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DISCLAIMER

The information contained in the Fred Hutchinson Cancer Research Center (Center) Survival Guide for Students and Postdoctoral Fellows (Guide) is subject to modification and further development in light of changing practices in the work force and the Center’s experience in applying these principles. The Center anticipates changes in various provisions of this Guide and reserves the right to modify or delete any of the provisions of this Guide without advance notification. In addition, the Center reserves the right to use discretion when applying any policies in particular instances.

This Guide contains a summary of certain benefits offered to students and postdoctoral fellows as of January 2014. Certain benefits are governed by plan documents and, if there is any conflict between this Guide and the plan, the plan documents supersede this Guide. The Center may unilaterally change, revise, or discontinue benefits at any time. A current schedule of benefits and eligibility can be obtained from the Employee Service Center.

This Guide does not constitute a contract of employment, an offer to enter into a contract of employment, or a promise of specific treatment in specific situations. Employment at the Center is “at-will.” This means that you may terminate the employment relationship at any time, with or without advance notice, for any reason that you, in your sole discretion, believe is appropriate. Similarly, the Center can terminate your employment at any time, with or without advance notice, for any lawful reason that the Center, in its sole discretion, believes is appropriate. The at-will relationship is not modified by anything in Guide. No one at the Center, with the exception of the Center’s Director via an expressed contract of employment, has the authority to alter the at-will relationship in any way.
Welcome from the Student/Postdoc Advisory Committee and the Office of Scientific Career Development

Welcome to the Fred Hutchinson Cancer Research Center. The Center is internationally recognized for its role in eliminating cancer as a cause of human suffering through basic and applied research. As a graduate student or postdoctoral fellow, you will play a critical role in fostering an interdisciplinary research environment involved in cutting edge research and treatment of all types of cancer. In order to make the best use of your time at the Center, this handbook has been created just for graduate students and postdoctoral fellows.

There are several important items in the handbook that should be highlighted:

Funding
It is the Center's policy to pay postdoctoral fellows according to the National Institutes of Health (NIH) scale. The sources of funding are varied and often dictate your benefits, including tax status, retirement, leave, and vacation. It is best to contact the Office of Sponsored Research main line at x4868 to be directed to the specialist working with your program. At that time, the specialist will be able to review your personal situation. For benefit eligibility, please contact Human Resources at x4700. You can also access a table of how benefits vary as determined by funding source from the Student/Postdoc Advisory Committee (SPAC) home page: [http://www.fredhutch.org/spac](http://www.fredhutch.org/spac)

Student-Postdoc Listserv
As a new permanent graduate student or postdoc, you will automatically be subscribed to the student-postdoc e-mail list. This will keep you informed of upcoming events important to all trainees. If you are not subscribed to the list within several weeks of your arrival, contact Karen Peterson at kpeterso@fredhutch.org to subscribe.

Student/Postdoc Advisory Committee (SPAC)
[http://www.fredhutch.org/spac](http://www.fredhutch.org/spac)
SPAC represents the interests of graduate students, postdoctoral fellows and medical fellows at the Center in obtaining the best education possible for their future careers.

Office of Scientific Career Development
[http://www.fredhutch.org/oscd](http://www.fredhutch.org/oscd)
The Office of Scientific Career Development helps postdocs and graduate students identify and achieve their career goals. This Office collaborates with SPAC to develop professional development training that is relevant to our scientists-in-training.

Student/Postdoc Childcare Subsidy Program
This Childcare Subsidy Program is for children of qualifying graduate students and postdoctoral fellows. More information is available on the SPAC web page.

This Guide is intended to be a source of basic information about the Center and the various resources available with links to specific departments. We hope this Guide is useful to you and remains a part of your reference materials throughout your time at the Center.

Good luck with your future endeavors,

The SPAC Board
[http://www.fredhutch.org/spac](http://www.fredhutch.org/spac)

Office of Scientific Career Development
[http://www.fredhutch.org/oscd](http://www.fredhutch.org/oscd)
Fred Hutchinson Cancer Research Center is one of 41 comprehensive cancer research centers, as designated by the National Cancer Institute. Using basic and applied research, our mission is to eliminate cancer and related diseases as a cause of human suffering and death. Located in Seattle, Washington, the Center is recognized internationally for its pioneering work in bone marrow transplantation. The Center employs over 2,500 people and is headed by Gary Gilliland, MD, PhD, president and director.

Advances at the Center in the areas of cancer prevention, diagnosis, and treatment are coupled with the progress made toward understanding the mechanisms of neoplastic development as well as basic aspects of cellular and molecular biology common to all organisms.

An interactive and cooperative effort among the scientific divisions of the Center provides a unique environment for conducting basic and applied science.

**Scientific Divisions**


There are five scientific divisions at the Center: Basic Sciences, Clinical Research, Human Biology, Public Health Sciences, and Vaccine and Infectious Disease, each with its own unique research focus.

**Basic Sciences Division**

[http://www.fredhutch.org/science/basic/](http://www.fredhutch.org/science/basic/)

The Basic Sciences Division is comprised of about 30 independent and highly interactive laboratories pursuing different, yet related, areas of molecular and cellular biology and utilizing a broad range of approaches and experimental systems.

**Clinical Research Division**


From laboratory bench to bedside, the Clinical Research Division works to develop and analyze new treatments for cancers and other diseases.

**Human Biology Division**


The mission of the Human Biology Division is to cultivate interdisciplinary research to advance understanding of human biology and the complex problems of neoplasia and other human diseases. The division is structured to foster laboratory-based and computational research at the interface of basic, clinical, and population sciences.
The goal of the Public Health Sciences Division is to identify strategies that would ultimately reduce the incidence of and mortality from cancer and other diseases. Using large populations as their "laboratory," researchers look for links between cancer and its possible triggers. Identifying such cancer causes can lead to better cancer-detection methods and new ways to help people adopt healthier lifestyles to minimize or avoid their risk of getting the disease in the first place.

The Vaccine and Infectious Disease Division develops and implements prevention strategies for globally important infectious diseases, including HIV, malaria, and the viruses and bacteria that can result in cancer.

Community Programs

Science Education Partnership (SEP)
http://www.fredhutch.org/science/education/educators/sep/

The SEP is a professional development program for secondary school science teachers in Washington State. Our year-long program includes a summer workshop, in which teachers gain skills and expertise in molecular biology. A component of our summer program includes a week working closely with a scientist mentor in a research laboratory. During the school year, teachers have access to our kit loan program so that students have the opportunity to work with cutting edge biomedical research tools in their school classroom. Our goal is to establish long-term partnerships between teachers and the scientific research community.

There are many volunteer opportunities available for scientists - here are just a few!

- Be an SEP scientist mentor for a week in July
- MCB graduate students - join us as a teaching assistant for our summer session
- Interact with students and teachers touring the Center (1-2 hours)
- Let a student job-shadow you (5-8 hr) or interview you (1 hour)
- Assist a teacher or give a talk in a classroom (2-8 hours)
- Donate laboratory supplies and equipment for use in science classes
- Prepare plasmid DNA for use in student experiments
- Be a science fair judge or advisor
- Attend an elementary school family science night
- Advise a student research project
- Mentor a student for the Biotech Expo

We also make available our extensive 1000+ resource library to those who are interested in sharing a particular science topic with a school class or group. Please contact us at 667-4487 or sep@fredhutch.org for further information.
The Cancer Information Service acts as the voice of the National Cancer Institute to bring the latest information and education on cancer to the people of the United States, Puerto Rico, the US Virgin Islands, and US-associated Pacific Territories. It is designed to use communication strategies to reduce cancer incidence, morbidity, and mortality. The Service provides a toll-free telephone information and referral service, online chat, an outreach program, partnership in communications and behavior research with state, federal and voluntary agencies and universities, professional activity in publications, presentations, consultations and committee memberships, and a commitment to exploring the emerging computer technology and trends in consumer health informatics. Contact the CIS at x4675.

EMPLOYMENT ISSUES

Policy Central
https://centernet.fhcrc.org/CN/center_policies/index.html

The Center’s official policies can be found online on CenterNet at Policy Central. Policy Central contains the Center’s employment policies and other policies of Center-wide relevance.

Center Employee Status
Each postdoctoral fellow or research associate is a unique employee. A postdoctoral fellow or research associate's employment status is dependent upon their funding source. Each postdoctoral fellow should receive an offer letter or letter of intent from the primary investigator for whom they will work, describing the type of funding available. The source of funding dictates the benefits you receive, your eligibility for the Center's retirement plan and certain kinds of leave. Your tax status including contributions to social security (FICA) is also dependent on your funding source.

It is the Center's policy to pay postdoctoral fellows according to the NIH scale. It is best to contact the Office of Sponsored Research main line at x4868 to be directed to the specialist working with your program. At that time, the specialist will be able to review your personal situation. For benefit eligibility, please contact Human Resources at x4700.

You can also access a table of how benefits vary as determined by funding source from the SPAC home page: http://www.fredhutch.org/spac.

Details of the University of Washington’s policies on Graduate Student Service Appointments (teaching assistant, staff assistant, and research assistant positions) and Graduate Traineeships and Fellowships can be found at: http://www.grad.washington.edu/mygrad/student.htm

In most cases, salary levels follow the University of Washington Graduate Student Service Appointment scale regardless of whether you are paid by the Center or the UW. http://www.grad.washington.edu/students/fa/salaries/salary-schedules.shtml

Those who are eligible for the University of Washington’s Graduate Appointee Insurance Program can find additional information at: http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html
**International Postdoctoral Scholars**
A postdoctoral fellow coming from abroad requires a Center-sponsored, employment-based visa before beginning his or her employment at the Center. Although some foreign governments or granting agencies provide health insurance for postdocs, the Center also offers full medical and dental. Postdoctoral fellows pay the same portion of premiums that Center employees pay. See [https://centernet.fhcrc.org/CN/depts/hr/ben/index.html](https://centernet.fhcrc.org/CN/depts/hr/ben/index.html) for current monthly costs. For foreign scholars receiving U.S. funding, they may or may not be exempt from FICA and/or federal taxes. The tax treaty between the U.S. and the postdoctoral fellow’s home country determines whether a postdoc is subject to paying taxes. If you have any employment based immigration/visa questions, please contact the Center’s Immigration Officer at x4460.

**Hutch International Ambassadors (HIA) Program**

SPAC manages this program to help new postdocs and graduate students, especially those from other countries, become familiar with the Center and the Seattle region. Upon request, incoming researchers are paired with an “Ambassador” who speaks the same language and is from the same country of origin (if possible). The Ambassador answers questions about the Center, Seattle, places to live, good restaurants, etc. Most people have found this to be a rewarding experience, and you might even make new friends.

**Employee Services**
[https://centernet.fhcrc.org/CN/depts/hr/es/index.html](https://centernet.fhcrc.org/CN/depts/hr/es/index.html)

The Employee Services staff members are available to help you with all payroll, retirement and other benefit related matters. Contact Human Resources at x4700.

**Health Care Benefits**
To the extent it is possible under tax code, the Center is committed to providing similar health care packages regardless of how you are funded, i.e. stipend or Center grant. A table that outlines how your benefits change dependent upon your source of funding is available at: [https://centernet.fhcrc.org/CN/communities/spac/benefitscomparison.pdf](https://centernet.fhcrc.org/CN/communities/spac/benefitscomparison.pdf). For information on eligibility and cost, go to the benefits website: [https://centernet.fhcrc.org/CN/depts/hr/ben/index.html](https://centernet.fhcrc.org/CN/depts/hr/ben/index.html) or call Human Resources at x4700.

**Retirement Plan**
The Center has established a retirement savings plan for eligible employees. However, due to Internal Revenue Service restrictions, the plan is only available to employees who receive taxable wages through the center’s payroll. Postdoctoral fellows receiving more than 50% of their funding as taxable wages from a Center source are eligible to participate in the plan. Graduate students are generally not eligible to participate. Go to [https://centernet.fhcrc.org/CN/depts/hr/retire/](https://centernet.fhcrc.org/CN/depts/hr/retire/) for further details.

**Holiday/Vacation/Sick Leave**
Holidays, vacation and sick leave are provided at the same rate as other scientific staff. The Center observes 10 holidays and provides additional two personal holidays. While it may be possible to take up to 22 days of vacation per year, there may be operational or funding source limitations. Vacation time should be discussed with your principal investigator (PI).
Maternity/Paternity Leave
You may be eligible for maternity or paternity leave, depending upon the length of your employment and/or your funding source. For the most up to date information, please call Human Resources at x4700 to determine your eligibility for leave.

Hutch Kids Child Care
https://sites.google.com/a/hutchkids.org/public/

Hutch Kids is a childcare center for the families of employees at the Center. Hutch Kids Child Care has been accredited by the National Association for the Education of Young Children (NAEYC) since 1993. Hutch Kids’ Mission is to provide quality on-site childcare for children under the age of 6 and support for employees’ families. Call the Director at x5983 for more information.

Child Care Subsidy Program

The Center offers a subsidy for childcare to qualified graduate students and postdoctoral fellows. Qualification is based on total family income, size, and the type of childcare facility used. Graduate Students who are eligible for the UW Childcare Voucher Program are ineligible to apply for the Center program.

UW Childcare Voucher Program
http://depts.washington.edu/osfaweb/sprc/childcare-assistance-program/

Graduate students in need of childcare subsidies should contact the UW. The University of Washington Childcare Voucher Program provides eligible students with financial assistance to subsidize childcare services. This program enables students to choose among all Department of Social and Health Services (DSHS)-licensed childcare facilities in good standing in the Puget Sound area balancing factors such as cost, quality and convenience. DSHS licensing of the childcare facility is not required for children in school affiliated programs from 5 years old to 12 years old, provided that jurisdiction of another state agency exists.

Conflicts and Procedures to Dismiss
Every effort should be made by the postdoc and the PI to resolve a complaint informally at the departmental level. Both parties are encouraged to utilize the Office of the Scientific Ombudsman. The Office is composed of the Scientific Ombudsman, Dr. Karen Peterson, as well as Faculty Ombudsman Consultants who work with the Ombudsman as needed to resolve conflicts. Karen can be reached at x5319 or kpeterso@fhcrc.org to set up an appointment. The Ombuds web site is: https://centernet.fhcrc.org/CN/depts/directors_office/ombudsperson/index.html. The Scientific Ombudsman Office is an impartial and confidential resource for advice and referral and, when necessary, serves as a mediator to assist scientific staff in resolving problems, complaints, conflicts, and other issues. As a neutral resource, the Scientific Ombudsman is an advocate for a fair process and not an advocate for the individual or the administration. If resolution is not possible by either of these routes, the interested parties should contact the Human Resources office for assistance.
When conflicts are not resolvable, and the Scientific Ombudsman process has not helped, sometimes it is best to sever your relationship with the PI. Before you undertake such a step it is a good idea to talk to the Division Director. Keeping to professional standards, and the unique situation of postdoctoral fellows, the Center has adopted a policy of requiring its PIs to give notice to fellows before severing their relationship. Although fellows, like all Center employees, are “at will,” the Center requires fellows who have worked at the Center for six months or more to be given at least six months' notice prior to termination of the relationship. Fellows who have worked at the Center for less than six months must be given at least three months' notice.

There are two limited exceptions to this notice requirement. A PI may terminate a postdoc with less than the required notice if: 1) the PI produces written documentation of performance deficiencies and prior counseling about those deficiencies; or 2) the fellow has violated Center policy significant enough to warrant immediate dismissal. Both exceptions require the written concurrence of the relevant Division Director or Institute co-Director.

Graduate students should consult with their departments or committees for dispute resolution.

**Research Misconduct - Research Integrity**

The Center takes very seriously all issues related to the integrity of the scientific process and responsible conduct in the research performed at the Center. As required by federal regulations, the Center adopted its Research Misconduct Policy and Procedures, which policy covers situations involving fabrication, falsification or plagiarism.

To cover other situations that do not constitute research misconduct, as defined by federal regulations, the Center adopted the “Research Integrity Policy and Procedures.” This policy covers such topics as rules and recommendations for collaboration and mentorship of junior faculty, postdoctoral fellows and students, data retention practices, and authorship.

If you have any reservations about the integrity of the work of another member of the Center, it is a professional obligation for you to inform your superiors, the Center’s Scientific Ombudsman at x5319, or the Center’s Research Integrity Officer at x1224, or his or her designee. Reports of known or suspected violations may also be made through the helpline service the Center has established by calling **877-412-8841** or logging on to: [www.ethicspoint.com](http://www.ethicspoint.com). The Center recognizes the risks to persons who report apparent misconduct and will make every effort to protect them as well as those who may become involved in the review.

Both of these policies can be found at the website of the Center's Office of the General Counsel noted above. For more information regarding reporting or investigation of allegations of misconduct, please refer to the policies referenced above, contact your Division Director's office, or contact the Center’s Office of the General Counsel, x1224.

**Conflicts of Interest**

It is important for Center employees to avoid situations that may pose a conflict of interest with their employment at the Center. A "conflict of interest" means any situation in which a representative of the Center has the opportunity or appears to have the opportunity to influence the Center's decisions or use resources or confidential or proprietary information of the Center in ways that could lead to professional, personal or economic gain, or otherwise give improper advantage to the representative, his or her family members or organizations in which he or she
holds official positions or prohibited or significant economic interests. For more information about conflicts of interest and the disclosure process, please refer to the Conflict of Interest Policy or contact the Center’s Office of the General Counsel, x1224. This policy can be found at the website of the Center's Office of the General Counsel noted above.

**Business Development & Strategy**
Innovative research programs at non-profit research and academic institutions lead to new inventions that, in order to translate into real-world application, require intellectual property protection, typically patent protection. Patents afford the institution and investigator the opportunity to license the invention to a pharma or biotech company for continued development along a commercially-focused pathway, or create a startup company with the same goal in mind. The Business Development & Strategy team provides intellectual property guidance, patent management, and partnership support to any faculty, staff member, or trainee at the Hutch who generates a novel invention that has the potential for commercial application. BD&S team members help Hutch scientists create and maintain a strong, marketable patent position for Hutch inventions, and act as the primary liaison between the institution and any external partner interested in advancing our pipeline technologies via license or startup venture.

Hutch staff are encouraged to reach out to the BD&S team at any time to disclose novel research programs, discuss options for appropriate intellectual property protection, and consider downstream partnering strategies that will best support continued technology development. In particular, it is critical to contact the BD&S Technology Management team prior to public disclosures of new technologies, including conference abstracts, poster presentations, or manuscript publication, in order to establish and preserve an intellectual property position in accordance with US patent law.

**Fred Hutch Ownership and Support**
As standard at all research institutions, inventions, data, and materials developed by Hutch faculty, staff, and trainee during the course of employment are owned by the Hutch. However, inventors of Hutch licensed technologies benefit from the Hutch’s revenue distribution policy. In addition to facilitating licensing and sponsored research transactions, BD&S also manages Material Transfer Agreements, Confidentiality Agreements, Data Use Agreements, and Sponsored Research Agreements with industry.

Please contact Business Development & Strategy by phone at x4304, or by email at BDS@Fredhutch.org if you would like to discuss a new invention or need help in putting an agreement in place.

**BDIR Fellowship Program**
Fellows assist BDIR in the technical and commercial evaluation of new inventions at Fred Hutch. This position offers Fellows in-depth experience in technology transfer and the commercialization process. Fellows develop real-world skills as they learn to assess new technologies, perform market, prior art and patent research analysis, and create marketing materials. Once trained, Fellows work on clearly delineated early-stage projects.

For further questions, please contact fellows@fredhutch.org
CAREER DEVELOPMENT

Office of Scientific Career Development (OSCD)
http://www.fredhutch.org/oscd

The Office of Scientific Career Development assists Center graduate students, postdoctoral fellows, and medical fellows to help them identify and achieve their career goals. The Office is also focused on helping Center graduate students, postdoctoral fellows, and medical fellows develop the core competencies of a successful scientist through the organization of professional development workshops.

Hutch United Mentoring Network

Hutch United has been developed to promote the success of underrepresented minority scientists at the Hutch by fostering a supportive community. Success is defined by an increased completion of self-defined career goals and learning objectives of underrepresented students, postdocs, and faculty.

Office of Sponsored Research
https://centernet.fhcrc.org/CN/depts/osr/index.html

The Office of Sponsored Research can assist in fellowship application preparation and submission. Please contact your specialist for more information. In addition, local area program coordinators can often be an excellent source of information about application submission.

Classes and Seminars

Many classes and seminars are offered to Center faculty and staff. Each scientific division hosts seminars and talks. The Office of Scientific Career Development and SPAC organize professional development training for graduate students and postdocs. Administration and shared resources offer computer training, management classes, and training courses. Most seminars are announced through the Seminars listserv (http://lists.fhcrc.org) and most classes and training opportunities are listed in the Center News or on the postdoc-student listserv. For additional information about Human Resources training classes, contact x3659.

Human Subjects Training
https://centernet.fhcrc.org/CN/depts/iro/irb/training/index.html

Training in the conduct of human subjects research is required for all key personnel of studies awarded to or sponsored through the Center. "Key Personnel" includes all persons responsible for the design and conduct of research involving human subjects: faculty, staff, affiliate investigators, consultants, and subcontract recipients—both domestic and foreign. Funded NIH awards specifically require PIs to confirm that all Key Personnel listed in the grant or contract complete the training. The Center has extended this requirement to ALL human subjects research, regardless of funding source.

The Center recognizes:
- In-person training offered by the Center or the University of Washington
- Web-based human subject ethics/education training program (CITI)

Information on both types of training can be accessed at:
Please note that the NIH web-based course is not recognized by the Center as meeting the training requirement. Documentation of training is maintained by the Center’s Institutional Review Office (IRO). Currently, re-certification is required every three years. People may attend another in-person session, or they may complete a shorter, re-certification web-based course. Please contact the Institutional Review Office at x5900 for additional information.

**Good Clinical Practice Training (GCP)**

All Center/UW Cancer Consortium sponsor/investigators, PIs and research staff who are involved in the design, conduct or reporting of therapeutic clinical studies and prevention studies that involve drugs, biologics or devices are required to successfully complete good clinical practice training and provide documentation to the Institutional Review Board. The Center recognizes certain web-based and in-person training as described at: https://centernet.fhcrc.org/CN/depts/iro/irb/training/GCP/index.html.

Please contact the Institutional Review Office at x5900 for additional information.

**Center Research Ethics Education Program Requirements**

http://www.fredhutch.org/science/education/courses/research_ethics/

All Center-based trainees (graduate students, postdoctoral fellows, or clinical fellows who have their primary or dual mentorship with a Center faculty member or who spend at least 50% of their time at the Center) are required to complete six ethics education events during their tenure at the Center. At least one of the six events must be a case study discussion group.

Approved events include lectures and case study discussions in the Biomedical Research Integrity Series, human subjects training and animal research training, online training found on the Research Ethics Education web site and other lectures and events found in the Event Schedule, also on the web site.

For additional information, contact Lee Strucker, lstrucke@fredhutch.org, x1247.

**Biomedical Research Integrity Series (UW)**

http://depts.washington.edu/uwbri/

The Public Health Service (PHS) and its research institutions require that all pre- and postdoctoral researchers supported by PHS training grants receive training in the responsible conduct of research. The Department of Bioethics and Humanities, UW School of Medicine has developed a program of lectures with associated discussion groups, entitled the Biomedical Research Integrity (BRI) Series, for its researchers to meet this requirement. All School of Medicine trainees are required to participate.

**Mentorship Responsibilities**

The Center is an excellent research environment where mentors provide training in the conceptual and technical skills necessary for a successful career. Successful mentoring is a dynamic process requiring input from the trainee as well as the mentor. A realistic understanding and appraisal of your career development is an important part of mentoring. You should be prepared to initiate discussion of your career development and plans as part of the mentoring.
process. Maintaining this discussion on an ongoing basis is important.

In an effort to ensure equitable progression of those who are undertaking postdoctoral training, the SPAC has developed a voluntary program to annually review one's career development plan. The evaluation posted on the SPAC web site: http://www.fhcrc.org/science/education/grad_postdoc/spac/career_discussion/index.html, serves as a template for this review process, and is not mandatory. Postdoctoral fellows and their mentors have found it to be an effective and useful tool. The month of June has been designated as Annual Career Discussion Month for fellows and their mentors. We urge you to meet with your advisor at least once a year to review your career goals and discuss what additional training you may need to achieve them.

The evaluation is intended to facilitate communication between fellows and mentors regarding research and career goals. The evaluation consists of two parts. First, the fellow completes a self-evaluation, using the evaluation questions as a guide. Feel free to include other information that is pertinent. Second, the fellow and mentor meet to talk about the evaluation, discuss the fellow's progress and set goals for achieving further training as needed.

**Teaching Opportunities**

*Science Education Partnership (SEP)*  
http://www.fredhutch.org/science/education/educators/sep/  
SEP offers several teaching opportunities, including speaking to students at a local high school, teaching hands-on demonstrations at a local school’s Family Science Night, or hosting a high school teacher in your lab for a week in the summer. For more information, contact x4487 or sep@fredhutch.org.

Other teaching opportunities arise occasionally. If you are interested in teaching other than with SEP, please contact Karen Peterson at kpeterso@fhcrc.org.

*Summer Undergraduate and High School Internship Programs*  
The internship programs offer an opportunity to teach students about cancer research. If you are interested in mentoring a student in your lab, contact:  
Summer Undergraduate Research Program: Jennifer Anderson: janderso@fredhutch.org  
High School Student Intern Program: Liza Ray: eray@fredhutch.org

*Course Scholarships and Travel Awards*  
Course scholarships of up to $1500 are available twice each year to subsidize the cost of coursework that will benefit the career goals of Center postdoctoral fellows and graduate students. Application deadlines fall in Winter and Summer and are announced via the postdoc-student listserv. For further information contact Karen Peterson at kpeterso@fhcrc.org.

Conference Travel Awards of up to $1500 are available for travel and expenses relating to the attendance at a major conference for graduate students and postdoctoral fellows. The intent of this fund is to support the graduate student or postdoctoral fellow who is unable to find funding through his/her PI or division to attend a conference. The application deadline is March 15 and November 1. For more information, contact Karen Peterson at kpeterso@fhcrc.org.
ORGANIZATIONS AND ACTIVITIES

Student/Postdoc Advisory Committee (SPAC)
http://www.fredhutch.org/spac

The Student/Postdoc Advisory Committee is composed of graduate students and postdoctoral fellows interested in the policies of the Center relating to the education and career development of students and postdoctoral fellows. We usually meet at 3pm on the 3rd Thursday of the month. The meetings are announced on the student-postdoc listserv. Come join us—we have cookies and coffee/tea! For information contact the SPAC Advisor, Karen Peterson, at kpeterso@fredhutch.org.

Basic/HB Friday Happy Hour
The labs of the Basic Science and Human Biology Divisions offer a happy hour with free food and beverages every Friday at 5 pm in the atrium of the Weintraub building. This social event offers an opportunity to mingle and exchange ideas with other graduate students, postdoctoral fellows, and PIs.

Free Affiliate Membership to the National Postdoctoral Association
http://www.nationalpostdoc.org

The mission of the National Postdoctoral Association (NPA) is to advance the U.S. research enterprise by maximizing the effectiveness of the research community and enhancing the quality of the postdoctoral experience for all participants. Since its founding, the NPA has assumed a leadership role in addressing the many issues confronting the postdoctoral community that are national in scope, requiring action beyond the local level.

The Fred Hutchinson Cancer Research Center is a sustaining member of the National Postdoctoral Association. As a benefit of sustaining membership, all Center postdoctoral fellows are able to obtain a free affiliate membership to the NPA. For more details, see the “Membership” link on the NPA web site.

LIBRARY AND COMPUTING RESOURCES

Library Resources
http://www.fredhutch.org/science/shared_resources/library/

The Arnold Digital Library is a state of the art, well-integrated library service. Our primary purpose is to provide high quality, responsive and up-to-date services and resources in support of the Center's research, education and patient care programs.

Located in the Weintraub building, the library houses the print reference, book and journal collections. It also provides a current journal reading room, study carrels with network access for laptops, wireless network connectivity and patron computers for searching the online collections. The library is open 24 hours a day, 7 days a week, for Center faculty and staff, either via keycard or by contacting security at x6000.

The library maintains a collection relevant to the biomedical research specialties and associated domains of the Center's faculty. In addition to the print collection, the library offers a large
online collection that includes thousands of full-text e-journals, over 100 full-text e-books and dozens of bibliographic databases.

For off-campus use of the online collection, we offer the remote access service. Using the ID and password on the back of library cards, account holders can use the remote access service to view restricted library resources from any computer with Internet connectivity (ISP) and a web browser. That same ID and password can be used to check out and renew circulating books via our online public access catalog. New employees are automatically sent library cards, or go to the library Web site and complete the registration form.

Arnold Library staff is available to assist Center faculty, staff, students, patients and their families in identifying, organizing and obtaining information relevant to research, education and clinical care. Professional librarians are available to answer reference questions, perform literature searches and scan the Internet in order to answer your information needs.

For research articles, journals, or books not currently available in our library, reprints or photocopies can be obtained upon request. Contact the interlibrary loan/document delivery service at: library@fredhutch.org to request materials.

**UW Libraries Proxy Server for students and UW Affiliates**
If you are affiliated with the UW as a student, staff or faculty member, your web browser can be configured to allow access to UW Online Restricted Resources using your UW Library barcode (the 14 digit number on the back of your Husky Card) and a personal identification number. Visit http://www.lib.washington.edu/help/connect.html for more information.

**Communications and Marketing**

Services of Communications and Marketing include:
- Assisting authors in the creation and posting of information on Center Web sites
- Establishing design guidelines and assistance for Center Web sites
- Programming and coding assistance for Center applications and Web sites
- Web site and multi-media project management
- Creation and maintenance of public Web pages
- Limited web site hosting for special projects

**Information Technology**
https://centernet.fhcrc.org/CN/depts/it/index.html

Information Technology (IT) provides common voice and data services for the Fred Hutchinson Cancer Research Center. Such services include the Center's backbone local area networks, wide area network, Internet connection, telephones, voice mail, remote access services, email backbone, and E-mail Web interface.

To establish an email account or an offsite logon, please contact the customer support desk at x5700. The Center telephone directory is available from the Center website.
E-mail Discussion Lists (listservs)
http://lists.fhcrc.org

There are many internal discussion lists to which you can subscribe to receive information relating to seminar notices and other events. For a complete list and to sign up for a particular listserv, go to http://lists.fhcrc.org. All postdoctoral fellows who attend new employee orientation will automatically be added to the postdoc-student list.

Listservs of interest to scientists include:
- **POSTDOC-STUDENT Listserv** announces career-related opportunities for scientists-in-training.
- **Reagents Listserv** is a venue to ask for reagents or equipment that you are seeking. It can also be used to ask for help or expertise with techniques.
- **Seminars Listserv** announces scientific seminars at the Center.

**SHARE RESOURCES**
http://sharedresources.fhcrc.org/

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Shared Resources are core facilities that provide services and access to specialized equipment for research activities. These state-of-the-art facilities provide support for programs within the Center. Below is a listing of the Shared Resources at the Center.

**Animal Bioimaging / Translational Bioimaging Center (TBIC)**
http://sharedresources.fhcrc.org/core-facilities/animal-bioimaging-center

The Translational Bioimaging Center provides support for the application of technologies for in-vivo biological assessment and imaging in animal models. Imaging modalities include a micro computed tomography (CT) scanner, magnetic resonance imaging (MRI) scanners, and fluorescence imaging system (Xenogen). Developed jointly by the Center and the UW Department of Radiology, a core team of experts provide the technical and biological expertise to support research activities.

**Antibody Development**
http://sharedresources.fhcrc.org/core-facilities/antibody-development

Antibody Development provides custom designed monoclonal and recombinant (scFv's) antibodies. Services include design of antigens, immunization and screening strategies; hybridoma cell line production and optimization; cloning, expression and engineering of single chain antibody variable fragments.

**Arnold Library**
https://sharedresources.fredhutch.org/core-facilities/arnold-library

The Arnold Library provides high quality, responsive services and resources in support of Fred Hutch's research, education and patient care programs. Our physical space houses study carrels with wireless Internet access, patron computers and the Shared Resources Computer Lab. This centralized resource encompasses subscription management for more than 30,000 ebooks and over 37,000 online journals and a variety of databases and web services. Librarians curate Fred Hutch researchers profiles, provide center-wide tracking of scholarly publishing, support Center
authors with NIH Public Access Policy compliance, manage the Shared Resources website, provide training and support for citation management tools like EndNote, provide reports and consultation on publication metrics, host a course guides system to support faculty instructors, manage the Fred Hutch history archive and administer several institutional repositories.

**Biologics Production**
http://sharedresources.fhcrc.org/core-facilities/biologics-production

The facility is designed primarily to produce two types of biological products from established cell lines: (1) clinical grade, intended for intravenous administration in humans and (2) non-clinical grade for use in research models. Manufacture and purification of products are performed in dedicated clinical and non-clinical areas of the facility in compliance with regulatory standards. Production of biological agents includes: monoclonal antibodies, fusion proteins, conjugates, plasmids, formulation of peptide vaccines and various other products derived from both eukaryotic and prokaryotic culture systems.

**Biostatistics Resource**
http://sharedresources.fredhutch.org/core-facilities/biostatistics-resource

The Biostatistics Resource provides collaborative statistical support to investigators and research projects. While the majority of the activities of this shared resource will go to support research trials, this expertise can be utilized by any Cancer Consortium member requiring biostatistics support, regardless of whether it is related to a research trial.

**Core Center of Excellence in Hematology (CCEH) – Administration**
http://sharedresources.fredhutch.org/core-facilities/cceh-administration

The CCEH Administrative Core provides scientific and budgetary oversight for all CCEH activities. This includes, in addition to the Pilot and Feasibility Program, an Enrichment Program that supports outside speakers, high school summer internships, and short-term on-site training opportunities for NIDDK-funded trainees from anywhere in the US.

**CCEH – Clonal Tracking and Canine Resource Development**

The genotype tracking lab provides VNTR (variable number tandem repeat), and LAM-PCR (linear amplification mediated PCR) and other molecular technology to analyze genotypes. Services were established initially to assist hematological research, but the facility also offers the following services to scientists in other areas of research. We also provide products, protocols, and services for cell and molecular analyses in the Canis lupus familiaris model.

**CCEH – Hematopoietic Cell Processing and Repository**
http://sharedresources.fredhutch.org/core-facilities/cceh-hematopoietic-cell-processing-and-repository

The Large-Scale Cell Processing Core Facility has been established to provide three primary functions in support of research activities: processing and selecting cells, supplying purified CD34 cells, and providing access to bone marrow or PBSC components.
(CCEH) – Specialized Mouse Services
http://sharedresources.fredhutch.org/core-facilities/cceh-specialized-mouse-services

The Specialized Mouse Services core provides cost-effective access to immune compromised mice plus a variety of specialized services, including transgenic mouse production, bone marrow transplantation, human/mouse xenografts, and non-invasive imaging.

(CCEH) – Vector Production
http://sharedresources.fredhutch.org/core-facilities/cceh-vector-production

We assist investigators with the design, construction, and/or production of viral vectors (gammaretrovirus, lentivirus, foamy) for introducing select genes of interest or gene silencing constructs into cells of interest. (For lentiviral packaging, our average yield for our viral preps is 1 x 108 TU/mL).

Cell Processing
http://sharedresources.fhcrc.org/core-facilities/cell-processing

The Cell Processing Facility supports the development and manufacture of innovative cell-based therapies for Phase I/II clinical testing. The facility permits the reproducible production of large-scale quantities of therapeutic cells under the strict quality control and safety conditions required by the FDA for human studies.

Cellular Bioenergetics
http://sharedresources.fredhutch.org/core-facilities/cellular-bioenergetics

Cellular Bioenergetics maintains and runs the Seahorse X24 instrument for monitoring the bioenergetic state of cells in standard tissue culture.

Clinical Research Support
http://sharedresources.fhcrc.org/core-facilities/clinical-research-support-crs

The Clinical Research Support Office oversees a group of resources available to investigators to support their research, simplify processes and enable regulatory compliance. The scope of the Research Trials Office will include required processes as well as optional services. Among the required elements, the RTO will coordinate the process for protocol scientific review and monitoring, as well as provide a centralized protocol accrual tracking system (PATS) to track and report on protocol accrual information. The optional RTO services support the following needs: clinical trials study management services, training and educational services, biostatistical expertise, information systems to support research, as well as support for regulatory compliance.

Clinical Vector Process Development (CVPD)
http://sharedresources.fhcrc.org/core-facilities/clinical-vector-process-development-cvpd

The Clinical Vector Process Development core facility develops and manufactures clinical-grade virus vectors that can be used to genetically engineer therapeutic cells. The facility currently uses HIV-1-derived lentivirus vectors as the primary virus vector, but will expand their service to include other virus vectors in the future.
Collaborative Data Services (CDS)
http://sharedresources.fhcrc.org/core-facilities/collaborative-data-services

Collaborative Data Services provides technical support in the areas of survey implementation, quality control and data management. Services include sample development, interviewing, mailing and tracking of questionnaires, data entry, programming support, database management and respondent tracking.

Comparative Medicine
http://sharedresources.fhcrc.org/core-facilities/comparative-medicine

Comparative Medicine provides a broad variety of animal housing, veterinary and research support services. The facility is fully accredited by the Association for Assessment and Accreditation of Laboratory Animal Care and complies with all United States Department of Agriculture, Public Health Service, Washington State and local area animal welfare regulations.

Computational Biology / Bioinformatics
http://sharedresources.fhcrc.org/core-facilities/bioinformatics

The Bioinformatics resource makes processing of microarray, high-throughput sequencing and mass-spectrometry based platforms broadly available to researchers across the Center through expertise in data analysis, consulting, training and technology development.

Electron Microscopy
http://sharedresources.fhcrc.org/core-facilities/electron-microscopy

Electron Microscopy provides transmission and scanning electron microscopy. Services include a variety of sample preparations along with cryo techniques and capabilities.

Epidemiology
http://sharedresources.fhcrc.org/core-facilities/epidemiology

The Epidemiology Shared Resource supports the patient data access and consulting needs of population-based studies of the etiology, treatment, psychosocial sequelae and prognosis of cancer. It provides access to population based data collected by the Cancer Surveillance System (CSS).

Experimental Histopathology
http://sharedresources.fhcrc.org/core-facilities/experimental-histopathology

The Experimental Histopathology Shared Resource provides a broad range of histology, histochemistry, immunohistochemistry, and pathology services. The team has extensive experience working with human tissue as well as other experimental model systems.

Flow Cytometry
http://sharedresources.fhcrc.org/core-facilities/flow-cytometry

Flow Cytometry offers a wide range of instrumentation, from single-laser benchtop analyzers to complex multi-laser cell sorts for cell analysis and sorting. Technical assistance is available for the evaluation and interpretation of data as well as assistance in experimental design.
Genomics  
http://sharedresources.fhcrc.org/core-facilities/genomics

The Genomics Resource provides support for genetic and expression analyses. Services are provided in three laboratory facilities – 1) DNA Array, 2) Genetic Analysis, and 3) RNAi, and include Oligo and cDNA microarray technologies, NextGen and CE DNA sequencing, genotyping, and quantitative (real-time) PCR, shRNA/miRNA/siRNA screening technologies.

Glassware Services  
http://sharedresources.fhcrc.org/core-facilities/glassware-services

Glassware Services provides cleaning and sterilization of reusable laboratory glassware. Services include washing, drying and sterilization of glassware, pipette plugging and autoclaving of laboratory liquids. The resource also provides support for operation of media services and biohazardous waste processing.

Immune Monitoring  
http://sharedresources.fhcrc.org/core-facilities/immune-monitoring

The Immune Monitoring Lab provides investigators with services and expertise for studies of cellular immunity including assays of cell populations and responses in clinical trials.

Metabolomics  
http://sharedresources.fredhutch.org/core-facilities/metabolomics

The Metabolomics Center provides a broad range of metabolomics services including sample analysis, data analysis and interpretation, training and workshops through its specialty cores which include Mass Spectrometry, NMR and Metabolic Imaging, Biostatistics & Bioinformatics, and Promotional & Outreach. The aim is to bring together, coordinate, and integrate significant capabilities in metabolomics at the University of Washington, Fred Hutch, Institute for Systems Biology and other local institutions.

Molecular Design and Therapeutics  
http://sharedresources.fredhutch.org/core-facilities/molecular-design-and-therapeutics

The Molecular Design and Therapeutics lab offers protein engineering and expression support for local investigators. Our focus is on delivering preclinical quantities of endotoxin-free protein and providing all the expertise needed for the design of novel biologics.

Northwest BioTrust  
http://sharedresources.fhcrc.org/core-facilities/nwbiotrust

The Northwest BioTrust was founded with the understanding that major biomedical advances relating to detection, treatment and prevention of solid tumor cancers have been achieved through access to biospecimens. The resource will provide investigators with a comprehensive biospecimen collection and distribution system that meets the detailed requirements of their research protocols and all applicable human subjects regulations.
**Nutrition Assessment**
http://sharedresources.fhcrc.org/core-facilities/nutrition-assessment

The Nutrition Assessment Shared Resource (NASR) provides comprehensive support to investigators who include dietary assessment in their research protocols. Nutritional epidemiologists at the Center established this resource in 1993, which to date has provided support to over 200 studies funded by the National Institutes of Health. NASR is one of the largest users in the United States of the University of Minnesota Nutrition Data Systems for Research (NDSR) software for data entry and nutrient analysis.

**Prevention Center**
http://sharedresources.fhcrc.org/core-facilities/prevention-center

The Prevention Center contains a state of the art exercise facility, a human nutrition laboratory for feeding studies and a clinical facility that conducts study interviews, collects medical history and physical exam data, and supports biospecimen collection, indirect calorimetry, and body composition for single-facility or custom multiple-facility use studies.

**Proteomics**
http://sharedresources.fhcrc.org/core-facilities/proteomics

The Proteomics Resource provides support for characterizing proteins and peptides by mass spectrometry and high-performance liquid chromatography.

**Research Freezers and Sample Storage**
http://sharedresources.fredhutch.org/core-facilities/research-freezers-and-sample-storage

This resource provides space for freezers used to store research samples, offers assistance with evaluating the space and power needs for new freezers, provides information on best practices, and provides access and allocates space in the shared freezer facility. Additionally this resource works closely with Facilities Engineering to support the use of freezers and with Specimen Processing to provide leased freezer storage options.

**Scientific Imaging**
http://sharedresources.fhcrc.org/core-facilities/scientific-imaging

Scientific Imaging serves as a centralized facility for imaging and visualization. The resource provides access to time lapse and 3-D microscopy and quantitative autoradiography.

**Specialized Pathology**
http://sharedresources.fhcrc.org/core-facilities/specialized-pathology

Services offered by specialized pathology include laser capture microdissection, tissue microarrays and pathology review.

**Specimen Processing**
http://sharedresources.fhcrc.org/core-facilities/specimen-processing

Specimen Processing provides a broad range of services including the development and validation of procedures for specimen processing analyses; processing of blood, urine and DNA
samples and DNA extraction. The staff works closely with resource users to achieve optimal specimen integrity and consistency.

**Therapeutic Products Program (TPP)**
http://sharedresources.fredhutch.org/core-facilities/therapeutic-products-program-tpp

The Therapeutic Products Production Shared Resource (TPP) offers a broad range of facilities and personnel to support the development and manufacturing of novel biological molecules and innovative cell-based therapies for Phase I/II clinical testing. TPP includes facilities that provide assistance and service in process development, quality assurance (QA), quality control (QC) and production of biologics and cells according to Good Manufacturing Practice (GMP).

**ENVIRONMENTAL HEALTH AND SAFETY (EH&S)**
https://centernet.fhcrc.org/CN/depts/ehs/index.html

EH&S oversees activities that ensure a safe and health-promoting work environment to employees and that minimizes the Center’s effect upon the environment at large. Its functions include programs, advisory committees, services, and facilities. These applications satisfy, and in several instances exceed, local, state and federal regulations aimed at protecting employees within the work place and controlling the use and disposal of hazardous materials.

Several essential manuals are available from EH&S (x4866):

- Center Exposure Control Plan
- Center Emergency Guides
- Center Hazard Awareness and Management Manual (HAMM), which includes the Center's:
  - Radiation Safety Manual
  - Biosafety Manual
  - Hazardous Waste Directory
  - Chemical Hygiene Manual
  - Ergonomic Plan

All lab workers must complete a 2-hour lab safety course, and users of radioactive materials, including x-ray producing equipment, will need to complete radiation safety training. All workers with exposure to blood borne pathogens (BBP) must complete the BBP training on initial hire and annually. The schedule of courses is available at: https://centernet.fhcrc.org/CN/depts/ehs/training/index.html. For more information, call EH&S, x4866.

PIs must submit Memoranda of Understanding and Agreement/EMUAs for using known carcinogens, radioactive materials, etiologic agents and recombinant DNA. All use of recombinant DNA must be approved and done in accordance with “NIH GUIDELINES FOR RESEARCH INVOLVING RECOMBINANT DNA MOLECULES” (NIH Guidelines). Compliance with the NIH Guidelines is a stipulation of receiving funding from NIH.
Security

All Center employees are required to wear a photo identification badge while working at the Center. The photo ID badge is required for electronic entry to each of the buildings and various departments on the Center campus. In addition, a separate door key may be necessary to access specific rooms. There is a 24-hour security patrol on the campus. Visitors are required to register at the front desk inside the main entrance of the Thomas building. Please contact Security at x5099 to have your ID badge made or to order keys.

Transportation
https://centernet.fhcrc.org/CN/depts/transportation/index.html

Up-to-date information on commuting options is available from the Center Transportation Department website. Employees of the Center are encouraged to use public transportation when available. The schedule for shuttles to the UW can be found at: https://centernet.fhcrc.org/CN/depts/transportation/shuttles/index.html

Postdoctoral fellows, research associates, and graduate students who work full time at the Center for an extended period of time are eligible to participate in the ORCA Regional Pass program. For more details, see: http://centernet.fhcrc.org/CN/depts/transportation/commuting/ORCA.html

UW graduate students are also able to purchase a UPASS from the University of Washington for $35 per quarter. More information on the UPASS is available at: http://www.washington.edu/commuterservices/

Students, postdoctoral fellows and research associates are eligible for a reduced parking rate. Please contact Transportation for parking availability at x5099.

GENERAL CENTER INFORMATION

Copier Services

The Copy Center, located on the first floor of the New Yale Building (J1-402) is your single source for printing, duplication, presentation and binding services. With courier service throughout the day and digital job submission capabilities, quality presentation documentation tools couldn't be simpler.

To use the copy machines throughout the Center, an account number is necessary. Copy fees are charged to the specific accounts. To obtain a copy account or assistance with a Center copier, contact the copy center at x2050 or e-mail copycenter@fhcrc.org.
Mail Services
https://centernet.fhcrc.org/CN/depts/materiel/mail/index.html

Outgoing and inter-office mail is collected twice each weekday. Inter-office mail requires a name and a mailstop. Outgoing mail that requires postage must have a budget number in the upper left corner, under your return address. The Mail Room does not sell postage stamps. Postage stamp booklets can be purchased from the cashier in the Double Helix Café or Consuming Choices Cafeteria.

All outgoing mail should use the following return address:

Fred Hutchinson Cancer Research Center
1100 Fairview Ave N., [your mailstop]
P.O. Box 19024
Seattle, WA  98109

Mail is commonly sent from the University of Washington through their inter-office mail system. The Center’s UW box number is: 358080, followed by your mailstop.

Food Service
https://centernet.fhcrc.org/CN/depts/materiel/food_services/index.html

Hot and cold entrees, sandwiches, salad bar, soups and pastries as well as espresso drinks and cold beverages are available at several locations:

- **Consuming Choices Cafeteria**, *first floor of the PHS building*
  Hours:  Monday through Friday, 7 a.m. – 2 p.m.
  Lunch Service, 11 am – 2 pm

- **An Ounce of Prevention Espresso Bar**, *D-level of the PHS building*
  Hours: Monday to Friday, 7 a.m. – Noon.

- **Double Helix Café**, *first floor of the Weintraub building*
  Hours: Monday through Friday, 11 a.m. – 2 p.m.
  Lunch service: 11 a.m. - 2 p.m.

- **Double Helix Espresso Bar**, *first floor of the Weintraub building*
  Hours: Monday through Friday, 7 a.m. – 5 p.m.

- **Daily Grind Espresso Bar**, *first floor of the Yale building*
  Hours: Monday through Friday, 7 a.m. – 3 p.m.

The cafeteria menus can be found at [http://www.cafebonappetit.com/fredhutchinson/index.html](http://www.cafebonappetit.com/fredhutchinson/index.html) and are updated daily.

Catering

Catering services are available in all buildings on campus. Catering requests should be submitted at least five days in advance of an event using the order forms available on their web site.
Center News

Center News is a weekly online publication for faculty and staff. It is an excellent source of news about the Center and learning opportunities.

ATM (Cash Machine) Access
An ATM or cash machine is located in the Double Helix Cafe in the Weintraub building (SHARE Credit Union), and on the first floor of the Public Health Sciences Building just outside of the Consuming Choices Cafe.

Health Clubs
https://centernet.fhcrc.org/CN/depts/hr/healthy/health_clubs.html

The Center offers discount health club memberships to many local area health clubs.

Center Sponsored Sports Teams
http://centernet.fhcrc.org/CN/center_policies/hr/employee_sports_teams.html

The Center sponsors various sports teams including softball, soccer, and volleyball. Recruitment starts early in the calendar year.

Local Recreation Opportunities and Exercise Classes at the Center
https://centernet.fhcrc.org/CN/depts/hr/healthy/recreation.html

A list of local recreation opportunities is available on the above web page. In addition, exercise classes are offered at the Center several days each week. Look for announcements for new classes on local bulletin boards or in Center News. Rates vary by class and instructor. Contact the instructor directly to find out about class space and rates.

Center Logo Sales
http://centernet.fhcrc.org/CN/depts/materiel/logo/

FHCRC provides sales of sweatshirts, hats, vests, t-shirts, coffee mugs, and a variety of other paraphernalia sporting the Fred Hutchinson Cancer Research Center logo. Visit the web site for more information.

SEATTLE AREA INFORMATION

Housing
Many students and postdoctoral fellows live within walking or biking distance to the Center. The neighborhoods closest to the Center with affordable apartments include Eastlake, Capitol Hill, Lower Queen Anne, Queen Anne, Wallingford, Fremont, Green Lake Area, University District, and Ballard. Affordable residential homes can be found either north or south of downtown Seattle and usually require a car or bus commute. These neighborhoods include Shoreline, Edmonds, and Lynnwood to the north and Renton, Des Moines, SeaTac, Tukwila, Kirkland, and Issaquah to the south and east.

Multifamily Tax Exemption Program (MFTE)
The Multifamily Property Tax Exemption (MFTE) Program provides a tax exemption on new multifamily buildings in exchange for setting aside 20-25% of the homes as income- and rent-
restricted. By supporting mixed-income residential development in the urban centers, the MFTE program ensures affordability as the community grows.

As of 2017, Seattle’s Area Median Income (AMI) is currently $67,200. To calculate your %AMI divide your salary by Seattle’s AMI. This percentage will help determine what your rent limit. Go here for a table of income and rent limits:

The following is a list of non-profit organizations who offer affordable housing. Each organization has its own application process – contact each one to learn more.

- ArtSpace Projects: http://www.artspace.org/
  - You don’t have to be an artist to apply to live in one of their spaces, however they do give priority to those who participate in and are committed to the arts.
- “Housing Initiatives” through Catholic Housing Services: http://ccsww.org/get-help/housing/
  - They assist everyone, regardless of religious affiliation.
- Central Area Development Association: http://www.cada.org/home.html
- Delridge Neighborhoods Development Association (DNDA): https://dnda.org/
- Habitat for Humanity Seattle: https://www.habitatkc.org/
- Mt. Baker Housing Association: http://mtbakerhousing.org/
- Seattle Housing Authority: https://www.seattlehousing.org/
- SouthEast Effective Development: http://www.seedseattle.org/

If you are interested in applying for income/rent restricted units through the MFTE program, read the Renter’s Guide to Seattle’s Multifamily Tax Exemption and Incentive Zoning Programs:
https://www.seattle.gov/housing/renters/find-housing#privateaptbuildingsmfteincentivezoning

To see a complete list of apartment buildings that participate in the MFTE program, go here:
https://www.seattle.gov/Documents/Departments/Housing/PropertyManagers/IncomeRentLimits/Income-Rent-Limits_MFTE.pdf

**Banking**

The most common full service banks for checking and savings accounts include: Bank of America, U.S. Bank, Key Bank, and Chase Bank.

**Cable and Wi-Fi**

Television access is very limited without the use of Cable. The neighborhood that you live in affects which company is able to service you. The most common cable and Wi-Fi companies are CenturyLink (http://www.centurylink.com/) and Xfinity (https://www.xfinity.com) – go online to browse their packages.