



Georgia Cancer Center Policies EBP Writing Room Policy

Policy Statement

The Georgia Cancer Center is establishing quiet, private/semi-private space for use by Georgia Cancer Center Emerging Biomedical Professionals (EBPs), namely Graduate Students, Postdoctoral Fellows, and Early Career Research Faculty, who do not have their own office space. This space, known as the EBP Writing Room (CN 2168), will be available on a temporary basis and by request, following the procedures described within this policy, for the purposes of manuscript and grant writing as well as for doctoral thesis preparation.

Reason For Policy

The Georgia Cancer Center recognizes the need of Emerging Biomedical Professionals who do not have their own office space to have temporary access to a quiet, private/semi-private writing space when writing manuscripts, grants, or a doctoral thesis.

Entities Affected By This Policy

All professional individuals working in the Georgia Cancer Center should be aware of this policy.

Contacts

| Contact | Phone | e-mail/URL |
|-----------------------------------|--------------|--------------------------|
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Website Address For This Policy -

<https://www.augusta.edu/cancer/education/emerging-biomedical-professionals.php>

Responsible Office: GCC Scientific Affairs
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Definitions

These definitions apply to these terms as they are used in this policy.

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| Postdoctoral Fellows | Those holding the Rank of Postdoctoral Fellow. |
| Early-Career Research Faculty | Those holding the rank of Assistant Research Scientist, Research Scientist, Senior Research Scientist, Principal Research Scientist, Instructor, Lecturer, or adjunct faculty. |
| Graduate Student | Those enrolled in a PhD or MD/PhD program at The Graduate School at Augusta University. |

Overview

Most Graduate Students, Postdoctoral Fellows, and Early Career Research Faculty are provided with desk space within their laboratories. While this space is generally adequate for their day-to-day needs, it is not quiet space such as what might be needed for academic pursuits, e.g., manuscript writing, grant preparation, and thesis preparation. Recognizing this, the Georgia Cancer Center is providing quiet, private/semi-private space for these individuals on a temporary basis in the EBP Writing Room.

Process/Procedures

Process to reserve space:

1. EBPs wishing to reserve the Writing Room will submit the Reservation Form (see below) electronically to the individual designated on the form.
2. Individuals can reserve a room for up to 5 (business) days in a row. If you choose not to use the Writing Room during your reserved time, please email the designated individual so someone else has the opportunity to use the room.
3. First priority for use of the room will be given to those individuals writing manuscripts and grants.
4. A maximum of 3 individuals can work in the Writing Room at one time.

Rules for using the space:

1. Reservation Required. Rooms must be reserved in advance using the Writing Room Reservation Form (see below).
2. Quiet Room. A quiet atmosphere is to be maintained in the room. The Writing Room is not a “meeting room” for holding discussions.
3. Food. Snacks and drinks can be brought into the Writing Room, but the room should not be used as a gathering place for lunch.
4. Responsibility of Users. Writing Room users are responsible for their personal belongings (e.g., books, papers, laptops, backpacks). These items cannot be left in the Writing Room overnight.
5. Keep Room Clean. Writing Room users are responsible for leaving the room neat and clean.

Forms

- Reservation Form - <https://www.augusta.edu/cancer/education/ebp-room-request.php>