

## Re: budget check for project in Kampff lab

Kim, Danbee

Fri 2/1/2019 12:58 PM

Sent Items

To: Otis, Tom <t.otis@ucl.ac.uk>; Kampff, Adam <a.kampff@ucl.ac.uk>;

Cc: Boss, Alexandra <alexandra.boss@ucl.ac.uk>; Allum, Laura <l.allum@ucl.ac.uk>; Fenelon, Brian <b.fenelon@ucl.ac.uk>; Margrie, Troy <t.margrie@ucl.ac.uk>; Mrsic-Flogel, Thomas <t.mrsic-flogel@ucl.ac.uk>;

5 attachments (8 MB)

DanbeeKim\_ThesisOutline-Draft\_20190122.pdf; 2018\_CommunicatingScienceThroughComicsAMethod\_JFriesen-JTVanStanII-SEllueche.pdf; ChapterIIIillustrator\_MemorandumOfUnderstanding\_SWC.pdf; ConceptArtist\_MemorandumOfUnderstanding\_SWC.pdf; ScientificIIIillustrator\_MemorandumOfUnderstanding\_SWC.pdf;

Hi Tom,

Thank you for your questions. I have addressed each of them inline below.

---

**From:** Otis, Tom

**Sent:** Friday, February 1, 2019 10:37 AM

**To:** Kim, Danbee; Kampff, Adam

**Cc:** Boss, Alexandra; Allum, Laura; Fenelon, Brian; Margrie, Troy; Mrsic-Flogel, Thomas

**Subject:** RE: budget check for project in Kampff lab

Hi Danbee and Adam,

This budget request has just come to my attention. Considering the nature of the request (contracted work that would constitute a large part of your doctoral thesis) and the large expense (£10,000), we need more information in order to determine whether it is justified. Please understand that all of our expenses are subject to audit and we have a responsibility to make sure that our funders would consider any expenses valid.

I see that the budget that was forwarded to you is out of date - the most up-to-date project budget, which totals £8,560.00, can be found here:

<https://docs.google.com/spreadsheets/d/1T-gb2VwRJgCN8jYjkmI91UCh0-Hw3A9GNJK9GyCLieU/edit?usp=sharing>

Thus, in order to approve the request we need answers the following questions. In addition to the answers, please provide any additional documents as necessary, particularly if any contracts have been exchanged, if drafts have been provided, or if any of the work has been completed.

1. Your proposal of expenses (attached) details £640 for scientific illustrations. While some of the topics to be illustrated are unique (e.g. the cuttlefish hunting sequence), others are of standard items for which

there are thousands of existing scientific illustrations (e.g. major glial cell types, a chemical synapse, action potential vs. graded potential). What was the rationale for generating new diagrams for these topics when ample diagrammatic materials already exists?

For the specific "common" topics you mention, there are deficiencies that I hope to address with my diagrams:

- neuron cell types by structure and major glial cell types:

Existing diagrams are misleading in several ways. The typical diagram of a neuron cell shows a typical vertebrate myelinated motor neuron as the canonical neuron cell, without specifying that this cell type is primarily in the periphery (as opposed to "in the brain", as is implied by many textbooks) and delivers zero sense of the vast diversity of cell types that exist in the nervous system. Typical diagrams of neuron and glial cell types also show these cells in isolation, and do not well communicate how intimately these cells work together, nor how they are spatially interconnected with each other.

You can find my detailed description to the artist for this diagram here: <https://github.com/taunsquared/graphic-novel-thesis/blob/master/ScientificDiagrams/03-NeuronAndGliaTypes/DiagramDescription.md>

Unfortunately, the artist for this diagram has ceased communication with me (the last time I heard from them was Jan 7, 2019) and has seemingly flaked on the job. This means that I will be drawing this diagram, which fortunately means that it is no longer part of the budget.

- action potential vs graded potential and chemical synapse:

Existing diagrams tend to ignore graded potentials when talking about electrical activity of nervous system cells, and I have yet to come across a diagram that well communicates the relationship between action and graded potentials. Existing diagrams of chemical synapses also fail to include the presence of astrocytes and do not well communicate their crucial role in synaptic activity.

You can find my detailed description to the artist for this diagram here: <https://github.com/taunsquared/graphic-novel-thesis/blob/master/ScientificDiagrams/06-ActionGradedPotentialSynapse/DiagramDescription.md>

This artist has already submitted the coloured version of their diagram, which you can see here: <https://www.dropbox.com/s/mk6y5hot5vhqs41/final3.jpg?dl=0>

2. Many of the other categories of artwork need further justification. You indicate that there will be expenses for 7 chapters of a graphic novel (£6,720). What is the outline of this content?

The full script of the graphic novel can be found here: [https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14\\_Script-Milestone1.md](https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14_Script-Milestone1.md)

Unfortunately, one of the chapter artists has also ceased communication with me (the last time I heard from them was December 2, 2018), so I will be drawing chapter 6, which again means that this chapter is no longer part of the budget.

3. There is £1,440 listed for character development. Who are the characters and how do they relate to the content of the doctoral thesis?

Character profiles for all of the characters that appear in multiple chapters can be found here: [https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2018-09-23\\_Character-](https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2018-09-23_Character-)

## Profiles.md

Because each chapter is being drawn by different artists, it was necessary to be very methodical and consistent about the visual design of each character, in order to make sure that they can be recognized from chapter to chapter.

Again, because my chapter 6 artist has flaked on me, I will be doing the character designs for chapter 6, which again means that the character development for this chapter is no longer part of the budget.

### 4. What are the 'dream sequences' (£560)?

The dream sequences are part of the graphic novel plot. Each dream sequence can be found at the following links:

Dream 1 - [https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14\\_Script-Milestone1.md#dream-1-nostalgia](https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14_Script-Milestone1.md#dream-1-nostalgia)

Dream 2 - [https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14\\_Script-Milestone1.md#dream-2-rites-of-passage](https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14_Script-Milestone1.md#dream-2-rites-of-passage)

Dream 3 - [https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14\\_Script-Milestone1.md#dream-the-last-comma-not-a-period](https://github.com/taunsquared/graphic-novel-thesis/blob/master/ComicBookScript/2019-01-14_Script-Milestone1.md#dream-the-last-comma-not-a-period)

### 5. What is the concept art (£640)?

The concept art functions as the chapter title pages for each chapter, and the cover art for the whole graphic novel. Again, because my chapter 6 artist has flaked, I will be illustrating the concept art for the chapter 6 title page, and thus this is also not part of the budget.

### 6. Have you presented a proposal of this material, specifically that there will be 7 chapters in graphic novel format, to your thesis committee at Universidad Nova? If so, are they supportive that this adds value to the thesis? Written correspondence would be helpful.

I have discussed the graphic novel format with Zach Mainen via email on May 29 and 31, 2018, before a full draft of the graphic novel existed, and at the time he expressed enthusiasm for the project but asked to see a draft before giving further opinions. I also discussed with Marta Moita during her visit to the SWC on September 21, 2018, at which time she gave her verbal support of the format. I have also sent them my detailed thesis outline, which I've also attached here for your convenience, on Jan 24, 2019, and am waiting to hear back from them.

I also attach for your convenience the primary reference for justifying my inclusion and use of the graphic novel format, a paper published last year and titled "Communicating Science Through Comics: A Method".

### 7. Have any contracts been exchanged with the artists? If so please provide these.

Templates of the Memorandum of Understanding I've drafted for the artists, based on the format provided to me by Laura, are attached. Because there are 3 categories of artists - Chapter Illustrator, Concept Artist, and Scientific Illustrator - there are 3 separate templates. Bracketed information in red is replaced by information specific to each artist.

### 8. Has any of the work been completed?

Yes - as you can see from the project timeline detailed in the Memorandum of Understanding, the first project milestone was in December 2018. All completed work to date can be found in this Dropbox folder, which has been the primary method for exchanging artwork for submission, feedback, and iteration:

<https://www.dropbox.com/sh/zi8mba9pitiy0pg/AABbcxsk666imF8FsFtxRtEia?dl=0>

Please respond if any of the questions are unclear, otherwise we await your response. In the meantime, given that risk that the expenses may not be justifiable, please advise the artists to stop any ongoing work.

I have discussed with my artists, and given the time remaining for me to submit my thesis we are all concerned about having enough time to complete the necessary work. We would all appreciate as fast a turnaround on this discussion as possible, as artistic work is very time consuming, and as you yourself pointed out, I will not be getting any more extensions.

Thank you so much for your detailed questions and frank communication on this matter. I very much appreciate the consideration you have shown!

Cheers,  
Danbee

Sincerely,  
Tom

-----  
Tom Otis, Ph.D.  
Chief Scientific Officer  
Professor of Neuroscience  
Sainsbury Wellcome Centre  
University College London  
25 Howland Street London W1T 4JG  
Tel: +44(0)2031088002  
t.otis@ucl.ac.uk | <http://www.ucl.ac.uk/swc> | [@SWC Neuro](#)

Supported by



---

**From:** Allum, Laura  
**Sent:** Thursday, January 31, 2019 4:07:32 PM  
**To:** Otis, Tom  
**Cc:** Boss, Alexandra  
**Subject:** FW: budget check for project in Kampff lab

**From:** Kim, Danbee  
**Sent:** 31 January 2019 15:20  
**To:** Fenelon, Brian <b.fenelon@ucl.ac.uk>  
**Cc:** Allum, Laura <l.allum@ucl.ac.uk>; Fergus, Karen <karen.fergus@ucl.ac.uk>; Adam Kampff <adam.kampff@gmail.com>  
**Subject:** budget check for project in Kampff lab

Hi Brian,

I've been advised by Laura to liase with you directly on this matter.

One of the projects central to my thesis work is a graphic novel, for which I've hired artist collaborators. A detailed description of the project budget can be found at the following link:

<https://docs.google.com/spreadsheets/d/1T-gb2VwRJqCN8jYjkmI91UCh0-Hw3A9GNJK9GyCLieU/edit?usp=sharing>

As you can see in the email history attached below, Adam stated his written approval of this budget as a lab expense on Jan 16, 2019. Laura has informed me that you need to check this budget and work it into Adam's lab budget.

Please let me know if anything is unclear in the above spreadsheet. I would greatly appreciate a quick turnaround on this matter if possible - this collaboration has been underway since last September and due to a series of misunderstandings, I've only just now learned that you need to check this budget. I apologise for the rush, but the artists have already submitted incredible work for the first project milestone (for which they were promised payment), and we are fast approaching the next project milestone.

Please let me know if you have any concerns, questions, or comments. Thank you so much for your assistance!  
Cheers,  
Danbee

---

**From:** Adam Kampff <[adam.kampff@gmail.com](mailto:adam.kampff@gmail.com)>  
**Sent:** Wednesday, January 16, 2019 3:54 PM  
**To:** Kim, Danbee  
**Cc:** Allum, Laura; Fergus, Karen  
**Subject:** Re: sorting out payment for thesis collaborators

Confirmed (this is the budget Danbee and I converged on last spring).

Cheers and thanks everyone for their help!  
Adam

On Wed, 16 Jan 2019 at 15:47, Kim, Danbee <[danbee.kim@ucl.ac.uk](mailto:danbee.kim@ucl.ac.uk)> wrote:

Hi Laura,

Do you have any time tomorrow to go over this process with me?

I apologise for the hassle caused by this misunderstanding. Adam and I initially decided to go with paypal because April pays artist collaborators via paypal, and when I asked Karen whether she could pay my artist collaborators via paypal, given that all but one of my artists are based outside of the UK, she confirmed her support of this payment method. I didn't realise that Karen had not already consulted with you.

I also apologise for my hurry, but this collaboration has nearly completed, the artists have submitted amazing work for the first project milestone, and I would really like to pay them in as timely and reliable

a manner as possible going forward. I also do not want to disrupt this collaboration so close to the final deadline, given that this project is a crucial component of my thesis, which (as you know because of our discussions re: extending my student visa) I need to submit by April at the latest. The time we have left between now and April will be fully necessary to complete the project in full.

It would also help me a lot if you could clarify the following: if we are to pay my artists via the UCL payroll, how do we pay international collaborators? And how can we guarantee that they will get the full, agreed-upon amount of payment, fairly and equally across all artists in their various countries (with potentially very different tax laws), after tax and national-insurance deductions? Adam and I have already signed artist agreements with these collaborators, so it would not be nice to dramatically change the terms of our collaboration this late into the project.

For your convenience, here is a link to the project budget, which Adam has approved as a lab expense:

<https://docs.google.com/spreadsheets/d/1T-gb2VwRJqCN8jYjkmI91UCh0-Hw3A9GNJK9GyCLieU/edit?usp=sharing>

Adam, can you please confirm on this thread that the costs detailed in the above spreadsheet can be charged to your lab budget?

Thank you so much for your help, and many apologies again for my misunderstanding!

Best,  
Danbee

---

**From:** Fergus, Karen  
**Sent:** Wednesday, January 16, 2019 10:23 AM  
**To:** Kim, Danbee  
**Cc:** Adam Kampff  
**Subject:** FW: simple written contract for artists?

Hi Danbee

I have been informed by Laura and Alex that I am not allowed to do this. Laura sent the email below to you on the 7 September re what to. Moving forward I suggest payments should be made via the UCL payroll. So far I have made seven payments via paypal.

Please let Laura know what you want to do.

Kind regards

Karen

**KAREN FERGUS**  
Centre & Events Co-Ordinator  
**Sainsbury Wellcome Centre**

Tel: +44 (0)20 3108 8004  
[Karen.Fergus@ucl.ac.uk](mailto:Karen.Fergus@ucl.ac.uk)

---

**From:** Allum, Laura <[l.allum@ucl.ac.uk](mailto:l.allum@ucl.ac.uk)>  
**Sent:** 16 January 2019 10:19  
**To:** Fergus, Karen <[karen.fergus@ucl.ac.uk](mailto:karen.fergus@ucl.ac.uk)>  
**Cc:** Boss, Alexandra <[alexandra.boss@ucl.ac.uk](mailto:alexandra.boss@ucl.ac.uk)>  
**Subject:** FW: simple written contract for artists?

**From:** Allum, Laura  
**Sent:** 07 September 2018 14:41  
**To:** Kim, Danbee <[danbee.kim@ucl.ac.uk](mailto:danbee.kim@ucl.ac.uk)>  
**Cc:** Cashin-Garbutt, April <[a.cashin-garbutt@ucl.ac.uk](mailto:a.cashin-garbutt@ucl.ac.uk)>; Haigh, Rose <[rose.haigh@ucl.ac.uk](mailto:rose.haigh@ucl.ac.uk)>  
**Subject:** RE: simple written contract for artists?

Hi Danbee,

I've attached a draft offer letter that you can use to clarify the terms of appointment.

Please note that we cannot engage anyone in paid work without seeing original proof of their right to work in the UK (i.e. passport or biometric residence permit) and taking a verified copy; Rose and I can do this for you.

An overview of who you will have working for you, and how much each of them will be paid, will be very helpful, and we'll need written confirmation from Adam that the cost can be charged to his lab budget.

Payments will be made via the UCL payroll and so will be subject to pay-as-you-earn, i.e. tax and national insurance deductions will be made at the point of payment. Payment requests will need to be made in writing by you by the first of the month to be paid on the last working day of the same month. Please note that payroll runs early in December and before Easter, and so payment request will need to be made earlier in those instances.

We are limited to making a maximum of three ad hoc payments in any rolling 12-month period.

Individuals needing payment should be provided with the attached pensions auto-enrolment factsheet and UCL privacy statement, and should complete and return the worker details form and tax starter checklist, which capture the information we need to pay them.

With best wishes,  
Laura

---

**LAURA ALLUM**

HR Administration Manager  
Sainsbury Wellcome Centre for Neural Circuits and Behaviour  
Tel: 020 3108 8011  
[l.allum@ucl.ac.uk](mailto:l.allum@ucl.ac.uk) | [www.ucl.ac.uk/swc](http://www.ucl.ac.uk/swc) | [@SWC\\_Neuro](https://twitter.com/SWC_Neuro)

**Sainsbury Wellcome Centre**  
25 Howland Street London W1T 4JG

---

**From:** Cashin-Garbutt, April  
**Sent:** 05 September 2018 14:37  
**To:** Allum, Laura <[l.allum@ucl.ac.uk](mailto:l.allum@ucl.ac.uk)>  
**Subject:** FW: simple written contract for artists?

Hi Laura,

Do you have any template contracts for freelancers that Danbee could use?

Thanks,

April

**From:** Kim, Danbee  
**Sent:** 05 September 2018 14:29  
**To:** Cashin-Garbutt, April <[a.cashin-garbutt@ucl.ac.uk](mailto:a.cashin-garbutt@ucl.ac.uk)>  
**Subject:** simple written contract for artists?

Hi April,

I was wondering if you have made any written contracts with artists, such as Dan Bates or Jake Fairnie, and if I could use them as a template for the artists that I'm hiring to illustrate my graphic novel thesis? I don't need it to be super formal, but I do want to have a written document that states our expectations for one another, project deliverables, and rate of pay, so that we can refer back to it if necessary. Given that my artists will also be paid with SWC money, and since you've paid artists for formal collaborations with the SWC, I figured you would be a good person to ask :)

Thanks for any advice you can give!

Cheers,  
Danbee

--

Brain and Cognitive Sciences, S.B. | MIT Class of 2009 | [danbee@alum.mit.edu](mailto:danbee@alum.mit.edu)  
Neuroscience PhD candidate | Sainsbury-Wellcome Centre for Neural Circuits and Behavior | [Intelligent Systems Lab](#)  
단비 | m: +1 (330) 828-6268 | [danbeekim.org](http://danbeekim.org)