

Information for New KBS Graduate Students

Welcome to KBS! This document contains information that we hope will be useful to new grad students at KBS. This is not an exhaustive compilation of all the information that one might want when they first arrive. So if you have questions, feel free to ask any KBS grad students or personnel, or to reach out to members of the KBS Culture and Inclusion Committee!

I. LOGISTICS

How to become a KBS Resident:

Anyone who has a KBS faculty member as an advisor is a KBS Resident graduate student. Campus-based graduate students can request to become a Visiting Graduate Students at KBS by submitting a letter of application and CV to the [KBS Director](#), along with a letter of support from their campus advisor and KBS host faculty.

Once you achieve this status, you will get:

- Desk space in 1 of the 2 shared grad offices (email facility-operations@kbs.msu.edu if you don't get an assignment)
- Door key codes (email facility-operations@kbs.msu.edu with locations you will need access to). Stack Building doors get unlocked weekdays ~9am -5pm but key code will open them at any time (note that currently only working keypads are 1st floor loading dock and 3rd floor facing Manor House).
- Access to KBS computers; Stefan Ozminski or Daniel Gorentz (helpdesk@kbs.msu.edu) can assist you with accessing or using KBS computer services

Parking

Parking permits for both temporary and permanent KBS grads can be [requested here](#) and obtained from the main office (Academic Building Room 332) at no charge. Permits are not frequently (never?) checked, but make it so you can be notified if there is a vehicle concern.

Security

KBS has several security guards who rotate patrolling KBS property after 5pm. They will be in an MSU van and usually carry a spotlight. If you encounter a security guard, they may ask for your name and affiliation with KBS. If you have a security concern, call 269-217-5948.

II. LIVING AT KBS

Housing

Many KBS grad students spend their first year in East Lansing before moving down to KBS, but some students start at KBS right away and others spend multiple years in East Lansing.

If you are living in East Lansing during the year but need temporary housing at KBS in the summer, there are some nearby short-term houses (Bergner House, Hayes house) and one-room efficiency [apartments](#), both of which you can request with the [KBS Housing Reservation Form](#). You can also try to live with a grad student who already lives in one of the KBS houses (see below) by emailing the grad student listserv: grad.students@kbs.msu.edu.

If moving to KBS permanently, you can rent one of the KBS-owned houses/apartments or independently find housing, with most options found in one of the nearby small cities - Kalamazoo or Battle Creek. Currently, the majority of grad students rent from KBS. Depending on the size of your cohort, KBS housing may be limited. To have the best chance of getting a place, contact Brad Osborn (osbornb6@msu.edu) and fill out the [Long Term Housing Reservation Form](#) as soon as you have a tentative move-in date to get on the long-term housing wait list.

Grad students living in KBS houses (i.e. not apartments, such as those at the Farm House or in the Bird Sanctuary) are responsible for paying utilities and for trash removal (many students bring their trash and recycling to physical plant rather than paying for curbside). You can live with non-KBS people in KBS housing (e.g. a partner). Rent is typically between 500 (shared apartment) and 800 (larger single-family house). Propane heating is significantly more expensive than natural gas. Pets are allowed in many of the houses but not all of the apartments. Note that the Bird Sanctuary apartments do not have individual addresses (which can create issues for non-citizens' visa paperwork) and residents often get mail delivered to the main KBS building. Brad can tell you about the options and give you the necessary information. He can also help arrange tours of available units.

Transportation

There is no public transportation around KBS. The majority of KBS grad students have a personal vehicle. Some students/techs here for just the summer have made do with a bike.

KBS - MSU Campus Carpooling

If traveling to the East Lansing campus to take or teach a class, you may be able to sign out a university vehicle, which means you can park in university vehicle spaces on main campus; however, an account number to charge to is needed and this could come from your advisor or from the KBS director if there are funds that year (email KBSDirector@kbs.msu.edu). There will often be other faculty and students that need to go to campus, so ask around to organize carpooling. Andy Fogiel (fogielan@kbs.msu.edu) is in charge of vehicles and each year there is a vehicle sign out Google Sheet that you will use, found in [this folder](#).

If you need something delivered or picked up from main campus, Andy makes weekly campus runs, taking anything left on the campus run table, to the left as you enter the mailroom (Academic 325). Also on this table are campus run request slips which you should fill out when you drop something off. You can also make special arrangements for things that need special handling by emailing kbs.facilities@msu.edu. If you are on campus and need something sent to KBS, email kbs.facilities@msu.edu to arrange pickup by Andy from wherever you are on campus.

Food and Shopping

Groceries: Most people do their food shopping at Meijer in Kalamazoo (19 min from KBS, also has household items), Harding's Market in Richland (12 min, close but more expensive), ALDI in

Kalamazoo or Battle Creek (22 min, budget-friendly but more limited selection), or Horrocks Farm Market in Battle Creek (24 min, great for produce, bulk goods, and other local products). The [Kalamazoo Farmers market](#) is every Sat. 7am - 2pm from May through October and has tons of fresh produce, particularly in summer. [Green Box](#) is another way to get local food products with weekly pickup in Battle Creek or Kalamazoo.

Restaurants around KBS:

-[NEDs](#): a local sandwich/burger/pizza restaurant. Dine in, takeout, and catering available. 15450 S M 43 Hwy, Hickory Corners (269-671-5700 or online ordering). 2.8 mi from KBS.

-[Gull Lake Market](#): Indian buffet takeout located inside a liquor store with a rotating list of daily specials. Takeout and catering available. 15476 M-43, Hickory Corners (269-761-0093). 3 mi from KBS.

-[Chicken House](#): Fried chicken sandwiches, ice cream, and shakes. Have to order at the counter (no phone), outdoor dine-in or takeout. 12443 East D Avenue, Richland. 3.3 mi from KBS.

-[South Kitchen](#): Up-scale southern food. Dine in (accept reservations) and take out available. 12454 E. D Ave, Richland, Michigan 49083. (269-203-7372). 3.3 mi from KBS.

-[The Dock at Bayview](#): Typical bar/pub food with live music on Fridays and Saturdays. Dine in and takeout available (269-731-4911). 3.4 mi from KBS.

-[Kitchen House](#): American/Italian, locally-focused. Dine in (accept reservations). 9975 M-89, Richland Plaza, Richland, MI. (269-629-0221). 5.8 mi from KBS.

-[The Local](#): Large menu of soup, salad, sandwiches, pizza, burgers and pasta. Nightly food and drink specials. 9805 E, M-89, Richland, MI 49083. Dine-in, takeout, and delivery (269-629-5832 or online ordering). 6 mi from KBS.

-[Pure Mex Mexican Cuisine](#): Large Mexican food menu. 8880 N 32nd St, Richland, MI 49083, Dine-in, takeout, and catering available (269-203-7270). 6.5 mi from KBS.

-[U.P. North Sandwich and Pasty Co.](#): Sandwiches, pasties, salads. Dine-in, takeout, delivery, and catering available. 8140 N 32nd St, Richland, MI 49083 (269- 629-9902). 7.2 mi from KBS.

*Note that Kalamazoo and Battle Creek have a much larger selection of restaurants. Local restaurants have limited options for accommodating dietary restrictions. Gull Lake Market generally has 1 vegan entree and 1 vegetarian entree at their buffet. The Local notes several vegan/vegetarian and gluten-free options on their menu.

General (non-grocery) shopping: There are shopping plazas along S Westnedge Ave in Portage (e.g. The Crossroads, Southland Mall) and on Beckley Rd in Battle Creek (e.g. Lakeview Square Mall, Minges Creek Plaza). There are also stores in downtown Kalamazoo (S Kalamazoo Mall) and downtown Battle Creek (Michigan Ave).

Recreation

Fitness: The KBS Fitness Center is located at 9693 North 40th Street. It has officially reopened as of Fall 2022, with users paying \$10/month. Sign up at the Conference Center service desk (in McCrary Dining Hall). Once you sign up and pay, your key code will be enabled to open the facility. The building is air conditioned and equipped with wireless connectivity, parking,

restrooms that include showers, changing areas, and lockers (which accept padlocks but shouldn't be padlocked in the long term). Equipment includes treadmills, stepper machines, recumbent bike, free weights, a weight resistance machine and Pilates balls. There is cable TV service and a video player with an inventory of exercise program tapes.

[Sherman Lake YMCA](#) in Augusta (14m from KBS) has a gym, pool, climbing wall, tennis courts, basketball court, and group fitness classes. You can become a member (starts at \$62/month but discounted based on income) or pay for a day pass (\$10).

Water activities: Canoes and kayaks are available to graduate students for recreational purposes on Gull lake. Canoes and kayaks available to use are next to the boat house, directly down the stairs from the Manor House. Paddles and life jackets can be checked out free of charge from the Conference Center's main desk or by arranging to get the keys with Jim Allen (allenj77@msu.edu). You may be asked to fill out a waiver prior to use. There is also a marked swimming area in Gull Lake right off [Windmill Island](#) open to KBS affiliates. There are great fishing opportunities (bass, panfish, pike, etc) in many of the local ponds, lakes, and streams (e.g. Gull Lake, Duck Lake, Kalamazoo River).

Hiking: There are abundant hiking opportunities in the area ([KBS area trail map](#)). The closest are the North Country Trail and Kellogg Experimental Forest. Anywhere marked with a KBS sign is open to the KBS community as long as you stay on paths, not treading on experiments. Other great places for hiking and other outdoor recreation are [Fort Custer](#) (~15m drive, also has good mountain biking) and [Pierce Cedar Creek](#) (21m drive).

Kellogg Bird Sanctuary: As a grad student, you and your immediate family have free admission to the bird sanctuary. You can go through the main entrance and let them know you're a grad student at the main desk or go through one of the perimeter gates (~3321 E Gull Lake Dr at Forney field and end of Farm Ln past Fitness Center), which are currently unlocked but the Forney field gate will soon be getting a physical key lock. You can also request access to the keypad gate locks (behind physical plant and across from Gull Lake Ministries) by emailing kbs.facilities@msu.edu. In October there is a reciprocal membership program, giving you free admission to 5 other nearby attractions.

Regular group activities open to all: pickup soccer when the weather is nice (kbs-soccer@googlegroups.com), game night Tues. at 7:30 at One Well Brewery, occasional trivia night Wed. at 7 at the Dock, soup for lunch Tues at noon in McCrary Nov- Mar, and Fri. happy hour at the Dock.

Healthcare

If you are a TA or RA, you will be automatically enrolled in the MSU Graduate Assistant Health Plan ([2022 member guide](#)). If you are on fellowship, you can either enroll yourself (note [enrollment deadlines](#)) in the MSU Student Health Plan ([2022 member guide](#)) or use an independent plan. For both MSU plans, if you see an in-network provider located >45 miles from Olin Health Center in East Lansing, then you will receive health care benefits and don't need a

referral from Olin. You can also self-enroll in MSU [dental](#) and/or [vision](#) plans as either a student on fellowship or employee on TA/RA. Bronson and Borgess healthcare groups own the majority of medical clinics in the area and both have primary care physicians in Richland in-network with MSU health insurance. The closest emergency rooms are Ascension Borgess Hospital on Gull Rd in Kalamazoo, Bronson Methodist Hospital on John St in Kalamazoo, and Bronson Battle Creek Hospital on North Ave.

General Tips

Winter readiness: If coming from a warmer climate, it is good to invest in lined waterproof boots, a thick hat, mittens (or gloves, but mittens are warmer), and a thick coat. For driving in snow, make sure your car has low temperature wiper fluid, check your tire treads, stock your car with an ice scraper and snow shovel (in case you get stuck), and get a car wash at the end of winter to remove road salt and prevent rust.

III. ACADEMICS AT KBS

Grants and Fellowships

There are a variety of different [funding opportunities](#) for graduate students (resident and visiting) provided by KBS. Funding opportunities can also be found with individual departments/units: [PLB](#), [IBIO](#), [PSM](#), [Grad School](#), [EEB](#).

KBS Graduate Fellowships & Awards: KBS uses a single application for its grad student fellowships and awards, which includes funding for research supplies, minor equipment, travel, housing, conference fees, or tuition. Highest priority is for resident grads and requests received prior to April 1. Depending on the content of your application, funds will be drawn from various specific endowed funds, but you don't need to worry too much about this. These are:

- G.H. Lauff Scholarships: tuition (\$250 to \$1,000), beginning grad student research (\$1,000 to \$1,500), general research (\$500 maximum)
- T. Wayne and Kathryn Porter Graduate Fellowship: research, preference for invertebrate studies (\$500 to \$1,000)
- KBS Graduate Student Research Fellowship: research, preference for aquatic or bird studies
- Visiting Graduate Student Fellowships: Housing, tuition, and/or research expenses (\$1,000 to \$3,000) for graduate students wishing to enroll in summer field courses and/or pursue research at KBS, recipients are required to enroll in at least 1 credit at KBS
- Patricia A. Werner Scholarship for Ecological Field Studies: supports students wishing to enroll in field-based ecology courses at KBS

Matching funds: KBS will often match funds (with help from your PI if funds available) for an Outstanding Scholar Fellowship or Dissertation Completion Fellowship.

Outreach Fellowships: Generally 2 one-semester and 1 academic-year (plus ½ of summer) Science Education and Outreach Fellowships offered per year. Fellows work to coordinate professional development for K-12 teachers, lead field trips, visit K-12 classrooms and create lesson plans to help explain their research to new audiences. There are also occasionally

project-based outreach fellowships, such as the Summer 2023 BioBlitz fellowship. Fellowships in 2022-2023 were \$14,000 per semester (students pay tuition and healthcare from this amount).

Academic Programs Fellowships: Generally 1 spring and 2 summer fellowships available. Fellows assist with development, coordination, and leading of the KBS summer programs for undergraduate students. Fellowships in 2022-2023 were \$14,000 per semester (students pay tuition and healthcare from this amount).

KBS Committees

Graduate students can serve on several committees at KBS and most students serve on at least 1 committee. Yearly emails are sent out announcing committee member needs and committee spots are generally given on a first-come first-served basis and not contested. If no one volunteers, the director may appoint students to committees. Committees that can include grad students and their descriptions are as follows:

- Culture & Inclusion Committee: Promote diversity, equity, and inclusion across KBS.
- Graduate Affairs Committee: Organize grad recruitment weekend.
- Honors & Awards Committee: Nominate KBS people for internal and external awards.
- Housing Committee: Voice grad student concerns related to housing and report back.
- Outreach Committee: Discuss current and future outreach activities involving KBS and report back and garner support for outreach activities.
- Seminar Committee: Organize KBS invited speaker seminars and brown bag seminars, including scheduling and setup.
- Space Committee: Coordinate space for everyone at KBS, including offices, labs, new buildings, and expansions or reorganizations of pre-existing buildings.
- Faculty Meeting Representative: Voice grad student concerns and report back on faculty decisions pertinent to grad students.
- Search Committees for new faculty hires will also include a grad student representative

Research Supplies

KBS has a stockroom containing commonly used supplies (e.g. measuring tapes, quadrats, field guides, etc.), especially for Summer Session courses. Equipment can be checked out by going to the stockroom (Academic Room 140) during the appointed weekday hours, which are posted on the stockroom door. Ask about specific equipment you're interested in using by emailing stockroom@kbs.msu.edu. KBS also has [common use facilities](#), including greenhouses, growth chambers, and a molecular lab.

Printing

There is a printing room at KBS on the 2nd floor (room 225). You can print black and white (printer: Raven) from any computer set up on the network, including personal laptops. You can print color by creating a KNET account and logging in from one of the printing room computers (printer: Actias Luna). You can also print a poster for free in the printing room. See the [help desk chronicles](#) for printer setup (and other IT topics), or IT (Daniel/Oz) can help with printing setup and issues.

Reserving KBS rooms

You can use your MSU Outlook email client to reserve rooms at KBS. To do so, go to <https://outlook.office.com/calendar/> and create a “New event”. Once you have set the time and date, you can “Search for a room or location” and input options such as 327, 309, or the Terrace Room, etc. in order to reserve the various Zoom-capable meeting rooms around KBS.

Brown Bag Seminars

KBS Brown Bag Seminars are a more informal seminar with highest priority given to resident KBS grad students but may also be given by post docs, faculty, staff, and visiting researchers. They are used for disseminating your research through the KBS community to get feedback on experimental design, data analysis, project ideas, or presentation skills. Seminars time and location may change from year to year, but will be Mondays at noon starting Spring 2023. You can sign up to give a brown bag seminar when the schedule is being formed at the beginning of the year.

RCR

[Responsible Conduct of Research](#) training hours are required to graduate. There are 4 Year 1 [CITI modules](#) plus 3 add-on modules of your choice in Year 2 that are required and are automatically tracked in the online portal. In addition, grad students must complete 3 discussion-based hours per year (6 hours before comprehensive exam required if starting Fall 2020 or later). In PLB, you input these yourself on the [Student Information System](#) >> Academic Progress >> RCR Discussion Form. In IBIO, you input these in the Research Training Tracking System. Note that there is little oversight for RCR training and hours will probably only be checked upon graduation.

V. MISCELLANEOUS INFO

Communication

KBS Email lists

Everyone currently at KBS: KBS.ActiveEmployees@kbs.msu.edu

Everyone currently at KBS, alumni, and community members: news-l@kbs.msu.edu

Grads: grad.students@kbs.msu.edu

Postdocs: KBS.DL.KBLpostdocs@msu.edu

Faculty: faculty@kbs.msu.edu

Staff: KBS.ResearchTechniciansAndStaff@kbs.msu.edu

IT help desk: helpdesk@kbs.msu.edu

Admin office: KBS.AdminTeam@kbs.msu.edu

Phone numbers

After-hours security: 269-217-5948

24-hr emergency maintenance: 269-207-4787

[Grad, tech, postdoc Whatsapp group](#)

This is the primary means of asking quick questions and discussing social activities. To join the group, an admin has to add you. Current admins are: Robin Waterman, Alice Puchalsky, Corinn Rutkoski, Meaghan Clark, and Nameer Baker.