

RR Phase 1 Exercise B Spreadsheet Instructions

IMPORTANT:

- **You must complete the sections in order (1 → 2 →3 →... →7).**
- **You must fill out all of the necessary information in each section before moving to the next.**
- **You must make a selection from the dropdown menus, whenever those are available (do not type the information yourself).**

After completing the spreadsheet, save it, and email it (along with your Exercise B checklist) to your AO/ DLC head.

Step-by-step instructions:

1.1 Enter PI first and last name.

1.2 Enter PI Kerberos. It is critical that the Kerberos for each individual is entered correctly or access cannot be granted.

1.3 Enter PI's DLC. If the PI belongs to multiple DLCs, enter the one where their research space is located.

1.4 Enter PI building (where their research space is located).

----- YOU MUST COMPLETE SECTION 1 BEFORE MOVING TO SECTION 2-----

2.1 Enter the name for each of your permissible personnel, which excludes undergraduate researchers, visiting students, and administrative staff. Lab managers are considered permissible personnel.

- If a research group member is shared between two or more PIs, only one PI should list them; the PIs should discuss these cases and make final determinations.
- It is recommended that you list all of your permissible personnel (even people who can work remotely full time, as this defines your "100% capacity."

2.2 Enter the Kerberos name for each of your permissible personnel.

- It is critical that the Kerberos for each individual is entered correctly or access cannot be granted.

2.3 Confirm that the person listed is your responsibility by selecting "TRUE" or "FALSE" from the dropdown menu.

----- YOU MUST COMPLETE SECTION 2 BEFORE MOVING TO SECTION 3-----

3.1 By selecting "TRUE" or "FALSE," confirm that this person is willing and available to return to campus. For advice on discussing return-to-campus plans with members of your research group, refer to Appendix 4 of the Research Ramp-up Guidance Document.

3.2 Confirm that this person needs access to campus during Research Ramp-Up (RR) Phase 1. Please remember that all individuals who can work remotely should do so.

3.3 Enter the number of weekly hours that you wish to assign to this person for on-campus work (this number should include time spent in core and animal facilities). You are encouraged to keep the total assigned hours as low as possible.

3.4 Enter the expected mode of transportation to and from campus for each of your returning personnel. If a person uses multiple modalities to commute to and from campus, please list the one that puts them in contact with the largest number of people.

----- YOU MUST COMPLETE SECTION 3 BEFORE MOVING TO SECTION 4-----

4.1 From the dropdown menu, select the MIT building that each person plans to carry out work during RR Phase 1. You should limit this as much as possible. Do not list additional buildings housing core facilities that will be used by your personnel, as those will be handled section 5. Do not list buildings that the person may need to travel through to get to their work building as pathway access will be provided to the researcher's designated building.

----- YOU MUST COMPLETE SECTION 4 BEFORE MOVING TO SECTION 5-----

5.1 From the dropdown menu, select the core facility that this person will need access to in RR Phase 1. This is a prioritized list. Entering the information here will ensure that your staff has access to the buildings in which the particular core facilities are located. If you need access to a core facility that is not listed in the dropdown menu, enter is in column AN and indicate the building where it is located (section 7, sub-step 7.2)

Note: Some core facilities might have limited capabilities. Core leaders will be in touch with you.

----- YOU MUST COMPLETE SECTION 5 BEFORE MOVING TO SECTION 6-----

6.1 Provide rough initial schedules for each person by selecting start and end times from the dropdown menu. We recognize that the exact schedules may change from week to week, and recognizing that some research requires uncertain end times and even uncertain days. We recommend developing shift-work schedules (AM/PM, alternate day, or some combination) to accommodate the space constraints and limit the number of individuals who work together in the event that someone contracts COVID-19.

7.1 If you need to enter any additional information, select "TRUE" from the dropdown menu.

7.2 Use this space to enter any important information regarding your personnel or their access needs that was not captured by the rest of the spreadsheet. You may enter core facilities that were not available in the dropdown menu in 5.1; make sure you include the building number where the facility is located.

After completing the spreadsheet, save it and email it along with your Exercise B checklist to your AO/ DLC head.

List of Core Facilities and Other Shared Resources Included in Section 5

Core Facility Name On Spreadsheet	DLC	Building Location
A/A: Bldg 33 hangar	AeroAstro	33
A/A: Bldg 31 high bay	AeroAstro	31
A/A: Bldg 33 Gelb Lab	AeroAstro	33
A/A: Bldg 33 Gelb machine shop	AeroAstro	33
A/A: Bldg 35 blast chamber	AeroAstro	35
A/A: Bldg 31 BeaverWorks space	AeroAstro	31
A/A: Gas Turbine Laboratory	AeroAstro	31
A/A: Space Propulsion Laboratory	AeroAstro	35/37
A/A: wind tunnel room (31-128)	AeroAstro	31
ARCH: Design Fabrication Group	Architecture	N51
BCS: Machine Shop	Brain and Cog Sciences	46
BIO: Biophysical Instrumentation Facility	Biology	68
BIO/Nano: Cryo-EM	Biology/MIT.nano	12
BIO: Structural Biology	Biology	68
BIO/BE/CEHS/KI: Bioinformatics/BioIT Core Facility	Biology/Biological Engineering/Center for Env Health Sciences	68/76
BIO/BE/CEHS/KI: BioMicro Center	Biology/Biological Engineering/Center for Env Health Sciences	68
CBE: qPCR Facility	Center for Biomedical Engineering	NE47
CBE: Biacore Facility	Center for Biomedical Engineering	NE47
CBE: Quick Freeze-Deep Etch EM Prep Facility	Center for Biomedical Engineering	NE47
CBE: Multiphoton Microscopy Facility	Center for Biomedical Engineering	NE47
CBE: Gel Imaging Facility	Center for Biomedical Engineering	NE47
CEHS: Bioimaging and Chemical Analysis	Center for Environmental Health Sciences	16
CHEM: Instrumentation Facility (DCIF)	Chemistry	18
CHEM: Single Crystal X-Ray Facility	Chemistry	2
CHEM: Laboratory Instruments and Electronics Service	Chemistry	4
CMR: Francis Bitter Magnet Laboratory	MIT/Harvard Center for Magnetic Resonance	NW14
COE: Marine Hydrodynamics Laboratory Water Tunnel	Center for Ocean Engineering	3
COE: Towing Tank	Center for Ocean Engineering	48
CSAIL: Wood Shop	Computer Science & Artificial Intelligence Laboratory	32
CSAIL: Stock Room	Computer Science & Artificial Intelligence Laboratory	32
CSAIL: Laser Cutter/3D printer	Computer Science & Artificial Intelligence Laboratory	32
CSAIL: Metal Shop	Computer Science & Artificial Intelligence Laboratory	32
CSAIL: Waterjet	Computer Science & Artificial Intelligence Laboratory	32
CSAIL: Holodeck	Computer Science & Artificial Intelligence Laboratory	32
CSTAR: Bldg NW13 CLASS	Center for Science and Technology with Accelerators and Radi	NW13
CSTAR: Bldg NW13 Vault Laboratory	Center for Science and Technology with Accelerators and Radi	NW13
DCM: Bldg 76 vivarium	Div of Comparative Medicine	76
DCM: Bldg 46 NHP	Div of Comparative Medicine	46
DCM: Bldg 46 small animal	Div of Comparative Medicine	46
DCM: Bldg 46 transgenic	Div of Comparative Medicine	46
DCM: Bldg 68 North	Div of Comparative Medicine	68
DCM: Bldg 68 South	Div of Comparative Medicine	68
DCM: Bldg E25	Div of Comparative Medicine	E25
DCM: Bldg 56	Div of Comparative Medicine	56
DCM: Bldg E17-E18	Div of Comparative Medicine	E17-E18
EAPS: Electron Microprobe Facility	Earth, Atmospheric, and Planetary Sciences	54
EAPS: Isotope Laboratory	Earth, Atmospheric, and Planetary Sciences	54
EAPS: Synoptic Lab	Earth, Atmospheric, and Planetary Sciences	54
EAPS: Fluids Lab	Earth, Atmospheric, and Planetary Sciences	54
EAPS: Organic Geochemistry Lab	Earth, Atmospheric, and Planetary Sciences	E25
EAPS: Plasma Mass Spectrometry	Earth, Atmospheric, and Planetary Sciences	54
IMES: Clinical Research Center	Institute for Medical Engineering and Science	E25
ISN: Facility Service Center	Institute for Soldier Nanotechnologies	NE47
KAVLI: Space Nanotechnology Laboratory	MIT Kavli Institute for Astrophysics and Space Research	37
KI: Biopolymers & Proteomics	Koch Institute	76
KI: Flow Cytometry	Koch Institute	76
KI: Nanowell Cytometry	Koch Institute	76
KI: Histology	Koch Institute	76
KI: High Throughput Sciences	Koch Institute	76
KI: Microscopy	Koch Institute	76

KI: Preclinical Imaging & Testing	Koch Institute	76
KI: Preclinical Modeling (ES Cell & Transgenic)	Koch Institute	76
KI: Zebrafish	Koch Institute	76
KI: Nanotechnology Materials	Koch Institute	76
LBRC: Laser Biomedical Research Center	MIT Spectroscopy Lab/Laser Biomedical Research Center	6
MCGOVERN: Martinos Imaging Center/Imaging Core	Mcgovern Institute	46
MCGOVERN: MEG Core Service Facility	Mcgovern Institute	46
MCGOVERN: 2-photon	Mcgovern Institute	46
MCGOVERN: confocal	Mcgovern Institute	46
MECHE: 3D printing service facility	Mechanical Engineering/Project Manus	35
MECHE: Water Jet Machining Center	Mechanical Engineering	35
MECHE: LMP Machine Shop	Mechanical Engineering	35
MECHE: Pappalardo UG Teaching Lab	Mechanical Engineering	3
MEDIA: workshop 151	MIT Media Lab	E14
MEDIA: workshop 151A	MIT Media Lab	E14
MEDIA: workshop 151B	MIT Media Lab	E14
MEDIA: workshop 166	MIT Media Lab	E14
LNS: MIT Central Machine Shop	Laboratory for Nuclear Science	38
MSE: Lab for Engineering Materials	Materials Science and Engineering	4
MSE: Laboratory for Advanced Materials	Materials Science and Engineering	8
MSE: Materials Processing Laboratory	Materials Science and Engineering	4
MSE: Nanomechanical Technology Facility	Materials Science and Engineering	8
MSE: Physical Metallurgy Laboratory Facility	Materials Science and Engineering	4 (also 13 and 8)
MSE: Scanning Electron Microscope	Materials Science and Engineering	4
MSE: Thin-Film Laboratory	Materials Science and Engineering	8
MRL: Materials Analysis (Surface, Thermal, and Optical)	Materials Research Laboratory	13
MRL: Nanostructured Materials	Materials Research Laboratory	13
MRL: Electron Microscopy	Materials Research Laboratory	13
MRL: X-ray Diffraction	Materials Research Laboratory	13
Nano : Bldg 12 FAB,nano (floors 1 and 3)	MIT.nano	12
Nano: Bldg 12 - METROLOGY.nano (basement)	MIT.nano	12
Nano: Bldg 12 - Lab for Education and Application	MIT.nano	12
Nano: Bldg 12 - Immersion Lab (floor 3)	MIT.nano	12
Nano: Bldg 24 - Electron Beam Lab	MIT.nano	24
Nano: Bldg 39 - ICL (floor 2)	MIT.nano	39
Nano: Bldg 39 - TRL (floor 4)	MIT.nano	39
Nano: Bldg 39 - EML (floor 5)	MIT.nano	39
NRL: Nuclear Reactor	Nuclear Reactor Laboratory	NW12
PICOWER: Bio-Informatics Core Facility	Picower Institute for Learning and Memory	46
PICOWER: iPS Core Facility	Picower Institute for Learning and Memory	46
PICOWER: Glasswashing Core	Picower Institute for Learning and Memory	46
PICOWER: CLARITY Core	Picower Institute for Learning and Memory	46
RLE: Nanostructure Facility	Research Laboratory of Electronics	36
RLE: Scanning-Electron-Beam Lithography Facility	Research Laboratory of Electronics	38
RLE: OQE Shop	Research Laboratory of Electronics	36
RLE: CUA Shop	Research Laboratory of Electronics	26