



General Guidelines for

Collaborative Technologies Initiative



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A. Description of the Facility

The main goal of the Center for Information Architecture in Research (CIAR) is to enhance collaboration between researchers at the Medical Sciences Campus (MSC), University of Puerto Rico, and researchers in other institutions within and outside Puerto Rico through the application of computing and telecommunications technologies. Four specific aims have been identified:

- I. to facilitate access and stimulate the use of high performance computing and biotechnology research resources available through the Internet;
- II. to create or enhance web sites, news groups or list servers for interdisciplinary research initiatives at the MSC that collaborate actively with investigators at the regional, national or international level;
- III. to create portals to research resources available at the MSC or online through the Web, and
- IV. to update the telecommunications infrastructure in some areas of the MSC.

B. Physical Location

The RCMI Center for Information Architecture in Research (CIAR) is located at:

Centro Médico Area
Medical Sciences Campus
Main Building, Basement
Office B 42A (near the Colgate-Palmolive Center
for Design and Biometry)
G.P.O. Box 365067
San Juan, PR. 00936-5067

C. Staff and Contact Information

José G. Conde, M.D., M.PH.

RCMI Program Associate Director and CIAR Coordinator
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D. Schedule

The CIAR Unit is available to users:

Monday thru Fridays: 7:30AM – 4:30PM

Holidays: CLOSED

E. Services provided

The CIAR provides the following services:

- ✓ Web site design, hosting and maintenance
- ✓ Web site mirroring
- ✓ Videoconferencing
- ✓ Webcasting
- ✓ Listserver capabilities
- ✓ Database development
- ✓ Security assessment
- ✓ Consulting in the selection of telecommunications hardware and software
- ✓ Assistance with telecommunications applications
- ✓ Quality control of RCMI computer equipment
- ✓ Digital scanning of images
- ✓ Digital photography
- ✓ Network connections for research facilities
- ✓ Troubleshooting of PC's and Mac's
- ✓ Systems design and development, and testing and deployment of collaborative technologies

Web design, hosting and maintenance fee: \$500 per year (contact CIAR for special rates)

Hosted Websites:

Biomed Battle Team

*NIH-NCRR RCMI 20th Anniversary
Calendar of Events*

*Biomedical Research Education Program
(BREP)*

*Puerto Rican Elderly: Health Conditions
(PREHCO)*

*Career Opportunities in Research
Education and Training (COR)*

*Puerto Rico Health Services Research
Institute (PRHSRI)*

*Center for Informatics Architecture in
Research (CIAR)*

*Puerto Rico Public Health Leadership
Institute (ilisap)*

*Clinical Research Center (CRC)
Foro de Investigación y Educación 2004*

*Specialized Neurosciences Research
Programs (SNRP)*

Foro de Investigación y Educación 2005

Supercourse Mirror Site

Foro de Investigación y Educación 2006

*Quantitative Cyto-Pharmacology
Laboratory (QCP)*

*Institutional Research Regulatory
Committees*

*Research Component of the Nacional
Center of Excellence in Women's Health*

Latino Research Program Project (LRPP)

*School of Dentistry Research Center
(SDRC)*

*MBRS Research Initiatives for Scientific
Enhancement (MBRS-RISE)*

*Seventh Research Centers in Minority
Institutions (RCMI) International
Symposium*

*MBRS Support of Continuous Research
Excellence (MBRS-SCORE)*

Women & Health Center (WHC)

*Research Centers in Minority Institutions
(RCMI)*

Unit of Comparative Medicine (UCM)

F. Rules of Operation

- **Access Schedule**

The schedule of the CIAR is Monday - Friday: 7:30AM - 4:30PM, Holidays – CLOSED. After these hours access is restricted to authorized personnel only. Please call for an appointment.

- **Allowed and Not-allowed Activities**

The use of the software and hardware is limited only to the specialized personnel of CIAR and not for all users, with the exception of software installed specifically for other users in computers elsewhere. This is to avoid damage or bad use of the equipment. CIAR abides STRICTLY to software licensing agreements, and illegal copying or use of software is NOT PERMITTED.

- **User Registration and Eligibility Criteria**

All CIAR users must call the CIAR Office, extension 1020 or 2194, and ask for Ms. Myrna Agostini or Ms. Brenda G. Nieves. Briefly describe the kind of problem having with the computer(s) or the service requested. According of the problem or service the technical staff will decide either to manage the request or, if the request is outside the scope of CIAR, to refer the request to other units of the MSC. The laboratory technician or researcher will fill a registration form (if using CIAR services for the first time) and a job order. The technical staff designated for the job will fulfill the request. The technician or researcher will sign the job order once the problem is solved.

- **Priorities**

Service priorities of the unit are the following:

1. RCMI Investigators and/or technicians
2. MSC Investigators and/or graduate students and/or technicians
3. Investigators outside MSC

- **Reporting**

Users are expected to provide information regarding their publications, research support, and awards for inclusion in the CIAR annual progress report to NIH or other reports. They could be contacted by RCMI staff to provide additional information if necessary.

- **Acknowledgment of RCMI Support**

All investigators using CIAR services or resources for their projects should acknowledge this support by including the following sentence in their publications, abstracts and presentations:

“This research was supported, in part, by a Research Centers in Minority Institutions Award, G12RR-03051, from the National Center for Research Resources, National Institutes of Health.”

Copies of publications acknowledging support to the RCMI Program should be sent to:

RCMI PROGRAM
UPR MEDICAL SCIENCE CAMPUS
OFFICE 621-A
6th FLOOR
PO Box 365067
San Juan, PR 00936-5067
E-mail: efernandez@rcm.upr.edu
Telephone: (787) 758-2525 exts: 1620, 1621

G. Required Forms and Reports

Required forms for the activity are:

- ✓ *User Registration Form* – filled once to register users of the facility (Appendix A)

- ✓ *Job Order Form* – filled each time a user requests a service. It is filled with the user name, service date, problem description or service request, steps taken to resolve the problem, and date of service completion. (Appendix B)

- ✓ *Order Verification Form* – filled when equipment is received by RCMI researchers. It is a requisite of the MSC Receiving Office to be sure that the order was received complete and without damage. (Appendix C)

H. Approval of Guidelines

Approved by: _____


Emma Fernandez-Repollet, Ph.D.
Director, RCMI Program

Date: _____

6-6-02

I. Appendix

Appendix A
User Registration Form

USER REGISTRATION DATA	
RCMI Facility	
ID Number	
First Name	
Last Name	
Title	
Position	
Institution	
Department	
Phone/ Ext.	
E-mail	
Gender	
Emergency Phone	
RCMI Investigator	
MSC Investigator	
Graduate Student	
Lab Technician	
Outside Investigator	
Research Area	
Funding Source(s)	
Copy of Abstract	
Training Required	
Yes	
No	
Approval Date	
Starting Date	
Ending Date	

Appendix B
Job Order Form

Appendix C
Orders Verification Form

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