

PSY Fob Access Request Form

This form is used to request fob access to Psychology (PSY) space. Please consult with your supervisor/manager to ensure that you are requesting the appropriate access.

You should only have one fob. If PSY is your home department, use this form to request both a fob and PSY access. If your home department is not PSY, request your fob from your home department first and then use this form to request PSY access, noting your existing fob number. Psychology can authorize access to the exterior doors for Ramsay Wright, Centre for Biological Timing and Cognition, the fMRI Facility and Sidney Smith. Fob access to Psychology labs will also be granted through this form.

You must undergo the appropriate training before you are granted access to the fMRI facility or animal rooms. Access to animal rooms is not granted by Psychology, but please note if animal room access is required so that we can forward your request.

In general, the expiry date of your fob will be tied to your contract end date (if you are an employee), expected graduation date (if you are a graduate student) or project end date (if you are undergraduate student).

Volunteers and undergraduates (e.g. Work Study students, ROP students, PSY 405/406 students) will not be granted building access, but may be granted access to specific labs. If you require an exemption to this policy, please provide a justification in the comments section.

PLEASE SUBMIT COMPLETED FORMS TO PSY.FOBS@UTORONTO.CA

Personal Information

Last Name	
First Name	
Email Address	
Supervisor/Manager	
Employee Type	<input type="checkbox"/> PSY Faculty Member, StG Campus <input type="checkbox"/> PSY Faculty Member, UTM <input type="checkbox"/> PSY Faculty Member, UTSC <input type="checkbox"/> PSY Faculty Member, Status Only or Cross-Appointed <input type="checkbox"/> Undergraduate Student (Work Study, ROP, PSY 405/406 students) <input type="checkbox"/> Graduate Student <input type="checkbox"/> Sessional Lecturer <input type="checkbox"/> Casual Employee (ie you are paid an hourly rate and complete timesheets) <input type="checkbox"/> Appointed Employee (ie you are paid an annual salary and do not complete timesheets) <input type="checkbox"/> Postdoctoral Fellow <input type="checkbox"/> Research Associate <input type="checkbox"/> Other, please specify:
Personnel Number or Student Number	
Fob Number (if you already have a fob)	

Access Requested

Sidney Smith Hall, 100 St. George Street
<input type="checkbox"/> Building Access <input type="checkbox"/> Undergraduate Classroom, rm 560 <input type="checkbox"/> Graduate Classroom, rm 560A <input type="checkbox"/> Barnett Lab, rm 544 and 630 <input type="checkbox"/> Cheung Lab, rm 600K <input type="checkbox"/> Cunningham Lab, rm 64 <input type="checkbox"/> Neel Lab, rm 513 <input type="checkbox"/> Schlichting Lab, rms 604, 612 <input type="checkbox"/> Social Psychology Space, rm 121 <input type="checkbox"/> Sommerville Lab, rms 556, 557 and 600 <input type="checkbox"/> Undergrad Teaching Lab, rm 514A <input type="checkbox"/> 6 th floor Office Suite, room 6018



Ramsay Wright Laboratories, 25 Harbord Street

- ☐ Building Access
- ☐ RW Kitchen/Meeting Room, rm 313B
- ☐ Access to Animal Facilities – please indicate if this is required, but access and training is arranged by BSF
- ☐ Teaching Lab, rm 307
- ☐ Lab, rm 308
- ☐ Histology Lab, rm 310
- ☐ Corbit Lab, rm 313
- ☐ Kim Lab, rm 312
- ☐ Ralph Lab, rm 309
- ☐ Takehara Lab, rm 311

Centre for Biological Timing and Cognition (CBTC), 325 Huron Street

- ☐ Building Access
- ☐ Access to 2nd floor rooms (no animal room access)
- ☐ Access to 3rd floor rooms (no animal room access)
- ☐ Access to Animal Rooms – please indicate if this is required, but access and training is arranged by BSF
- ☐ fMRI Facility (general access, Level I training required)
- ☐ fMRI Facility (general access and control room access; Level II training required)
- ☐ Ferber Lab, suite 158
- ☐ Mack Lab, suite 150
- ☐ Meeting Rooms, rm 152, 154, 157

Other Access

Please specify building and room number(s):

Other Comments

Authorizations

The fob holder will accept responsibility for ensuring the return of the fob in the event that it is no longer required, or upon request from the Department. Misplaced or lost access credentials must be reported to campus police immediately by calling (416) 978-2323. By signing below, the fob holder agrees to these conditions.

Expiry Date*	
Requester Signature	
Supervisor/Manager Signature	
Departmental Signature	

* Supervisors/Managers, **please specify the expiry date**. If no date is specified, the expiry date will default to:

- Graduate Students: August 31 of their 4th year
- Undergraduate Students: August 31 of the current academic year
- Employees with term contracts: the last date of their contract
- PDFs, Research Associates: the last date of their contract
- Continuing employees: no expiry date

Please provide 2 weeks' notice if fob access needs to be extended.