

Grad Student Resources

Copy Machine

The copy machine is located in room 5736. The IP address for the copy machine is 10.8.128.59. Please let EES admin staff know when paper is running low or out. There are also printers located in both grad rooms, please advise EES admin staff when ink and/or toner is running low or out.

Department Address

Courier Deliveries (UPS & FedEx)

C/O Student Name

SC5726 Science & Engr Building Stevenson Center Lane Nashville, TN 37240

USPS

Vanderbilt University 2301 Vanderbilt Place EES, PMB 351805

Nashville, TN 37235

Intercampus Deliveries

Earth & Environmental Sciences VU Station B 35-1805

Billing

Earth & Environmental 110 21st Ave S. Suite 900, Nashville, TN, 37203.

FedEx Shipping

Have the sender fill out the FedEx slip, add internal billing reference number

125.05.12530.6140.000.000.000.0.0

Drop off FedEx at Med Center North Round Wing. Put the copy of the slip in EES department funds file.

Flights

In order to be reimbursed you must book all flights through Vanderbilt's travel agency. All flights are booked through Vanderbilt's travel agency, World Travel. You can reach them at 877-271-9258 or email Robyn Williams at rwilliams@worldtrav.com. In order to book domestic travel you will need person's full name as listed on photo ID, email address, cell number, gender, date of birth and citizenship.

Students will book their flights on their personal card and then submit for reimbursement through Oracle. After their reimbursement is approved, the money should be in their account within 5 business days. Students need to submit for reimbursement as soon as possible after making a charge.

Office Staff

For all payroll questions, please see Gale. For help with expense reports and travel related issues, please see Chantry.

RCR Training

All first-year students must complete RCR training before January 31. They must complete the online CITI program in the responsible conduct of research (RCR) by January 31, 2020. I apologize for the lateness of this request. (This should be routine for incoming students and postdocs.)

The RCR <https://www.vanderbilt.edu/researchintegrity/website> includes a page with specific instructions on how to register.

Course Completion

Students and postdocs must complete all the required modules with a 75% or better for each module. Once they complete all the modules, they must print the RCR Course Completion Page and provide a copy to Chantry.

Rec Center

All students will be charged a rec fee fall, spring and summer semesters and are responsible for paying that themselves.

Research Purchasing

Should you need to purchase items for research or class purposes, submit the redcap form including how the item will be paid, PI approval and a quote of the item if necessary.

Reimbursements

Students can pay for items directly from their personal card and then submit for reimbursement through Oracle. After their reimbursement is approved, the money should be in their account within 5 business days. Students need to submit for reimbursement as soon as possible after making a charge.

Seminars

Department seminars generally held on Fridays from 3:10PM – 4PM with a happy hour following.

Stevenson Center

EES office, SC5726
SC –Stevenson Center
5 –Building Number
7 –Floor
26 –Room

Travel

All students traveling must fill out the student travel request form and turn in to the EES admin staff prior to traveling.