

# Key Contacts

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## Purpose

This page lists **key contacts** relevant to PhD students and lab members at IMMEI.

It is intended to: - Make it clear **who to contact for what** - Avoid delays caused by uncertainty or misdirected requests - Centralise institute and lab-level contact information

If unsure who to contact, ask your supervisor or institute management.

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## Institute administration and coordination

### Institute Management

#### Lucie Hrvat-Delforge

Contact for: - Institute-level administrative questions

- Onboarding coordination at IMMEI
- Contracts, appointments, and general organisational matters
- Institute procedures and internal processes

## Science Management / Safety Coordination

### Dr. Johanna Breuer

Contact for: - **S2 induction organisation** - **Waste disposal procedures** - **Safety-related questions and compliance** - Guidance on biosafety, chemical safety, and institute regulations  
- Coordination of safety trainings and documentation

If a topic relates to safety, waste, or regulatory compliance at IMMEI, Johanna is the correct first contact.

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## Core facilities and technical infrastructure

### Flow Cytometry Core Facility (FCCF)

#### Andreas Dolf

Contact for: - FCCF **induction and training** - Access to flow cytometry instruments - Questions about instrument suitability for a project - Scheduling introductions to FCCF workflows

All new users must arrange an introduction before using FCCF instruments.

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## Animal facility

### Animal Facility / iFET Management

#### Daniela Krauss

Contact for: - Access to the animal facility - Required inductions and approvals - General questions about animal work administration - Coordination of introductions for new users

Mouse colony and experiment management is handled via **PyRAT**.

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## General guidance

- For **scientific questions**, start with your supervisor
- For **administrative or onboarding issues**, contact institute management
- For **safety, waste, or regulatory matters**, contact science management
- For **facility access**, contact the relevant facility lead

If you are unsure who to contact, ask early—misdirected requests slow everyone down.

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## Notes

Contacts and responsibilities may evolve.

If a role changes or a new contact becomes relevant, this page should be updated to remain accurate.