

Chemistry-Biology Interface Program

Graduate Student Handbook

2022 - 2023

Johns Hopkins University
Baltimore, Maryland 21218

www.cbi.jhu.edu

The Department, of necessity, reserves the right to change without notice the programs, policies, requirements, and regulations in this handbook.

The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital or veteran status to all of the rights, privileges, programs, benefits and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital or veteran status in any program or activity, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university administered programs or in employment. Accordingly, the university does not take into consideration personal factors that are irrelevant to the program involved. Questions regarding access to programs following Title VI, Title IX and Section 504 should be referred to the Office of Equal Opportunity and Affirmative Action Programs, N-710 Wyman Park Building, Homewood Campus, 410-516-8075, TTY 410-516-6225.

TABLE OF CONTENTS

<i>CBI IMPORTANT DATES FOR THE 2022 – 2023 ACADEMIC YEAR</i>	6
<i>HEALTH AND SAFETY</i>	8
<i>I. SAFETY TRAINING</i>	8
<i>II. ANNUAL REVIEW OF SAFETY STANDARD OPERATING PROCEDURES</i>	8
<i>III. EMERGENCY HEALTH CARE AND EMERGENCY INCIDENT REPORTING</i>	9
<i>IV. SAFETY PROCEDURES</i>	11
<i>V. HAZARDOUS CHEMICAL STORAGE</i>	12
<i>VI. COVID-19 SAFETY GUIDELINES</i>	12
<i>GENERAL ACADEMIC INFORMATION</i>	12
<i>I. GRADUATE BOARD DEADLINES</i>	12
<i>II. COURSES</i>	13
<i>III. COLLOQUIA AND SEMINARS</i>	13
<i>IV. FINANCIAL SUPPORT</i>	13
<i>V. PAYROLL INFORMATION</i>	14
<i>OFFICE RELATING TO GRADUATE STUDENTS – HOMEWOOD</i>	15
<i>STANDING COMMITTEES OF THE CHEMISTRY-BIOLOGY INTERFACE PROGRAM (FOR AY 22-23)</i>	16
<i>REQUIREMENTS FOR CHEMISTRY-BIOLOGY INTERFACE PROGRAM GRADUATE STUDENTS</i>	16
<i>I. ADVISING</i>	17
<i>II. COURSE REQUIREMENTS</i>	17
<i>III. INSTRUCTION IN THE RESPONSIBLE CONDUCT OF RESEARCH AND SAFETY</i>	18
<i>IV. CHOOSING A RESEARCH ADVISOR</i>	18
<i>V. ANNUAL REVIEWS AND INDIVIDUAL DEVELOPMENT PLAN (IDP)</i>	19
<i>VI. GRADUATE BOARD ORAL (GBO) EXAM</i>	19
<i>VII. ORAL BOARD MEMBERS</i>	19

VIII. ORIGINAL RESEARCH PROPOSAL	20
IX. RESEARCH COMMITTEE	21
X. RESEARCH UPDATES	21
XI. DISSERTATION AND SEMINAR	21
XII. ACADEMIC STANDING	22
XIII. TIME LIMITS	22
XIV. REQUIREMENTS FOR THE M.S. DEGREE	22
XV. TEACHING REQUIREMENTS FOR GRADUATE STUDENTS	23
XVI. VACATIONS FOR CBI GRADUATE STUDENTS	23
XVII. LEAVE OF ABSENCE	23
XVIII. GRIEVANCES	24
XIX. PROBATION AND DISMISSAL	24
XX. IMMUNIZATION (University Policy)	25
XXI. HEALTH INSURANCE	25
XXII. ORGANIZATIONS	25
XXIII. JHED	27
XXIV. JOB SEARCH AND EMPLOYMENT ASSISTANCE	27
CHEMISTRY DEPARTMENT FACILITIES	28
I. OFFICE	28
II. STOCKROOM	29
III. SHOPS	30
IV. INSTRUMENTS	30
UNIVERSITY FACILITIES	31
I. HOUSING	31
II. ATHLETIC CENTER	31
III. WRITING CENTER	31
IV. STUDENT HEALTH (NON-EMERGENCY)	31
V. STUDENT DISABILITY SERVICES	32
VI. COUNSELING CENTER	33
VII. LGBTQ+ LIFE & GENDER ISSUES	33
VIII. OFFICE OF SUSTAINABILITY	33
IX. FOOD SERVICES	33
X. PARKING	35
XI. FREE BUS SERVICE	35
XII. LIBRARY CARRELS	36
XIII. JHU TECHNOLOGY STORE	36
XIV. E-MAIL ACCOUNTS	37

XVI. BOOKSTORES	37
XVII. OTHER FACILITIES	37
PERSONNEL	37
I. CBI FACULTY	37
II. CBI RESEARCH AREAS	38
III. ADMINISTRATIVE STAFF	40
IV. CBI Forms	42

CBI IMPORTANT DATES FOR THE 2022 – 2023 ACADEMIC YEAR

Orientation Activities

Times	Event	Location
Aug. 19, 11:30 AM-2:00 PM	New Grad Student Welcome (KSAS)	Homewood Beach
Aug. 23, 10:00 AM-12:00 noon	Welcome, Overview and tips for success <i>Presented by the CBI Director and a panel of CBI students</i>	Remsen 140
Aug. 23, 5:00 PM-7:00 PM	ChemDNA Social https://sites.krieger.jhu.edu/chemdna/about/	Remsen Breezeway
Aug. 25, 1:00 PM – 4:00 PM	TA Training (General Safety & Waste Management) *For 2nd year students	UTL 288
Aug. 25, 2:00 PM-4:00 PM	CBI Advising Meeting – Individual Appointments	Remsen 140
Aug. 25, Sessions all day	TA Training Institute Q&A Session	Online: https://ctei.jhu.edu/teaching-academy/ta-orientation/fall
Aug. 26, 9:00 AM – 12:00 PM	TA Training **Required for AS.030.103 & AS.030.105 TAs	UTL 288
Aug. 26, 1:00 PM – 4:00 PM	TA Training **Required for AS.030.103 & AS.030.105 TAs	UTL 288
Aug. 26, 5:00 PM – 7:00 PM	Chemistry & CBI Welcome BBQ	Remsen Breezeway

Rotation Schedule

Date	Rotation Information
August 29, 2022	Rotation 1 Choices Due
August 31, 2022	Rotation 1 Begins
November 17, 2022	Rotation 1 Abstracts Due
November 18, 2022	Rotation 1 Talks
November 18, 2022	Rotation 2 Choices Due
November 28, 2022	Rotation 2 Begins
February 10, 2023	Rotation 2 Abstracts Due
February 13, 2023	Rotation 2 Talks
February 13, 2023	Rotation 3 Choices Due

Date	Rotation Information
February 15, 2023	Rotation 3 Begins
May 12, 2023	Rotation 3 Abstracts Due
May 15, 2023	Rotation 3 Talks
May 19, 2023	Advisor Choice Due

Academic Calendar 2022 – 2023

Fall 2022

Date	Event
Monday, August 29	Classes begin, all campuses
Monday, September 5	Labor Day, classes suspended
Thursday/Friday, October 20/21	Fall Break, classes suspended, Homewood
Monday, October 24	Last day of classes (1 st term), Homewood, SOM, SPH
Monday, October 26	First day of classes (2 nd quarter), SOM
Wednesday, October 26	First day of classes (2 nd term), Homewood, SPH
Monday, November 21 – Friday, November 25	Fall break, Homewood, SOM
Wednesday, November 23 – Sunday, November 27	Fall break, SPH
Friday, December 9	Last day of classes (semester), Homewood
Monday, December 12 – Tuesday, December 13	Reading Period, Homewood
Wednesday, December 14 – Thursday, December 22	Final Exam Period, Homewood
Friday, December 23	Last day of classes (2 nd quarter/term), SOM, SPH
Saturday, December 24 – Monday, January 2	Winter break, Homewood, SOM
Tuesday, January 3	First day of classes, SOM
Tuesday, January 3	First day of intersession classes, Homewood
Wednesday, January 4	First day of intersession classes, SPH
Monday, January 16	Martin Luther King, Jr. Day, classes suspended
Friday, January 20	Last day of classes, Homewood, SPH
Monday, January 23	First day of spring classes, Homewood, SPH
Friday, March 17	Last day of classes (3 rd quarter/term), Homewood, SOM, SPH
Monday, March 20 – Friday, March 24	Spring break, Homewood, SOM, SPH
Monday, March 27	First day of classes (4 th term/quarter), Homewood, SOM, SPH
Friday, April 28	Last day of classes (semester), Homewood
Monday, May 1- Tuesday, May 2	Reading Period (Homewood)
Wednesday, May 3 - Thursday, May 11	Final Exam Period (Homewood)
Friday, May 19	Last day of classes (4 th term/quarter), Homewood, SOM, SPH

Date	Event
Thursday, May 25	University Commencement

SOM (School of Medicine); SPH (School of Public Health)

HEALTH AND SAFETY

I. SAFETY TRAINING

Compliance to University and Departmental safety policies and procedures is mandatory. All incoming graduate student, as well as postdoctoral appointments and staff, are required to complete an online safety module and knowledge assessment. **This is a mandatory requirement for first year graduate students.**

Utilizing Blackboard (soon to be Canvas), there are several modules in the course. All questions in each module must be answered correctly before the next module opens. All first-year graduate students must complete the course by September 30, 2022 and preferable before starting rotation 1. All students assigned TA positions in a laboratory course must complete the TA Safety Course and Knowledge Assessment as well by September 30, 2022. Graduate students may also be required to complete specialized safety training dependent upon their research group affiliation.

Logging In: The course login is located at blackboard.jhu.edu (soon to be canvas.jhu.edu). You will be able to sign in your assigned JHED ID and password. For first time users, please create your password my going to my.jh.edu. The program is coordinated by Indira Jones and Clare Bindel. They are available for questions by contacting chem-admin@lists.johnshopkins.edu.

- Radiation Training

Radiation safety training courses are offered at the Homewood Campus every fall. Also, monthly Radiation Safety Training is available at the JHMI downtown, along with several online courses. These classes are available to all members of the Johns Hopkins Community. Attending these training lectures will indicate that you have completed the minimum Radiation Safety Training to use radioactive materials. Please contact Mina Razavi in our Homewood campus office for more information.

Radiation Control Unit
2024 East Monument Street, Suite B-200
Baltimore, Maryland 21205-2223
Office: 410-955-3710
Office: 410-516-7278

Homewood Campus – Radiation Safety Office
Mudd Hall
Mina Razavi (mina@jhu.edu)

II. ANNUAL REVIEW OF SAFETY STANDARD OPERATING PROCEDURES

The CBI Program is committed to providing a safe environment for staff and students to perform the necessary laboratory procedures for completion of their research or education. A basic part of providing this environment is to ensure that everyone in the laboratory follows standard operating procedures (SOP) when working with specific chemical hazard classes.

The below link will direct you to a PDF document outlining standard operating procedures developed by the Johns Hopkins University Safety Office. **All graduate students, postdocs and lab staff are**

required to review these documents on an ANNUAL basis:

<https://krieger.jhu.edu/cbi/wp-content/uploads/sites/74/2022/08/b29RPQIH-5.pdf>

To ensure compliance, once these documents have been reviewed, graduate students, postdocs and lab staff are required to submit an "acknowledgement form" by submitting the form found at: <https://chemistry.jhu.edu/resources/safety>.

Certain research laboratories may have lab-specific SOPs. These lab-specific SOPs should also be reviewed on an annual basis. Please check the department website for updates throughout the year.

Johns Hopkins Safety Policies: <https://hpo.johnshopkins.edu/hse>

III. EMERGENCY HEALTH CARE AND EMERGENCY INCIDENT REPORTING

If you are injured at work, please notify your supervisor immediately and contact the Homewood Office of Occupational Services at 410-516-0450. If an injury should occur on a night shift or weekend, please seek the appropriate medical treatment and follow-up with the Department of Occupational Health Services the next business day. Students should also contact the Chemistry Department Office, Remsen 138 ext. 6-7429. Transportation will be made available during working hours.

If you are injured at work due to an occupational injury, please notify your supervisor immediately and contact the Injury Clinic Office in the Johns Hopkins Hospital at 410-955-6433. For more information click [here](#) to visit the Injury Clinic Office.

Employee Incident Report Form and the Occupational Health Services Employee Information Form are available at the Health and Safety Forms website - <https://www.hopkinsmedicine.org/hse/forms/forms.html>

Occupational Health Services – Homewood

1101 East 33rd Street

C-160 Eastern H.S. Building

Phone: 443- 997-1700

Fax: 443-997-1701

Monday-Friday 7:30 AM to 4:00 PM

If you observe conditions or practices you consider unsafe, contact the professor in charge of the laboratory course or research laboratory. Hazardous situations outside of a specific laboratory should be brought to the attention of the Facilities Manager, the Safety Officer and/or the Department Chair.

Issue	Action
FIRE	Homewood: Set off fire alarm (red box in corridor; note location) From a phone outside the fire area, call 9-1-1 E. Baltimore Campus: Pull alarm and then call 410-955-5585
THEFT	Call Security (6-7777) For emergencies, Homewood: dial 6-4600 E. Baltimore Campus: Call Security (410-955-5585)
SERIOUS INJURY/ AMBULANCE	Homewood: Call Security at 6-7777 or call 9-1-1 E. Baltimore Campus: Call the Emergency Number (410-955-4444) or 9-1-1

Issue	Action
EYE INJURY	Homewood: Use Eye Wash Foundations and call Security (6-7777) E. Baltimore Campus: Call the Emergency Number (410-955-4444) or 9-1-1 <u>Ask for an Ambulance with eye wash service</u>
POISONING	Homewood: Call Security (6-7777) and the Maryland Poison Control 410-528-7701 E. Baltimore Campus: Call the Emergency Number (410-955-4444) or 9-1-1
RADIOACTIVITY	Homewood: Call Mina Razavi (6-7278; office days only), Homewood Radiation Safety Officer (6-7308) or Homewood Security (6-7777) E. Baltimore Campus: Call the Emergency Number (410-955-4444), Radiation Safety Officer (410-955-3712) or Security (5-5585)
HOOD SHUTDOWN FLOOD ODOR SPILL	Homewood: Call the Facilities Manager (410-516-7458) or Homewood Security (6-7777) E. Baltimore Campus: Call Maintenance (5-3329), Security (5-5585) or the Emergency Number (5-4444)

Important Phone Numbers (Homewood):

<https://www.jhu.edu/life/security/emergency-contact-information/>

Important Phone Numbers (E. Baltimore Campus):

<https://www.hopkinsmedicine.org/hse/emergency/index/html>

What is an emergency?

An incident that threatens the safety of JHU students, faculty and staff or interferes significantly with the ability to provide educational and support services should be considered an emergency or crisis that requires immediate action by school administrators.

General rules of response

There are two simple guidelines to follow in the event of an emergency:

- IF DANGER IS OUTSIDE, STAY IN THE BUILDING
- IF THE DANGER IS INSIDE, LEAVE THE BUILDING IMMEDIATELY

In the event of an urgent life-threatening emergency (e.g. fire, explosion), all persons should immediately evacuate the premises. If possible, call Campus Security (6-7777), sound a fire alarm and warn fellow workers, students and others

General emergencies

Contact: Campus Security Office (6-7777)

- The Security Office will assist with the emergency
- The Security Office will call 9-1-1, if appropriate
- The Deans will notify appropriate persons within the schools

The Deans will determine if notification further up the chain of command is necessary (i.e. CRT, News and Information, General Counsel). The Deans will complete an Incident Report and notify Occupational Health, if necessary.

Compliance Hotline

To help support a culture of ethical behavior, a toll-free, 24-hour/seven-days-a-week compliance hotline has been established. If you or a colleague has a serious concern, you can make a report by calling **1-844-SPEAK2US (1-844-773-2528)** or [submitting a report online](#).

Please make a report if you suspect:

- Non-compliance with laws and regulations
- Fraud, waste or other abuse
- Workplace violence
- Faculty, student or staff misconduct
- Policy violations
- Criminal behavior
- Conflicts of interest
- Any other ethical or legal concerns

LiveSafe App

The LiveSafe app is free to the JHU community and can be downloaded to mobile devices from either the App Store or Google Play. It offers a quick way to connect with Homewood Security in an emergency without stopping to dial a phone number and it reduces response times by providing location data. Beyond the emergency options, the app has features intended to help the Homewood community report problems – including sending a text message, photo or audio file – and find safety and security resources.

Sexual Misconduct

The Johns Hopkins University is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, postdoctoral fellows, residents and other members of the University community. In particular, the University will not tolerate and is committed to providing members of its community with an environment that is free from sexual harassment, sexual assault, relationship violence and stalking (collectively, “sexual misconduct”). This conduct is disruptive of the learning and working environment of the University’s community and deprives students, employees and other community members of equal access to the University’s programs and activities. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenses, diligently investigate complaints of such misconduct and retaliation and comply with Title IX of Higher Education Amendments of 1972 (“Title IX”) and the Campus SaVE Act. The Johns Hopkins University [Sexual Misconduct Policy and Procedures](#) (the “Policy” and these “Procedures”) implement the University’s commitment to investigate and resolve cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially and in compliance with the law.

IV. SAFETY PROCEDURES

A safety manual published by the American Chemical Society is distributed to all students. Additionally, the University Safety Manual is available in each lab and should be reviewed for pertinent information. You should review relevant portions of the manual before undertaking teaching assistant duties in undergraduate laboratories or working in a research lab. The University Safety Manual is also available online at: <https://hpo.johnshopkins.edu/hse/>

Proper Attire for Individuals in Labs

It is the policy of Johns Hopkins that all employees, faculty, students and visitors wear appropriate attire in all laboratory areas to minimize or eliminate skin contact with hazardous materials. Shorts, miniskirts or any apparel that does not cover the skin above the knee when seated shall NOT be worn in the laboratory without appropriate over protection (e.g. a buttoned laboratory coat or closed front gown). Open-toed shoes, sandals or shoes made of loosely woven material shall not be worn in the laboratory. Gloves shall be worn whenever there is potential exposure of the hands to hazardous materials. The gloves must afford the necessary resistance to the hazardous material being used. Gloves should be removed before leaving the laboratory. Specialized protective clothing shall be worn when using hazardous materials that are extremely hazardous upon contact with skin. Health, Safety and Environment should be consulted for these materials. **Homewood:** 6-8798; **E. Baltimore:** 410-955-5918

V. HAZARDOUS CHEMICAL STORAGE

Homewood Campus

Access to the Hazardous Chemical Storage Facility in Macaulay Hall is by J-Card only. You must have a valid J-Card issued by the Office of ID Services, Wyman Park Building, 1st floor. To receive access privileges, you must complete a tour of the facility. The Facilities Manager will code you into the system after the tour is completed.

E. Baltimore Campus

For more information regarding Hazardous Chemical Storage Facilities available at the School of Medicine and the School of Public Health please speak with your laboratory rotation or research advisor.

VI. COVID-19 SAFETY GUIDELINES

The university's academic divisions are making independent decisions on how to conduct instructional activities, guided by a [set of principles and values](#) articulated by the university and by JHU's own experts in public health and medicine. The health and safety of all students, faculty and staff remains our foremost concern.

The COVID-19 outbreak may be stressful, particularly for those with family and friends affected. Students experiencing stress or anxiety can find resources for support at wellness.jhu.edu or contact their school's student affairs office.

Other resources include:

- Counseling Center: 410-516-8278
- Office of Multicultural Affairs: 410-516-8730
- Religious and Spiritual Life: 410-516-1880

For more information, please visit Hopkins COVID FAQ page: <https://covidinfo.jhu.edu/faq/>

GENERAL ACADEMIC INFORMATION

I. GRADUATE BOARD DEADLINES

Thesis Defenses may be held throughout the academic year. The defense must be completed and the program certification, readers letter and dissertation must be submitted by the following deadline for the student to go before the Graduate Board for approval. **Within the academic term indicated, no materials will be accepted or considered complete after the date indicated.**

Fall 2022 Deadlines

Conferral Date: December 30, 2022

Pre-Semester Completer Deadline: August 26, 2022

Grace Period and Regular Semester Deadline for PhDs and Grace Period Deadline for Master's: October 26, 2022

Regular Completion Deadline for non-Grace Period Master's: December 9, 2022

Spring 2023 Deadlines

TBA

Please note – When a student's degree requirement materials are received after the deadlines listed above, that student will be put on the next semester's degree completion list. The deadlines are also posted on the Graduate Board website (<https://homewoodgrad.jhu.edu/academics/graduate-board/deadlines/>). Students requiring confirmation that degree requirements have been completed (for employment or postdoctoral appointments) should contact the Graduate Board Office. Students should be prepared to provide contact and address information as the confirmation will be sent directly from the Graduate Board Office to establish authenticity. Requests can be emailed to Renee Eastwood (rseitz5@jhu.edu).

II. COURSES

Homewood Campus

Brief descriptions of advanced courses in all departments are given in the graduate and undergraduate catalog. Introductory courses are also described in the undergraduate catalog, which is available from the Registrar, Wyman Park Building, 2nd floor and online at <https://e-catalog.jhu.edu/departments-program-requirements-and-courses/>. The Registrar maintains a current list of course offerings for each semester: <https://studentaffairs.jhu.edu/registrar/students/course-schedule/>

E. Baltimore Campus

Brief description of advanced courses at the Johns Hopkins School of Medicine are provided in the academic catalog which is available online (<https://e-catalog.jhu.edu/medicine/>).

Brief descriptions of advanced courses at the Johns Hopkins Bloomberg School of Public Health are provided in the academic catalog, which is available at <https://www.jhsph.edu/courses>

These catalogs are sometimes out of date. The Registrar also maintains a list of course offerings. The Homewood campus bookstore in Barnes and Noble, located at 1830 E. Monument Street, keeps a list of required texts for all courses.

III. COLLOQUIA AND SEMINARS

The [Chemistry](#), [Biology](#), [Biochemistry & Molecular Biology](#), [Pharmacology & Molecular Sciences](#), [Biophysics](#), [Biomolecular & Chemical Engineering](#), [Molecular Microbiology & Immunology](#) and [Biophysics & Biophysical Chemistry](#) departments organize seminars and colloquium series. These series include talks by visitors from other universities and industry, as well as our own faculty. They cover a broad range of current interest topics in chemistry at the biological interface and *all graduate students are expected to attend the appropriate presentations*. An updated list of all upcoming seminars is posted on the [CBI website](#).

IV. FINANCIAL SUPPORT

Graduate students are guaranteed full tuition remission and are provided with health insurance (if needed). CBI students are supported at a monthly rate equivalent to \$34,000 per year.

Upon completion of their Teaching Assistantships, students in their third and subsequent years normally receive 12-month support in the form of research assistantships, provided normal progress is made towards a degree. Normal progress is defined as meeting course requirements and grade expectations as well as establishing a research assistantship with a faculty research group and timely

submission of annual IDP reports.

As a full-time student, you must either participate in the University plan or sign a waiver indicating you have health insurance coverage comparable to the University plan. Details about the student health plan offered by the University can be found on the University website:

<https://studentaffairs.jhu.edu/registrar/students/student-health-benefits/>

Extramural graduate fellowships have been awarded to students from the National Science Foundation, the American Association of University Women and other sources. Students may be eligible for NRSA training awards. Students are encouraged to consult with their advisors about applying for these awards. Graduate students also have access to [GrantForward](#), a database that allows both students and faculty to search for external funding. An account can be set up with a valid Hopkins email address. Yin Jiang, Remsen 333, yjiang32@jhu.edu is available to assist in identifying extramural support.

V. PAYROLL INFORMATION

All students receiving financial support from the program must follow certain procedures to ensure that payment is made appropriately and in a timely manner. Students should review the guidelines below and direct any specific questions to Robert Bishop (Rbishop@jhu.edu) or Yin Jiang (yjiang32@jhu.edu).

Payment Schedule

CBI Graduate students are paid on a semi-monthly basis. Adjustments to payroll can take 3 to 4 weeks depending upon university processing deadlines.

Taxes

Taxes for U.S. citizens and resident aliens will be withheld from salaries and wages included in your paycheck based on the number of personal exemptions or allowances you declared on withholding forms (federal form W-4 for federal taxes and form MW507 for Maryland taxes if you are living in Maryland). Under current Internal Revenue Service regulations, members of the University community who anticipate no income tax liability for any given calendar year MUST file new federal and state withholding exemption certificates with the University to take effect February 15 of that given year. To be eligible for exemption from income tax withholding, faculty, staff and students must certify that they incurred no tax liability for the prior year and that they anticipate no tax liability for the current year. Additionally, anyone claimed as a dependent on another's tax return cannot claim federal exemption if their income includes non-wage income and exceeds \$650.00.

Federal form W-4 and the relevant state withholding certificate must be submitted to the Chemistry Administrative Office prior to January 31st of the year in question in order to avoid tax withholding. Non-resident aliens claiming benefits of a treaty exemption in a given year need to re-file Form 8233 or Form 1001. For additional information, please visit the website for the Johns Hopkins University Tax Office, https://finance.jhu.edu/depts/tax/about_tax.html

Graduate Students on Grants or Fellowship Funding

The University does not withhold taxes on scholarship/fellowship payments provided as a stipend. The student is responsible for making Federal and Maryland (or your home state) estimated tax payment. Scholarship or fellowship grant payments made to U.S. citizens and resident aliens are not reported on form W-2 or Form 1099. Please visit the Controller's Office website for further information: https://www.controller.jhu.edu/depts/tax/about_tax.html

CBI Payment Forms

In order to receive financial support, students must complete the following forms:

- **Form I-9**
- **Federal Tax Forms**

- **Maryland (or home state) Tax Forms**

Completing the Form I-9: Federal law requires that all newly hired and rehired faculty, staff and student employees working in the United States complete a Form I-9 within three (3) business days of their first day of work for pay. To begin the process, you will need to (a) select your employee classification (new, returning, current with an update); and (b) enter your **hire date** (this will be 8/22/2022 for students that matriculate) and your **home zip code** in appropriate fields location on the JHU I-9 Compliance website: <https://hr.jhu.edu/i9>. You will then be directed to complete Section 1 of the Form I-9 electronically. Once you have completed Section 1, you can schedule an appointment to have Section 2 of the Form I-9 completed in-person.

Students must complete these forms **BEFORE** beginning any work. To ensure that your information is processed in a timely and proficient manner, all forms must be totally complete. Please allow approximately 2 weeks processing time before you receive your first paycheck. All payroll changes or adjustments must be provided in writing to Robert Bishop (Rbishop@jhu.edu) or Yin Jiang (yjiang32@jhu.edu).

OFFICE RELATING TO GRADUATE STUDENTS – HOMEWOOD

CAMPUS GRADUATE ADMISSIONS AND ENROLLMENT OFFICE

<https://grad.jhu.edu/>

Applications for graduate study are processed through this office in conjunction with the program involved. Acceptance decision are made by the department/program Admissions Committee

GRADUATE BOARD

<https://homewoodgrad.jhu.edu/academics/graduate-board/>

This office approves and coordinates Graduate Board Oral Examinations and assembles materials for Graduate Board Meetings including the required information on each student who is a candidate for a graduate degree

OFFICE OF FINANCIAL AID

<https://finaid.jhu.edu/graduate-aid/>

University fellowships and loans for graduate students are handled by this office. The work-study program is also administered by this office

CAREER PLANNING & DEVELOPMENT

This office offers services to graduate students who will be seeking employment in academic institutions, with the government or with business and industry after receiving their degrees. All graduate students are eligible to use the services of this office

PHutures (Homewood)

<https://provost.jhu.edu/integrative-learning-and-life-design/life-design/phutures/>

As a part of the Office of the Provost, a career hub that focuses on creating equitable and scalable opportunities for doctoral students and postdoctoral fellows

JHM Professional Development and Career Office (E. Baltimore Campus)

<https://pdco.med.jhmi.edu/>

This office provides professional development training and career services, including one-on-one career coaching appointments, grant writing workshops, employer visits and treks, CV/resume advice, mentorship programs, alumni panels, mock interviews, and more.

REGISTRAR'S OFFICE

<https://studentaffairs.jhu.edu/registrar/>

Registration, classification of students, permanent records of all graduate students, transcripts, etc. (ext. 6-7088)

Veteran's Benefits and Selective Service matters: <https://studentaffairs.jhu.edu/registrar/veterans/>

OFFICE OF INTERNATIONAL SERVICES

<https://ois.jhu.edu>

STANDING COMMITTEES OF THE CHEMISTRY-BIOLOGY INTERFACE PROGRAM (FOR AY 22-23)

Academic Advising Committee

Craig Townsend (Chair)
Ronald Schnaar
Marc Ostermeier

Admissions Committee

Jennifer Kavran (Chair)
Jun Liu
Sarah Woodson

Curriculum Committee

Anthony Leung (Chair)
James Barrow
Xiongyi Huang

Program Director (Homewood)

Steve Rokita

Program Associate Director (E. Baltimore)

Anthony Leung

Steering Committee

Steve Rokita (Chair)
Anthony Leung (ex officio)
Val Culotta
Julliette Lecomte
Caren Freel Meyers
Craig Townsend
Netz Arroyo
Christian Kaiser
Haley Tarbox (Homewood Student Rep.)
Lauren Bamberger (E. Baltimore Student Rep.)

Retreat Advisor

Jungsan Sohn

REQUIREMENTS FOR CHEMISTRY-BIOLOGY INTERFACE PROGRAM GRADUATE STUDENTS

Students should pay particular attention to the information and policies given in the following pages.

Final interpretation of the rules where they affect a student's standing is the responsibility of the Steering Committee and the Program Director.

Presented below are links to policies and procedures pertaining to students in the Krieger School of Arts and Sciences. These documents are dynamic and subject to change, yet ignorance of a policy or procedure is not an acceptable excuse for non-compliance. CBI students are encouraged to consult these resources on a regular basis as warranted by their activities.

All applicable policies and procedures of the Graduate Board

<https://homewoodgrad.jhu.edu/academics/graduate-board>

Graduate Student Policies

<https://e-catalog.jhu.edu/grad-students/>
<https://homewoodgrad.jhu.edu/academics/policies/>

University Policies

<https://www.jhu.edu/university-policies/>

Information Technology Policies

<https://www.it.jhu.edu/policies/index.html>

Sexual Harassment Prevention and Resolution

<https://sexualassault.jhu.edu/policies-laws/>

Additionally, the CBI Program supports and proactively complies with the Family Educational Rights and Privacy Act ([FERPA](#)). Students accepted into the program are asked to sign a form waiving the right to inspect and review letters and statements of recommendation, letters regarding application for employment and/or letters regarding the receipt of an honor or honorary recognition. The value of these letters or statements lies in the writer believing the student will not be privy to their content. All requests for academic records and transcripts should be directed to the Office of the Registrar.

I. ADVISING

First-year students will determine a course program in consultation with the Academic Advising Committee.

II. COURSE REQUIREMENTS

The course requirements are as follows:

- **Minimum Course Requirements:** Each student must take and pass eight one-semester courses. The courses taken must be at the 400-level or above. The course schedules for the student's first two semesters are determined in consultation with the Academic Advising Committee (discussed in I. above). Thereafter, the course schedule must be approved by the student's advisor. It is the responsibility of the student and research advisor to plan a schedule of courses that will best prepare the student both for oral examination and for research.

All students are required to take Chemical Biology I and II (030.619 and 030.620) in their first year. Director permission is required to take these beyond the first year. In addition, students must take two of the CBI Foundation Courses listed below. A wide range of courses, offered in many different departments throughout the Johns Hopkins University, can be taken to satisfy the remaining four graduate level courses. Two of the eight graduate courses must be offered in departments outside of the Chemistry Department. CBI students can earn a maximum of 1/2 course credit for one literature/seminar course during their career.

CBI Foundation Courses

030.449	Chem. Inorg. Compounds
030.453	Intermediate Quantum Chemistry
030.601	Statistical Mechanics
030.625	Adv. Mech. Org. Chem I
030.626	Adv. Mech. Org. Chem II
030.677	Adv. Org. Synthesis I
030.678	Adv. Org. Synthesis II
250.685	Proteins and Nucleic Acids
250.689	The Physical Chemistry of Biological Macromolecules

- All CBI students are required to enroll and participate in the CBI Program Forum (030.613 and 030.614) every semester during their graduate career. The CBI Forum does not count towards the required eight courses, but attendance is expected at each meeting. An update Forum schedule will be distributed via email. Previous forum schedules are posted on the [CBI website](#).
- All CBI students are required to complete a course in The Responsible Conduct of Research (see III below)

III. INSTRUCTION IN THE RESPONSIBLE CONDUCT OF RESEARCH AND SAFETY

Johns Hopkins University is committed to maintaining the highest standards of scientific integrity and safety for our trainees. All CBI students must enroll in the Responsible Conduct of Research course (AS.030.625) during their first year in residence and are urged to complete this during the January intersession term. This course ensures students gain a fundamental understanding of the issues pertaining to responsible conduct of research. Topics include data misconduct, conflict of interest and guidelines of professional conduct. Additional coverage of RCR is included in the annual CBI Retreat and monthly CBI Forum. A full description of the course and the policy is posted here:

<https://homewoodgrad.jhu.edu/professional-development/#rcr>

IV. CHOOSING A RESEARCH ADVISOR

The choice of research supervisor is probably the most important decision made during graduate school. Students in the CBI program choose an advisor in May of their first year, after carrying out 3 research rotations. Each research rotation is ~10 weeks in duration. Research rotations must be carried out in at least two different departments and on both campuses (Homewood and E. Baltimore). The thesis advisor that students select need not be one with whom they have done a rotation. In addition, no more than one CBI student may carry out a rotation in a research group during the same period without special permission by the program director.

It should be kept in mind that the choice of a supervisor is a mutual one on the part of the student and the professor. For various reasons (including planned sabbatical leaves, financial pressures, etc.) a professor may wish to limit the number of students accepted. Students should investigate this possibility with any professor whose research group they might want to join prior to carrying out a rotation in the research group. When a professor has agreed to accept a student into the research group, both the professor and student must sign the CBI Advisor Agreement Form and submit it to the CBI Director for final approval.

Finally, although the initial choice of a supervisor is expected to be permanent, changes can be (and have been) made. All parties concerned should be consulted.

V. ANNUAL REVIEWS AND INDIVIDUAL DEVELOPMENT PLAN (IDP)

All enrolled and active graduate students (including non-residents, those with external funding and students on internships) will be evaluated annually starting with their first year in the program. **See the appropriate form in the back of this handbook for the CBI Annual Review Guidelines.**

The review will allow for discussion about the student's professional development goals and ways to develop strategies to achieve those goals. This review will also include the opportunity for the student to offer self-evaluation. Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed using the procedures outlined in the Homewood School's Policy for Graduate Student Probation, Dismissal and Funding Withdrawal. In making this decision, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student's control: <https://homewoodgrad.jhu.edu/academics/policies>

VI. GRADUATE BOARD ORAL (GBO) EXAM

All Johns Hopkins University graduate students must successfully complete the Graduate Board Oral Exam. The Graduate Board Orals should be taken before the end of the second academic year (see Time Limits section).

The major part of the Graduate Board Oral is concerned with the student's knowledge of Chemistry and Biology. Students are required to provide a two-page summary of their thesis research. This brief write-up should contain a clear statement of the research goal, an outline of how the goal will be achieved along with a brief description of what progress the student has made, all with the appropriate literature documentation. References are not included in the two-page limit. Copies are to be given to the members of the examining committee and alternate members at least one week before the oral examination.

The examining committee on the Graduate Board Oral consists of five faculty members. The purpose of the Graduate Board Orals is to ensure that the student has a comprehensive understanding of both their major and "minor" subjects. The Board Committee may impose a range of requirements (e.g. additional course work or re-examination in specific or general subject areas) if it finds deficiencies in the student's preparation. During the GBO, the student is asked to present a 10-15 minute overview of research accomplishments. There are three submission dates for submitting Graduate Board Oral's paperwork to the Graduate Board (see Graduate Boards section).

VII. ORAL BOARD MEMBERS

Graduate Board Oral Exam

Members of the Graduate Board Oral Examination Committee are approved by the Program Director and forwarded to the Graduate Board. Although consultation with candidates and their faculty advisors regarding possible exam committee members is appropriate, graduate students are not permitted to seek out, contact or select committee members. For more information, please visit: <https://homewoodgrad.jhu.edu/academics/graduate-board/graduate-board-oral-exams/>

Graduate students, together with their research supervisor, must submit the names of eight professors (4 internal/4 external to CBI) as possible examiners to Jasmine Harris (jharris@jhu.edu) **at least six weeks in advance of the proposed time and date of the exam.** The names should be submitted along with a research abstract and at least three proposed dates. It is very helpful to have faculty whose course you have taken and performed well.

University rules require that an "outside" member of the committee serve as the chair (not a CBI faculty member). Hence, he/she/they must hold the rank of Associate, Full or Emeritus Professor. Please note that the Graduate Board did not specify which campus "outside" members reside.

A CBI graduate student who is a member of a research group in which the advisor holds a primary

appointment in the Krieger School of Arts & Sciences or Whiting School of Engineering will have a GBO committee with the following composition:

- 2 CBI Faculty from Homewood (including the Advisor), 2 CBI Faculty from SPH/SOM & 1 Outside Faculty

OR

- 3 CBI Faculty from SPH/SOM (including the Advisor), 1 CBI Faculty from Homewood & 1 Outside Faculty

In addition to the 5 members, each GBO committee will also include 2 alternates – 1 inside alternate as well as 1 outside alternate. The faculty member assigned as the inside alternate will be from the same campus as the student's research group. The faculty member assigned as the outside alternate will not be a CBI faculty member. Since the outside alternate may need to serve as a chair, he/she/they must hold the rank of Associate, Full or Emeritus Professor.

Permission of the Program Director is necessary to postpone taking the oral examinations beyond the end of the second year. See back of handbook for the Oral Exam Deferral Form.

VIII. ORIGINAL RESEARCH PROPOSAL

CBI students will write and present an original **Research Proposal** during the Fall semester of their 3rd year in residence. The research proposal will be in an area that is unrelated to the research area in the student's research group. For instance, someone in the Greenberg group cannot submit a proposal on DNA damage and repair. The proposal will be presented to CBI students and faculty in the CBI Forum. The written proposal and presentation will be evaluated by a faculty committee.

Writing the research proposal will help you develop the critical reading, grant proposal writing and presentation skills that will enhance your success as a research scientist. The proposal is meant to be suitable for submission as part of a postdoctoral fellowship application. Students should take this into consideration when determining the scope of the project.

The title and a short abstract including specific aims and experimental approaches of the proposal should be submitted to Jasmine Harris (jharris@jhu.edu) for approval by the Program Director prior to writing the proposal. This should be submitted no later than 6 weeks prior to the scheduled presentation. Completed research proposals are due to Jasmine 1 week prior to the presentation. Copies of the proposal are distributed to all committee members.

The proposal is graded as Pass, Conditional Pass or Redo. Only two attempts to complete this requirement successfully will be permitted. If the initial result is a Conditional Pass, the committee will ask the student to submit a written revision of the proposal. Guidelines and instructions for the revisions will be set by the committee. In some cases, the committee may also require an oral defense of the revised proposal. A Redo means a new proposal must be developed and defended per instructions from the faculty committee.

Proposal Format:

The proposal (Background and Significance and Research Design and Methods) should be no more than 10 pages, including tables, figures, etc. References should be included at the end of the research plan, are unlimited and are not included in the 10 pages. Article titles should be included in the references.

- Type size: Use 12-point Times New Roman, 11-point Helvetica or 11-point Arial. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends and tables
- Single-spaced text is required
- Margins: The margins of your text should be one inch all around
- Pages should be numbered

The proposal should be organized in the following way:

- Specific Aims: List the objectives and goal of the research proposed and describe the specific aims briefly in order or priority. This section should not be longer than 1 page and are NOT included in the 10-page limit noted above.
- Background and Significance: concisely summarize and critically evaluate related work by others and specifically state how the successful completion of the work proposed in the specific aims of the application will advance scientific knowledge or aspects of clinical practice. This section should not be more than 4 pages long
- Research Design and Methods: Describe your proposed methods and procedures in sufficient detail to permit evaluation by other scientists. Discuss potential difficulties, limitations of the methods and procedures and provide alternative approaches

IX. RESEARCH COMMITTEE

Students will assemble a research committee during their third year in residence. The responsibility of the committee will be to review the progress made by the student towards completion of the thesis and the status of the student's IDP. The committee will meet yearly beginning in the spring semester of the third year and will be composed of at least two CBI preceptors and the research advisor. Research committee meetings must take place before the end of June. The committee may consist of up to two additional faculty members. The additional faculty members are not required to be members of the CBI program. The composition of the committee should be made in consultation with the advisor and requires approval by the Steering Committee. Students will provide a brief written summary (1-2 pages) of their research progress and goals to the committee at least 3 days before the meeting. Students should also be prepared to provide a brief oral presentation to the committee at the meeting. The committee will complete a form summarizing the student's progress towards the Ph.D. Please reference forms at the end of this handbook.

X. RESEARCH UPDATES

Beginning in the Spring semester of the 3rd year in residence, CBI students will present research updates in CBI Forum. These should be short presentations (~30 minutes) designed to enable students, postdoctoral associates and faculty to comprehend the goals of the project and progress made towards those goals. Research reports will be presented every 1-1.5 years.

XI. DISSERTATION AND SEMINAR

At some point in the student's research career, it will be decided by mutual agreement with the research supervisor that the new and original results and interpretations are sufficient to constitute a Ph.D. dissertation. The research committee should also be consulted on this decision. The student then undertakes the organization of the material and writing of the dissertation. This document must be read and approved by the supervisor and a second referee; both must declare that the work is publishable.

The Dissertation Seminar will be presented on a date selected by the student and advisor. At the Dissertation Seminar, the student presents and defends the results of the thesis research in an hour-long seminar. The seminar must be advertised at least one week in advance (email and posted announcements on both campuses) and is open to everyone. The seminar is official if attended by the research supervisor, second reader and one representative from outside the Program or from within the Program but outside the major area of the candidate. The second reader must be a CBI faculty member. The third representative must be approved by the Program Director. Once the faculty members have been selected and approved, students must email Jasmine Harris (jharris@jhu.edu) the names as well as the date of the seminar. **Please note that a copy of the thesis must be provided to all three committee members no less than 10 days prior to the defense date.**

There are special regulations concerning the preparation of dissertations. Information regarding the electronic thesis and dissertation (ETD) program as well as submission workflow and requirements can be found on the library's website: <https://library.jhu.edu/library-services/electronic-theses-dissertations/>

XII. ACADEMIC STANDING

The Director, Associate Director and Program Coordinator have the responsibility of monitoring students' records to determine their academic standing. In all cases of unsatisfactory performance, recommendations of the Director will be discussed and perhaps modified at a meeting with the Steering Committee before implementation. If there are no other deficiencies, an average grade of B is considered satisfactory. Students must receive a grade of B or higher in Chemical Biology I and II as well as all Foundation Courses. Every student still engaged in coursework will receive a letter each semester stating the faculty's judgements of the student's academic standing.

In cases in which academic standards have not been met, this letter will state the conditions which must be satisfied in order to avoid dismissal at the end of the semester. Instances of major deficiencies may result in immediate dismissal.

- A specified minimum grade average in a program approved by the Steering Committee
- A specific date by which a student must pass the Graduate Board Oral Examination
- The need for satisfactory progress in research

Once the student has completed coursework and advanced to the Graduate Board Oral, it becomes the responsibility of the research mentor, with the help of the research committee, to monitor the student's progress towards a degree. Faculty members use different means to accomplish this, for instance, periodic written reports and oral presentations of research results or informal discussion. A student can expect the mentor to provide an evaluation of the student's scientific development as well as progress toward completion of the dissertation work, in part through discussion of the student's IDP. From the beginning of year 2 onward a student must have a thesis advisor in order to be in good academic standing.

XIII. TIME LIMITS

There are time constraints at three points in a student's graduate career: the beginning of research, the taking of the Graduate Board Oral Examination, and the completion of graduate work. The following time limits will be administered with sensitivity to the differences in backgrounds and circumstances of our students:

- Written permission is necessary to postpone signing up with a research supervisor later than August 1st of a student's first year
- Written permission is necessary to postpone taking the oral examination beyond the end of the second academic year. Students requesting an extension (personal reasons, remedial course work, academic/research progress) must do so in writing to the Director. A sample letter is provided at the back of the handbook
- Written permission is necessary to register after the sixth year. The "permission" can be granted by the Steering Committee

XIV. REQUIREMENTS FOR THE M.S. DEGREE

The program does not usually accept into our graduate program students who are solely interested in a master's degree. For those special cases in which admission for master's study is granted, entrance standards and requirements are the same as for Ph.D. candidates. The M.S. degree can be obtained as an intermediate degree on the way to the Ph.D. or as a terminal degree by students who begin our Ph.D. program and find that they do not wish to complete a full Ph.D.-level dissertation project. An intermediate M.S. degree is awarded after the successful completion of the GBO.

Terminal M.S. Degree

- Course requirements for the M.S. are the same as for the Ph.D. program. The Academic Coordinator will monitor students' performance in formal courses to determine academic standing and make appropriate recommendations to the full faculty, as is done for Ph.D. students
- Satisfactory performance is required on the GBO. The organization and administration of the GBO exam is described in the section "Graduate Board Oral Exam". The oral exam can cover materials from courses that the student has taken, as well as independent research carried out by the student. Research experience is considered an integral part of the M.S. degree. The result of the oral examination should be given in writing to the Director by a designated member of the examining committee
- Students leaving the program before the completion of a Ph.D. dissertation must provide to their faculty advisors complete information and documentation on the research that they have carried out

XV. TEACHING REQUIREMENTS FOR GRADUATE STUDENTS

All CBI students are required to participate in the teaching of undergraduates during their second year. All second-year students are required to attend the school's online TA orientation/training session held the week of **Monday, August 22nd, 2022 (asynchronous online training plus live Q&A on Thursday, August 25th at 10:00AM: <https://ctei.jhu.edu/teaching-academy/ta-orientation/fall>)**

The Department Administrator has the continuing responsibility to access individual teaching jobs with respect to the actual workload, to try to keep fair the total amount of graduate teaching, while providing the faculty with enough suitable teaching help. Assignments of teaching duties are made in August of each year for the Fall semester and in January for the Spring semester.

Second-year students will be asked to submit their preferences for assisting with Chemistry courses to the Chemistry Department Administrator. All statements of preference will be carefully considered.

XVI. VACATIONS FOR CBI GRADUATE STUDENTS

The following policy applies to all students in residence who are receiving support from either a teaching or research assistantship:

In all cases, students must clear any vacation plans with their course instructor or research supervisor well in advance. Students may take up to two calendar weeks' vacation per year exclusive of days devoted to job interview trips or other professionally related activities **with the approval of the research supervisor.** The two-week total need not be taken at one time but can be spread throughout the year. Vacation time cannot be accumulated from one year to the next and students should not contemplate absences near the terminal stages of their dissertation work. In special circumstances, longer vacations can be approved by individual research supervisors but periods over three weeks could result in leave without pay. It should be noted that it is unusual (and unwise) for someone to use their vacation time prior to signing up with an advisor. Time off has to be approved by the instructor for their TA assignment. It is hoped that students will be prudent and establish themselves in assistantship prior to utilizing all their vacation time.

XVII. LEAVE OF ABSENCE

A leave of absence refers to and is limited to students who, while in good standing, are forced to withdraw temporarily from graduate work due to reasons beyond their control such as: illness, military service, financial exigency or pressing personal reasons justifying an interruption of the

degree program. The period is regarded as an approved break in study. Students can find the leave of absence request form online: <https://homewoodgrad.jhu.edu/academics/graduate-board/enrollment-status-change-forms/>

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes (this form can be found at: <https://homewoodgrad.jhu.edu/academics/graduate-board/enrollment-status-change-forms/>). The form must be accompanied by a letter that explains what progress has taken place in the student's absence that would enable him/her/them to be successful upon return. Please see application for further instructions.

Important – when returning from leave, the failure of a student to register without obtaining an approved leave of absence or non-resident status will result in the student status being “withdrawn”. Students considered to be withdrawn must be formally readmitted before resuming a program of study.

Parental Leave

Johns Hopkins University recognizes the importance of balancing the family and academic responsibilities faced by new parents and promoting the well-being of their families. The University is supportive of accommodating eligible full-time graduate students and full-time postdoctoral fellows, scholars and trainees (collectively “postdoctoral trainees”) who are expecting a new child (either through birth, adoption or legal guardianship). Consistent with grant funding policies that place a limit of 8 weeks for parental leave, all eligible full-time graduate students and postdoctoral fellows shall receive no less than 8 weeks of new child accommodations. (fully paid for those students/fellows with full funding at the time of the accommodation). Please visit the [official university policy](#) for more information on eligibility and details.

CBI students should contact Director Renee Eastwood (KSAS) (rseitz5@jhu.edu) at least 90 days in advance of the need of a new child accommodation (or soonest possible date) to coordinate a plan with their advisor/department.

Family Recourses for Students: <https://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

XVIII. GRIEVANCES

The relationship between a graduate student and research supervisor, other faculty, as well as other graduate and undergraduate students, carries many expectations and responsibilities for all parties concerned and required attention to norms of professional behavior. Occasionally, errors or abuses occur that compromise the integrity and successful functioning of these relationships. These occurrences are generally rare, but it is essential when they arise that the persons involved take the responsibility to talk with each other early and openly to identify and resolve the situation. Prompt resolution at this level is clearly the most desirable outcome. However, should this effort fail, the next step should be to seek the advice and help of the Director. Finally, should satisfactory resolution of a problem prove unattainable within the CBI Program, a student may turn to the Dean of Research and Graduate Education:

<https://provost.jhu.edu/education/academic-grievance-policy-students-and-postdoctoral-fellows/>

XIX. PROBATION AND DISMISSAL

If it is determined that a graduate student has failed to meet minimum academic or graduate assistant (research assistant or teaching assistant) requirements, he/she/they may be placed on probation. The student will be notified of all academic or graduate assistant shortcomings, the corrective measure necessary to remain in the program and the length of the probationary period. At

the conclusion of the probationary period, the program has the following options: (a) remove the student from probation, (b) extend the probationary period or (c) dismiss the student. Please note that a student may be dismissed without a formal probation period under certain circumstances.

For the most up to date policy on probation and dismissal, please visit the Graduate Affairs website: <https://homewoodgrad.jhu.edu/academics/policies/>

XX. IMMUNIZATION (University Policy)

All graduate students, postdoctoral fellows, visiting students and visiting scholars are required to meet the University's pre-entrance health requirements and provide proof of immunity to certain communicable diseases prior to registration. Before arriving at Johns Hopkins University, you will need to download, print and send the Student Health & Wellness Center a paper copy of your immunization information signed by your health care provider **AND** enter the information into your electronic health record using the SH&WC web portal.

For more detailed information and instructions for completing these requirements, please visit the Student Health & Wellness Center (SH&WC) website at: <https://studentaffairs.jhu.edu/student-health/>. The due date for submitting all forms is **JULY 15** and anyone who fails to comply with these requirements will not be eligible to register for classes or use the on-campus Student Health & Wellness Center. If it is determined that you require any vaccines or screening tests, they can be administered at the Student Health & Wellness Center. However, you will be required to pay a \$100 Health Form Completion Fee plus the costs(s) of each vaccine administered or any antibody testing needed to determine immune status. Those who have the university insurance plan can receive the needed vaccines paid for by the insurance company, but antibody testing is not covered by the plan. Please direct any questions regarding these pre-entrance health requirements to the [Student Health & Wellness Center](#) at 410-516-8270.

For graduate students who have pre-registered, the clinic will check a list of students supplied to them by the Registrar's Office against their records. Accordingly, the clinic will send each non-immunized student a follow-up letter and add an alert to their SIS account (which will prohibit add/drop classes and future class registration) and if that is unsuccessful, will then submit a list of non-compliant individuals to the Dean.

XXI. HEALTH INSURANCE

The cost of individual health insurance FOR ACADEMIC YEAR 2022-2023 will be paid in full by the University.

Information can be found at the [Registrar's Office](#). Students also have the option of signing a waiver form if they are covered by other insurance. Copies of the health insurance coverage must accompany the waiver form.

If you have any questions in reference to the insurance requirement, feel free to contact the Office of the Registrar: 410-526-808 or submit an inquiry via SEAM (<https://seam.jhu.edu>).

XXII. ORGANIZATIONS

Graduate Representative Organization (GRO)

Website: <https://studentaffairs.jhu.edu/gro/>

Office: Levering Hall 115-C

E-mail: gro@jhu.edu

The GRO is a group consisting of graduate students representing graduate student issues. It is also a

source of funding for various student activities. Its purpose is to provide a forum through which graduate students may express views and implement policies regarding their welfare and goals of Johns Hopkins University.

The GRO recognizes a number of student groups whose missions are to benefit or service Homewood graduate students. For a list of groups, please visit their website:

<https://studentaffairs.jhu.edu/gro/>

Chemistry Student Liaison Committee

The Chemistry Student Liaison Committee is a group of Chemistry graduate students that aid in organizing events that will foster the growth of social networking/interactions within the Chemistry Department, CBI and the Johns Hopkins Community. These events include but are not limited to monthly social hours (happy hours) and organizing the Roseman Graduate Student-Hosted Symposium. The committee also provides assistants with organized events such as the graduate student recruitment weekend. If you would like to participate in these activities, please contact the Student Liaison Committee (ChemSLC@jhu.edu).

Student Safety Committee

The Chemistry Student Safety Committee (ChemSSC) was created to promote a culture of safety in our chemistry department as well as to address known safety issues occurring in the laboratories. ChemSSC has subcommittees dedicated to specific goals including raising awareness of the student safety committee and specific safety issues to the rest of the Chemistry department, identifying potential improvements in the physical foundation of the chemistry department, scheduling and overseeing peer lab walk-through and maintaining the [safety committee website](#).

ChemDNA

ChemDNA (Chemistry Diversity Networking and Advancement) was born out of the Department of Chemistry at Johns Hopkins University in 2016 as a means to foster an inclusive environment among students. ChemDNA is an organization promoting a well-functioning, respectful and inclusive learning and work environment. ChemDNA seeks to provide a space where students, faculty and staff are represented and supported to succeed regardless of race, gender, ethnicity, orientation and/or initiating and informing conversation, mentorship both vertically and horizontally among career levels and outreach to the greater community broadening diversity in STEM while providing exposure to JHU. Through these efforts to promote diversity, ChemDNA strives to improve the environments in which all members of our community live and work.

Contact: diversityinchemistry@live.johnshopkins.edu

Website: <https://sites.krieger.jhu.edu/chemdna>

NOBCChE

The National Organization for the Professional Advancement of Black Chemist and Chemical Engineers (NOBCChE) is an interdisciplinary graduate student organization comprised of science, technology, engineering and mathematics (STEM) majors. NOBCChE at JHU strives to enhance the scholarly and professional development of graduate students, as well as postdoctoral fellows, through networking, seminars, forums, workshops and other social events. The primary goal of the organization is to enable and assist minorities in realizing their full potential as leaders and pioneers in STEM fields.

Email: nobcche@jhu.edu

Facebook: <https://www.facebook.com/groups/JHUNOBCChE>

XXIII. JHED

JHED is the University's web directory. All faculty, staff and students are included in the directory; however, individuals can determine which data elements may be accessible on both the Intranet and Internet levels. Members of the Hopkins community are granted secure access to the directory via their user IDs and passwords. All JHU students are encouraged to use this directory and to provide members of the Hopkins community with current and complete address data, including preferred e-mail addresses at the intranet level. All notices sent from the Chemistry department will be sent to your JHED address. Students preferring their mail delivered to a different POP3 mail client are responsible for setting up a "forward" from JHED.

XXIV. JOB SEARCH AND EMPLOYMENT ASSISTANCE

The University offers a service to students about to graduate or have already graduated through the Office of Career Planning & Development. The Office of Career Planning and Development is the career center for the Krieger School of Arts & Sciences and the Whiting School of Engineering. They offer full services to current students and alumni up to two years after graduation from the CBI program of these two schools. Alumni of the Krieger School or the Whiting School who are beyond two years of graduation may use selected services.

Career Center

Phone: 410-516-8056

Email: career@jhu.edu

Websites:

<https://studentaffairs.jhu.edu/virtual-career-lab/phd-doctoral-students-and-postdoctoral-fellows/>

<https://studentaffairs.jhu.edu/life-design/explore/>

Individual advising by appointment. Call or email to schedule.

Handshake

Create and keep an updated profile in [Handshake](#) to get access to events, resources, jobs, employers and appointments. Take the time to fill out your profile and select your post-grad career plans and career interests, which will allow employers who are hiring students with advanced degrees to find you.

Career Opportunities and Professional Development

<https://studentaffairs.jhu.edu/career-planning/phd-doctoral-students-and-postdoctoral-fellows/>

Students seeking guidance and opportunities to develop as educators are recommended to connect with the various program offered through the Center for Educational Resources: <https://cer.jhu.edu/>

Alumni Directory

[OneHop](#) allows you to both re-connect with old classmates as well as enabling you to utilize the trusted Johns Hopkins University environment to expand your professional network

JHM Professional Development and Career Office

Website: <https://pdco.med.jhmi.edu>

Address: 1830 E. Monument Street, Suite 2-106

Phone: 410-502-2804

JHU Life Design Lab

Website: <https://studentaffairs.jhu.edu/life-design>

Address: Wyman Park Building, Suite 2 West

Phone: 410-516-8056

CHEMISTRY DEPARTMENT FACILITIES

I. OFFICE

Keys (Homewood Campus, Chemistry Department)

Address: Remsen 138

Phone: 410-516-7429

Hours: 9:00AM – 5:00PM, Monday through Friday

Keys

New students may pick up keys in Remsen SB27 which will give them access to the outside and mailroom doors in Remsen and the New Chemistry Building. Also, the keys will allow them access to shipping/ice maker SB21 and the graduate student lounge Remsen 313. The lounge has a refrigerator with an ice maker, microwave, lounge chairs, coat racks, study space which includes a computer with internet access. Other keys will be issued when faculty approval is presented in writing or by email to the Facilities Manager in Remsen SB27.

For more information regarding keys at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

Mail (Homewood Campus, Chemistry Department)

Mail and packages sent via courier services are delivered to the Remsen stockroom SB30; packages are normally ready for pickup by 2pm daily. All items will be placed in Remsen SB20 (Dry Ice Room) once received. You will receive an email notification of what items have arrived daily. All students should then schedule a time to pick up their deliveries/mail items via openrequest.jhu.edu. Students should arrange to have personal mail, magazines, and newspapers sent to their home address.

East Baltimore Campus

Department offices -

- Pharmacology: SOM, WBSB 302
- Biochemistry & Molecular Biology: SPH, W8041
- Biophysics & Biophysical Chemistry: SOM, WBSB 608D
- Molecular Microbiology & Immunology: SPH, 615 N. Wolfe Street

Mail

CBI students will not have assigned mailboxes at the E. Baltimore Campus. Some students may have mailboxes in their lab, but this is dependent on the individual lab group.

Keys/Identification Badges

As a rotation student, the only badge that CBI students need is the blue Hopkins ID that they receive from the Homewood campus. This ID will also give them permission to enter the buildings on the East Baltimore campus after hours. Keys are specific for a lab and are obtained from the lab at the time of rotation or joining the lab. Once a student decides to join a lab on the east Baltimore campus, then they need to obtain a JHMI ID badge. Students will obtain a temporary ID badge which will need to be renewed every year on March 31st. To obtain this ID badge, the student's advisor needs to write a letter to the registrar's office stating that they will be working in the lab for the remainder of their time at Hopkins. The student then submits this letter to the registrar's office, located on the second floor of the Broadway Research Building, suite 147. Students will have their ID verified and be given a card to bring to the JHMI ID office which is located in the Nelson Building, room 108. Remember, this process needs to be repeated every year since students are only issued a temporary badge.

UNIVERSITY KEYS MUST NEVER BE DUPLICATED AND SHOULD BE RETURNED UPON THE COMPLETION OF YOUR DEGREE!

Poster Printing

The Chemistry Department has a 36" poster printer available in the main office in Remsen. If you would like to have a poster printed, please email a PDF with the correct dimensions to chem-admin@lists.johnshopkins.edu. Since the printer paper is 36" wide, one of the dimensions of your poster must be 36". If the poster is for instructional purposes, please provide the instructor's name and course number in your request. If the poster is for research purposes, please provide your group name and research purpose.

II. STOCKROOM

Chemistry – Homewood Campus

The stockroom is in the sub-basement of Remsen Hall in room SB30. It carries research supplies and some computer, electronic parts and office supplies. Adjacent related rooms include a gas cylinder storage room (SB22), shipping and receiving room (SB21). The stockroom is open weekdays from 8:30 AM to 5:00 PM, Monday through Friday. Students will need a stockroom account (obtained from the department's Financial Manager) to make purchases. Purchases can be made remotely by logging on to the department's core facility management software from the link provided on the Chemistry home page: <https://chemistry.jhu.edu/>.

The cost of laboratory supplies will normally be underwritten by faculty members. The arrangements are made between the student and the research supervisor. Supplies may be charged to a faculty member, grant, contract, or course account only when the stockroom has received written authorization from the appropriate faculty member through authorization for access to the department's core facility management software.

Biology – Homewood Campus

The Mudd Hall Supply Store is in the basement of Mudd Hall. The facility is managed by the Purchasing Department located in the Wyman Park Building. The hours of operation are from 9:00 AM - 4:30 PM, Monday through Friday. The store stocks laboratory items as well as office supplies. For a list of supplies maintained by the Mudd Hall Supply Store check their catalog. Gary Cartwright is the Manager of the Supply Store. Laboratory supplies can be charged at the Supply Store with the authorization of the research supervisor. Please check with your advisor regarding the laboratory count at the Supply Store. Students can contact the store on ext. 6-7028 for more information.

E. Baltimore Campus

For more information regarding the stockrooms available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

III. SHOPS

Homewood Campus:

Machine Shop: Machining can be carried out by staff in the Physical Sciences Machine Shop, located in Bloomberg Hall, room 037. The shop manager is Steve Smee (6-7097; smee1@jhu.edu).

Student Shop: This shop is in Room B29 in the basement of Remsen Hall. This is the only shop in which students may use the equipment. Students must complete machine shop training provided by staff of the Physical Sciences Machine Shop. Boris Steinberg, Facilities Manager, coordinates training course sign up. Boris can be reached at 410-516-7458.

Use of the Student Machine shop is monitored by a committee chaired by Ben Bilik. For access, please contact Ben at bbilik1@jhu.edu

E. Baltimore Campus:

For more information regarding the shops available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

IV. INSTRUMENTS

Homewood Campus

There are several instrumentation specialists who supervise and/or operate the departmental instruments in the Department of Chemistry:

- Dr. Jonathan Catazaro (Remsen B24, NMR spectrometers and miscellaneous instruments)
- Dr. Maxime Siegler (NCB 240, X-ray diffraction)
- Dr. Phil Mortimer (Remsen room B13; mass spectrometry)

Prospective users should contact them for instructions and/or to be added to the list of authorized users.

Chemistry Department Instruments: <https://chemistry.jhu.edu/about/facilities/>

Scheduling of instrumentation time is managed using a web-based scheduler and reservation check-in/check-out application called Applied Tech. Users must be set up with an account to use the system. To establish an account, please contact Yin Jiang (yjiang32@jhu.edu).

Biomolecular NMR Facility

A nuclear magnetic facility is located below ground between the New Chemistry Building and Mudd Hall. This facility is under the management of Dr. Ananya Majumdar (ext. 6-8670), who is responsible for training and supervision of users and arranging scheduling of instrument time. All three spectrometers are fully equipped to perform state-of-the-art biomolecular NMR.

Currently available instruments include:

- Varian 800 MHZ FT-NMR Spectrometer, NCB 152 (NMR facility)

- Bruker 600 MHZ FT-NMR Spectrometer (2), NCB 153 (NMR facility)
- Varian 500 MHZ FT-NMR Spectrometer, Remsen B23

Integrated Imaging Center

Basic and advanced light and electron microscopy (LM/EM), including 3-D and 4-D imaging, FRET, FRAP, and FCS, among others instruments

Center for Molecular Biophysics

Access to and training for a Beckman XL-I analytical ultracentrifuge, two Microcal differential scanning calorimeters, an isothermal titration calorimeter, circular dichroism spectrometer, and spectrofluorometer

E. Baltimore Campus

For more information regarding the instruments available at the School of Medicine and the School of Public Health, please speak with your lab rotation or research advisor.

UNIVERSITY FACILITIES

I. HOUSING

The Off-Campus Housing office provides information to members of the Johns Hopkins community looking for a place to live near the Homewood, Peabody, and East campuses. They are here to help faculty, staff, and students who are not required to reside in University Housing. They provide a list of private residential and commercial properties in the area that offer leases of various lengths, including short-term. In addition to their website, the office is equipped with computers, phones, and informational brochures for you to utilize during your search for off-campus housing.

Please feel free to stop by and visit the housing office, which is open Monday through Friday, 8:30AM-5:00PM, or email them at: offcampus@jhu.edu with further questions or concerns. They are in Wolman Hall room 103 on the Homewood campus:

(<https://studentaffairs.jhu.edu/community-living/offcampus/>)

Incoming students are also encouraged to use the new Off-Campus Housing Listing Website: <https://offcampushousing.jhu.edu>. This site offers a new roommate and message board sections for our affiliates. The site is JHED authenticated which means you can only login with your JHED ID.

II. ATHLETIC CENTER

The University Athletic Center may be used by graduate students and their spouses. The facilities include two swimming pools, squash courts, tennis courts, ping-pong tables, sauna, and several gymnasias and outdoor fields. Further information may be obtained [online](#) or by calling ext. 6-4434.

III. WRITING CENTER

The Writing Center offers undergraduate and graduate students free, individual conferences with experienced tutors. The Writing Center welcomes all Johns Hopkins students in the CBI program. Please visit their website for more information: <https://krieger.jhu.edu/writingcenter/>

IV. STUDENT HEALTH (NON-EMERGENCY)

The Student Health Clinic (ext. 6-8270)

Address: 1 E. 31st Street, Suite N200

Website: <https://studentaffairs.jhu.edu/student-health/>

Academic Year Hours of Operation: 8:30 AM-4:45 PM, Monday-Friday (*opens at 1:00 PM on Wednesdays*)

Thanksgiving Holiday Week:

Monday & Tuesday: 8:30 AM-4:45 PM (*closed 12 noon-1:00 PM*)

Wednesday: 8:30 AM-3:00 PM (*closed 12 noon-1:00 PM*)

Closed Thursday & Friday

Summer, Intersession & Spring Break Hours:

Monday & Friday: 8:30 AM-4:45 PM

Tuesday, Wednesday & Thursday: 1:00 PM-4:45 PM

(Closed 12 noon-1:00 PM each day)

They do **NOT** have Saturday hours during the summer (last day of finals through Freshman Orientation), during January Intersession (from mid-December through the beginning of the spring term in late January) and for the week of Spring Break in March.

If you have a non-life-threatening medical concern or health problem that cannot wait until the next time the Center is open, the Student Health & Wellness Center has contracted with Sirona Health, a nationally certified and accredited on-call nurse advice service. If you call the main number (410-516-8270) anytime the SH&WC is closed, after the recording, you will automatically be transferred to Sirona Health. Sirona Health can advise you on how to proceed with your problem. They do not have access to the JHU SH&WC records to verify appointments or answer other administrative questions, so for these types of problems, you will need to call back during normal hours of operation.

There are also urgent care facilities within driving distance of the JHU campus:

Patient First Primary and Urgent Care – Lutherville

Green Spring Station
10755 Falls Road #160
Timonium, MD
21093

Phone: 410-583-2777

Hours: 8:00 AM – 10:00 PM, Monday – Sunday

Medstar Health: Urgent Care

Annelise Shopping Center
6317 York Road
Govans, MD
21212

Phone: 855-910-3278

Hours: 8:00 AM – 8:00 PM, Monday - Sunday

V. STUDENT DISABILITY SERVICES

Federal law and the university define a “disability” as a physical or mental impairment that substantially limits or restricts the condition, manner, or duration under which an average person in the population can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. The university is required by Section 504 of the

Rehabilitation Act and The Americans with Disabilities Act to provide effective auxiliary aids and services for qualified students with documented disabilities if such aids are needed to provide equitable access to the university's programs and services.

All admitted students who wish to receive accommodations for a disability must initiate the registration process by submitting professional documentation, completing the Intake Questionnaire and participating in an interview. Additional information regarding the student disability services can be found at <https://studentaffairs.jhu.edu/disabilities/>

VI. COUNSELING CENTER

The Johns Hopkins University Counseling Center serves full-time undergraduate and graduate students from the schools of Arts and Sciences, Engineering and the Peabody Institute. All of these students are encouraged to utilize the services offered by the Counseling Center. All services are confidential and free of charge.

3003 N. Charles Street, Suite S-200
(Near 30th Street in the Homewood Apartments)

Phone: 410-516-8278

<https://studentaffairs.jhu.edu/counselingcenter/>

Being a graduate student can be stressful, but it can also be a time of growth and exploration. The [Graduate Student Process Group](#) at the JHU Counseling Center provides a weekly meeting where group members support each other through life's challenges, while also encouraging one another to grow. Group members provide feedback and engage in dialogue to learn about their interpersonal "styles" and how these styles both help and hinder the path to their goals. Topics discussed in the group may include developing more satisfying relationships, coping with the demands of academic life, adjusting to life transitions, and topics related to self-identity.

Students who are interested in joining the group should contact Dr. Shemika Brooks (6-8278) for more information and to learn how to schedule a group screening.

VII. LGBTQ+ LIFE & GENDER ISSUES

LGBTQ Life serves the lesbian, gay, bisexual, transgender, queer, and allied community at Johns Hopkins. We provide a central home for information about gender identity and sexual orientation across the Hopkins community. (<https://studentaffairs.jhu.edu/lgbtq/>)

For support and advising on issues relating to gender and the achievement of women students, please visit: <https://studentaffairs.jhu.edu/women-resources/>

VIII. OFFICE OF SUSTAINABILITY

The Office of Sustainability's mission is to provide tools and strategies to the Johns Hopkins community so that the institution is more sustainable and remains strong and vibrant. The Office of Sustainability works across all university departments and campuses and is housed at the Keswick Building near the Homewood campus. (<https://sustainability.jhu.edu/>)

IX. FOOD SERVICES

Johns Hopkins University is launching the new Hopkins Dining program coming this fall! Hopkins Dining was created in response to the University's decision to transition to a self-operated dining

model, providing the institution with more freedom in developing a program that is focused on enhancing the student experience and implementing more sustainable food practices. Among the several changes that are underway, you can look forward to elevated menu options at each of our dining locations. Our residential locations, Hopkins Café (formally Fresh Food Café) and Nolan's on 33rd, will introduce new station concepts including Passport (international cuisine), Hot off the Press (made-to-order paninis) & more! Additionally, retail locations such as Charles Street Market will introduce new concepts including freshly rolled sushi by Bento Sushi and Village Deli.

For additional information about on-campus dining, please visit: <https://dining.jhu.edu/>

While there are some dining options on-campus, there are several off-campus options near both Homewood and East Baltimore Campus:

HOMEWOOD CAMPUS

Homeslyce

3333 N. Charles Street

Honeygrow

3212 St. Paul Street

Tambers

3327 St. Paul Street

THB

3208 St. Paul Street

BOZ's Burger Bistro

3101 St. Paul Street

Busboys and Poets

3224 St. Paul Street

R House

301 W. 29th Street

EAST BALTIMORE CAMPUS

Atwaters Café

855 N. Wolfe St. Suite A, Baltimore, MD 21205

The Helmand

855 N. Wolfe St. Baltimore, MD 21205

GROCERY STORES & FRESH PRODUCE

32nd Street Farmer's Market

Corner of 32nd and Barclay Streets Open Saturdays 7am-12pm all year

Fresh local produce - Local meat/dairy/poultry - Prepared food & baked goods

Druid Hill Farmer's Market

Druid Hill Park

3100 Swann Drive, Baltimore, MD 21217

*Open Wednesdays 3:30-7:30pm, June-September
Fresh local produce - Prepared food & baked goods - Specialty vendors*

Giant

601 E. 33rd Street

Fresh produce/meat/seafood – Bakery - Pharmacy

Streets Market

3117 St. Paul Street

Fresh produce & meat - Deli takeout - Outdoor seating

Safeway

2401 N. Charles Street

Fresh produce/meat/seafood – Bakery - Pharmacy

MOM's Organic Market

711 W. 40th Street, Baltimore, MD 21211

Fresh produce/meat/seafood - Organic/specialty items

X. PARKING

Homewood Campus

Parking is available for graduate students on the Homewood campus at any available lot (<https://ts.jhu.edu/Parking/Students/>). Generally, this includes the San Martin and the surface lots . Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking. Please direct all parking related questions to the Parking Office, 410-516-PARK or parking@jhu.edu.

San Martin Garage

Located conveniently at San Martin Drive on Homewood campus, San Martin Garage is within walking distance to Remsen Hall and the New Chemistry Building. Swipe card access 24 hours a day.

Homewood Surface Lot Parking

The Wyman East, Wyman West, Stony Run, Muller Deck, 115 West University and Homewood Field lots are surface lots at the periphery of campus. These lots provide reasonably convenient Homewood parking, close to or on the edge of campus, at a lower cost per day than is available in garages. Swipe card access 24 hours a day.

East Baltimore Campus

Based upon availability, CBI students are eligible for offsite parking on the East Baltimore Campus. The parking areas are located at the Monument Street Lot (drop off and pickup point located on the corner of Monument St. & Rutland Ave.) and the Fallsway Lot, 545 High Street (drop off and pickup point is located on Wolfe Street near to the main entrance of the hospital). Frequent shuttle service between the SOM and parking lots is provided. Students must apply in the School of Medicine Office of Financial Affairs located in the Broadway Research Building, Suite 131. You must present your student ID to obtain a parking permit.

XI. FREE BUS SERVICE

Transportation between Homewood and the Medical Institutions

A shuttle bus operates between the Homewood campus and the medical institutions Monday through Sunday. The bus leaves from the Interfaith Center (IFC) at University Parkway between N. Charles and St. Paul Streets with its final stop at Broadway and Monument Street. The schedules can be viewed on the web at: <https://ts.jhu.edu/Shuttles/>

Blue Jay Shuttle

The Blue Jay Shuttle service operates on a combination of request-only [Night Ride](#) and ride-anytime fixed-routes in an area proximate to the Homewood campus from 6:00 PM to 2:00 AM nightly, seven days per week, excluding University holidays and other dates as determined by the University. The service also operates at the [Peabody Institute](#) from 6:00 PM until 2:00 AM. Shuttles are equipped with TransLoc, a GPS-based real-time transit information system available online or through a mobile device. To view the Blue Jay Shuttle routes and to track the vans, go to <http://jhu.transloc.com> on either a computer or a smartphone. TransLoc's free app is available at <https://transloc.com/app/>.

The Homewood route includes marked "flag stops" – safe passenger loading zones – at selected university-owned buildings, off-campus residence halls and commercial/retail locations. Passengers must be at a designated flag stop and use their J-Card to "flag the shuttle" in order to board route vans. Drivers do not deviate from their fixed route except in the case of emergency but may drop off at other safe locations along the route upon request. All Johns Hopkins affiliates with a valid J-card can use the Blue Jay Shuttle. Passengers are expected to carry all personal items, backpacks, grocery bags, etc. on and off the shuttle in one trip so as not to delay the shuttle.

After 11:30 PM the fixed-route service makes its final departure. The Brody Shuffle continues to depart from the Brody Learning Center (BLC) every ten minutes until midnight, then every quarter-hour from midnight until 3:30 AM. Passengers notify the driver of their destination, and the driver will coordinate drop-offs in an efficient manner. Night Ride continues service until 3:45am. Use the TransLoc app to request a ride or call 410-516-8700 to request a Night Ride and the dispatcher will provide passenger(s) with an estimated time of arrival.

Night Ride does not offer pickups from Brody Learning Commons or adjacent locations. Passengers needing rides from these locations should simply board the "Brody Shuffle" service, at one of over 40 departure times between 5:40 PM and 3:30 AM. Visit the Night Ride page for a more complete explanation.

XII. LIBRARY CARRELS

The library has assigned/reserved works stations available to graduate students, and are located on MSEL B and D levels, near the public elevator. To get one, apply at the Support Services office on MSEL A level. They are assigned first-come, first-served, and must be renewed each semester. You can apply for one at any time of the year.

XIII. JHU TECHNOLOGY STORE

The Technology Store (Sherwood Room, Levering Hall) offers Hopkins students, faculty and staff convenient access to specially configured and priced academic computing hardware and expert service and support. <https://studentaffairs.jhu.edu/computing/hopkins-technology-store/>

Hopkins Technology Center now offers Out of Warranty repairs for all Johns Hopkins Students, Faculty, and Employees. This offer is only for personal computers only. Contact the store 9:00AM-4:30 PM, Monday-Friday at 410-516-0448. Or you can email them at techstore@jhu.edu for more details.

XIV. E-MAIL ACCOUNTS

Students are required to apply for a free JHU academic email account. This can be done by logging into JHED (<https://my.jhu.edu>) and clicking on request e-mail account or dialing HITS at 6-HELP. Departmental administrative broadcast messages will be sent to the student's free academic account (JHEM or JHU alias). Students utilizing external e-mail accounts (Gmail, Hotmail, Yahoo, etc.) are required to forward mail from their JHU student account to these external accounts as they will be responsible for all information communicated via their JHU academic account. The department will not send e-mail to an external account.

XVI. BOOKSTORES

Homewood Campus – Barnes & Noble Johns Hopkins Bookstore

3330 St. Paul Street
Baltimore, MD
21218

Phone: 410-662-5850

Hours: 9:00 AM-9:00 PM, Monday-Saturday
10:00 AM-9:00 PM, Sunday

XVII. OTHER FACILITIES

Campus Ministries: 410-516-1880 (<https://studentaffairs.jhu.edu/religious-spiritual-life/>)

Johns Hopkins Museums: <https://museums.jhu.edu/>

JHU Credit Union: Charles Commons
410-534-4500 or 1-800-JHFCU-70
<https://www.jhfcu.org>

PERSONNEL

I. CBI FACULTY

Name	Department	Email	Office Phone	Office Address
Arroyo, Netz	Pharmacology	netzarroyo@jhmi.edu	443-287-4798	Hunterian 316
Bailey, Scott	BMB	scott.bailey@jhu.edu	443-756-6791	615 N. Wolfe St. W8308
Barrow, James	Pharmacology	jbarrow@jhmi.edu	410-955-0894	855 N. Wolfe St. Rangos 336
Berger, James	Biophysics & Biophysical Chem	jmberger@jhmi.edu	410-955-7163	WBSB 608-D
Bowman, Greg	Biophysics	gdbowman@jhu.edu	410-516-7850	Jenkins Hall 302
Culotta, Valeria	BMB	vculott1@jhu.edu	410-955-3029	615 N. Wolfe St. W8116
Fried, Stephen	Chemistry	sdfried@jhu.edu	410-516-7835	Remsen 121
Frueh, Dominique	Biophysics &	dfmueh1@jhmi.edu	410-614-4719	WBSB 608-D

	Biophysical Chem			
Greenberg, Marc	Chemistry	mgreenberg@jhu.edu	410-516-8095	NCB 313
Hilser, Vincent	Biology	hilser@jhu.edu	410-516-6072	Mudd Hall 123
Hristova, Kalina	Mat. Sci. & Eng.	kalina.hristova@jhu.edu	410-516-8939	Shaffer Hall 204-B
Huang, Xiongyi	Chemistry	xiongyi@jhu.edu	410-516-1181	Remsen 155
Kaiser, Christian	Biology	kaiser@jhu.edu	410-516-4486	Biology East 205
Kavran, Jennifer	BMB	jkavran@jhu.edu	410-955-3671	615 N. Wolfe St. W3116
Lecomte, Juliette	Biophysics	juliette@jhu.edu	410-516-7019	Jenkins Hall 116
Leung, Anthony	BMB	aleung6@jhu.edu	410-502-8939	615 N. Wolfe St. E8647
Liu, Jun	Pharmacology	joliu@jhu.edu	410-955-4619	725 N. Wolfe St. Hunterian Building
Freel Meyers, Caren	Pharmacology	cmeyers@jhmi.edu	410-502-4807	WBSB 307-A
Ostermeier, Marc	ChemBE	osterm@jhu.edu	410-516-7144	Croft Hall B26
Paul, Bindu	BCMB	bpaul8@jhmi.edu	443-287-4821	Hunterian 307
Prigge, Sean	Mol. Microbio. & Immunology	sprigge2@jhu.edu	443-287-4822	615 N. Wolfe St. E4628
Rokita, Steve	Chemistry	rokita@jhu.edu	410-516-5793	Remsen 124
Schnaar, Ron	Pharmacology	schnaar@jhu.edu	410-955-8392	WBSB 318
Schulman, Rebecca	ChemBE	rschulm3@jhu.edu	410-516-8457	Shaffer Hall 200-B
Sohn, Jungsan	Biophysics & Biophysical Chem	jsohn@jhmi.edu	410-614-6134	WBSB 615
Spangler, Jamie	ChemBE	jamie.spangler@jhu.edu	443-287-1708	400 N. Broadway Smith 5011
Toscano, John	Chemistry	jtoscano@jhu.edu	410-516-8215	NCB 115
Townsend, Craig	Chemistry	ctownsend@jhu.edu	410-516-7444	Remsen 252
Wolberger, Cynthia	Biophysics & Biophysical Chem	cwolberg@jhmi.edu	410-955-0728	WBSB 614
Woodson, Sarah	Biophysics	swoodson@jhu.edu	410-516-2015	Jenkins Hall 402
Zhu, Heng	Pharmacology	hzhu4@bs.jhmi.edu	410-502-0878	733 N. Broadway

II. CBI RESEARCH AREAS

- [Netz Arroyo](#)- development of biology-inspired electrochemical sensors to enable 1) direct detection of disease markers and drugs in biological fluids for decentralized health monitoring and 2) continuous, real-time measurements of molecules in situ in the body
- [Scott Bailey](#) - structure/Function studies of genome integrity
- [James Barrow](#)- medicinal chemistry and drug discovery, especially for diseases of the central nervous system
- [James Berger](#) - structural and catalytic mechanisms of nucleic-acid machines and assemblies; control of DNA replication and chromosome superstructure; small-molecule and biological regulatory mechanisms

- [Greg Bowman](#) - coupling biochemistry and structural biology (crystallography/cryoEM) to reveal mechanisms by which ATP-dependent remodeling enzymes and transcription factors alter nucleosome structure and dynamics
- [Valeria Culotta](#) - cellular transport and trafficking of heavy metals, antioxidant enzymes
- [Stephen Fried](#) - folding and assembly of proteins and molecular machines in vivo; crosslinking mass spectrometry; ancient proteins and the origins of life; synthetic biology and directed evolution
- [Dominique Frueh](#) - applying NMR spectroscopy to the study of protein motions in large molecules
- [Marc Greenberg](#) - chemical, biochemical, and biological studies on nucleic acid damage and DNA repair in free DNA and nucleosomes, design of radiosensitizing agents, inhibitors of DNA repair enzymes and molecules that enable the spatiotemporal control of nucleic acid structure
- [Vincent Hilser](#) - Structural and dynamic basis for molecular recognition, catalysis, and allostery
- [Kalina Hristova](#) - Chemistry at biological interfaces, cell signaling, biochemistry of membrane proteins, quantitative fluorescence microscopy
- [Xiongyi Huang](#) - harnessing the power of directed evolution to develop new enzymes to solve outstanding problems at the frontiers of chemistry and biology
- [Christian Kaiser](#) - protein folding, translation and translocation with single-molecule approaches
- [Jennifer Kavran](#) - structural and biochemical studies of the molecular mechanisms of signaling pathways
- [Juliette Lecomte](#) - determinants of protein structure and dynamics in solution; NMR spectroscopy of heme proteins
- [Anthony Leung](#) - biology behind poly(ADP-ribose) (PAR)—the third polynucleotide besides DNA and RNA. Research includes (1) developing new chemical and proteomics tools to study PAR, (2) identifying predictive biomarkers for cancer therapy with PAR polymerase (PARP) inhibitors, and (3) discovering novel roles of PAR in non-coding RNA biology and non-membranous cellular structures
- [Jun Liu](#) - use of small molecules as probes to elucidate mechanisms of signal transduction; angiogenesis and cell proliferation.
- [Caren Freel Meyers](#) - drug delivery mechanisms in bacteria; development of antibiotic prodrug strategies; study of bacterial isoprenoid biosynthesis; combinatorial biosynthesis
- [Marc Ostermeier](#) - protein engineering, directed evolution, allostery
- [Bindu Paul](#) - Redox signaling during aging and neurodegeneration
- [Sean Prigge](#) - structural biology and parasitology studies in essential nutrients and metabolic pathways in malaria parasites
- [Steven Rokita](#) sequence and conformation specific reactions of nucleic acids; enzyme-mediated activation of substrates and coenzymes for dehalogenation
- [Ron Schnaar](#) - cell surface molecular interactions (cell-cell recognition) and the control of cell behaviors in the nervous system (axon regeneration) and immune system (inflammation); glycobiology
- [Rebecca Schulman](#) - in vitro synthetic biology for the design synthetic devices, materials and cells using ideas from DNA nanotechnology and systems chemistry
- [Jungsan Sohn](#) - mechanistic enzymology and X-ray crystallography; structure and function of allosterically regulated biological stress-sensors
- [Jamie Spangler](#) - engineering new proteins that modulate the immune response for targeted disease therapy
- [John Toscano](#) - new precursors to NO and HNO, NO-releasing materials, the potential role of HNO in the treatment of heart failure
- [Craig Townsend](#) - natural product chemistry, enzymology and molecular biology, fatty acid synthase inhibitors for cancer, tuberculosis and obesity
- [Cynthia Wolberger](#) - biochemical, biophysical and structural studies on enzymes involved in ubiquitin signaling and transcription regulation
- [Sarah Woodson](#) - RNA folding and catalysis; dynamics of small regulatory RNAs; mechanism of 30S ribosome assembly by time resolved footprinting

- [Heng Zhu](#) - develops and applies protein chip technology to investigate important biological questions and to help clinical research. Research focus includes networks and pathways of protein posttranslational modifications, gene transcription regulatory networks, pathogen-host interaction networks, and biomarker discovery

III. ADMINISTRATIVE STAFF

Chemistry (Homewood)

Name	Title	Phone	Email
Meghan Carter	<i>Administrator</i>	410-516-4676	mcarter@jhu.edu
John Kidwell	Academic Program Administrator	410-516-7791	jkidwel3@jhu.edu
Indira Jones	<i>Administrative Coordinator</i>	410-516-7429	ijones32@jhu.edu
Jasmine Harris	<i>Academic Program Coordinator (CBI)</i>	410-516-2826	jharris@jhu.edu
Clare Bindel	<i>Administrative Coordinator</i>	410-516-7427	cbindel@jhu.edu
Yin Jiang	<i>Finance Manager</i>	410-516-7684	yjiang32@jhu.edu
Kim Kutchins	<i>Sr. Grants and Contracts Analyst</i>	410-516-0246	kimkutchins@jhu.edu
Robert Bishop	<i>Sr. Grants and Contracts Analyst</i>	410-516-1208	rbishop@jhu.edu
Dan Beren	<i>Sr. Grants and Contracts Analyst</i>	410-516-7435	dberen@jhu.edu
Sabrina Ingleton	<i>Sr. Grants and Contracts Analyst</i>		singlet1@jhmi.edu
Joe Russell	<i>Purchasing Coordinator</i>	410-516-7453	joe.russell@jhu.edu
Dennis Kidd	<i>IT Manager</i>	410-516-6004	dennis@jhu.edu
Phil Mortimer	<i>Manager, Mass Spectrometry Facility</i>	410-516-5552	mass.spec@jhu.edu
Maxime Siegler	<i>X-Ray Crystallographer</i>	410-516-8569	xray@jhu.edu
Jonathan Catazaro	<i>NMR Facility Director</i>		jcataza@jhu.edu
Ananya Majumdar	<i>Director, Biophysical NMR Center</i>	410-516-8670	ananya@jhu.edu
Nichollette Stachowiak	<i>Laboratory Coordinator</i>	410-516-7434	nstacho1@jhu.edu
Julia Wittkamper	<i>Lab/Trainer Coordinator</i>		jwittka2@jhu.edu

Biology

Name	Title	Phone	Email
Cindy Holstein	<i>Administrator</i>	410-516-4604	cindy@jhu.edu
Alecia Flynn	Academic Program Administrator	410-516-5502	aflynn12@jhu.edu

Biophysics

Name	Title	Phone	Email
Jessica Appel	<i>Administrative Manager</i>	410-516-7243	jappel@jhu.edu
Nicole Goode	<i>Graduate Program</i>	410-516-5197	ngoode1@jhu.edu

	<i>Coordinator</i>		
--	--------------------	--	--

Chemical and Biomolecular Engineering (Homewood)

Name	Title	Phone	Email
Stephanie Steele	<i>Senior Administrative Manager</i>	410-516-8294	SSteele@jhu.edu
Marcellas Preston	<i>Academic Program Administrator</i>		MPrest16@jhu.edu

Material Science and Engineering (Homewood)

Name	Title	Phone	Email
Ellen Libao	<i>Administrative Manager</i>	410-516-5399	elibao1@jhu.edu
Jeanine Majewski	<i>Senior Academic Program Coordinator</i>	410-516-8760	jeaninem@jhu.edu

Pharmacology (SOM)

Name	Title	Phone	Email
Brenda Figueroa	<i>Administrative Manager</i>	410-955-3569	bfiguero@jhmi.edu
Amy Paronto	<i>Academic Program Administrator</i>	410-955-1457	aparont1@jhmi.edu

Biophysics & Biophysical Chemistry (SOM)

Name	Title	Phone	Email
Teresa Pennington	<i>Administrator</i>	410-955-5032	tpenning@jhmi.edu
Latasha Oliver	<i>Sr. Administrative Coordinator</i>	410-502-5629	lolive23@jhmi.edu

BCMB (SOM)

Name	Title	Phone	Email
Corrin McBride Hunt	<i>Deputy Director</i>		cmcbri5@jhmi.edu
Erika Diaz	<i>Academic Program Coordinator</i>		ediaz5@jhmi.edu

Biochemistry & Molecular Biology (SPH)

Name	Title	Phone	Email
Kear Wright	<i>Administrator</i>	410-955-2926	kwright@jhu.edu
Vicki Keller	<i>Academic</i>	410-955-2926	vkeller2@jhmi.edu

	<i>Program Administrator</i>		
--	------------------------------	--	--

Molecular Microbiology & Immunology (SPH)

Name	Title	Phone	Email
	Central Administration Office of the Chair	410-955-3457	
Gail O'Connor	<i>Academic Program Administrator</i>	410-614-4232	gail@jhu.edu

IV. CBI Forms

CBI CHECKLIST AND TIMELINE

Check	Item to Complete	Timeline
	Select Research Advisor	End of First Year
	Complete Course Requirements	End of Second Year
	Graduate Board Oral (GBO)	Before the end of Second Year
	Research Proposal	Fall of Third Year
	Research Updates*	Spring of Third Year
	Research Committee Selection	During Third Year
	Research Committee Meeting Year 3	Spring of Third Year
	Research Updates*	Spring of Fourth Year
	Research Committee Meeting Year 4	Spring of Fourth Year
	Research Committee Meeting Year 5	Spring of Fifth Year
	Research Updates*	Fall of Sixth Year
	Research Committee Meeting Year 6	Spring of Sixth Year
	Dissertation and Seminar	

*Research reports will be presented every 1-1.5 years

REQUEST FOR EXTENSION

To: Dr. Steve Rokita
Director

From: _____

Date: _____

Subject: Request for Extension – Graduate Board Oral Examination

Due to the following reason, I will not complete this academic requirement during the required time limit:

I am requesting an extension until _____ of _____.
semester year

Endorsed by:

Student

Advisor

Approved by:

Steve Rokita

Requirement Completed: _____
Date



Chemistry-Biology Interface Program

Department of Chemistry
Zanvyl Krieger School of Arts and Sciences
Remsen Hall and New Chemistry Building
3400 N. Charles Street
Baltimore, MD 21218-2685
(410) 516-7429 / FAX (410) 516-8420

Student: _____

Date: _____

Research Rotations:

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

4. _____ Date: _____

Student would like to under take thesis research with Professor _____

Signed: _____ Date: _____
Student

Signed: _____ Date: _____
Professor

Important Financial Information: The 2022-2023 CBI stipend will be at east \$34,000. In addition, if you have a CBI student in your group who is not supported by the training grant or teaching assistantship you are responsible for the student's health insurance (\$2,482) and 20% tuition (\$11,740).

Approved by: _____ Date: _____
Director

Chemistry-Biology Interface Program – Research Proposal Evaluation

Name of Presenter: _____

Date: _____

Please indicate your status: Faculty Post-doctoral Student Other

Please provide specific examples and suggestions in the blank areas whenever possible. Please return the completed form to Jasmine Harris (jharris@jhu.edu; Remsen 137).

Content	Excellent	Very Good	Good	Fair	Poor
Articulation of the topic/experimental goal					
<i>Comments:</i>					
Introduction and background					
<i>Comments:</i>					
Description of the experimental approach					
<i>Comments:</i>					
Clarity/interpretation of data					
<i>Comments:</i>					
Rationale for future directions (if applicable)					
<i>Comments:</i>					

Presentation	Excellent	Very Good	Good	Fair	Poor
Overall organization					
<i>Comments:</i>					
Quality of slides					
<i>Comments:</i>					
Oral presentation					
<i>Comments:</i>					

Overall Evaluation: **Excellent** **Very Good** **Good** **Fair** **Poor**

Chemistry-Biology Interface Program – Progress Report Evaluation

Name of Presenter: _____

Date: _____

Please indicate your status: Faculty Post-doctoral Student Other

Please provide specific examples and suggestions in the blank areas whenever possible. Please return the completed form to Jasmine Harris (jharris@jhu.edu; Remsen 137).

Content	Excellent	Very Good	Good	Fair	Poor
Articulation of the topic/experimental goal					
<i>Comments:</i>					
Introduction and background					
<i>Comments:</i>					
Description of the experimental approach					
<i>Comments:</i>					
Clarity/interpretation of data					
<i>Comments:</i>					
Rationale for future directions (if applicable)					
<i>Comments:</i>					

Presentation	Excellent	Very Good	Good	Fair	Poor
Overall organization					
<i>Comments:</i>					
Quality of slides					
<i>Comments:</i>					
Oral presentation					
<i>Comments:</i>					

Overall Evaluation: Excellent Very Good Good Fair Poor

Chemistry-Biology Interface Program – Rotation Talk Evaluation

Name of Presenter: _____

Date: _____

Please indicate your status: Faculty Post-doctoral Student Other

Please provide specific examples and suggestions in the blank areas whenever possible. Please return the completed form to Jasmine Harris (jharris@jhu.edu; Remsen 137).

Content	Excellent	Very Good	Good	Fair	Poor
Articulation of the topic/experimental goal					
<i>Comments:</i>					
Introduction and background					
<i>Comments:</i>					
Description of the experimental approach					
<i>Comments:</i>					
Clarity/interpretation of data					
<i>Comments:</i>					
Rationale for future directions (if applicable)					
<i>Comments:</i>					

Presentation	Excellent	Very Good	Good	Fair	Poor
Overall organization					
<i>Comments:</i>					
Quality of slides					
<i>Comments:</i>					
Oral presentation					
<i>Comments:</i>					

Overall Evaluation: **Excellent** **Very Good** **Good** **Fair** **Poor**

CBI Program Annual Review Process:
Directions and Guidelines for Advisors and First Year Students

Timeline

June 30 – All student annual reviews and thesis committee meetings to be completed by June 30. All reports to be completed and submitted by June 30 to remain in good standing.

Annual Review Guidelines for First Year Graduate Students

Fall and Spring Letters from the Director:

- All first years will receive a letter regarding coursework at the end of both the Fall and Spring semesters.
- Fall letters (sent out in January):
 - Fall letter to focus on courses completed and the number of courses left to fulfill program requirement.
 - Fall letter to include rotation selections and performance
- Spring letters (sent out in June):
 - Spring letters to include courses completed and the number of courses left to fulfill the program requirement; or confirm that course requirement has been completed
 - Spring letter to include rotation selections and performance
 - Spring letter to include the selection and confirmation of an advisor.

Student Responsibilities:

- Individual Development Plan (IDP) Student Report – All students will complete the IDP First Year Student Report by the end of the Spring semester
- The IDP First Year Student Report will include a self-evaluation. This evaluation should include (but not limited to) the following:
 - A summary of courses completed in the past year. If the course requirement has not yet been met, the student will list the courses they plan to take during the upcoming academic year
 - A summary of rotation selections in the past year
 - A discussion of research interests. Now that student has selected an advisor, he/she will provide any research interests they have and/or would like to explore
 - A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skill set, attend and participate in group meetings, discuss research project with advisor, take any additional courses)

Advisor Responsibilities:

- Meet with students individually to discuss and sign the IDP First Year Student Report.

Submission/Completion Requirements:

- The completed IDP report must be submitted to Jasmine Harris to keep on file and upload to SIS
- All forms – Fall and Spring letters and the IDP First Year Student Report will be uploaded to SIS before the start of the next academic year

Individual Development Plan – First Year Student Report

Student Name: _____

Year in Program: _____

Advisor Name: _____

All first-year students in the CBI program are required to complete an Individual Development Plan and submit all required documents by June 30th to remain in good standing.

1. Complete this report
2. Meet with your advisor and discuss this report. During the meeting, sign this report as acknowledgement of your annual review
3. The completed IDP First Year Student Report must be submitted to Jasmine Harris (jharris@jhu.edu; Remsen 137) to keep on file and upload to SIS

Please use the space below to provide a self-evaluation of your progress over the past year and document goals for next year. This evaluation should include (but not limited to) the following: (1) A summary of courses complete in the past year. If the course requirement has not yet been met, list the courses you plan to take during the upcoming academic year; (2) A summary of rotation experiences in the past year; (3) A discussion of research interests. Now that you have selected an advisor, provide any research interests you have and/or would like to explore; (4) A discussion of objectives/goals for the upcoming academic year (e.g. improve a certain skill set, attend and participate in group meetings, discuss research project with advisor, take any additional courses).

- My annual self-evaluation is below
- I have met with my advisor to review my self-evaluation and to discuss research and academic goals for the upcoming year

We certify that we have met to discuss the attached report, including areas where we agree and disagree. This document is not meant to be used as a measure of grading. It is guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____
(Student)

Date: _____

Signed: _____
(Advisor)

Date: _____

Individual Development Plan – First Year Student Report

Student Annual Self-Evaluation (please type your responses in the space provided. Additional pages may be used if desired):

CBI Program Annual Review Process:
Directions and Guidelines for Advisors and Students 2nd Year and Beyond

Timeline

June 1 – All student annual reviews and thesis committee meetings to be completed by June 1. All reports to be completed and submitted by June 1. Failure to complete may result in a delay of degree conferral. Note – first year students complete a different form

Annual Review Guidelines for Second Year Students

Student Responsibilities:

- Go to [myIDP](#) and fill out the self-evaluation sections as a first-time user
- Meet with your mentor and discuss your IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report
 - During the meeting, students and mentors will sign the IDP report as acknowledgement and completion of the annual review
 - It is highly desirable for the meeting to take place prior to the GBO
- Go back to [myIDP](#) and send the certificate of completion to Jasmine Harris (jharris@jhu.edu)

Advisor Responsibilities:

- Meet with all students individually and discuss the student's IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report
 - During the meeting, students and mentors will sign the IDP report to acknowledge completion of the annual review

Degree Completion Letters from the Director:

- All students will receive a letter if course requirements have not yet been met. The letter will include the number of courses that need to be fulfilled, as well as a timeline for completion
 - A copy of the letter will be sent to the advisor

Annual Review Guidelines for Third Year Students and Beyond

Student Responsibilities:

- Go to [myIDP](#) and update your self-evaluation
- Meet with your mentor and discuss your IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report
 - During the meeting, students and mentors will sign the IDP report as acknowledgement and completion of the annual review
 - This meeting will take place prior to the thesis committee meeting
- Go back to [myIDP](#) and send the certificate of completion to Jasmine Harris (jharris@jhu.edu)
- Meet with your thesis committee. The student and his/her thesis committee will meet yearly beginning in the spring semester of the third year. The committee will complete a form summarizing the student's progress towards the Ph.D.
 - Bring a copy of your completed IDP Advanced Student Report to the thesis committee meeting

Advisor Responsibilities:

- Meet with all students individually and discuss the student's IDP self-evaluation. During the meeting, complete the relevant sections of the IDP Advanced Student Report
 - During the meeting, students and mentors will sign the IDP report to acknowledge completion of the annual review
- Discuss the completed IDP Advanced Student Report at the thesis committee meeting

Submission/Completion Requirements:

- The completed IDP report must be submitted to Jasmine Harris to keep on file and upload to SIS
- All forms - The IDP Advanced Student Report, course completion letter (if applicable) and the thesis committee form (third years and beyond), will be uploaded to SIS before the start of the next academic year

Individual Development Plan – Advanced Student Report

Student Name: _____

Year in Program: _____

Advisor Name: _____

All students in the CBI Program are required to complete an Individual Development Plan and submit all required documents by June 1st of each year. IMPORTANT – Failure to complete may result in a delay of degree conferral

- (I) Trainee:** If you are a first-time user, create an account on myIDP (<http://myidp.sciencecareers.org/>). 1) Go to myIDP and fill out the self-evaluation sections (first-time users), or update your entries. 2) Meet with your mentor and discuss your IDP self-evaluation. During the meeting, fill the relevant sections of this form (please type your responses). 3) Go back to myIDP and send the certificate of completion to Jasmine Harris (jharris@jhu.edu). 4) Bring this completed form to the thesis committee meeting. This completed form must be submitted to Jasmine Harris to keep on file and upload to SIS.

Mentor: Meet with your trainee before the thesis committee meeting to complete this form.

- (II) With respect to thesis project and general professional development, please respond to the following inquiries using just a few sentences for each**

(A) Trainee:

Your Project

What is the long-term goal of your project?

Briefly describe the most significant scientific and professional accomplishment(s) completed this year.

What are your professional and research goals for the next year?

How will you achieve these goals and what resources are necessary for success?

Individual Development Plan – Advanced Student Report

Performance

Identify an activity in which you need to improve *and* an activity in which you excel.

Is there a way that CBI can help you (or could have helped you) strengthen those areas?

- I understand that my thesis committee is available to discuss my research goals and progress, as well as any problems or concerns (third year and beyond)

(B) Mentor:

Research

How do the research goals of the trainee fit into the theme of our laboratory?

Identify an activity in which the trainee excels.

Identify an activity in which the trainee should improve.

- The student's IDP self-evaluation (from <http://myidp.sciencecareers.org>) was reviewed and discussed.

Individual Development Plan – Advanced Student Report

Additional Comments:

Student Comments –

Advisor Comments –

We certify that we have met to discuss the above statements. This document is not meant to be used as a measure for grading. It is a guide of reference to assist in the development of the student and the relationship of the student and advisor.

Signed: _____
(Student)

Date: _____

Signed: _____
(Advisor)

Date: _____

Chemistry-Biology Interface Program

Department of Chemistry
Zanvyl Krieger School of Arts and Sciences
Remsen Hall and New Chemistry Building
3400 N. Charles Street
Baltimore, MD 21218-2685
(410) 516-7429 / FAX (410) 516-8420

CBI RESEARCH COMMITTEE MEETING

Student: _____

Date: _____

Committee Members Present (*please provide signatures*)

1. _____

2. _____

3. _____

4. _____

5. _____

 The student's IDP self-evaluation and report was discussed.

To Be Completed by the Research Advisor:

Please provide a brief summary of the student's progress as agreed upon by the committee:

The student is making **satisfactory / unsatisfactory** progress towards their Ph.D. (*please circle*)

If the student is making unsatisfactory progress, please provide additional information regarding the issues/concerns and the steps being taken towards resolution.

Please return this form to Jasmine Harris (jharris@jhu.edu)

DEFENSE CHECKLIST

Chemistry-Biology Interface Program

- Check-in with your advisor and Jasmine Harris (jharris@jhu.edu) to discuss conferral and financial implications and deadlines. Deadlines for degree completion and tuition grace periods are posted on the [Graduate Affairs website](#).
- Form your committee
Your defense committee must include your advisor, a 2nd reader who is a CBI faculty member, and an outside representative who is not a CBI faculty. The third representative could also be a CBI faculty but outside the major area of the candidate. The third member must be approved by the Program Director
- Set a date and time
Provide the names of your committee members and date/time to Jasmine Harris (jharris@jhu.edu)
- Complete the Application for Graduation online in SIS
- Complete the [Tuition Deferral Form](#) (if applicable)
- Your last day
For payroll purposes, please notify Jasmine Harris (jharris@jhu.edu) of your last day
- Reader's Letter and Department Form
Following your defense, your advisor writes the reader's letter and signs it along with the 2nd reader. The department form is an internal form that we collect and keep in your academic file. Please send copies of both to Jasmine Harris (jharris@jhu.edu or Rensen 137)
- Submit in your thesis [electronically to the library](#).
- Email the department and graduate board.
Graduate students are required to send an email to Jasmine Harris (jharris@jhu.edu) and cc: Renee Eastwood (rseitz5@jhu.edu) with the following items:
 - The email from the library confirming your dissertation has been approved
 - The title of your dissertation typed in the body of the email with correct spelling and punctuation. Do not use all uppercase letters
 - Include your exact degree, department, and expected conferral semester in the body of the emailStudents will not be placed on the degree candidate's listing for approval by the Graduate Board and President of the University until the email has been received by the appropriate Graduate Board deadline
- Post-employment
Provide Jasmine Harris (jharris@jhu.edu) with your new employment and contact information
- PhD Hooding Ceremony
Mark your calendars for the [PhD Hooding Ceremony](#). Information will be sent to all graduates prior to the event
- Program Evaluation (see last page of student handbook)

PLEASE RETURN THE COMPLETED FORM TO Jasmine Harris (jharris@jhu.edu)