

Hotel Space in the Clark Center

A New Way to Start New Projects

1. WHAT IS THE CLARK CENTER?

The James H. Clark Center is Stanford's new research building, dedicated to interdisciplinary research related to bioscience. It serves as a focal point for the Bio-X program supporting interdisciplinary research for its 270 Stanford faculty affiliates and their coworkers. The Clark Center will be the research home for about 600 people, affiliated with 25 departments. About forty faculty will be building residents; about three-quarters of the building is already occupied. Clark is uniquely designed and constructed to foster collaborations among people with diverse scientific background and interests. Working residents of the building include biologists, chemists, physicists, engineers, computer scientists, and others. The building has flexible lab designs that allow rapid reconfiguration. Many lab groups intermingle to promote interactions and facilitate new projects. Shared facilities within the building include an auditorium and seminar rooms, a teaching laboratory, a Biofilm Center, the Stanford Center for Innovation in In-vivo Imaging, low vibration laser labs, special projects space, and two super computers. Clark is also home to the new Department of Bioengineering, a joint effort by the Schools of Medicine and Engineering. Two restaurants, Peets Coffee & Tea (open 8-6 weekdays) and LinX, a full-service restaurant (open 10-5 weekdays) provide gathering places.

The Clark Center is really three buildings joined together, one for dry labs only (the South Pod) and two for predominantly wet labs (the East and West pods).

2. WHAT IS HOTEL SPACE?

Within the Clark Center are 65 bright yellow three-foot benches that are available to researchers for temporary occupancy. The benches provide an opportunity for researchers to work in close proximity during the early stages of projects. All Stanford faculty affiliated with Bio-X are eligible to apply to use hotel space. Hotel space exists throughout the building, often in clusters of benches. Each bench is supplied with power but not other utilities (adding these is a possibility). A hotel bench may be used specifically for an instrument. No desks are provided as (or with) hotel space, but in some cases adjacent benches can be reserved to provide additional work space.

The hotel space in Clark is an experiment in itself. Although the benefits are untested, the space enables researchers to have access to space and ideas that might otherwise not be available in their current space. A cell biologist can collaborate with an engineering based lab. The space provides opportunities to 'test run' ideas still in their infancy and to build new partners in collaboration. As new ideas emerge, new teams can form easily and quickly.

Occupancy is limited to 6-12 months, keeping the space dynamic and deriving intellectual energy from the changing faces.

Hotel space is allocated by the Bio-X Leadership Council, a faculty group charged with planning the Bio-X program. Applications for hotel space should be sent to Fiona Sincock, the Bio-X Program Manager (fsincock@stanford.edu). The form for applying is available on the Bio-X website: (<http://biox.stanford.edu/clark/hotel.html>)

3. WHO MAY WANT TO USE HOTEL SPACE?

Hotel space involves 1) Visitors using the space, 2) Neighbors, i.e. the Clark residents working near any particular hotel space, and 3) Clark resident Hosts working with nearby hotel space occupants. Visitors come from other Stanford labs, from labs at other universities, or from industry labs including Bio-X Industry Affiliates. Visitors may be on sabbatical or be visiting scholars.

Use of hotel space is a privilege that will only be possible when a number of requirements are met, since it is obviously crucial for residents of the building to be able to do their work efficiently and safely.

Prospective visitors may be attracted to the hotel space in order to collaborate with a Clark researcher and their lab. In this case the resident scientist may provide the necessary equipment and facilities, and pay for consumable supplies and support such as glassware washing. If this financial responsibility isn't feasible, an alternate arrangement is worked out.

Other prospective visitors may want to work in the vicinity of colleagues doing a certain type of work, although no direct collaboration is initially planned. The hotel occupant then provides necessary equipment and funding.

Some use of shared facilities such as cold rooms or centrifuges may be possible if worked out on a case-by-case basis and depending on the current needs of building residents. Building residents in general welcome new and interesting neighbors, but their capacity to share core facilities will vary.

Examples of facilities a hotel occupant may wish to use include: phones and internet connections, glassware, media, temperature-controlled rooms, centrifuges and rotors, water purification systems, incubators, tissue culture hoods and incubators, refrigerators and freezers, spectrophotometers, pH meters, chemicals and balances, PCR machines, microscopes, and fume hoods. It will not always be possible to meet such needs if a host lab does not provide them. Therefore identifying a host lab is important. If you do not have an idea about who would be a suitable host, please indicate that you would like help in identifying a host. *In this initial phase of the program, it will be required that a*

host faculty member be designated for every visitor. Visitors are welcome to install equipment but arrangements for this must be made in advance with building management and approved by neighboring faculty, i.e. those in the same floor of the same pod.

All anticipated facility and equipment needs must be listed on the form at the time of application for the space. In addition it is important to specifically mention any potential hazards or special features of the planned work, including but not limited to toxic chemicals, viruses and other infectious agents, noise, radioactivity, animal experiments, need for bright light or darkness, and so forth.

4. THE APPLICATION PROCESS

The application form is available on the Bio-X website. The form provides Bio-X with information about the planned project, the personnel involved, the desired timing of hotel space occupancy, and the special needs of the project if any (equipment, facilities, etc). It requests the identification of funding sources to pay relevant expenses and confirms that you have the support of your Chair to participate (for Stanford applicants only). It asks that the supervisor of the intended Clark visitors be identified, eg. a faculty member who is responsible for visiting students.

Upon receipt of an application from a prospective hotel space occupant a matchmaking process begins that involves the following:

a) Identifying the most suitable area(s) of the building based on scientific interest. This will often involve showing a summary of the planned project to Clark faculty members. The applicant, Heideh Fattaey (Bio-X Director of Programs and Operations), and a Leadership Council representative facilitate this discussion.

b) Conferring with the host faculty member, to obtain confirmation of their support for the plan (done by the Leadership Council representative).

c) Conferring with faculty located near the proposed hotel space(s) to ensure compatibility and safety (done by the Leadership Council representative).

d) Examining core facility needs to ensure that the necessary capacity exists [done by Tom Martin] (Clark Facilities Manager), consulting with relevant faculty].

e) f) g) Upon the decision to provide hotel space, a summary of the planned project will be circulated to all Clark Center occupants to inform them about the interests of the new visitors. This will help to make the visit as beneficial as possible both to the visitor and to building residents.

5. WORKING IN THE CLARK CENTER

Clark is a very different type of research environment. To facilitate your use of the space and to ensure a successful stay in Clark, we provide an orientation for you, a User's Manual and other support as needed. There are some fundamental requirements to participate in this program.

- Your health and safety and the safety of your colleagues in Clark is of prime importance. Online safety and HIPAA (medical record privacy) training must be complete before your move to the hotel space. Contact Tom Martin for further details.
- Prospective visitors must agree to engage Clark Center's information technology personnel while visiting Clark Center. Visitors must adhere to the Clark Center information technology security guidelines while in residence. These guidelines include specifications for operating systems and anti-virus software updates. Please contact the Clark Center Information Technology staff by placing a ticket at <http://helpsu.stanford.edu>.
- The Clark Center User's Manual contains considerable information that is important for the best use your space. It provides the guidelines for living and working in the building. You are expected to read the Manual.
- Unsupervised undergraduates will not be allowed to work in hotel space; they must be directly supervised at all times by a graduate student, postdoctoral fellow, or faculty member who is present in the lab at all times when the undergraduate is present and who specifically takes responsibility for safety and training. Therefore any undergraduate who works in hotel space must be assigned to a specific supervisor and that person's name registered with the building management.
- Staying connected to what is happening in Clark is important. Please follow the instructions in the Manual to sign up for our email list.
- In the event of any serious problem, hotel space occupancy can be cancelled immediately by either the Facilities Manager or a Leadership Council representative. Problems could include unsafe practices, interference with ongoing research by Clark residents, and improper use of core facilities as examples. Appeals can be made to the Leadership Council.

At the close of your stay in Clark, the Leadership Council looks forward to a brief report summarizing your experience here, so that the hotel space system can be refined and improved and so that the science being done is understood.