

Stem Cell Spotlight Newsletter

June 2025

Thank you for your support as an SCRC member/associate. This SCRC newsletter provides updates, event details, and solutions to common administrative inquiries. Stay informed with valuable insights and tools to enhance our operations. For past newsletters, please visit this link: https://stemcell.uci.edu/News/newsletters/newsletter_archives.php

Funding Opportunities



CIRM FUNDING OPPORTUNITIES

CIRM has started to roll out its new/revised funding opportunities.

CLINICAL program: CLIN2 submissions are opening soon in the CIRM portal. Program Announcement is attached. Full proposals are due June 30.

<https://www.cirm.ca.gov/clin2/>

Please check for the latest on the CIRM website below:

<https://www.cirm.ca.gov/researchers/funding-opportunities/>

TO INITIATE A PROPOSAL SUBMISSION THROUGH SCRC:

Please complete the intake form at

<https://app.smartsheet.com/b/form/a44905adb65446c3aae90c90ed1e3d6a>

P30 SEED AWARDS:

The UC Irvine NIAMS P30 Skin Biology Resource-based Center is soliciting applications for seed grants. Proposals are due June 2, 2025

<https://app.smartsheet.com/b/form/7db9d6fc00eb4d6d9c0945b329e3493f>

Federal research funding updates

Please see FAQs attached about F&A funding, and visit the following for additional information updates:

<https://www.aplu.org/wp-content/uploads/frequently-asked-questions-about-facilities-and-administrative-fa-costs-of-federally-sponsored-university-research.pdf>

<https://apnews.com/article/dei-diversity-equity-inclusion-trump-federal-judge-5b04fbc742bd32adf98ca108b4b12b37>

<https://research.uci.edu/impact-of-federal-executive-orders-and-directives-on-federal-grants-and-contracts/>

<https://www.universityofcalifornia.edu/federal-updates>

Please reach out to Aileen and Randy if you have any specific questions or concerns.

Research Finance Reminders

The research finance team would like to ensure that department PI's are aware of two important updates:



Timesheet Approval for GSRs:

Please be mindful that you might need to review and approve timesheets for the Graduate Student Researchers (GSRs). This is a crucial part of the administrative process, and your timely approval ensures that GSRs are compensated accurately.

Stipends for Training Program Trainees:

At the end of each month, trainees in our training programs will receive their stipends. If you are a trainee or if you have any questions regarding stipend payments, we kindly ask you to reach out to your PI or your fiscal officer for your program. We appreciate your attention to these important matters, and please do not hesitate to reach out to your fiscal officer if you require any clarification or further assistance.

Job Opportunities



TBA

Upcoming Events



SCRC COMMUNITY LECTURE SERIES

Experts share their groundbreaking insights and discoveries in the world of stem cell research.

2025 Registration Link: <https://app.smartsheet.com/b/form/0b2496ea892449d08507421d129b76fe>

Tuesday, Sep 9, 2025 – Quinton Smith, PhD & Michael Hicks PhD, “From Petri Dish to Patients: Engineering Stem Cells for Clinical Application”

Tuesday, Oct 7, 2025 – Xing Dai, PhD & Christina Kraus, MD, “What’s New in Research and Treatment of Vulvar Skin Disease?”

Tuesday, Nov 4, 2025 – Olga Razorenova, PhD “Finding Kidney Cancer Vulnerabilities By Synthetic Lethality Approach”

Tuesday, Dec 2, 2025 – Yongsheng Shi, PhD “RNA in Cell Fate Determination”

SCRC STEM CELL SEMINAR SERIES

Monthly on Fridays mostly from 11 AM to NOON in Gross Hall's Thorp Conference Center.

Stay tuned for future dates

SCRC 13th ANNUAL STEM CELL SCIENCE SYMPOSIUM

SAVE THE DATE: February 24-25, 2026

UCI SKIN DISTINGUISHED LECTURE SERIES

11AM to NOON mostly in Gross Hall's Thorp Conference Center.

Join our UCI Skin mailing list here to be notified of the latest UCI Skin announcements:

<https://app.smartsheet.com/b/form/0ada27a6dc3a427d96322512194218f3>

Friday, Jun 20, 2025 – Haley Naik, MD, UCSF, “Translating Hidradenitis Suppurativa Science Into Therapeutic Advances”

UCI SKIN 9th ANNUAL SYMPOSIUM

SAVE THE DATE: February 13, 2026

Reimbursements



Dear SCRC Staff & Students,

As the new academic year begins to progress, we would like to send a reminder regarding UCI travel policies to keep in mind if you plan on seeking reimbursement for your travels (ie. conferences and events). Please refer to the policies attached along with this memo for more detailed information.

- Airfare must be coach or economy class only
- Lodging maximum is \$333/night before taxes and fees – the maximum applies **per room**, not per person. Even if you share a room with another traveler, the room must cost no more than \$333/night.
- The maximum for [meals & incidental expenses](#) is \$92/day. The only instance in which you may pay for another person's meals is if you are hosting a business meeting over a meal. In this case, you must provide an **attendee list and agenda**, and the [meal maximums listed here](#) apply.
- In general, you may not pay for another person's expenses, however you may share a room, shuttles, taxis, etc. with another traveler. One person can pay for the room, taxi, etc. and request reimbursement.
- If you are including personal days on the trip (extending travel dates more than 24 hrs before or after the conference dates), you must provide a **pre-trip airfare comparison quote** that shows how much the flight would have cost without personal days. Reimbursement will be based on the lesser amount. Any expenses incurred during **personal travel** are not reimbursable.
- Keep all itemized receipts to submit with your reimbursement. Receipts must include **proof of payment** (ex. Paid with Visa XXXX); Please see the [reference guide for supporting documentation](#) for more info.
- **No exceptions** for receipts that are not itemized – bank account screenshots are acceptable as further backup to confirm amount totals such as tip (in such instances where tip amount is not included on the receipts)
- Any mileage requests must include a screenshot of the route taken (gmaps, apple maps etc.) **Mileage rate: \$0.67**
- Reimbursement requests must be submitted within 45 days after the end of the trip.

Please review [UC travel policy highlights](#) before booking and feel free to reach out if you have any questions.

REIMBURSEMENT FORMS:

Download all forms on the SCRC Purchasing Webpage:
<https://stemcell.uci.edu/Resources/Purchasing/index.php>

Purchasing



Dear Laboratory Staff and Researchers:

In preparation for the upcoming fiscal close and year-end financial activities, please review the attached flyer and make note of important deadlines that will impact lab supply purchasing.

Order Delays:

Please understand that the order/purchase/delivery cycle will be somewhat extended between May 29 and July 1. Normal processing time-frame will resume during the first weeks of July.

To ensure your orders are processed before the fiscal close:

- Review your supply needs for the coming months
- Submit your order requests as soon as possible
- Clearly mark any urgent or time-sensitive orders

If you have any questions or concerns about your orders or the fiscal close process, please don't hesitate to contact Alex Corona, SCRC Procurement Analyst at amcorona@uci.edu

ULAR-Notes for Labs Purchasing

1. **Starting 1/13/25 All Veterinary Supply** (I.e. MWI or Patterson) orders will ***be completed through PO's requiring ULAR's approval.***

a. Why:

i. This will allow ULAR to have oversight on all vet supply orders which may or may not need vet licenses

ii. Orders that were placed by labs often ended up at ULAR's office leading to packages being misplaced as no PI or recognized names were listed.

iii. Invoices often went unpaid and were then sent to ULAR to handle

2. Steps to Complete/Submit an order

a. Complete the Vet Supplies Request form from ULAR

i. Add in PI Name and Aup Number in Notes Section at the bottom of the document

ii. Add in all necessary information required (highlighted boxes)

iii. **Do not fill out** the Requisition Number as the assigned purchaser will add that information when able

Veterinary Supplies Request Form					
Date	01/08/25		UCI PI		
Protocol			KFS Account		
Submitter Name			Pickup email		
Vendor	MWI Veterinary		Approved by		
Item #	Qty	Unit Price	Item Description	Amount	
1					
2					
3				\$ -	
4				\$ -	
5				\$ -	
6				\$ -	
7				\$ -	
8				\$ -	
SUBTOTAL				\$ -	
TAX				\$ -	
S&H				\$ -	
TOTAL AMOUNT				\$ -	
Note from Lab to ULAR					

3. Getting a Quote

- a. To get a quote from MWI or Patterson please call the vendor
- b. You will be asked to provide an account number please use the following when applicable:
 - i. MWI – 250599
 - ii. Patterson – 200139396
- c. Confirm pricing details of your order and ask for a quote to be sent to your email or preferred method of contact.

4. Submit order

- a. Once both the ULAR form and Quote are completed please send an order request to RT (purchase@rt.stemcell.uci.edu)

5. Pickup order from Ular

Step 3: Pick up the order from ULAR!



1. Once ULAR receives the order at the Bison Modular Building, ULAR will contact the Pick-up Person listed on the Veterinary Supplies Request Form to pick up within 1 week.
2. Lab schedules a day & time to pick up.
3. ULAR will send the Vendor Invoice to Accounts Payable to pay against the PO.

STREAMLINED PURCHASING: REQUEST TRACKER (RT)

We have introduced a new ticketing system, utilizing Request Tracker, for all purchase orders and reimbursement requests with a goal to streamline the current workflow and increase communication.

All purchase requests and reimbursement forms will be emailed to: purchase@rt.stemcell.uci.edu

For more information please visit the SCRC Purchasing webpage:
<https://stemcell.uci.edu/Resources/Purchasing/index.php>

Request Tracker (RT) instructions

Submitting purchase order requests

Fill out Purchase Order Request (PR) form:

Required fields:

- a. Include correct 'ship to' address
- b. Include brief justification (what are you buying and what project is it for?)
 - i. Example: antibodies & reagents for PI: Peter Anteater's CIRM TRAN1 grant
- c. KFS account
- d. Quantity, item (link or catalogue #), price
- e. Grant PI signature
 - i. Attach signed PR (or PR with PI email approval), quote and/or relevant documents to email
 - ii. Email to: purchase@rt.stemcell.uci.edu
 - iii. Email subject line: Date, Vendor, Lab
 - a. Example: 2/28/23, Fisher Scientific, Anteater lab

Requester will receive automatic email updates when the status of an order is changed (example, automated email is sent when an order is received, processed, vendor has shipped the item and when the item is delivered)

Requesting order updates/information for an existing ticket

To request further updates on specific orders, provide additional information on an order, revise an order, etc.:

1. Reply to automated e-mail with corresponding ticket number

OR

1. Email to: purchase@rt.stemcell.uci.edu
2. Subject line: rt.stemcell.uci.edu & ticket number] a. Example: rt.stemcell.uci.edu #131]

PACKING SLIPS: HOW TO SUBMIT THEM

Submitting packing slips to the purchasing department is essential for maintaining accurate records, proper payment processing, and compliance with regulations. It is a crucial step in the overall procurement process.

Submitting packing slips/delivery confirmation

Update: Labs can submit UCIBuy packing slips in bulk. Other packing slips should be submitted individually to each corresponding RT tickets. *Please submit UCI Buy packing slips separately

Sending bulk packing slips:

1. Attach documents and email to: purchase@rt.stemcell.uci.edu
2. Subject line: PACKING SLIPS, Lab, date range (when orders were received)
3. Example: PACKING SLIPS, Anteater lab, 2/22-2/28/2023

Sending individual packing slips:

1. Reply to automated e-mail with corresponding ticket number and attach documents

OR

1. Attach documents and email to: purchase@rt.stemcell.uci.edu
 2. Subject line: [rt.stemcell,[uci.edu](http://rt.stemcell.uci.edu) & the ticket number] PACKING SLIP
1. Example: [rt.stemcell.uci.edu #131] PACKING SLIP

****Brackets [] must be included in subject line**

SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM (SSPR)

(SSPR form) – This form is required for all federally funded purchases greater or equal to \$10,000 (including tax and shipping), to substantiate the appropriateness of source selection and price reasonableness.

Its purpose is to outline the rationale behind making a purchase from a single or sole source supplier, rather than through a competitive bidding or sourcing process. This showcases that our organization is committed to fair competition and has a valid reason for deviating from standard competitive bidding processes.

To locate the form, visit this link:

https://procurement.uci.edu/_files/documents/procurement/forms/uci-source-selection-price-reasonableness-form.pdf

For more policy information regarding competitive threshold requirements, visit this link:

<https://procurement.uci.edu/procurement/federal-fund-purchase-requirements-uniform-guidance.php>

PURCHASE REQUESTS: GUIDELINES

To avoid delays in purchasing processing, please review for the commonly missed items before submitting your request:

1. Request Justification
2. KFS account
3. PI Signature



****Submit packing slips within three days of receipt****

Please allow 2-4 working days for delivery

[illegible]

HIGH VALUE PURCHASE ORDERS (Order above \$10k):

Please refer to the attached PDF document for information on High Value Purchase Orders (Order above \$10K) or Service agreements.

SCRC Building Information

We have outlined some areas that you should be familiar with within our center.



SCRC Core Staff

Here is a full list of the [SCRC Core Staff](#) and core lab managers listed below.

Christina Tu-Stem Cell Techniques Course Manager htu@uci.edu

Vanessa Scarfone-Flow Cytometry Core Manager vanessa.s@uci.edu

Allia Fawaz-Imaging Core Manager and Building Manager fawaza@uci.edu

Anita Lakatos-CRISPR Core Manager scrc-crispr@uci.edu

Equipment and Conference Room Reservations

Equipment

Here's a list of the [shared equipment and other resources](#) that the SCRC has to offer!

Shared equipment is reserved via iLab. Please register for ilab at the [following site](#).

Log in with your UCI credentials and choose your PI. If you receive any errors please send a screenshot of the error to fawaza@uci.edu. If your PI is not listed, please email your PI's first and last name and email address to fawaza@uci.edu so that they may be added.

Once you have been trained on the equipment, you will receive access to reserve the equipment via iLab. All equipment also has paper sign-in sheets. A sign-in sheet is for signing-in once you begin using the equipment and is not a reservation.

If you have reserved the equipment but a user is using the equipment during your scheduled time that has not reserved, **you have priority to use the equipment** and can ask them to leave; let them know to reserve on iLab at a later time.

Conference rooms

If you would like to reserve a conference room, you may do so for rooms 2005, 2034, 3001, and 3034 via iLab. They can also be reserved at the tablet kiosks outside each conference room. Directions for reserving on the kiosks are found next to the kiosks.

The Thorpe conference center on the 4th floor (4000) and the 4th fl boardroom (4002) are reserved through Kristina at kzyan@hs.uci.edu.

Conference room rules are to:

1. Only reserve time you plan to use
2. Dispose of trash and push in chairs
3. Put spare food/drinks/utensils etc. from meetings in the break rooms with a note that says it is for anyone
4. Keep door unlocked when leaving (if the room is locked, there is a key on Allia's desk by room 2102, please sign-in on the sign in sheet)
5. Let Allia know if the projector lamp requires replacing (if dim) at fawaza@uci.edu

Equipment Rules

For all shared equipment, you must:

1. Be trained by the Core Facility Staff
2. Schedule your time via iLab
3. Sign in on the sign-in sheet
4. Keep the area cleaner than you found it
5. Save your files to an external device (USB). Files should not only be stored on shared computers. Old data will be removed periodically to allow additional space without notice. Do not save data on the computer desktop.

For your safety, please pay attention to all signs surrounding equipment. Some equipment have a gloves on policy when using computers for the equipment while others have a gloves off policy. All door handles and elevator buttons have a gloves off policy.

If equipment is not functioning properly or you need assistance, please contact Allia or Vanessa via email. Also let us know if we are out of stock on necessary items for the shared equipment (such as ethanol, kim wipes, lens paper, and cotton swab cleaning tips for the microscopes).

Recharge Equipment

Most equipment is free to use with the exception of high-end instrumentation such as flow cytometers and cell sorters, confocal microscopes, CYTOF instruments (Helios and Hyperion). Current recharge rates are listed at <https://www.accounting.uci.edu/cost-analysis/files/uci-current-approved-recharge-rates.pdf>.

Building Access

If you require a keycard to be activated, please email the 5 or 6 digit number on your keycard and your PI's approval to fawaza@uci.edu. If your lab does not have a spare keycard to activate, please send your lab's KFS account and project code with your PI's approval to purchase one.

Lost or stolen keys/keycards should be reported to both the PI/lab manager and fawaza@uci.edu immediately.

Additionally, one should NOT grant access to the building (e.g., by holding a door to the building open) to anyone without a keycard unless they are known to you. Also, doors to the building should NOT be propped open to allow access.

If you see an individual in the building that you do not recognize, asking whether they need assistance is a great opener. This includes any sales representatives that do not have an **appointment for any specific lab**. You may kindly refer them to fawaza@uci.edu to set up a vendor show.

If you are concerned about an individual, please feel free to contact fawaza@uci.edu or any of the SCRC staff. In the evenings/weekends, as for anywhere on campus, the UCIPD will respond as necessary if there is an identified concern regarding legitimate access. Just so you are aware, this building is under constant surveillance which is monitored when needed.

Once you terminate your position with the center, please let Allia know and she will deactivate your keycard and remove you from the mailing list. I keep an updated contact list of all lab members to communicate about important equipment and building related matters.

SCRC's Events

For information regarding the SCRC's events such as community lectures, please click on the following [link](#).

Break/Lunch Rooms

We have break rooms available on the 2nd, 3rd, and 4th floors with fridges/freezers, water dispensers, and microwaves and other appliances. The room rules are to:

1. Wipe the tables and push in chairs after use
2. Dispose of trash in the appropriate containers (trash or recycling)
3. Write your name and date on all food
4. Wipe sink counters down and any spills in fridge/freezers
5. Run disposal if food is in sink
6. Do not leave items in the sink or counters
7. Store dishes in labeled cupboards & cabinets
8. If you have spare food/drinks etc. from meetings, leave a note that says it is open for anyone
9. Keep from microwaving foods with more potent aromas (such as fish)
10. Clean microwave and other appliances used
11. Replace water dispenser containers when empty
12. Clean out fridge every Friday

Printer/Copier Access

We have a shared printer/copier on the second floor by the break room. The new copier is now available to use, you may need to download a new driver. It's a Xerox AltaLink C8270. IPv4 Address: 128.200.250.179

For PC computers there's an option when you go to control panel-add printer/devices, add a printer, click "the printer I want isn't listed" if it does not show up and select IP address, and enter the IP address above.

Aside from printing and copying, features also include emailing documents, faxing, and saving to your USB. If the printer is out of paper or toner, please let Allia know at fawaza@uci.edu. The printer is NOT for personal use, it is only for printing items related to your research; do NOT print items for your courses. Please print in black/white when possible.

Building Maintenance

If you notice any building maintenance that needs to be reported such as broken paper towel dispensers, lights that need to be replaced, doors not shutting correctly, uncomfortable temperatures that require adjustment, etc., please call facilities directly (949-824-5444 or extension 4-5444) or email them at fm-servicedesk@uci.edu.

Internet Access

If you need access to internet, your lab can submit a request to OIT [here](#). Follow directions under manual registration and enter in your computer's MAC address. For any issues, contact HS OIT (extension 4-3434).

Hazardous Waste and Trash/Recyclables

Hazardous waste pick-up can be submitted via text by following [this set of instructions](#). Please be mindful to place trash in the trashcan and recyclables in the recycling bin. Flatten all cardboard boxes and place directly behind the recycling bins for pick-up on the 1st, 3rd, and 4th floors, or on the table in the middle hallway of the 2nd floor.

Cold Rooms

The SCRC has two shared 4°C cold rooms on each floor for floors 1-3 and one on the 4th floor. Cold room guidelines are to:

1. Store items on lab's labeled racks only
2. Label lab's items with lab name
3. Make sure no mold is growing
4. Keep room clean and tidy
5. Turn light off when leaving the room
6. Shut the door behind you when both enter and leave the room
7. Do NOT keep items in cardboard boxes in room (they harbor mold)
8. Do NOT store dry ice in cold rooms (asphyxiation hazard)
9. Do NOT store items on the floor or in the sink. Items left on the floor or sink are subject to being removed and discarded
10. Place trash receptacles outside of the cold room

11. Clean up any spilled liquid
12. Report water leaks or other mechanical issues to myself or Facilities Management immediately

Emergency Freezers

If you would like to defrost your freezers or have an emergency with your freezers and need to temporarily store your items, we have emergency 4°, -20°, and -80° freezer space that you may use which require my approval, reservations made via iLab, and a sign-in sheet to be filled out.

As a side note, make sure to perform regular maintenance on your own lab's freezers as recommended by the manual and to have your lab's biosafety cabinet (BSC) certifications up to date via TSS or company listed on your BSC. Fume hood issues should be reported to EH&S (extension 4-6200).

Dry Ice, Purified Water, & Lab Space

Labs also have access to shared dry ice (found in a container in the middle hallway of each floor) and Millipore purified water that is pyrogen-, nuclease-, protease- and bacteria-free for your research on both sides of the lab space on each floor. Each floor is designated as a south and north side, each side with 8-10 bays. Each bay sign is labeled with the location (N/S), lab name, and bay number. There are spaces on the sign to write in where lab members' desks are located or equipment is stored.

Emergency/Evacuation Alarms

We must always treat evacuation causes as potential threats. During an alarm, we will evacuate via the stairs (do NOT take the elevator). If you require assistance, please let a lab member know. Once evacuated, stand away from the building. On the first floor, we should stand in the middle walking area of the parking lot. On the basement level, also please stand away from the building in the parking lot. Do not enter the building until an officer tell you that it is safe to do so.

Please let Allia know if you have any questions at fawaza@uci.edu.

SCRC SPOTLIGHT

Please join us in celebrating our long-time team members who received service award honors at an event on Tuesday, June 17. We are truly grateful for their dedication and positive impact they've made in our center.

Huong (Haley) Nguyen – 10 Years

Abbie Enriquez – 5 Years

Sally Alcocer Medina – 3 Years

Mona Bdaiwi – 3 Years

Mike Yan – 3 Years

UCI Human Resources

Service Awards

TUESDAY, JUNE 17, 2025 • BREN EVENTS CENTER

READ MORE HERE: <https://hr.uci.edu/partnership/staff-service/>

Have a recent event, achievement or pet to be featured in a future newsletter? Please fill out the form below with your information.

<https://app.smartsheet.com/b/form/2cb756480f89465f85007d2429481b92>

