Joint Ph.D. Programs with the Universities of Chicago and Cambridge
Janelia Graduate Scholars
Science Conferences and Visiting Scientists
Project Teams

Fly Olympiad

Fly EM

GECI

FlyLight

HHMI Janelia farm research campus
Janelia Farm Science Programs

- Lab head research programs
- Student Research Scholar Programs
- Conference Program
- Visiting Scientist Program
- Project Teams
Outline

- HHMI and Janelia Farm
- Janelia Farm science programs
- Science administration at Janelia Farm
- A day in the life of a program manager
- Discussion & personal reflection
  - Why Janelia?
  - Transition from the bench
  - Lessons learned
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Visiting Scientist Program

- Multi-million dollar collaborative research program
- 52 active research projects
- 152 scientists and research staff
  - 67 full-time employees
  - 85 visiting scientists (16 foreign countries)
- Undergraduates, graduate students, postdocs, principal investigators
- Inter-disciplinary (biologists, chemists/biochemists, computer scientists, engineers, physicists, theorists, etc.)
A day in my life...

Proposal Review
- Review new/renewal visitor proposal applications
  - Scientific scope
  - Project support
- Develop budget
- Oversee vetting and scientific review
- Oversee operational review (office/lab space, personnel, housing, travel, shared resources, equipment, IT, legal and visa issues)
- Draft visitor/consulting agreements, inter-institutional contracts

Project Management
- Coordinate project set-up
- Coordinate & conduct personnel interviews
- Coordinate administrative and shared resource support
- Oversee execution of agreements & contracts
- Update internal & external communications
- Organize seminars
- Attend seminars, lab meetings, journal clubs
- Conduct quarterly project meetings
- Conduct post-mortem analysis

Financial Management
- Review & approve project expenditures
- Review financial reports
- Conduct quarterly budget meetings
- Attend operational meetings (HR, IT, campus services, finance)

Program Management
- Prepare program reports for Exec Dir, CAO
- Attend executive meetings
- Review and revise program policies & workflows
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