



# GRADUATE PARTNERSHIPS PROGRAM

STUDENT HANDBOOK

GRADUATE PARTNERSHIPS PROGRAM  
OFFICE OF INTRAMURAL TRAINING & EDUCATION  
NATIONAL INSTITUTES OF HEALTH

# GRADUATE PARTNERSHIPS PROGRAM

**STUDENT HANDBOOK**





OFFICE OF INTRAMURAL TRAINING & EDUCATION • 2 CENTER DRIVE • BUILDING 2, SECOND FLOOR • BETHESDA, MD 20892-0240 • 301 496 2427  
*The NIH is dedicated to building a diverse community in its training and employment programs.*

Office of Intramural  
Training & Education  
Office of Intramural Research  
Office of the Director  
National Institutes of Health  
U.S. Department of Health  
and Human Services

Dear NIH Graduate Students:

This is an exciting time to be a biomedical researcher. Molecular biology and genetics are providing novel insights into human disease, and new technologies are enhancing our ability to understand the complex interplay between genes and environment. We understand the importance of interdisciplinary research teams and are harnessing the powers of biology, chemistry, physics, computer science, bioinformatics, and the social/behavioral sciences to improve human health globally. Research from bench to bedside – and back again – will be an increasing reality during your scientific career.

This is also a time of enormous challenge in biomedical research. Funding has tightened even as new challenges emerge, and health disparities persist, even in developed countries. Many young scientists are discouraged, both by tight job markets and the long-road to independence. As a graduate student at the start of your career, it is important that you appreciate both the enormous opportunities and the challenges ahead. You must make the most of your time as a graduate student to ensure that you develop ALL of the skills necessary for success in the future.

To succeed as a graduate student, you must perform important, innovative and independent research. You must develop a broad and critical view of science, and learn to solve problems creatively, using a variety of technologies and approaches. However, research skills alone will not take you far. Successful scientists develop strong communication skills; they learn to teach, in the lab and perhaps in the classroom; they learn to collaborate effectively, often working in large multinational research groups; and they develop effective management and leadership styles. The time to develop these skills is now.

The Graduate Partnerships Program (GPP), in the Office of Intramural Training & Education (OITE), supports the graduate student community at NIH. Whether you came to NIH as part of an institutional or individual partnership, we are here to facilitate all aspects of your graduate education. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to graduate students and other trainees at NIH. We hope you will participate in many academic and professional development activities at the NIH. In the end, you will determine what skills and abilities you develop over the next several years.

Once again, welcome to NIH and the Graduate Partnerships Program. I look forward to meeting you, discussing your scientific interests, and working with you to develop a strong community of emerging scientific leaders at NIH.

Sincerely,

Sharon L. Milgram, Ph.D.  
Director, Office of Intramural Training & Education  
Senior Investigator, National Heart Lung & Blood Institute  
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# WELCOME TO THE GRADUATE PARTNERSHIPS PROGRAM

The Graduate Partnerships Program helps prepare NIH graduate students to become innovative and creative leaders in the scientific research community.

We provide programs, services, individual assistance, and resources to enhance the academic, professional and career development of NIH graduate students. Over 450 graduate students work and study at the NIH. Graduate students are performing dissertation research in almost all NIH Institutes and Centers and come from over 100 different universities. The NIH partners with national and international universities to educate the next generation of scientific leaders; we support students in two types of partnerships—institutional and individual. If you are coming to NIH as part of an institutional partnership, you concurrently applied to the GPP and a partner university. Depending on the partnership, you will spend time at the university completing coursework and rotations. You will also complete rotations here at NIH and choose an NIH lab for your dissertation research, typically at the end of your first year of graduate study. If you are in the Oxford, Cambridge or Karolinska partnerships, you will choose mentors at the start of your first year and will work to develop a collaborative dissertation involving your NIH and university mentors. Although the details differ slightly for each institutional partnership, administrative details and funding are managed by the GPP until you have chosen an NIH mentor.

If you are coming to NIH as part of an individual partnership, you applied to the GPP after one or two years of graduate training at your home university. You likely chose an NIH mentor before arriving at NIH, and you will not typically rotate through different NIH labs. Students in individual partnerships are funded directly by their university, NIH mentor or outside scholarships and awards. The administrative details regarding your appointment and financial support are handled by your mentor's Institute or Center.

It is important that you understand these administrative differences, so that you can effectively manage your time at the NIH. However, regardless of the type of partnership you joined, you are a member of the graduate student community at NIH, and the GPP is here to serve you.

## WHAT IS THE NIH?

Founded in 1887, the National Institutes of Health is one of the world's foremost medical research centers, and the Federal focal point for medical research in the United States. NIH is the steward of medical and behavioral research for the nation. Its mission is the pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

### The goals of the NIH are to:

**DRIVE** fundamental discoveries, innovative research strategies, and their applications as a basis to advance the Nation's capacity to protect and improve health.

**DEVELOP**, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.

**EXPAND** the knowledge base in medical and associated sciences in order to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research.

**PROMOTE** the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science. In realizing these goals, the NIH provides leadership and direction to programs designed to improve the health of the Nation by conducting and supporting research in the:

- Causes, diagnosis, prevention, and cure of human diseases.
- Processes of human growth and development.
- Biological effects of environmental contaminants.
- Understanding of mental, addictive and physical disorders.
- Collection, dissemination, and exchange of information in medicine and health.

## ■ □ □ INSTITUTES AND CENTERS OF THE NIH

The NIH is one of eight health agencies of the Public Health Service and is part of the U.S. Department of Health and Human Services (DHHS). The NIH is composed of 27 separate Institutes and Centers (ICs), each with its own mission of supporting biomedical research and training, in the intramural (here at the NIH) and/or extramural (at universities and research institutes world-wide) research communities. All but three ICs receive their funding directly from Congress and administer their own budgets.

NATIONAL INSTITUTES OF HEALTH								
NCI	NEI	NHLBI	NHGRI	NIA	NIAAA	NIAID	NIAMS	NIBIB
NICHD	NIDCD	NIDCR	NIDDK	NIDA	NIEHS	NIGMS	NIMH	NINDS
NINR	NLM	CIT	CSR	FIC	NCCAM	NCMHD	NCRR	CC

### Office of the Director (OD)

Is responsible for setting policy for NIH and for planning, managing, and coordinating the programs and activities of all the NIH components including the 27 Institutes and Centers, the Office of Extramural Research (OER), and the Office of Intramural Research (OIR).

### National Cancer Institute (NCI)

Leads a national effort to eliminate the suffering and death due to cancer.

### National Eye Institute (NEI)

Conducts and supports research that helps prevent and treat eye diseases and other disorders of vision.

### National Heart, Lung, and Blood Institute (NHLBI)

Provides leadership for a national program in diseases of the heart, blood vessels, lung, and blood; blood resources; and sleep disorders. Since October 1997, the NHLBI has also had administrative responsibility for the NIH Woman's Health Initiative.

### National Human Genome Research Institute (NHGRI)

Supports the NIH component of the Human Genome Project, a worldwide research effort designed to analyze the structure of human DNA and determine the location of the estimated 30,000 to 40,000 human genes.

### National Institute on Aging (NIA)

Leads a national program of research on the biomedical, social, and behavioral aspects of the aging process; the prevention of age-related diseases and disabilities; and the promotion of a better quality of life for all older Americans.

### National Institute on Alcohol Abuse and Alcoholism (NIAAA)

Conducts research focused on improving the treatment and prevention of alcoholism and alcohol-related problems to reduce the enormous health, social, and economic consequences of this disease.

### National Institute of Allergy and Infectious Diseases (NIAID)

Strives to understand, treat, and ultimately prevent the myriad infectious, immunologic, and allergic diseases that threaten millions of human lives.

### National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)

Supports research into the causes, treatment, and prevention of arthritis and musculoskeletal and skin diseases.

### National Institute of Biomedical Imaging and Bioengineering (NIBIB)

Improves health by promoting fundamental discoveries, design and development, and translation and assessment of technological capabilities in biomedical imaging and bioengineering, enabled by relevant areas of information science, physics, chemistry, mathematics, materials science, and computer sciences.



#### **National Institute of Child Health and Human Development (NICHD)**

Conducts research on fertility, pregnancy, growth, development, and medical rehabilitation strives to ensure that every child is born healthy and wanted and grows up free from disease and disability.

#### **National Institute on Deafness and Other Communication Disorders (NIDCD)**

Conducts and supports biomedical research and research training on normal mechanisms as well as diseases and disorders of hearing, balance, smell, taste, voice, speech, and language that affect 46 million Americans.

#### **National Institute of Dental and Craniofacial Research (NIDCR)**

Provides leadership for a national research program designed to understand, treat, and ultimately prevent the infectious and inherited craniofacial-oral-dental diseases and disorders that compromise millions of human lives.

#### **National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)**

Conducts and supports basic and applied research and provides leadership for a national program in diabetes, endocrinology, and metabolic diseases; digestive diseases and nutrition; and kidney, urologic, and hematologic diseases.

#### **National Institute on Drug Abuse (NIDA)**

Supports, conducts and disseminates research to improve drug abuse and addiction prevention, treatment and policy.

#### **National Institute of Environmental Health Sciences (NIEHS)**

Reduces the burden of human illness and dysfunction from environmental causes by defining how environmental exposures, genetic susceptibility, and age interact to affect an individual's health.

#### **National Institute of General Medical Sciences (NIGMS)**

An extramural program that supports basic biomedical research that is not targeted to specific diseases.

#### **National Institute of Mental Health (NIMH)**

Provides national leadership dedicated to understanding, treating, and preventing mental illnesses through basic research on the brain and behavior, and through clinical, epidemiological, and services research.

#### **National Institute of Neurological Disorders and Stroke (NINDS)**

The mission of the NINDS is to reduce the burden of neurological diseases—a burden borne by every age group, every segment of society, and people all over the world.

#### **National Institute of Nursing Research (NINR)**

Supports clinical and basic research to establish a scientific basis for the care of individuals across the life span.

#### **National Library of Medicine (NLM)**

Collects, organizes, and makes available biomedical science information to scientists, health professionals, and the public. The National Center for Biotechnology Information (NCBI) in NLM creates public databases, conducts research in computational biology, develops software tools for analyzing genome data, and disseminates biomedical information.

#### **Center for Information Technology (CIT)**

Incorporates the power of modern computers into the biomedical programs and administrative procedures of the NIH by focusing on three primary activities: conducting-computational biosciences research, developing computer systems, and providing computer facilities.

#### **Center for Scientific Review (CSR)**

The focal point at NIH for the conduct of initial peer review, the foundation of the NIH grant and award process in the extramural research community.

#### **John E. Fogarty International Center (FIC)**

Promotes and supports scientific research and training internationally to reduce disparities in global health.

#### **National Center for Complementary and Alternative Medicine (NCCAM)**

Dedicated to exploring complementary and alternative medical (CAM) practices in the context of rigorous science; training CAM researchers; and disseminating authoritative information.

#### **National Center on Minority Health and Health Disparities (NCMHD)**

The mission of NCMHD is to promote minority health and to lead, coordinate, support, and assess the NIH effort to reduce and ultimately eliminate health disparities.

#### **National Center for Research Resources (NCRR)**

Advances biomedical research and improves human health through research projects and shared resources that create, develop, and provide a comprehensive range of human, animal, technological, and other resources.

#### **NIH Clinical Center (CC)**

The clinical research facility of the National Institutes of Health. As a national resource, it provides the patient care, services, and environment needed to initiate and support the highest quality conduct of and training in clinical research.



## NIH Campuses

The main NIH campus is located in Bethesda, Maryland, just 10 miles from the center of Washington, DC. Important offices located on the Bethesda campus include the Office of the Director, the Office of Intramural Research, and the Office of Intramural Training & Education, which houses the Graduate Partnerships Program. A large number of research facilities, offices and institutional resources are spread across ~300 acres in over 75 buildings on the Bethesda campus.

Many NIH scientists conduct their research in laboratories located on the main campus in Bethesda, but others are located on campuses across the country. Other NIH facilities where graduate students may train include:

The Twinbrook Cluster in Rockville, MD, less than 5 miles from the NIH Bethesda campus;

NCI Frederick Cancer Research and Development Center (FCRDC) at Fort Detrick in Frederick, MD;

The NIEHS main facility in Research Triangle Park (RTP), North Carolina;

The Gerontology Research Center at the NIA in Baltimore, MD;

The Division of Intramural Research of the NIDA, in Baltimore, MD;

The Rocky Mountain Laboratories of the NIAID in Hamilton, MT;

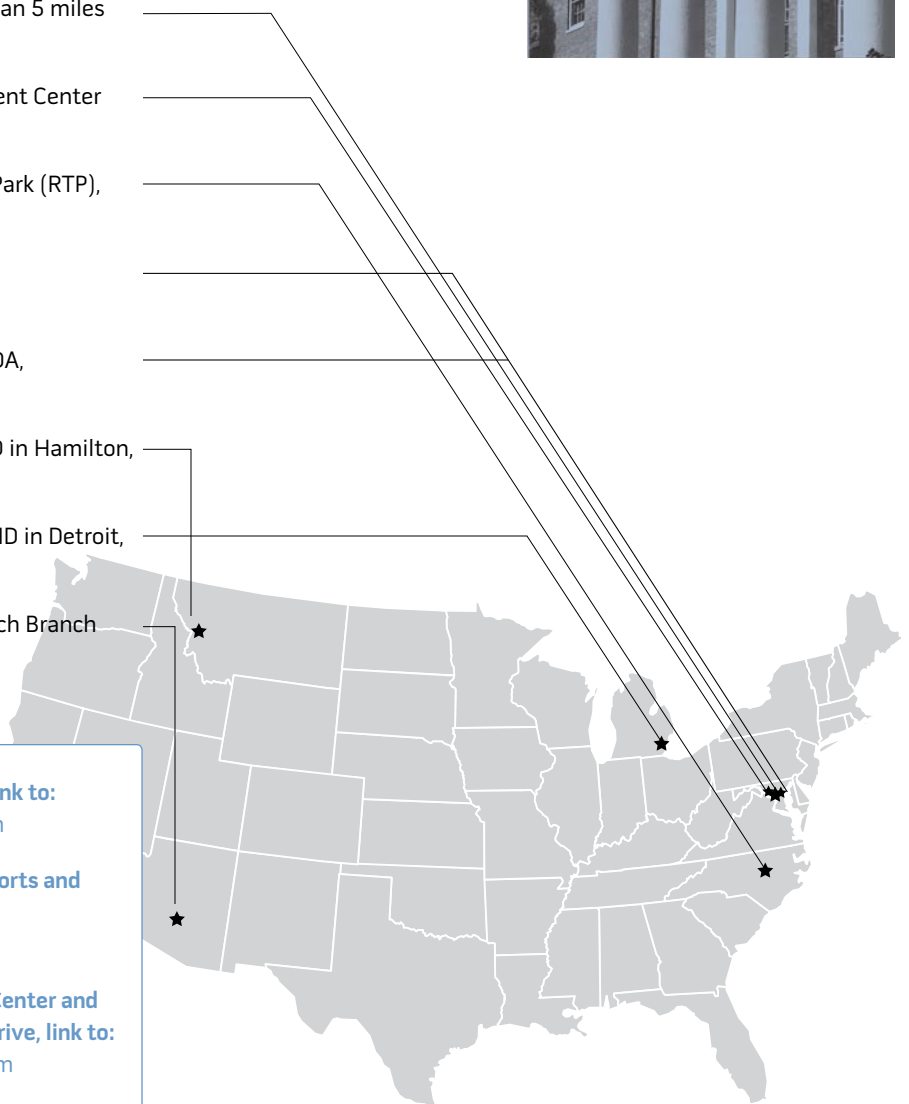
The Perinatology Research Branch of the NICHD in Detroit, MI; and

The Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ.

To learn about campus security procedures, link to:  
<http://www.nih.gov/about/visitorssecurity.htm>

For travel information to NIH from major airports and locations in the Metro DC area, link to:  
<http://www.nih.gov/about/directions.htm>

To learn about the NIH Visitors Information Center and to arrange a tour of campus when you first arrive, link to:  
<http://www.nih.gov/icd/od/ocpl/VIC/index.htm>



## UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATIVE STRUCTURE

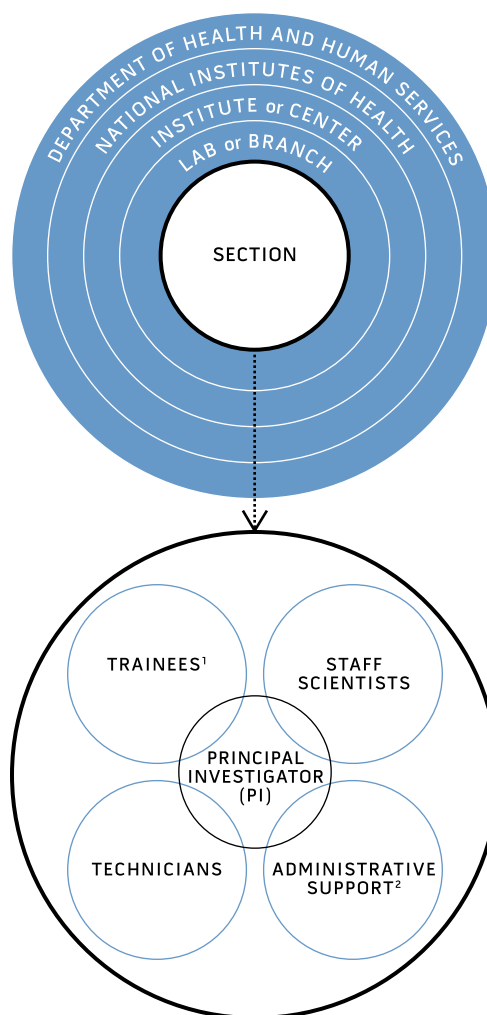
The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (e.g. School of Medicine, School of Public Health) that are further organized into departments and units. The NIH consists of Institutes and Centers (ICs), not unlike the schools/colleges found in many academic institutions. All NIH faculty have a primary appointment in one IC; this IC provides space, funding and administrative support for the lab and is the “intellectual home” for all personnel in the lab. Like faculty at universities, NIH faculty can have adjunct/joint appointments in other ICs.

In addition, there are formalized ways to facilitate interaction across ICs so that scientists and clinicians with common interests can easily interact and collaborate. Most IC intramural programs are further organized into **laboratories** and **branches**. Originally the distinction was that branches had at least one clinical investigator, while labs contained only basic scientists – that has somewhat fallen by the wayside. Labs and branches are headed by **lab/branch chiefs** (who also run their own lab), and consist of 2 or more sections (headed by other senior investigators) and possibly 1 or more units (headed by tenure-track investigators). Large labs and branches may have 10-12 **Principal Investigators (PIs)** in them but in general they contain 4-8. Each PI has a mixture of postdocs, graduate students, postdocs, clinical fellows, technicians, staff scientists and administrative support personnel. This structure provides additional support and resources for graduate students; you should make an effort to meet the other scientists, trainees and support staff in your lab/branch and in your IC.

When you join a lab for your dissertation research, you become a member of your mentor’s IC. You have access to all of the scientific resources of this IC, including core facilities, scientific seminars, retreats, and professional development activities organized by the IC. Administrative Officers in your IC will handle many day-to-day details of your time at the NIH (i.e., ID badge, building access, travel, computer support, e-mail, etc), so it is important that you meet these individuals as soon as possible. Faculty, trainees, and scientific support staff within your IC can provide guidance and support for you as you get settled at the NIH. Some of these key personnel are listed in the following section.

### Scientific Director (SD)

The SD is the head of the Intramural Research Program of each IC; deputy directors, branch chiefs and lab chiefs typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, deputy directors, branch chiefs and lab chiefs are senior scientists who can provide you with a lot of information about your



<sup>1</sup> Postdocs, Clinical and Research Fellows, Graduate students, Professional students, Postbacs, Summer interns

<sup>2</sup> Administrative Officer (AO), Travel planner, Admin technician

IC and about science in general. Although they will be very busy, you should make an effort to meet these individuals at various IC seminars, retreats and training meetings.

### Administrative Officer (AO)

An AO supports and coordinates all functions related to the overall operation of the IC, including finances, budgets, procurement, human resources, trainee support, space, facilities management, and travel. Once you join a lab, you will work closely with an AO in your IC regarding your funding and other needs (i.e., renewal of awards, health insurance, travel, etc.). It is extremely important for you to build a good relationship with the AOs in your IC. Go and see them “early and often” and respect the many responsibilities they are managing. It is also important to respond

quickly and efficiently when they ask you for information, for documents (college transcripts, etc.) and to fill out forms for them. They often need these items to carry out critical functions for you.

### Travel Planner

The travel planner is an administrator in the lab who works under an AO to help personnel with the paperwork required for work-related travel (i.e. to scientific meetings, your home university, IC retreats, etc.). This person's title will vary from IC to IC, but will be some version of program assistant, program manager, or administrative assistant. Ask your lab mentor to introduce you to the lab travel planner well

in advance of your first trip, as government travel rules are complex and require considerable advance preparation.

### Training Director

The Training Director is responsible for organizing programs and providing additional mentoring for trainees in an IC. Not all ICs have dedicated training directors but most have one or more individuals to coordinate specific programs and activities for trainees in the IC. You should make an effort to meet the training director(s) in your IC and to learn about specific opportunities open to trainees in the IC (e.g., workshops, trainee retreats).

## ■ □ □ FORGING A SUCCESSFUL PARTNERSHIP BETWEEN YOUR NIH AND UNIVERSITY MENTORS

While a typical PhD student primarily interacts with faculty at the university, you must develop strategies to work effectively with faculty at your university and at the NIH. You must get to know individuals who can help you in both places—whether with administrative details, experimental advice, career information or guidance regarding the rules and regulations of your degree-granting program.

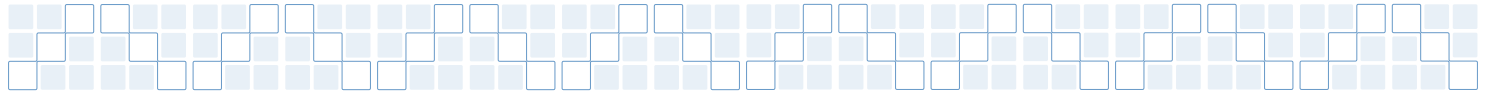
Although you may spend much of your time here at NIH, your academic requirements are governed almost exclusively by your home university, as they set the standards for and grant your degree. You are responsible for understanding the requirements of your degree and for meeting the requirements of your program, both at your university and at the NIH. You must also assure that your NIH mentor understands your university responsibilities; do not assume that he/she does. Provide them with copies of any important documents that you receive.

If you are in an institutional partnership, your NIH Partnership Directors are key players in your graduate education. They can help you navigate the NIH and develop strategies for forging strong partnerships with mentors at your university. If you came to NIH as an individual partnership student, the GPP Director can help you with similar issues.

### Some Things to Keep in Mind:

- Become familiar with paper and web-based documents that describe and define what is expected of you, at your university and at the NIH.
- Get a printed copy of the degree requirements at the time you matriculate in case requirements change before you complete your degree. Often you can find information about degree requirements by contacting the head of your department at your university.
- Keep in close touch with all relevant advisors and program directors at your university. Give them formal and informal updates on your progress every six months, if not more frequently.
- If you are in an institutional partnership, keep in close touch with your NIH partnership directors and the GPP Director; if you are in an individual partnership, keep in close touch with the GPP Director. Provide frequent updates on your progress and make sure to discuss any academic or administrative issues impacting your university relationships.
- Make sure to communicate with your NIH mentor regarding the academic requirements of your school and the role s/he will play in them. Make sure your NIH mentor understands the committee structure of your graduate program and that he/she communicates with your university mentors, NIH partnership directors, etc.
- It is ultimately your responsibility to ensure that your NIH and university mentors communicate regarding your progress. Set up meetings well in advance; use phone, e-mail, and videoconferencing to help your mentors establish a good relationship so that they work as a team to facilitate your growth as a scientist.

# FUNDING OF NIH GRADUATE STUDENTS



Financial support for graduate students at the NIH comes from a number of different sources and can seem quite complex at the outset. However, there are only four main categories of financial support to consider—stipend, tuition, health insurance, and travel.

## ■ □ □ Students in Institutional Partnerships

The NIH mechanism used to provide you with financial support is the **Pre-doctoral Intramural Research Training Award (Pre-doc IRTA)**. This signifies to the Administrative Officers in the ICs that you are a trainee and establishes a set of guidelines used to determine your stipend. The amount of your stipend will be determined based on your previous research experience and education history; your stipend in subsequent years will be adjusted as determined by the IRTA policy. There are a number of important IRTA regulations; familiarize yourself with these at: <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>

During your first year of graduate study your stipend, health insurance, tuition, travel and administrative support will come from the GPP or, if you have already chosen a dissertation mentor, the lab of your NIH mentor.

**Health insurance** is provided through the Foundation for Advanced Education in the Sciences (FAES), a non-profit agency supporting training and education at the NIH. In some cases, students opt to use health insurance provided through the university. You must communicate your choice to the GPP. See the health insurance section of this handbook for more information.

**Tuition payment** is a somewhat complicated process that can be frustrating for you if you do not quickly and reliably communicate with us immediately when you receive a bill from your university. Delay in letting us know will cause significant difficulty when registering for classes each semester. Caroline Duffy is the first contact for tuition and other university bills.

**When you travel** as an NIH trainee you must be on federal travel orders; these orders must be processed well in advance of your actual trip. The guidelines and procedures that must be followed are somewhat complicated, and we encourage you to contact the GPP Office to receive guidance at least three months in advance of your first trip. See the “Travel and Attendance at Scientific Meetings” section of this handbook for more detail.

After you have identified your dissertation lab, your support for stipend, health insurance, tuition, and travel will transfer to your mentor’s IC. AOs there will handle your administrative details, with input from the GPP. Although your tuition bills will now be processed by the AO in your lab, you must continue to alert the GPP when you receive a bill from the university to avoid any confusion.

### ■ □ □ Students in Individual Partnerships

It is important that you understand what financial support your NIH mentor has agreed to provide and what support will come from your home university or from other sources. This is especially critical for international students studying at foreign universities, as your NIH mentor cannot pay any tuition on your behalf. It is also important that you discuss funding for travel back to your home university to meet with your committee and your mentor, and for any required travel for examinations or courses. The NIH does not have a formal policy that requires mentors to pay for these trips, so it is important to discuss this with your university and NIH mentors at the outset.

In all cases, regardless of the details of your financial support, administrative details (i.e., travel, e-mail, NIH ID badge, etc) will be handled by AOs in your mentor’s IC. If the AO is not familiar with procedures regarding graduate student support at NIH, please ask him or her to contact the GPP; we are happy to assist in arranging the details of your appointment to ensure that you make the most of your time at NIH. Depending on the source(s) of funding your appointment mechanism will be a **Predoc IRTA** (US citizens or permanent residents), a **Visiting Fellow** (non-US citizens or permanent residents), or a **special volunteer**.

If you are supported by the **Pre-doc IRTA mechanism**, the amount of your stipend will be determined based on your previous research experience, and your stipend in subsequent years will be adjusted as determined by the IRTA policy. There are a number of important IRTA regulations that can be found at <http://www1.od.nih.gov/oma/manual-chapters/person/2300-320-7/>.

If you are supported as a **Pre-doctoral Visiting Fellow**, the amount of your stipend will be determined based on your

previous research experience, and your stipend in subsequent years will be adjusted as determined by the IRTA policy. There are a number of important regulations governing visiting fellows that can be found at <http://www1.od.nih.gov/oma/manualchapters/person/23320-4.htm>. Most Visiting Fellows at NIH are post-doctoral trainees. If your appointment is as a Visiting Fellow it will be important for you to clarify with your administrative support staff that you are a graduate student, not a Postdoc; this will help them to understand your needs.

If you are supported exclusively by **non-NIH intramural funds**, you must be registered as a Special Volunteer at NIH. Please see the section below for the details of this process.

### Students Funded by Outside Fellowships or Other Support

Some graduate students at NIH are supported by a source other than NIH intramural funds. These sources include the National Science Foundation, Rhodes or Marshall Scholarships, National Medical Scientist Training Program (MSTP) support for medical school training, university support, and any other non-intramural grants or fellowships. If you are funded through one of these mechanisms, the GPP will work with you to assure that your paperwork is handled correctly and that you have easy access to all NIH resources. In some cases (i.e., NSF awards) we will accomplish this by appointing you as a Predoc IRTA with minimal salary support. This mechanism allows the GPP to pay for your health insurance and, in some cases, your tuition. In addition, this allows us to process your travel using the same mechanisms as other Pre-doc IRTA fellows.

In situations where students are funded entirely by sources outside of the intramural research program (i.e., National MSTP during medical school years and some outside fellowships) the GPP requires that you maintain NIH Special Volunteer status. You must maintain this appointment to get an NIH ID, access the NIH campus, take advantage of NIH online resources, and maintain an NIH email account. If you are a first year PhD student who has not chosen a lab, or you are a member of the National MSTP in your first two-years of medical school, your Special Volunteer appointment will be processed by the GPP. If you have already joined a lab for your dissertation research, an AO in your IC will assist you with the Special Volunteer paperwork. Contact the GPP immediately if you have any problems with this process. Special Volunteer status implies that none of your funding comes from the NIH. Keep in mind that in order to work in a lab at the NIH, you must provide proof of health insurance, either on your own or through your outside funding source.

## HEALTH INSURANCE

ALL INDIVIDUALS MUST BE COVERED BY HEALTH INSURANCE TO WORK OR DO RESEARCH IN NIH FACILITIES.

First year students in institutional partnerships will be insured through the FAES. This insurance is paid for by the GPP directly to FAES during your first year if you have not yet chosen a dissertation mentor. In subsequent years your NIH mentor will support your health insurance. If you are a first year student who has already chosen a dissertation mentor, funding for your health insurance is through the lab of your mentor. Some students opt to use the insurance provided through their university or through a spouse. If this is an option that you choose, immediately communicate this to the GPP or your IC.

Health insurance support for students in individual partnerships depends upon the NIH appointment mechanism. If you are a Visiting Fellow or an IRTA, your health insurance will be supported by your mentor's lab. If you are a Special Volunteer, you are responsible for getting your own health insurance. This might be through your spouse, your parents, your university, individual insurance, or through FAES. Regardless of what type of insurance plan you elect, a student cannot be appointed at the NIH without proof of medical insurance.

Students receiving health insurance through the FAES can visit their office in Building 10/Room B1C18. For more information about eligibility and enrollment, visit the FAES Web site (<http://www.faes.org>).

## VACATION

GRADUATE STUDENTS AND OTHER TRAINEES AT THE NIH FOLLOW THE SAME FEDERAL HOLIDAY SCHEDULE AS FEDERAL EMPLOYEES. If a holiday falls on Saturday, the preceding Friday is the day-off; if the holiday falls on a Sunday, the next Monday is the day-off.

New Year's Day (January 1)  
Martin Luther King, Jr. Birthday Celebration (Third Monday in January)  
Presidents' Day (Third Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (First Monday in September)  
Columbus Day (Second Monday in October)  
Veterans Day (November 11)  
Thanksgiving Day (Fourth Thursday in November)  
Christmas Day (December 25)  
Once every 4 years, NIH employees may also receive Inauguration Day off (January 20).

Trainees do not earn annual or sick leave. However, they are excused for Federal holidays, illness, personal emergencies, and vacations when awards are for more than 90 days. For vacations, two weeks excused absence is suggested and the number of days should be prorated for traineeships of 90 days or less. Six weeks of excused absence will be granted for the birth or adoption of a child or other major family health care issue. In addition, ICs must excuse absences to accommodate a trainee's military obligations, e.g., active duty, active duty training, and inactive duty training not to exceed six weeks per year.

Mentors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director. For more information about Pre-IRTA vacation policies please visit section Y and Z of 2300-320-7 of the NIH Policy Manual at <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>.



## TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

ONCE YOU HAVE AN APPOINTMENT AT THE NIH (AS AN IRTA OR VISITING FELLOW) ALL TRAVEL ARRANGEMENTS MUST BE MADE THROUGH NIH TRAVEL ORDERS. This applies to travel for rotations or collaborations as well as attendance at meetings. Travel arrangements and issuance of travel orders are carried out by the travel planner or AO who provides support for your NIH mentor's lab. Ask your NIH mentor to introduce you to this person.

Travel support for institutional partnership students in their first year is through the GPP office; in subsequent years, your mentor pays travel expenses at his/her discretion. Travel support for individual partnership students comes from your mentor's budget; therefore, you must work with your mentor to learn who in the laboratory can attend which meetings and the approval processes required.

Requests for travel orders should be submitted as far in advance as possible to allow adequate time to pass through several levels of approval. For domestic travel, the laboratory travel planner must be notified at least one month in advance of the days and destinations of necessary scientific travel. For foreign travel, the laboratory AO must be notified at least eight weeks in advance of the desired travel date to assure tickets will be ready when needed. These deadlines are strictly followed and travel requests submitted after the deadline may not be processed in time.

The individual who is responsible for preparing and submitting travel orders for your laboratory will create an electronic travel request/itinerary with exact details of the purpose and travel requirements for the trip. There are pre-determined maximum allowances for hotel and other expenses, including meals. You should not book a hotel or expect to be reimbursed for meals beyond those limits. In most cities there will be some hotels that have agreed to accept Federal per diem rates, as long as the reservation is made through government channels and you can provide a copy of your NIH travel order at check-in. Similarly, there will be a pre-determined airline that provides government-negotiated fares between most U.S. cities, and also to major international cities. Do not purchase tickets yourself; you will not be reimbursed for airline, train or bus tickets that you buy yourself. Do not pay for your own conference registration without first asking the travel planner about the IC policy. Some ICs pay conference fees and will not reimburse you if you pay your own.

## FEDERAL AND STATE TAXES

Stipends for training are subject to federal, state, and local income taxes. HOWEVER, BECAUSE NIH DOES NOT WITHHOLD TAXES FROM STIPENDS YOU ARE REQUIRED TO FILE QUARTERLY ESTIMATED INCOME TAX RETURNS. Each state has different forms that you must use for filing declarations of estimated state taxes.

### If you are paid as an IRTA,

- you are considered a trainee, not an employee,
- social security taxes are not deducted from your stipend,
- no income taxes are withheld from your stipend, but you must pay income taxes,
- your "income" is reported on a Form 1099G as a **taxable grant**,
- you must report the income shown on your 1099G on Form 1040 on line 21, "other income," and
- you should **not** indicate that you are self-employed or file a Schedule C.

If the amount of taxes you will owe is greater than \$1000, you should pay quarterly estimated taxes on your stipend to avoid a penalty. The Federal quarterly tax form is Form 1040ES. It can be downloaded from the IRS website: <http://www.irs.ustreas.gov/formspubs/index.html>. State forms can be obtained from state tax websites.

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635. Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. The Federal government will know that you owe it taxes.

Edward Everitt in the NIH Office of Financial Management is available to answer postbac tax questions. Email your questions to him at [e\\_everitt@msn.com](mailto:e_everitt@msn.com). Include a phone number so that he has the option of calling you with a response. For quick questions, you can call him during the daytime at his office phone: 301-496-5635.

For international students studying at NIH, please see [http://dis.ors.od.nih.gov/advisories/05\\_workshops.html](http://dis.ors.od.nih.gov/advisories/05_workshops.html) to learn more about tax seminars presented by the Division of International Services.



# MENTORS, COLLABORATORS AND ROTATION OPPORTUNITIES

THE NIH IS A VAST NETWORK OF RESEARCHERS WORKING IN THE VARIOUS NIH ICS; it can appear overwhelming at first glance. However, there are resources on the main NIH webpage, on each IC webpage, and on the GPP website to help you narrow your search for NIH mentors, rotation labs, and potential collaborators (if you are in a program that requires or encourages rotations).

An excellent way to find labs that share your research interests is to join some NIH Special Interest Groups (<http://www.nih.gov/sigs/>). These are described in greater detail in following sections of the handbook and are an excellent way to immerse yourself in the intellectual life of NIH. To read descriptions of current projects and to learn about on-going collaborations in various NIH labs, read the Annual Reports filed by all principal investigators at the NIH; these reports can be found at: <http://intramural.nih.gov/search/index.html>.

If you are in an **institutional partnership** and you are searching for potential NIH mentors and rotation opportunities, realize that your search is not limited to researchers listed on the GPP website. Therefore, it is important to network and talk with a large number of NIH scientists as you work to find potential mentors. Your NIH Partnership Director(s) will be able to advise you of labs in your research area, so you should begin your search for possible NIH mentors by discussing your research interests with them; the GPP staff are also happy to assist you, but we encourage you to begin your search for possible mentors by talking with your Partnership Directors and others affiliated with your program.

If you are in a **US institutional partnership** you are likely required to complete a number of rotations in laboratories at the NIH and at your university during your first year; this will assist you in finding a mentor for your dissertation research and will help you gain exposure to various scientific disciplines. The rules regarding the number and length of each rotation differ for each partnership; therefore, it is critical that you talk with your NIH and university partnership directors at the start of your graduate training.

All rotations at NIH must be approved by the GPP at least six weeks in advance of the rotation start date. We will email rotation approval instructions in the middle of each semester. We will e-mail you back as soon as the rotation is approved by the mentor's SD and confirmed by your NIH mentor.

Rotations at the university should be approved through your department or graduate school.

# GETTING STARTED AT NIH

## Online Orientation

NEW NIH STAFF MEMBERS, INCLUDING STUDENTS, ARE REQUIRED TO COMPLETE AN ONLINE ORIENTATION UPON THEIR ARRIVAL AT NIH. GPP students should plan to complete the online orientation within three weeks of starting full-time work at NIH. The NIH Orientation covers the following topics:

- NIH Overview
- Your First Days
- Rights and Responsibilities
- Compensation and Benefits
- Training and Career Development
- NIH Resources

The orientation can be accessed at <http://orientation.nih.gov/>. You do not need to complete all sections of the orientation in one sitting. Once you have completed all orientation requirements, print out a certificate of completion for your records.

## MANDATORY SCIENTIFIC TRAINING COURSES

All scientific staff must complete a number of required training courses upon arrival at NIH. The courses listed below should be completed very soon after starting your research at the NIH, even if you completed similar courses at your university. Always keep a record of completion of these courses and provide a copy to your Administrative Officer. To complete many NIH online training courses you will need to know your NIH ID number, which is printed on your NIH ID. You can obtain this number from your NIH AO even before an ID has been generated for you.

## Training courses to be completed by all students:

NIH Computer Security Awareness – *must be completed in order to access your NIH email*  
<http://irtsectraining.nih.gov/>

Responsible Conduct of Research  
<http://researchethics.od.nih.gov/>

Introduction to Laboratory Safety  
<http://www.ors.od.nih.gov/labsafety/>

Technology Transfer  
<http://tttraining.od.nih.gov/>

NIH Standards of Ethical Conduct  
<http://ethicscbt.od.nih.gov/cbts/ethicsmodules/login.asp>

Diversity Management Training  
<http://eeo-employeetraining.od.nih.gov/>

Prevention of Sexual Harassment  
<http://eeo-employeetraining.od.nih.gov/>

Disability Awareness  
<http://eeo-employeetraining.od.nih.gov/>

**Depending on your area of research, you may be required to take additional training courses, including:**

Radiation Safety  
[http://drs.ors.od.nih.gov/training/new\\_user\\_req.htm](http://drs.ors.od.nih.gov/training/new_user_req.htm)

Using Animals in Intramural Research  
<http://oacu.od.nih.gov/training/index.htm>

Clinical Research Training  
<http://www.cc.nih.gov/researchers/training/crt.shtml>

Working Safely with HIV and other Blood-borne Pathogens  
<http://www.ors.od.nih.gov/labsafety/>

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## DIVISION OF INTERNATIONAL SERVICES (DIS)

Building 31, Room B2B07

<http://dis.ors.od.nih.gov/>

ALL FOREIGN RESEARCHERS MUST CHECK-IN WITH THE DIVISION OF INTERNATIONAL SERVICES AT NIH TO VERIFY PROPER IMMIGRATION STATUS. This check-in must be completed within three days of arrival in the United States.

You can visit DIS for the initial check-in without an appointment during walk-in hours from 9:30 am to 11:30 am, Monday through Friday (except when closed due to government holidays). Your NIH mentor, the GPP, or IC official should help you prepare for your DIS meeting. You must bring the following documents for your initial check-in:

- Your passport
- Form I-94 Arrival/Departure Record
- Applicable immigration document, such as Form DS-2019
- Passport and above documents for any family members that accompanied you to the US.

At the initial check-in, an Immigration Specialist will check your documents and have you sign any necessary forms. You will be given information essential to review for your stay in the US and you will be scheduled to attend any applicable orientation, seminar or workshop.

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## GPP ELECTRONIC STUDENT RECORDS

We require that electronic student records be kept accurate and up to date. We will e-mail all GPP students annually and ask that you update your academic (publications, presentations, etc.) and contact information; we expect that all students will respond to this request in a timely fashion. Failure to provide up-to-date contact information can delay your appointment paperwork and impact your stipend, health insurance, and tuition payments.

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## NIH ENTERPRISE DIRECTORY (NED)

<http://ned.nih.gov/search/search.aspx>

When you complete your appointment paperwork (IRTA, Visiting Fellow, or Special Volunteer) you will be entered into a system called the NIH Enterprise Directory (NED). This is an online, searchable database of every person that works at the NIH and is your official “identity” at the NIH. You should periodically update your contact information in NED; this is easily done on-line. When you are first entered into NED (by the GPP or an AO in your IC), you will receive an individual NIH ID number; this allows you to obtain an NIH e-mail account and an ID badge.

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## NIH ID BADGE

All NIH employees and trainees have NIH ID numbers and are required to have an NIH ID badge. Before you can receive an ID badge you must be fingerprinted. Due to government-wide fingerprinting and background check requirements, it is not unusual to experience a delay of two-weeks or longer in obtaining your ID badges.

Students in institutional partnerships will be fingerprinted as part of orientation. All others should communicate with your AO about how to register for a fingerprinting appointment.

Students who will work at the Baltimore campus or other campuses away from Bethesda must obtain an ID badge from these campuses directly. Please contact your AO or the NIH research you will be working with for specifics.

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## NIH EMAIL ACCOUNT

<http://www.mail.nih.gov/>

When your appointment to NIH has been finalized, the GPP (for students in institutional partnerships) or your AO (for students in individual partnerships) will make a request to the Center for Information Technology (CIT) to generate an NIH email account for you. You will then be contacted by CIT so that they can meet you at your office/lab to create a personal desktop for you on your computer. Before CIT can set up your email account you must complete the NIH online Computer Security Awareness training (<http://irtsectraining.nih.gov/>); you will need your NIH ID number to do this. When finished with the training, be sure to keep a copy of your certificate of completion and forward one copy to your AO.

The GPP (and your partnership directors) will use this email account to communicate with you, even if you are not on the NIH campus (e.g., during the first year, while collaborating off campus, etc.). You are expected to monitor your NIH e-mail account on a regular basis so that you don't miss out on important information. If your funding source is other than NIH (e.g. MD phase of MD/PhD training, or an outside scholarship), you can maintain your NIH email account and other privileges by obtaining Special Volunteer status. There are many options for accessing this account, including the web (<http://www.mail.nih.gov/>). Depending on your status at NIH, and particularly if you are in an international or MSTP partnership, it may be useful to obtain a VPN account which allows you to access all protected NIH servers, even when you are off-campus. Please discuss with your NIH mentor(s) if this is important and contact CIT for assistance.

NIH “Global” is the database of email accounts at the NIH. You can access Global while in your email inbox to find an email address of anyone working at the NIH. You should periodically check your information in Global to ensure that it is correct.

**GPP hosts the Grad-L listserv**, which is used to post official notices to all graduate students at NIH. All graduate students registered with the GPP will be added to Grad-L. Messages submitted to Grad-L go through an approval process prior to distribution to eliminate inappropriate and unwanted email. We expect that you will read and, if necessary, respond to all Grad-L emails.

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## TRANSPORTATION AND PARKING

Traffic in the metro DC area can be quite heavy and parking at the NIH is difficult. Therefore, you may want to seriously consider using public transportation to commute to NIH. The following links provide more detailed information on public transportation in the NIH area:

Montgomery County Buses

<http://www.montgomerycountymd.gov>

MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express)

<http://www.commuterpage.com/rail.htm>

METRO, the DC Bus and Subway System

<http://www.wmata.com/default.cfm>

MetroAccess (service for those unable to use public transportation)

[http://www.wmata.com/metroaccess/access\\_form.cfm](http://www.wmata.com/metroaccess/access_form.cfm)

MTA (Maryland Transit Authority)

<http://www.mtmaryland.com/>

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## TRANSHARE

<http://dtts.ors.od.nih.gov/transshare.htm>

Transhare is a Federal program designed to increase the use of public transportation. If you live in the National Capital Region and agree not to drive your car to the NIH, you are eligible for up to \$110 per month to cover the actual cost of your daily commute. NIH distributes two months of Metrocheks at a time in May, July, September, November, January, and March. To participate in the Transhare program:

1. Go to the Transhare webpage and download the required forms
2. Complete the forms
3. Bring the completed forms to the NIH Parking Office (Building 31, Room B3B04) and present a valid NIH ID

Metrocheks are distributed at the Recreation & Welfare Association (R&W) store in Building 31, Room B1W30 (open 8:30 a.m. to 3:45 p.m.) or Executive Plaza South, lobby level (open 9:00 a.m. to 3:00 p.m.). Recipients must appear in person, with a valid NIH ID, to pick up Metrocheks at the R&W store during the designated double-subsidy month.

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## HOUSING

<http://gpp.nih.gov/Current/GraduateStudentCouncil/GSCCommittees/Housing.htm>

The Graduate Student Council created a website that provides information about relocating to the area. Current students are a great source of information about the best, most affordable locations for students to live.

In addition, the Office of Intramural Training and Education (OITE) leases a number of furnished apartments on Battery Lane in Bethesda, MD. Situated at the south end of the NIH main campus, the apartments are within walking distance of the laboratories and office buildings and are also a short distance from the diverse restaurants and shops of Bethesda. The location also offers easy access to the Bethesda and Medical Center Metro (subway) stops, as well as local bus routes, providing convenient public transportation. The rooms are rented to graduate students on a first come, first served basis. Apartments are perfect for students who may be coming to the NIH for only a few days or weeks or international students who need a place to stay while looking for something more permanent when first arriving to Bethesda.

The apartments are a mix of 2 bedroom/2 bath, 2 bedroom/1 bath and 1 bedroom/1 bath. The living area of each apartment is furnished with area rugs, a microwave, a sofa, two chairs or a loveseat, a coffee table, end tables, lamps, a dining room table with four chairs and a computer desk and chair. Each bedroom is furnished with two twin beds, two chests of drawers, and two nightstands. The bathroom is provided with a new shower curtain and bath mat. Tenants should bring, or plan to purchase, towels, bed linens, pillow(s), blankets, a coffee maker, a basic set of cooking utensils, dishes, glassware, and silverware. Visit the GPP housing website for information about local neighborhoods and other housing opportunities.

# PROFESSIONAL AND CAREER DEVELOPMENT OPPORTUNITIES

## OFFICE OF INTRAMURAL TRAINING AND EDUCATION (OITE) [www.training.nih.gov](http://www.training.nih.gov) Building 2, 2nd floor

The Office of Intramural Training and Education (OITE), in the Office of the Director, is home to more than 6000 trainees at NIH, including clinical fellows, postdoctoral fellows, graduate students, postbaccalaureate fellows, summer interns, and many others. Along with the NIH Institutes and Centers, the OITE works to recruit a diverse group of trainees to NIH campuses and strives to create a training environment that fosters innovative and productive research and enables you to develop advanced communication and collaboration skills early in your scientific career.

The OITE sponsors numerous workshops and career development activities throughout the year. These programs are open to all trainees, but many require a reservation and some fill up quickly. Programs are advertised on the OITE webpage and on a variety of trainee e-mail lists (including GRAD-L).

It is never too soon to begin thinking about your long-term goals and future career plans, wherever you may ultimately like to go. The OITE houses a career counseling center and library to help you plan for a satisfying career once you complete your training at NIH. Our goal is to insure that all NIH trainees are aware of the many jobs available to PhDs – both at and away from the bench. Our career counselors run workshops and small group discussions open to all NIH trainees. Counselors are also available for individual appointments to assist you in career exploration, self-assessment, and career planning. Our services include:

- Myers Briggs Type Indicator (MBTI) to help you analyze your working style and personality type;
- Strong Inventory Assessment to help you identify areas of specific career interest;
- help with informational interviewing and the development of networking skills;
- CV, resume, and cover letter review; and
- mock interviews.

Students who begin working with career counselors early in their training have an advantage over those that wait.

Visit the OITE webpage ([training.nih.gov](http://training.nih.gov)) to schedule a career counseling appointment or drop by our office in Building 2 to check out resources from the career library. Our counselors will be traveling to other NIH campuses, phone/video conferencing is also available, and career resources will be sent to remote campuses upon request.

OITE maintains an open-door policy. Staff members are available to answer questions, advise you of training opportunities, discuss mentoring, and help you to resolve any difficulties.

## GRADUATE PARTNERSHIPS PROGRAM <http://gpp.nih.gov> Building 2, Room 2E06

In addition to providing administrative assistance to graduate students at NIH, the GPP works closely with the OITE and with the Graduate Student Council to plan programs of special interest for graduate students. These programs include short workshops and longer mini-courses offered specifically for NIH graduate students. All of these activities are advertised on the GPP webpage and via GRAD-L.

In addition to these offerings throughout the year, the GPP and GSC sponsor a number of important activities for graduate students, including:

**GRADUATE STUDENT RETREAT:** brings the graduate student community together in a casual setting to discuss science and science careers. The retreat also welcomes the incoming graduate students into the NIH graduate student community; this annual event takes place during the summer.

**GRADUATE STUDENT RESEARCH SYMPOSIUM:** An annual event that highlights the important scientific contributions of NIH graduate students. Over 100 students typically present posters and eight senior graduate students are invited to give short talks. The Graduate Student Research Symposium is attended by other trainees, many graduate students and NIH scientists and is an excellent opportunity to enhance your public speaking skills.

**PATHWAYS CONVERSATIONS:** Monthly seminars focusing on career opportunities in science. For each Pathways program, students take the lead to invite a variety of individuals who followed different career paths to share their experiences in an informal setting.

**GRADUATE STUDENT SEMINAR SERIES (GS3):** Monthly seminars by two graduate students discussing their dissertation research. It is an excellent opportunity for graduate students to practice talks for conference presentations, lab meetings, thesis presentations, progress reports, etc.

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#### GRADUATE STUDENT COUNCIL (GSC)

<http://gpp.nih.gov/Current/GraduateStudentCouncil/>  
Building 10, Room 6S235A

The GSC—run by graduate students, for graduate students—works closely with the GPP to develop and sustain a vibrant graduate student community at NIH. The GSC represents the voice of the students to the NIH administration and is an outstanding way for new students to learn about graduate student life at NIH. The GSC is organized into committees to focus on different goals or events of the council. These committees give monthly updates on their progress and future plans at the GSC meetings and receive feedback from the whole council. If you are an NIH graduate student interested in becoming involved in the GSC or in one of the committees listed below you can find more information on the GSC website.

- Academic
- Career Development
- Community Service
- Housing
- International Students
- Public Relations
- Research Symposium
- Retreat
- Social

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#### NIH FELLOWS COMMITTEE (FELCOM)

<http://felcom.nih.gov/>

Felcom works to enhance the training experience of all postdoctoral fellows at NIH. Felcom seeks to foster communication among fellows and the NIH community by offering career development and networking opportunities, job fairs, teaching opportunities, and sponsoring various workshops and events. Although organized by postdoctoral fellows, Felcom programs are often open to anyone at NIH and you are likely to find many programs of interest to you. To sustain communication between Felcom and GPP, a member of the Graduate Student Council serves as a liaison to Felcom.

Graduate students are encouraged to join the Fellow-L list-serv to receive announcements about upcoming programs; to do this go to the Felcom website.

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#### FOUNDATION FOR ADVANCED EDUCATION IN THE SCIENCES (FAES)

<http://www.faes.org/>  
Bldg. 60, Suite 230

FAES is a private, non-profit organization that works with NIH to enhance the overall academic environment of NIH. FAES organizes and supports a large number of undergraduate and graduate level courses for NIH employees and trainees. The majority of the school's faculty is made up of NIH staff, making their specialized knowledge available to a wider audience. There are presently over 180 classes offered through FAES, each certified by the Maryland Higher Education Commission. Some may be accepted for credit by your PhD program, although prior arrangements must be made to ensure transfer. The majority of the classes are in the biomedical field. However, there is strong representation in the physical and behavioral science, and in English and foreign language studies. A modest tuition is charged for FAES courses, which generally will be covered by your NIH research advisor. It is very important to get approval from him or her in advance of registering for courses. If you are taking an FAES course to meet a requirement of your PhD, it is essential that you get approval from your university advisor or committee in advance.

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#### FELLOWS AWARD FOR RESEARCH EXCELLENCE (FARE)

<http://felcom.nih.gov/FARE/>

An option for securing travel funds is to apply for the Fellows Award for Research Excellence (FARE). GPP students are eligible for and encouraged to apply for a FARE. The annual FARE competition provides recognition for the outstanding scientific research performed by intramural fellows. The award is sponsored by the NIH Fellows Committee, the Scientific Directors, the Office of Research on Women's Health, and the NIH Office of Intramural Training and Education (OITE). Fellows submit an abstract of their research, which is peer reviewed in a blind study section competition.

- Winners of FARE awards receive \$1000 toward attendance at a scientific meeting in the US at which they will present their abstract, either as a poster or a talk.
- FARE winners will also be asked to present their work at the FARE award ceremony.

For more information about FARE and the application process please go to the website.



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## MD/PHD TRAINING ON THE NIH CAMPUS

Through the support of the NIH directors and the GPP, NIH now has a program for students to pursue MD/PhD training with the Ph.D training taking place through one of the GPP institutional or individual partnerships. The program encompasses activities outside the lab such as longitudinal clinical preceptorships, meetings with leaders in academic medicine, and individualized career counseling by experienced physician-scientists on the MD/PhD advisory committee.

Funding is available for students admitted to MD/PhD programs of medical schools participating in the national Medical Scientist Training Program. For students already in Ph.D. training, this program offers the opportunity for exceptionally qualified students to apply for combined-degree training with the medical school component taking place after the Ph.D. training (Track 3). This training track is for students who have a strong desire and rationale for pursuing combined MD/PhD training, which would include career plans to spend at least 50% time in basic or translational research and a commitment to continue research during the medical school years. More about the NIH-MSTP partnership can be found at: <http://gpp.nih.gov/Applicants/ProspectiveStudents/MSTPatNIH/>.

A videocast of a presentation on the MSTP partnership program and MD/PhD training in general can be viewed at: <https://webmeeting.nih.gov/p63758124/>. Applicants for this pathway will be internally reviewed each spring for eligibility for partnership funding for medical school training. The deadline for receipt of these applications will be in mid-May to early June.

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## WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

<http://www1.od.nih.gov/wals/>

The NIH Director's Wednesday Afternoon Lectures Series (WALS) includes weekly scientific talks by some of the top researchers in the biomedical sciences. All lectures are held in Jack Masur Auditorium in Building 10 on the Bethesda campus. WALS Lectures may also be accessed from personal computers via NIH videocasting on the Internet (<http://videocast.nih.gov>) or videotapes of a lecture may be obtained from the NIH Library.

All graduate students are encouraged to attend WALS lectures and students are often invited to attend lunch meetings with the seminar speaker. These informal lunch meetings are scheduled from 12:00 – 1:30 p.m. on the day of the lecture and give a group of ten trainees the opportunity to meet with the speaker and discuss scientific research topics. Information regarding WALS lunches is sent by e-mail; lunches are open to all trainees on a first-come first-served basis.

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## DEMYSTIFYING MEDICINE

<http://www1.od.nih.gov/oir/DemystifyingMed/>

An excellent weekly lecture series designed to identify and explain major problems in medicine to Ph.D. researchers or trainees. All lectures are videocast and archived for viewing offsite or at other times (<http://videocast.nih.gov>). Graduate credit for this course may be obtained from FAES.

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## SCIENTIFIC INTEREST GROUPS

<http://www.nih.gov/sigs/sigs.html>

Collaborations among investigators in different NIH ICs are frequent and encouraged. To facilitate scientific interactions across the entire NIH campus, the OD sponsors and supports a number of NIH Inter-Institute Special Interest Groups (SIGs). These groups are divided into seven broad, science-oriented parent groups, or faculties, and more than 90 smaller, more focused groups centered on particular research models, subjects, or techniques. The latter groups are initiated and run by scientists in the Intramural Research Programs at NIH.

The interest groups sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; help researchers share the latest techniques and information; act as informal advisors to the Deputy Director of Intramural Research (DDIR); provide advice for the annual NIH Research Festival; and serve as hosts for the Wednesday Afternoon Lecture Series. Many of the scientific interest groups have members from neighboring academic and government institutions, providing you with an excellent way to meet scientists at other local research institutions.

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## NIH CALENDAR OF EVENTS

<http://calendar.nih.gov/app/MCalWelcome.aspx>

The "Yellow Sheet" is a weekly publication of events on the NIH campus. All NIH employees should receive a hard copy in their mail. You can also visit the website to review or publish an event.



# NIH RESOURCES AND SUPPORT

## GETTING SUPPORT WHEN YOU NEED IT

Graduate school, and life in general, can be stressful. It is important to find time for yourself and your family, even when balancing work and life seems challenging. There are many resources on campus to help you do this. There are also resources to help you learn techniques to manage stress and make the most out of challenging situations—in the lab, at the university, at home, etc. Feel free to come by the GPP at any time to discuss issues that you are dealing with. We are happy to speak with you confidentially regarding lab conflicts, academic progress, career progression, and issues at home that are impacting your work.

At times we will refer you to other NIH resources and when appropriate we will offer to help you speak with your mentors, partnership directors, and/or university advisors. Realize that graduate school will have its challenging moments and that students who take advantage of the resources available to them deal more effectively with these challenges.

Below are campus resources for finding ways to have fun, get exercise and deal with issues and conflicts that may arise.

### NIH RECREATION & WELFARE ASSOCIATION (R&W)

<http://www.recgov.org/r&w/r&w.html>

The Recreation and Welfare Association (R&W) is an organization designed to provide employees at NIH with a variety of social, athletic, wellness, educational, and special interest activities. R&W publishes a monthly newsletter describing services on campus and also offers planned travel excursions and discounted tickets to various activities and events. Additionally, the Association runs the fitness centers and gift shops located throughout campus. There are a large number of clubs devoted to extracurricular activities sponsored by R&W. To join R&W you must pay an annual membership fee of \$7.00.

### FITNESS CENTER

<http://www.recgov.org/fitness/fitness.html>

NIH fitness centers are run by the R&W Association; services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers.

Bethesda Campus, Building 31C, B4 C18  
Rockledge I, Room 5070

There is another fitness center, The Comfort Zone, located at the National Naval Medical Center. The main gate of the NNMC is across Rockville Pike from the NIH metro stop. Your NIH badge gives you access to the base. The membership fee is \$75 for six months. The center is located in the lower level of Building 23 on the NNMC campus, across the road from Fisher Houses. Look for the green awning over the entrance.

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#### NIH EMPLOYEE ASSISTANCE PROGRAM

<http://www.nih.gov/od/ors/ds/eap/index.html>  
Bldg 31, B2B57, 301.496.3164

The Employee Assistance Program (EAP) is a confidential service available to all NIH trainees who would like to discuss work or life concerns including life transitions, work-life balance, career progression, substance abuse, family dynamics, or any other issues that you feel impact your ability to succeed as a graduate student. EAP has an open-door policy and is open 9–5, Monday thru Friday; you can also call for immediate assistance.

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#### OFFICE OF THE OMBUDSMAN, CENTER FOR COOPERATIVE RESOLUTION (CCR)

<http://www4.od.nih.gov/ccr/>  
Building 31, Room 2B63, 301.594.7231

The NIH Office of the Ombudsman, Center for Cooperative Resolution (CCR) is a neutral, independent, and confidential resource providing information and assistance to NIH scientists, administrators, trainees, and support staff in addressing work-related issues such as authorship and other scientific disputes, employee-supervisor conflict, racial and ethnic tension, and difficulties between peers. The CCR is open Monday through Friday 8:30 a.m. to 5:00 p.m.

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#### CIVIL

<http://civil.nih.gov/>

CIVIL is a coordinated NIH resource which strives to attain its vision of: "An NIH Work Environment Free of Acts and Threats of Violence". Call CIVIL if you need help assessing the potential seriousness of a threatening situation; you are experiencing a threatening situation at work and need intervention from trained staff; you become aware of a workplace situation involving intimidating, harassing, or other unproductive/dangerous behaviors and need consultation; a situation involving threats or aggressive acts already has occurred and you need assistance managing the aftermath and its effect on staff; or you need help in addressing your own aggressive reactions to a workplace situation.

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#### NIH ETHICS OFFICE

<http://ethics.od.nih.gov/>

The NIH Ethics Office offers a full range of ethics services and support to the NIH community, including the following: providing advice, counseling, and interpretation on the Standards of Ethical Conduct and Conflict of interest statutes; maintaining an informational ethics Web site, on-line New Employee ethics Orientation, and on-line required annual ethics training; developing and implementing ethics policy; and providing individual and group training for employees and IC ethics staff. The NIH Ethics Office provides leadership within the ethics community by serving as the NIH liaison to the DHHS and other Federal agencies and by fostering collaboration among these groups. Allegations or concerns about scientific misconduct should be discussed with the NIH Agency Intramural Research Integrity Officer, Dr. Joan P. Schwartz ([schwartzj@mail.nih.gov](mailto:schwartzj@mail.nih.gov) or 301.496.1248).

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#### OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT

<http://oeo.od.nih.gov/>

The National Institutes of Health (NIH) Office of Equal Opportunity and Diversity Management (OEODM) serves as the focal point for NIH-wide policy formulation, implementation, coordination, and management of the civil rights, equal opportunity, affirmative employment, and workforce diversity programs of the NIH. Some of the special emphasis programs available through the OEO are the American Indian/ Alaska Native Employment Program, the Asian American/Pacific Islander Employment Program, the Black Employment Program, the Disability Employment Program, the Federal Women's Program and the Hispanic Employment Program.

As part of its critical mission, the OEODM provides guidance on Alternative Dispute Resolution procedures and EEO complaints processing. The OEODM is committed to equal employment opportunity and diversity management in all aspects of employment at the NIH. Equal opportunity at NIH promotes excellence in biomedical research.

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#### WORK/LIFE CENTER

<http://wflc.od.nih.gov/>

The NIH Work/Life Center (WLC) strives to increase employee wellbeing, thereby improving the quality of work and the quality of life at the NIH as a whole. WLC sponsors a variety of programs, including work/life consultations, career consultation, resource and referral services, lactation program, seminar series, career workshops, resource library, etc.

## DAY-TO-DAY RESOURCES AT THE NIH

### NIH PUBLICATIONS

#### *The DDIR (Deputy Director for Intramural Research) Web Board*

<http://www.nih.gov/ddir/index.html>

The monthly Web Board includes news and policy items for NIH scientists, as well as information about interest group activities, workshops and lectures, and tenured and tenure-track positions available at NIH. It is available via electronic subscription.

#### *The NIH Catalyst*

<http://www.nih.gov/catalyst/>

The NIH Catalyst is a bimonthly publication for intramural scientists designed to foster communication and collaboration. It is distributed via campus mail, cafeteria bins, and on the NIH Web site.

#### *NIH MedlinePlus Magazine*

<http://www.nlm.nih.gov/medlineplus/magazine.html>

NIH MedlinePlus Magazine is a new quarterly guide for patients and their families. It brings the latest and most authoritative medical and healthcare information from the National Institutes of Health (NIH) as featured online on the MedlinePlus Web site.

#### *NIH News in Health*

<http://newsinhealth.nih.gov/>

The National Institutes of Health (NIH) plays a major role in finding better ways to diagnose, treat, cure or prevent diseases. The practical health information in NIH News in Health is reviewed by NIH's medical experts and based on research conducted either by NIH's own scientists or by grantees at universities and medical schools around the country.

#### *The NIH Record*

<http://www.nih.gov/nihrecord/index.htm>

The NIH Record, founded in 1949, is the biweekly newsletter for all NIH personnel. Published 25 times each year and circulated to more than 20,000 readers, the Record comes out on payday Fridays.

### NIH LISTSERV

<https://list.nih.gov/>

This website contains an alphabetical listing of all NIH email Listservs. Visit the site to join a Listserv or to search for past postings to any Listserv.

### SCIENTIFIC RESOURCES

#### Division of Radiation Safety

<http://drs.ors.od.nih.gov/>

The Division of Radiation Safety provides regulatory oversight for all ionizing radiation used in intramural research and for clinical purposes. The program is staffed with 23 professional health physicists to assist in setting up research labs, training staff in radiation safety, performing specialized lab inspections, and consulting on intramural clinical research protocols.

#### Division of Scientific Equipment & Instrumentation Service

<http://seib.od.nih.gov/>

The Division of Scientific Equipment and Instrumentation Services (DSEIS) provides maintenance, modification, repair, sale, and lease of scientific equipment and scientific workstations, as well as design and fabrication of custom instrumentation. DSEIS offers lab-wide maintenance agreements and can provide equipment on short- or long-term agreements.

#### Fellows Editorial Board

<http://ccr.cancer.gov/careers/feb>

FEB is a free, confidential editing service available to all fellows in the NIH community. FEB has edited more than 300 scientific documents, including manuscripts, grant proposals, and abstracts. All fellows (post-doctoral, pre-doctoral, and post-baccalaureate) from all NIH institutes may join the editorial board - this is an excellent way to gain valuable editing experience and to improve your own writing! Please note that FEB weekly meetings are held Mondays from 12:00–1:30PM by videoconference from Bethesda, Twinbrook, Frederick, and Research Triangle Park (NC). For submission instructions and information on joining the editorial board, please visit the FEB website.

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### National Center for Biotechnology Information

<http://www.ncbi.nlm.nih.gov/>

This is a division of the National Library of Medicine that has created and operates the various bioinformatics web tools that you will use regularly including PubMed, Entrez, Genbank, BLAST searches, etc. Note that they have a very receptive and training oriented staff that will answer questions, provide specialized courses in using the tools they developed, and even to collaborate on projects with you. It is a huge advantage in your education to have this resource readily available to you on campus and you should avail yourself of their services if appropriate.

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### Office of Animal Care and Use

<http://oacu.od.nih.gov/>

The Office of Animal Care and Use (OACU) provides oversight and assistance to the ICs conducting biomedical research using animals. The OACU serves as an information resource for NIH scientists, Animal Care and Use Committee (ACUC) members, veterinarians, animal science specialists, and other NIH staff. The OACU offers a variety of training courses at no cost to assist personnel in fulfilling Federal training requirements for working with animals. NIH employees and trainees may register for the courses on-line. Check the training schedule on-line for course presentation dates.

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### Office of Human Subjects Research

<http://ohsr.od.nih.gov/>

The Office of Human Subjects Research (OHSR) reports to the Deputy Director for Intramural Research (DDIR) and was established in 1991 to support to the NIH's commitment to conduct innovative human subjects research consistent with sound ethical standards and regulatory requirements. It is a resource in the Intramural Research Program (IRP) for information and education concerning the regulations and guidelines covering research involving human subjects, and also serves as the NIH IRP liaison with the DHHS Office of Human Research Protections (OHRP). OHSR staff members are available to answer questions, provide consultation on the design and conduct of research protocols, and participate in educational activities.

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### Office of Intramural Research (OIR)

<http://www1.od.nih.gov/oir/sourcebook/oir/oir-staff.htm>

The Office of Intramural Research (OIR) is responsible for oversight and coordination of intramural research, training, and technology transfer in the laboratories and clinics of the NIH.

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### Office of NIH History

<http://history.nih.gov/>

The Office of NIH History is the umbrella organization for two units: the Historical Research Unit and the Stetten Museum. The office preserves, collects, and interprets the history of the NIH, especially its intramural program. The Historical Research Unit collects photographs, documents, personal papers, videos, news, clippings, and books, while the Stetten Museum collects laboratory equipment and other historical items from NIH intramural scientists and staff. The Clinical Center (Building 10) houses exhibits on genetics, cell signaling, fluorescence in medicine, and more. Extensive and interactive versions of each of the exhibits, including selections from the collection of scientific instruments and a documentary project on the early NIH response to AIDS, can be found online at the Web site. Through the special interest group on biomedical history, the office sponsors monthly lectures on a variety of topics, from the activities on campus during World War II, to specific advances in particular institutes, to specialized talks on individual laboratories or scientists.

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### Office of Technology Transfer (OTT)

<http://ott.od.nih.gov/>

A common bottleneck in any scientific field is the conversion of new knowledge into products that can benefit society. At NIH, the Office of Technology Transfer (OTT) relieves this bottleneck by helping translate the discoveries made at NIH into useful biomedical products. This is achieved by evaluating the commercial potential of the new inventions, securing patent protection where needed, identifying industry partners who can commercialize these inventions, and licensing these intellectual properties to them for product development.

The NIH technology licensing program is the most successful technology transfer program in the Federal government in terms of commercialized products. From FY 1993 through FY 2002, NIH executed over 1700 licenses that resulted in more than \$340 million in royalties. But the numbers do not tell the full story. The combined public health benefits from all the life-saving drugs, vaccines, diagnostics, and other biomedical products represent the true benefit of these NIH-industry partnerships. Almost 20 valuable drugs and vaccines and hundreds of new biomedical products have reached the market as a result of these efforts.

## ENTERTAINMENT

### FAES CHAMBER MUSIC SERIES

[http://www.faes.org/cultural\\_arts.htm](http://www.faes.org/cultural_arts.htm)

The Chamber Music Series, initiated in 1968, presents young performers, as well as internationally renowned artists. Some of the musicians featured include, pianist Richard Goode, the Divertimento String Trio, violist Kim Kashkashian, and many more! The Sunday afternoon concerts are held at Congregation Beth El on Old Georgetown Road. Tickets are available in advance or at the door. Discounted tickets are available for students at NIH.

### MANCHESTER STRING QUARTET AT NIH

Free monthly performances on Mondays at 12:30 pm in Masur Auditorium, Building 10, by the Manchester String Quartet, made up of principal string players of the National Symphony. Check the NIH events calendar (<http://calendar.nih.gov/app/MCalWelcome.aspx>).

### NIH CHAMBER ORCHESTRA AND NIH CHAMBER CHORALE

<http://www.nihco.org/>

For musical activities of a more participatory nature, NIH has its own orchestra, The NIH Community Orchestra (known initially as the NIH Chamber Orchestra), which began meeting in October 1996 to provide an orchestral outlet for the rich and diverse musical talent of the NIH and HHS research community. In the following year, it added woodwinds and brasses and quickly expanded its size and repertoire. The NIHCO roster often includes employees of numerous other government agencies (including NASA, LOC, DOJ), local high school students and educators, and members of the general community. The NIH chamber singers is an organization open to all NIH community members including graduate students: <http://www.recgov.org/r&w/chamber/>.

### SCIENCE IN THE CINEMA

<http://science.education.nih.gov/cinema>

Science in the Cinema is a free film festival sponsored by the NIH Office of Science Education (OSE), in partnership with the AFI Silver Theatre and Cultural Center, located in downtown Silver Spring. Films with a medical science-related theme will be shown and following the film, a guest speaker with expertise in the film's subject area will comment on the science depicted in the film and take questions from the audience. Tickets are free and are available on a first-come, first-served basis through the AFI Silver box office on the day of show only.

## BANKING

### FEDERAL CREDIT UNION

<http://www.nihfcu.org/>

The NIH Federal Credit Union is available for you and your family members. Services include share loans, personal loans, share accounts, checking accounts, certificates of deposit, check cashing, money orders, traveler's checks, and automated teller machine (ATM) transactions. In order to join, you must open an account with a minimum deposit of \$25.

NIH/Bethesda branches of the Federal Credit Union are located at:

- NIH Building 31, Room 1A08
- NIH Building 13, Room 908G
- NIH Westwood Building, Room B1-C25
- Suburban Hospital
- Rockledge Center Branch

### ATMs

NIH Main Campus 24-hour ATMs are located in:

- Building 10, next to Room B1-C25
- Outside Building 31A
- Building 31, Room 1A08
- The lobby of the Natcher Conference Center, Building 45
- Outside Building 50

## TRAINING

### CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM <http://training.cit.nih.gov/>

The CIT Computer Training Program provided by the Center for Information Technology offers a wide variety of courses and seminars that enable users to make efficient and effective use of computers, networks, and information systems in their work at NIH.

The training program is open to NIH employees and to all users of CIT computing facilities. Additional computer courses are available through the NIH Training Center, HHS University, and the NIH Library.

The program includes classroom courses and seminars. Interactive class attendance via Polycom can be arranged for students in off-site locations. Descriptions of courses as well as information on the intended audience can be found on the main training page. Online Training contains links to online classes, all of which are free or low-cost for NIH employees.

### HHS UNIVERSITY <http://learning.hhs.gov/about.asp>

HHS U provides common needs training and development opportunities via traditional classroom training, online self-study, development programs, and career counseling.

## TRANSPORTATION

### BICYCLES

No bicycles are allowed in buildings. Racks for bicycles are available outside many NIH buildings. Go to [http://www.recgov.org/r&w/nihbike/racks\\_05.pdf](http://www.recgov.org/r&w/nihbike/racks_05.pdf) to view the location of available bike racks and lockers. Shower and locker facilities are in close proximity to bicycle rack facilities. The lockers at these facilities are for daily use only and not intended for long term storage. For location and details of NIH shower and locker facilities please go to <http://www.ors.od.nih.gov/orf/parking/showermap.cfm>.

### CAMPUS SHUTTLE BUSES

The NIH runs several shuttle lines. Some circle the Bethesda campus at regular intervals, while others connect the Bethesda campus with nearby NIH laboratories and offices such as those on Executive Boulevard and at Rockledge. You can find shuttle routes and schedules at [http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle\\_map\\_live.asp](http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp). Information on the NCI-Frederick Shuttle is posted at <http://www.ncifcrf.gov/about/shuttle.asp>.

### GETTING A DRIVER'S LICENSE

Information on applying for a Maryland driver's license can be found at <http://www.marylandmva.com/DriverServ/Apply/apply.htm>. You are expected to obtain a Maryland license within 60 days of moving to the state. If you are living in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process is found at <http://www.dmv.org/va-virginia/drivers-license.php>. If you are living in D.C., you have only 30 days after your arrival to obtain a D.C. driver's license. Information on applying is located at <http://dmv.dc.gov/serv/dlicense.shtm>.

### STATUS ALERTS: SNOW AND WEATHER EMERGENCIES

<http://www.opm.gov/status/>

Do you feel like you are always the last to hear that NIH is opening late or closing early due to winter storms or other emergencies? Do not rely on the media for announcements of early dismissal or snow closings. Accurate information can best be found at the Office of Personnel Management website (above). The information posted on the website is updated immediately upon a determination that operating status is anything other than OPEN. For information on Operating Status by telephone call 202-606-1900. Hearing impaired users may utilize the Federal Relay Service by simply dialing 1-800-877-8339 to reach a communications assistant (CA). The CA will dial the requested number and relay the conversation between a standard (voice) telephone user and text telephone (TTY) user. Alternatively, users may point their browser to <http://www.frso.us>. This service is similar to the Federal Relay Service but does not require a TTY.

## OTHER RESOURCES

### BOOKSTORE

[http://www.faes.org/science\\_bookstore.htm](http://www.faes.org/science_bookstore.htm)

Building 10, Room B1-L-101

The bookstore is operated by the Foundation for Advanced Education in the Sciences, Inc. (FAES). Scientific and medical books and FAES graduate school and other textbooks are available for purchase at this bookstore.

### CAFETERIAS

[http://does.ors.od.nih.gov/food/dining\\_locations.htm](http://does.ors.od.nih.gov/food/dining_locations.htm)

- Building 1, Third Floor
- Building 10, Second Floor
- Building 10, First Floor, north entrance to CRC (only soups, wraps, coffee, snacks)
- Building 10, B1-Level
- Building 12B, First Floor
- Building 31, First Floor
- Building 35, First Floor
- Building 38A, B1 Level
- Building 40, First Floor
- Building 45 (Natcher Conference Center), First Floor

### CHILD CARE

<http://does.ors.od.nih.gov/childcare/index.htm>

Child care programs/centers are offered at the Bethesda and Executive Boulevard campuses for infants, toddlers, and preschool age children. There is a long waiting list for access to NIH childcare, so please contact them as soon as possible for further information.

### CONVENIENCE STORES (R&W SHOPS)

The Recreation and Welfare Association (R & W) runs several convenience stores/gift shops located throughout the various NIH campuses.

- Building 10, Room B1C06, 301-496-1262
- Building 31, Room B1W30, 301-496-2670
- Building 38, Room B1W30, 301-496-6795
- Executive Plaza South, Room 150C, 301-402-4331
- Rockledge I, Room 4202, 301-435-0043

### INTERNATIONAL WOMEN'S GROUP (IWG)

<http://www.iwgfriends.net/iwg/welcome.html>

IWG welcomes women and families who are new to Bethesda and Rockville, MD, and the Washington, DC, metropolitan area. This international group of women aims to help women cope with adaptation to and integration into a Washingtonian lifestyle by providing a supportive community. IWG provides individuals with an opportunity to meet people from their own countries and many other parts of the world as well as to share their own culture and learn from others. Currently, IWG members include women from all over the world, including the United States. Members come from diverse backgrounds and include working professionals, single women, working mothers, and stay-at-home moms.

### LIBRARY

<http://nihlibrary.nih.gov/>

Building 10, Room 1L25

The NIH library offers a very large number of paper and online journals, textbooks, and databases, and other services including free photocopying, translation of text, document delivery, and training in the use of all of its resources. Many of its resources can be accessed from any NIH computer. The National Library of Medicine (NLM), Building 38, is the world's largest medical library. It is a bit different from the NIH and other libraries in that many of its books and journals are in 'closed stacks', which only librarians can access. You can request materials from these stacks using electronic tools for identifying what you need. Additionally, NLM is the foremost resource for creating electronic tools for searching the rapidly growing array of research databases holding DNA and protein sequence and structure data. NLM provides excellent training courses for NIH employees on how to use the electronic search tools it has created.



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## LOAN DEFERMENT

Building 2, Room 2E06

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the documents below to Building 2, Room 2E06.

(1) The deferment form from the lending institution. Please include all pages (the last one generally contains the address to which the deferment form should be sent) and please sign the form. If you have a Federal loan, the proper form to use is the Education Related Deferment form. You should check that you are “in full-time course of study in a GRADUATE FELLOWSHIP program.”

(2) A short memo from your supervisor (on NIH letterhead) verifying the beginning and ending dates of your fellowship and the program in which you are participating, and describing, in brief, the research in which you are involved.

The Office of Intramural Training and Education will certify your participation in the appropriate training program and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution.

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## MAIL

<http://dmcs.ors.od.nih.gov/>

Mail pick-up and delivery to various locations on and off campus is performed twice daily (morning and afternoon). Mail and/or inter-office communications will be delivered and/or collected no later than 10:00 a.m. and 2:00 p.m. Postage stamps for personal use can be purchased at the various R&W gift shops.

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## NIH BLACK SCIENTISTS ASSOCIATION (BSA)

<http://bsa.od.nih.gov/>

The NIH Black Scientists Association (BSA) includes scientists, physicians, technologists, and science administrators at the NIH. The BSA promotes professional advancement and serves as an advocate for various health and scientific issues of importance to underrepresented minority communities in general, and to the African American community in particular. The BSA is an autonomous association recognized by the NIH and serving as a resource to the greater NIH community. Of particular interest are issues concerning the recruitment, development, recognition, and promotion of African American scientists and clinicians within the NIH and also providing those leaving the NIH with tools to be successful in the extramural community.

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## NIH HISPANIC EMPLOYEE ORGANIZATION

<http://heo.nih.gov/>

The National Institutes of Health Hispanic Employee Organization is an independent organization under the auspices and the DHHS-approved charter granted to the DHHS Hispanic Employee Organization, with all of the entitlements and responsibilities that have been afforded to all Hispanic employee organizations in the DHHS since 1981. The HEO addresses the needs of Hispanic employees relating to employee representation in the work force and its relationships with other national and community organizations. The HEO supports the efforts and programs of the NIH that promote equality and fairness in the workplace for all NIH employees.

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## NIH WOMEN SCIENTIST ADVISORS COMMITTEE

<http://www1.od.nih.gov/oir/sourcebook/comm-adv/wsa.htm>

The NIH Women Scientist Advisors Committee is composed of representatives from each of the NIH institutes. The advisors represent and promote the interests of women scientists within the NIH.

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## NOTARIES PUBLIC

[http://does.ors.od.nih.gov/retail/notary\\_public.htm](http://does.ors.od.nih.gov/retail/notary_public.htm)

Notary public service is supplied to the NIH by R&W. The service is provided free of charge to Clinical Center patients and R&W members (current membership card required); others are charged a nominal fee. You can also ask your AO if anyone is able to provide this service.

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### OCCUPATIONAL MEDICAL SERVICE

<http://dohs.ors.od.nih.gov/>

Occupational Medical Service (OMS) provides NIH employees and trainees with information and occupation-related medical care to help them perform their jobs in a safe and healthy work environment. OMS conducts pre-placement evaluations to review job duties, provides work-related immunizations, and enrolls NIH employees in surveillance programs for public health hazards at their work site (for example, noise, animals, M. tuberculosis, and others). OMS provides clinical care for medical emergencies and occupational injuries and illnesses and offers administrative assistance with claims for Federal Workers' Compensation benefits. In addition, OMS provides an on-site Employee Assistance Program and CPR training.

The Occupational Medical Service (OMS) is available for health care emergencies that occur while working at NIH. OMS also offers cholesterol and blood screening and laboratory or travel related immunization shots.

#### *OMS Health Units*

Building 10, 6th floor - (496-4411) - 7:30 am to 5:00 pm, Monday through Friday

Building 13, Room G904 (496-9278) - 7:30 am to 12:00 pm and 1:00 pm to 4:00 pm, Monday through Friday

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### OFFICE OF SCIENCE EDUCATION

<http://science.education.nih.gov/>

The Office of Science Education (OSE) coordinates science education activities at the NIH and develops and disseminates model science education programs to promote scientific literacy in the U.S. In collaboration with the Office of Research on Women's Health (ORWH), the OSE sponsors Web-based resources, such as the

Careers in Science Web site and posters, and Women Are Scientists poster and video series. To add to this career information, the OSE has added LifeWorks, a medical science and health-related career exploration database to their Web page. The OSE promotes scientific literacy through the NIH Speakers Bureau, the MiniMed School lecture series and the Science in the Cinema film series, and collaborates with many of the NIH ICs to produce the NIH Curriculum Supplements for use in K-12 classrooms.

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### SALUTARIS

<http://recgov.org/glef/>

The purpose of Salutaris is to represent gay, lesbian, bisexual, and transgendered employees; to coordinate meetings, organize social activities, and sponsor educational programs open to all members of the NIH community; to be available as a resource on GLBT issues to the NIH community at large; to provide guidance and recommendations to the NIH Office of Equal Opportunity and Diversity Management (OEODM) on matters affecting the welfare of GLBT employees; and to assist the OEODM in fostering a workplace environment that is accepting and supportive of GLBT employees.

### SECURITY INFORMATION AT THE NIH

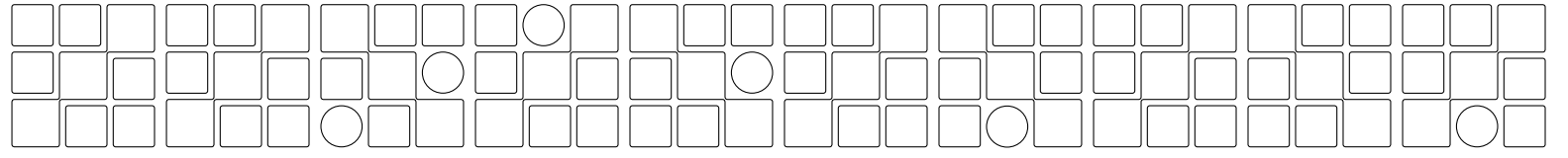
<http://security.nih.gov/>

The NIH depends on Security and Emergency Response to provide a safe and secure environment for its people and operations. Formerly the Division of Public Safety, Security and Emergency Response is comprised of five divisions: Police, Fire/Rescue Services, Fire Marshall, Physical Security Management, and Emergency Preparedness and Coordination. Responsible for all security and emergency response programs, their services include:

- Police services
- Emergency response to all fires, medical emergencies, rescue, and any hazardous material incidents on the NIH campus
- Fire protection
- Emergency planning
- Parking and traffic control
- Physical security
- Hospital security
- Security and emergency response education and training programs

	USEFUL WEBSITES
General NIH Info	<a href="http://www.nih.gov">http://www.nih.gov</a>
The main NIH web site NIH Jumpstart: A quick way to find answers to your questions about the NIH	<a href="http://jumpstart.nih.gov">http://jumpstart.nih.gov</a>
NIH Enterprise Directory—NED	<a href="http://ned.nih.gov/search/search.aspx">http://ned.nih.gov/search/search.aspx</a>
NIH Online Orientation	<a href="http://orientation.nih.gov">http://orientation.nih.gov</a>
Guidelines for the Conduct of Research	<a href="http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct%20Research%206-11-07.pdf">http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct%20Research%206-11-07.pdf</a>
Guide to Training and Mentoring in the Intramural Research Program at NIH	<a href="http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf">http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf</a>
NIH Listservs: List of NIH listservs. You can view archives or join a list.	<a href="https://list.nih.gov">https://list.nih.gov</a>
NIH Videocasts: Rebroadcasts of NIH lectures and conferences	<a href="http://videocast.nih.gov">http://videocast.nih.gov</a>
NIH Intramural Database (Institute and Center Annual Reports) Annual reports from all the Institutes and Centers, which are searchable so that you can find specific investigators working in particular areas of interest	<a href="http://intramural.nih.gov/search">http://intramural.nih.gov/search</a>
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