HSRI Community Research Center

Introduction

In August 2024, UC Merced acquired the lease for 1635 M Street, a building located on the corner of Main Street and M Street in Merced, and now known as UC Merced on Main. Chancellor Muñoz approved UC Merced Extension to be the primary tenant, and allocated one large office for use by Health Sciences Research Institute members as a community-facing research space.

The **HSRI Community Research Center** at **UC Merced on Main** is a flexible research space for use by HSRI members, their students and research staff.

Please read this entire document and sign the last page to acknowledge your understanding of and commitment to these important policies and procedures. Your digitally signed document should be emailed to hsri@ucmerced.edu.

CAT Card access, hard key and room reservation access will only be granted upon receipt of your signed document.

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Safety and Security

The building is open to the public from 9:00am – 4:00pm, Monday – Friday. The building will automatically, via facilities, open at 9:00 am and lock at 4:00 pm. See **CAT Card Access** below for access outside these regular opening hours.

UC Merced campus will check and maintain security systems (door locking/unlocking). If anything appears to be malfunctioning, please report it to Facilities.

Suspicious activities should be reported to leadership immediately or upon first availability.
If in doubt, call campus police or 911.

No personnel should be in the building alone after work hours. The building hours are 8:00 am – 5:30 pm, unless otherwise specified due to special circumstances or events. Please take extra care when leaving the building after dark.

The assigned **Building Safety Coordinator** is:
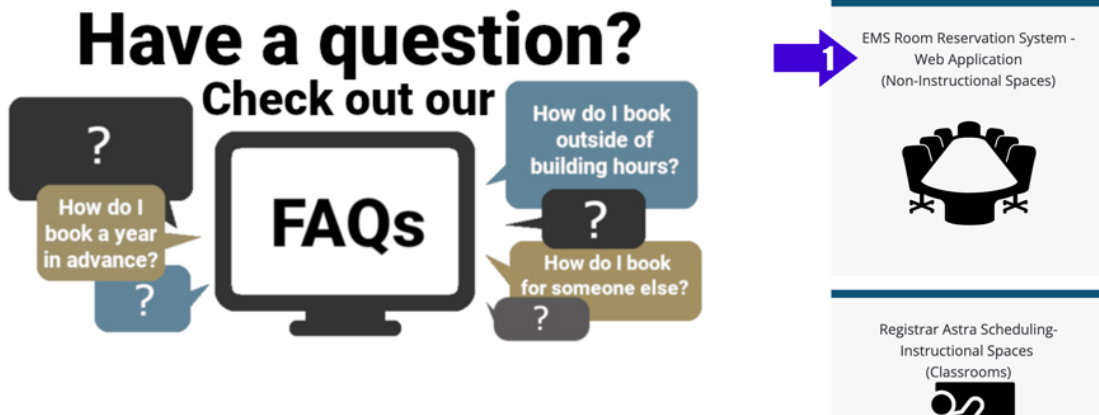Michael Pierick (UC Merced Extension)
mpierick@ucmerced.edu
(209) 201-9896

How to Reserve the Community Research Center space in EMS

1 Go to https://rooms.ucmerced.edu/ and click on the conference table icon under EMS Room Reservation System - Web Application (Non-Instructional Spaces) at top right

Accept cookies and sign in using your UC Merced credentials.
We recommend using UC Merced VPN if you are not on campus (some UCM Facilities web pages will deny access if you are not on the UC Merced system)

2 You will see the option Faculty/Staff Meeting Rooms under My Reservation Templates, or click the CREATE A RESERVATION option in the left bar menu to see the same list.

3 Click on the "book now" button.
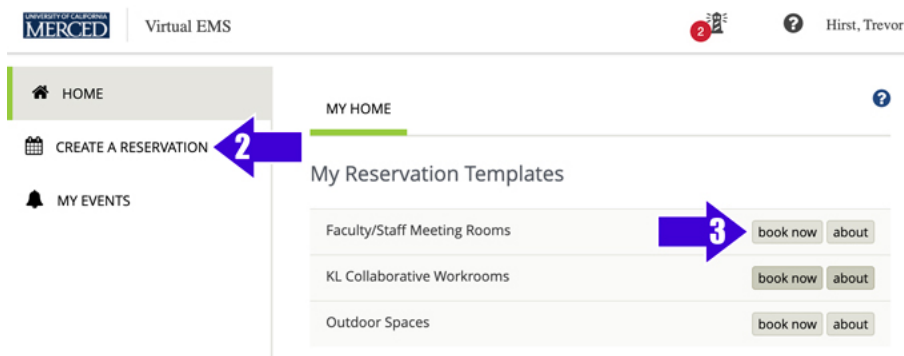
4 Select your date and time you would like to reserve the space.

5 You can also add Recurrence at this stage.

6 At the bottom left of screen you'll see a search bar titled Room Name. Enter "**Community Research Center**" which will bring up the option 112 – Community Research Center (112 is the room number in the 1635 M St. location)

7   Click the room on the drop-down and a pop-up window will appear asking you to add number of attendees (this can be approximate) and Set Up (which defaults to "as-is").

8   Click "Add Room". *This puts the room booking in your cart, but the room is not yet reserved!*

9   Click "**Next Step**" and you'll see a message "Your selected room(s) and date(s) do not allow for additional Services. Please adjust your selections or continue to the next step." Click "**Next Step**" again

10   Add a Reservation Name in the text box. You ***must*** provide a reservation name, or your room reservation will not go through. ***DO NOT use the name of any research participants when reserving the space***. The EMS room reservation system is openly available to all UC Merced employees and students, so this would be a breach of your IRB protocol. Something short and descriptive is ideal, e.g. "Tobacco study" or "Bortfeld lab".

**11**   Click the green Create Reservation button, and you're all set. You should receive an email confirmation.

CAT Card Access

To request after-hours CAT Card access for yourself *or for your graduate students*, please email thirst@ucmerced.edu. The building is open to the public Monday – Friday from 9:00am-4:00pm, so your research team will need CAT Card access to meet participants outside these times.

Hard Key Access

The CRC space (room 112) has a combination lock box and hard key. It is imperative that this key is kept safe, and that the key box combination is only shared with trusted individuals. The key lock box code will be provided to approved users upon receipt of this signed document. *Please be sure to return the key to the lock box and ensure that it is locked!*

We recommend that you keep the key to the key lock box except to lock and unlock the room, in order to avoid accidentally locking the key inside the room. If you do lock yourself out of the room, please contact HSRI Executive Director Trevor Hirst thirst@ucmerced.edu (209) 756-6417.
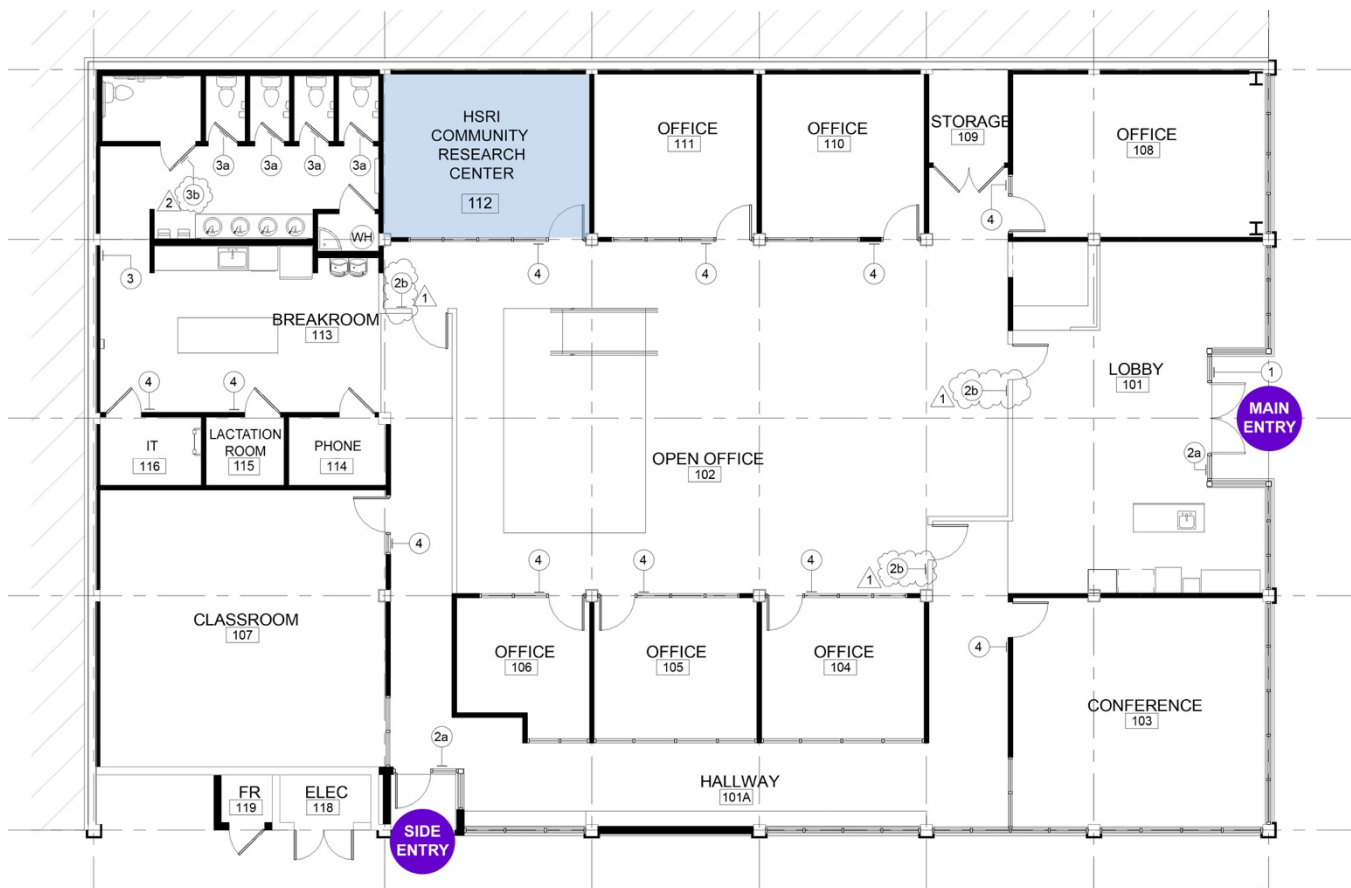
Parking

HSRI researchers and research study participants may park in the public lot directly located behind the UC Merced on Main building, in available Main Street parking spaces, or in the parking garage located adjacent to the UC Merced Downtown Campus Center. Please note, however, that these parking options are not owned, leased or managed by the University, and that all parking restrictions must be obeyed.

General Information

Vinyl coverings and acoustic panels are installed on all windows to help provide privacy and confidentiality of human subjects. Please note, however, that the building is shared with UC Merced Extension, so please keep this in mind when planning your studies so that there is minimal disruption or inconvenience (in both directions: we want to be good neighbors!)

The HSRI Community Research Center space is furnished and equipped with:

- Three (3) lightweight, moveable tables
- Six (6) chairs
- Two (2) portable whiteboards/screens
- One (1) 60" wall-mounted television with HDMI cable and Mac adapter
- Two (2) wall-mounted whiteboards
- One (1) informational sign holder/stand

Please be sure to leave the shared space clean and clear for the next user (e.g. please clean whiteboards, remove any papers, etc.) and ensure that all furniture is present and accounted for. This is not only a courtesy, but ensures that no participant personal identifiable information is inadvertently disclosed.

Acknowledgement

Faculty, staff and students are required to read and acknowledge their understanding of this manual. Please enter your name, date *then* digitally sign below to confirm your understanding and commitment to following these procedures.

Full Name	Date	Digital Signature