



Guidebook



**Institute
of Biology
Leiden**

Harnessing Biodiversity for Health





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Word of welcome

Dear reader,

A warm welcome to the IBL! Whether you are a new arrival to the Institute of Biology Leiden (IBL) or someone who has worked here for many years, it is sometimes hard to find your way among all the rules, forms and websites for ordinary daily questions, which are not about science or teaching. Of course, the answers are all there, if you only know where to look, or whom to ask.

To help you find answers to practical questions and hopefully to make your life at our institute even more fun, the IBL office has compiled this booklet with all the information we believe is important for you to know. If we have forgotten something, do not hesitate to ask the IBL Office staff who are pleased to help you all and can use your input to improve this Institute of Biology Guidebook.

Best wishes,

Gilles van Wezel
Scientific Director IBL



Introduction

This guidebook is a starting point for any non-scientific questions that you might have as an employee or guest at the Institute of Biology Leiden. It will guide you to more detailed information on websites, or point you to who can assist you. The file is composed of a 'Welcome to the IBL' part, to give an overview of the general IBL structure and useful knowledge for new employees, and subsequently an encyclopedia comprising the more in-depth regulations within the IBL.

Tip: Search for your own keywords by using **CTRL + F**



Part 1

Welcome to Leiden University
Institute of Biology!



The structure of IBL

Research within the Institute of Biology Leiden (IBL) is aimed at the scientific base of biodiversity and health. This can be seen in our leading principle 'Harnessing Biodiversity for Health'. We conduct innovative research to answer fundamental questions, and solution-oriented research to solve societal challenges. Think of nature's biodiversity, sustainable future medicines and agriculture or the evolution of behaviour.

The institute is organised in three biologie-oriented research clusters:

Animal Sciences, **Plant Sciences** and **Microbial Sciences**. Across these clusters, we have identified four leading research themes that connect the scientists of our institute. These are:

- **Bioactive Molecules**
- **Development & Disease**
- **Evolution & Biodiversity**
- **Host-Microbe Interactions**

Science Communication & Society (SCS) is also part of the institute, and forms the fourth research cluster. The mission of SCS to understand how science communication works to improve the interaction between science and society.

Via the links, you can find the researchers related to each cluster and theme, and what type of projects they are currently working on.



Management IBL

Management of the Institute of Biology Leiden.



Gilles van Wezel
Scientific Director



Kitty Yang
Institute Manager
(Interim)



Annemarie Meijer
vice-SD/
Animal Sciences



Dennis Claessen
Microbial Sciences /
Director of Education
Master



Marcel Schaaf
Director of Education
Bachelor



Remko Offringa
Plant Sciences



Ionica Smeets
Science
Communication &
Society



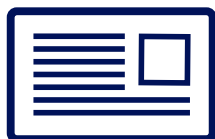
Maribel Adame
Research manager



Guido van Hooff
HR advisor



Your first day at work



ULCN-account

Every staffmember at Leiden University is given a **ULCN account**. You can use this account to log in to your computer, the wifi network and various other ICT systems.



ICT Services

For any questions regarding your hardware, or to assist you with the helpdesk portal, please reach out to the **IBL-ICT contact**.



LU-card

The LU-card is a personal card from Leiden University that provides access to specific locations and allows you to use printing and copying facilities. You also use the card as proof of identity for the university. **Apply for the card** and activate it at the ISSC at the Gorlaeus building. Don't forget to update your card at a loading point once a month.



Self Service

For personal HR matters (holiday, travel expenses, employment benefits, payslip, etc.) you can use **SAP Self Service**.

Coffee card

A coffee card is given to every employee and can be picked up at the IBL Office.

Safety training

To ensure everyone's safety in the lab, it is mandatory for scientific personnel to follow two training sessions: lab instruction and a fire & safeting instruction. More information will be send to you by email



Workspace

Your supervisor has arranged a work space for you. This includes a computer, phone access and desk. You can also work from home via the **Remote Workspace**.



Gorlaeus and Sylvius

Our research buildings are located on the BioScience Park in Leiden. On the university website you can find a [campus map](#) of all faculty buildings. The IBL is mainly located at the [Sylvius building](#), but also has offices and research facilities at the [Gorlaeus Building](#).

Sylvius:

Sylviusweg 72
2333 BE Leiden The Netherlands
Telephone: 071 527 5000

Gorlaeus:

Einsteinweg 55
2333 CA Leiden The Netherlands
Telephone: 071 527 5700

Car and bicycle parking: If you are coming by car or bicycle, have a look at the [options for parking](#).

For more information on facilities found in both buildings, see the [Facilities page](#).



IBL Office and Education Office

The **IBL Office** arranges the administrative, **financial**, **HR**, **ICT** and **communication** matters of the IBL. Its staff is very service oriented and always willing to help you and answer all kinds of questions.

The **Education Office** coordinates the Bachelor and Master Biology teaching programmes. They are able to answer all questions that are related to student-affairs, education and teacher support.

Both are located on the first floor of the Sylvius building.



Councils, boards and committees

The IBL has several councils, boards and committees within the **organisation**.

- The **Institute Council** (Instituutsraad) gathers thrice a year to discuss policies, strategies and other institute matters that concern IBL employees. They have an advisory role to the Scientific Director.

Personnel committees:

- The personnel association, **BioSpirits**, organises smaller and larger social events at the IBL, with the summer barbecue and Holiday dinner as yearly highlights.
- **IBL PhD and PostDoc Association (IPPA)**

Education related:

- **Board of Examiners**
- **Programme Committee Biology**
- **Public Relations Committee**

Interested in joining a board or council? Feel free to ask for more information to one of the participants listed on the website.





Starting your PhD

As a PhD Candidate starting at IBL, here are a few links that help you get on your way:

Admission Procedures

Information about admission procedures, finances and funding opportunities can be found on the [Graduate School website](#).



IPPA

[IPPA](#) is the IBL PhD and Postdoc Association. They provide social and networking events.



Education and Supervision Plan

At the start of their PhD, students make agreements with your supervisor concerning personal development and supervision, via an [Education and Supervision Plan](#), which forms the basis for the PhD progress monitoring.



WhatsApp

There is a WhatsApp-group for all IBL PhD students to ask questions and share information. To join this group, please contact Maarten Lubbers via +316 337 833 18.



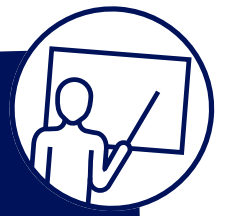
Review agreements

After three months, PhD students make review agreements on performance targets and skills with their supervisor, forming the basis of the first [Performance and Development interview](#).



Training Programme

PhD students are expected to follow a [PhD Training Programme](#). Please note that all offered safety trainings are mandatory.



Help for international staff

The **Service Centre International Staff** (SCIS) provides advice and different types of services to all international employees and guest researchers that come to pursue their academic career in Leiden.

They can help you with issues regarding:

- visas and permits
- taxes
- health insurance
- housing
- other immigration requirements





Part 2

Encyclopaedia



Human Resources

The **University website** offers general information ranging from salary scales to career guidance, and from confidential counsellors to various insurance (schemes) at an attractive discount.

The **IBL Office** is your first point of contact and acts as a go-between and/or advisor for almost all matters relating to HR. Any questions can be directed to sylvius@biology.leidenuniv.nl or can be asked in person (room 1.5.11 of the Sylvius building).

Contact the IBL Office in case of:

- Reporting illness and recovery
- Booking a conference room
- Ordering catering for a meeting
- Organizing a large meeting with external parties
- Booking the bar and order drinks and snacks
- Applying for access to the building or the labs
- Organising an event, to be added to the **IBL Event Calendar**.

Several procedures take multiple steps.

Follow these links to find information on how to:

- **[Post a vacancy on the University website](#)**
- **[Process a new employee administratively \(PSSC system\)](#)**
- **[Register an internship](#)**
- **[Process a change/extension in appointment](#)**
- **[Obtain a Request for Approval \(RfA\)](#)**
- **[Make travel arrangements for a business trip](#)**

Ordering office equipment

Office equipment can be ordered via Serviceplein (Dutch: Bestelplein), or by sending an email to sylvius@biology.leidenuniv.nl. Also for more information on the Serviceplein, the IBL Office can be contacted.

Physical and mental safety

First aid

If you are in need of medical help, whether it is an emergency or not, please do not hesitate to call for assistance: 071-527 5005 or 071-527 4444 outside office hours. An emergency response officer (BHV'er) of the **In-house Emergency Service** will help you. In life threatening situations, please call 112.

Health and Safety department

Leiden University aims to create a safe, healthy and sustainable environment for staff and employees. The **Health and Safety department** can help with working conditions, radiation, and biological safety, among others.

Reporting unsafe situations

All types of incidents should be reported. On this **webpage** you can read what to do for each situation.

Confidential counsellor (Vertrouwenspersoon)

For questions and/or problems concerning the employee-employer relationship, contact the Leiden University **confidential counsellor** (or send an e-mail to **vertrouwenspersoon@bb.leidenuniv.nl**).

Confidential counsellor (sexual) intimidation (Vertrouwenspersoon ongewenst gedrag)

If you experience unwanted and undesirable behaviour such as (sexual) intimidation or discrimination, you can discuss the matter with a **confidential counsellor** who will help you look and search for possible solutions.

Code of conduct

University has composed a **code of conduct**, to provide an overview of the standards of conduct which every employee is expected to observe.





IBL news and outreach

The IBL encourages staff to share their experiences and knowledge. If you have something you want to share - a nice picture of your research for Twitter, or a publication for an interesting news item - please contact Communication Team at communicatie@biology.leidenuniv.nl. If you are in doubt whether to share something, the Communication Team will happily advise you.

The IBL shares news and information via:

[Twitter](#)

[LinkedIn](#)

And has its [own news-page](#) on the Leiden University website.

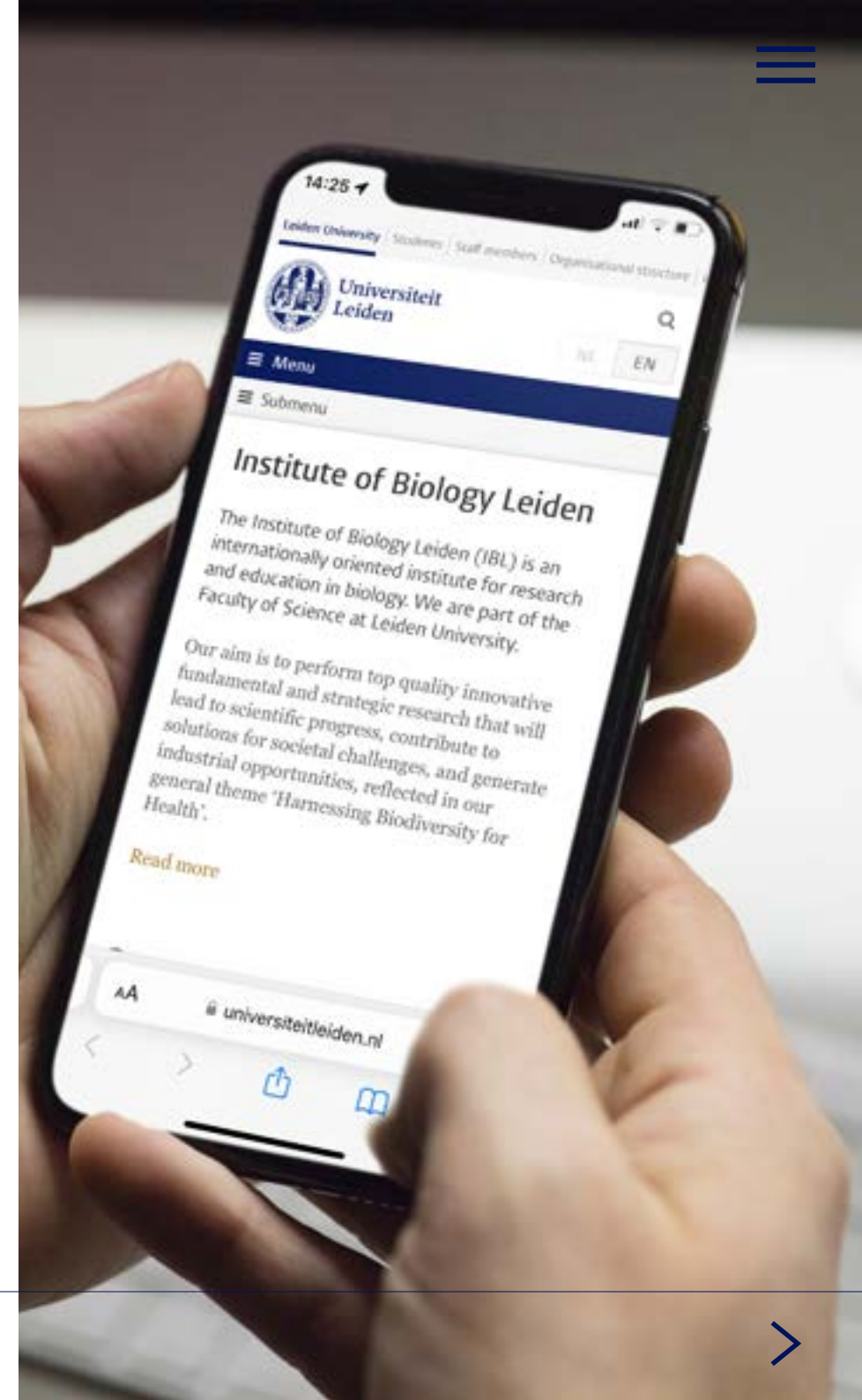
Additionally, every Leiden University staff member has their own [profile page](#). Please contact the Communication Team to make your online profile page complete as well.

Outreach

In and around Leiden are many museums, events and other opportunities for outreach activities, to enlighten the general public about your research or science in general. Feel free to participate in these activities or ask the Communication Team for more information on upcoming opportunities.

House style guidelines

The IBL has its own logos, and the university [has house style guidelines](#). Additionally, when working from a university PC and writing an official document in Microsoft Word, you can use 'Huisstijl' in the top bar of the programme to add the university logo.



ICT

The **ISSC** is the ICT Helpdesk and provides service and assistance to all users of a university workstation. They can answer questions regarding university ICT services, workstations and programmes, and help with malfunctions and errors. You can reach them via their [helpdesk portal](#).

The IBL-ICT contact person will make arrangements for a workplace with the supervisor of new employees. Within the IBL Office, [Jacqueline Ouwehand](#) is the ICT coordinator.

Wireless networks

The University has three wifi networks: [Leiden University \(LUWA\)](#), [Eduroam](#) and NUWD-laptop. In the link you will find how to connect to the networks. Your [ULCN-account](#) gives you access to all networks.

Remote access

The [Remote Workplace](#) gives you access to your University workplace from any location. To be able to access the Remote Workplace you need an ULCN account. You can use the Remote Workplace with Windows, OS X and/or Linux.

Working with a VPN

To make a secure internet connection from wherever you work, you can use [eduVPN](#). This also makes it possible to get access to the P-drive and J-drive, and log in to the SAP Self Service, for example.



Accounts and logging in

ULCN username

- Your user name is generated as follows: family name + initials + filler (e.g., if your name is Jan Johan de Groot, it is: grootjjde).
- The user name has a maximum of 20 characters.
- Whenever an account name has already been registered, the next account name will be given a sequential number.

You use this to login at: SAP Self service, Remote workplace and the Service Portal

University Microsoft account

<your own ULCN username> @vuw.leidenuniv.nl

You use this to login at: Teams, Outlook, Office 365, OneDrive, and (android) laptop

Additional authentication

Leiden University currently uses two types of **additional authentication**:

- Additional authentication for Office applications (such as Word, OneDrive and Teams), for which you use your university Microsoft account.
- Additional authentication for applications using Single Sign-On via ULCN.

Tip: via the app NetIQ, you can immediately approve your sign-in attempt.

Email

Your email address is different from your University Microsoft account, it is generated as follows:

<Initials + filler + lastname> @biology.leidenuniv.nl (all separated by points).

For example, if your name is Johanna Arends van Dijk, the mail address will be j.a.van.dijk@biology.leidenuniv.nl

In addition to your work mail, at the start of your employment you are also issued with an uMail account. The university uses uMail to communicate with its students. In practice, as a staff member you will probably not use uMail much, because all communication takes place via your work mail. Your uMail is automatically forwarded to the inbox of your work mailbox.

Webmail

To log in on your webmail, first go to www.outlook.com and fill in your Leiden University e-mail. In the university-screen, fill in vuw\ followed by your family name + initials. For example, if your name is Jan Jansen, use vuw\jansenj.

Wifi: Eduroam and LUWA

For the wifi you use your regular ULCN username, followed by @leidenuniv.nl. For example: if your ULCN name is 'jansenj', use 'jansenj@leidenuniv.nl' as your identity/username. With the addition @leidenuniv.nl you can automatically connect to eduroam from numerous educational institutions worldwide.

There are **several other services** to help you to work from home.

Finance and projects

All info concerning finances and procurement can be found [here](#) (left column). If you are not able to resolve your query, please ask the [financial contact](#) of the IBL. For questions on second and third money stream project, contact Sjoerd Sieval or Simone Ijsselsteijn of [project control](#).

At the [FSSC](#) all university payments (for example accounts payable, accounts receivable and salary payments) are registered and accounted for.

Procurement

Leiden University has a general [procurement policy](#), which is subject to European tendering for goods and services. Large purchases (> € 30.000) must always be reported to the procurement department.

SAP financial system

Leiden University uses SAP for all controlling, HR, accounting and financial affairs. Like a bank account number, all divisions, projects, etc. have a SAP number. SAP numbers consist of 10 digits: 2012 XX XXXX

- 2012 signifies the general IBL domain
- XX refers to IBL general (00), IBL Office (01), Science Communication and Society (02), Animal cluster (10), Plant cluster (20), Biotechnology Cluster (30), Education (40), Core facilities (50).
- XXXX are the final four digits which refer to the source of the budget: direct or external funding, the funding agency etc. and the serial number of the project itself.

Leiden University operates a four-eyes policy on all financial flows. The project leader is usually listed as the budget manager ('Budgethouder'). The budget manager is responsible for the finances on their SAP number. To ensure a well-balanced financial flow, all SAP numbers are financially monitored by the IBL office, where the activity manager ('Activiteitenhouder') screens and checks all transfers.

Invoices

Sales invoices

For all project-related invoices and other sales invoice questions, for example the transfer of your previously granted project to the IBL contact [project control](#). For other sales invoices, contact [Ilse Zalm](#).

Purchase invoices

All purchases of goods, services and (scientific) equipment should be made through SAP SRM. When purchasing goods or services directly (not through the SRM system) it is incumbent on you to inform the supplier or supplying company to state the project SAP number and your name (as contact person) on the invoice. The invoice itself must be sent to FSSC directly, not to your work address nor to the IBL office. Only then can a timely payment be guaranteed.

The correct invoice address of Leiden University is:

Universiteit Leiden

t.a.v. Financieel Shared Service Centre (FSSC)

Postbus 9500, 2300 RA Leiden

Preferably invoices are also sent by mail to facturen@assc.leidenuniv.nl

The VAT number of Leiden University:

For suppliers within the EU: NL 00.19.35.549B01

For suppliers outside of the EU: NL 80.97.78.282B01

Project budgets

For any issues or information concerning projects budgets (in Dutch also called '2e en 3e geldstroom'), contact **project control**.

- When preparing a new project proposal, contact project control during the proposal preparation phase for drafting both an external (for submission to the funding agency) and an internal budget and to make sure you have a budget that matches the quality of the scientific content of your project proposal.
- All budgets have to be checked and approved by the IBL Institute Manager (IM) before submission.
- For financial advice on your budget, (SAP)numbers and IBL approval contact project control three weeks before the submission deadline.
- The IM checks and approves the budgets based on of their advice and budgets.

Once your project proposal receives funding contact **project control** with: a copy of the grant letter, the budget granted and the grant conditions. A separate budget (SAP) account will be opened, after which your project can start.

Ongoing projects are (scientifically) managed by the project leader and financially monitored by project control at the IBL Office. Project leaders receive a financial update every 3 months and twice a year there is a project screening with the W&N Project Bureau that handles all financial administration matters with the funding agency.



Grant applications

The IBL Grant Office

The IBL Grant Office serves as a centre of expertise for new grant proposals. They advise on the quality and competitiveness of grant proposals which involve personnel, research project funding above 50.000 euros, and proposals which require matching from IBL. It falls under the Scientific Director and Research Manager (Maribel Adame Valero), in close collaboration with the Grant development team (SAZ).

The office consists of Maribel Adame Valero and Mariana Ávalos García, and can be reached via grants@biology.leidenuniv.nl.

To do a grant application, you must follow the [following protocol](#).

How does it work?

1. All members of staff must notify IBL Grant office (e mail: grants@biology.leidenuniv.nl) early in the process about their intentions to apply for a grant. Indicate concept, type of grant and deadline. We will keep a record of all grant applications.
2. Senior researchers who have been awarded similar grants in the past, the financial controller or LURIS may be consulted for advice. For complex grants, external advisors may be allocated to the applicant(s). The aim is to make the grants as competitive as possible and thus increase the chances of success.
3. The **financial controllers** must be notified about the upcoming grant application, at least 4 weeks before submission deadline, so that they can be involved in the budget estimation from the beginning. Please note that budget approval from the Institute Manager is

mandatory before submission, including the submission of a pre proposal.

4. Grants cannot be submitted without budget approval . If this happens, all financial consequences will be for the applicant. Awarded grants may in some cases be rejected by IBL if they do not comply with the budget requirements.

Research support

You do not have to manage your research project all by yourself, there is a lot of help. Feel free to reach out to grants@biology.leidenuniv.nl to get in contact with our project managers. At the IBL we have various project managers who can help you with all your questions, varying from getting a document signed, gathering information, organizing meetings, meeting your deliverables, etc.

Important contact e-mails and links

- Grant advice: Maribel Adame Valero (via grants@biology.leidenuniv.nl); **[Anna Coyajee](#)**
- **Project management support:** Mariana Avalos Garcia
- **Project budget support:** Sjoerd Sieval and Simone Ijsselstijn
- Data Management: **[Alessa Gambardella](#)**, data steward
- Privacy Officer: **[Eric van Hoof](#)**
- IP expert: **[Sara Cigna](#)**
- Ethics: **[Ethics Review Committee of the Faculty of Science](#)**
- **[Research Support Portal](#)**

Facilities (miscellaneous)

Service bicycles

There are several service bicycles available (free of charge) during the opening hours of the reception desk at both buildings. To borrow a bicycle and receive the key, sign the form at the reception desk. The bicycles must always be returned the same day.

Mail Services

Mail is delivered and picked up from the Sylvius building Monday to Friday twice a day: at 09:00 and 13:00. If you need the mail to be sent the same day, be sure to bring it to the reception desk before 12:30.

When you pick up a package at the reception desk, it is necessary to sign a form to confirm that the goods have been received.

In the Gorlaeus, parcels can be picked up from the expedition.

IBL's preferred supplier for sending packages, special or urgent shipment services, and packages on dry ice is Speedlink. Four Pick Up addresses are linked to this account. Only use one of these addresses.

For those who have previously sent with Speedlink, please do not use the other Speedlink account anymore. It is important to always fill in a SAP number and a telephone number so there is a contact if there are any questions. The Service Desk is the back-up if Speedlink cannot contact the client. For any other assistance, contact the IBL Office, room 1.5.11,

sylvius@biology.leidenuniv.nl

For shipping of biological material you can also use BioLogistic Services: www.biologistic.nl/en/

Showers

In the Sylvius building, the shower is located in room 3.4.24. At the Gorlaeus building, you can find showers in the corridor next to the Atrium.

Lactation room

Nursing mothers at the Sylvius building can use room 0.4.11. The room can be locked from the inside. At the Gorlaeus building, mothers can use room LMUY1.12. Access can be received by sending an e-mail to the [faculty service desk](#).

Quiet Room

If you wish a quiet room for meditation or prayer, you will find one in many of the University's buildings. In the Sylvius building, this is 1.5.25b. At the Gorlaeus building, they can use EM4.07 and EM0.13. Access can be received by sending an e-mail to the [faculty service desk](#).

Gender Neutral Toilet

A gender neutral toilet can be found on the ground floor at 0.4.21 at the Sylvius building.



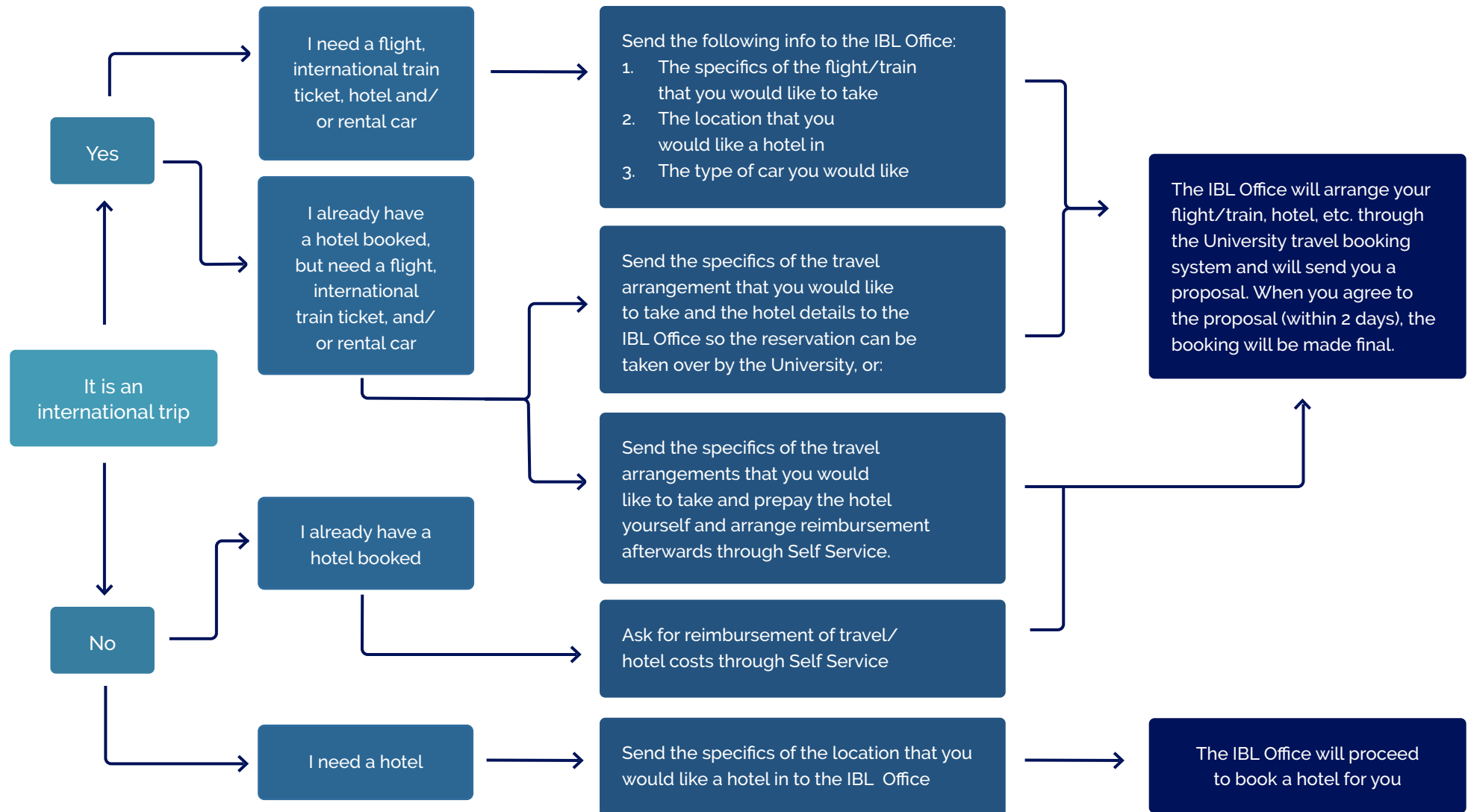
Part 3

Schemes

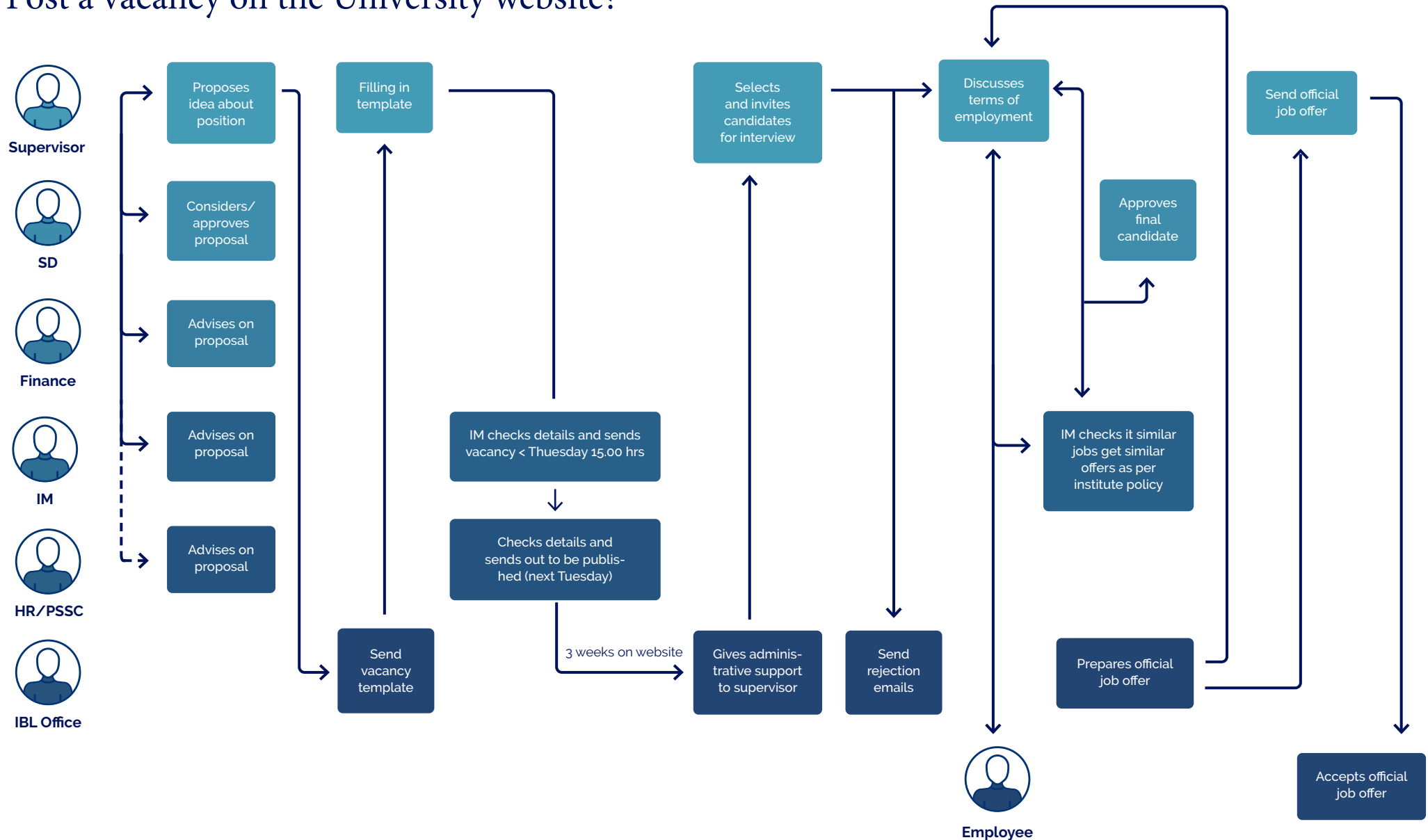


How do I – Make travel arrangements for a business trip?

Make sure to always include written permission of the supervisor and a SAP number (not necessary for PI's). Be advised that your personal travel insurance does not cover business travels. Employees going on business trips can make use of the University's **collective travel insurance scheme** (also the link to the Chubb Travel Smart app).

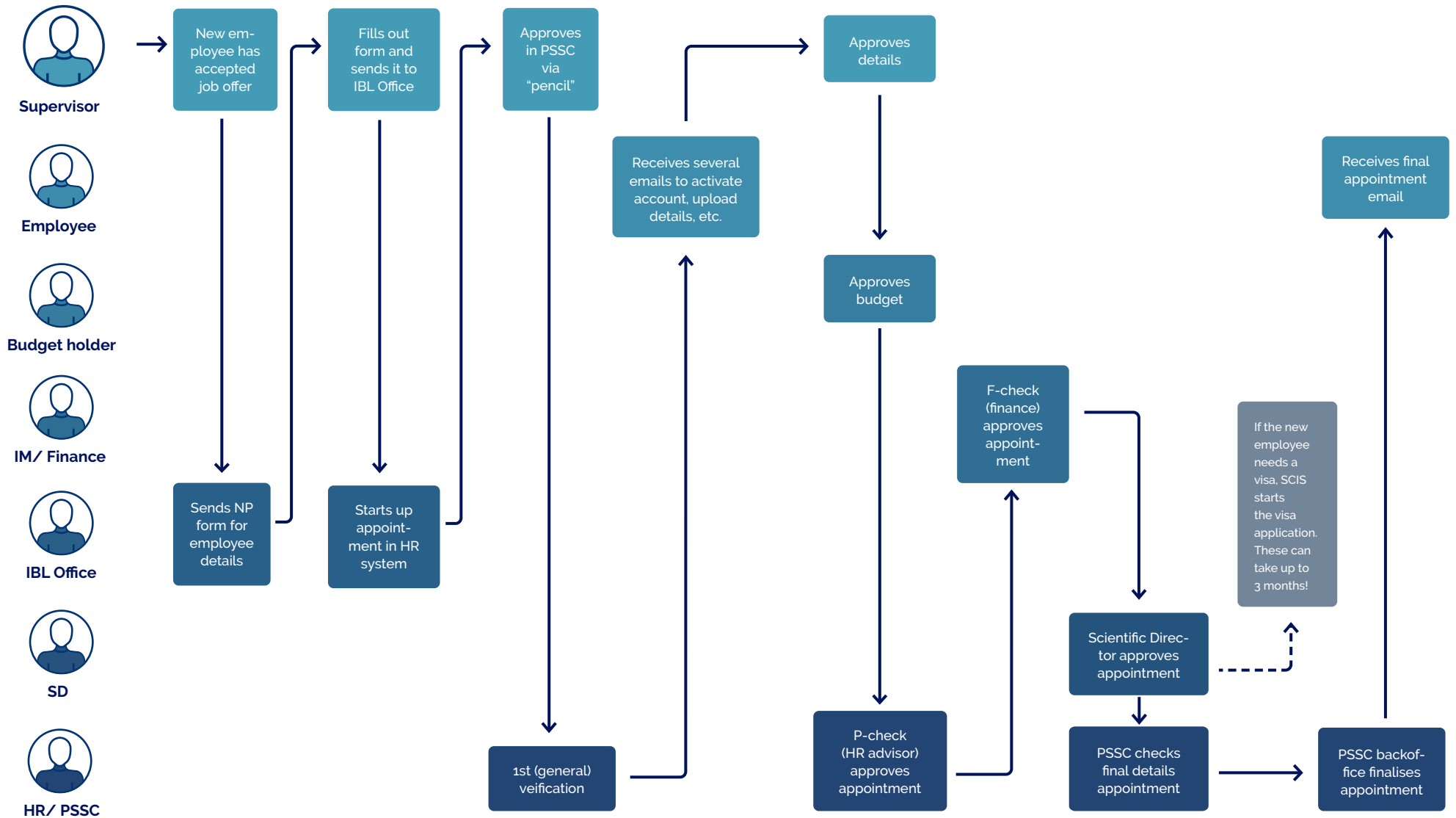


How do I – Post a vacancy on the University website?



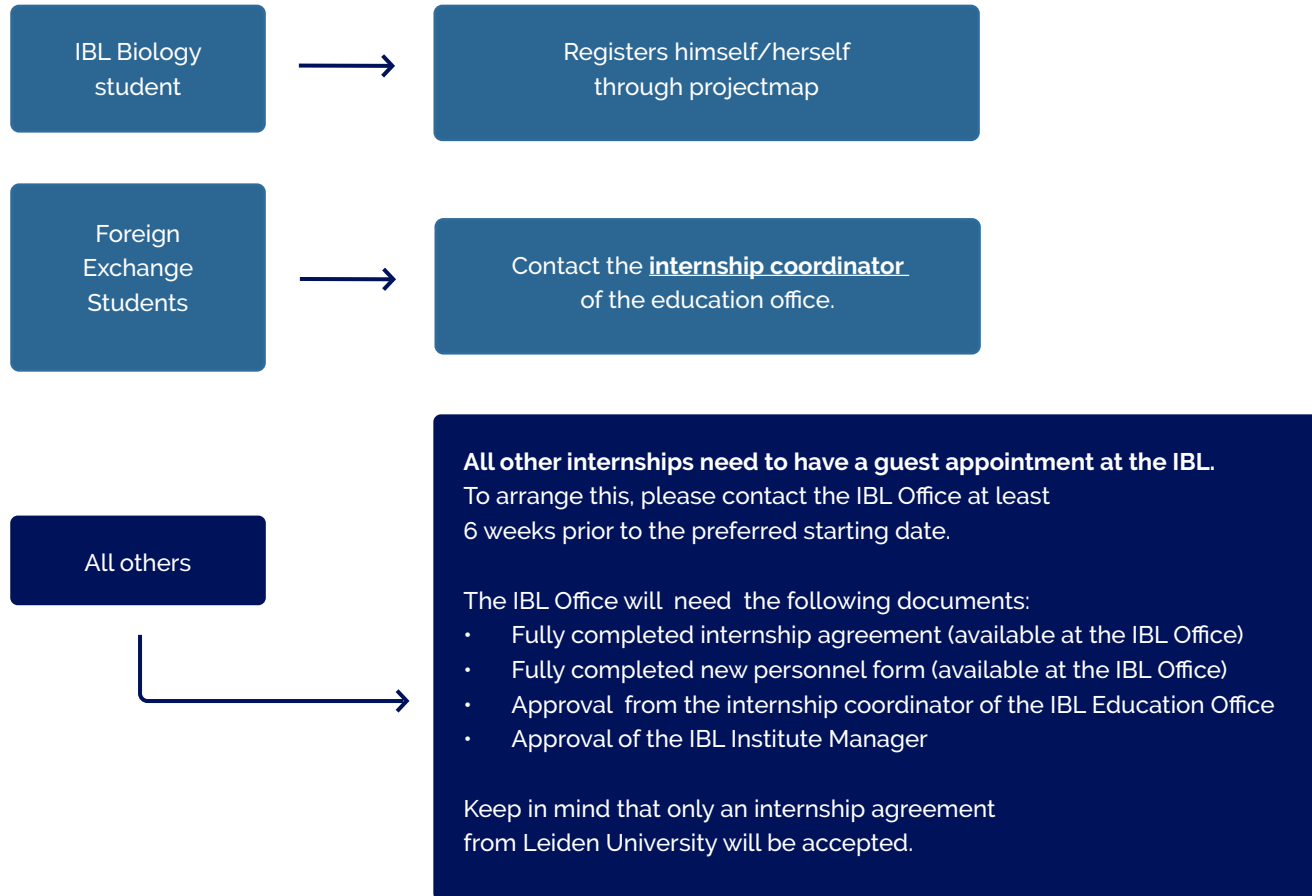


How do I – Process a new employee administratively (PSSC system)?





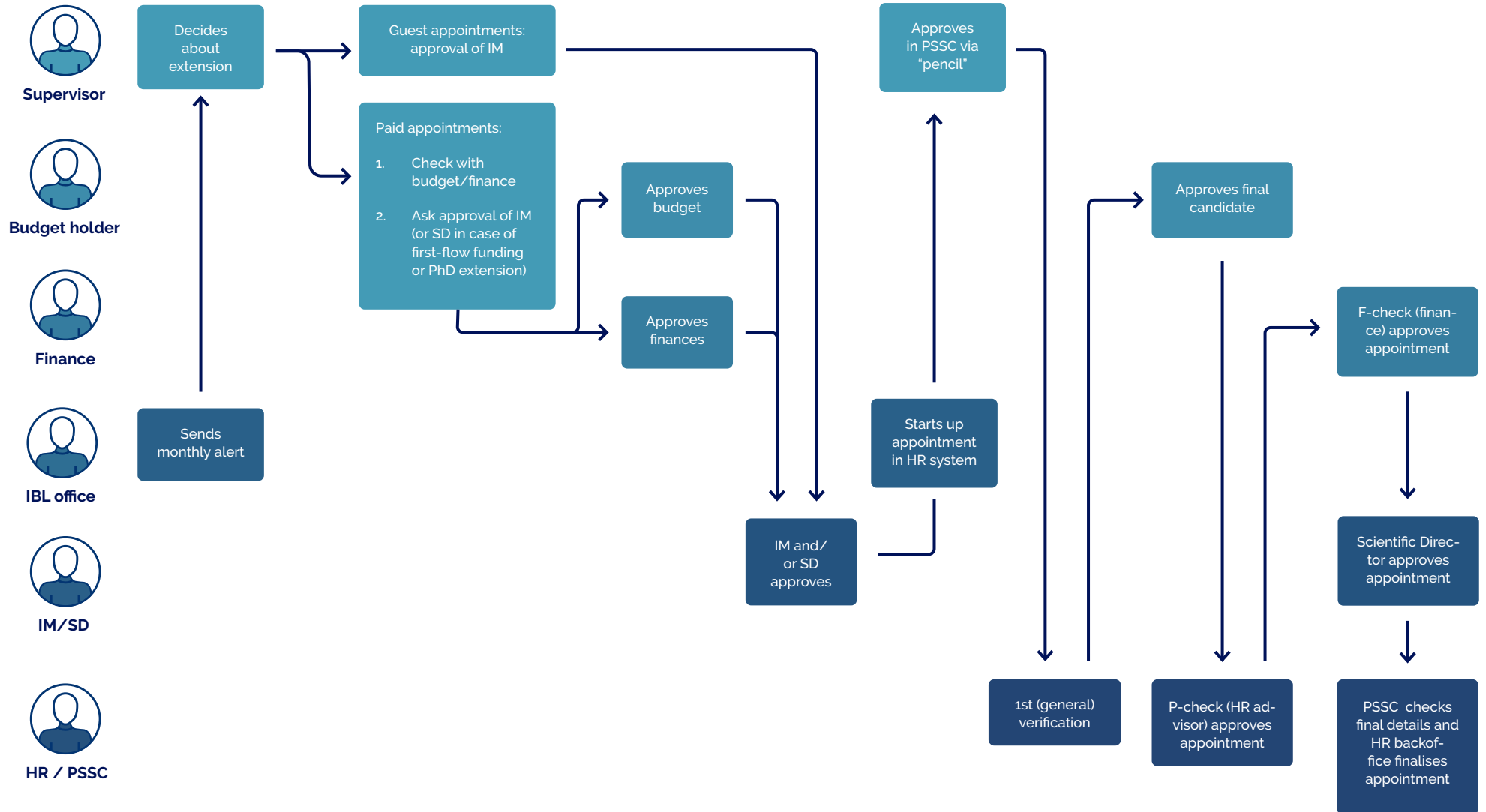
How do I – Register an internship?





How do I – Process a change/extension in appointments?

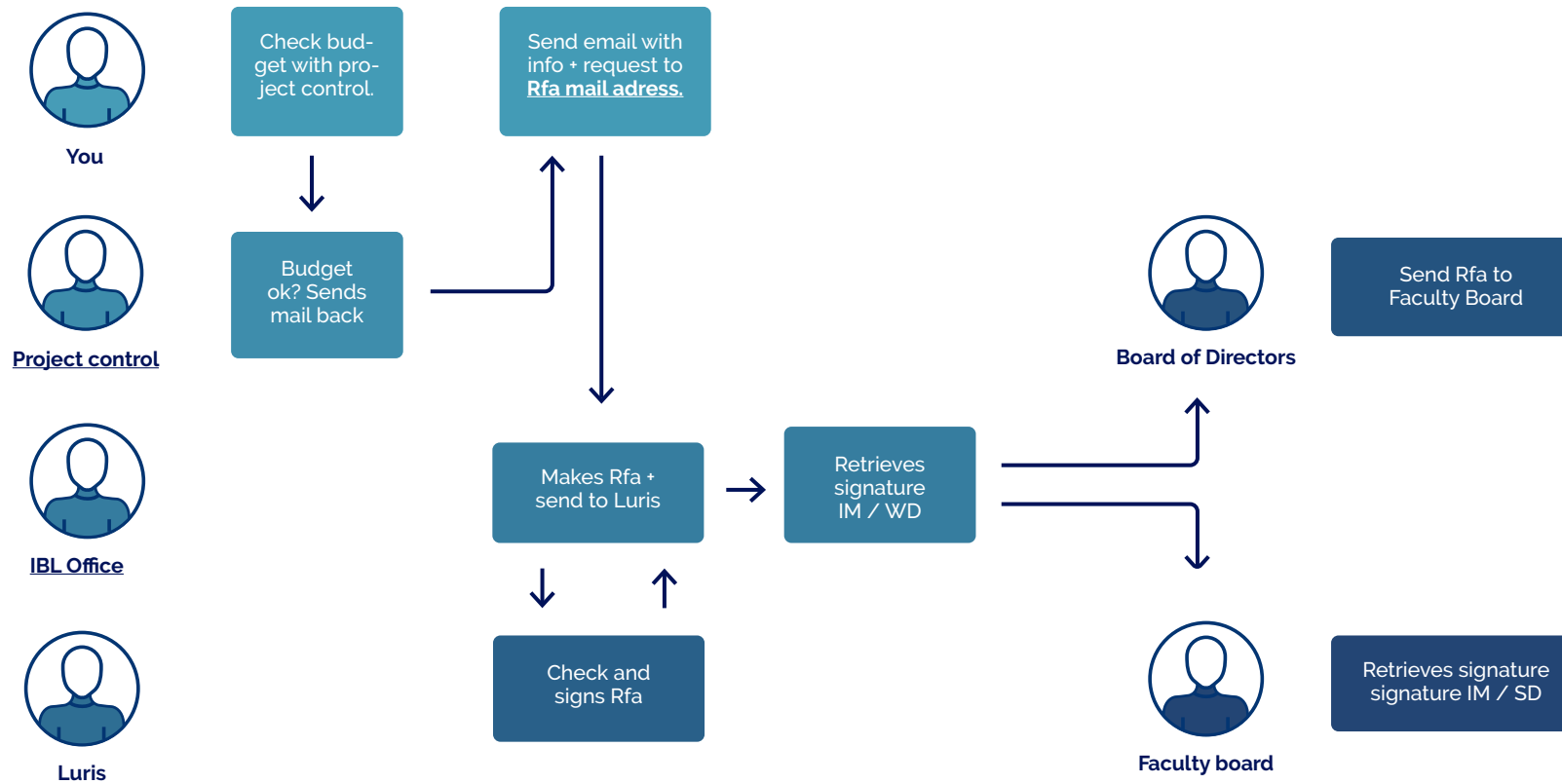
If it concerns a regular 3 year extension for a PhD candidate that has successfully finished their first year, an email from the supervisor to the IBL Office will suffice. For extensions of PhD's that go beyond their 4 year appointment, a new time schedule has to be approved by the SD beforehand.



Obtain a Request for Approval (Rfa)

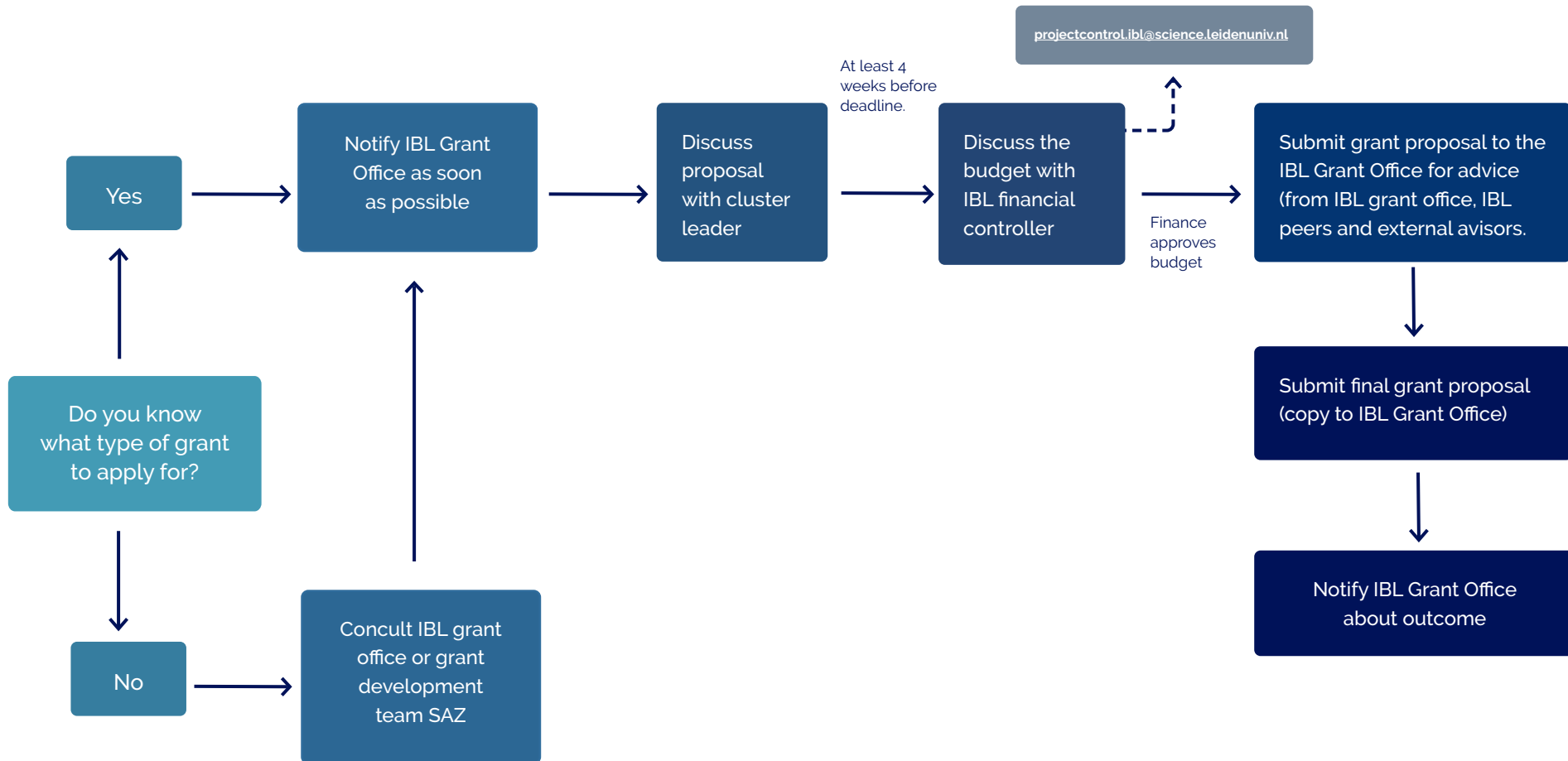
Why do I need a Rfa?

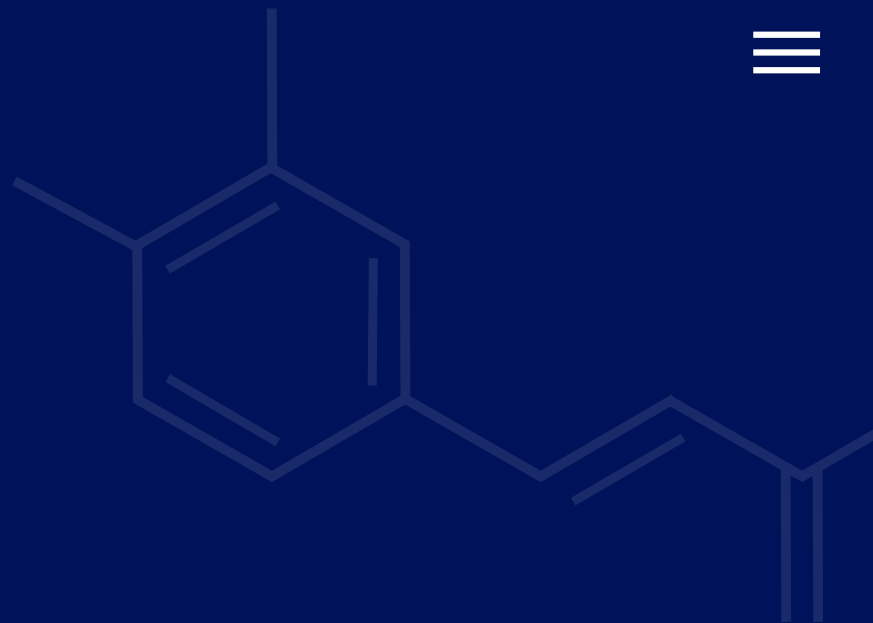
Rfa is an internal Leiden University form intended to facilitate the execution of agreements with third parties, such as grant and host institution letters. It explains to the university officer signing on behalf of the university what the contract is about and that it is desirable that the agreement will be executed by the university.





I have a research idea and want to apply for funding... Now what?





**Institute
of Biology
Leiden**

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