



Center for Behavioral Neuroscience Operations Manual

Updated October 13, 2005

A NATIONAL SCIENCE FOUNDATION SCIENCE AND TECHNOLOGY CENTER • GEORGIA STATE UNIVERSITY • EMDRY UNIVERSITY • STELMAN COLLEGE
• MOREHOUSE COLLEGE • MOREHOUSE SCHOOL OF MEDICINE • CLARK ATLANTA UNIVERSITY • MORRIS BROWN COLLEGE • GEORGIA INSTITUTE OF TECHNOLOGY

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I. About CBN

- a. **History** – The Center for Behavioral Neuroscience (CBN), a National Science Foundation (NSF) Science and Technology Center, is a consortium of eight metro Atlanta colleges and universities, including lead institution Georgia State University, Emory University, Georgia Institute of Technology and the five schools of the Atlanta University Center (Clark Atlanta University, Morehouse College, Morehouse School of Medicine, Morris Brown College and Spelman College). In 1999, CBN was launched with \$19.9 million in initial funding from NSF and \$7.5 million in infrastructure support from the Georgia Research Alliance (GRA). In 2004, NSF awarded CBN a \$17.3 million grant renewal, ensuring funding through November 2009. GRA also committed an additional \$8.5 million over the same period.
- b. **Mission** – Neuroscience research has revolutionized our understanding of the brain and how it functions. Powerful new molecular techniques have revealed families of developmental genes that specify regional neurogenesis. Imaging studies have provided insight into neurocellular organization at the microscopic level and functional circuits at the macroscopic level. These new technologies have increased our understanding of many aspects of brain function, but they have yet to yield significant discoveries about the neurobiology of behavior. In particular, our understanding is limited of complex social behaviors and the effects of social experience on the brain. **CBN’s mission is to bring together the unique resources from a consortium of institutions, backed by significant state and federal support, to build an internationally recognized program that will (a) define the interaction of brain processes and complex behaviors, (b) create a cadre of interdisciplinary investigators focused on behavioral neuroscience, and (c) transfer relevant discoveries from the laboratory to the public.**

II. Administration

- a. **Personnel** (refer to CBN Directories for complete listing of all center members):

Director – H. Elliott Albers

404-651-2946 biohea@gsu.edu

Associate Director – Kelly Powell

404-463-0941 kpowell@gsu.edu

Co-Director for Education – Paul Lennard

404-727-4235 prlenna@emory.edu

Deputy Director for Education – Erica Reid

404-727-0483 elreid@emory.edu

Co-Director for Knowledge Transfer – Stuart Zola

404-727-7707 szola@rmy.emory.edu

Co-Director for Research – Walt Wilczynski

404-463-4808 wwilczynski@gsu.edu
 Director for Atlanta University Center Partnership – Peter MacLeish
 404-756-5786 macleip@msm.edu
 Director of Information Technology – Rob Poh
 404-463-4640 rpoh@gsu.edu
 Business Manager of Finances, Georgia State University - Dixie Elmore
 404-651-4367 delmore@gsu.edu
 Business Manager at Georgia State University – Cheryl King
 404-651-1337 biocvk@langate.gsu.edu
 Communications and Advancement Coordinator – Poul Olson
 404-463-9433 polson@gsu.edu
 Administrative Specialist at Georgia State University – Fatima Adams
 404-463-9611 fnadams@gsu.edu
 Financial Administrator at Emory – Yoko Hammond
 404-727-9249 yhammon@rmy.emory.edu
 Administrative Asst. at Emory– Retha Newson
 404-727-9440 rnewson@rmy.emory.edu
 Education Administrative Asst. – Adah Douglas-Cheatham
 404-712-2448 adoug13@learnlink.emory.edu

- b. **External Advisory Board** – The center’s 13-member external advisory board consists of scientists, educators and other experts. Current board members are listed on the CBN website. The board meets annually to provide guidance to the center in meeting its goals. The associate director oversees the planning for this meeting with help from administrative personnel. Contact the associate director, Kelly Powell, for more information.

- c. **CBN Membership/How to Join** – Membership in CBN provides members with access to core technologies, collaboratory communities, workshops, graduate courses, symposia, seminars, retreats and many other activities sponsored by the center. Membership in CBN is available at many levels. Faculty who are recruited to member institutions with CBN support are automatically considered faculty members. Other faculty must complete and submit the faculty membership application available on the center’s website (<http://www.cbn-atl.org>) under Tools/Registration. Graduate students and postdocs working with center faculty members may also apply for general membership. Undergraduate students, although not officially recognized members, are encouraged to participate in the center’s events and can request of the associate director to be included on the center’s undergraduate listserve, which provides regular notices of CBN and neuroscience-related events and activities. Membership questions or applications should be addressed to the associate director, Kelly Powell.

- d. **Budget/Requesting Funds** – The NSF fixes the center’s annual budget, most of which is allocated for overhead costs at participating institutions, staff salaries and program costs. Research or educational projects that are relevant to the center’s mission are funded through venture or education grants. Members may apply for these grants twice

annually. Before submission, members must have their grant applications pre-approved through one of the four research collaboratories or by the co-director for education. Funds are also available for new programs and collaboratories that fit the center's mission. Proposals for funds to begin a new program or collaboratory must be submitted to the associate director, Kelly Powell, who will present the proposal for consideration to the center's management team.

e. **Room Reservations:**

- i. Emory – contact Retha Newson
- ii. Georgia State University – contact Fatima Adams
- iii. Georgia Tech – contact a CBN faculty member at that institution to obtain information about reserving rooms.
- iv. Atlanta University Center – contact a CBN faculty member at a particular AUC institution to obtain information about reserving rooms.

f. **Video-conferencing:**

- i. To request video-conferencing for meeting or classes, contact Rob Poh.
- ii. To request video-conferencing space, see room reservations above and check with Rob Poh to make sure that space has appropriate internet capability for video-conferencing.

g. **Website**

- i. To have an event advertised or information added to the website, contact Poul Olson.
- ii. To report a technical problem with the website, contact Rob Poh.

h. **Newsletter** – CBN's quarterly newsletter, the *CBN Synapse*, is distributed to CBN members and friends of the center. The newsletter is also archived on the CBN website. The associate director oversees the content of each newsletter. Writing, photography and layout are the primary responsibility of Poul Olson. Newsletter submissions should be sent directly to Poul Olson.

i. **Mailings** - All bulk CBN mailings are done through Dixie Elmore, CBN business manager at Georgia State University. Mailings that are specific to a CBN program (e.g. CBN graduate scholars program or BRAIN) will have postage costs charged to the budget for that program. General mailings (e.g. *CBN Synapse*) will be paid from the general budget. Bulk mailings should be addressed and sealed before being sent out. Postage will be added.

j. **Printing and Graphic Design**

- i. **Flyers and brochures** - To ensure visual consistency among the center's publications, Poul Olson designs and coordinates the printing of CBN flyers, brochures and program manuals. Poul Olson has access to a range of professional design software, digital still cameras, and a Xerox Phaser 7300DN color laser printer that can print on multiple paper sizes up to 11" x 17". There is no charge for design assistance or printing materials in-house. Poul Olson also coordinates specialty printing needs with vendors. These orders must be made *at least two weeks* before the due date along with a specific budget for the printing.
 - ii. **Business cards** – CBN business cards can be ordered through Fatima Adams at Georgia State University in quantities of 500 at a cost of \$85 per set. Orders should be filled within *two weeks* of being placed.
 - iii. **Stationary** – CBN stationary and envelopes can be obtained for center business through Fatima Adams at Georgia State University and Retha Newson at Emory.
 - iv. **Posters** – CBN has access to poster printers in three locations: Yerkes National Primate Research Center (for Emory members only; contact Retha Newson), Georgia State University (for Georgia State University members only; contact Cheryl King) and Spelman College (for Spelman members only; contact Gene McGinnis). Printing costs vary from location to location, but are generally lower than commercial printers.
 - v. **Large projects** – Large printing projects should be requested *at least four weeks* before the needed date through Poul Olson.
- k. **Visual Identity Program/Logo Policy** – Poul Olson manages the center's visual identity program, including the logo and wordmark, both of which are downloadable at <http://www.cbn-atl.org/>. CBN faculty may use the logos on flyers, research posters, program manuals, web sites and in PowerPoint presentations. Poul Olson must approve any other use of the CBN logo and wordmark.
- l. **Publicity** – Poul Olson coordinates all media relations needs with center members and university relations offices at member institutions. Services provided include writing press releases on CBN studies, developing story placement strategies, tracking media placements and providing guidance to faculty on conducting interviews. Faculty seeking media coverage of their studies or events must contact Olson *at least*

two weeks before the study will be published or the date of event. Olson also can assist faculty with writing research summaries for a lay audience.

- m. **Job Postings** – Faculty and postdoc positions sponsored by CBN are posted on the CBN website. If you wish to post a job opportunity in a lab or department, please send the text of the ad with contact information to Poul Olson. Ads will run until the position is filled.

III. Events

- a. **Seminar Series** – Each year, CBN sponsors neuroscientists to conduct evening seminars and, when scheduling permits, daytime seminars. Speakers are chosen by the associate director from a list of scientists suggested by CBN members. Six seminars, approximately one per month, are typically held during the academic year and are open to members and non-members. Evening seminars are designed to broaden the scientific scope of all CBN members. Daytime seminars are designed to engage undergraduate students. The associate director is responsible for planning the seminars, including the itinerary for visiting speakers, with the assistance of the CBN administrative specialist. Contact associate director, Kelly Powell, for more information or to recommend seminar speakers.
- b. **Annual Symposium** - This day-long research program features different topics in behavioral neuroscience chosen by the CBN graduate committee with input from the graduate scholars and CBN faculty. In addition to presentations by CBN students and postdocs, well-known investigators from outside CBN participate in the program. The chair of the graduate committee is responsible for identifying a CBN faculty member to plan the symposium and to lead the course on the symposium topic during the spring semester. In odd years, the symposium is co-sponsored with the Atlanta Chapter of the Society for Neuroscience. Symposium topics for these years are determined by a committee of CBN and ACSFN members. The CBN associate director and CBN administrative specialist will assist CBN faculty members in preparing for symposia. For more information, contact Kelly Powell.
- c. **Annual Retreat** – This day-long gathering of faculty, postdocs, students and staff members provides a forum for sharing and discussing CBN issues. The administrative specialist at Georgia State University assists the co-director for research and the associate director in planning the retreat. For more information, contact the co-director for research, Walt Wilczynski.
- d. **Technical/Core Workshops** – These workshops are typically offered in the fall and spring, and are open to members and non-members (preference for members when space is limited). Workshop

information is announced via the CBN listserv. For more information, contact the associate director, Kelly Powell.

- e. **National Science Foundation Site Visits** – Each year, NSF convenes site visit committees to review CBN’s progress. All management team members, principal investigators on subcontracts and collaboratory heads must be available for these meetings. The associate director oversees the planning for this meeting with help from the administrative specialist. For more information, contact the associate director, Kelly Powell.

- f. **Administrative Help for Events**

- i. **Publicity** – Publicity available for CBN events includes emailing the membership through listserves (send request to Kelly Powell), creating flyers for posting, brochures, etc. (send request to Poul Olson), and mailing printed announcements (send request to Cheryl King). If you have a special request for publicity, contact Kelly Powell for approval and/or instructions.
- ii. **Catering** – To arrange catering for CBN events that will be paid for by the center, CBN members must use pre-approved caterers. Contact Kelly Powell or Cheryl King for this list. These caterers will direct bill CBN for their services. To use non-approved caterers, you must pay for the catering yourself and be reimbursed by submitting the receipt to Dixie Elmore.
- iii. **Space/room reservations** – See “Room Reservations” section under Administration section above.

IV. **Research**

- i. **Collaboratories**

- i. **Structure** – The collaboratories are comprised of faculty, postdocs, graduate and undergraduate students who have a common research interest in social behavior. Collaboratory members represent a variety of disciplines (behavioral, molecular, cellular, genetic, etc.). Collaboratory heads plan meetings and lead the general direction of the collaboratory research mission. CBN members who want to initiate new collaboratory directions that fit within the CBN research mission should contact the co-director for research, Walt Wilczynski.
- ii. **How to Participate** – Collaboratory meetings are open to all CBN members. Meeting announcements are made via

CBN listserves and on the CBN website.

iii. **Budgets/Requesting Collaboratory Funds** – Limited discretionary funds are available to collaboratory heads to support research projects that are particularly key to the CBN research mission. Collaboratory members may request these funds directly from the collaboratory heads, who decide how these funds will be allocated.

iv. **Contacts:**

Co-Director for Research – Walt Wilczynski (Georgia State University)

404-463-4808 wwilczy@langate.gsu.edu

Affiliation Collaboratory Head – Larry Young (Emory)

404-727-8272 lyoun03@emory.edu

Aggression Collaboratory Head - Kim Huhman (Georgia State University)

404-651-1636 khuhman@gsu.edu

Fear Collaboratory Head – Mike Davis (Emory)

404-727-3591 mdavis4@emory.edu

Reproduction Collaboratory Head – Kim Wallen (Emory)

404-727-4125 kim@emory.edu

b. **Cores**

i. **Structure** – The technology cores provide CBN members with access to research technologies at costs typically lower than services offered by commercial vendors. Each core's head oversees collaboration between the core's technical staff and collaboratory members.

ii. **How to Access** – Core technology is available to all CBN members. For more information, contact the appropriate core head to discuss the research project and the potential application of core technologies.

iii. **Workshops** – Each core hosts technical workshops at least once every two years to provide detailed information to larger groups about how core technology can be used by center members. These workshops are advertised through the CBN listserve.

iv. **Contacts:**

Behavioral Technology Core Head – Kim Wallen (Emory)

404-727-4125 kim@emory.edu

Behavioral Technology Core Technician – Andrew Fischer (Emory)

404-727-6357 andrew.fischer@emory.edu
Cellular Core Head – Allan Levey (Emory)
404-727-5006 alevey@emory.edu
Imaging Core Head – Xiaoping Hu (Emory)
404-712-2615 xhu@bme.emory.edu
Molecular Core Head – Byron Ford (Morehouse School
of Medicine)
404-756-5222 bford@msm.edu
Tract Tracer Core Head – Tim Bartness (Georgia State
University)
404-651-2766 bartness@gsu.edu
Innovative Technology Initiative Director – Steve
DeWeerth (Ga. Tech)
404-894-4738 steve.deweerth@ece.gatech.edu

c. **Venture Grants**

- i. **Description** – CBN awards venture grants to promote innovative research relevant to the center’s research mission. These grants are designed to support the pilot research for securing larger sources of funding.

- ii. **How to Apply** – Applications for CBN Venture Grants are available from the center’s website. Venture grants for non-educational research must initially be presented to the appropriate collaboratory and endorsed by its head before they will be considered for funding. Educational venture grants must be pre-approved by the co-director for education before being considered for funding. The venture grant committee and the executive committee must approve the award amount up to \$30,000. Venture grants applications are reviewed and funded twice annually for grant cycles beginning Jan.1 and July 1. Venture grant projects should be completed within one year. Time extensions, however, may be formally requested through the associate director. Final recommendations for funding must be approved by the executive committee. After the executive committee approves these recommendations, the associate director mails out award letters to the individual principal investigators and to the business managers at Georgia State University and Emory. Principal investigators who are denied funding for research proposals may solicit feedback on their proposals from their collaboratory heads or the co-director for education. PIs who receive venture grant awards must contact the business managers at Georgia State University (Dixie Elmore) or at Emory (Yoko Hammond - Emory venture grants only) and provide requested paperwork before their venture grant

accounts will be activated.

- iii. **Requirements** - After six months, PIs will be asked to submit progress reports on their projects to the associate director. During the twelfth month of venture grants, PIs will be asked to submit final reports on their projects to the associate director. If extensions are required to complete the projects, PIs must submit a letter requesting the extension and explaining its need. The venture grant committee must approve extension requests. After final reports and extension requests are approved, the associate director will inform the business managers at Georgia State University and Emory about any changes in status to venture grant accounts. The business manager for each institution will contact the PIs via email or letter about any remaining details that must be addressed before closing venture grant accounts. **PIs must submit final reports for their venture grant projects to be eligible for future venture grant funding.**
- iv. **Contacts** - The co-director for research is the chair of the venture grant committee, which includes the CBN director, associate director, co-directors and collaborative heads.

V. Education Programs

a. Pre-college Programs:

- i. **Brain Awareness Month/Brains Rule! Neuroscience Exposition**- Each year in March, CBN celebrates Brain Awareness Month (BAM) with the two-day Brains Rule! Neuroscience Exposition at Zoo Atlanta featuring interactive learning booths about the brain. The program's first day is designed for students from Atlanta Public School's Charles Drew Charter School, while day two is open to the public. Contact Kyle Frantz for information (biokjf@langate.gsu.edu or 404-651-1487).
- ii. **Brain Bee** - This CBN-organized competition for local high school students is held annually in late January or early February. The winner represents Atlanta in the international Brain Bee. Contact Laura Carruth for information (lcarruth@gsu.edu or 404-651-1057).
- iii. **Brain Camps** – These week-long summer programs are designed to educate middle school students about the brain and neuroscience. One workshop is reserved for students from the Ben Carson Science Academy at the Morehouse School of Medicine. A second fee-based

workshop is open to all middle school students (limited spaces). Contact Laura Carruth for information (lcarruth@gsu.edu or 404-651-1057).

- iv. **Charles Drew Charter School** – CBN educators work with teachers at this Atlanta Public School to provide resources for science teaching. They also conduct focus groups with its students to assess science education programs. Contact Laura Carruth for information (lcarruth@gsu.edu or 404-651-1057).
 - v. **Georgia Industrial Fellowships for Teachers (GIFT)** - This summer program provides Atlanta K-12 teachers research experiences in CBN laboratories. Contact Paul Lennard for more information (prlenna@emory.edu or 404-727-4235).
 - vi. **Institute on Neuroscience (ION)** – This eight-week summer program provides high school students research experience in behavioral neuroscience. Contact Kyle Frantz for more information (biokjf@langate.gsu.edu or 404-651-1487).
 - vii. **Lending Library** – This collection of neuroscience educational items, including brain specimens, is available to Georgia teachers for use in the classroom. A complete list can be viewed on the CBN website. Contact Laura Carruth for information (lcarruth@gsu.edu or 404-651-1057).
 - viii. **Professional Development Workshops** - These week-long summer workshops provide teachers the resources to integrate neuroscience instruction into their curricula. Contact Laura Carruth for information lcarruth@gsu.edu or 404-651-1057).
- b. Undergraduate Program – Behavioral Research Advancements in Neuroscience (BRAIN)** – This 10-week summer program is designed to provide undergraduate students intensive research experiences in CBN laboratories. BRAIN interns receive stipend support. Application information available at <http://www.cbn-atl.org/education/brain.htm/>. Contact Ericka Reid or Adah Douglas-Cheatham for more information.
- c. Graduate Program:**
- i. **Graduate Scholars Program**
 - 1. CBN graduate scholars are graduate students who are supported with funds from the CBN graduate student budget line, They automatically become CBN members when they begin their tenure

and remain members until they leave their graduate programs or choose a non-CBN lab and faculty advisor under which to complete their dissertation work. Membership includes access to CBN resources and programs.

2. Graduate students working in laboratories under the mentorship of CBN faculty members, but who are not supported with CBN funds, may also apply for general membership into CBN.

ii. Stipend Support

1. The amount and duration of stipend support for individual graduate students will be determined by the program representatives and business managers at respective institutions.
2. Institutional representatives on the CBN graduate committee may budget funds for travel and supplies for CBN graduate scholars at their institutions. Scholars may decide how they want to spend the money within their institution's rules. However, all individual scholars' expenditures from the allowance must be pre-approved by business managers at the scholars' institutions.
3. The graduate committee chair is ultimately responsible for the CBN graduate scholar budget. He/she coordinates budget needs with the program representatives and business managers at each institution.
4. A single representative of each member institution (designated by the CBN graduate committee chair) approves all graduate scholar spending through the CBN financial manager at his/her institution.

iii. Recruiting Graduate Scholars

1. Institutional representatives on the CBN graduate committee may submit applications for potential scholars and propose stipend amounts to the graduate committee chair. The chair and the financial manager at the candidate's institution will determine the availability of stipend and/or allowance support.
2. If funds are available, the program representative will propose the candidate to the graduate committee for approval.
3. After the graduate committee has approved a graduate scholar candidate, the chair will present the candidate to the executive committee for final approval.
4. After the executive committee approves financial support, the financial manager at Georgia State University or Emory will send a letter of acceptance to the candidate's graduate program contact and the program's CBN representative with clearly defined

funding stipulations.

5. The candidate's graduate program must make the official offer. If the candidate accepts, the graduate committee chair will send a letter of acceptance to the graduate scholar with CBN funding stipulations and requirements of the program clearly defined. The scholar must confirm acceptance of the CBN offer (in addition to acceptance of the program's offer) with a letter to the graduate committee chair.

iv. Graduate Scholar Activities

1. A picnic is held each fall for graduate scholars to meet one other and faculty. The graduate committee chair plans the event with the CBN administrative coordinator at Georgia State University.
2. A required informational meeting for all CBN scholars is held at the beginning of each fall semester. This meeting, led by the graduate committee chair, reviews the requirements of CBN scholars.
3. The annual CBN exchanges with the Keck Center for Behavioral Biology at North Carolina State University and at Indiana University provide as many as three CBN graduate students (or postdocs) to attend the annual science retreat at these neuroscience Centers/programs while allowing an equal number of its students to attend the CBN annual symposium. The graduate committee chair coordinates the exchange, including travel arrangements for CBN students and housing, food and transportation for visiting students in Atlanta.

d. Postdoctoral Fellows Program

i. Postdoctoral Membership in CBN

1. Postdoctoral fellows, postdocs who are paid directly from the CBN postdoc budget, automatically become members when they begin their tenure in CBN and remain members until they leave CBN. Membership includes access to CBN resources and programs. Postdocs working in laboratories under the mentorship of CBN faculty members may apply for general membership into CBN.
2. CBN funding for postdoctoral fellows is for a maximum of two years.
3. Salary amounts paid to postdoctoral fellows are set by the CBN management team. The CBN financial manager at each institution manages salary payments to postdoc fellows at their institutions. Note: CBN strives to pay postdocs at current National Research Service Award levels. Budget restrictions, however, may restrict

this practice in future.

4. Postdoc mentors may supplement postdoc fellows' salaries from their other sources.
5. CBN postdocs are guaranteed first year's salaries (unless mentors provides reason for withdrawing position).
6. After a postdoc has served nine months, his mentor and collaboratory head must submit evaluations to the CBN associate director.
7. The CBN management team will decide to release an additional year of funding based on the evaluations. The management team will inform the postdoc fellow, the fellow's mentor and the CBN business manager of the respective institution about its funding decision.
8. The postdoctoral fellow and their mentor will be informed by the financial manager when only six months of funding remain in a fellowship.

ii. **Recruiting Postdoctoral Fellows**

1. CBN financial managers at Georgia State University and Emory will inform the management team six months before a postdoctoral fellowship opening.
2. The management team will determine how to announce requests for applications.
3. All applications should be submitted directly to the prospective postdoc mentor. If the mentor recommends the applicant, he/she must submit a cover letter stating how he/she would be involved in CBN, including specific collaboratory projects and research participation in at least two CBN labs, along with the candidate's CV and letter of interest.
4. The CBN executive committee will make the final decision to award postdoctoral fellowships.
5. After the executive committee approves a postdoctoral fellow, the financial manager at Georgia State University or Emory will send a letter of acceptance to the postdoc mentor with clearly defined funding stipulations.
6. The postdoc candidate's mentor can then make the official offer of the fellow position to the candidate. The offer should include the amount of CBN stipend support and any additional funding provided from other sources.

e. Education Partners

CBN works closely with the following metro Atlanta schools and organizations to develop neuroscience education programs, exhibits and activities: Charles Drew Charter School, Fernbank Museum of Natural History, Zoo Atlanta and the Georgia Aquarium. For more information, contact the associate director, Kelly Powell.

f. Education Grants

Venture grants for educational initiatives are available under the same guidelines as research venture grants (refer to venture grants under Research section). For more information, contact the co-director for education, Paul Lennard.

g. Requesting Funds and Assistance

- i. Requests for funds for educational initiatives related to the center's mission should be submitted directly to the co-director for education. Requests should include descriptions of the event or program, how it advances the center's educational mission and an itemized budget.
- ii. Requests for internships or assistants for any educational programs should be submitted directly to the co-director for education at least *two months* before the position(s) is needed. Requests should include descriptions of the program or event and the need for interns or assistants. If requesting support for an internship, the proposal should include information on how the student will receive academic credit. Requests should also indicate the number of interns or assistants needed and hours of work per week required of each person. Interns or assistants will be compensated at the same level as undergraduate students in other CBN programs (\$7.50/hr as of 9/1/05).
- iii. All requests from CBN *education staff/faculty* for travel funding must be submitted to and pre-authorized by the co-director for education. Requests should include an explanation for the travel, an itemized budget for expected expenditures, and the date when the traveler requires notification about funding. The CBN management team must review and approve requests. Allow at least *two weeks* after requests are submitted for notification of decisions.

h. Education Personnel/Committees

i. Personnel:

Co-Director for Education – Paul Lennard (Emory)
404-727-4235 prlenna@emory.edu
Deputy Director for Education – Ericka Reid (Emory)
404-727-0483 elreid@emory.edu

BRAIN program for undergraduate students – Ericka Reid
 404-727-0483 elreid@emory.edu
 BRAIN program administrative assistant – Adah Douglas-Cheatham
 404-712-2448 adoug13@learnlink.emory.edu
 Brain Awareness Month/Brain Fair – Kyle Frantz and Laura Carruth
 404-651-1487 biokjf@langate.gsu.edu
 404-651-1057 lcarruth@gsu.edu
 Brain Bee – Laura Carruth
 404-651-1058 lcarruth@gsu.edu
 Brain Camp – Laura Carruth
 404-651-1059 lcarruth@gsu.edu
 Charles Drew Charter School partnership – Laura Carruth
 404-651-1060 lcarruth@gsu.edu
 GIFT Program for K-12 teachers – Paul Lennard
 404-727-4235 prlenna@emory.edu
 Institute on Neuroscience (ION) for high school students – Kyle Frantz
 404-651-1487 biokjf@langate.gsu.edu
 Lending Library – Laura Carruth
 404-651-1061 lcarruth@gsu.edu
 Professional Development Workshops for teachers – Laura Carruth
 404-651-1061 lcarruth@gsu.edu
 Program marketing and recruitment – Poul Olson
 404-463-9433 polson@gsu.edu
 Research opportunities for undergraduate students – Ericka Reid
 404-727-0483 elreid@emory.edu

ii. Education Committees:

Pre-College Education Committee:

Laura Carruth, chair (lcarruth@gsu.edu or 404-651-1057).

Undergraduate Committee:

Joanne Chu, co-chair (jochu@spelman.edu or 404-270-5712)
 Clark Atlanta Univ. rep – Tim Moore
 Emory Psychology rep – TBD
 Emory Biology rep – TBD
 Emory NBB rep – Paul Lennard
 Georgia State University Biology rep – Kyle Frantz
 Georgia State University Psychology rep – TBD
 Morehouse College Psychology reps – Marge Weber-Levine
 and Duane Jackson
 Morris Brown College rep – Jeanne Stahl
 Spelman College Biology rep – Joanne Chu
 Spelman College Psychology rep – Dolores Bradley
 Members at large – Ericka Reid and Kelly Powell

Graduate Education Committee:

Matthew Grober, chair (mgrober@gsu.edu or 404-463-9581)
Georgia State University Biology rep. - Matthew Grober
Georgia State University Psychology rep. – Kim Huhman
Emory Graduate Division of Biological and Behavioral Sciences rep. –
Larry Young
Emory Psychology rep. – Donna Maney
Emory Anthropology rep. – Jim Rilling
Morehouse School of Medicine rep. – Gianluca Tosini
Graduate student rep. – Alisa Gutman
Members-at-large – Kelly Powell, Paul Lennard, Erica Reid

Postdoctoral Education Committee:

Kelly Powell, associate director and chair (kpowell@gsu.edu or 404-463-0941)

VI. Community Partnerships

a. **Mission and Goals** – CBN works with its community partners to promote science literacy and develop public education programs focused on neuroscience and social behavior. These partnerships also provide novel educational and research opportunities to center members and partner staff.

b. Current Community Partners

- i. Zoo Atlanta
- ii. Fernbank Museum of Natural History

c. Community Partnership Events/Activities

i. **Exhibits** – CBN works with its community partner institutions to create new exhibits or renovate existing exhibits that promote current knowledge about social behavior. These exhibits are designed to integrate research with education and provide interactive learning opportunities for the general public.

ii. **Internships** – CBN works with its community partners to offer internship opportunities to students and postdocs. These internships typically involve conducting research and/or working on exhibits at the partner institution. Internships are advertised as they become available.

iii. **Research** – Research collaborations between center faculty and community partners are a key component of these partnerships. Through these collaborations, center faculty and partner staff gain unique access to each other's facilities and programs.

VII. Knowledge Transfer

- i. **Intellectual Property** - For more information, contact co-director for knowledge transfer, Stuart Zola (szola@rmy.emory.edu or 404-727-7707).
- ii. **Patents** - For more information, contact co-director for knowledge transfer, Stuart Zola (szola@rmy.emory.edu or 404-727-7707).