

Graduate Student Administrative Handbook

Cell, Molecular, Developmental Biology and
Biophysics Graduate Program

**The Johns Hopkins University
Baltimore, MD**

This handbook is subject to change and
corrections.

September 2014

AUDIOVISUAL EQUIPMENT

LCD projectors are located in all classrooms in Mudd Hall. For additional audiovisual support, please see the Administrative Secretary, in the Biology Department Office, Mudd Rm 144. All equipment must be signed out and returned the same day, unless other arrangements have been made. Equipment items available are portable LCDs, MAC and PC laptops, video recorder, portable screen and laser pointers. Additional equipment is available at a charge from the Homewood Audio Visual Services.

To request additional AV support from Audio Visual Services, please visit their website, <http://www.it.johnshopkins.edu/services/technical/customerservices/avrequests.html> and complete an AV Request form: <http://www.it.johnshopkins.edu/services/technical/customerservices/avrequestformlink.html>. or contact AV Services at ext. 6-8303 or by e-mailing av@jhu.edu.

ANALYTICAL ULTRACENTRIFUGATION FACILITY

Characterization and understanding of complex macromolecular assemblies under near physiological hydrated conditions has become of paramount importance in biological research. Analytical ultracentrifugation comprises a group of methods capable of providing such information. An analytical ultracentrifuge can directly measure the sedimentation coefficient, s , the diffusion coefficient, D , and the molecular mass, M , of macromolecules in the size range of several thousand to tens of millions of daltons. In combination with appropriate analysis software, it can be used to evaluate sample purity, detect and characterize conformational changes, examine subunit stoichiometry and assembly mechanisms and measure equilibrium constants and other thermodynamic parameters of associating systems.

The department has a Beckman XL-I Analytical Ultracentrifuge equipped with a dual optical system. The absorbance optical system uses a high intensity xenon flash source and has a wavelength range of 190-800 nm. The Rayleigh interference optical system uses a pulsed diode laser source at a wavelength of 675 nm. Together these allow detection and study of a large variety of biological macromolecules. The titanium rotor allows sedimentation experiments to force up to 250,000 g at 60,000 rpm.

The Analytical Ultracentrifugation Facility is a multi-user shared instrument facility available to the members to the Hopkins community. There is a core set of users from the Biology and Biophysics Departments who have priority access to the instrument; however, it is available to all members of the Hopkins community on a time available basis. The facility is open daily, located in the laboratory of Dr. Moudrianakis, in Mudd 138.

BUILDING/FACILITIES MAINTENANCE

Any building or equipment problems should be reported first to our Facilities Manager, Dave Kosko, on ext. 6-7327 or bioshop@jhu.edu. In the absence of the Facilities Manager, contact the Administrative Secretary, Barb Birsit, in the Administrative Offices of Mudd Hall, Room 144 at ext. 6-7330 or bbirsit@jhu.edu.

COMPUTER SUPPORT SERVICES

The office of Computer Support Services offers service and support to all members of the Biology Department. CSS also maintains the Department's website, FTP server, and mail server and provides support for network problems within Mudd Hall.

Support is provided for PC and Macintosh personal computers. Contact Computer Support Services, on ext. 6-4638, bio-help@jhu.edu or Mudd 121 for assistance.

CONFERENCE/LECTURE ROOMS

Several meeting/lecture rooms are available and reservations may be made through the Administrative Secretary, in Mudd 144 by calling **ext. 6-7330** or e-mailing bbirsit@jhu.edu. The following list indicates the room location and the seating capacity of each room:

Mudd Hall

Room 100	Stadium seating	seats 106
Room 120	Conference table	seats 20
Room 128	Conference table	seats 15
Room 23	Conference table	seats 35
Room 26*	Stadium seating	seats 320 (Auditorium)

Macaulay Hall

Room 101**	Single desks	seats 30
------------	--------------	----------

*must be reserved through the Registrar's Scheduling Office - ASEN Scheduling ASENScheduling@jhu.edu (M-F, ext. 6-8086, Sat.-Sun reservations ext. 6-4639, Summer reservations ext. 6-3962)

**reserved through the Registrar's Office before 12 noon, reserved by the Biology department after 12 noon.

DEPARTMENTAL ADMINISTRATION OFFICE

The Department of Biology Administration Office is located in Mudd Rm 144, **ext. 6-7330**.

Hours: 8:00 AM - 5:00 PM, Monday through Friday.

The financial staff is located on the 2nd floor of Macaulay Hall.

DIRECT DEPOSIT ENROLLMENT

Employee Self Service (ESS) brings the Johns Hopkins HR/payroll system to your desktop.

With ESS you can:

- Update your permanent address
- Update your emergency contact information
- View your personal data and work addresses
- Update your direct deposit information
- Make changes to your tax withholding information
- View your pay statements

Contact HR Shared Services with any questions: **443-997-5828**

To access ESS online, go to <http://ess.johnshopkins.edu>. Use your JHED ID and password to login. On the Overview page, there are four Icons, "Personal Information," "Time Information," "Payroll Information," and "Benefits Information."

Choose "Payroll Information" to set up Direct Deposit. Follow the prompts, and have your bank account information on hand to complete the Direct Deposit set up

DRY ICE

Dry ice is available in Mudd Hall in the lower level of the Levi stairwell and also on the 2nd floor outside the Biology East elevator. All Mudd labs have a key to these facilities.

EFFORT REPORTING

Federal and state agencies, private foundations, organizations, and industry sponsors provide significant funding to enable the Johns Hopkins University to conduct research, public service, and training projects. The University's Effort Reporting System (ERS) provides the principal means for certifying that the salaries and wages charged to or contributed to sponsored projects are reasonable and consistent with the portion of total professional activity committed to the projects.

Effort is the proportion of time spent on any activity and expressed as a percentage of the total professional activity for which an individual is employed by JHU and is not reflected in hours. Total effort expended cannot be more than - or less than - 100%. The completed Effort report should reflect all activities conducted under the terms of employment by the University.

Login to the Effort Reporting System

<https://ers.jhu.edu/GenericERS/welcome.jsp?defaultModule=ers>

EQUIPMENT REPAIR SHOP

The Equipment Shop is located in Macaulay Hall 3A (basement). Please see Dave Kosko, Facilities Manager, regarding equipment repairs, ext. 6-7327, bioshop@jhu.edu.

EVENT SUPPLIES

There are easels, poster boards, tables and chairs available for members from the Department of Biology to borrow for use during Departmental events. To make a request to rent supplies, the requesting party may fill out a form provided online:

<http://www.bio.jhu.edu/AdministrationAndFacilities/Facilities/RequestToRentSupplies.pdf>
and email Building Manager, Dave Kosko or the Administrative Secretary, Barbara Birsit.

FELLOWSHIP APPLICATIONS

Please be advised of the following deadlines for applications for fellowships:

NIH deadlines

NRSA predoctoral Fellowship (F31) April 8, August 8, December 8
NRSA predoctoral Diversity Fellowship (F31) April 13, August 13, December 13

NSF –Nov 8, 2013 for Life Sciences

Please begin thinking about the process several months before a deadline. You should talk to your advisor or mentor about your intentions. If you decide to go forward with an application, you will be assigned a Research Service Analyst from the Biology Department who will help you with the electronic

portion of the process and to make sure your application includes the appropriate forms. Therefore you should expect to send your portion of the fellowship for review 2 weeks prior to the deadline to your assigned RSA. This will leave plenty of time for the 5 day window that Office of Research Administration requires for their review. If you have questions about this, please contact the Biology department.

FELLOWSHIPS

During the first year of study, graduate students receive a fellowship. Fellowships are designated by the University as not subject to withholding. However, you are responsible for reporting this income for taxes. The Academic Coordinator will advise you about quarterly filings. In the appendix you will find the dates for quarterly filings.

Frequently, questions are raised regarding the appropriate tax status for graduate students (degree candidates) engaged in teaching and research, i.e., whether an individual should be classified as a fellowship recipient or as a student-employee under the Internal Revenue Service guidelines. To answer these questions, the Office of the Controller, the General Counsel and KPMG Peat Marwick worked to develop the following guidelines. These guidelines can help administrators determine whether amounts paid to graduate students are classified as compensation for services performed paid to a student-employee or as fellowship payments (formerly called stipends) made to a fellowship recipient.

Proper classification of payments is significant as it directly affects the individual's income tax withholding and reporting. Generally, payments for compensation for services (salary/wages) are subject to federal and state income tax withholding and are reported on a W-2. For graduate students, compensation for services (salary/wages) is not generally subject to Social Security or Medicare tax (FICA). Generally, fellowship payments are not subject to tax withholding (federal, state or FICA), and the individual is responsible for making quarterly estimated federal and state income tax payments, if needed.

Guidelines for Fellowship Payments:

The primary purpose of the fellowship must be to further the education and training of the recipient in his or her individual capacity. Fellowships are paid to, or for the benefit of, an individual primarily to aid in the pursuit of study or research. To qualify as a fellowship, the payment must be a relatively disinterested "no strings attached" educational grant with no requirement on the recipient's part to perform substantial services.

Payments will qualify as a fellowship provided the University, as grantor, will obtain no benefit, or only incidental benefit, as a result of the fellowship. If the University will receive more than an incidental benefit, the payments are compensation for services performed which are subject to federal and state income tax withholding, and may be subject to FICA. For example:

- NIH training grants by definition are always classified as fellowship.
- Payments to teaching or research assistants are taxable compensation because the University receives a benefit. (This is the case for graduate students even if such teaching or research is required for all degree candidates.)
- If the payment is made in consideration of past, present or future services, it is taxable as compensation.
- If the payment represents payment for services which are subject to the direction or supervision of the University, it is taxable as compensation.

Fellowship payments made to graduate students are not subject to Social Security or Medicare tax (FICA). Fellowship payments made to graduate students have been taxable for income tax purposes since the Tax Reform Act of 1986; however, they are not subject to income tax withholding. Individuals receiving fellowship payments are responsible for making quarterly estimated federal and state income tax payments, if needed.

Fellowships and compensation for services paid to **non-resident aliens** are subject to special tax provisions under the Internal Revenue Code. The required tax withholding and reporting is determined by the University under separate guidelines. Proper classification of payments made to non-resident aliens is likewise significant to the individual's federal and state income tax withholding and reporting.

INCOME TAX INFORMATION

At Johns Hopkins University, graduate students are supported by sources classified as “fellowships” or “wages.” Some examples are listed below:

Fellowships:

- Training grants
- Individual NRSA fellowships
- External fellowships (NSF, Ford, Samsung, Merck, etc.)
- Departmental funds (usually first-year students only)

Wages:

- Research grants or contracts from the NIH or other organizations
- Departmental funds (second-year students and beyond)
- Teaching assistantships

Both “fellowships” and “wages” are subject to federal and state tax, but the University withholds funds only for “wages.” Graduate students receiving “fellowship” payments are responsible for making quarterly estimated federal and state income tax payments.

Fellowship payments (stipends) made to graduate students are not subject to Social Security or Medicare tax (FICA).

Funds provided to cover tuition and required fees and/or educational expenses are not-taxable for full-time students and need not be reported. This category includes student health insurance fees – a requirement of enrollment.

Graduate students may earn additional income from tutoring, from leading small group discussions, or other activities, including the one-time “bonus” provided to those earning external fellowships. This income is taxable according to the guidelines above.

For further information, or additional information for international students, please visit the Johns Hopkins Tax Office website:

<http://www.controller.jhu.edu/depts/tax/index.html>

Federal quarterly estimated income taxes

Visit www.irs.gov to obtain the instructions, worksheet and vouchers for FORM 1040-ES.

State quarterly estimated income taxes

Visit www.marylandtaxes.com to download the instructions, worksheets and vouchers for FORM 502D.

INCOME TAX QUARTLERY PAYMENT DATES FOR 2014-2015

You may pay all of your estimated tax in four equal amounts by the dates shown below:

1 st payment	April 15, 2014
2 nd payment	June 16, 2014

3 rd payment	September 15, 2014
4 th payment	January 15, 2015

INTEGRATED IMAGING CENTER

The Integrated Imaging Center (IIC), <http://www.jhu.edu/iic/> a Biology Department core facility located on the first floor of Dunning Hall, serves the diverse academic and research interests of the students and faculty. The Center comprises of both a light (LM) and an electron microscopy (EM) component, and is intended to provide the Hopkins research community convenient access to both conventional and advanced techniques in light and electron microscopy for the purpose of investigating cellular and subcellular structure and function.

The Center is currently housed in a 2000 sq. ft. suite of rooms and is readily available to interested University and non-University users. Additionally, our substantial computer resources are easily accessed by authorized users (campus wide and elsewhere) via Internet. The comprehensive optical resources of the IIC include multiple confocal, live cell epifluorescence/TIRF, TEMs, ESEM, and Typhoon work stations.

You may contact the center Director, Michael McCaffery at jmccaffery@jhu.edu or by phone at **ext. 6-3321** for more information.

KEYS

Mudd Hall keys can be obtained from the Facilities Manager, Dave Kosko, located at Macaulay 3A. A refundable deposit (currently \$5.00) is required for Mudd, Macaulay and Dunning Hall building entry keys, but not for lab keys.

LOST AND FOUND

If you've lost or found an item stop by the Administration Office (Mudd 144) to see if someone has turned in or reported something missing. It's also wise to check with the Security Department's Lost and Found service. They provide weekly updates of general descriptions of items recovered by or turned into the Security Department. They also provide a quick and easy method for you to report property that may be lost or missing. A valid university ID card or other photo ID is required to claim property. Found property is kept for 30 calendar days. After 30 days the found property is either donated or destroyed.

If you need to report property that is lost or missing, please complete a *Missing Property Form*.

Report all thefts to the **Security Department at 410-516-4600** or check the Lost and Found website:

http://www.jhu.edu/security/services_lostfound.html

If an item appears to be property you lost, call 410-516-5278 or stop by Campus Safety and Security at 3001 Remington Ave. Office hours are Monday through Friday 9:00am to 5:00pm. A valid university ID card or other photo ID is required to claim property.

MAIL

USPS MAIL

There are mailboxes for faculty in Mudd 118 (photocopy room). Your mail will be placed in the appropriate box each day. Mail delivery occurs once a day, usually in mid-afternoon. Lab, lab staff and student mailboxes are located on the ground floor across the hall from the Supply Store.

If you have any University business outgoing mail to be posted, bring it to the Administrative Office and leave it in the U.S. Mail tray in the back of the office next to the postage machine. If you have personal mail, there is a USPS outgoing mail receptacle located between the lower boxes of the student mailboxes in the lobby of Mudd Hall.

FEDERAL EXPRESS

FedEx express deliveries are accepted in the Administration Office. Federal Express Ground packages are delivered to Central Receiving at Keswick. Please make sure that any package you are expecting is addressed to you properly to avoid the package being misdirected.

A proper address would include:

[Your Name]

JHU-Department of Biology

[Name of the Lab] – [Room Number/Building Where Lab is Located]

3400 N. Charles Street

Baltimore, MD 21218

You will be notified of any Federal Express package delivered to the Administration Office and you will be required to sign for it.

Central Receiving delivers FedEx Ground packages to the Supply Store. If you are expecting a delivery via FedEx Ground, check with the Supply Store for its arrival.

FedEx picks up outgoing packages from the department office daily, Monday through Friday. All packages must be dropped off by 3pm. All packages must have a completed waybill with valid I/O (budget number) noted in the 'Internal Reference' field.

REGULAR DELIVERIES

(non-express or deliveries after 10:30 a.m.) Should be addressed as follows: Name of Recipient, Room Number/Building of Recipient, Johns Hopkins Homewood Receiving, 3910 Keswick Rd, Baltimore, MD 21211.

Central Receiving personnel will receive and deliver all goods received to the Supply Store. All goods received by 3:00 p.m. will be delivered the same day. If you are shipping via any of the overnight express carriers, the air bill must also be filled out completely for the recipient (no P.O. Box numbers) including telephone number. An internal charge number must be referenced for billing purposes. Personal packages may be sent and you will be billed for the charges at the end of the month.

UPS

Delivers to Central Receiving and they in turn deliver to the Supply Store. If you are expecting a package via UPS, contact the Supply Store to check on its arrival.

PAYROLL INFORMATION

Students receive their stipend/salary semi-monthly. Therefore you will be paid on the 15th of the month and the last week day of the month. If either of those dates falls on the weekend or holidays, your paycheck or deposit will be available the work day prior.

PAYROLL ISSUES FOR GRADUATING STUDENTS

Ph.D. candidates have officially completed their degree requirements AFTER the Graduate Board approves his/her candidacy - and - AFTER the President has signed off on the official degree roster. This occurs three times during the academic year (in late November or early December, in May and in September). Once Ph.D. candidates have completed their degree requirements and they have been approved by the President they must be removed from the University payroll system (or) receive a post-doctoral appointment with a student payroll status change (or) be hired into a staff position.

PAYROLL/OPT FOR INTERNATIONAL STUDENTS

If you are planning on staying at JHU after graduation you must apply for OPT at least 90 days in advance of your graduation date.

International graduate students who wish to continue working for their graduate department for the remainder of the semester after submitting their dissertation is approved must apply for and receive approval from the INS (i.e. Optional Practical Training). Once the OPT is approved the student will receive an EAD card, this allows him or her to continue working at the University. If the OPT is not approved, the student is NOT eligible to work for the University.

Note, working without an EAD card could cause the student trouble at a later date should they apply for residency in the US or be required to complete some other paperwork that is needed by INS. Additionally, the University would be out of compliance with the Federal Government if we allowed international students to work without an EAD card. No one wants to be out of compliance, so completing the paperwork and being proactive in this process is essential.

The paperwork for OPT takes time to be processed. Thus, completing the paperwork well in advance is essential when the EAD card is needed. For that reason, the student and the department must join in a discussion about when he or she will be finishing the dissertation so that an accurate estimated 'completion' date for submission of the dissertation to the Binding Office can be made and reported on the application for OPT.

The Office of International Services (OIS) assists departments/students with all the paperwork involved (including the revalidation of the I-9) since INS considers that the student's status at the University will change the day the degree is conferred.

POSTER PRINTING

• Creating poster

Poster size:

As a first step in creating poster file in any application, set paper size.

(Paper roll is 42" wide. Length of the print can vary.)

In Illustrator, use File => Document Setup and set the Length and Width of your document.

In PowerPoint, slide size can be adjusted by selecting 'Slides sized for: Custom' option.

Poster background:

Posters with white backgrounds are preferred. Dark colors are acceptable in limited areas (i.e. diagrams or pictures). Posters with dark backgrounds (i.e. black, blue, maroon) will incur charges, as they use too much ink.

Poster resolution:

150 dpi - minimum, 300 dpi – maximum (recommended).

• Submitting poster for printing

The file can be submitted in PDF format only, with a single-layer picture inside.

Picture inside PDF file can be in one of the formats:

PNG (non-interlaced) - recommended

TIFF (single-layer)

BMP - not recommended due to huge file size, but acceptable

Not acceptable: MS Office file formats, Photoshop or Illustrator files, etc.

To avoid reprinting posters due to errors, please, examine the poster row by row at 100% zoom setting ("actual size" option) right before submitting.

Submit the PDF poster file for printing to bio-poster@jhu.edu, including width and height of the poster in inches. Reminder: paper roll is 42" wide!

1. The poster will be available for pickup within three business days in 122 Mudd Hall.

2. Please, return poster tube to Mudd 122 or Mudd 144 after poster session is over.

NOTE

Included below are the *export to picture format* procedures for Adobe Illustrator and Microsoft

PowerPoint, compiled by Ken Rutledge, Biophysics Department. They require additional step: conversion of the image file into PDF file. In contrast, printing from any application to **PDF Creator** printer allows you to generate PDF file with image inside in one step.

If creating your poster in Adobe Illustrator:

File → □ *Export*

Change the *Format* to be either *PNG* (non-interlaced), *BMP*, *TIF*, or *JPG*. We recommend **PNG!**

Click *Export*.

The computer will prompt you with *Rasterize Options*.

Select *RGB* as the *Color Model* and make the *Resolution* no greater than *300 ppi*. (**Note:**

Average print time for **150 dpi**: 45-60 min **300 dpi**: 120+ min. We recommend 150!)

Click *OK*.

If creating your poster in PowerPoint:

In Windows:

Windows will only natively export PowerPoint files in 72 dpi resulting in blocky text. Therefore we recommend you use the open source program PDF Creator.

(<http://sourceforge.net/projects/pdfcreator/>)

Open PDF Creator

Printer → □ *Options*

On the left side under *Formats*, click on *PNG*

Change the *Resolution* to 150 or 300 dpi

Click *Save*.

In PowerPoint:

File →

ROOM RESERVATIONS

Biology Department Resource Calendars: [View / Request reservations](#)

[In Internet Explorer, only Zoom 100% is supported (can be set by **Ctrl + 0**, followed by **Reload**)].

Your reservation is not immediately confirmed upon request. You must receive a confirmation email from the calendar administrator accepting the reservation.

To make a reservation:

1. Click ***View / Request reservations*** link and login with your JHED ID

2. From the dropdown box at the bottom of the page, ***select a resource:***

Seminar Rooms:

Macaulay 101, capacity 25 - available to request reservations starting ***only after 12 PM***

Mudd 23, capacity 35

Mudd 26 (Auditorium), capacity 320

Mudd 100, capacity 106

Mudd 120 (Willier Study), capacity 20

Mudd 128, capacity 15

UTL G89, capacity 16

UTL 189, capacity 16

UTL 289, capacity 16

Equipment:

LCD #1 and #2 (desktop LCD projectors with SVGA input)

Mac #1 and #2 (Apple MacBook Pro)

Tablet #1 and #2 (DELL Latitude XT2)

PC (DELL Latitude D620)

3. Using the navigation controls at the top of the window (Day / Week / Month), locate available date/time slots

4. Once a desirable date/time slot has been located, click on the **Request a reservation** at the bottom of the page

5. Enter:

- **Event Name** (include course# and name, if applicable, or meeting title + requesting party)
- Provide names of instructors in **Notes** section
- **From** date and time
- **To** date and time (**To** date should be the same as **From** date)
- For a repeating event:
 - a) specify the total number of recurring events, including the first one
 - b) mark the "Request to last through the end of semester" option, if applicable

6. Click **Submit**

7. Wait for the confirmation. It takes 1-2 days to process the request.

TRAINING GRANT

The training grant supports all first year students who are US citizens. Students may also be supported in years 2 or 3 in addition if training grant slots become available.

X-Train

While you are being supported by the training grant, the NIH will require certain ongoing information about you. **You must provide this information in order to receive your stipend.**

xTrain is part of the NIH's eRA Commons, an online application that allows users to enter data, route and submit appointments, reappointments, amendments, and termination notices to the training grant.

At the start of your first year of study, you will log in to xTrain to "accept" your appointment or reappointment.

When you go off training grant support, you will need to submit a more detailed "termination" report. This does not mean you are being terminated from our graduate program!

IMPORTANT: Do not delete email you receive from <era-notify@mail.nih.gov> with 'xTrain' in the subject line.

Era Commons account

You will receive an "invitation" to create a new xTrain account. The ONLY thing you should do when you receive the invitation is to 'Create a New Account'.

Step 1: You will complete some basic information, like name, phone, email, and birthdate, then click save.

Step 2: These fields should self-populate. Click 'Continue Account Request'.

Step 3: Click 'Complete Account Request'.

Your request will be activated in 2-5 days and the NIH will send you a password for your account.

It is critical that you keep your login information in a place where you will be able to retrieve it in the future.

To ensure that you receive your stipend while you are being supported by the NIH, you must keep your xTrain account up-to-date.

ORDERING, PURCHASING LAB SUPPLIES AND REIMBURSEMENTS

Procurement cards

Use of Procurement Cards (P-Card)

The Johns Hopkins University Procurement Card Program is one of the University's two recommended methods for making small dollar purchases of urgently needed supplies and services. The Procurement Card Program is designed to provide authorized faculty and staff with a cost-effective and convenient method of procuring and paying for small dollar purchases of regularly consumed supplies and services. The University Procurement Card (P-Card) is a MasterCard obtained from JP Morgan Chase, and should be accepted by any supplier that accepts MasterCard cards.

The Procurement Card Program is not intended to supplant the University's purchase order system. It is intended to broaden the University's portfolio of procurement methods. The Procurement Card is to be used for the purchase of supplies and services less than \$2,500 in value. Items valued at more than \$2,500 should be procured through the issuance of a University purchase order, described in the following section.

The Procurement Card program is not to be used for travel/hospitality expenses. Further best practice polices may be found on the Purchasing department website:
<http://ssc.jhmi.edu/supplychain/pcard/index.html>.

Pcard holders are responsible for promptly submitting supporting documentation for their purchases, either by email or hard copy. Receipts or paid invoices suffice. A designated lab member other than the pcard holder may place orders. However, only the PI may assign his or her accounts to charges. PIs may sign hard copies of receipts or reply by email, as long as the email clearly identifies which charges they approve.

Purchase Orders

- **Orders over \$2,500**

Pcard policy prohibits orders over \$2,500 and for certain unallowable commodities. Please note that this also bars splitting an order into separate transactions, e.g. \$2,500 and \$1,000. For a list of unallowable commodities, please see: <http://ssc.jhmi.edu/supplychain/pcard/unallowable.html> A vendor that does not accept credit cards is another reason to request a purchase order (PO). The following information is required to place any type of order:

- Vendor name
- Item description and catalog number
- Approximate dollar amount
- A quote, should the vendor have provided one
- Account number, also referred to as an I/O or budget number, to pay for the product(s)

Students who have been designated by faculty members may place orders. Students who have not been designated as such must include the faculty's explicit approval. Approvals via emails are allowed. Please email those details along with any additional specifications to bio-purchasing-request@jhu.edu.

- **Orders over \$5,000**

Goods or service orders over \$5,000 must be accompanied by three competitive bids or a sole source justification. A sole source justification is a statement that describes the reasons for selecting one vendor over another. Typical reasons include, but are not limited to: compatibility with existing equipment, unique ability to provide the goods or services, and price. Further instructions are located on the Purchasing website. http://ssc.jhmi.edu/supplychain/policies/jhu/competitive_bidding.html

- **Animal Orders**

Animal orders must be placed with a PO, and require additional information:

- Strain code and name
- Age or weight
- Pregnancy (if applicable)
- Pain Category
- Protocol number (may be obtained from Animal Services. See below.)
- PI name
- Housing location

Should the request include more than one delivery, please include dates, preferred day of the week for delivery, and number of animals per week.

- **Radioactive Orders**

Radioactive materials must be placed with a PO and require additional information:

Pack size

Activity

Control number, provided by request from Mina Razavi (mina@jhmi.edu)

Receipts for purchases:

- If you are responsible for placing orders for your lab, you are also responsible for providing proof of receipt for those purchases – regardless of the purchase method.
- Pcard receipts must be submitted to the cardholder when items are received
- Purchase order receipts – must be submitted to the budget assistant in 144 Mudd Hall
- Receipts can be in the form of an invoice copy, delivery ticket, packing slip, email, etc., All receipts should be signed and dated by the receiver
- Receipts for internally billed supplies or services are also required (CoreStore, DNA sequencing, etc.)

Animal Services

To begin working with animals you will need to submit an animal protocol or be added to an existing approved animal protocol. Once you are on an approved protocol you can obtain access to animal facilities.

The following steps must be completed (these can be done in any order):

- Take the animal care and use online training: <http://web.jhu.edu/animalcare/links.html>. If you don't yet have a JHED ID, you can access the course via the latter site by use of any password you choose. Print out the certificate of successful completion.
- Enroll in the Animal Exposure Surveillance Program (AESP) through Occupational Health Services. Go to 98 N. Broadway (Church Home Bldg.) 4th floor and tell them you would like to enroll in the AESP and get the enrollment certificate before you leave. You can also enroll by submitting the AESP questionnaire online or by mail, but that will take longer.

- If you will be the Principal Investigator (P.I.) you will need to submit an animal protocol. Download an animal protocol form from our web site web.jhu.edu/animalcare/forms. Fill out the form and submit the form(s) to the Animal Care and Use Committee (ACUC) office via fax (7-3747), e-mail (acuc@jhmi.edu), campus mail or in person (Room B122, Reed Hall, East Baltimore Campus).

If you will be added to an existing protocol, the P.I. needs to fill out and sign the change in personnel amendment request form (found on our web site at web.jhu.edu/animalcare/forms). Submit the completed personnel amendment form along with the AESP certificate of enrollment document to the ACUC office in Reed Hall room B122 or by fax at 443-287-3787.

To obtain access to central animal facilities:

All investigators and laboratory personnel must be on an approved JHU animal protocol and complete specific training to be given access to the animal facilities.

1. Obtain facility access form appropriate to the building in which you need access. (Click [HERE](#) for a complete list).
2. Obtain departmental or supervisory approval signature.
3. Obtain the appropriate animal facility supervisor signature. You must have completed the facility and on-line training to receive this signature (see the forms for details).
4. Obtain sign-off from the Animal Care and Use Committee.

For access to Broadway Research Building, Ross Building, Wilmer Building, Blalock 13th Floor and Pathology 8th Floor:

1. Obtain [facility access form from the RAR website](#).
2. Obtain your departmental or supervisory approval signature and appropriate protocol number.
3. Obtain the RAR supervisor sign-off stamp.
4. Obtain sign-off stamp from the Animal Care and Use Committee office either by bringing it to the office in Reed Hall, Rm B122 or faxing it to 443-287-3747 (if you fax it, the stamped form will be faxed back to you). You must be on a protocol to receive this stamp.
5. After you receive the stamp you can hand carry the completed form to 2024 E. Monument St. Suite B1100 or e-mail a scanned copy, attn. Cliff Summers (csummer1@jhmi.edu).

Supply Store

The Mudd Hall Supply Store is located in the basement of Mudd Hall. The facility is operated by the Office of Purchasing Services/Supply Chain Shared Services which is located at 1101 E. 33rd St., Suite B001. Hours of operation are from **9:00am - 4:30pm, Monday-Friday**, contact **ext. 6-7028**.

The store stocks laboratory items. For a list of supplies maintained by the Mudd Hall Supply Store check their catalog. Laboratory supplies can be charged at the Supply Store with the authorization of the research supervisor.

Purchasing website: <http://www.jhu.edu/~purchasing/>

PHOTOCOPYING

There are three photocopy machines available for Faculty, Graduate Students and Lab use located within Mudd Hall. All machines are located in Mudd 118. Access codes are assigned to each laboratory. Course handout and exam copying is available, contact the Administration Office in Mudd 144, **ext. 6-7330** for assistance.

Personal copying can be arranged through the Administration Office in Mudd 144.

If problems arise with the copiers, contact the Administrative Secretary in Mudd 144, **ext. 6-7330**.

SEQUENCING SERVICES

Eurofins MWG/Operon and GENEWIZ are the most popular companies used for our sequencing needs.

Eurofins sequencing is sent out via UPS in the pre-addressed paks located in the Administration Office or in the Supply Store. Once packaged, the shipment is picked up in the Supply Store by UPS and the samples are delivered the next day to the facility. An online order form may be found at: www.operon.com.

Any questions about preparing your samples for submission can be directed to our Client Relationship Manager, Jessica Oswald, at 301-356-3402 or email: jessica.oswald@operon.com.

A courier from GENEWIZ picks up samples outside of Mudd 228 daily. When using this service make sure samples are in the marked pick-up area no later than 1pm. An online order form is available at: www.genewiz.com.

TRAVEL AND REIMBURSEMENTS

Based on current IRS regulations, the University was forced to audit the methods in which it reimburses employees for business related expenses. The University now practices an "Accountable Plan" that complies with IRS regulations. Expenses are accounted for in a reasonable time. Expenses are properly documented. Employee business expenses reimbursed under an accountable plan can be excluded from an employee's adjusted gross income.

All reimbursements (travel and non-travel) must be submitted within **75 days** of date of expense so that they can be processed within the 90 days mandated by the new IRS regulations. Failure to submit within this timeframe will result in the reimbursement being paid as a payroll supplement – adding to your gross income and appropriate taxes will be applied.

Use the attached Travel Reimbursement form when submitting receipts for reimbursement. Please be sure all information is completed, signatures are obtained and receipts are attached before submitting to the Budget Assistant in Mudd 144 for processing.

Meal Reimbursements:

- The term "**reasonable**" should be considered in the actual food cost per person, per meal.
- Itemized receipts are strongly encouraged to properly account for any alcohol
- The absence of an itemized receipt for any meal costing **greater than \$25 per person** will require the ENTIRE meal to be coded to 'UNALLOWABLE' and to be charged to a non sponsored account. This means if you are submitting a reimbursement for a scientific meeting and you don't have an itemized receipt, you cannot charge this to a grant even though it may be project related. You will have to use a non sponsored account to be reimbursed.
- Please include a list of attendees (including names, titles and affiliations) for any meal reimbursement requests for groups.

- Individuals requesting non-travel business meal reimbursement must submit written documentation of the business purpose of the activity using the attached **Non-Travel Reimbursement Form**.
- Meals provided during meetings routinely (weekly or bi-weekly) scheduled mid-day during lunchtime are no longer eligible for reimbursement. Currently, monthly meetings will be allowed.

Alcoholic Beverages:

- Alcoholic Beverages may NOT be charged to a grant. Alcohol charges that are eligible for reimbursement must be charged to a non-sponsored account and should be reasonable, not lavish or excessive (Ex: A bottle of wine costing \$75 could be considered lavish and possibly not eligible for reimbursement.). The term "reasonable" should also be considered in the actual food cost per person, per meal.

Foreign and Domestic Travel:

- Foreign - travel expenses are reimbursed based on either actual expenses or per diem unless the sponsored funding sources requires use of per diem rates.
- Domestic expenses are reimbursed based on **actual expenses** incurred unless the sponsored funding source **requires** the use of per diems.
- Per diem rates must be used for the entire trip, not selected days.
- Per diem cannot be used for travel that is less than 12 hours in duration

Professional Membership Fees

- Based on Federal regulations costs for membership in a professional society **CANNOT** be charged to a sponsored account.

Other:

- Faculty, staff and students cannot make purchases of services on behalf of the University. For example, if a person pays for **catering**, lecture fees, honorarium or other services, these expenses CANNOT be submitted for reimbursement.

Here is a link to the entire JHU Travel Policy Guide:

<http://finance.jhu.edu/policyapp/displayGuidePDF.do?guidId=TRV>

Please check with your RSA (Research Service Analyst) for clarification if you need further guidance on the new policies.

Biology Staff Directory

Cindy Holstein, Department Administrator

- Administrative oversight of finance, academics, facilities, and technology

Office: Mudd Hall 144C

Phone: 410-516-4604

Email: cindy@jhu.edu

Barbara Birsit, Administrative Secretary

- Front office reception/ Faculty administrative support
- Paycheck distribution/ Mail/postal support
- Room/LCD/computer reservations
- *Backup:* Jennifer Wohl

Office: Mudd Hall 144

Phone: 410-516-7330

Email: bbirsit@jhu.edu

David Kosko, Facilities Manager

- Building Maintenance/key distribution
- Safety/housekeeping/facilities liaison
- Hazmat/waste/animal facility access & training
- *Backup:* Cindy Holstein

Office: Macaulay Hall 3A

Phone: 410-516-7327

Email: bioshop@jhu.edu

Andrew Nechkin, LAN Administrator

- Hardware/software/networking/email support
- Hardware and software purchasing guidance
- *Backup:* Cindy Holstein

Office: Mudd Hall 121

Phone: 410-516-4638

Email: anechkin@jhu.edu

Jennifer Wohl, Sr. Administrative Coordinator

- Administrative support for the Chair and Administrator

- *Backup:* Barbara Birsit

Office: Mudd Hall 122

Phone: 410-516-4693

Email: jwohl@jhu.edu

Student Services

Joan Miller, Academic Affairs Administrator

- Manage the department's academic program infrastructure including admissions, administrative and program policies and procedures

- *Backup:* Jessica Finkelstein

Office: Mudd Hall 144A

Phone: 410-516-5502

Email: joan@jhu.edu

Jessica Finkelstein, Academic Program Coordinator

- Graduate admissions for Biology, CMDB Program
- Graduate liaison – registration, academic progress, graduation
- *Backup:* Joan Miller

Office: Mudd Hall 144

Phone: 410-516-4704

Email: jess.kastner@jhu.edu

Financial Team

Donna Schriver, *Financial Manager*

- Financial Staff supervisor
- Assist Administrator in the financial management of sponsored and non sponsored funding
- Financial support to IIC/Dept Training Grant
- *Backup:* Cindy Holstein

Office: Macaulay Hall 205

Phone: 410-516-4204

Email: donnas@jhu.edu

Jen Berger, *Sr Research Service Analyst*

- Financial support for assigned Faculty (Hattar, Hoyt, Johnston, Kuruvilla, YC Lee, Wendland, Zappulla, Zhao)
- Grad student/postdoc payroll to assigned faculty labs
- *Backup:* Donna Schriver

Office: Macaulay Hall 211

Phone: 410-516-4207

Email: jberger@jhu.edu

Frank Daniels, *Budget Assistant*

- Purchase order processing for Biology department
- Receipt collection for Pcards/Purchase Orders/other misc orders
- Invoice/reimbursement processin
- *Backup:* Donna Schriver

Office: Mudd Hall 144

Phone: 410-516-4821

Email: fdaniels@jhu.edu

Terri Dannettel, *Sr Research Service Analyst*

- Financial support for assigned Faculty (Beemon, Cunningham, DiRuggiero, Edidin, Freire, Hedgecock, Kaiser, YS Lee, Schildbach, Taylor)
- Grad student/postdoc payroll to assigned faculty labs
- *Backup:* Donna Schriver

Office: Macaulay Hall 203

Phone: 410-516-0486

Email: terri@jhu.edu

Paula Davis, *Sr Research Service Analyst*

- Financial support for assigned Faculty (Brand, Chen, Hilser, Huang, Moudrianakis, Privalov, Schleif, Schroer, Van Doren)
- Grad student/postdoc payroll to assigned faculty labs
- *Backup:* Donna Schriver

Office: Macaulay Hall 213

Phone: 410-516-8757

Email: pauladavis@jhu.edu

SAP Doc # _____

Johns Hopkins University - Department of Biology

Non-Travel Reimbursement Request

Date submitted _____

Employee to be reimbursed: _____

Signature: _____

Date of expense _____

Amount to be Reimbursed: _____

Name of person(s) present (and title/business relationship): _____

Location of activity _____

Description of Business purpose: _____

Budget (IO): _____

Approval: _____

Attach detailed receipt(s) below

INDEX

Topic	Page No.	Topic	Page No.
Audiovisual Equipment	2	Keys	7
Analytical Ultracentrifugation Facility	2	Lost and Found	7
Animal Services	13	Mail	7
Biology Department Administration office	3	Non Travel Reimbursement form	19
Building Maintenance	2	Payroll Information	8
Computer Support	2	Photocopying	15
Conference Rooms	3	Poster printing	9
Deliveries	8	Procurement cards	12
Direct Deposit	3	Purchase Orders	12
Dry Ice	4	Purchasing lab supplies	12
Effort Report	4	Room Reservations	10
Equipment Repair	4	Sequencing services	15
Event Supplies	4	Staff Directory	17
Fellowship applications	4	Supply Store	14
Fellowship payments	5	Training Grant	11
Federal Express	8	Travel and Reimbursements	15
Income tax	6	Travel Reimbursement form	20
Integrated Imaging Center	7	UPS Deliveries	8