group and will comprise either Institutional Research Core equipment, or equipment routinely borrowed from another research group (that may or may not be relocating to STRF) under informal or formal arrangements. The purpose of this database is to identify all shared equipment resources that will need to be provided at STRF by the Institutional Research Core function, providing additional shared resources, or by facilitating other arrangements.

### *D: Furniture and Office Contents to be Relocated*

Complete information on all research group owned furniture and office contents to be relocated to STRF. This comprises current office/conference room/store room contents to be relocated from existing offices/conference rooms/store rooms to new rooms at STRF. Items of furniture, file cabinets, and larger office equipment such as copy machines, computers, printers, and monitors, will be identified individually; small items, office supplies, the contents of drawers and file cabinets, framed pictures and diplomas, and books, binders and manuscripts will be boxed up. Furniture, office equipment, and boxed up items will be indexed by target STRF room number. Once STRF room numbers have been assigned to the various research groups, furniture and office equipment to be relocated will be assigned to specific STRF room numbers. If needed, furniture from a multiplicity of existing offices and/or labs may be relocated to the same STRF room number. This database will also contain facilities furniture to be provided by

the STRF contractor, and the STRF room number where such furniture is to be installed. Where new furniture will be provided, existing furniture will not be moved.

### **Questions and Suggestions**

I am open to suggestions, questions, comments, and complaints and expect to compile a list of FAQs and answers to be published in subsequent newsletters.

### **How to Contact Me**

The best way to contact me is by email. If you have trouble please ask assistance from Shelly Evans, 567-2015.

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