

CONGRATULATIONS & WELCOME

We are glad you are joining us!



We are thrilled to have you join our vibrant community of researchers, scholars, and innovators. To help you hit the ground running, we've put together this handy guide packed with practical information and tips to make your transition as smooth as possible.

Let's get you started!

1. General Information

The Douglas Research Centre (DRC) website is regularly updated and is a great place to start and keep up to date with everything: <https://douglas.research.mcgill.ca/>

2. Who to contact for what?

Payroll and HR. Payroll and HR is your first point of contact at the DRC: at the start, during and at the end of your assignment. The HR team is on the 4th floor of the Perry building. You can contact them at any time for any questions about your file or a payment issued by the Research Centre. Feel free to send an email to the HR department at CR_PAIE@douglas.mcgill.ca

Scholarship (Bourse). You have a scholarship at the start of your assignment at the DRC or you qualified for CIHR, FRSQ or other, you can address your questions to the Grant and Finance team. Here's the contact email: subventionsadmin.comtl@ssss.gouv.qc.ca

3. Access and Security

Badge and keys. An ID badge and keys are needed to access the facilities and will be provided to you during the first week of your arrival. It is important that you have your ID card with you at all times. Please refer any questions to the admin team at division.admin.comtl@ssss.gouv.qc.ca

DRC Email address. An official **COMTL account** will be delivered and created in your name. This account includes your new e-mail address and a Windows account to access to the Research Centre resources and CIUSSS network. It is also required to manage your HR file with an intranet called eEspresso and follow up on your any payments you may receive from the Research Centre. Further information will be provided during your first week at the Douglas.

DRC Security. For any type of emergency, you may reach the Security Desk in **dialing #244** from any phone at the Research Centre.

4. Parking

Parking on the premise is **not** free. The fees are \$7.25 CAD per week. You must create your account and register via the SPAQ platform at <https://public.spaq.com>. To create your account, you will need:

- Your 5-digit ID number starting with "8"
- A valid credit card number for the payment
- A letter confirming your assignment which is provided by the HR Team

Please note that if you use the CIUSSS parking lot without a confirmation of your registration you will be subject to a fine.

Resources and Support

5. IT Services

All IT services are provided by the Montreal West Island Integrated Health and Social Services authority (CIUSSS ODIM). All IT requests must be made using the online Octopus ticketing system. For assistance in opening a ticket, feel free to contact the administrative team at division.admin.comtl@ssss.gouv.qc.ca

6. Douglas Academic Life – DAL – Student Committee

The Douglas hosts many events, awards and student groups for trainees and students. Check out the Academic Life section of our website to keep up to date on opportunities and committees: <https://douglas.research.mcgill.ca/academic-life-douglas/>

The Student Committee for Academic Life hosts various activities for students, e.g. the Annual Research Day, that celebrates students and their work at the DRC.

<https://douglas.research.mcgill.ca/douglas-student-committee-academic-life-dal/>

Students come from different departments at McGill and other educational institutions; please refer to your specific academic unit for questions regarding work conditions, academic issues, and other degree-specific questions as well as any payment you may receive, such as stipend, during your time at the Research Centre. The DRC also has multiple student-run organizations on campus, e.g. McGill's Graduate Student Associations of Neuroscience and Psychiatry, GSAN and GSAP, respectively.

7. Opportunities and awards

The Douglas Research Centre is a worldwide leader in research in neuroscience and mental health, with more than 400 publications per year and over 250 trainees (graduate students and postdoctoral fellows).

There are many opportunities for trainees to develop their skills and knowledge by participating in scientific activities, such as weekly seminar series, scientific discussion events, a clinical observation program, etc. Learn more on our website and visit: [Training and studying at the Douglas - The Douglas Research Centre \(mcgill.ca\)](#) and [Student Awards - The Douglas Research Centre \(mcgill.ca\)](#)

Facilities and Amenities

8. Cafeteria

The Douglas cafeteria is open daily from 8:30 am – 2 pm and is located on the 3rd floor of the Perry building. Meals are subsidized and offered at a low cost.

9. Gym and physical activities:

The Roberts Recreational Centre is available for use by staff and students when not in use for patient activities. Access to the gym must be requested to administrative team by email at division.admin.comtl@gouv.qc.ca to use your ID card.

10. Greenspaces

The Douglas is lucky to benefit from wonderful greenspaces and is a short walk from the Verdun waterfront and Natatorium. Staff and students are welcome to use the outdoor gazebos, picnic tables and sport fields.

Stay Connected

11. Douglas Newsletter

The Douglas issues a bi-weekly newsletter highlighting important events, information, and news. Sign up for the newsletter to be informed of all things Douglas through the following link: <https://douglas.research.mcgill.ca/douglas-newsletter/>

12. Douglas Foundation

The Douglas Foundation is a crucial funder of the very important research and care provided at the Douglas Institute. Should you wish to contribute and build hope for those touched by mental health illnesses please visit: <https://fondationdouglas.qc.ca/en/>

13. Social Media

Follow us on LinkedIn, X (formerly Twittter), and Facebook for all latest news with regards to the development of the research centre including grants, awards and recognition to our scientific team.

<https://ca.linkedin.com/company/douglas-research-centre>

<https://twitter.com/douglasresearch/>

<https://www.facebook.com/FondationDouglas>

Navigate the Centre

14. Finding Your Way

The Douglas is a vast campus that boasts beautiful green spaces and over 40 different buildings. Directions and maps of the facility can be found here: <https://douglas.research.mcgill.ca/about-us/maps-and-directions/>

15. General Etiquette

Please be mindful that the Douglas is an active teaching hospital; respect your colleagues' space and maintain a professional atmosphere in shared areas. Remember to keep noise levels down, especially in designated quiet zones, and always clean up after yourself in communal spaces.

Some final thoughts

If you ever have questions, concerns, or just want to share ideas, don't hesitate to reach out to your colleagues or our administrative staff at the HR Department. Above all, embrace the journey of discovery and innovation that lies ahead. We are united by our passion for advancing knowledge and effecting positive change through our research, teaching and care.