



HELIOS
SCHOLARS
at TGen

Helios Scholars at TGen 2025: Intern Handbook

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Foreword

- Interns are responsible for all of the information in this handbook. Read it in its entirety before your first day and refer back to it as needed throughout the summer.
- Contact information for all individuals referenced in this guide is available at the end of the handbook.
- Students working outside of TGen headquarters may have distinct program procedures and logistics. If you are not sure how a program procedure applies to you, please ask your mentor or contact Kristen Kaus at (602) 343-8719 or kkaus@tgen.org.
- Interns are temporary, full-time TGen employees. Employees are responsible for knowing and abiding by all policies and procedures in the TGen Employee Handbook, available on the TGen intranet (see IT: Network and Communication section for information on accessing the TGen intranet).

About TGen

Translational Genomics Research Institute (TGen) is a Phoenix, Arizona-based non-profit organization dedicated to conducting groundbreaking research with life changing results. TGen is focused on helping patients with neurological disorders, cancer, and diabetes, through cutting edge translational research (the process of rapidly moving research towards patient benefit). TGen physicians and scientists work to unravel the genetic components of both common and rare complex diseases in adults and children. Working with collaborators in the scientific and medical communities literally worldwide, TGen makes a substantial contribution to help our patients through efficiency and effectiveness of the translational process. TGen is allied with City of Hope, a world-renowned independent research and cancer and diabetes treatment center. This precision medicine alliance enables both institutes to complement each other in research and patient care, with City of Hope providing a significant clinical setting to advance scientific discoveries made by TGen. For more information, visit: www.tgen.org. Follow TGen on [Facebook](#), [LinkedIn](#) and [Twitter @TGen](#).

About Helios Scholars at TGen

On January 29, 2008, TGen and the Helios Education Foundation announced a unique partnership designed to cultivate new scientific and technical talent by way of the Helios Scholars Program at TGen. The Helios Education Foundation aspires to provide distinctive learning opportunities to underrepresented groups.

The fully-funded summer internship program provides forty-five students with a paid opportunity to work full-time under the mentorship of a TGen scientist or collaborator, to unravel the genetic components of human disease. Students develop foundational research skills through first-hand experience as they pursue careers in science or medicine. The program capstone is a formal research symposium where interns present their biomedical research project results and reflect on what they have accomplished during their tenure at TGen.

Students leave the program with improved laboratory capabilities, a thorough understanding of the scientific process, improved communication and presentation skills, and greater confidence in themselves and their ability to achieve their goals. Overall, this program is intended to educate, train and inspire the next generation of researchers and physicians in Arizona.

Past interns boast an array of impressive accomplishments: published scientific abstracts and manuscripts, top national student rankings, acceptance into first-rate graduate and medical schools, and national awards and scholarships.

Contact

Primary

Kristen Kaus
Manager, Education and Outreach
kkaus@tgen.org
(602) 343-8719

Secondary

Kim Thompson
Specialist, Education and Outreach
kthompson@tgen.org
(602) 343-8607

Policies and Procedures

The First Day: Parking and Arrival

- Confirm your start date with your mentor and [the education office](#) at your earliest convenience.
- **HQ Parking:** Enter the Arizona BioMedical Parking Garage located on the southeast corner of Fillmore St and 5th St (it is the gray garage directly located next to TGen's building).
 - Please press the button and take a ticket (Bring this in to orientation with you)
 - You will either be given a parking pass or validation
- **Flagstaff Parking:** Paid interns are offered free parking within the TGen North parking lot, there is no metro service that runs close to the building.

Please note the following internship parking options:

- **Phoenix Location:** Paid interns are offered paid transportation through Human Resources. They can either receive a pass for the parking garage or Valley Metro pass on their first day.
- **North Location:** Paid interns are offered free parking within the TGen North parking lot, there is no metro service that runs close to the building.
- **Off-site:** Please reach out to Kristen Kaus (kkaus@tgen.org) to discuss options.

Mentors

- Mentor/PI: Every intern works under the direct mentorship of the professor leading your research team
- Daily Mentor(s): You may be assigned one or more daily mentors from your research team who will work closely with you
- Both your mentor/PI and your daily mentor(s) are your direct supervisors at TGen

Security Badge and Building Access

- On your first day you will receive an access badge to TGen HQ or TGen North
- Your badge will give you access to the building from 7:00am to 7:00pm Monday through Friday, with no weekend access
- Your badge should never be used to let others in the building
- Off-site scholars, please talk with your labs to determine what you will need to access the lab you are placed in
- At the end of your internship, you must return the badge to education staff

Hiring Forms

Paid interns are TGen employees and are therefore required to complete all new hire paperwork. Required forms will be sent to your provided email from Paylocity (our payroll/HR system). Please read and complete each form carefully online. The sooner your forms are completed, the sooner your position is finalized. For questions about hiring forms, contact Kristin Naylor at (602) 343-8469 or knaylor@tgen.org.

Required electronic paperwork includes:

1. Personal Profile Sheet
2. I-9 Employment Eligibility Verification
3. 2025 Federal Tax Withholding Form W4
4. 2025 Arizona Tax Withholding Form A4
5. Employee Handbook Acknowledgement Agreement
6. Intellectual Property Policy Acknowledgement
7. Confidentiality Policy Agreement
8. Direct Deposit Form
9. Minor Parental Consent Form (if under 18 years old will be emailed)
10. Hepatitis B Vaccination Form
11. Parking/Bus Pass Election Form
12. Self-ID Form (optional)
13. Disability ID Form (optional)
14. Veteran ID Form (optional)
15. Safety Quiz (electronically)

The federal Employment Eligibility Verification form (I-9) requires you to present specific identification to TGen. Read the I-9 form in its entirety and bring the required original forms (not copies) of identification on your first day.

Please bring the I-9 documents you uploaded to Paylocity on your first day for physical verification. These must be brought in on the first day even if the copy has been uploaded through Paylocity. TGen must remove employees from work who fail to bring in required identification within the first two days of employment. For questions about the I-9 form and identification requirements, contact Kristin Naylor at (602) 343-8469 or knaylor@tgen.org.

Proper Attire and Footwear

Casual attire is acceptable if it is professional and safe.

- Unacceptable attire includes tank tops, shorts, halter tops, miniskirts, any clothing that leaves large areas of skin exposed, clothing with offensive graphics or language, suggestive fits or see-through material.

All footwear in the laboratory must have closed toe areas and is it a good idea for administrative interns to adhere to this as well in case they need to walk in the lab space.

- Unacceptable shoes include flip-flops, sandals, peep-toes.

Food and Drink

Eating is never allowed in TGen laboratories. Covered beverages must be kept at personal workspaces, not at the laboratory bench. Cans, uncovered mugs and uncovered cups are never allowed. At HQ, there are break rooms on each floor for eating. In Flagstaff, most people will enjoy the weather outside to eat or use the training room, if it is available. As an intern, make sure you talk with your mentor to know acceptable locations to eat.

At HQ: Some interns bring their lunch and store it in the 4th floor break room refrigerators; however, there are dining options nearby. The Arizona Center across the street has a few restaurants, including Bosa Donuts and a sandwich shop. There are also many other restaurants within walking distance.

Communicating Your Work

TGen is proud to showcase the work of our interns. Often, however, interns participate in unpublished, sensitive research. To that end, please discuss the sensitivity of your work with your mentor before sharing your summer experience on your social networking sites or in other public forums. A good rule of thumb is: when in doubt, please ask.

If the media contact you, please do not answer any questions or agree to an interview without first contacting Galen Perry in the office of communications. His number is 602-343-8423 or gperry@tgen.org. Communications will vet all potential media opportunities before agreeing to an interview.

Finally, to protect TGen's research, all interns are bound by a Confidential Disclosure Agreement (CDA). Please read the CDA carefully and consult your mentor(s) regarding research confidentiality.

Wages

Interns are paid according to their educational level (see below). Students in transition between high school and college or between college and graduate school will be paid at the lower rate. For example, a high school graduate entering college after the summer will be paid at the high school rate, not at the undergraduate rate. This includes high school students who have taken college courses in a dual enrollment program.

Educational Level	Hourly Rate
High School	\$14.70
Undergraduate	\$15.40
Graduate or Medical	\$17.75

Schedule

You may work a maximum of 40 hours per week (no overtime hours should be worked) and a maximum of 320 hours during the internship. Create a schedule with your mentor to ensure that each of your workweeks is 40 hours or less and that the total number of hours will not exceed 320. At any time, the Payroll Administrator can tell you the number of hours remaining, but **it is your responsibility to keep track** of your hours.

Paycheck and Timecards

TGen pays on a biweekly basis (every other Friday). The eight-week internship includes four pay periods.

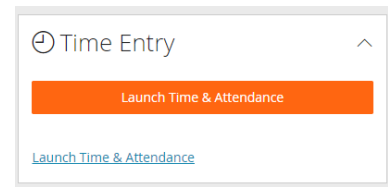
To be paid on time, you must report your hours using Paylocity. Once you have been entered into Paylocity, you will receive an email from Kristin Naylor. The email will include registration and timecard instructions. **Interns are not paid for summer holidays. Do not log "holiday" hours on your Paylocity timecard for Independence Day.** All intern hours worked at TGen should be marked as "regular" hours.

All timecards must be submitted by 10:00 a.m. on the due date. If you know you will be offsite or out on a timecard due date, complete it early. If you experience an unexpected absence on a timecard due date or need to make a change after submitted, contact the Payroll Administrator, at (602) 343-8582 or payroll@tgen.org.

For those who do not use direct deposit, you can pick up your paychecks from Kristin Naylor on the sixth floor.

Creating a Timecard

1. In the Paylocity system on the Self-Service page, click on Launch Time & Attendance orange button.



2. Click on the drop down for the day you worked and choose Reg Hours (Hourly Only)

A screenshot of the timecard interface showing a list of days from Sunday to Wednesday. Each day has a dropdown menu next to it. The dropdown for Monday is open, showing options: 'Reg Hours (Hourly Only)', 'Salary Hours', 'Vacation', 'Sick', 'Float Holiday', 'Holiday', 'Jury Duty', and 'Bereavement'. There are also 'Approve' checkboxes for each day.

3. Put in the hours you have worked, rounding to the 15-minute mark (.25 = 15 mins; .5 = 30 mins; .75 = 45 mins).

A screenshot of the timecard interface showing the hours entered for Monday. The dropdown menu for Monday is set to 'Reg Hours (Hourly Only)' and the hours entered are '7.25'. There are also 'Approve' checkboxes for each day.

- *You are not paid for lunch time. You are also not paid for Independence Day (unless you worked regular hours, and then mark them as regular hours – a mentor must be present if coming in on Independence Day). Leave those days blank, you do not need to enter “0” for those days.*
4. Once you have finished entering your hours, you need to **approve all** and hit the orange “Save” button at the top of the timesheet.
5. You will NOT get a notice once you complete your timesheet. It is up to you to make sure you put in your hours.

Benefits

Summer interns are not eligible for health insurance or any other TGen benefits. All employees are covered under TGen’s Worker’s Compensation policy, which covers you if you are injured at work. If you should be injured at work, please notify your supervisor and Human Resources and seek any necessary medical treatment as soon as possible. Our Workers Compensation Insurance is provided through Liberty, and our policy number is WC2-691-475572-045. If appropriate for an urgent care situation, we suggest that you seek treatment at Banner Occupational Health Services or, if in Flagstaff, at Concentra where billing information is on file. For the nearest location for either clinic, please go to the respective clinics webpage or contact EH&S or HR for assistance. Afterwards, a claim form will also need to be filed. This can be done through HR.

Mandatory Training

Human Resources: Harassment Awareness Web Training

Shortly after your arrival, you will receive an email at your TGen address from TGen Academy with a link and instructions for Harassment Awareness Training. All employees must complete the program within the first week of employment.

Basic Safety Training: Safety Study Guide and Quiz

TGen is committed to integrating sound environmental health and safety management policies and practices into research operations. It is important to understand rules and regulations specific to TGen labs even if you have worked in a lab before. In the *Bootcamp 2025*, you will find a training slide deck, “TGen Safety Overview,” which covers the bloodborne pathogen and exposure control plan and hazardous chemicals in the lab. Carefully read the training materials and take the associated assessment. You must pass the assessment with a score of at least 85 percent. For your safety, additional training must be completed if you do not score satisfactorily on the quiz. Use the study guide as a reference throughout your internship. (This will be emailed to you shortly before the program starts.)

Collaborative Institutional Training Initiative (CITI): Human Subjects and Responsible Conduct in Research Web Training

Human Subjects Research and Responsible Conduct in Research (RCR) training modules are required for all employees. These modules are offered through the University of Miami's online CITI training program.

All interns must complete the Human Subjects training course within their first two weeks of starting at TGen. RCR training can be completed over the course of your internship but must be finished before the symposium. You do not need a TGen email address to complete this training. The courses are self-paced and do not have to be completed in one sitting.

Note: CITI Human Subjects training is valid for three years. If you have previously completed CITI training and are not sure if your training is still valid, please contact Kara Karaniuk at kkaraniuk@tgen.org. A refresher version of the CITI course may be required.

To register and complete the two required trainings:

For Individuals with Existing CITI Accounts:

1. Go to www.citiprogram.org.
2. Log into your existing CITI Account.
3. From the *Courses* on your profile click on the link *Add Affiliation*.
4. Type and choose *Translational Genomics Research Institute* from the search box.
5. Select the courses you need to complete. Under *Human Subjects Research* select "Students" (not Scientific Staff). Select the *Responsible Conduct of Research (RCR)* course. You may also choose any other modules of interest.

For New CITI Registrants:

1. Go to www.citiprogram.org
2. Click on *Register* in the top right corner.
3. Under *Select Your Organization Affiliation*, enter *Translational Genomics Research Institute*.
4. Enter your name and email. If possible, use your TGen email.
5. Enter a username and password. Your username will be used on your official completion reports.
6. Complete the registration form. Part of your registration process is to select the courses you need to complete. Under *Human Subjects Research* select "Students" (not Scientific Staff). Select the *Responsible Conduct of Research (RCR)* course. You may also choose any other modules of interest.
7. Continue through the steps to submit your registration form to be automatically redirected to the courses.

Privacy and Security Training


All TGen employees and interns are required to take Privacy and Security Training through Paylocity. You will be assigned the training in Paylocity within one week of starting at TGen. You should receive an email from Paylocity regarding your enrollment. You will need to complete the presentation and take the quiz. You must pass the quiz with a score of 80% or better. If you do not pass the quiz, you will need to retake the quiz until you get a passing score.

Calendar of Events

June 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 Orientation 8:30am-2:00pm HQ Boardroom/North Training Room	10	11	12 Welcome Luncheon* 11:30am-1:30pm Helios Education Foundation Campus Headshots Throughout the Day MarCom Hallway (2 nd floor) Tour for North Scholars	13 Bioethics 9:00-10:30am HQ Boardroom/North Training Room Ice Cream Social 3:00-4:30pm HQ Boardroom/North Training Room
16	17	18 Stand UP and Stand Out 9:00-11:00am HQ Boardroom/North Training Room	19	20 \$
23	24 Dr. Von Hoff 9:00-10:00am HQ Boardroom/North Training Room	25	26 Scientific Writing 9:00-11:00am HQ Boardroom/North Training Room	27 TGen North Social 3:00-6:00pm Location TBD

July 2025

30 Poster Design and Presentations 9:00-11:00am HQ Boardroom/North Training Room	1	2	3 \$ Doughnuts Social 9:00-10:00am HQ Boardroom/North Training Room	4 Independence Day Observance  <i>Reminder: Not a paid holiday for interns</i>
7 Career Diversity Panel 9:00-11:00am HQ Boardroom/North Training Room	8	9	10 Alumni Presentations 9:00-10:30am HQ Boardroom/North Training Room	11
14 Etiquette and Helios DEI Coffee Chat 9:00-11:00am HQ Boardroom/North Training Room	15	16	17 <i>Fun Fact Survey Due</i>	18 \$ TNorth Oral Presentations 10:30am-2:00pm North Training Room
21 CV/Resume Development/ Networking Skills 9:00-11:00am HQ Boardroom/North Training Room <i>Mentor Thank You Due</i>	22	23 Scientific Poster and Abstract Review 9:00-11:00am HQ Boardroom/North Training Room <i>Posters can now be submitted on the Google Drive (PDF format)</i>	24 HQ Golfing Social 9:00-11:00am Top Golf Scottsdale	25 <i>Final posters due to IT by 1pm!</i>
28 Exit Luncheon 11:30am-1:00pm HQ:TBD/North Training Room <i>Abstract due by 5pm</i>	29 Symposium Speaker Info. Session 9:00-10:00am MarCom Conference Room <i>Post Program Survey Due</i>	30 Speaker Rehearsal and Hang Posters 3:30pm Sheraton Phoenix Downtown	31 Symposium* 8:00am-4:00pm Sheraton Phoenix Downtown Alumni Reception 3:30-6:00pm Sheraton Phoenix Downtown	Aug 1 \$ Last Day Onsite Breakfast Check out 9:00-10:00am HQ Boardroom/North Training Room <i>Turn in technology and badges by 4pm</i>

Program Required Events

Orientation: June 9 (In person at HQ or Flagstaff)

The orientation session introduces TGen, mandatory safety and research compliance training, operating policies and procedures, and general information about the Helios Scholars Program.

Please bring the physical I-9 documents you uploaded to Paylocity on your first day for verification. *These must be brought in on your first day, even if the copy has been uploaded through Paylocity.* Failure to provide required identification to HR staff within the first two days of employment will result in being sent home until the identification is produced. For more information, please see the I-9 form (enclosed in your acceptance packet) or Kristin Naylor at (602) 343-8469 or knaylor@tgen.org. (For interns placed in Flagstaff, we will virtually verify documentation via Zoom.)

Welcome Luncheon: June 12 (All in person in Phoenix)

This luncheon is an opportunity to meet other interns and interact with TGen and Helios Education Foundation leadership. Be prepared to share information about who you are working with, what your research project is about and your goals for the summer. **Professional attire is required.** Professional Headshots will be taken on this day as well.

Stand Up and Stand Out: June 18 (In person at HQ/offsite virtual)

Are you ready to ditch the nerves and nail your next presentation? Join media expert Carey Peña for a high-energy, insider's guide to speaking with confidence, clarity, and charisma. Whether you're giving a talk, leading a meeting, or pitching the next "big idea", Carey's session will arm you with the tools to stand up, stand out, own the room and deliver with impact—on stage and beyond.

Conversation with Dr. Von Hoff: June 24 (In person at HQ/offsite virtual)

Hear from a world-renowned expert in cancer research and drug development. Dr. Von Hoff is a legend in the industry, and you are sure learn from and enjoy his stories.

Scientific Writing: June 26 (In person at HQ /offsite virtual)

The scientific writing seminar will focus on the art of scientific writing and what content to include in an abstract. Interns will have an opportunity during the seminar to begin working on their abstract draft or outline.

Poster Design and Presentation: June 30 (In person at HQ /offsite virtual)

This seminar is focused on providing interns the skills they need to design and present a scientific poster. This presentation will focus on the do's and don'ts of poster design and provide tips about presenting your poster to both a scientific audience and a lay audience.

Alumni Intern Presentations: July 10 (In person at HQ /offsite virtual)

Helios Scholars, or past academic year interns returning to TGen during summer 2025 are asked to present their current research to their cohort. This session provides alumni scholars with an additional challenge and first-year scholars with the opportunity to learn from their colleagues' presentation skills and to see what can be accomplished in two summers. The alumni will present on a variety of topics and field questions from the group that inform the continuation of their own projects.

Oral Presentation: TBD (In person at HQ /Flagstaff or virtual)

Every intern is required to give an oral presentation during one of their research team's lab meetings. Consider the oral presentation an opportunity to showcase your research project and practice your presentation skills in a supportive environment. A member(s) of the Education and Outreach team will attend your presentation to offer feedback and ask questions. *Interns must email their presentation file to Education and Outreach prior to their presentation.*

Exit Luncheon: July 28 (In person at HQ /In Person at Flagstaff: zoom link)

The exit luncheon is the final group gathering for the intern class prior to the symposium. It is an opportunity to prepare for the event, ask questions, complete the post-internship survey, and learn tips for presenting at the symposium.

Symposium: July 31 (In person in Phoenix)

The intern research symposium is the program capstone. This formal academic event showcases the accomplishments of the intern class and is the official end of the program. You will create a scientific poster of your summer research and present it at a poster session. Guests include community members, TGen leadership, faculty and staff, Helios Education Foundation leadership, interns, and their family and friends. Each intern will have two invites for friends and family.

Professional dress is required.

Symposium Oral Presentations - Each TGen research division nominates a speaker to give an oral presentation at the symposium. Representing a division is a reward and honor, thus serious preparation and planning should go into an oral presentation. Nominated speakers are not required to produce a poster in addition to their talk, but many do both. Oral presenters earn tiered cash prizes and certificates.

Judging and Awards - An anonymous group of TGen faculty and community leaders will act as symposium judges for both posters and oral presentations. These “roving judges” view all posters and talks at the symposium and determine which presenters earn the highest recognition. The top poster presenters receive a cash award and recognition certificate.

Seminar Events

Seminar Events

TGen is committed to providing a well-rounded learning experience for our summer scholars. That is done by incorporating professional development opportunities, providing the chance to advance scientific research skills, and introducing topics not traditionally covered in collegiate education courses. To support this goal, a series of seminars will offer opportunities to focused on science skills and career development. Interns must attend at least 2 seminar events and will have the opportunity to register for the seminars at Orientation.

Seminar Series (Select at least 2 of 4):

Bioethics: June 13 (In person at HQ /Flagstaff or virtual)

Learn to critically evaluate ethical dilemmas that are considered by the field of bioethics. Case studies will be used to get first-hand experience assessing the ethical, legal, and social impacts associated with biomedical research and precision medicine.

Career Diversity: July 7 (In person at HQ /Flagstaff or virtual)

Bioscience is not all about research in the laboratory. This seminar will host a panel of bioscience professionals, and Helios Scholars alumni throughout the field. They will share their careers and journeys with the interns, as well as participate in small group discussions. Be sure to bring your questions.

Empowering and Engaging Employees Chat (In person at HQ /Flagstaff or virtual)

Etiquette, empowerment and engagement of employees are key components to any organization. Have an open discussion with members of TGen’s faculty about the importance of these concepts to an organization and in the research setting.

CV/Resume Development, Communication and Networking (In person at HQ /Flagstaff or virtual)

This seminar will cover what you need to know to construct and professional resume, as well as cover the details about applying for future internships or job openings. The seminar will also focus on how to communicate professionally from email to small talk. Interns will learn techniques for networking, find out how to use social media for good, brush up on professional etiquette, and more.

Optional Events

TGen Seminars

On-going dates and times throughout the year, TGen hosts professional scientific presentations from visiting and local scientists as well as internal faculty and staff. Speakers and topics are announced via email and are open to everyone. We encourage you to attend these free seminars for exposure to new research areas. Pre-registration is not required.

Scientific Poster and Abstract Review: July 23

A poster and abstract review session will be held ahead of the abstract/poster deadlines. This session is an opportunity for interns to peer edit, review, and work on their scientific posters and abstracts.

Social Activities

On occasion, we will arrange fun activities to provide interns an opportunity to socialize. These social events are not required, but we encourage students to attend to build relationships within the intern class that will last beyond the summer. Consider participating in social activities to strengthen your network of like-minded peers. Past social activities included a baseball game, salsa dancing lessons, bowling, and an ice cream social. If you have an idea for a fun social activity, email Kim Thompson at kthompson@tgen.org.

Facilities and IT

Email

TGen IT will assign you a username and password that also serves as your TGen email address. Your username is typically the first letter of your first name and your last name (i.e. John Smith would be jsmith@tgen.org). This account is intended for internship-related business and is not a personal email address. To stay up to date with program events, information, requirements or changes, interns must check their TGen email account every day. When you are outside the TGen network, you can access your account through your Google email.

On your first day, you will log onto your computer on TGen's network and complete your Okta enrollment. During the Okta enrollment you will set up your mobile phone for 2-factor authentication and create your account password. The TGen password policy requires each user to create a password that is at least 12 characters and must include uppercase, lowercase, numbers and symbols in any order.

Internet

Internet use at TGen is for research and business use only. Access to TGen servers and shared files will be limited, but privileges may be modified as requested by your supervisor via the Help Desk ticket system.

TGen Intranet

The TGen intranet is located [here](#) and is only accessible within the TGen network. This site is a great resource for TGen forms, policies, contact information and news. Familiarize yourself with the site upon arrival. The TGen intranet includes:

- TGen's phone and email contact list
- A link to the HelpDesk and Facilities ticketing system for service requests

Computer Access

All interns will be provided a laptop to be used for internship-related purposes. Workstations are only provided upon request and will be available as supplies last. Following the completion of the program you will be required to return all computer equipment. All data will be wiped from each computer so if any data needs to be shared with the lab, please work with your mentor to move it to a shared location prior to the end of the program.

Document Printing

TGen printers are located on each floor. If you need to have a printer added to your computer, please contact TGen's Helpdesk for assistance.

IT HelpDesk Tickets

You can reach the HelpDesk electronic service request page by clicking [here](#) within the TGen network. At this site you can request help with your computer or software by describing your question or need in the ticket description box.

Facilities Tickets

You can reach the facilities team by emailing facilities@tgen.org. Please be sure to include the lab name, your mentor's name, and the nature of the request. Facilities will complete the task and close the ticket. An email will be sent to the ticket creator with the actions taken by facilities.

Services and Supplies Furnished by Facilities

- Package Delivery and Pick Up (Outgoing Packages)
- Autoclaving and Dishwashing Services
- Freezer Repair and Defrost
- Small Equipment Troubleshooting and Repair
- General Handyman Services
- CO₂, Argon, Nitrogen, and Helium tank Replacement
- Lab/Office/Cubical Configuration (Check with Your Mentor First)

Please be as clear as possible in your description and include a brief description of your physical location within TGen and the name of your mentors. This will help the facilities and IT teams find you.

Additional Guidance and Information

Your Research Project

Throughout your internship, you will be challenged to learn research skills and experimentally answer scientific questions, or you may work on a project aimed to elevate administrative programs that support research at TGen. It is a short, but intense eight weeks. If at any point you are unsure of how to proceed on a task, project, experiment, protocol, or procedure, ask your mentor for clarification. If your mentor is not available, ask others on your team. Make sure to do your "homework" by doing research and trying to answer your own questions but remember that you are working with expensive reagents and instruments, as well as extremely valuable samples.

While a major goal of this program is to give you an opportunity to take initiative and ownership of your project, it is preferable to ask for help when you really need it rather than risk damaging one-of-a-kind samples or costly instruments. Your project is real research which will contribute to the overall mission and goals of your individual research team. Many interns publish papers, contribute valuable data for grant proposals, and win awards for the work they complete at TGen.

Being Successful

We want you to have a safe, productive, and positive experience during your summer internship at TGen. For this to happen, regular and effective communication between you, your mentor, the Education and Outreach office, and your research team is critical. At the start of the program, ask your mentor to share their expectations for you and your project:

- What is my daily schedule?
- What do I need to know to have a successful summer?
- How does my project fit into the goals of this research team?
- Who is my preferred point of contact if you are not available?
- What do I do if I have a problem?
- What background research can I do to get up to speed on this project?

It is also important to have regularly-scheduled one-on-one meetings with your mentor to “debrief” on your progress and address problems as early as possible.

If at any point you do not feel comfortable speaking to your mentor about a problem or issue, please do not hesitate to reach out to Kim Thompson, our Education and Outreach Specialist, or Kristen Kaus, Manager of Education and Outreach. Kristin Naylor and Lisa Rey from HR are also great resources. We are here to ensure that you have a successful summer.

The Education and Outreach Office

Kim Thompson and Kristen Kaus in Education and Outreach manage the program’s events, requirements, and general direction of the internship experience. You should have consistent contact with this team throughout your time at TGen. Should you have any questions about any element of this program, feel free to reach out to Kim or Kristen (education@tgen.org).

Appendix

Surveys

We collect feedback from mentors and interns about their experiences at TGen to ensure that we are meeting the mission and goals of the program. We use the feedback to evaluate the effectiveness and impact of program events. All interns must participate in the survey process. Please be honest and think carefully about your responses. We take survey data seriously in our internal program evaluation process. Required surveys include:

- *Pre-Internship Survey*: Complete before your first day at TGen.
- *Orientation and Training Surveys*: Complete after orientation day.
- *Seminar Series Surveys*: Complete after each seminar you attend.
- *Post-Internship Survey*: Complete before the Exit Luncheon. A SurveyMonkey link for this survey will be emailed to you. Interns who do not complete the survey prior to the Exit Luncheon will be required to complete the survey during the luncheon.

Hepatitis B Vaccine FAQs

Am I required to get the vaccine?

No. Receiving the vaccine is optional, but completion of the Declination/Intent Form is mandatory.

I have already received the vaccine series. Do I need to get the vaccine again?

No, if you have completed the series previously, you do not need to repeat it. You may decline the offer. Note: you do not need to provide proof of vaccination to HR; simply sign the declination form.

Do I need a booster shot if I received the vaccine series previously?

No. Booster shots are not required except under certain circumstances such as for hemodialysis patient or those who have an immune compromised condition. According to the CDC, for persons with normal immune status who have been fully vaccinated, booster doses are not recommended.

Do I need to provide a copy of my previous vaccination records to HR?

No. Please just sign the declination form marking the first section which indicates you've already received the vaccine. Proof of vaccination is not required.

I am not working with Blood or OPIM, should I still get the vaccine?

If you are not working in the lab, then no, you do not need the vaccine. If you are in the lab, but not handling Blood or OPIM, the vaccine is still offered to you as you are working in an open lab space.

Is the vaccine a single shot or series?

The number of doses depends on the brand of the vaccine and will either be a two-dose or three-dose series over a period of up to 6 months.

Where do I get the vaccine?

You must go to Banner Occupational Health Services in Phoenix or Concentra in Flagstaff to get the TGen-sponsored vaccination. We are not able to reimburse for visits to personal physicians or other medical centers.

If I have more questions about the vaccine, who should I contact?

Please contact Kathleen Kennedy by email or phone: Cell: 602-618-3492, Desk: 602-343-8849 kkennedy@tgen.org.

COVID19 FAQs

Am I required to wear a mask onsite?

No. Masks are no longer required onsite; however, we strongly support anyone who chooses to wear one.

Am I required to get the vaccine?

No. Receiving the vaccine is optional.

Do I need to report a COVID exposure?

No. However, you should stay home and away from others until at least 24 hours after your symptoms show improvement and you have not had a fever (without the use of fever-reducing medication); wearing a mask around others for 5 days after this period is also recommended. You do not need to test negative.

Do I need to report a positive COVID test?

Notify your supervisor that you are ill and will not be coming to work. You do not need to specify the illness or report the illness to HR or EHS. Do not come to work if you are feeling unwell in general.

TGen Intellectual Property Policy

1. **BACKGROUND MISSION STATEMENT:** This Intellectual Property Policy (“Policy”) is intended to set forth concisely the basic objectives and principles of the Translational Genomics Research Institute (“TGen”) with respect to the ownership, commercialization, and sharing of income relating to intellectual property developed in the course of TGen research. As a private not-for-profit research institute, supported by public and private funds, and having a strong economic development goal. TGen is dedicated to new discovery in the scientific fields of genomics and bioinformatics and its translation into practical use for the public good, including the development of useful and commercially viable medical products, methods, and procedures. TGen will seek the maximum protection of selected intellectual property developed by its scientists and staff, and will be creative in its selection of mechanisms for commercialization. These are expected to include not only traditional licensing and assignment but also new company formation and other business models. TGen is committed to allowing participation in the financial rewards of successful commercialization of TGen intellectual property by legal inventors, authors or creators of Intellectual Property and also, in TGen’s discretion, to other individuals who have contributed materially to the creation or successful commercialization of TGen intellectual property.

2. **APPLICABILITY:** This Policy applies to all employees of TGen, including primary scientific staff, technical staff, students under work-for-hire arrangements, and postdoctoral fellows (known collectively as Institute Personnel), and to all collaborating faculty and visiting scientists. As a condition of his or her employment or other association with TGen, each such person will be expected to (a) acknowledge and abide by the terms of this Policy, and (b) enter into an Intellectual Property Agreement further defining his or her and TGen’s respective rights and obligations with respect to Intellectual Property developed in the course of the employment or other association. In the event of any conflict between this Policy and any Intellectual Property Agreement, the latter will govern.

This Policy does not apply to independent contractors to TGen. The respective intellectual property rights of TGen and each such independent contractor shall be as defined by applicable law, and the terms and conditions of the independent contractor’s agreement with TGen.

3. **DEFINITION OF INTELLECTUAL PROPERTY:** TGen’s intent is to define Intellectual Property broadly for purposes of this Policy and all Intellectual Property Agreements entered into under this Policy. The term “Intellectual Property” is defined for purposes of this Policy by each particular Intellectual Property Agreement, and includes without limitation inventions, discoveries, works of authorship, and other subjects of patent, copyright, or trade secret law. Under the terms of its Intellectual Property Agreements, TGen will waive in advance certain rights with respect to some forms of Intellectual Property (such as published academic or scholarly works), subject to certain restrictions.

4. **OWNERSHIP OF INTELLECTUAL PROPERTY:** TGen shall be the exclusive owner of all Intellectual Property developed by a covered individual (a) in the course of his or her employment or other association with TGen or (b) using TGen information, facilities, or other resources, except to the extent otherwise provided in a TGen agreement with the Arizona Board of Regents. In some cases TGen, in its discretion, may elect to waive or assign its ownership rights in certain Intellectual Property in favor of an inventor or creator of Intellectual Property, or another person or entity. Any such waiver or assignment shall be based upon a determination by the Vice President for Research Administration, in consultation with the Scientific Director of TGen.

In the absence of the Vice President for Research Administration the Chief Operating Officer or his/her designee shall perform the duties of the Vice President for Research Administration described herein.

5. **DISCLOSURE, ASSIGNMENT, AND COMMERCIALIZATION:** Under this Policy, and as further provided in individual Intellectual Property Agreements, Institute Personnel and other covered individuals are contractually obligated to disclose promptly to TGen any Intellectual Property covered by section 4, to assign to TGen any rights that they may have in such Intellectual Property, and to cooperate with TGen in following the procedures necessary to perfect TGen’s patent or other rights in such Intellectual Property. TGen has sole discretion to determine whether to attempt commercialization of Intellectual Property and the specific pathway to commercialization, e.g. license or assignment to a commercial company vs. equity in a spin-off/startup, etc. In making such determinations, however, TGen will consult to the extent practicable with the inventors or creators of such Intellectual Property. Any actual or

potential financial interest or benefit that any employee of TGen may acquire in connection with any such commercialization shall be subject to disclosure and other applicable terms of TGen's Conflict of Interest Policy.

TGen can, with the agreement of the VP for Research Administration and any required sponsor agreement, waive its ownership rights which then become the property of the Inventor/Developer. The VP for Research Administration shall consult with the Scientific Director in making these decisions. Appeals by inventors shall be made to the Scientific Director, whose decision is final.

6. **CONFLICT OF INTEREST DISCLOSURE:** Inventors and developers of Intellectual Property and other researchers are required to comply fully with TGen's separate Conflict of Interest Policy.

7. **ROYALTY (AND OTHER INCOME) DISTRIBUTION:** In general, TGen's Intellectual Property Agreements with Institute Personnel will provide for an allocation of royalties and other income in connection with the commercialization of Intellectual Property based on a formula established and reviewed annually by the Vice President for Research in consultation with the Scientific Director. The current allocation formula is set forth below. This formula may be changed prospectively at any time by TGen in its discretion as applied to all Intellectual Property disclosed thereafter. The "Recipient(s)" referred to in this formula, as further defined in the Intellectual Property Agreements, are in general the inventor(s) or creator(s) of the Intellectual Property. Up to \$250,000 in any given calendar year, Recipient(s) shall receive 50% of Net Intellectual Property Income, (i.e., Intellectual Property income net of Costs Related to Development and Protection of Intellectual Property including allocations of TGen overhead related to technology transfer), with the balance to TGen for possible allocation in part to non-inventor/contributors on a case by case basis as determined in the discretion of the Scientific Director upon the recommendation of the Vice President for Research Administration. The balance of income shall accrue to TGen for general support of research.

Of any increment over \$250,000 in any given calendar year, but less than \$2,000,000 in any given calendar year, Recipient(s) shall receive 35% of Net Intellectual Property Income, with the balance to TGen for possible allocation in part to non-inventor/ contributors on a case by case basis as determined in the discretion of the Scientific Director upon the recommendation of the Vice President for Research Administration. The balance of income shall accrue to TGen for general support of research.

Of any increment over \$2,000,000 in any given calendar year, Recipient(s) shall receive 25% of Net Intellectual Property Income with the balance to TGen for possible allocation in part to non-inventor/ contributors on a case by case basis as determined in the sole discretion of the Scientific Director upon the recommendation of the Vice President for Research Administration. The balance of income shall accrue to TGen for general support of research.

If there is more than one eligible Recipient, shares generally shall be divided equally among all eligible Recipients, unless all eligible Recipients agree in writing to a different distribution or a different distribution is established pursuant to the terms and procedures of Intellectual Property Agreements.

8. **EQUITY DISTRIBUTION:** TGen may create subsidiaries or affiliated entities for the purpose of commercializing Intellectual Property, and TGen or such entities may accept and hold equity (e.g., stock, options, warrants) or other ownership interests in entities received as consideration for licensing or assigning (to a subsidiary, an affiliate or unrelated parties) Intellectual Property or otherwise supporting new technology ventures. In such cases, eligible Recipient(s) will be permitted to receive, on terms to be determined on a case by case basis, a share of such equity or ownership interest that is expected by TGen in its reasonable discretion to be usually or generally consistent with the royalty distribution formulas contained in section 7. However, it is acknowledged that such determinations are uncertain and subject to many factors not known or controlled by TGen, and that in addition, fair distribution of equity interests may depend on additional factors beyond the formula, including other roles or relationships TGen may have. Recipients shall not accept actual or beneficial equity or ownership interests in such entities to which TGen licenses or assigns Intellectual Property, under any terms or arrangements outside of this Policy.

9. **DISAGREEMENTS WITH RESPECT TO APPLICATION OF THE POLICY:** As provided by the terms of the Intellectual Property Agreements, Institute Personnel may appeal to the Scientific Director with respect to any disagreement or dispute concerning the application of this Policy, and the Scientific Director's decision shall be TGen's final and binding decision.

- IO. **WAIVERS:** Waiver of any provisions of this Policy will be granted only in extraordinary and compelling circumstances as determined in the discretion of the Scientific Director. Any waiver request must be in writing addressed to the Vice President for Research Administration, and must identify specific respects in which a waiver (or notification) is sought, and a full explanation of the reasons for the requested waiver.
- II. **REFERENCE TO SUPERSEDING LAWS, REGULATIONS, AND TERMS:** This Policy is not intended to prevent TGen from participating in research agreements or other arrangements with governmental or private sponsors that are subject to laws, regulations or terms requiring a different disposition of rights than provided in this Policy. Any specific instance or application of the provisions of this Policy that would be inconsistent with such laws, regulations or terms will be considered to be superseded thereby, and TGen in its discretion will devise a lawful and fair alternative.
12. **INTELLECTUAL PROPERTY MANAGEMENT AGENCIES:** TGen may make appropriate arrangements not otherwise inconsistent with the provisions of this Policy with intellectual property management agencies or firms for the purpose of obtaining services and advice with respect to the patentability or other legal status of Intellectual Property, the obtaining of patents thereon or other rights therein, and the management and licensing of any such Intellectual Property.

Contact Information

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