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Tutorial series

“Exit Strategy Checklist— Steps in completing your UHN training period”

By Priscilla De Luca

If you are about to complete your University Health Network (UHN) training period, the ORT congratulates you on your success! Before you leave, however, there are several important tasks related to your research data and materials and administration that must be addressed. We have provided a checklist below to guide you towards a smooth exit. The trainees that continue in your area of research (and your Supervisor) will thank you!

Research data & materials

- **Lab notebooks.** Lab notebooks remain the property of UHN through your Supervisor or Principal Investigator (PI)¹. As such, please ensure they are organized and left with your Supervisor.

- **Lab material.** In addition to your lab notes, samples and experimental reagents also remain the property of UHN through your Supervisor¹. These materials should be inventoried according to storage location so that your Supervisor or lab mates can access them after you have left.

- **Data management.** According to Research Information Services (RIS) data management instructions, be sure to contact RIS **two weeks** in advance of your departure to coordinate the closing of your account and the archiving your data⁵. Prior to your departure, organize your data and place it in a shared network drive that your laboratory currently uses. Once you have backed up your data, empty your home directory (i.e. Z: drive). This will eliminate delays down the road if and when your Supervisor needs to access your data. In addition, please inform your Supervisor and RIS of any personal laptops that were used to connect to the network in the lab in order to cancel the monthly connection fee

March 2012

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(\$20). Please refer to the booklet guide on the RIS [Intranet page](#) for more information.

Administration

- *Notice of Departure.* Graduate Students who are graduating must abide by their University Department rules for proper exit and end-date negotiation with their Supervisor². Postdoctoral Fellows (PDFs) must provide their Supervisor with two months notice of departure in writing³.

- *Keys, access cards, and ID cards.* Return all keys, access cards and ID cards to your Supervisor or PI, as these remain the property of UHN^{6,7}.

- *Personal belongings.* Remove all personal items from your work space and desk.

- *Future contact information.* Inform your Supervisor, his or her Administrative Assistant and HR of your future contact information. This is important not only for future correspondence but also to receive important notices, including your T4A or T4 forms.

- *ORT.* Send ORT your new contact information and what you are doing next. You will be added to our Alumni List. This will serve as a resource for future UHN trainees to learn of the many career paths of past UHN trainees. Additionally, this may lead to you being featured in future issues of *The ORT Times* monthly newsletter!

Keep following the ORT online through our webpage, www.uhntrainees.ca, or socially through our Facebook[®] page or Twitter[®] account. For additional information or questions pertaining to the information above, please contact RIS at helpdesk@uhnres.utoronto.ca or your respective Administrative Assistant.

References:

1. Intellectual Property Protection & Commercialization. UHN Policy #1.20.013.
2. Research – Graduate Students. UHN Policy #40.40.003.
3. Research – Research Postdoctoral Fellows. UHN Policy #40.40.001.
4. Research – Computing Account Management. UHN Policy #40.50.002.
5. Research Information Services – ‘Before Leaving UHN’. Click [here](#) to read booklet.
6. Administrative – Key Management. UHN Policy #1.60.006
7. Administrative – Photo Identification Cards. UHN Policy #1.60.007



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Continue the Discussion!

If you would like to comment on this article, please visit ‘My ORT’ at www.uhntrainees.ca



Spotlight on: Excellence in Radiation Research for the 21st Century (EIRR21) Program

By Paul Sobol, PhD and Emma Ito, PhD

A successful scientific training experience accomplishes two things: it establishes a solid foundation for the development of an independent research program and it allows new trainees to learn how to effectively communicate their research to various target audiences. Towards attracting and retaining the next generation of skilled multidisciplinary scientists, the Strategic Training Initiative in Health Research (STIHR) at the Canadian Institutes of Health Research (CIHR) was implemented in March 2002 to fund a diverse set of training programs. The multifaceted nature of STIHR programs aims to challenge new trainees to realize these two important goals.

Description

The Excellence in Radiation Research for the 21st Century (EIRR21) program, a STIHR-CIHR-funded training initiative led by UHN, aims to recruit and train radiation medicine researchers from a multitude of different disciplines, ranging from molecular biology, genomics, chemistry, bioinformatics, medical imaging, therapy physics and clinical outcomes research. The primary objective of this program is to build a strong, multifaceted research capacity in radiation research in Canada. Prospective trainees, who are to be supervised by an EIRR21 mentor, are selected through a competitive process analogous to CIHR fellowship reviews. There are currently 33 Canadian and 3 international mentors with a broad range of scientific expertise, which provides an outstanding network for interdisciplinary interactions, enabling “bridging” and team-based scientific research.

Eligibility

The EIRR21 program is open to graduate students (MSc & PhD), postdoctoral fellows and clinical fellows with a broad range of scientific, professional and societal research interests relevant to radiation medicine. All aspects of EIRR21 are interdisciplinary in nature, focusing on four key components: Brainstorm sessions, radiation medicine-related courses, a Research Day symposium and an international trainee exchange program.

Activities

One of the most innovative components of EIRR21 is the Brainstorm sessions, led by mentors, senior trainees or invited speakers. These sessions provide a forum for regular scholarly exchange among trainees and facilitate interdisciplinary discussions on various topics, including radiation medicine, grant and manuscript writing, career development, leadership and communication skills, intellectual property and commercialization. Together with the Research Day symposium and the trainee exchange program, EIRR21 provides unique opportunities for young researchers from diverse backgrounds to interact and explore different approaches to solving complex biomedical research challenges. These critical skills are essential for the success of team-based research initiatives.

The next application deadline is **Friday August 3, 2012**. For more information about the EIRR21 program and eligibility requirements, please visit the website (www.eirr21.utoronto.ca).

Program Director: Dr. Fei-Fei Liu

Program Manager: Dr. Emma Ito



Training Programs or programs for advancement!

Supervisors and PIs—Are you currently running a training program in your Institute?

If yes, The ORT would love to hear about it and feature it in the *ORT Times*!



Christine How is a PhD student conducting molecular biology research in Dr. Fei-Fei Liu's Lab at OCI/PMH.

Cont'd. Spotlight on: Excellence in Radiation Research for the 21st Century (EIRR21) Program

We caught up with Christine How, a recent EIRR21 award recipient, to discuss her experience on participating in the program.

ORT: How is this program helping you to achieve your research goals?

CH: The EIRR21 program has helped me develop a more thorough understanding of radiation medicine. Our mentors are top in their field and enthusiastic about helping train and guide the next generation of investigators. As someone conducting research in molecular biology, it is especially useful to learn more about the clinical side of radiation medicine. For my doctoral research, I have collaborated with several mentors and trainees from the EIRR21 program, and their diverse expertise has been invaluable.

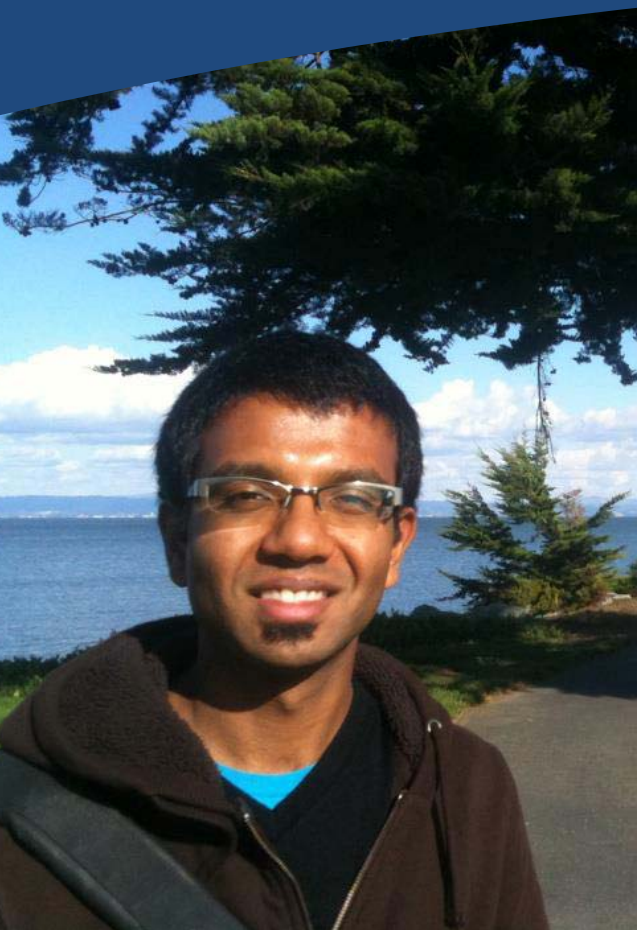
ORT: What are some non-academic skills you are learning through this program?

CH: I have developed stronger leadership and communication skills through the EIRR21 program. During my time as the trainee liaison for this program, I served on the Program Advisory Committee to represent the interests of the trainees. Our Brainstorm sessions are very interactive, and the trainee liaison usually initiates and facilitates communication between the guest speaker and the audience.

ORT: What are the advantages of interacting with people of multidisciplinary research interests?

CH: One of the most rewarding aspects of the EIRR21 program is the opportunity to interact with people from different backgrounds. The transdisciplinary nature of this program is highlighted by our annual EIRR21 Research Day. Participating teams consist of trainees from various backgrounds, such as imaging, bioinformatics and epidemiology. In previous years, each team had to utilize each trainee's expertise and strengths in order to develop a novel solution to a specific challenge.

latest & greatest



Notch activation by the metalloproteinase ADAM17 regulates myeloproliferation and atopic barrier immunity by suppressing epithelial cytokine synthesis

Murthy A, Shao YW, Narala SR, Molyneux SD, Zúñiga-Pflücker JC, Khokha R. *Immunity*, 2012; 36(1):105-119.
Ontario Cancer Institute (OCI)

Keratinocytes, cells found in the epidermal layer of the skin, help regulate crosstalk between epithelial and immune cells and maintain epithelial homeostasis. Dysregulated production of “alarm” signals from keratinocytes can induce over-recruitment of immune cells to the skin, leading to inflammatory skin diseases such as atopic dermatitis.

During his PhD in Dr. Rama Khokha’s lab, Dr. Aditya Murthy studied how the metalloproteinase ADAM17 contributed to regulation of epithelial homeostasis in the skin. In a study published in January in *Immunity*, Dr. Murthy and his colleagues used ADAM17-deficient mouse models to show how ADAM17 in keratinocytes permits a basal level of Notch signalling, which is required for appropriate regulation of alarm signals in these cells and prevention of spontaneous atopic dermatitis. This work provides novel mechanistic insight into the development of inflammatory diseases in the skin.

Click to read: <http://www.ncbi.nlm.nih.gov/pubmed/22284418>

For additional reading, click [here](#) to read the Nature Reviews Immunology write-up about the paper.

Dr. Murthy took the time to answer a few of our questions:

ORT: What motivated you to conduct this project?

AM: This project was the first time we directly asked how defects in non-immune cells impact the immune system. As a student of epithelial biology this was an important question that I felt deserved more attention by immunologists and was definitely a motivating factor in the initial stages of the project. During our study of ADAM17 in keratinocytes, the first human family with a genetic deficiency of ADAM17 was identified and it was found that affected individuals suffered from an inflammatory skin disease similar to our genetic mouse models. This was a significant moment as it forged a direct link between the project and human disease. Even though a complete deletion of ADAM17 is rare in human populations, it may well be that subsets of individuals suffering from atopic dermatitis or psoriasis have defects in ADAM17 function. The potential of our findings to explain a mechanism of skin inflammation in humans provided huge motivation to see this project through.

ORT: What was the most exciting or surprising observation you made?

AM: For labs using mouse genetics to explain disease, the ultimate proof that your proposed mechanism is correct is to generate what is called a “rescue” in the mouse. In essence, it means that you significantly ameliorate—or even cure—the disease pathology observed by generating an additional mutation in your disease model. We speculated that since ADAM17 is required to activate a cell surface receptor called Notch, loss of ADAM17 would lead to loss of Notch activity in the skin. The most exciting observation for me was when we turned Notch activity back on in the skin of a mouse lacking ADAM17 and found that skin inflammation was rescued. We reproduced this using two very different approaches, and it was only then that I believed it! The validation of a hypothesis at the genetic level is extremely gratifying and puts one’s findings in the context of the significant work that has come before it.



UPCOMING EVENTS CALENDAR:

03/20 **MPH Global Health Student Roundtable Series.** “The Grandest Challenge: Taking Life-Saving Science from Lab to Village.” Presented by Dr. A. Daar. To register, visit www.ghd-si.utoronto.ca

04/01 **Postdoctoral Fellowship Grant in Immunity.** The Irvington Institute Fellowship Program of the Cancer Research Institute answers the need for more researchers in the field of cancer immunology. For information, visit the Cancer Research Institute.

04/04 **5th Annual Regenerative Medicine Symposium.** The symposium will have keynote speakers, research presentations, and debate held at the Toronto General Hospital. Click [here](#) to register.

04/05 **OCI Seminar Series.** Dr. J. Carroll from Cambridge Research Institute will be presenting, “Understanding Estrogen Receptor transcription in breast cancer.” PMH, 610 University Ave., Rm. 6-604.

04/05 **IMS Career Seminar Series.** Topic on “A Career in Academia” available for graduate students interested in attending. PMH, 610 University Ave, Rm. 7-605. RSVP to imsscareers@gmail.com

04/13 **TWRI Seminar Series.** Dr. J.G. Burneo from University of Western Ontario will be presenting on April 13th as part of the TWRI Seminar Series. Talk title TBA. TWH, 399 Bathurst St, Rm. WW 2-401.

Visit www.uhntrainees.ca for more information.

QUESTIONS?

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Acknowledgements: C. Goard, PhD Student and ORT Science Writer

Congratulations to the following UHN Graduates who have successfully defended in the last 6 months:

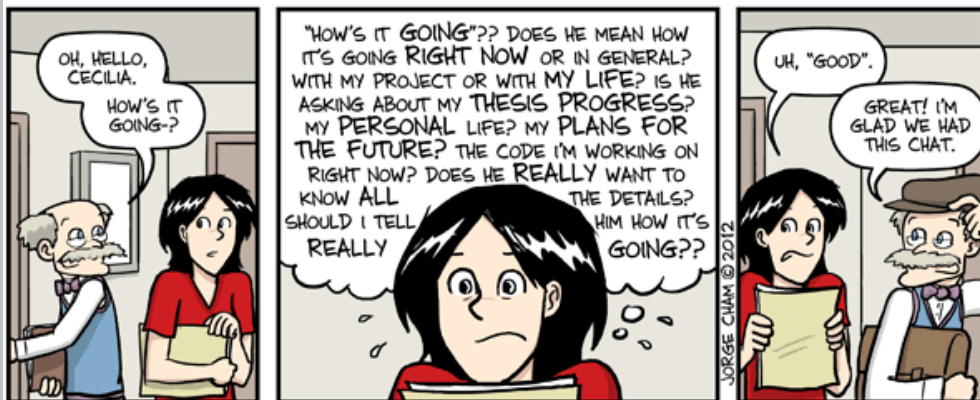
MSc Program

- ◆ Olivia Chan
 - ◆ Antoinette Bugyei-Twum
 - ◆ Natalie Tam
- Dr. Eleanor Fish, TGRI
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Dr. Gang Zheng, OCI

PhD Program

- ◆ Greg Hawryluk
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 - ◆ Mark Jarvi
 - ◆ Christine Chio
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 - ◆ Megan Nelles
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 - ◆ Konstantin Popovic
 - ◆ Jonathan Lovell
 - ◆ Erin Mueller
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Dr. Mansoor Husain, TGRI
Dr. John Dick, OCI

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“Piled Higher and Deeper” by Jorge Cham
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