

This Communication Bulletin includes:

1. **Reminder - Lecture - Dr. Ron Dahl – Today!**
2. Internal FoM/UBC deadlines and MSFHR online application process – clarification
3. Reminder - Food Bank Donations

**1. Reminder - Lecture - Dr. Ron Dahl – Today!**

UBC Institute of Mental Health

*presents*

***Dr. Ronald E. Dahl***

*Candidate*, Chair, Child and Adolescent Psychiatry  
Department of Psychiatry  
University of British Columbia

**Sleep, Affect Regulation,  
and the Developing Brain:  
Early Interventions for  
Anxiety and Depression**

**Wednesday, November 28, 2007  
Noon – 1:00pm**

Room 2NAB, Detwiller Pavilion  
2255 Wesbrook Mall, UBC

*Light Lunch Provided*

For more information or if you would like to meet with  
Dr. Ron Dahl, contact Diane Parsons, ph 604 822 0379  
[diane.parsons@ubc.ca](mailto:diane.parsons@ubc.ca)

**2. Internal FoM/UBC deadlines and MSFHR online application process - clarification**

In response to some email and phone call queries about how the internal FoM and UBC processes work in conjunction with the online MSFHR application system, I have been speaking with MSFHR and FoM to clarify the situation.

If you have already received or know this information, please disregard. However, if this is the first salary application you have ever made and/or you were planning to work on your application right until November 30<sup>th</sup>, please read the following information because there are a number of internal things you need to do BEFORE November 30<sup>th</sup> in order to meet the MSFHR November 30<sup>th</sup> deadline.

So:

- Be familiar with the salary award requirements on the FoM website ([http://www.med.ubc.ca/research/gad/Grant\\_Application\\_Procedures/salary\\_awards\\_main.htm](http://www.med.ubc.ca/research/gad/Grant_Application_Procedures/salary_awards_main.htm)), including the “2007 Faculty of Medicine MSFHR-Specific Checklist” and the “November 2007 MSFHR Career Investigator application timeline” ([http://www.med.ubc.ca/research/gad/Grant\\_Application\\_Procedures/salary\\_awards\\_main/msfhr\\_specific.htm](http://www.med.ubc.ca/research/gad/Grant_Application_Procedures/salary_awards_main/msfhr_specific.htm)).
- Things that should already be underway or completed include:
  1. The Dean’s letter, working with Tana Minnella
  2. Grant Development with Kristy Kerr or another Grant Development Officer
  3. Feedback from your Internal Reviewer(s), organized through me/HeRRO
- You should now be thinking about/working on the following:
  1. The “FoM Grant Cover Sheet”
  2. The “Request for Dean’s Approval of Personnel Award (Salary Award) Application Form”
  3. The MSFHR Department Head form
  4. Finalizing your full application, of course!
- Get in touch with your Department Head ASAP (if you haven’t already) to find out when s/he is going to be on campus and available because s/he needs to do the following:
  1. Sign your FoM Cover Sheet
  2. Sign your Request for Dean’s Approval form
  3. Complete the MSFHR DH form, save it and print out a copy for you to submit with your application package for FoM (this is because you do not have access to the DH form on the MSFHR online system)
  4. Press “submit” on the online MSFHR system to upload the DH form which is **only possible after** YOU have uploaded your final full application online and pressed “submit”
- FYI, when Internal Reviewers submit their sign-off forms to me, I forward a copy to FoM so that they’re on file when you go for the Dean’s signature. If you do not have copies of these forms for your files, please let me know and I will send them to you.

I hope this information is helpful. Please do let me know if you have any follow-up questions or if there’s anything further I can clarify for you.

Good luck! You’re almost there!  
Christy

**Christy McTait**

Internal Review Officer

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### **3. Reminder - Food Bank Donations**

This holiday season you can make a difference  
Share your good fortune with those who need help  
Did you know that Greater Vancouver Food Bank helps feed up to 25,000 people  
each week.  
41% of their recipients are children.

**We have placed donation boxes for non-perishable items in the Detwiller Pavilion at the following locations:**

**2nd Floor Lunch Room**

**3rd Floor - Near the Elevator**

**4th Floor - Near the Elevator**

**5th Floor - Near the Elevator**

**Or, if you prefer, mail or drop off a cheque (payable to GV Food Bank) to Archana Harit, Department of Psychiatry – UBC, Room 2857, Detwiller Pavilion, V6T 2A1 . A tax deductible receipt will be issued by the Greater Vancouver Food Bank.**

**If you are not located in the Detwiller Pavilion and are interested in helping collect Food Bank donations please contact Archana Harit for further information. email: [Archana@interchange.ubc.ca](mailto:Archana@interchange.ubc.ca) or phone 822-7610**

We'll be gathering the food we collect and dropping it off at the Greater Vancouver Food Bank on Friday, December 21st. Thanks!  
Archana Harit, Annie Kuan, Diane Parsons