



National Institute for Theory and Mathematics in Biology

Funded by the U.S. National Science Foundation and the Simons Foundation

# General Handbook



U.S. National  
Science Foundation

**SIM NS**  
FOUNDATION

Northwestern



THE UNIVERSITY OF  
**CHICAGO**

[www.nitmb.org](http://www.nitmb.org)

Email Contact: [nitmb@nitmb.org](mailto:nitmb@nitmb.org)

Phone 312-503-2022

NITMB (National Institute for Theory and Mathematics in Biology) is a partnership between Northwestern University and the University of Chicago. It is funded by the National Science Foundation DMS-2235451 and the Simons Foundations MP-TMPS-00005320

## About

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The NSF-Simons National Institute for Theory and Mathematics in Biology (NITMB) aims to integrate the disciplines of mathematics and biology to transform the practice of biological research and to inspire new mathematical discoveries.

### **Our Mission**

The mission of the NITMB is to create a nationwide collaborative research community that will generate new mathematical results and uncover the “rules of life” through theories, data-informed mathematical models, and computational and statistical tools. The NITMB leverages close collaborations between experimentalists and theorists to synergize discovery. The fundamental research done by NITMB will stimulate advances in areas as diverse as the environment, medicine, and technology development. NITMB members and visitors share space in downtown Chicago that is readily accessible to collaborators across the U.S. and the world.

### **Our Strategy**

NITMB uses an interlocking set of strategies and initiatives that help develop a diverse workforce while ensuring broad impacts on the mathematical and biological research communities. Targeted research bringing together mathematicians and biologists to collaborate and train the next generation of interdisciplinary scientists. Scientific long programs, workshops, and conferences enhancing collaboration between mathematics and biology. An innovative research program organized around five interrelated themes, selected because they reflect key capabilities of biological systems and interconnect with open mathematical problems.

Realizing our vision requires combining biological experimentation and new theories grounded in mathematics. Research supported by NITMB is structured so that theorists and experimentalists collaborate on experimental design, data analysis, and modeling. NITMB research also supports the development of new mathematics inspired by biology. Internal research projects support NITMB researchers and bring together faculty from participating institutions. A National Pilot Projects Program funds high-risk projects, each with a one-year funding period. The program's aim is to recruit new mathematical scientists and biologists into collaborating on seed projects. NITMB has an innovative research program organized around five interrelated themes, selected because they reflect key capabilities of biological systems and interconnect with open mathematical problems. These themes establish bridges across subdisciplines of biological and mathematical sciences, ensuring that research in one domain will support advances in the others. The themes also reflect our cross-disciplinary organizational structure, ensuring that our training and community-building activities foster deep interactions across disciplines.

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## Location

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875 N Michigan Ave, 35<sup>th</sup> floor  
Chicago, IL 60611  
Tenants Entrance: 172 E Chestnut St, Chicago, IL 60611

## Hours of Operation

NITMB is open to visitors 8:30am to 5:00pm Monday – Friday  
NITMB Staff office hours are 8:30am to 5:00pm Monday – Friday

Members with badge access may utilize NITMB outside of operating hours and on the weekends. Elevators operate from 7:00am to 7:00pm. To use the elevator off hours, scan your badge inside the cab.

Contact [access@nitmb.org](mailto:access@nitmb.org) with questions.

## Funding & Training Opportunities

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**NITMB Fellows** | Independent Postdoc, up to 3 Year Appointment, applications due mid-October  
Contact: [fellows@nitmb.org](mailto:fellows@nitmb.org)

**Summer Undergraduate Research Experience** | Mid-June to Mid-August  
Contact: [nitmb@northwestern.edu](mailto:nitmb@northwestern.edu)

**Travel Awards** | Apply on a rolling basis  
Contact: [grants@nitmb.org](mailto:grants@nitmb.org)

### Research Grants

[Northwestern & UChicago](#) Internal Project Grants | Funding Period September 01 – August 31  
[External Project Grants](#) | Funding Period September 01 – August 31  
Contact: [grants@nitmb.org](mailto:grants@nitmb.org)

## Recurrent Activities

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**NITMB Event Calendar Subscription** <https://www.nitmb.org/subscribe-to-calendar>

**Seminars** | Fridays 10:00-11:00am

Seminars feature a mix of NITMB faculty and invited faculty talks. Talks are hosted in-person and on Zoom.

**Research In Progress** | Wednesdays 3:00-4:00pm

This meeting series convenes members of the NSF-Simons NITMB community to an informal venue for discussion of ongoing and planned projects.

**Science and Tea** | Fridays 3:00-4:00pm

Cookies, Cuppa and Chalk. Science and socializing.

**Single Day Workshops** | ad hoc

The purpose of the workshop is to stimulate new collaborative opportunities that connect different NITMB groups. Biologists or mathematical scientists will talk about the systems and problems they work on with the aim that theorists in attendance see common grounds of interest, and new collaborations possibly emerge from it.

**Scientific Workshops** | Quarterly

Workshops are organized around broad conceptual themes common to mathematics and biology and highlight opportunities for mathematicians to develop new mathematics that have a direct impact on biology research. Each workshop is scheduled from Monday to Friday.

**Emerging Directions Workshop** | February each year

Held annually in the winter, this workshop is discussion-based and thematically extremely broad. Open problems in biology are presented by leading researchers, who share their high-level perspective. Activities are designed to encourage discovery, stimulate collaborations among participants, and build a dialogue concerning the practice of research by mathematicians and biologists.

**Annual Retreat** at Simons Foundation | first week of April

April 3-4, 2025; April 2-3, 2026; April 1-2, 2027; April 6-7, 2028

**Training Activities** | Monthly - Quarterly

Responsible Conduct of Research Training (Required), Writing workshop offered annually, Career + Professional Development workshops offered quarterly, Communicating Science Workshop offered annually, lunches with seminar speakers.

**Journal Club, Open Problem Sessions, Match-Making workshops TBD**

## Communications

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### Slack Space [link](#)

**NITMB Newsletter** is distributed monthly. Use this link to sign up:

<https://lp.constantcontactpages.com/sl/Mxh4ACZ/nitmb>

**NITMB Announcements** listserv [NITMB@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps you informed of NITMB activities, events, and space announcements. Individuals are added to this listserv if they are NITMB members, fellows, trainees, visiting scholars or staff.

**NITMB Events** listserv [NITMB-Events@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB-Events@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps you informed of NITMB events. Anyone interested in NITMB events may join the listserv. Instructions here: <https://www.nitmb.org/subscribe-to-listserv>

**NITMB Training Listserv** [NITMB-TRAINING@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB-TRAINING@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps students and postdoctoral scholars aware of events, activities, and opportunities.

**NITMB Faculty Listserv** [NITMB\\_FACULTY@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB_FACULTY@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps NITMB Faculty aware of upcoming program and reporting deadlines, events, activities, opportunities, and other announcements.

**NITMB Internal Project Grant Listserv** [NITMB-INTERNAL-PROJECT-GRANTS@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB-INTERNAL-PROJECT-GRANTS@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps NITMB Internal Project Grant Investigators and Collaborators aware of upcoming program and reporting deadlines, events, activities, opportunities, and other announcements.

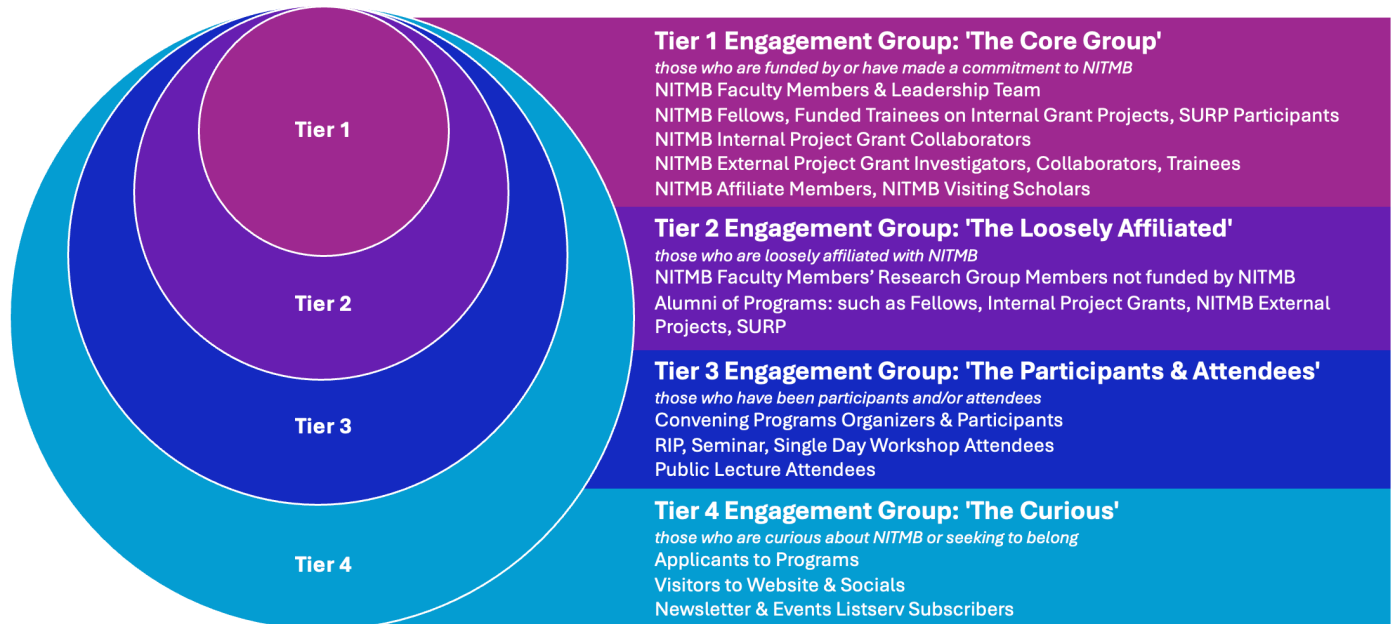
**NITMB External Project Grant Listserv** [NITMB-EXTERNAL-GRANTS@LISTSERV.IT.NORTHWESTERN.EDU](mailto:NITMB-EXTERNAL-GRANTS@LISTSERV.IT.NORTHWESTERN.EDU)

Keeps NITMB External Project Grant Investigators and Collaborators aware of upcoming program and reporting deadlines, events, activities, opportunities, and other announcements.

## Circles of Engagement with NITMB

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### Circles of Engagement



## Access

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We welcome you to visit for the day, a week, or a month to co-work with colleagues, schedule group and project meetings, or think alone with a view. We dreamed to life a spectrum of collaboration spaces - shared offices, phone rooms, lounge seating, worktables, bench seating, meeting rooms, kitchen, and a full 150-person auditorium. Amenities include an espresso maker, wellness and prayer room, gym, game room, and blackboards. Endless blackboards, curved blackboards. Endless views of Lake Michigan. Come visit. Be inspired.

### Visitor Access

Anyone without a building access badge must be registered in the building's security system before their arrival. This access only provides entrance to the elevator and not to the suite. NITMB is open to visitors 8:30am to 5:00pm Monday – Friday.

To request registration: email your name, requested dates and times, and business purpose to [access@nitmb.org](mailto:access@nitmb.org) at least one business day in advance. We can provide access for up to one week, and if for more than one week you will need to ask for it to be renewed weekly.

Please note:

- 1) Due to volume, expect your request to be processed within one business day.
- 2) We are unable to let non-registered visitors through security until our team confirms their information and enters it into the security system.

3) When you arrive use the Chestnut Street entrance to check in at the security desk with your federal or state ID. If you asked for more than one day of access, each day you need to obtain a new paper pass at the security desk.

### **Badge Access Eligibility**

There are a few groups eligible for badge access:

1. [NITMB Faculty](#) and their research group members
2. [NITMB Fellows](#)
3. NITMB [Visiting Scholars](#) with an official appointment
4. Participants in the [Summer Undergraduate Research Program](#)
5. NITMB Staff

Follow the below links to submit requests for badge access based on your employment.

Northwestern University employees:

<https://app.smartsheet.com/b/form/41bda4aebef0481e96898abde38307ef>

University of Chicago employees:

<https://app.smartsheet.com/b/form/a40bace7c3614e8695b66ff56a399cca>

### **Applying for Eligibility**

There are three routes to become eligible for badge access.

1. NITMB Faculty Membership: <https://www.nitmb.org/faculty-membership>
2. NITMB Affiliate Membership: <https://www.nitmb.org/affiliate-membership>
3. NITMB Visiting Scholar Appointment: <https://www.nitmb.org/research/visiting-scholars>

Northwestern University and The University of Chicago employees who are not NITMB faculty members or supervised by an NITMB member must demonstrate consistent participation in NITMB activities and consistent utilization the space before they are eligible for badge access.

### **Office Keys**

Office door keys are provided to NITMB Fellows, Visiting Scholars, and Staff with permanent desks. Visiting Scholars may have a badge access if they have an official appointment.

### **Lost Keys or Badges (!)**

Please notify Kierra Hannon at [access@nitmb.org](mailto:access@nitmb.org) immediately if you have a lost a key, Hancock building badge, or your badge so that she can deactivate it. Replacement cards cost \$25 and must be reported.

Leaving NITMB You must return your Hancock badge and keys to Kierra Hannon at [access@nitmb.org](mailto:access@nitmb.org). Return your Wildcard to your department. Visiting Scholars, including UChicago employees, return your wildcard to NITMB staff.



## Reserving a Desk or Meeting Room

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NITMB utilizes the space booking application Skedda. Certain workspaces have been designated “bookable/reservable” on a map that you can view: hotel office, co-working spaces, meeting rooms, and the library.

NITMB Skedda **Instructions** [Link](#)

Skedda user tutorial video [User Video Explainer - Booking Spaces](#)

**Skedda login** <https://northwesternuniversity.skedda.com/>

Please keep in mind we have high volume days - if you have not arrived at your reserved room within the designated window your reservation will be automatically released. On workshop days, the meeting rooms and co-working spaces will be reserved for the workshop participants.

### See Who’s Here This Week via Skedda

Use [THIS LINK](#) to see who’s booked space this week.

## How to Host Your Group Meeting @ NITMB

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NITMB Faculty members are welcome to host their research group meeting at NITMB.

**Email the following to [access@nitmb.org](mailto:access@nitmb.org)** . Kierra Hannon will reply with confirmation of your reservation.

- Names and Emails of Group Members
- Number of participants
- Day of Week
- Starting Time & Ending Time
- Recurring, is this weekly, biweekly?

### Instructions

- We encourage your group members to obtain a badge. Otherwise, each week we will need your group to provide the list of members attending to add to the building security system.
- Enter at 172 E Chestnut Street. If you don’t have a badge, go to security desk and sign in with a state or federal ID.
- NITMB offices doors are open Monday – Friday 8:30a-5:00p central
- Each meeting room comes equipped with a Zoom Room device. Just login with your meeting ID and code to connect.
- If you need to cancel, please let Kierra know a day in advance.

## Acknowledgment & Affiliation Information

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Any of the following products for which the NITMB's facilities are used, and any research which is started, conducted, and/or completed at the NITMB, should contain the following acknowledgement/s.

Journal Articles

Books

Book Chapters

Conference Papers and Presentations

Poster Presentations

### For Visitors

General Acknowledgment

This research was supported in part by grants from the NSF (DMS-2235451) and Simons Foundation (MP-TMPS-00005320) to the NSF-Simons National Institute for Theory and Mathematics in Biology (NITMB).

### For NITMB Members, Trainees, Affiliate Members, and Visiting Scholars

General Acknowledgment

This research was supported in part by grants from the NSF (DMS-2235451) and Simons Foundation (MP-TMPS-00005320) to the NSF-Simons National Institute for Theory and Mathematics in Biology (NITMB).

NITMB Affiliation

As an author of any of these products, please list as your affiliation: NSF-Simons National Institute for Theory and Mathematics in Biology, Chicago IL.

### For NITMB Fellows

General Acknowledgment

This research was supported in part by grants from the NSF (DMS-2235451) and Simons Foundation (MP-TMPS-00005320) to the NSF-Simons National Institute for Theory and Mathematics in Biology (NITMB).

NITMB Fellowship Acknowledgment

This research was supported in part by NSF-Simons National Institute for Theory and Mathematics in Biology (NITMB) Fellowship supported in by grants from the NSF (DMS-2235451) and Simons Foundation (MP-TMPS-00005320).

NITMB Affiliation

As an author of any of these products, please list as your affiliation: NSF-Simons National Institute for Theory and Mathematics in Biology, Chicago IL.

## Community Values & Expectations

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All members of the NITMB and participants in NITMB activities are expected to:

- Act in an ethical and collaborative manner at all times.
- Work with scientific integrity and respect the confidentiality of information and work presented at internal NITMB meetings.
- Treat each other with dignity and respect, support and encourage each other's growth, and step in as needed to maintain an environment free of discrimination, harassment, and bullying.

Furthermore, members of the NITMB and participants in NITMB activities may not engage in retaliation against anyone for objecting to a behavior that may violate this code, reporting a violation of this code, or participating in the resolution of such a complaint.

### Prohibited behaviors

#### Harassment, bullying, and discrimination

Harassment, bullying, and discrimination includes but is not limited to:

- Offensive comments related to age, race, religion, creed, color, gender (including transgender/gender identity/gender expression), sexual orientation, medical condition, physical or intellectual disability, pregnancy, or medical conditions, national origin, or ancestry;
- intimidation, personal attacks, harassment, unnecessary disruption of talks or other conference events;
- sexual harassment, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome attention, public vulgar exchanges, derogatory name-calling, and diminutive characterizations;
- use of images, activities, or other materials that are of a sexual, racial, or otherwise offensive nature that may create an inappropriate or toxic environment;

#### Scientific misconduct

Scientific misconduct including fabrication, falsification, or plagiarism of paper submissions or research presentations, including demos, exhibits, or posters.

### Sources

This code of conduct draws from the codes of conduct of the [NSF AI Institute for Artificial Intelligence and Fundamental Interactions \(IAIFI\)](#) and the [NeurIPS conference](#).

## Community Practices

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### A Guide to NITMB Office & Virtual Culture

Our goal at NITMB is to facilitate productive collaborations, ideas, and people's best work and growth. We can only meet these goals in an environment that is welcoming and respectful of everyone. While we encourage small teams to use the "How To Work with Me" document to shape some guidelines around work and communications practices, we default to some general NITMB-wide guidelines in our work interactions:

- Keep meetings and communications with others in the community within standard working hours, unless collectively agreed upon to do otherwise. Be considerate of people's flex schedules and different time zones when scheduling meetings and correspondence.
- In meetings, allow all voices to be heard by taking the time to solicit everyone's questions and contributions. (Of course, people may not want to speak or contribute, but make the opportunity available).
- Be open to questions. Encourage curiosity!
- Refrain from interrupting others who are talking in live meetings and from using the chat function to post side comments in virtual meetings when they are not relevant to current business.
- Be present and engaged in virtual meetings, but also respect people's decisions not to use video in them.
- Respond to Slacks within 24 hours and emails within 48 hours, unless you are on vacation, sick, or indisposed. When you know you won't be able to respond to correspondence promptly, please set up email notifications that let people know.
- We strive to be as transparent as possible about accommodations. Those needing them to participate in NITMB activities, please tell organizers or Julie Des Jardins ([Julie.desjardins@northwestern.edu](mailto:Julie.desjardins@northwestern.edu)) in advance. Those who are organizing activities, refer to accommodations information we have on file in advance. (Accommodations may be dietary, for mobility, sensory-related, physical, cultural, and cognitive.)
- Be respectful of people's caretaking responsibilities when it comes to scheduling, setting deadlines, expecting facetime, etc.
- Respect people's observance of religious and cultural holidays, dress, and dietary and other practices.
- Friendliness, supportiveness, and collegiality go a long way, and we encourage it always!

### Cleanliness Guide

#### Shared offices

- Please make sure to reserve the available desk before claiming a space in Skedda
- Please make sure to clean and wipe the area after using your desk.
- Check floors & chairs for miscellaneous garbage & crumbs
- Push chairs under table
- Erase the white board
- Put all potentially smelly trash in the kitchen garbage & recycling bins

- Please make sure to gather all your belongings before exiting the office
- Turn off lights and turn off monitor

### **Kitchen Area**

- Please make sure to rinse out your dishes/mug and place the dirty dish in the dishwasher.
- Please respect people's lunch/snacks in the refrigerator and do not throw away food unless you are given permission to from the person.
- For the dishwasher, there are labels to notify you of the status of the dishes. Please look carefully.

### **Refrigerated Food**

We have a color system to mark your food weekly. All food in the refrigerator will be thrown out bi-weekly if labeled with a color that is over two weeks old. Staff will not clean your food containers. At any time, staff and your colleagues reserve the right to throw out a container with food that has mold without notification.

## **In Case of Emergency**

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In case of fire, an explosion, or large-scale flooding, evacuate the area immediately and once safely removed from the scene call 911.

In case of personal injury, call 911. There is a modest first aid kit in suit 4010 with Band-Aids, gauze, tape, and antibiotic ointment.

**911 EMERGENCY** – this will also notify the Northwestern Police

- Fire
- Serious Injury

### **NITMB Emergency Contacts**

Building Manager, Kierra Hannon: 312-503-2022

Alternate Building Manager, Tiffany Leighton: 312-503-2020 (work); 917-348-7223 (cell)

### **Building Security 312-751-3695**

- Urgent/ non-emergency
- Theft
- Suspicious package

In Case of Emergency (Also located on the back of badge)

Address: 172 E. Chestnut St.

Fire & Police: dial 911

**Northwestern Police 312-503-3456**

## Amenities

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### Freight Elevator

Access to the freight elevator – your badge has access to the 13, 35, 44 floors. 13 has Tenant X Lounge, Fitness Center, Farmers Fridge. 35 is our suite. 44 has the grocery store.

When using the freight elevator, the doors tend to not fully close, meaning you'll be stuck in the elevator until you push the "open doors" to reopen doors, then use your arms to help the doors to fully close again. Security also watches the elevator through a camera and audio, they can also assist when you hit the "alarm" button. This also happens with the elevators to parking garage.

### Fitness Center Usage

Hours: Weekdays 5:30 AM-PM. Saturdays 5:30AM-4PM. Closed Sundays & Holidays

Location: Fitness Center is located on the 13<sup>th</sup> floor, Suite 1345.

All eligible office tenants seeking access will need to sign an "Assumption of Risk" release form before access is granted; these forms are available in the office of the building, Suite 4100. Upon submitting a fully executed "Assumption of Risk" release form to building management, access will be granted via your building ID. To enter the fitness center, wave your building ID over the proximity reader installed at the entrance of the fitness center to unlock the door. Users must key into the center every time they enter. Valuable and Personal Property User: A user is hereafter defined as an 875 North Michigan Avenue office tenant that has a fully executed "Assumption of Risk" form on file with building management.

**Tenant X Lounge (Lunch/Game Room)** Hours are Monday – Friday 8:30am – 6:30pm. You will need to scan your badge at the door for access.

## Mail & Deliveries

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Mail NITMB does not have a mailroom. Faculty and their research group's mail is delivered to their home department mailrooms on their respective campuses.

Deliveries Please be mindful of shipping is for business purposes only. You are responsible for the tracking of the packages. The office hours to pick up deliveries are from 8:30AM-5:00PM Monday-Friday. When shipping, please use your full company name and suite number. For example:

National Institute of Theory and Mathematics in Biology

ATTN: First Name, Last Name

875 N Michigan Ave, STE 3500

Chicago, IL 60611

## Copying, Scanning, Printing

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NITMB has a mid-size networked machine for copying (b&w and color) and scanning located in the shared kitchen area named RICOH IM C3010 PS. The instructions to gain access to the copier is located on the wall in the kitchen area.

Instructions to IM C3010/C3510 Download:

1. Type in the link/ scan QR code for the RICO IM C3010 download
2. Select your OS (Windows, Mac OS X, Windows Server, Firmware/Other OS)
3. Click downloads for installment
4. go to your download files in your computer and open the “Ricoh\_IM\_C3010\_C3510\_C4510\_LIO\_Driver.pkg”
5. Read the Introduction through summary for install
6. Open your printer setting and type the IP address.



SCAN ME

The IP Address is: 10.102.28.170

The Printer Code: 2024

To download the Printer Driver, you can visit <https://bit.ly/nitmbriohdriver>

## Lost & Found

See Kierra Hannon for access to look for your lost items. We label each item and discard items after 6 months.

## NITMB Directory

| <b>Directorship</b>  |   |
|--|---|
| <p><b>Richard Carthew, PhD</b><br/>           Director<br/> <a href="mailto:r-carthew@northwestern.edu">r-carthew@northwestern.edu</a><br/>           Phone: (312) 503-2049</p>      |   |
| <p><b>Rebecca Willett, PhD</b><br/>           Deputy Director, Research<br/> <a href="mailto:willett@uchicago.edu">willett@uchicago.edu</a><br/>           Phone: (312) 503-2053</p> | <p><b>William Kath, PhD</b><br/>           Deputy Director, Broader Impacts<br/> <a href="mailto:kath@northwestern.edu">kath@northwestern.edu</a><br/>           Phone: (312) 503- 2063</p> |
| <p><b>Carole LaBonne</b><br/>           Associate Director, Engagement &amp; Community<br/> <a href="mailto:clabonne@northwestern.edu">clabonne@northwestern.edu</a></p>             | <p><b>Rosemary Braun</b><br/>           Associate Director, Education &amp; Outreach<br/> <a href="mailto:rbraun@northwestern.edu">rbraun@northwestern.edu</a></p>                          |
| <p><b>Stephanie Palmer</b><br/>           Associate Director, Training<br/> <a href="mailto:sepalmer@uchicago.edu">sepalmer@uchicago.edu</a></p>                                     | <p><b>David Chopp</b><br/>           Associate Director, Training<br/> <a href="mailto:chopp@northwestern.edu">chopp@northwestern.edu</a></p>   |
| <p><b>Antonio (Tuca) Auffinger</b><br/>           Associate Director, Convening Activities<br/> <a href="mailto:auffing@math.northwestern.edu">auffing@math.northwestern.edu</a></p> | <p><b>Mary Silber</b><br/>           Associate Director, Convening Activities<br/> <a href="mailto:msilber@uchicago.edu">msilber@uchicago.edu</a></p>                                       |
| <b>NITMB Research Theme Leaders</b>  |   |
| <p><b>Shmuel Weinberger</b><br/>           Theme Leader, Fidelity &amp; Variation<br/> <a href="mailto:shmuel@math.uchicago.edu">shmuel@math.uchicago.edu</a></p>                    | <p><b>Seppe Kuehn</b><br/>           Theme Leader, Fidelity &amp; Variation<br/> <a href="mailto:seppekuehn@uchicago.edu">seppekuehn@uchicago.edu</a></p>                                   |
| <p><b>Niall Mangan</b><br/>           Theme Leader, Fitness &amp; Optimization<br/> <a href="mailto:niall.mangan@northwestern.edu">niall.mangan@northwestern.edu</a></p>             | <p><b>Rebecca Willett</b><br/>           Theme Leader, Fitness &amp; Optimization<br/> <a href="mailto:willett@g.uchicago.edu">willett@g.uchicago.edu</a></p>                               |
| <p><b>Stephanie Palmer</b><br/>           Theme Leader, Information Processing<br/> <a href="mailto:sepalmer@uchicago.edu">sepalmer@uchicago.edu</a></p>                             | <p><b>Rosemary Braun</b><br/>           Theme Leader, Information Processing<br/> <a href="mailto:rbraun@northwestern.edu">rbraun@northwestern.edu</a></p>                                  |
| <p><b>Daniel Dombeck</b><br/>           Theme Leader, Learning &amp; Adaptation<br/> <a href="mailto:d-dombeck@northwestern.edu">d-dombeck@northwestern.edu</a></p>                  | <p><b>Vincenzo Vitelli</b><br/>           Theme Leader, Learning &amp; Adaptation<br/> <a href="mailto:vitelli@uchicago.edu">vitelli@uchicago.edu</a></p>                                   |
| <p><b>Brent Doiron</b><br/>           Theme Leader, Prediction &amp; Anticipation<br/> <a href="mailto:bdoiron@uchicago.edu">bdoiron@uchicago.edu</a></p>                            | <p><b>Malcolm MacIver</b><br/>           Theme Leader, Prediction &amp; Anticipation<br/> <a href="mailto:maciver@northwestern.edu">maciver@northwestern.edu</a></p>                        |



| <b>NITMB Outreach Leadership</b>   |   |
|--|---|
| <p><a href="#">Lois Trautvetter</a><br/>Leader, Education, Training &amp; Outreach Advisor<br/><a href="mailto:l-trautvetter@northwestern.edu">l-trautvetter@northwestern.edu</a></p>      |   |
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## NITMB Program and Activities Staff Contacts

Requests for new events:

<https://app.smartsheet.com/b/form/d0814a0df8084db3aca2e0a45864f236>

| NITMB Program/Activity   | Staff Contact  |
|--|--|
| <b>Annual Conference</b>   | Program: Cat Rodl<br>Registration & Abstracts: Alex Molenaar                                   |
| <b>Annual Simons Meeting NYC</b>   | Tiffany Leighton   |
| <b>EAB Meeting</b>   | Cat Rodl   |
| <b>Engagement &amp; Community</b><br>Town Halls, Office Hours, Concierge, Open Houses, Pop-in Days | Julie Des Jardins  |
| <b>External Project Grants</b>   | Alex Molenaar  |
| <b>Fellows</b>   | Paula Trautvetter  |
| <b>Funded Trainees</b>   | Paula Trautvetter  |
| <b>Internal Project Grants</b>   | Alex Molenaar  |
| <b>Membership Nomination Packages</b>  | Tiffany Leighton   |
| <b>Outreach to PUI and TII</b>   | Cat Rodl, Julie Des Jardins  |
| <b>Public Lecture</b>  | Paula Trautvetter  |
| <b>Reimbursements</b>  | Laurie Kaderabek   |
| <b>Research In Progress</b>  | Federica Ferretti & Maryn Carlson<br>Food: Kierra Hannon                                       |
| <b>Science &amp; Tea</b>   | Food: Kierra Hannon  |
| <b>Seminars</b>  | Speakers: Xueying Wang & Alasdair Hastewell<br>Food, Advertising, Scheduling AV: Kierra Hannon |
| <b>Single Day Workshops</b>  | Scheduling: Cat Rodl<br>(Food: Kierra Hannon, Advertising: Ben Stemen)                         |
| <b>Site Visit</b>  | Tiffany Leighton   |
| <b>Summer Undergraduate Research Program</b>   | Cat Rodl, Na’Koshia Banks  |
| <b>Travel Awards</b>   | Alex Molenaar  |
| <b>Visiting Scholars</b>   | Paula Trautvetter  |
| <b>Workshops</b>   | Scheduling: Cat Rodl<br>Rachel Riesling, Na’Koshia Banks                                       |