

The Fred Hutch Survival Guide for Graduate Students and Postdoctoral Fellows



Student/Postdoc Advisory Committee

Eighteenth Edition
2019

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DISCLAIMER

The information contained in the Fred Hutchinson Cancer Research Center (Hutch) 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 Hutch's experience in applying these principles. The Hutch 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 Hutch 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 July 2019. 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 Hutch 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 Hutch 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 Hutch can terminate your employment at any time, with or without advance notice, for any lawful reason that the Hutch, in its sole discretion, believes is appropriate. The at-will relationship is not modified by anything in Guide. No one at the Hutch, with the exception of the Hutch'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 Hutch 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 Hutch, 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 Hutch'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/en/research/education-training/student-postdoc-advisory-committee.html>

Student-Postdoc Listserv

As a new permanent graduate student or postdoc, you will automatically be subscribed to the student-postdoc e-mail list. We distribute a weekly newsletter that announces upcoming seminars and meetings, professional development workshops, volunteer opportunities, and various job opportunities. If you are not subscribed to the listserv within several weeks of your arrival, contact Amber Ismael at aismael@fredhutch.org to subscribe.

Student/Postdoc Advisory Committee (SPAC)

<http://www.fredhutch.org/en/research/education-training/student-postdoc-advisory-committee.html>

SPAC represents the interests of graduate students, postdoctoral fellows and medical fellows at the Hutch in obtaining the best education possible for their future careers.

Office of Scientific Career Development (OSCD)

<http://www.fredhutch.org/en/research/education-training/office-of-scientific-career-development.html>

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

<http://www.fredhutch.org/en/education-training/spac/childcare.html>

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 Hutch 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 Hutch.

Good luck with your future endeavors,
The SPAC Board

Office of Scientific Career Development

ABOUT THE HUTCH



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 Hutch is recognized internationally for its pioneering work in bone marrow transplantation. The Hutch employs over 2,500 people and is headed by Gary Gilliland, MD, PhD, president and director.

Advances at the Hutch 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 Hutch provides a unique environment for conducting basic and applied science.

Scientific Divisions

<http://www.fredhutch.org/en/research/divisions.html>

There are five scientific divisions at the Hutch: 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/>

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

<http://www.fredhutch.org/science/clinical/>

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

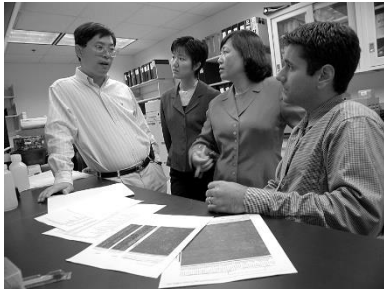
Human Biology Division

<http://www.fredhutch.org/science/humanbio/>

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.

Public Health Sciences

<http://www.fredhutch.org/science/phs/>



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.

Vaccine and Infectious Disease Division

<http://www.fredhutch.org/en/labs/vaccine-and-infectious-disease.html>

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/en/about/education-outreach/science-education-partnership.html>

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 Hutch (1-2 hours)
- Let a student job-shadow you (5-8 hours) 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 by calling x4487 or emailing us at sep@fredhutch.org.

NCI Contact Center

<https://www.cancer.gov/contact/contact-center>

The NCI Contact Center (also known as NCI's Cancer Information Service) acts as the voice of the NCI 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. They provide accurate, up-to-date, and reliable information on cancer that is easy to understand.

Their information specialists are available by phone, live chat, and/or email to answer your cancer-related questions. You can call their toll-free number 1-800-422-6237 or follow the link above to chat online with a specialist.

EMPLOYMENT ISSUES

Policy Central

<https://centernet.fredhutch.org/cn/p.html>

The Hutch's official policies are on CenterNet at Policy Central. Policy Central contains the Hutch's employment policies and other policies of Center-wide relevance.

Hutch 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 principal 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 Hutch'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 Hutch'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 under "Resources on CenterNet" on the SPAC home page:

<http://www.fredhutch.org/en/research/education-training/student-postdoc-advisory-committee.html>.

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/for-students-and-post-docs/mygrad-program/>

In most cases, salary levels follow the University of Washington Graduate Student Service Appointment scale regardless of whether you are paid by the Hutch or the UW.

<https://grad.uw.edu/graduate-student-funding/funding-information-for-departments/administering-assistantships/tara-salaries/information-about-salary-schedules-and-administration/>

Those who are eligible for the University of Washington's Graduate Appointee Insurance Program can find additional information at: <https://hr.uw.edu/benefits/insurance/health/graduate-appointees/>

International Postdoctoral Scholars

A postdoctoral fellow coming from abroad requires a Hutch-sponsored, employment-based visa before beginning his or her employment at the Hutch. Although some foreign governments or granting agencies provide health insurance for postdocs, the Hutch also offers full medical and dental. Postdoctoral fellows pay the same portion of premiums that Hutch employees pay. See <https://centernet.fredhutch.org/cn/u/benefits.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 Hutch's Immigration Officer at x4460.

Hutch International Ambassadors (HIA) Program

<http://www.fredhutch.org/en/research/education-training/student-postdoc-advisory-committee.html>

SPAC manages this program to help new postdocs and graduate students, especially those from other countries, become familiar with the Hutch 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 Hutch, Seattle, places to live, good restaurants, etc. Most people have found this to be a rewarding experience, and you might even make new friends. To either become an ambassador, or to be paired with one, email ambassad@fredhutch.org.

Human Resources (HR)

<https://centernet.fredhutch.org/cn/u/hr.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

<https://centernet.fredhutch.org/cn/u/benefits.html>.

To the extent it is possible under tax code, the Hutch is committed to providing similar health care packages regardless of how you are funded, i.e. stipend or Hutch grant. A table that outlines how your benefits change based upon your source of funding is available at:

<https://centernet.fredhutch.org/cn/u/spac/survival-guide/benefits-comparison.html>. Follow the link above for information on eligibility and enrollment.

Retirement Plan

<https://centernet.fredhutch.org/cn/u/benefits/retirement-savings-plan.html>

The Hutch 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 Hutch's payroll. Postdoctoral fellows receiving more than 50% of their funding as taxable wages from a Hutch source are eligible to participate in the plan. Graduate students are generally not eligible to participate.

Holiday/Vacation/Sick Leave

Holidays, vacation and sick leave are provided at the same rate as other scientific staff. The Hutch 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://www.hutchkids.org/>



Hutch Kids is a childcare center for the families of employees at the Hutch. 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. Go online for more information.

Child Care Subsidy Program

<https://centernet.fredhutch.org/cn/u/spac/survival-guide/childcare-subsidy.html>

The Hutch 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 Hutch 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@fredhutch.org to set up an appointment. The Ombuds web site is: <https://centernet.fredhutch.org/cn/u/oscd/ombuds.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 advised that you talk to your Division Director. Keeping to professional standards, and the unique situation of postdoctoral fellows, the Hutch has adopted a policy of requiring its PIs to give notice to fellows before severing their relationship. Although fellows, like all Hutch employees, are "at will," the Hutch requires fellows who have worked at the Hutch 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 Hutch 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 Hutch 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

<https://centernet.fredhutch.org/cn/u/general-counsel.html>

The Hutch takes all issues very seriously related to the integrity of the scientific process and responsible conduct in the research performed at the Hutch. As required by federal regulations, the Hutch 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 Hutch 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 Hutch, it is a professional obligation for you to inform your superiors, the Hutch's Scientific Ombudsman at x5319, or the Hutch'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 Hutch has established by calling **877-412-8841** or logging on to: www.ethicspoint.com. The Hutch 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 Hutch'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 Hutch's Office of the General Counsel, x1224.

Conflicts of Interest

<https://centernet.fredhutch.org/cn/u/general-counsel.html>

It is important for Hutch employees to avoid situations that may pose a conflict of interest with their employment at the Hutch. A "conflict of interest" means any situation in which a representative of the Hutch has the opportunity, or appears to have the opportunity, to influence the Hutch's decisions; or use resources; or confidential or proprietary information of the Hutch 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 Hutch's Office of the General Counsel, x1224. This policy can be found at the website of the Hutch 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/en/research/education-training/office-of-scientific-career-development.html>

The Office of Scientific Career Development assists Hutch graduate students, postdoctoral fellows, and medical fellows to help them identify and achieve their career goals. The Office is also focused on helping Hutch 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

<https://centernet.fredhutch.org/cn/u/hutch-united.html>

Hutch United works 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.fredhutch.org/cn/u/osr.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

<https://lists.fhcrc.org/mailman/listinfo/seminars>

A variety of classes and seminars are available to Hutch faculty and staff. Each scientific division hosts seminars and talks. The Office of Scientific Career Development and SPAC organize professional development trainings for graduate students and postdocs. Administration and shared resources offer computer training, management classes and training courses. Most seminars are advertised through the Seminars listserv (subscribe by following the link above) and most classes and training opportunities are listed in the Center News or in the weekly SPAC Newsletter that is distributed through the postdoc-student listserv. For additional information about Human Resources training classes, contact x3659.

Human Subjects Training

<https://centernet.fredhutch.org/cn/u/irb/training.html>

Training in the conduct of human subjects research is required for all key personnel of studies awarded to or sponsored through the Hutch. "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 Hutch has extended this requirement to ALL human subjects research, regardless of funding source.

The Hutch recognizes:

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

Information on both types of training can be accessed at:

<https://centernet.fredhutch.org/cn/u/irb/training.html>

Please note that the NIH web-based course is not recognized by the Hutch as meeting the training requirement. Documentation of training is maintained by the Hutch'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 Hutch/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 Hutch recognizes certain web-based and in-person training as described at:

<https://centernet.fredhutch.org/cn/u/irb/training/GCP.html>

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

Research Ethics Education Program Requirements

<https://centernet.fredhutch.org/cn/u/research-administration/research-ethics-education-program.html>

All Hutch-based trainees (graduate students, postdoctoral fellows, or clinical fellows who have their primary or dual mentorship with a Hutch faculty member or who spend at least 50% of their time at the Hutch) are required to complete six ethics education events during their tenure at the Hutch. 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 Karen Peterson at kpeterso@fredhutch.org or x5319.

Biomedical Research Integrity Series (UW)

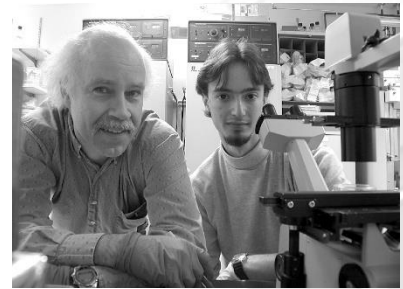
<http://depts.washington.edu/uwbri/>

The Public Health Service (PHS) and its research institutions require that all pre- and post-doctoral researchers supported by PHS training grants receive training in the responsible conduct of research. The Department of Bioethics and Humanities, UW School of Medicine 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.

Individual Development Plan (IDP)

<https://centernet.fredhutch.org/cn/u/oscd/professional-development-training-and-resources/career.html>

The Hutch 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.



IDPs help you map out what skills, training, and other activities you need to do to get the career you want and be successful in it. The NIH encourages all graduate students and postdocs to develop their own IDP with the assistance of their mentor(s). The Office Director, Karen Peterson, can review your IDP with you to make sure you are using all of the resources available to you to be successful in your job hunt and your career.

Completing an IDP is a required component to submitting an NIH grant proposal. Follow the link above to access the postdoc IDP that the Hutch has developed.

Teaching Opportunities

Science Education Partnership (SEP)

<http://www.fredhutch.org/en/about/education-outreach/science-education-partnership.html>

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 Jeanne Chowning at chowning@fredhutch.org 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@fredhutch.org.

Summer Undergraduate and High School Internship Programs

<http://www.fredhutch.org/en/about/internships.html>

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 High School Internship Program (SHIP): Dave Vannier: dvannier@fredhutch.org

Pathways Undergraduate Research: Dave Vannier: dvannier@fredhutch.org

Summer Undergraduate Research Program (SURP): Marilyn Drennan: mdrennan@fredhutch.org

Course Scholarships and Travel Awards

<http://www.fredhutch.org/en/research/education-training/student-postdoc-advisory-committee.html>

Course scholarships of up to \$1500 are available twice each year to subsidize the cost of coursework that will benefit the career goals of Hutch postdoctoral fellows and graduate students. Application deadlines fall in winter and summer and are announced in the SPAC Newsletter that is disseminated via the postdoc-student listserv. For further information, contact Amber Ismael at aismael@fredhutch.org.

Conference Travel Awards of up to \$1500 are available for travel 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 deadlines are March 15 and November 1. For more information, contact Amber Ismael at aismael@fredhutch.org.

ORGANIZATIONS AND ACTIVITIES

Student/Postdoc Advisory Committee (SPAC)

<http://www.fredhutch.org/en/research/education-training/student-postdoc-advisory-committee.html>

The Student/Postdoc Advisory Committee is composed of graduate students and postdoctoral fellows interested in the policies of the Hutch relating to the education and career development of students and postdoctoral fellows. We usually meet at 3:00PM on the first Thursday of the month. The meeting details and agenda are announced in the SPAC Newsletter disseminated through the student-postdoc listserv. Come join us—we have cookies and coffee/tea! For information contact the SPAC Advisors, Karen Peterson at kpeterso@fredhutch.org or Amber Ismael at aismael@fredhutch.org.

Basic/HB Friday Happy Hour

The labs of the Basic Sciences and Human Biology Divisions offer a happy hour with free food and beverages every Friday at 5:00PM 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 Hutch is a sustaining member of the NPA. As a benefit of sustaining membership, all Hutch postdoctoral fellows are able to obtain a free affiliate membership. For more details, see the “Membership” link on the NPA web site.

Employee/Student Resource Groups (ERGs)

Stress Relief and Mental Wellness

<https://centernet.fredhutch.org/cn/u/edu/mental-wellness-resources/grad.html>

A resource for graduate students and postdocs that includes, counseling referrals, workshops, stress management and self-help guides, etc.

Diversity Council

<https://centernet.fredhutch.org/cn/u/diversity-council.html>

The Diversity Council keeps the conversation about diversity relevant and current through programs that aim to improve the work climate and give employees tools to promote an open, inclusive environment. Diversity is crucial to the Hutch's role as a community partner and global scientific leader. For questions or to join the email list, contact: diversitycouncil@fredhutch.org.

Fred Hutch Rainbow Employees for Equity (FHREE)

An Employee Resource Group that aims to create a community of support for Lesbian, Gay, Bisexual, Transgender, and Queer employees and those with associated identities or relationships to feel safe and included in their work environment and to increase the cultural competency among all employees. For questions, contact FHREE@fredhutch.org. Join the email list at https://lists.fhcrc.org/mailman/listinfo/lgbtq_erg.

Hutch United (HU)

<https://centernet.fredhutch.org/cn/u/hutch-united.html>

An Employee Resource Group whose mission is to foster a supportive and inclusive community to promote the success of underrepresented and self-identified minority scientists at the Hutch. Please join us for our general meetings to learn about our programs and opportunities as well as have discussion time around a diversity-related topic. For questions, contact hutchunited@fredhutch.org.

LIBRARY AND COMPUTING RESOURCES

Library Resources

<https://sharedresources.fredhutch.org/core-facilities/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 Hutch'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 Hutch 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 Hutch'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.

The Arnold Library recognizes that Fred Hutch faculty and staff need 24-hour access to information at many different off- campus locations and has therefore implemented the Remote Access service. This service allows library account holders to log in from off-campus and use Arnold Library's online resources from any computer with Internet connectivity (an ISP) and a web browser. To use the remote access service, go online using the link above and click on "OFF-CAMPUS LOGIN" located on the right side of your screen. Enter your HutchNet ID and password and you will then be connected to their proxy service. From there, you can visit the library's journal list, databases, and other resources as though you were on campus.

Arnold Library staff is available to assist Hutch 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

<https://centernet.fredhutch.org/cn/u/communications.html>

Services of Communications and Marketing include:

- Assisting authors in the creation and posting of information on Hutch websites
- Establishing design guidelines and assistance for Hutch websites
- Programming and coding assistance for Hutch applications and websites
- Website and multi-media project management
- Creation and maintenance of public web pages
- Limited website hosting for special projects

Information Technology

<https://centernet.fredhutch.org/cn/u/center-it.html>

Center IT advances IT and data services to accelerate the elimination of disease. We collaborate with Divisional IT teams to provide nimble, friction-less services that facilitate the center's research and administration.

IT and the Help Desk team are here to support you. If you have a question or experience an issue email, call, or stop by in person. Email them at helpdesk@fredhutch.org or call at x5700 if you need support.

E-mail Discussion Lists (listservs)

<http://lists.fhcrc.org>

You can subscribe to a variety of internal listservs to receive emails 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 will automatically be subscribed to the postdoc-student listserv.

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 Hutch.

SHARED RESOURCES

<https://sharedresources.fredhutch.org/>

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 Hutch. Below is a listing of the Shared Resources at the Hutch.

Animal BioImaging / Translational Bioimaging Center (TBIC)

<https://sharedresources.fredhutch.org/core-facilities/translational-bioimaging-center-tbic>

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 Hutch and the UW Department of Radiology, a core team of experts provide the technical and biological expertise to support research activities.

Antibody Development

<https://sharedresources.fredhutch.org/core-facilities/antibody-technology>

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.fredhutch.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-sight training opportunities for NIDDK-funded trainees from anywhere in the US.

CCEH – Clonal Tracking and Canine Resource Development

<http://sharedresources.fredhutch.org/core-facilities/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 1×10^8 TU/mL).

Cell Processing

<http://sharedresources.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.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 Hutch through expertise in data analysis, consulting, training and technology development.

Electron Microscopy

<http://sharedresources.fredhutch.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.fredhutch.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.fredhutch.org/core-facilities/experimental-histopathology>

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

Flow Cytometry

<http://sharedresources.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.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

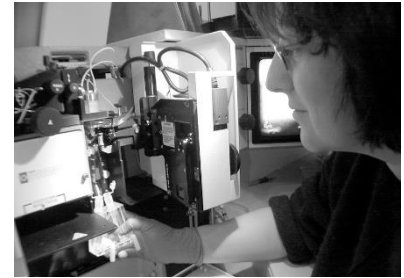
<http://sharedresources.fredhutch.org/core-facilities/nutrition-assessment>

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.fredhutch.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.fredhutch.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.fredhutch.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.fredhutch.org/core-facilities/specialized-pathology>

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

Specimen Processing

<http://sharedresources.fredhutch.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.fredhutch.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):

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

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.fredhutch.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 AND TRANSPORTATION

<https://centernet.fredhutch.org/CN/depts/facilities/index.html>

Security

<https://centernet.fredhutch.org/CN/depts/security/index.html>

All Hutch employees are required to wear a photo identification badge while working at the Hutch. The photo ID badge is required for electronic entry to each of the buildings and various departments on campus. In addition, a separate door key may be necessary to access specific rooms. There is a 24 -hour security patrol on campus. Visitors are required to sign-in 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.fredhutch.org/cn/u/transportation.html>

Up-to-date information on commuting options are available on the Transportation website on CenterNet. Hutch employees are encouraged to utilize public transportation, such as the shuttle service and metro transit.

- More information on the shuttle routes and schedule can be found at:
<https://centernet.fredhutch.org/cn/u/transportation/shuttle-routes-and-schedules.html>
- More information on bus routes can be found at:
<https://centernet.fredhutch.org/cn/u/transportation/transit.html>

ORCA Regional Card

<https://centernet.fredhutch.org/cn/u/transportation/transit/orca-regional-card.html>

The ORCA Passport can be used for multiple transportation services. ORCA gives you access to Community Transit, Everett Transit, Metro Transit, Kitsap Transit, Pierce Transit and Sound Transit bus service. The passport covers the full fare on all regular bus routes. The Passport can also be used on Sound Transit Link light rail, King County Water Taxi (Vashon and West Seattle routes), the Sounder Commuter train, Seattle Streetcar, Kitsap Transit Foot Ferry (Port Orchard and Annapolis routes).

UPASS

<https://facilities.uw.edu/transportation/student-u-pass>

UW graduate students are also eligible for a UPASS from the University of Washington while they are matriculated students. A UPASS provides you with unlimited rides on buses, the commuter train service and the light rail.

Parking

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

GENERAL INFORMATION

Copier Services

<https://centernet.fredhutch.org/CN/depts/materiel/copy/index.html>

The Copy Center, located on the first floor of the Yale Building (J1-402) is your single source for copying, printing, presentation covers and binding, specialty tabs and inserts, laminating, and more. Go to their website to complete a Copy Center Job Request Form in order to request a service. They provide a courier service and quantity discounts for larger jobs.

To use the copy machines throughout the Hutch, an account number is necessary. Copy fees are charged to the specific accounts. To obtain a copy account or assistance with a Hutch copier, contact the copy center at x2050 or e-mail copycenter@fredhutch.org.

Mail Services

<https://centernet.fredhutch.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 Hutch's UW box number is: 358080, followed by your mailstop.

Food Service

https://centernet.fredhutch.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. Follow the link above for a cafeteria menu, updated daily.

- **Consuming Choices Cafeteria**, *first floor of the Arnold 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 Arnold 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.

Catering

<https://centernet.fredhutch.org/cn/u/meeting-event-services/ems.html>

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

https://centernet.fredhutch.org/CN/center_news/cnweekly/index.html

Center News is a weekly online publication for faculty and staff. It is an excellent source of news about the Hutch 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 Arnold Building just outside of the Consuming Choices Cafe.

Health Clubs

https://centernet.fredhutch.org/CN/depts/hr/healthy/health_clubs.html

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

Center Sponsored Sports Teams

<https://centernet.fredhutch.org/cn/p/employee-sports-teams.html>

The Hutch 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.fredhutch.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 Hutch 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.fredhutch.org/CN/depts/materiel/logo/>

The Hutch 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

The neighborhoods closest to campus include Eastlake, Capitol Hill, Queen Anne, Wallingford, Fremont, Green Lake, 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 areas 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 apartment buildings in exchange for setting aside 20-25% of the homes as income- and rent-restricted.

As of 2018, 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 your rent limit. Go here for a table of income and rent limits:

<https://www.seattle.gov/Documents/Departments/Housing/PropertyManagers/IncomeRentLimits/2018%20Rent%20and%20Income%20Limits.pdf>

To see a complete list of apartment buildings that participate in the MFTE program, go here: <https://www.seattle.gov/Documents/Departments/Housing/Renters/Affordable%20Housing%20Providers.pdf>

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://dnnda.org/>
- Habitat for Humanity Seattle: <https://www.habitatskc.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>

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.

