

Onboarding

Liu Lab Overview & Onboarding (5-Minute Walkthrough)

First, a brief overview of our lab.

Our lab focuses on interdisciplinary research at the intersection of **AI, data, and biomedical applications**, with ongoing projects such as **MAI-T1D** and **PanKbase**. The work is highly collaborative and involves **shared data, computational resources, and coordinated workflows**.

In this onboarding, we'll spend about **5 minutes walking through this documentation page**, mainly to help you understand **how things are organized and how to work efficiently within the lab**.

1. Documentation Structure & Naming Conventions

One key thing to pay attention to is **document naming and categorization**.

- Please follow the established **folder structure and naming conventions**
- This helps ensure:
 - Files are easy to find
 - Work is reproducible
 - Others can pick up or review your work smoothly
- Avoid creating ad-hoc folders or ambiguous file names

This applies to **documents, datasets, code, and slides**, especially when working on shared projects.

2. Lab Storage & Computational Resources

This documentation also covers how we use **lab storage and computational resources**:

- Where to store different types of files (working files vs shared outputs)
- How to distinguish **local, shared, and restricted data**
- Basic expectations for using computational resources responsibly

If you're unsure where something should go, please ask before uploading or moving files.

3. Timesheet Reporting & Tracking

Finally, we'll briefly go over **timesheet reporting and tracking**:

- How to log your hours
- Where timesheets are submitted
- How we track effort for projects and reporting purposes

Accurate and timely timesheet reporting is important for **project management, compliance, and funding requirements**, so please make this part of your regular workflow.

4. Location
NCRC 520 3rd

Closing

This onboarding documentation is meant to be a **reference you can always come back to**.

You don't need to memorize everything today—just know **where to find information** and **who to ask** when questions come up.

Get a Unique account

Onboarding:

1 HPC and Storage introduction

📌 Liu lab HPC and Storage

High Performance Computing (HPC)	Subaccount name	Data Sensitivity	Resource Type	Hardware / Capacity				
Armis2	drjeliu1	Tier2 Restricted(sensitive)	HPC (GPU-enabled compute)				22845	School
	drjeliu_owned1	Tier2 Restricted(sensitive)	HPC (GPU-enabled compute)	H200	Monthly			paid hourly
	drjeliu0	Regulated	HPC (CPU/GPU compute)		hourly			School
Great Lakes	drjeliu1	Tier2 Restricted(sensitive)	HPC (CPU/GPU compute)		x			School
	drjeliu99	Regulated	HPC (CPU/GPU compute)		hourly			School
Lighthouse	drjeliu	Regulated	Secure Enclave / Regulated HPC	5 nodes(3 V100, H100, L40)	Monthly	60 \$/ month		
Storage	Subaccount name	Data Sensitivity	Resource Type	Purposes / Use Cases				
Data Den	umms-drjeliu	Regulated	Long-term Research Storage	Long-term storage of raw data, processed outputs, and finalized pipelines				
	drjeliu	Regulated	High-performance Active Storage	Temporary storage for intermediate files during active computation				
Turbo	drjeliu1	Tier2 Restricted(sensitive)	High-performance Active Storage					

Subaccount Remaining Partition Hours	
Armis2-drjeliu1	Hours
GPU	47164
Largemem	165,236
Standard	457,862
Great Lakes-drjeliu0	Hours
GPU	16
Largemem	58
SPGPU	25
Standard	179
Great Lakes-drjeliu99	Hours
GPU	20,450
Largemem	72,712
SPGPU	30,984
Standard	223,646

2 how to access the HPC and Storage

[CUI Training here](#) ↓

☰ Set up an Armis2 account

Computational Resource and Guidelines

Overall evaluation of resource usage:

- **CPU-heavy workloads (regular GPU or no-GPU jobs): Use Great Lakes or workstations**
- **GPU-heavy workloads (requiring advanced GPUs such as H100, L40s, or V100): Use Lighthouse**
- **Regular jobs: Use Great Lakes**

Overview GPU and CPU resource

<https://its.umich.edu/advanced-research-computing>

Services

High Performance Computing

ARC offers advanced computing services and a large software catalog to support a wide range of research and academic initiatives. Our three Linux-based clusters provide tailored environments for everything from large-scale simulations and data science to secure health data analysis, ensuring that researchers have the computational resources they need to excel.

[Great Lakes HPC Cluster](#)

U-M's flagship HPC resource, designed to support computationally intensive research across disciplines with a focus on simulations, data modeling, and AI.

[Armist2 HPC Cluster](#)

A secure HPC environment built to handle sensitive data, such as PHI, ensuring compliance with security standards for health and privacy-focused research.

[Lighthouse HPC Cluster](#)

A flexible HPC environment for researchers requiring specialized computing resources not available on Great Lakes or Armist2, ideal for projects with unique computational needs.

[ARC Research Purchased Hardware](#)

Researchers with unique requirements not covered by the existing pay-as-you-go services can purchase hardware to be integrated into our high-performance computing clusters: Great Lakes, Armist2, and Lighthouse.

[ACCESS](#)

National HPC & Cloud Computing Resource.

[Browse HPC services](#)

Advanced Research Storage

ARC offers multiple storage solutions to serve researchers at U-M. Our services include high-performance storage for active research data, large-file storage for inactive data, replicated tape-backed archive storage for housing research data long term. Storing of sensitive data is supported through each of our storage services. For more information on storing sensitive data, refer to the [Sensitive Data Guide](#).

[Turbo Research Storage](#)

High-capacity, high-performance network storage solution, providing secure and reliable data storage to researchers across the University of Michigan. Turbo is also designed to be highly flexible, handling small and large files efficiently.

[Locker Large-File Storage](#)

Cost-optimized, high-capacity, large-file storage service for research data. It provides high-performance capabilities for handling large files, enabling investigators at U-M to connect their data to the computing resources necessary for their research, including U-M's high performance computing (HPC) clusters.

[Data Den Research Archive](#)

Disk-caching, tape-backed archive system for preserving electronic data generated from research activities. The largest storage system operated by ARC, it is a low-cost, highly durable system only available in replicated format and is best used for data that is set aside and is not being used at all, but still needs to be stored.

[Browse storage services](#)

Secure Research Support

[Secure Enclave Services](#)

High-performance, secure, and flexible computing environments enabling the analysis of sensitive data sets restricted by federal privacy laws, proprietary access agreements, or confidentiality requirements. Provides NIST 800-171 compliant options, and is suitable for working with restricted data including Controlled Unclassified Information (CUI).

Training & Consulting

[HPC Training Sessions](#)

Upcoming training opportunities to help users leverage ARC's services for their research. Sessions provide comprehensive overviews on research computing resources, hands-on demonstrations for Linux Command Line, and more.

[Consulting Service](#)

Get support to implement machine learning and data driven workflows within research projects.

Date	User	Project Name	Partition	CPU Used (#)	Memory Used (GB)	GPU Used (#)	Expected Duration (hr)	Job Type/Description	Comments (Priority)

Workstations

Domain name	IP	CPU	Memory	User
dcmb-jieliu1.med.umich.edu	172.17.8.121			Open to anyone, encouraged to use
dcmb-jieliu2.med.umich.edu	172.17.8.122			Open to anyone, encouraged to use
dcmb-jieliu3.med.umich.edu	172.17.8.110			Open to anyone, encouraged to use
dcmb-jieliu4.med.umich.edu	172.17.8.111			Open to anyone, encouraged to use
dcmb-jieliu5.med.umich.edu	172.17.8.108			Open to anyone, encouraged to use
dcmb-jieliu6.med.umich.edu	172.17.8.109			Open to anyone, encouraged to use

How to load modules?

Web Server

jjeliulab.dcmf.med.umich.edu	nucleome, gkb,
jjeliulab2.dcmf.med.umich.edu	glkb

GreatLakes

University of Michigan HPC Clusters Overview

Great Lakes

The **Great Lakes Cluster** is the primary high-performance computing (HPC) system at U-M, designed for large-scale computational, data-intensive, and GPU-accelerated research.

It supports a wide range of workloads including AI/ML, bioinformatics, simulations, and more, with partitions such as **gpu** (V100 GPUs) and **spgpu** (A40 GPUs with 48 GB VRAM).

Learn more:

- Overview:
<https://its.umich.edu/advanced-research-computing/high-performance-computing/great-lakes>

Lighthouse Guidelines

The **Lighthouse Cluster** is the newest U-M high-performance computing (HPC) system, specifically optimized for **GPU-intensive AI, machine learning, and deep learning** workloads.

Unlike **Great Lakes**, which provides shared GPU access, **Lighthouse hosts dedicated, lab-owned GPUs**—including **V100**, **L40**, and **H100** GPUs—offering higher performance, more memory, and full control over usage for research groups with their own allocations.

It features high-speed interconnects and storage optimized for large-scale data and distributed training.

Learn more:

- Overview:
<https://its.umich.edu/advanced-research-computing/high-performance-computing/lighthouse/getting-started>

Check Job Status

check self's jobs (default) after date (-S)

```
>>> sacct -S 2021-08-01
```

check self's jobs after date, specified formatting (--format)

```
>>> sacct -S 2021-08-01 --format
```

Start,jobname,Partition,Account,JobID,NTasks,nodelist,MaxRSS,MaxVMSize,AveRSS,AveVMSize,State,ExitCode

check jobs from specified user (-u) after date

```
>>> sacct -S 2021-08-12 -u [%unique_name]
```

```
>>> sacct -S 2021-08-01 --format
```

Start,jobname,Partition,Account,JobID,NTasks,nodelist,MaxRSS,MaxVMSize,AveRSS,AveVMSize,State,ExitCode -u [%unique_name]

check job by job ID

```
>>> sacct -j 328972
```

check jobs from all users (-a) under account (-A) drjeliu starting no earlier than date; specify format

```
>>> sacct -S 2021-09-01 -A drjeliu -a --format
```

Start,jobname,User,Partition,Account,JobID,NTasks,nodelist,MaxRSS,MaxVMSize,AveRSS,AveVMSize,State,ExitCode

Update JAVA version:

Use 'module load openjdk/11.0.2' on GreatLake or send an email to arc-support@umich.edu to update default JAVA8 version

Turbo space

Computational Resource Usage Guidelines

To ensure fair and efficient use of our shared computational resources, all lab members must **register their usage** whenever running large-scale jobs that occupy a significant portion of a partition's resources. Specifically, if your job uses $\geq 25\%$ (one-fourth) of the total **CPU cores**, **memory (GB)**, **GPUs** or **estimated duration (days)** of any partition listed below or your **total GPUs usage ≥ 5** , you must record your usage in the registration table that follows.

Partition	Total CPUs	Total Memory (GB)	Total GPUs	Threshold for Registration (≥25%)	Recommended usage
Drjieliu-a100 (though the partition name is A100 but it actually is V100)	120	4518	6	≥ 32 CPUs, ≥ 1024 GB memory, ≥ 3 GPUs, ≥ 2 days	Suitable for small- to mid-scale model training, data preprocessing, and classical ML tasks . Good for debugging or prototyping.
drjieliu-h100	64	1003	8	≥ 16 CPUs, ≥ 256 GB memory, ≥ 3 GPUs, ≥ 2 days	Best for training very large or compute-heavy models (e.g., 20B+ parameters, foundation or diffusion models). Fastest for both training and inference.
drjieliu-l40s	64	1003	8	≥ 16 CPUs, ≥ 256 GB memory, ≥ 3 GPUs, ≥ 2 days	Ideal for fine-tuning, inference, and multimodal (text + image) workloads . More efficient for smaller to mid-scale models.
drjieliu-v100	120	4518	6	≥ 32 CPUs, ≥ 1024 GB memory, ≥ 3 GPUs, ≥ 2 days	Suitable for small- to mid-scale model training, data preprocessing, and classical ML tasks .

Good for debugging or prototyping.

Cluster Resource Monitoring Tools

To help lab members monitor the cluster's current usage and avoid resource conflicts, we have set up a Prometheus-Slurm monitoring system with convenient shell commands.

These tools allow you to quickly check who is using the cluster, how much CPU/GPU/memory is being used, and whether a partition is available for large jobs.

You can use the following commands on the server:

Command	Description
<code>cd /nfs/turbo/umms-drjeliu/usr/rickyhan/prometheus-slurm-exporter</code> <code>nohup ./bin/prometheus-slurm-exporter -listen-address=:8081 > exporter.log 2>&1 & disown</code>	Starts the Prometheus-Slurm exporter on port 8081 for live monitoring.
<code>/nfs/turbo/umms-drjeliu/usr/rickyhan/monitor_drjeliu_users.sh</code>	Displays a quick summary of all users' resource usage (CPU, MEM, GPU).
<code>/nfs/turbo/umms-drjeliu/usr/rickyhan/monitor_drjeliu_users.sh --detailed</code>	Shows a detailed job-by-job view with specific partitions and node info.
<code>/nfs/turbo/umms-drjeliu/usr/rickyhan/monitor_drjeliu_users.sh -p</code>	Summarizes usage by partition.

`/nfs/turbo/umms-drjeliu/usr/rickyhan/monitor_drjeliu_users.sh --watch` Continuously updates the summary view every 5 seconds (ideal for quick checks).

`/nfs/turbo/umms-drjeliu/usr/rickyhan/monitor_drjeliu_users.sh --watch --detailed or -w -d` Runs a live detailed monitor, perfect for watching job progress in real time.

Recommended usage:

Before launching a large job, run either the summary (`--watch`) or detailed (`--watch --detailed`) mode to check whether any partition is already heavily loaded. This ensures balanced and fair usage of our shared computational resources.

Registration Requirement:

If your workload exceeds any of these thresholds (for CPU, memory, or GPU usage) in any single partition, please enter your information into the **Resource Usage Registration Table** immediately below. Include your name, job type, nodes/GPUs used, expected duration, and time slot.

Purpose:

This system helps the lab coordinate large jobs to avoid congestion (when everyone runs simultaneously) and idle times (when no one uses the resources). All users are expected to check current partition usage before launching high-demand jobs. Repeated failure to register significant jobs may result in reduced scheduling priority or restricted access.

Date	User	Project Name	Partition	CPU Used (#)	Memory Used (GB)	GPU Used (#)	Expected Duration (hr)	Job Type/Description	Comments (Priority)
10/22	xinyubao		l40s	32	300	1	Will cancel in 3 days	Finetune epcot 2	Not urgent

10/22	xinyubao		a100	32	400	2	5 days	Finetune epcot 2	
10/24	lhjiang		h100	3	550	3	2 days	Finetune model	
10/28	lhjiang		l40s	3	550	3	3 days	Finetune model	
10/29	fanfeng		a100 (v100)	2	256	2	Before Friday 10/31	RCMC paper rebuttal + grant (urgent)	The model only works on V100 (I don't know why)
10/31	zheyuz		V100 (just using cpu)	8	128	0	within one day	SAE GO term alignment	Just using CPU and a small amount of the memory, but since the number of jobs is relatively large, I registered here
11/4	zheyuz		V100 (just using cpu)	32	256	0	A few hours	SAE GO similarity plots	Just using CPU and a small amount of the memory, but since the number of jobs is relatively large, I registered here

11/5	dongliang		v100	40	300	2	Will cancel in 5 days	Finetune UNITO	
12/2	rickyhan (kvchang)		H100	32	256	3	Two weeks at least	RL post-training qwen2.5-coder-14B-instruct	If there are other urgent needs, can cancel anytime
11/15	zheyuz		h100/l40s	12	256	6-7	5-6 days	ICLR rebuttal	
11/19	zheyuz		l40s	8	256	4	Within 1 day	ICLR rebuttal	Running evaluation, should finish in a few hours
11/25	luosanj		h100			2	3-5 days	Continually train EPCOT on HPAP DATA	
11/30	hyhao		l40s	24	128	2	2 days	GLKB update	
12/1	zheyuz		h100	8	128	2	1-2 days	STATE pretraining	
12/02	zchx		v100	8*2	512*2	1*2	20:00:00	Kaggle	
1/1	yctao		h100	8	128	4	3h	Run LLM	
1/7	luosanj		h200	12	600	3	10:00:00	train genomic FM on HPAP DATA	
1/7	zheyuz		h100	8-12	256-384	2-3	3 weeks	Run SAE	Will try to get as many computational resources as possible,

									but I will monitor the gpu usage, and try not to block anyone's use. Please directly contact me if you want to run jobs but do not have enough resource
1/14	zheyuz								I may submit many jobs during night, but I will usually make sure they will finish earlier in the morning. Will monitor the usage, but please feel free to contact me if you need any resources to run during the night if I occupied

									too much
1/19	rickyhan (kvchan g)		H100	32	256	4	Two weeks at least	RL post-traini ng qwen2.5-c oder-14B-i nstruct	For KDD2026 submissi on, very urgent
1/21	wyq		a100	8	64	2	5 days	Setup env, debug and benchmar k MAI T1D	for paper submissi on very urgent

Reminder on Unregistered Large-Scale Jobs

Please remember to register your large-scale jobs if they meet the usage thresholds described above.

If a large job is submitted without being registered, the system administrator will **reach out by email** to confirm the details — this is just to help coordinate usage and prevent accidental resource overlap.

Data Storage Structure

For Turbo :

Examples:

/umms-drjeliu/cornell trainees/

1. Personal Directory (<your_name>/)

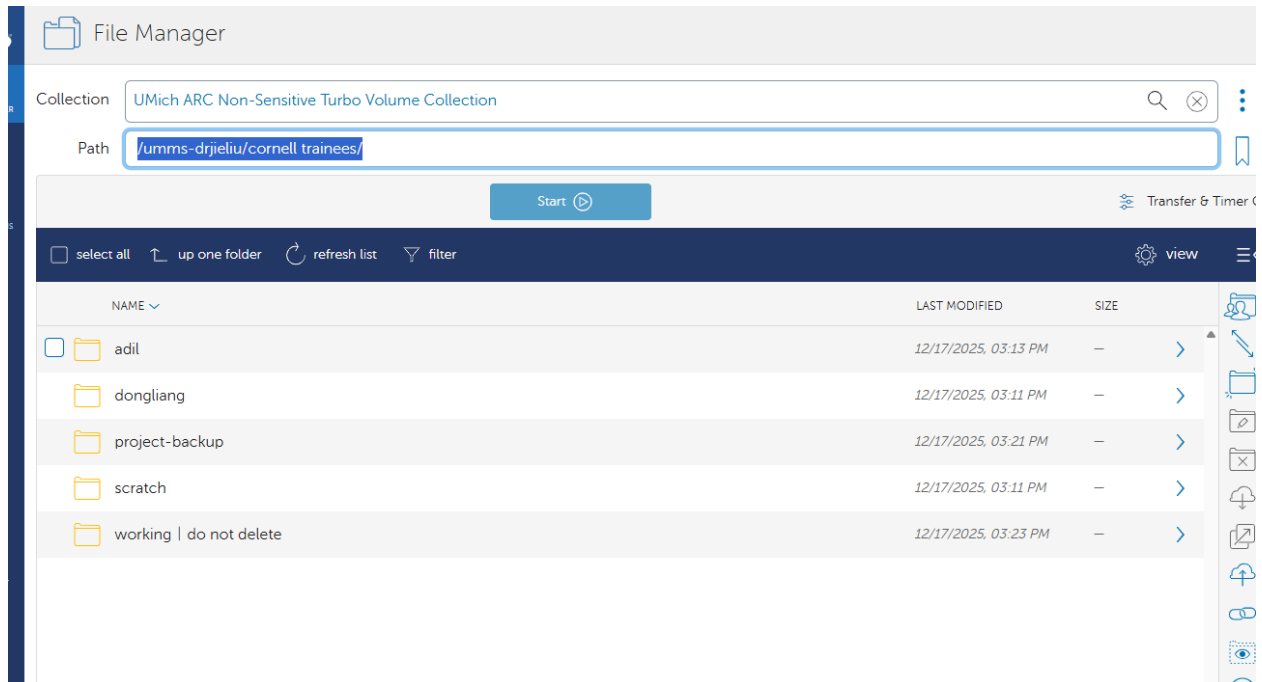
This folder is intended for personal and temporary use.

- You may place any temporary or personal working files here
- This directory is subject to periodic clean-up

2 Working Directory (<working(do not delete)>/)

The **working/** folder is used for **actively running pipelines**.

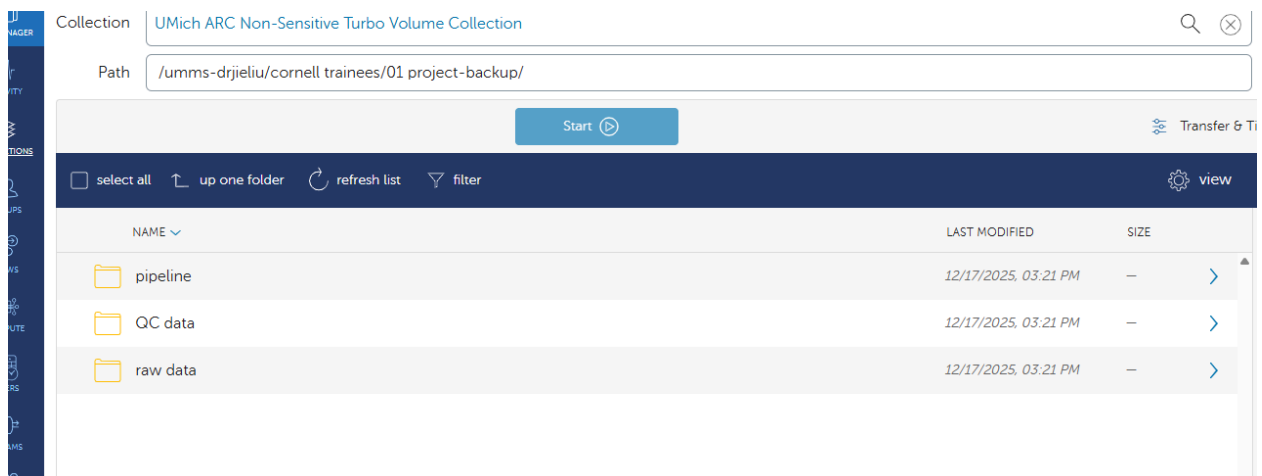
- Store scripts, configs, and intermediate outputs needed for ongoing runs
- This directory is **excluded from routine clean-ups**



3. Scratch Directory (<scratch>/)

The **scratch/** folder is for **temporary storage only**.

- Files here are **not guaranteed to be preserved**
- Do **not** store important data in this directory



4. Project Directory (projectup/)

The **projectup/** directory is used for **important and long-term project files**, including:

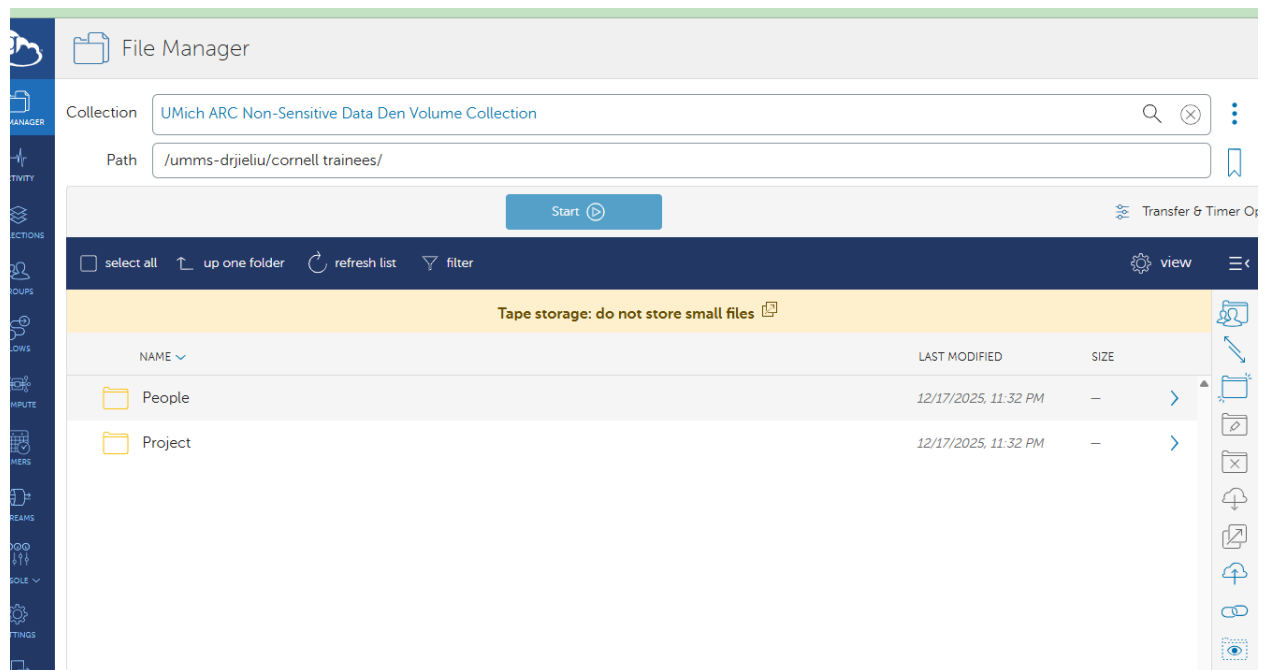
- Project-level raw data
- Processed data that needs to be preserved
- Stable pipelines and final results

At the **end of each project or during the annual project review**, project files will be **backed up to Data Den** for long-term storage and archiving.

This directory is **not subject to routine clean-ups** on Turbo.

For Data Den:

/umms-drjeliu/cornell trainees/



Data Den Usage and Backup Directory

We have created a **dedicated directory on Data Den** for backups.

If you believe that certain files **will not be actively used in the near term but need to be preserved**, please back them up to Data Den following this directory structure.

Data Den is intended for:

- Long-term storage
- Project backups
- Files that are not part of active analysis but may be needed later

Q&A


Q1. Troubleshooting: I can't access HPC resources

If you have already created your UM unique name, and Kai has added you to Turbo and/or Data Den, but you still cannot access HPC resources, please follow the steps below:

1 Visit the following page and check whether your name on it:
Login the [Resource Management Portal \(RMP\)](#)

2 Please check whether there is a **warning sign next to your name** on the page below.

That means you need to apply for a [Slurm account](#).

Subaccount Users	
Where user limits are the same as subaccount limits Those listed here will have access to the drjeliu subaccount.	
Uniqname ↑	Warnings
adilmo	
bate	

Note: Access to storage (Turbo / Data Den) does **not automatically** grant access to HPC compute resources. A valid Slurm account is required to run jobs on HPC systems.

Q2. How to use globus

UmichmailInformation ProgramUX/UGoogle TranslateClaudeVR/ARDesignEntertainmentSIS39MAIReimbursePaperRosemary

File Manager

CollectionUMich ARC Non-Sensitive Turbo Volume Collection

Path/umms-drijeliu/

Start

Transfer & Timer Options

☐ select all

up one folder

refresh list

filter

view

NAME	LAST MODIFIED	SIZE	
bashrc	1/31/2025, 02:20 AM	0 B	
bin	9/3/2025, 04:31 PM	—	>
bwa	12/23/2019, 12:52 PM	—	>
chloezh	5/23/2019, 01:39 PM	—	>
cornell trainees	12/17/2025, 03:24 PM	—	>
cufflinks-2.2.1.Linux_x86_64	1/31/2025, 12:20 AM	—	>
gkb-lm-clustering	11/20/2025, 08:36 PM	—	>
haohong-work	4/30/2025, 06:49 PM	—	>
juicer	12/23/2019, 12:29 PM	—	>
juicer_tools_1.11.04_jcuda.0.8.jar	9/16/2020, 08:02 PM	28.45 MB	
juicer_tools_1.22.01.jar	6/2/2021, 08:30 PM	36.18 MB	
luosanj	11/16/2025, 10:31 PM	—	>
Miniconda3-latest-Linux-x86_64.sh	8/25/2025, 05:03 PM	162.12 MB	
MLL-AF9-mice	11/20/2019, 12:54 PM	—	>

Share

Transf

New F

Renar

Delete

Down

Open

Uploa

Get Li

Show

Manag



All fields marked with an asterisk (*) are required.

Contact Info

Requestor

This request is for the logged in user.

Department *

The department will be auto-populated based on the requestor.

MM Comp Med and Bioinformatics 231640



Add individuals to the Contact List

These individual(s) will be able to view the ticket in the Client Portal and they will be added to the Notify List, where they must be selected in order to receive notifications.

Start typing...



☐ Notify Contact(s)

Request Info

Advisor's Name *

Advisor's Email *

College or Department *

Start typing...



Please describe the projects, software, or other characteristics of your use of the ARC resources *

The ARC service(s) I need an user login for (Select at least one): *

For Armis2 & Lighthouse, you must already have access to a Slurm account. If you do not, your request will be denied.

Armis2

Great Lakes

Lighthouse

H2

GP



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关

ABOUT

FINANCIALS

drjellu

Subaccount Description

arcts-drjellu-admins

EDIT

Subaccount Limits

Subaccount

drjellu

Subaccount Type

Condo

End Date

Apr 27, 2028

My Limits

Subaccount User

kallius

Subaccount Type

Condo

End Date

Apr 27, 2028

Subaccount Users and Limits

Where at least one individual user limit differs from the subaccount limit
Those listed here will have access to the drjellu subaccount.

Username	CPU (cores)	GPU (cards)	Warnings
----------	-------------	-------------	----------

Subaccount Users

Where user limits are the same as subaccount limits
Those listed here will have access to the drjellu subaccount.

ADD

Username	Warnings	
adino	<div><div></div></div>	<div></div>
bale	<div><div></div></div>	<div></div>

Contact

Contacts for Access and Compute Resources

Common issues

First

Use the shared service first

<https://ssc.umich.edu/>

Second

If you encounter issues accessing HPC or storage resources (e.g., Turbo, Data Den, Great Lakes),

Please contact Kai Liu <kailiua@umich.edu>

For requests or questions related to CPU or GPU compute resources,

Please contact Ricky <rickyhan@umich.edu>

Reserve a meeting room

Weekly Meeting room

📅 Weekly Meeting Schedule

Room 3163 is as large, but it does not have a window.

Room 3223 is smaller, and closer to our lab space, and has a window.

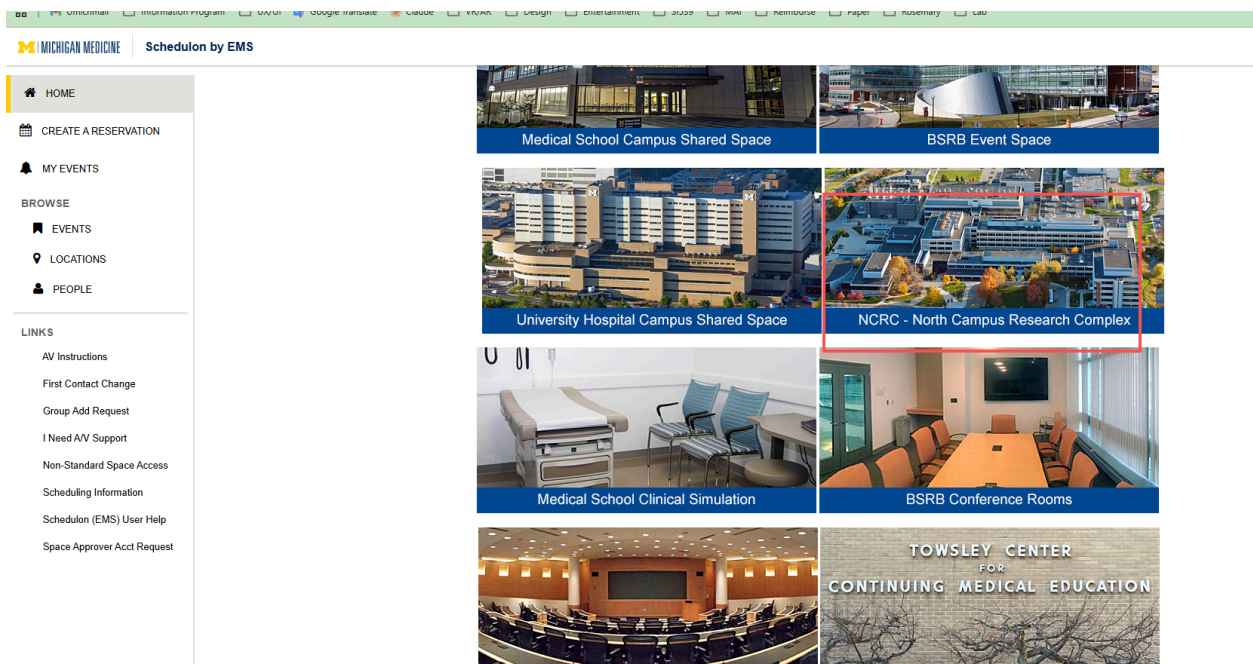
Let's use 3223 for smaller groups (less than 6 people) and 3140 (with windows) or 3163 (without windows) for larger groups.

Step 01

Log onto [Schedulon](#) with your Level 2 access"

Step 02

Choose NCRC-Complex



Step 03

Add the locations and room name: 3223

New Booking for Thu Dec 18, 2025

Date & Time

Date *
Thu 12/18/2025 Recurrence

Start Time *
9:30 AM

End Time *
10:30 AM

Create booking in this time zone
Eastern Time

Locations
(all) Add/Remove

Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Let Me Search For A Room

I Know What Room I Want

Room Name

New Booking for Mon Jan 19, 2026

Date & Time

Date *
Mon 01/19/2026 Recurrence

Start Time *
10:00 AM

End Time *
11:00 AM

Create booking in this time zone
Eastern Time

Locations
NCRC Building 520 Add/Remove

Search

Let Me Search For A Room

I Know What Rooms I Want

Room Name
NCRC322[

No matching Rooms found.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Find A Room

ROOM	LOCATION	FLOOR	TZ	CAP	PRICE	FILTER MATCH
Rooms You Can Reserve						
1120	NCRC Building 520	Level 1	ET	11		
1121	NCRC Building 520	Level 1	ET	8		
1122	NCRC Building 520	Level 1	ET	42		
1140	NCRC Building 520	Level 1	ET	16		
1141	NCRC Building 520	Level 1	ET	10		
3120	NCRC Building 520	Level 3	ET	3		
3163	NCRC Building 520	Level 3	ET	10		
3223	NCRC Building 520	Level 3	ET	7		

Reservation Details

Event Details

Event Name *

Event Type *

Meeting

Group Details

Group *

MM Comp Med and Bioinformatics

1st Contact

(temporary contact)

1st Contact Name *

(temporary contact)

1st Contact Phone

1st Contact Fax

1st Contact Email Address *

Additional Information

Will you be serving food and/or beverages at your event? *

Choose one

One of Event Contact and phone number (if different than 1st Contact)

File Naming in Turbo

Example

```
/umms-drjeliu/
├── users/                                # clean up
│   ├── kai_liu/
│   │   ├── scratch/                    # temp (cleanup)
│   │   ├── tmp/                       # intermediate results / debug
│   │   └── notes/                     # notes / testing
│   └── README.md                      # rules
├── working/                            # shared working (not clean up)
│   └── README.md
├── projects/                           # back up at the end of year or end of the project
│   ├── MAI-T1D/
│   │   ├── README.md
│   │   ├── data/
│   │   │   ├── raw_links/             # backup to DataDen / SES / dbGaP location or manifest
│   │   │   └── qc/                   # QC results (structure)
│   │   ├── pipelines/
│   │   │   ├── qc/
│   │   │   │   ├── v1.0/
│   │   │   │   │   ├── Snakefile / Nextflow
│   │   │   │   │   ├── config.yaml
│   │   │   │   │   └── env.yaml
│   │   │   │   └── README.md
│   │   │   └── preprocessing/
│   │   ├── logs/
│   │   │   └── qc/
│   │   └── metadata/
│   │       ├── sample_mapping.csv
│   │       ├── modality_index.csv
│   │       └── data_m_
```

Timesheet Submit

To maintain accurate tracking of NIH-funded project effort and ensure consistency with payroll, please remember to **submit your weekly timesheet**.

Since this week includes the Thanksgiving break, **if you have any work hours this week, please fill out the timesheet accordingly**, making sure the reported hours are consistent with your payroll entries.

<https://forms.gle/gmTKPmazK9RLYRWCA>

Lab Leave & Absence Form

[Google Form](#)

<https://forms.gle/N5zRjzcJhScEGBqP7>

For any planned lab leave, please complete this form.

This form is for tracking and coordination purposes only and **does not replace** direct communication with your supervisor. Jie Liu

All time off should follow **University of Michigan guidelines and policies**.

For **international travel**, please refer to the relevant **University of Michigan international travel guidelines**.

For Staff

Please refer:

<https://hr.umich.edu/working-u-m/my-employment/staff-handbook/absence-work>

Full-time, biweekly paid (non-exempt) staff accrue vacation at the following rates:

- First five years of service (0-60 months): 8 hours per month.
- Five to eight years of service (61-96 months): 12 hours per month.
- Over eight years of service (97 months or more): 16 hours per month.

Full-time exempt staff accrue 16 hours per month.

If you are working on a part-time basis (8 hours or more per week), you accrue vacation time on a proportionate basis. Employees regularly scheduled to work less than 20 percent are not eligible for paid vacation time.

Vacation may be accumulated up to a maximum of 24 times the monthly accrual rate. Vacation stops accruing when an employee accumulates the maximum number of paid vacation hours.

Paid Sick Time: Regular staff accrue paid sick time which may be used when unable to work due to personal illness or injury, preventive medical care, pregnancy/childbirth, or to care for an incapacitated family member. Usage requires notification and approval consistent with departmental procedures. Extended sick time pay with documentation is available for serious conditions, and if sick time is exhausted and extended sick pay is not eligible, unused vacation may be used or unpaid time taken by request.

State Earned Sick Time (ESTA): UMich complies with Michigan's Earned Sick Time Act, providing up to 72 hours of paid sick time per calendar year.

Holidays & Floating Holiday: In addition to sick time, regular staff receive pay for University-designated holidays and one floating holiday per calendar year, subject to departmental scheduling and approval.

Other Leaves: Paid parental leave, maternity leave, and extended leave for qualifying medical conditions are available under separate University policies.

https://careers.umich.edu/benefits?utm_source=chatgpt.com

For Phd:

https://rackham.umich.edu/navigating-your-degree/leave-of-absence/?utm_source=chatgpt.com

PhD students who need to pause active progress toward their degree may apply for an official Leave of Absence (LOA) through the Rackham Graduate School. Reasons may include medical, family necessity/dependent care, military service, or personal reasons. Each type of leave has specific time limits and documentation requirements. A leave of absence must be approved through the Rackham LOA system and will suspend active degree progress for the approved term(s)

For international PhD students, any international travel or remote participation outside the U.S., especially beyond one week, must be discussed in advance with the advisor and may require consultation with the International Center.