



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

Email Contact: 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

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About

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 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. NITMB leverages close collaborations between experimentalists and theorists to synergize discovery. The fundamental research done by NITMB is providing a foundation for future advancements 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.

Location

875 N Michigan Ave, 35th 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.

Please make sure glass doors are closed when you leave. Elevators operate from 7:00am to 7:00pm. To use the elevator off hours, scan your badge inside the cab.

Contact access@nitmb.org with questions.

Acknowledgment & Affiliation Information

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.

Papers, 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.

Funding & Training Opportunities

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

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

Research Grants

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

Recurrent Activities

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.

Work In Progress | Wednesdays 3:30-4:30pm

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 | M-F 3:00pm

Tea + Snacks + Science + Socializing

Open Problem Studios | ad hoc by organizers

NITMB encourages its members and affiliates to organize Open Problem Studios. These are single day topical workshops organized by NITMB faculty members, affiliate members and trainees as a way to share, learn, and brainstorm solutions for open problems at the interface of mathematics and biology.

Scientific Workshops | Monthly - 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.

Training Activities | Monthly - Quarterly

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

Communications

Looking for logos, how to host events docs, etc? <https://bit.ly/NITMBInfoFolder>

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

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

Keeps you informed of NITMB events. Anyone interested in NITMB events may join the listserv.

Instructions here: <https://www.nitmb.org/subscribe-to-listserv>

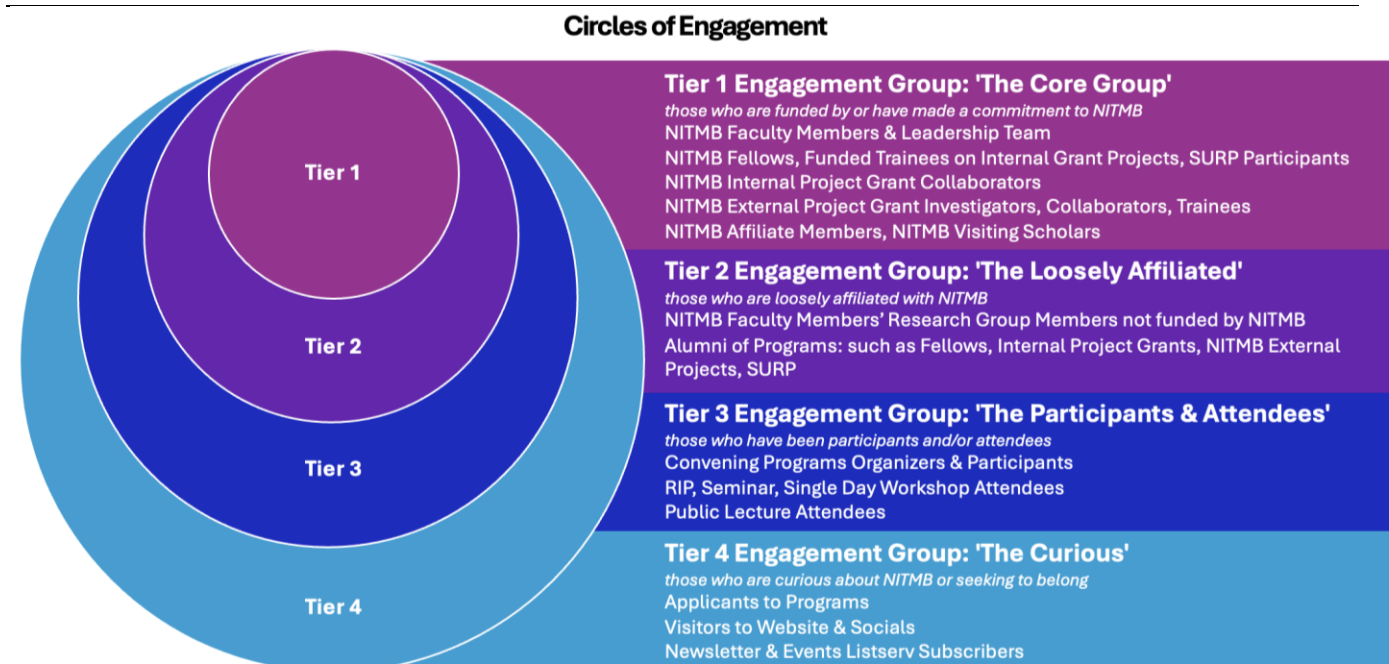
NITMB Training Listserv NITMB-TRAINING@LISTSERV.IT.NORTHWESTERN.EDU

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

NITMB Faculty Listserv NITMB_FACULTY@LISTSERV.IT.NORTHWESTERN.EDU

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

Circles of Engagement with NITMB



Access

We welcome you to visit for the day, and recurring visits to co-work with colleagues, schedule group and project meetings, or think alone with a view. We provide a spectrum of collaboration spaces - shared offices, Zoom rooms, lounge seating, adjustable standing desks, meeting rooms with Zoom capabilities, kitchen, and a full 150-person auditorium. Amenities include an espresso maker, wellness and prayer room, and endless blackboards. 360 views of Chicago & Lake Michigan. Come visit and 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 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.

Lost Keys or Badges (!)

Please notify Kierra Hannon at 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:
Hearn Elevator badge replacement costs \$25 and must be reported. You are responsible for the cost of the replacement card, a personal or cashier's check can be made out to 'Northwestern University'. Upon receipt of the check, we will submit a request to the building for a new badge.
- Northwestern badge replacement costs \$25 and must be reported. NITMB is not able to facilitate this replacement you must contact the Wildcard office personally. Replacement instructions here: <https://www.northwestern.edu/wildcard/get-a-card/replacing-your-card.html>

Leaving NITMB You must return your Hancock badge and keys to Kierra Hannon at 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

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.

How to reset your standing desk

Does your standing desk no longer go up or down?

1. Remove Obstructions: Ensure there are no objects or materials under the desk that could interfere with the reset process, according to a video tutorial.
2. Power Cycle: Unplug the desk from the power outlet and wait for at least 30 seconds. This ensures the power to the desk is fully discharged before restarting, says UpDown Desk.
3. Reconnect and Lower: Plug the desk back into the power outlet.
4. Engage Reset Mode: Press and hold the down arrow button until the desk reaches its lowest position.
5. Verify Reset: Continue to hold the down arrow button. The desk should dip down slightly, rise, and then stop moving, indicating the reset has been successfully completed.
6. Release Button: Once the desk has reached the lowest position and the reset is complete, release the button.

How to Host Your Group Meeting @ NITMB

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

Email the following to 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.

Community Values & Expectations

NITMB:

- Champions the fundamental principle of treating others with respect.

- Is committed to providing a safe research and work environment in which discrimination, harassment, stalking, bullying, hazing, and other abuse or acts or threats of violence are not tolerated.
- Expects its members, associates, and visitors to treat each other and those with whom they engage or collaborate on behalf of NITMB with respect, honesty, integrity, and civility, and avoid conduct that is unwelcome, offensive, obscene, or disorderly.
- Further expects its members to conduct their research, academic, and all other NITMB activities in accordance with the highest scientific, professional, and ethical standards.

All NITMB visitors are expected to follow this Code of Conduct.

Expectations for a Safe and Inclusive Work Environment:

It is the responsibility of all NITMB leaders, participating institutions, and their respective faculty, staff, postdoctoral fellows and scholars, students, visitors, and all others who are, in each case, funded by, working with, visiting, or participating in an event organized by, NITMB (hereinafter referred to as NITMB “members and associates”) to foster a safe, inclusive, and harassment-free working environment for NITMB. As part of this responsibility, NITMB is providing this Code to visitors to document expectations for adherence to the following standards.

All NITMB members and associates must comply with policies, conduct standards, and health and safety guidelines applicable to work done as part of NITMB (including, without limitation, policies prohibiting discrimination, harassment, and sexual misconduct), as well as the applicable policies and funding terms of the National Science Foundation and Simons Foundation, NITMB’s funding sponsors, and all applicable laws and regulations. NITMB visitors who do not have policies analogous to those listed below are obligated to familiarize themselves and comply with Northwestern University’s policies while they are visiting or participating in NITMB-organized activities.

Policies/Resources:

- [Standards for Business Conduct](#)
- [Policy on Discrimination Harassment and Sexual Misconduct](#)
- [Policy on Non-Retaliation](#)
- [Whistleblower Protections](#)
- [Policy for Reviewing Alleged Research Misconduct](#)
- [Policy on Civility and Mutual Respect](#) and [Unacceptable Behaviors](#)
- [Consensual Romantic or Sexual Relationships Between Faculty, Staff, and Students](#)

Third parties who have not completed similar training at their home institution shall be referred to the [City of Chicago’s Sexual Harassment Training module](#). Visitors who may receive a visiting appointment with Northwestern will be required to adhere to Northwestern’s [Research Visitors](#) policy.

Every NITMB member and associate is responsible for complying with these principles and for taking appropriate action to report and/or address observed misconduct. Members and associates who fail to comply with these principles, including failing to report misconduct in accordance with relevant policies, may be subject to corrective action by their home institution. NITMB leadership reserves the right to remove a visitor from NITMB-organized events or activities in the event of behavior that violates these expectations for a safe and inclusive work environment.

Conduct of NITMB Operations and Activities

NITMB members and associates will demonstrate good stewardship and integrity while carrying out the operations and activities of the center. Nothing in the sections below is intended to supersede the applicable policies and funding terms of the National Science Foundation and the Simons Foundation, NITMB's funding sponsors, or other relevant or more stringent policies of Northwestern or a member or associate's home institution with which they may be obligated to comply, but are included as reminders of NITMB's commitment to the highest professional and ethical standards.

Conflict of Interest or Commitment: NITMB understands that its members and associates may have been or may be involved in outside financial, business, professional, academic, public service, or other activities. NITMB members and associates must avoid allowing outside activities or commitments, familial or other relationships, and private financial or other interests, to compromise or appear to compromise their NITMB research, work, decision-making, or obligations, including purchasing decisions or vendor selection.

Use of NITMB Resources: All NITMB members and associates are responsible for preventing the misuse of NITMB resources, property, and other assets, including but not limited to, funds, information, intellectual property, facilities, equipment, networks, software, etc. NITMB resources are reserved for NITMB purposes and may only be used for lawful and authorized purposes. NITMB systems such as computers and e-mail may be used for reasonable and incidental personal use.

Confidentiality and Privacy: Each NITMB member and associate will keep confidential any unpublished research or results shared with them by other NITMB members they have not been authorized to share and will work to prevent misuse or unauthorized disclosure.

Community Practices

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. Below are 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) 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!

Blackboard Care

- Chalk and clean eraser pads are available behind the reception desk. Chalk is supplied to the boards once a week. Eraser pads are washed every month by the director for operations and outreach at her home.
- Boards may only be washed with water only; soap is not allowed. Materials to wash the boards are available.
- Boards in common spaces are not erased and cleaned nightly. We consider the writing on the boards to be advertising about what we do and frequently people share how they like reading other's work.

- Boards in the auditorium, meeting rooms, and hotel offices should be erased after use by the user.
- Common area boards are washed weekly to bi-weekly by the staff. We do not have a custodial staff to clean them nightly. The washing schedule depends on events and visitors. For example, common area boards may go unwashed for two weeks because we are anticipating a site visit or board meeting. We plan to wash all boards before a workshop, excluding offices.
- Boards will not be washed on demand. If someone would like boards completely clean before they use them, there is equipment for them to wash them on their own.

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

Label and date your food. If it is not labelled, it will likely be thrown away.

In Case of Emergency

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 the suite 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

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 13th 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

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

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.



The IP Address is: 10.102.28.170

The Printer Code: 2024

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

Lost & Found

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

Appendix

Appendix A: Quick Reference Contacts

Role/Area	Name	Email	Phone
Building Access & Security	Kierra Hannon	access@nitmb.org	312-503-2023
Program Operations	Tiffany Leighton	tiffany.leighton@northwestern.edu	312-503-2020
Fellowship & Visitors	Paula Trautvetter	paula.trautvetter@northwestern.edu	312-503-2072
Research Grants	Tricia Howard	tricia@northwestern.edu	312-503-2065

Appendix B: Important Links

- **NITMB Main Website:** www.nitmb.org
- **Calendar Subscription:** [Subscribe Here](#)
- **Fellowship Program Info:** [NITMB Fellows Program](#)
- **Skedda Booking System:** [Book Workspace](#)
- **Printer Driver Download:** [NITMB Ricoh Driver](#)
- **Listserv Sign-Up:** [Subscribe to NITMB Listservs](#)

Appendix C: NITMB Program/Activities Staff Contacts

Requests for new events:

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

NITMB Program/Activity	Staff Contact
Annual Simons Meeting NYC	Tiffany Leighton
EAB Meeting, NSF Site Visit	Tiffany Leighton
Engagement & Community Town Halls, Office Hours, Concierge, Open Houses, Pop-in Days, Outreach	Julie Des Jardins
Fellows & Funded Trainees	Paula Trautvetter
Focused Research Group Awards	Carrie Arciniegas
Internal Project Grants	Fleur Ledhardt
Membership Nomination Packages	Julie Des Jardins
Reimbursements	Joey Bell
Work In Progress	Carrie Arciniegas

Science & Tea	Food: Kierra Hannon
Seminars	Carrie Arciniegas
Single Day Workshops	Carrie Arciniegas
Site Visit	Tiffany Leighton
Summer Undergraduate Research Program	Julie Des Jardins & Carrie Arciniegas
Visitor Program & Affiliate members	Paula Trautvetter
Workshops	Joseph Hibdon, Na’Koshia Banks, Penelope Johnson, Madison Ryan