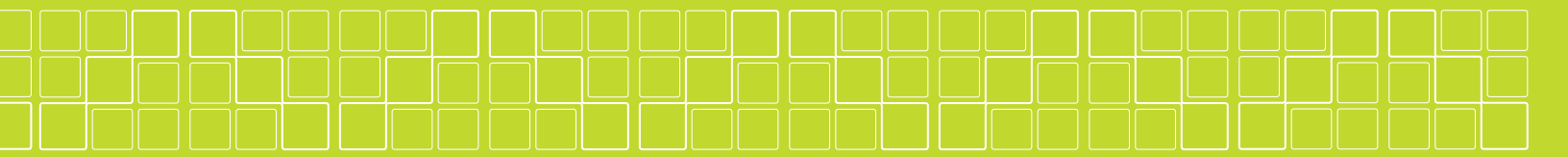


NIH SUMMER HANDBOOK



Summer 2008: Don't Miss a Thing!

Sign Up for the Summer Listserv

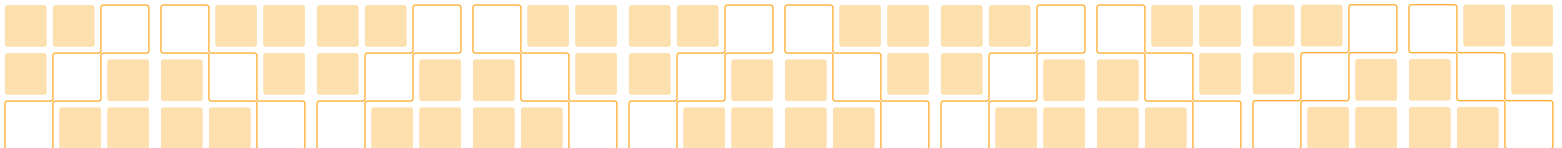
Summer E-mail List

The Summer Interns E-mail List was created to promote a sense of community among student researchers and to provide a forum for the exchange of educational, scientific, and employment information during the months you spend at the NIH.

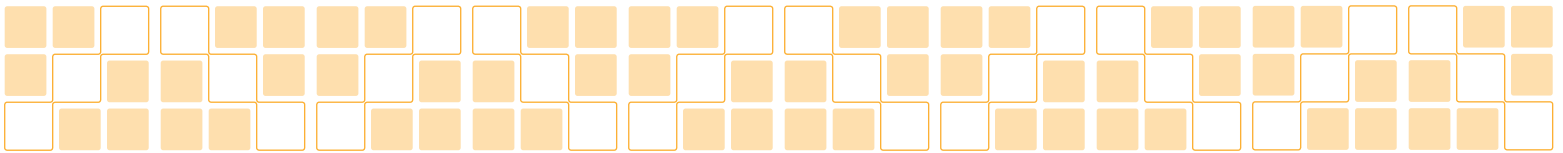
To subscribe:

1. Compose an e-mail addressed to listserv@list.nih.gov
2. Leave the subject line blank
3. In the body of your message type:
Subscribe Summer-Interns
Your First Name Your Last Name

You can post a notice, announcement, scientific request or employment question by sending an e-mail to:
summer-interns@list.nih.gov.



NIH SUMMER 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

May 2008

A Message to All Students in Summer Research Programs:

On behalf of all members of our scientific community, I would like to take this opportunity to welcome you to the National Institutes of Health (NIH). It is my hope that your experience with us this summer will enhance your knowledge and understanding of the world of biomedical research and contribute to the development of your academic goals. Over the years, this program has provided the stimulus for many individuals like you to pursue careers in the biomedical sciences.

While you will undoubtedly be spending most of your time in the laboratory this summer, I encourage you to take advantage of the many special opportunities we have to offer as well. The NIH Office of Intramural Training & Education has planned several activities designed to enrich your summer experience. One of these activities, the Summer Lecture Series, enables you to hear leading NIH scientists discuss their current research at a level you will be able to understand. The summer lectures are very popular, so be sure to arrive early.

You are likely to notice, during the Lecture Series or through your discussions with other summer interns, that investigators here are using a wide variety of techniques and approaches. This reflects the NIH conviction that, in the twenty-first century, important biomedical problems will be solved by combining the knowledge and skills of engineers, mathematicians, chemists, pharmaceutical scientists, physicists, experts in computer science and bioinformatics, and biologists. Working in teams, investigators with diverse scientific, educational, and cultural backgrounds represent the key to the progress on which our nation's health depends.

Another special event, Poster Day 2008, takes place toward the end of the summer session on Thursday, August 7th. It provides an opportunity for you to present your research findings to the NIH scientific community. I encourage all summer students to be part of this NIH-wide event, which celebrated the work of over 725 students in 2007. You will find a description of the registration procedure and guidelines for creating posters in this handbook.

We expect you to complete courses on laboratory safety and radiation safety that teach valuable skills and ensure that your summer with us will be safe. This year we will also be offering Orientation Sessions that will help you hit the NIH ground with your feet running. Finally, I recommend that you take advantage of scheduled workshops and lunchtime talks that will assist you with planning your career.

Congratulations on your selection for an internship and best wishes for a rewarding summer at the NIH.

Sincerely yours,

Michael M. Gottesman, MD
Deputy Director for Intramural Research
National Institutes of Health

I 1 2008 Summer Lecture Series

II 2 OITE – The Office of Intramural Training & Education

- Who's Who in the OITE?
- Summer Orientation: Getting What You Came For!
- Using the Summer Handbook
- OITE Web site
- The Career Services Center
- Getting Off to a Good Start: Settling in to Your New Lab/Office
- If Problems Arise

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- Institutes and Centers (ICs) of the NIH
- Acronyms
- NIH Campuses
- Understanding Institute/Center Organization and Administration
- Who Conducts Biomedical Research at the NIH?
- Wellness Resources at the NIH
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 - NIH Recreation & Welfare Association (R&W)
 - Occupational Medical Service (OMS)
 - What if I Get Sick?
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- Other NIH Resources
 - Cafeterias
 - Convenience Stores (R&W Shops)

IV 12 Programs, Lectures, and Workshops for Students

- OITE Graduate and Medical School Fair for NIH Postbacs and Summer Interns
- NIH Library Orientation Tours
- Test-taking Strategies – Preparing for the MCAT/Preparing for the GRE
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V 17 Poster Day 2008

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- What You Can Do before Arriving at the NIH
- Preplacement Medical Evaluation
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- Transportation to the NIH and Parking
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 - Bicycling
 - Shuttles
- Paying Taxes on Your Summer Income

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- Laboratory Safety
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 - STARS "Learn-by-doing" Laboratory Safety Training
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 - Laboratory Safety Refresher Course
- Bloodborne Pathogen Training
 - Working Safely with HIV and Other Bloodborne Pathogens in the Research Laboratory
 - Bloodborne Pathogen Refresher Training
- Radiation Safety
 - Dosimeter Evaluation Form
 - Minors Handling Radioactive Materials
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IX 30 Useful Web Sites

- The Office of Intramural Training & Education (OITE)
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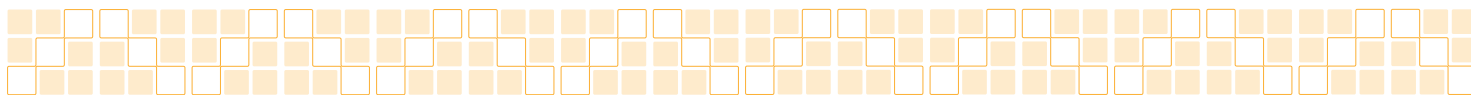
X 32 Washington Metropolitan Area Activities

- Entertainment
- Museums
- National/State Parks and Historic Sites
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XI 37 Calendar of Events



2008 SUMMER LECTURE SERIES



June 17

The Role of Stem Cells in Health, Disease, and Regenerative Medicine

Pamela G. Robey, PhD

Craniofacial and Skeletal Diseases Branch
National Institute of Dental and Craniofacial Research

June 24

Clues to Common Pathways in the Development of Age-associated Health Disparities: From the Neighborhood to the Bench and Back Again

Michele K. Evans, MD

Laboratory of Cellular and Molecular Biology
National Institute on Aging

July 1

Cervical Cancer Etiology and Prevention: It Is All about (HPV) Persistence

Philip E. Castle, PhD, MPH

Division of Cancer Epidemiology and Genetics
Hormonal and Reproductive Epidemiology Branch
National Cancer Institute

July 8

What Makes Clinical Research Ethical

Christine Grady, RN, PhD

Department of Bioethics
NIH Clinical Center

July 15

Is It Really Bench to Bedside?

Theo Heller, MD

Liver Diseases Branch
National Institute of Diabetes and Digestive and Kidney Disease

July 22

How to Succeed in Science

Jonathan W. Yewdell, MD, PhD

Laboratory of Viral Diseases
National Institute of Allergy and Infectious Disease

All lectures will be held from 12:00 – 1:00 pm in Lipsett Amphitheater, Building 10. Sign language interpretation is available upon request. Individuals who require this or other accommodations should call the NIH Office of Intramural Training & Education at 301.496.2427.

OITE – THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

The Office of Intramural Training & Education is responsible for ensuring that your experience in the NIH Intramural Research Program is as rewarding as possible. We are here to help all NIH trainees become creative leaders in the biomedical research community, but you must take the initiative to make the most of your time at the NIH. You need to make certain that, when you leave the NIH, you take with you the technical, communication, problem-solving, and interpersonal skills you will need as you move forward in your career.

Research should be your highest priority while you are at the NIH. OITE aims to ensure that you also take part in relevant career development activities, learn all you can from the scientific staff at the NIH and your fellow trainees, and have a good time. In addition, OITE staff members are available to help you resolve any problems that might arise during your time at the NIH.

Specifically, we encourage you to

- take part in an orientation session when you arrive at the NIH to make certain you get off to a good start;
- subscribe to electronic mailing lists to keep aware of activities;
- visit the OITE Web site, <http://www.training.nih.gov>, regularly to check for new opportunities;
- stop in the OITE Open Office for refreshments and to talk with OITE staff members and other trainees;
- participate in career and professional development workshops;
- make use of the OITE Virtual Career Center and Career Library;
- attend the Summer Lecture Series, presented by some of the most respected investigators at the NIH;
- share your research with the NIH community at Summer Poster Day
- explore and contribute to the community around you; and
- sign up with our new Career Services Center for preprofessional and graduate school advising.

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). OITE is located on the second floor of Building 2. We maintain an open-door policy and encourage you to drop by anytime.

WHO'S WHO IN THE OITE?

The OITE encompasses several biomedical research training programs: the Postbaccalaureate and Summer Research Program (PSRP), the Graduate Partnerships Program (GPP), and the Office of Postdoctoral Services (OPS).



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Postbaccalaureate and Summer Research Program (PSRP) Staff



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SUMMER ORIENTATION: GETTING WHAT YOU CAME FOR!

Your research project should be your number one priority, but there is more to the summer program than just research. Join the staff of the Office of Intramural Training & Education for tips on making the most of your time at the NIH.

Summer Research Program Orientation will take place in Wilson Hall of Building 1 on the following dates:

May 16 10:00 am – 12:00 pm

May 30 10:00 am – 12:00 pm

June 12 11:00 am – 1:00 pm

June 26 11:00 am – 1:00 pm

USING THE SUMMER HANDBOOK

This handbook addresses the summer experience as it plays out on the main NIH campus in Bethesda. General topics will apply to all summer students, but if you are located at remote locations, some details may not apply to you. For example, safety training in North Carolina will be arranged by the NIEHS, and parking arrangements will be campus-specific. Use the sections in this handbook as a guide to the issues you should investigate regardless of where you are located. OITE staff members will be visiting trainees at all locations and are available to answer your questions.

Please address comments for improving this document to Caroline Small at smallca@mail.nih.gov.

OITE WEB SITE

The OITE Web site, www.training.nih.gov, can provide you with valuable information during your stay at the NIH. You will find a Virtual Career Center under the “Careers” link. Notices of important events are posted on the homepage under “What’s New” and “For Current Trainees.” You will also go to this site to register for career development activities and complete program evaluations.

THE CAREER SERVICES CENTER

The OITE Career Services Center was established in 2007 to serve all trainees in the NIH intramural community. Our goal is to ensure that NIH trainees are aware of the many jobs available, both at and away from the bench, and to provide the resources to help them identify good personal options. Our career counselors run workshops, lead small group discussions, and schedule individual appointments available to all. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- a pre-professional advisor, who can talk with you about the decision to go to graduate or medical school, choosing schools and programs, strategies for taking the MCAT or GRE exam successfully, filling in gaps in your credentials, writing personal statements, and interviewing;
- career counselors, who can assist you with figuring out “what you want to be when you grow up” by analyzing your strengths, weaknesses, and values; help you write resumes and CVs; and coach you through the job search process; and
- counselors who can aid you in developing a more assertive presence, dealing with interpersonal conflicts that might arise in the lab, managing time and stress, and more personal issues.

You can use the OITE Web site to make one-on-one appointments with these individuals. If you are in or near Bethesda, your appointments will be in Building 2 on the main campus. If you are at another NIH location, the counselors/advisors will come to you or we will arrange phone interviews. Keep your eyes open for announcements.

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda, and the Virtual Career Center, found at <http://www.training.nih.gov/careers/careercenter/>.

GETTING OFF TO A GOOD START: SETTLING IN TO YOUR NEW LAB/OFFICE

Fitting comfortably into your lab or group, figuring out how things are done, and developing good relationships with your coworkers should be your first priorities. Each research unit has its own ways of doing things. You will have to determine for yourself what the unwritten “rules” are for yours. What hours do most people work? Is there a laboratory standard for maintaining lab notebooks? When and where are lab meetings held? Are reagents shared? If so, what is the system for ensuring that stocks are replaced when they get low? What training courses do you need to complete? What computer programs are used in the lab? What is the dress code? How much chatting goes on? Are iPods and cell phones in use?

You can learn some things by being a careful observer. Others you will have to ask about explicitly. In all cases, be courteous and enthusiastic. Write down any and all directions. Make certain to do more than your share of mundane work rather than less.

IF PROBLEMS ARISE

Where there are people, there is conflict. Some conflicts are minor irritations forgotten after a short walk or a few hours away from lab. Others are more serious, requiring you to talk to and negotiate outcomes with your lab mates and/or mentor. We hope that the conflict and tensions you experience in your lab will be minor and that you view them as opportunities to improve your interpersonal skills. However, even with the best of intentions, some lab dynamics are poor; you may find yourself embroiled in serious and complicated situations. *Remember:* You are not alone. There are resources to help you deal with any interpersonal issues that may come up.

If you are experiencing conflict with someone in your lab, speak with him or her directly. If that does not resolve the issue, speak with your PI. If you are not comfortable doing that, or if the situation is not easily resolved, seek advice from other mentors (i.e., your training director, OITE staff, other colleagues) who can help you consider the issues from different angles as you attempt a reasonable resolution. If you have concerns about your interactions with your PI, it is important to talk with someone you trust. Hopefully you will have developed relationships with your training director or with more senior students in the lab. Also, feel free to contact Drs. Milgram or Sokolove to confidentially discuss any issues that come up.

Some reasons to immediately contact the training director in your IC, or Drs. Milgram or Sokolove in the OITE, include issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources, such as the Office of the Ombudsman and the Employee Assistance Program, that can be of help.



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 (ICS) OF THE NIH

The NIH is one of the eight agencies of the Public Health Service (along with the Food and Drug Administration and the Centers for Disease Control and Prevention) 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) and the Office of the Director (OD). Each IC has its own mission of supporting biomedical research and training, in the **intramural** (here at the NIH) and/or **extramural** (at universities and research institutes worldwide) research communities. All but three ICs receive their funding directly from Congress and administer their own budgets. The 27 ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

CC	NIH Clinical Center
CIT	Center for Information Technology
CSR	Center for Scientific Review
FIC	John E. Fogarty International Center
OD	Office of the Director
NCCAM	National Center for Complementary and Alternative Medicine
NCI	National Cancer Institute
NCMHD	National Center on Minority Health and Health Disparities
NCRR	National Center for Research Resources
NEI	National Eye Institute
NHGRI	National Human Genome Research Institute
NHLBI	National Heart, Lung, and Blood Institute

NIA	National Institute on Aging
NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIAID	National Institute of Allergy and Infectious Diseases
NIAMS	National Institute of Arthritis and Musculoskeletal and Skin Diseases
NIBIB	National Institute of Biomedical Imaging and Bioengineering
NICHD	Eunice Kennedy Shriver National Institute of Child Health and Human Development
NIDA	National Institute on Drug Abuse
NIDCD	National Institute on Deafness and other Communication Disorders
NIDCR	National Institute of Dental and Craniofacial Research
NIDDK	National Institute of Diabetes and Digestive and Kidney Diseases
NIEHS	National Institute of Environmental Health Sciences
NIGMS	National Institute of General Medical Sciences
NIMH	National Institute of Mental Health
NINDS	National Institute of Neurological Disorders and Stroke
NINR	National Institute of Nursing Research
NLM	National Library of Medicine

ACRONYMS

If your first few days at the NIH did not convince you that we all speak in acronyms, the list of ICs in the section above should have. We have listed a few of the acronyms used at the NIH below in the hope of helping you to communicate in your new surroundings.

ACUC	Animal Care and Use Committee
AO	Administrative Officer
CAN	Common Accounting Number
CIT	Center for Information Technology
CV	Curriculum Vitae
DDIR	Deputy Director for Intramural Research
DHHS	Department of Health and Human Services
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
FAES	Foundation for Advanced Education in the Sciences
FNIH	Foundation for NIH
FTE	Full-Time Equivalent
FY	Fiscal Year
IC	Institute/Center
IRTA	Intramural Research Training Award
NED	NIH Enterprise Directory
NRC	National Research Council
NSF	National Science Foundation
OEO	Office of Equal Opportunity
OHRM	Office of Human Resource Management
OHSR	Office of Human Subjects Research
OIR	Office of Intramural Research, OD, NIH
OMS	Occupational Medical Service
OPM	Office of Personnel Management
ORS	Office of Research Services
ORWH	Office of Research on Women's Health
PI	Principal Investigator
SD	Scientific Director
SEEP	Student Educational Employment Program
TSP	Thrift Savings Plan
VF	Visiting Fellow

For a comprehensive list, see:

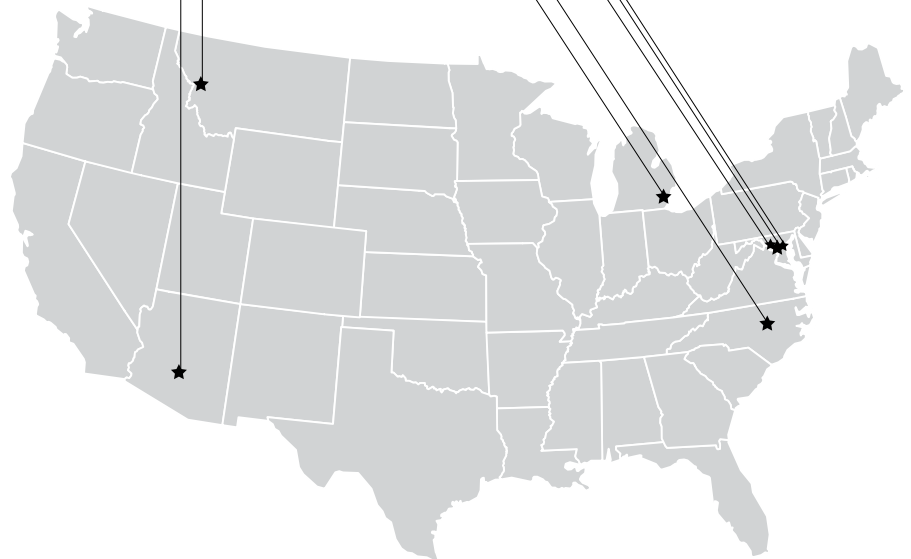
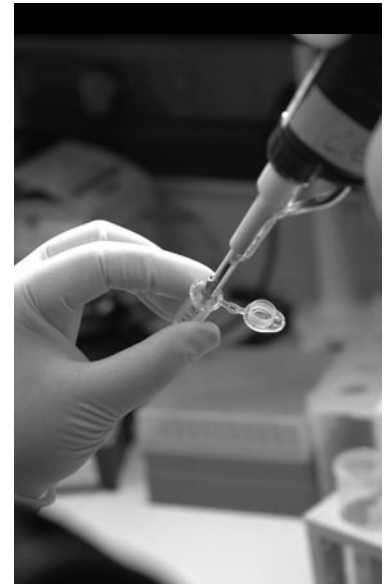
<http://www.nih.gov/employee/acronym.html/>.

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 oversees training. A large number of research facilities, offices, and institutional resources are spread across more than 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 work on NIH campuses across the country. Other NIH facilities where 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 facility in Research Triangle Park (RTP), North Carolina;
- the NIA and NIDA in the Biomedical Research Center, in Baltimore, MD;
- the Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the Perinatology Research Branch of the Eunice Kennedy Shriver NICHD in Detroit, MI; and
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ.



UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

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 subdivided 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, mechanisms to facilitate interaction across ICs have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

Most IC intramural programs are organized into **laboratories** and **branches**. Originally the distinction was that branches had at least one clinical investigator, while labs contained only basic scientists – this distinction has somewhat fallen by the wayside. Labs and branches are headed by **lab/branch chiefs** (who also run their own labs) and consist of 2 or more **sections** (headed by other senior investigators) and possibly 1 or more **units** (headed by tenure-track investigators or **principal investigators**, PIs). Large labs and branches may include 10 to 12 PIs, but in general a lab or branch consists of 4 to 8 PIs. Each PI is responsible for a group of trainees, technicians, staff scientists, and administrative support personnel. These individuals can provide additional support and resources for trainees; you should make an effort to meet the other scientists, trainees, and support staff in your lab/branch and in your IC.

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

Laboratories at the NIH vary greatly in size. A small lab may have only a half dozen staff members, while a large group may include thirty. Regardless of size, fitting in with this team and contributing to its productivity should be one of your major goals. Take the time to consider seriously the best ways for you to interact with your lab mates.

Your laboratory may include individuals from some or all of the following groups.

Principal Investigators: Principal investigators hold a doctoral degree. They can be either tenured or tenure-track investigators. These individuals run their own labs and have the authority to hire all of the remaining groups of scientists.

Staff Scientists: Staff scientists generally hold a doctoral degree. Although they are not principal investigators, they are extremely accomplished scientists. They often fulfill key functions such as managing the laboratory of an extremely busy PI or running a core facility that provides services to many investigators.

Clinical Fellows: Clinical fellows are individuals who hold a professional doctoral degree (e.g., MD or DDS), have recently completed their internships and residencies, and are at the NIH both to provide clinical services and to conduct research.

Postdoctoral Fellows: More than 3600 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called **Postdoctoral IRTAs** (CRTAs if they are working in the NCI) if they are U.S. citizens or permanent residents and **Visiting Fellows** if they are citizens of another nation. Individuals can spend no more than five years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted either to Research Fellow, a move that allows them to remain for an additional three years, or to a permanent position.

Graduate Students: The NIH is the research home for more than 480 graduate students. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at the NIH.

Medical Students: Medical students who have completed their core electives and who have the permission of their institutions can spend one or two years conducting research at the NIH through the Clinical Research Training Program (CRTP) or the Howard Hughes Medical Institute (HHMI) Research Scholars Program. A total of about eighty students participate in these programs each year. Medical students can also complete clinical electives at the NIH.

Postbac Trainees: A group of more than 700 students who have completed their undergraduate work and are conducting research at the NIH for 1 to 3 years before continuing on to graduate or professional school.

Summer Interns: This group includes you! Each summer about 1200 high school, college, graduate, and professional students spend eight to ten weeks working in the laboratories of the Intramural Research Program. These individuals must be at least sixteen years of age and U.S. citizens or permanent residents.

WELLNESS RESOURCES AT THE NIH

Life in a research lab, 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 at the NIH 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 and at home.

Feel free to come by the OITE at any time to discuss issues you are dealing with. We are happy to speak with you confidentially regarding lab conflicts, applications to graduate or professional school, career progression, and issues at home that are affecting your work. We may refer you to other NIH resources and when appropriate we will offer to help you speak with your mentors. Realize that a summer research experience will have its challenging moments – trainees who take advantage of all of the resources available to them deal more effectively with these challenges.

Here are some NIH resources that can help you have fun, exercise, and deal with issues and conflicts that may arise.

FITNESS CENTERS

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

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in Building 31C, B4 C18, 301.496.8746 and Rockledge I, Room 5070, 301.435.0038.

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 fitness center 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. Note that this facility includes a pool and a bowling center.

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 trainees and 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 excursions and discounted tickets to various activities and events. Additionally, the Association runs the fitness centers and gift shops located throughout campus. To join R&W you must pay an annual membership fee of \$7.00.

OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306 301.496.4411

http://dohs.ors.od.nih.gov/oms_main.htm

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 preplacement 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, and *M. tuberculosis*). OMS provides clinical care for occupational injuries and illnesses and offers administrative assistance with claims for Federal Workers' Compensation benefits.

WHAT IF I GET SICK?

The hospital closest to the NIH is Suburban Hospital, located at 8600 Old Georgetown Road in Bethesda. The main hospital number is 301.896.3100. You can reach the PhysicianMatch information and referral service at 301.896.3939 from 8:30 am to 5:00 pm, Monday through Friday.

How you select a physician will depend on your health insurance. It is best to figure this out before you need medical attention.

Make certain to carry proof of health insurance with you at all times, just in case you need to access emergency health services.

WHAT IF I NEED HELP?

<http://dohs.ors.od.nih.gov/eap/eapnumbers.htm>

Sometimes things happen: a parent passes away, you suspect a child is being abused, you have been abused, you want help stopping smoking, you are experiencing a mental health crisis. The NIH Employee Assistance Program maintains a list of helpful phone numbers that will connect you with Crisis Centers, smoking cessation centers, and self-help groups.

OTHER NIH RESOURCES

CAFETERIAS

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

CONVENIENCE STORES (R&W SHOPS)

<http://recgov.org/nihgiftshop/locations.htm>

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

- Building 10, Room B1C06, 301.496.1262
- Clinical Research Center, 1-2582, 301.451.7708
- Building 31, Room B1W30, 301.496.2670
- Executive Plaza South, Room 150C, 301.402.4331
- Rockledge I, Room 4202, 301.435.0043

PROGRAMS, LECTURES, AND WORKSHOPS FOR STUDENTS

July 10

OITE GRADUATE AND PROFESSIONAL SCHOOL FAIR FOR NIH POSTBACS AND SUMMER INTERNS

9:00 am – 4:30 pm Natcher Conference Center

- Meet representatives from graduate and professional schools
- Hear application tips from a panel of students who are currently in professional/graduate school
- Learn the do's and don'ts for applications and interviewing from individuals involved in professional and graduate school admissions
- Attend a workshop on Writing Personal Statements for professional and graduate school applications

NIH LIBRARY ORIENTATION TOURS

Attend an NIH Library Orientation Tour to learn about resources that will save you time and make your work at NIH easier:

The NIH Library provides access to print and online resources to support the work of the NIH community with an extensive and comprehensive range of scientific, medical and administrative information and services. Whatever your information needs while working at NIH, the NIH Library staff can help save you time by identifying and providing access to the right resources and delivering the information you need.

To learn more about the scope of in-house and online access and resources available to you at the NIH library, please plan to attend an NIH Library Orientation Tour any Wednesday afternoon, May 21 – July 9 at 2:00 pm in the NIH Library, located in the Clinical Center, Building 10, on the first floor near the South Entrance. Tours begin at the NIH Library Information Desk. No registration required.

Library tours for large groups and special arrangements are available upon request: 301.496.1080, nihlibrary@nih.gov.

The NIH Library provides access to:

- 7400+ full text online journals, 1600 online books, 40 databases, 1000 Internet resources and a collection of over 60,000 printed books (open stacks)
- Document delivery (books, book chapters and journal articles)
- Reference assistance
- Expert literature searches
- Translation services
- Resource and database training (group or individual)
- Selection of research alert services
- A redesigned reading room with computer and wireless access, comfortable seating and a quiet study space

For more information, please visit the NIH Library Web site: <http://nihlibrary.nih.gov>.

TEST-TAKING STRATEGIES – PREPARING FOR THE MCAT/PREPARING FOR THE GRE

If you are planning to take the MCAT, you will want to come to the two part series "Preparing for the MCAT." If you are planning to take the GRE in the next year, you should plan to attend "Preparing for the GRE." All sessions will be presented by Dr. William J. Higgins, Associate Professor of Biology at the University of Maryland. Dr. Higgins has taught courses populated by premedical students for 30 years, won many teaching awards, consulted with medical school admission committees, and developed a series of learning strategies for students. For more information, see <http://www.chemlife.umd.edu/biology/faculty/higgins/>.

Preparing for the MCAT

Part 1: June 26, 12:30 – 2:30 pm Building 50/Room 1227
Part 2: July 2, 12:30 – 2:30 pm Building 50/Room 1227

Part 1

Overview

- Insight into the application process and application evaluation for medical school
- How does my test score affect the application process?
- When do I take the test?
- Sections, content, types of questions

Part 2

How to prepare

- Review of specific types of questions
- Strategies for attacking the different sections
- How to study
- How do I know what to study?

Test Day!

- Final preparations
- Test Day strategies: "Do's," "Don't's," and a checklist
- Test Day procedures

Preparing for the GRE

June 25, 2:00 – 4:00 pm Building 50/Room 1227

How to prepare

- Sections, content, types of questions
- Strategies for attacking the different sections
- How to study
- How do I know what to study?

Test Day

- Final preparations
- Test Day strategies: "Do's," "Don't's," and a checklist
- Test Day procedures

CAREER DEVELOPMENT ACTIVITIES

June 18

Reading a Scientific Paper

3:30 – 5:00 pm Building 50/Room 1227

New research findings are communicated to the scientific community via scientific papers, and being able to read those papers and make use of the information they contain is key to successful research. This session, led by Dr. Henry Levin of the Laboratory of Gene Regulation and Development in the Eunice Kennedy Shriver National Institute of Child Health and Human Development, will address questions including:

- Why do scientists read papers?
- How can you decide which papers to read?
- How can you most efficiently find out what a paper has to say?
- What do you want to learn from reading a paper?

June 19

Creating and Presenting Dynamic Posters

1:00 – 3:00 pm Building 1/Wilson Hall

Dr. Sharon Milgram, Director of the Office of Intramural Training & Education, will assist you with getting ready for Summer Poster Day. Her presentation will focus on selecting and organizing your data, what to include and what not to include, the key components of a successful poster, layout and font selection, and poster presentation techniques.

June 27

Getting to Graduate School:

Picking a Graduate School and Graduate Program

10:00 am – 1:00 pm Building 50/Room 1227

Dr. Sharon Milgram, Director of the Office of Intramural Training & Education, will provide tips on choosing a graduate school and program.

July 3

OITE Open Office

11:00 am – 1:00 pm Building 2/Second Floor

Summer trainees are invited to stop in at the OITE Open Office and enjoy light refreshments. Come meet OITE staff, ask questions, discuss difficulties, meet other trainees and enter your name for a raffle. Everyone will receive a Post-It pad and a highlighter.

July 17

Master's Degree Programs

2:00 – 4:00 pm Building 50/Room 1227

Are you thinking about pursuing a Master's degree? Come learn about the differences between various Masters programs as well as admission requirements. Dr. William Higgins, OITE Pre-professional Advisor, will provide information on Masters of Science, Masters of Public Health, Professional Masters, and Postbac Masters programs.

July 23

Poster Viewing

10:00 am – 4:00 pm Building 2/Room 2W15

Are you uncertain what scientists mean when they talk about presenting a poster? Drop by the OITE to take a look at several posters recently presented by trainees at the NIH.

July 24

Funding Your Education

2:00 – 4:00 pm Building 50/Room 1227

Attend a workshop on government support for funding your education/training toward a career in science. Representatives include the National Institute of General Medical Sciences, the NIH Undergraduate Scholarship Program, and the National Science Foundation.

SPECIAL LUNCHTIME TALKS: COMING BACK TO THE NIH

June 23

NIH Programs for Undergraduates and Recent College Graduates

12:00 – 1:30 pm Building 50/Room 1227

- **The NIH Undergraduate Scholarship Program (UGSP)** offers scholarship awards to undergraduate students from disadvantaged backgrounds who are committed to careers in biomedical, behavioral, and/or social science health-related research. The financial benefits of up to \$20,000 per year can be used to cover tuition, plus reasonable educational and living expenses. There are NIH service obligations during the summer and after graduation. For more details, visit the UGSP Web site, <http://www.ugsp.nih.gov/home.asp>. To request an application, call the UGSP InfoLine at 800.528.7689 or e-mail ugsp@nih.gov.
- **The NIH Academy** is a residential program for up to 16 recent college graduates. Students are housed on Battery Lane in furnished apartments complete with computers. Tenure in the program may be one or two years. Special features of the program:
 - A five-day orientation and opening and closing receptions
 - A Wednesday evening curriculum (including dinner) that features coverage of health disparities, skills development and student presentations
 - \$350 for a GRE or MCAT preparation course
 - Outreach activities including judging science fairs, the Black Family Reunion, and the Langley Park Health Fair
 - One-on-one counseling regarding graduate or medical school applications and interviewing

- **The Postbaccalaureate Intramural Research Training Award (IRTA)** is a program for U.S. citizens or permanent residents who have graduated with a bachelor's degree from an accredited U.S. institution within the preceding two years. The participants are expected to have the intention of attending graduate or medical school. The program includes more than 700 students. The program features:
 - A postbac governing committee consisting of representatives from the various Institutes/Centers
 - Monthly lectures by distinguished scientists, often NIH investigators who have been nominated for the Distinguished Mentor Award, with refreshments provided by the Foundation for Advanced Education in the Sciences (FAES)
 - A seminar series: two postbacs present their work in each session, with refreshments sponsored by the Scientific Directors
 - A fall welcome event plus workshops on applying to and interviewing for graduate or medical school, public speaking, presenting a poster, preparing for the GRE or MCAT, etc.
 - Spring Research Festival with poster presentations
 - Summer Extravaganza with Distinguished Mentor Award
 - An official listserv and "club PCR" (a social listserv)
 - A postbac Web site, <http://preirta.nih.gov>, maintained by the trainees
- The Technical IRTA program is designed to produce super technicians. It differs from the postbac program in that there is no requirement that participants be recent college graduates, and participants may hold the MS degree. At present there are about 100 trainees in this program. Features include personalized training programs for each trainee and inclusion in the postbac listserv and events as well as representation by the postbac committee.

June 30

NIH Graduate Partnerships Program

12:00 – 1:30 pm Building 50/Room 1227

If graduate school is in your future, the **Graduate Partnerships Program (GPP)** will allow you to take advantage of the incredible research resources at the NIH while getting your PhD from one of several highly respected universities. The NIH has a 50-year history of training graduate students. In 2000, the decision was made to expand the NIH role in graduate education by establishing formal NIH/University partnerships through the GPP. These institutional partnerships allow students to do most of their academic coursework at, and receive their degree

from, the university while completing all or part of their dissertation research at the NIH. There are currently 16 formal GPP programs to choose from. Students who have passed their qualifying examinations in a university PhD program may also create individualized collaborations between an NIH investigator and their university research mentor. For more information, visit <http://gpp.nih.gov>.

In keeping with the NIH Roadmap, the goal of the GPP is to create a PhD training model that emphasizes development of skills to

- work collaboratively across disciplines, institutions, and/or national cultures;
- acquire deep expertise in a primary field of interest and sufficient expertise in another discipline to see and study questions that cross the boundaries; and
- recognize and address research questions that might have a lower chance of success but bigger potential payoff.

A current list of partnership programs can be found at <http://gpp.nih.gov>.

MEDICAL AND DENTAL STUDENT ACTIVITIES

Several events are specifically designed for medical and dental students in the Summer Internship Program and address clinical, translational, and basic research opportunities as well as careers in medicine and dentistry.

July 8

Graduate Medical Education, Loan Repayment Programs, and the NIH Clinical Elective Program (CEP)

1:00 – 2:30 pm Old Medical Board Room
(Building 10/Room 2C116)

- **The Graduate Medical Education (GME) Programs** at the NIH provide medical school graduates with Residency and Fellowship training experiences in 15 accredited specialty areas of medicine including Allergy and Immunology, Dermatology, Internal Medicine, Pathology, Pediatrics, Transfusion Medicine, and Psychiatry. These programs, which prepare graduates for independent medical practice, combine comprehensive patient care experiences focusing on the diagnosis and conventional treatment of human disease with broad educational exposure to the principles and practice of biomedical research and therapeutic innovation. The distinguishing characteristic of GME Programs at NIH is the unparalleled opportunity for Resident and Fellow trainees to participate simultaneously in scientific investigation and clinical research while developing the clinical skills

requisite for medical practice under the supervision of highly accomplished and internationally renowned physician-scientists.

GME Programs provide training experiences principally within the Mark O. Hatfield Clinical Center, located on the Bethesda campus of the NIH. The Clinical Center provides care to approximately 7000 inpatients and 100,000 outpatients each year. It is the academic "home" to more than 300 Residents and Clinical Fellows who are enrolled in its accredited medical specialty programs and other graduate medical education programs.

- If you are an employee in the NIH Intramural Research Program, in exchange for a two- or three-year (for Intramural General Research) commitment to your research career, the **NIH Intramural Loan Repayment Program (ILRP)** will repay up to \$35,000 per year of your qualified educational debt. In addition, the NIH will make Federal tax payments to the Internal Revenue Service at the rate of 39% to cover your increased Federal taxes. To qualify you must be a U.S. citizen, national, or permanent resident; hold a doctoral degree; have educational debt equivalent to at least 20% of your base salary; and work at least 20 hours per week. There are four targeted ILRPs: (1) the AIDS Research ILRP, which is designed to attract highly qualified physicians, nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from Disadvantaged Backgrounds, which is designed to recruit highly qualified physicians, nurses, and scientists from disadvantaged backgrounds to serve as clinical researchers; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, which is a pilot initiative currently available to fellows employed by NIH in subspecialty and residency training programs accredited by ACGME.

Loan repayment is also available for individuals working at nonprofit institutions outside the NIH. This extramural loan repayment is more limited in scope, applying only to individuals involved in clinical, pediatric, health disparities, and contraception and infertility research and to clinical researchers from disadvantaged backgrounds. For more information please visit the Web site, <http://www.lrp.nih.gov>.

- The **NIH Clinical Electives Program (CEP)** provides opportunities for medical and dental students to care for patients and explore clinical investigation in more than 20 medical subspecialty areas. CEP is open to students in good academic standing who have completed (or are in the process of completing) their core clerkships in medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery. Most elective rotations in the medical specialties are offered for periods of four to eight weeks, beginning usually on the first Monday of each month. Students interested in Medical Informatics should note that it is offered for elective rotations only in the months of March and April. For interested students with appropriate qualifications, individualized research electives can also be arranged in the basic or clinical sciences.

July 16

Howard Hughes Medical Institute (HHMI) Cloisters Program and the NIH Clinical Research Training Program (CRTP)

12:00 – 1:00 pm The Cloisters (Building 60)

Are you currently enrolled in – or bound for – medical/dental school and want to continue with research? Come learn about two outstanding opportunities to return to the NIH to conduct biomedical research. Space is limited to 100 people, so please RSVP to Debbie Cohen at cohend@mail.nih.gov by July 11.

- The **HHMI-NIH Research Scholars Program** (“Cloister Program”) was established in 1985 as a joint venture of the Howard Hughes Medical Institute, one of the nation’s largest private biomedical research organizations, and the NIH. The mission of the program is to increase the pool of physician-scientists, dental scientist and veterinary scientists in the U.S. by providing medical, dental, and veterinary students one year of intensive research training at the NIH. Research Scholars spend a year on the NIH campus in Bethesda conducting basic, translational, or applied biomedical research under the direct mentorship of senior NIH researchers as they live among their peers at the Cloister, the Research Scholars’ on-campus residence. Students in good standing at U.S. medical, dental, and veterinary schools are eligible to apply. Approximately 42 students are accepted into the program each year. For further information, visit <http://www.hhmi.org>, call 1.800.424.9924, or e-mail research_scholars@hhmi.org.

- The **Clinical Research Training Program (CRTP)** was established in 1997 at the recommendation of a panel of experts advising the NIH Director on the future of clinical research. This individualized, yearlong program was designed to attract the nation’s most creative, research-oriented medical and dental students to clinical or translational research early in their careers. Students who have completed a year of clinical rotations and have permission from the home institution are invited to apply. In most cases, students apply during their third year and, if selected, enter the next CRTP class in the summer. CRTP students usually spend 12 months in the program, with the possibility of an extension for a second year, with support provided from their sponsoring NIH Institute/Center. Medical and dental students who are U.S. citizens or permanent residents and are enrolled in a medical school accredited by the Liaison Committee on Medical Education (LCME) or a dental school that is accredited by the Commission on Dental Accreditation, or an osteopathic school that is accredited by the American Association of Colleges of Osteopathic Medicine (AACOM) are eligible to apply. The program currently accepts 30 new students per year. It is a public-private partnership supported jointly by the NIH and a grant to the Foundation for NIH from Pfizer Inc.

NIA/NIDA STUDENT POSTER SESSION

Tuesday, August 5, 2008, 12:30 pm – 5:00 pm in the atrium of the NIH Biomedical Research Center in Baltimore.

SCIENCE IN THE 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. This year’s festival will be held on July 9, 16, 23, 30 and August 6 and 13 at the historic Silver Theatre, located in downtown Silver Spring. On each date, a film with a medical science-related theme will be shown in its entirety. 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.

Shows start at 7:00 pm. 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. For more information, contact the OSE at 301.402.2470 or visit the OSE Web site, <http://science.education.nih.gov/>.

POSTER DAY 2008

The Summer Poster Day is a great opportunity to share your work from the summer while developing your communication and networking skills. Any student (high school, college, medical, dental, or graduate) working in an intramural laboratory this summer may present. You may not have final results from your experiments. However, you can still present background information on your project, any data you may have collected, or a discussion of the technical problems you encountered. During the session you will spend a period of time at your poster discussing your project informally with your peers and other members of the NIH scientific community.

Poster Day 2008 is scheduled for Thursday, August 7 and will be held in Natcher Conference Center (Building 45). If you want to participate in Summer Poster Day you must sign up in advance and your mentor must approve your poster title. You can sign up to present a poster at <http://www.training.nih.gov> beginning June 9. The deadline to sign up is Tuesday, July 8, at 5:00 pm (EDT). Your registration will be confirmed via email 7 to 10 days after the deadline. The deadline for mentor approval is Thursday, July 10 at 5:00 pm (EDT).

Poster Day registration will take place on Wednesday, August 6 from 2:00 to 4:00 pm on the lower level of the Natcher Conference Center. At that time you will receive information regarding your poster board assignment (board number, session, and time). Individuals assigned to the first poster session will also be able to put up their posters.

You will be assigned a board 3 ½ feet high and 3 ½ feet wide on which to display your information. Your poster should include

- an introduction (providing background information),
- a brief statement of the purpose of the project,
- a description of materials and methods used, and
- results and conclusions.

Begin writing and proof-reading your poster several weeks in advance. Also, develop and practice a short verbal description of the work that you can present to colleagues who visit your poster. You have several options for printing your poster; in all cases make arrangements well in advance.

- See if your Institute or Center has a poster printer that you can use.
- If you are an intern with the NIH Clinical Center you can make an appointment with the Information Technology Center to print your poster. Do this early! The Center and its programs are described at <http://clinicalcenter.nih.gov/isd/itc/>. The Center is located in Building 10, Room B1S235. The phone number is 301.402.6301.
- NIH Medical Arts and Printing Services (<http://medarts.nih.gov/docs/contact.htm>) will print posters, but your laboratory will have to pay. Make certain in advance that they are willing to cover the cost. Medical Arts is located in Building 10, Room B2L328. The phone number is 301.496.3221. Office hours are 8:00 am to 5:15 pm daily.

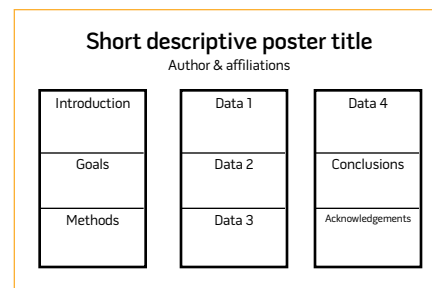
Provided is an example of how to lay out your poster. Here are some other general guidelines:

- A light background with dark text is often easier to read
- Use one font and style to integrate all portions of your poster
- Make sure it is readable from at least 4 to 6 feet away
- Label graphics directly and use tables for small data sets
- Keep your title simple and state the conclusion or focus of your study
- Figures, diagrams, and bullet points are better than paragraphs of text

A general rule of thumb is to allow 40% of your space for graphics, 20% for text, and leave the remaining 40% as white space.

If you are still uncertain what scientists mean when they talk about

presenting a poster, attend the workshop entitled "Creating and Presenting Dynamic Posters" on June 19th and drop by Room 2W15 in Building 2 on July 23 (10:00 am – 4:00 pm) to look at several posters recently presented by trainees at the NIH.



FOLLOWING NIH RULES

NIH SECURITY

The National Institutes of Health is the Federal focal point for biomedical research in the United States. The main campus in Bethesda, MD is surrounded by a perimeter fence designed to keep the campus safe and secure.

Individuals wishing to enter must either present an NIH ID badge or be checked in each day as Visitors. The NIH requires a security investigation on all summer students prior to issuance of their NIH ID badges. The Division of Personnel Security and Access Control (DPSAC) is the principal component within NIH responsible for managing access onto campus.

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

Most summer interns at the NIH will require only a name check against the National Crime Information Center (NCIC) database to receive an NIH ID badge. You can get this process started before coming to the NIH by completing the **PIV Badge Request Form (HHS-745)**, which the Summer Coordinator for your Institute will email to you. Please complete the form as soon as you receive it and mail it back to your Coordinator. Using this form, the NIH Police will conduct the name check (a hard copy of this form is required).

If you submitted your Badge Request Form in a timely fashion and have been entered into NED, the NIH Enterprise Directory, by your Institute, you will be able to pick up your ID badge when you arrive on campus. Ideally this will happen on your first day at the NIH. For up-to-date information on where to pick up your badge and, if necessary (see below), where to go to be fingerprinted, please visit <http://www.idbadge.nih.gov>.

Summer interns working in restricted areas or with sensitive information must undergo a fingerprint check and background investigation through the Office of Personnel Management (OPM) in order to receive an NIH ID badge. Normally this investigation will be a National Agency Check and Inquiries (NACI). You must undergo this background investigation if you will

- be working in labs adjacent to Authorized Select Agent Users,
- be working in high-risk facility areas (e.g., Biosafety Level 3 labs),
- be working with proprietary (i.e., company) data with limited direct monitoring,
- be doing IT work that might allow you to compromise the integrity of a data system,
- have unmonitored access to IT data systems containing Privacy Act data or financial systems, or
- be working under other circumstances deemed by your IC to be sensitive.

Your Summer Coordinator will provide you with the required OPM forms and send you to the site established by DPSAC for fingerprinting summer trainees. You will not need an appointment. Results of fingerprint checks are usually received within 3 to 5 days. During this period, you will have to enter the NIH each day as a Visitor. Unfortunately, you will only have access to Transshare benefits (see below) after you have received your ID badge. You can receive your badge as soon as (1) the fingerprint check has been successfully completed and (2) your contact information has been entered in NED.

Regardless of the process followed, your ID badge will be valid for the duration of the summer but will expire no later than September 30, 2008.

PREPLACEMENT MEDICAL EVALUATION

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

Summer trainees are required to complete a preplacement medical evaluation **before beginning laboratory work ONLY** if they will be working:

- in areas frequented by patients at the Clinical Center (i.e., in the Ambulatory Care Research Facility ACRF or the Hatfield Clinical Research Center),
- with human blood, body fluids, or tissues,
- with human pathogens (infectious agents),
- with patients,
- with hazardous chemicals, or
- with animals (specifically, live vertebrates).

HOW IS A MEDICAL EVALUATION ARRANGED?

Preplacement medical evaluations are provided by the Occupational Medical Service (OMS). OMS is also where you go if you have a work-related health emergency while at the NIH.

Preplacement medical evaluations will be offered:

May 12th through May 16th from 8:00 am – 11:00 am

May 19th through July 1st from 8:00 am – 11:00 am and 1:00 pm – 3:30 pm

A limited number of appointments will be available for students arriving before May.

The appointment will take approximately 20 minutes. OMS has tailored the evaluations to meet worker's individual needs as well as the requirements of the NIH. Please take the following steps to expedite your evaluation:

- Have your personal health care provider (HCP) complete a **Documents of Immunization** form (This will help prevent your receiving an unnecessary immunization);
- If you cannot document your response to a tuberculin skin test within the past twelve months, have your HCP place and read a tuberculin skin test prior to your appointment in OMS (this will eliminate a second visit to OMS);
- If you are not yet 18 years old, have your parent or guardian complete the **Authorization for Treatment of a Minor** form;
- Call the OMS scheduling clerk at 301.496.4411 **in advance** to make an appointment for the preplacement medical evaluation;
- Bring the completed forms with you when you visit OMS.

If you will breathe the air of non-human primates, please mention this to OMS prior to your preplacement medical evaluation, as they may need to conduct additional tests. Any minor who presents to OMS without the Authorization for Treatment of a Minor form cannot be seen in OMS.

LIMITATIONS ON THE ACTIVITIES OF MINORS

If you are under eighteen years of age at the time that you participate in the Summer Internship Program, you will be considered a minor, and the activities in which you can participate will be restricted. The following limitations will apply.

Minors may not work with

- radioactive isotopes;
- nonhuman primates;
- select agents (for example, Ebola and anthrax);
- human and nonhuman primate blood, body fluids, or tissues;
- human and nonhuman primate retroviruses; or
- select carcinogens, reproductive toxins, and acutely toxic chemicals as outlined in the NIH Chemical Hygiene Plan.

In addition, minors may not work in laboratories designated Biosafety Level 3 or Biosafety Level 4.

Reminder: If you are a minor, be certain to fill out both the completed **Authorization for Treatment of a Minor** form and the **Safety Consent for Minors** forms. Return the **Authorization for Treatment of a Minor** form to OMS during your evaluation or return it to your Institute's Summer Coordinator if no medical evaluation is required. The **Safety Consent for Minors** form should be returned to your Institute's Summer Coordinator.

SUPERVISION OF STUDENTS IN LABORATORIES

It is the responsibility of your principal investigator to ensure your safety at the NIH. You can assist in this endeavor by making certain that the following principles are applied:

- You must be directly supervised at any time you are working with potentially hazardous materials.
- You must be appointed under a hiring authority (as an IRTA or FTE) or as a special volunteer so that proper insurance coverage applies.
- If you are a minor, your parents should sign a consent form, which correctly describes your activities, to permit you to work in the lab.
- You must complete laboratory safety training.

TRANSPORTATION TO THE NIH AND PARKING

Summer Coordinators will be furnished with one-day parking passes to issue to you during orientation. This one-day dashboard permit will be good for the day of orientation and will authorize you to park in NIH parking areas marked General Permit Parking. Once you have an NIH ID badge you may apply for Transshare. You are encouraged to apply for NIH ID badges before orientation and to join Transshare.

You can commute to the NIH in several ways.

TRANSHARE

The **NIH Transshare Program** provides commuter subsidies to qualified Federal employees who use mass transit to and from work. Summer students, volunteers and fellows are eligible. The issuances of subsidies are in the form of Metrocheks – small paper cards the size of a credit card with a magnetized strip – that are used for transit payments.

Individuals who live in the National Capital Region and agree not to drive their cars to the NIH are eligible for up to \$115 per month to cover the actual cost of the commute. Complete information on the program can be found at <http://dtts.ors.od.nih.gov/transshare.htm>.

To apply for the NIH Transshare Program, you must fill out a **NIH Transshare Program Application** form in the **NIH Parking Office** (Building 31, Room B3B04). The form has a commuting cost declaration process to assist you in calculating your monthly Transshare benefit. Misrepresentation of your cost declaration will lead to removal/suspension of Transshare/Parking privileges and possible criminal charges.

You are eligible to receive MetroCheks during the double subsidy month (NIH distributes two months worth of Metrocheks at a time). Distribution of Metrocheks takes place at the R&W store in Building 31, Room B1W30 (open 8:30 am to 3:45 pm) or Executive Plaza South, lobby level (open 9:00 am to 3:00 pm).

You must appear in person with a valid NIH ID badge to pick up Metrocheks at the R&W store during the designated double-subsidy month. The subsidy will not be disbursed without a valid NIH ID badge. If you fail to pick up your Metrocheks for any given subsidy period, that double month subsidy will be forfeited. Partial pickups are not allowed and only the current double-subsidy period Metrocheks will be disbursed.

The following links provide more detailed information on public transportation in the NIH area:

- Parking Office
 - Location: Building 31/Room B3B04
 - Phone number: 301.496.5050
 - Email: nihparkingoffice@ors.od.nih.gov
- NIH Transportation web site: <http://dtts.ors.od.nih.gov/transportation.htm>
- Mid-Pike Satellite Parking: <http://www.ors.od.nih.gov/orf/parking/midpikeplaza.cfm>
 - Location: 11800 block of Rockville Pike, North Bethesda, MD
- NIH Map: http://parking.nih.gov/visitor_access_map.htm
- Metro Bus and Rail: <http://www.wmata.com>
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): <http://www.commuterpage.com/rail.htm>
- MetroAccess, curb-to-curb service for those unable to use public transportation: http://www.wmata.com/metroaccess/access_form.cfm
- Maryland Transit Authority, subway, bus, and train systems in Maryland: <http://www.mtamaryland.com/>

PARKING AT MID-PIKE PLAZA

Students may apply for Parking Permits at the **NIH Parking Office** located in Building 31/Room B3B04. The temporary “Summer Parking Permit” is a dashboard placard for satellite parking. NIH Satellite Parking is located 3.7 miles north of the campus at Mid-Pike Plaza, at **the intersection of Rockville Pike and Montrose Road**, next to the Silver Diner (11800 Rockville Pike, North Bethesda, MD). The parking spaces are located along the northern boundary of the shopping center nearest Montrose Road. The designated area is also marked with “Commuter Parking Area” signs. NIH has 150 parking spaces located in the northeast corner of the parking lot. NIH runs a shuttle service loop between this location and the campus. Information on the schedule and route of the Mid-Pike Plaza Shuttle can be found at http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp.

Summer students who have handicap tags/hangers may park in any handicap space on the campus that is not reserved for NIH handicap employees. Anyone who has handicap tags/hangers may also park at any metered space without paying.

Note: Summer interns are not permitted to park on the main NIH campus. Those working at satellite locations may have access to parking at those locations. Ask your summer program coordinator.

BICYCLING

Those interested in bicycling to the NIH may find the following link of interest: <http://www.ors.od.nih.gov/orf/parking/showermap.cfm>.

SHUTTLES

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://dtt.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>.

PAYING TAXES ON YOUR SUMMER INCOME

Summer interns are generally appointed in one of two ways, as Student IRTAs (recipients of Intramural Research Training Awards) or FTEs (Full-time Equivalents or employees).

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,
- your "income" is reported on a Form 1099G as a **taxable grant**,
- if you earned enough during the year to be liable for income taxes, you must report the income shown on your 1099G on Form 1040 on line 21, "other income,"
- you should **not** indicate that you are self-employed or file a Schedule C.

If you are appointed as an FTE,

- you are considered an NIH employee,
- social security taxes are deducted and income taxes are withheld from your stipend,
- your income is reported on a Form W2 as **wages, tips, and other compensation**,
- if you earned enough during the year to be liable for income taxes, or if you are due a refund, you should report the income shown on your W2 on line 7 of Form 1040 or the equivalent line on Form 1040EZ or 1040A.

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.

If you are paid by the NIH via some other mechanism or agency, please contact the Administrative Officer at the NIH responsible for your laboratory or the responsible administrator at the agency for tax information. It would be best to do this before you leave the NIH at the end of the summer.

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.

TRAINING COURSES

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities, including summer students. The Division of Occupational Health and Safety offers several required laboratory safety courses that summer research trainees must complete. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment.

INTRODUCTION TO LABORATORY SAFETY COMPUTER-BASED TRAINING COURSE

The introductory course in laboratory safety is **mandatory for all new laboratory research trainees** and for **returning trainees age 21 or under**. It must be completed prior to attending any other courses. The course introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards that are found in NIH research laboratories. It provides instruction on how to prevent exposure to these hazards and procedures for emergency response. The course also covers NIH waste-handling procedures as well as methods to ensure the research laboratory is free from common physical hazards. It provides information on NIH security policies and procedures. To access the online course, go to <http://www.ors.od.nih.gov/labsafety/>. This course can be accessed only from NIH computers.

STARS "LEARN-BY-DOING" LABORATORY SAFETY TRAINING

After completing the computer-based **Introduction to Laboratory Safety, trainees age 21 or under, both new and returning**, must attend a hands-on course in laboratory safety entitled "**Learn-by-doing**." Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. *Note:* students will be allowed to complete laboratory safety training before they have received their NIH ID badges.

"**Learn-by-doing**" is taught by occupational safety and health professionals who have practical working laboratory experience. A broad range of laboratory safety topics will be covered including, but not limited to: the principles of biosafety; chemical handling and use; common laboratory hazards; and emergency preparedness. The learning objectives will be met through active dialogue between students and instructors. Students will work in small groups with an instructor to practice and learn laboratory safety techniques as well as the rules of safe conduct. Students and instructors will problem solve and think their way critically together through a series of learning exercises.

To demonstrate comprehension of the material, students must complete a quiz. The minimum passing grade is 85 percent. If necessary, additional one-on-one instruction will be provided to ensure successful course completion.

STARS "Learn-by-doing" Laboratory Safety Training will be offered twice a day (from 8:30 am to 12:00 pm and from 1:30 to 5:00 pm) every Tuesday, Wednesday, and Thursday from June 3rd through July 24th except for the week of June 30th. Additional sessions will be provided on May 15, 22, and 27. Trainees can register for this course at <http://www.ors.od.nih.gov/labsafety>.

LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based **Introduction to Laboratory Safety, new summer trainees over the age of 21** are required to complete a classroom course entitled **Laboratory Safety at the NIH**. This course provides training on the recognition and control of common physical, chemical, and biological hazards found in NIH research laboratories. It includes required information on NIH policies and procedures for working safely in the research laboratory as well as methods for hazardous waste minimization. The course also covers engineering controls and personal protective equipment as well as the NIH medical surveillance program available through the Division of Occupational Health and Safety, Occupational Medical Service.

Attendance at this program assists in meeting the training requirement of the OSHA Hazard Communication Standard and Occupational Exposure to Hazardous Chemicals in Laboratories Standard.

Laboratory Safety at the NIH will be held in Lipsett Amphitheater in Building 10 from 9:00 am – 12:00 pm. Sessions are offered on the following dates: May 22, June 3, June 5, June 12, June 26, July 9, July 23, August 5, August 19.

Please Note: Credit for attendance will not be given to late arrivals. Individuals who arrive late will be asked to reschedule.

LABORATORY SAFETY REFRESHER COURSE

All **returning students age 21 or older** must complete a one-hour mandatory computer-based **Laboratory Safety Refresher Course** that provides updates on safety procedures and policies that govern laboratory safety at the NIH. The refresher course should be completed online at: <http://www.ors.od.nih.gov/labsafety>.

Registration for all Division of Occupational Health and Safety Training can be completed through our training Web site, <http://www.ors.od.nih.gov/labsafety/>.

BLOODBORNE PATHOGEN TRAINING

WORKING SAFELY WITH HIV AND OTHER BLOODBORNE PATHOGENS IN THE RESEARCH LABORATORY

This two-hour course is for all individuals working with bloodborne pathogens. The course provides research personnel with information on working safely with bloodborne pathogens in NIH research laboratories in accordance with the OSHA Bloodborne Pathogen Standard. This course specifically discusses work practices in Biosafety Safety Level 2 and 3 laboratories, common causes of exposure, and the use of controls to prevent exposure. The course outlines steps to take in case of a potential exposure and reviews medical pathological waste disposal procedures. Attendance at this program is mandatory for research personnel who work with or who may be exposed to

- human blood, body fluids, and/or tissues,
- human or nonhuman primate retroviruses,
- hepatitis B and C viruses,
- other bloodborne pathogens, or
- animals or their housing.

Summer Student Safety Training Requirements at a Glance

NEW		
Under 18 Years Old	18 to 21 Years Old	Over 21 Years Old
<p>Introduction to Lab Safety (online training)</p> <p>STARS* "Learn-by-doing" Lab Safety Training</p>	<p>Introduction to Lab Safety (online training)</p> <p>STARS* "Learn-by-doing" Lab Safety Training</p> <p>Bloodborne Pathogen Training**</p>	<p>Introduction to Lab Safety (online training)</p> <p>Laboratory Safety at the NIH (classroom training)</p> <p>Bloodborne Pathogen Training**</p>
RETURNING		
Under 18 Years Old	18 to 21 Years Old	Over 21 Years Old
<p>Introduction to Lab Safety (online training)</p> <p>STARS* "Learn-by-doing" Lab Safety Training</p>	<p>Introduction to Lab Safety (online training)</p> <p>STARS* "Learn-by-doing" Lab Safety Training</p> <p>Bloodborne Pathogen Refresher Training** (online)</p>	<p>Lab Safety Refresher Training (online)</p> <p>Bloodborne Pathogen Refresher Training** (online)</p>

* STARS: Safe Techniques Advance Research Science

** as applicable

This training is required before working with bloodborne pathogens. **Working Safely with HIV and Other Bloodborne Pathogens** will be offered on May 20 from 10:30 am – 12:30 pm in Building 50/Room 1227. All other sessions will be held in Lipsett Amphitheater in Building 10 from 1:00 – 3:00 pm. The dates for these sessions are: June 3, June 5, June 12, June 26, July 9, July 23, August 5, August 19.

Please note: Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule.

BLOODBORNE PATHOGEN REFRESHER TRAINING

This web course provides annual refresher training for research laboratory personnel who may potentially be exposed to bloodborne pathogens in their work in the research laboratory and have previously attended **Working Safely with HIV and Other Bloodborne Pathogens**. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. Summer researchers who have completed the **Working Safely with HIV and Other Bloodborne Pathogens** course within the last three years can complete the refresher course instead of attending a classroom bloodborne pathogen course. Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens.

To register for these laboratory safety courses, utilize the online registration program available at <http://www.ors.od.nih.gov/labsafety>. If unable to register online, print out the fax registration form located at the Web site and fax the completed form to Toni Ellis at 301.402.0313.

RADIATION SAFETY

All students entering laboratories posted for radioactive material use must take the **Radiation Safety Orientation** online training module at <http://www.nih.gov/od/ors/ds/rsb/rso/index.html>. This requirement applies to all such students, regardless of whether they may actually handle radioactive materials. Interns who will handle radioactive materials must also complete the **Radiation Safety in the Lab (RSL)** course. If you are under 18 and have already completed the course during a previous summer you must repeat it. If you are over 18 you must repeat the course if it has been more than 4 years since you were at the NIH.

Radiation Safety in the Lab will be offered on the following dates:

May 23	9:00 am – 12:00 pm	Lipsett Amphitheater
June 13	9:00 am – 12:00 pm	Lipsett Amphitheater
July 10	9:00 am – 12:00 pm	Lipsett Amphitheater
August 7	1:00 pm – 4:00 pm	Lipsett Amphitheater
August 21	9:00 am – 12:00 pm	Building 21/Room 238

For more information concerning radiation safety training, please contact the Radiation Safety Training Office at 301.496.2255.

DOSIMETER EVALUATION FORM

Every summer trainee who takes the RSL course must complete a Dosimeter Evaluation Form. The student must bring the completed and signed form to the RSL course he/she is scheduled to attend. The form is available for downloading at <http://drs.ors.od.nih.gov/forms/dosimetry.pdf>.

MINORS HANDLING RADIOACTIVE MATERIALS

Summer students under the age of 18 who plan to use radioactive materials must obtain special permission from the Radiation Safety Officer. Such students must submit the application form that is available for downloading at <http://drs.ors.od.nih.gov/forms/minor611.pdf>.

RETURNING SUMMER STUDENTS

Summer students returning to the NIH will use their old Radiation Safety Branch identification number, but must call 301.496.2255 to request reactivation of this number. Students who have been away from the NIH for more than four years must retake the **Radiation Safety in the Lab** course.

ANIMAL CARE AND USE

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free and fulfill federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may register online at <http://oacu.od.nih.gov/training/index.htm> or by calling the OACU at 301.496.5424.

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Students who will be working with animals under the direction of a senior scientist must complete **Guidelines for Animal Users** before beginning their work. The course is offered as a 90-minute lecture and in an online, Web-based format. It describes proper care and use of animals in a research laboratory. Additional discussion of animal handling and restraint is presented to assure humane management of the animals.

The online course takes approximately 90 minutes to complete but does not have to be finished in one sitting. To access the online course, go to <http://oacu.od.nih.gov/training/users.htm>.

WORKING SAFELY WITH NONHUMAN PRIMATES

This course is required for all trainees who will be working with nonhuman primates (NHP). You will learn about the normal behavior of NHP to help prevent injury and exposure to pathogens, such as Herpes B-virus, that are transmissible to humans. The course, which consists of a video, handouts, and a quiz, is given on an individual basis at the animal facility. Further information on this course can be accessed on the OACU Web site: <http://oacu.od.nih.gov/training/primate.htm>.

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

The **Rodent Workshops** are optional opportunities to learn manual handling, sampling, and restraint techniques used in the laboratory with live animals. These half-day, small-group sessions provide an opportunity for individual instruction by certified laboratory animal technologists.

Workshop dates will be posted on the OACU Web site. You can start registering a month in advance, but note that the registration closes one week before the scheduled date of each workshop. The workshop dates are available on the OACU training web site under "optional courses": <http://oacu.od.nih.gov/training/>.

The full OACU training schedule is available via: <http://oacu.od.nih.gov/training/revised2008TrainingSchedule.pdf>.

CONTACTS

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CC – NIH Clinical Center
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NIA – National Institute on Aging
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NIAAA – National Institute on Alcohol Abuse
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NIAID – National Institute of Allergy and Infectious Diseases
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National Institute of Child Health
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Intramural Lab Web site:
<http://www.niehs.nih.gov/research/atniehs/>
Summer Web site: <http://www.niehs.nih.gov/summers>

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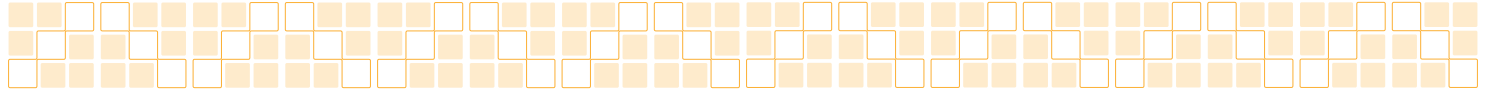
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USEFUL WEB SITES



	USEFUL WEB SITES
The Office of Intramural Training & Education (OITE)	http://www.training.nih.gov
NIH Resources	
The main NIH Web site	http://www.nih.gov
A quick way to find answers to your questions about the NIH	http://jumpstart.nih.gov
The NIH Enterprise Directory (NED)	http://ned.nih.gov
NIH Online Orientation	http://orientation.nih.gov
Security Information at the NIH	http://security.nih.gov
Guidelines for the Conduct of Research at the NIH	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	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf
The NIH Office of the Ombudsman and Center for Cooperative Resolution	http://www4.od.nih.gov/ccr/ombud.html
NIH Library	http://nihlibrary.nih.gov
NIH Videocasts: recordings of NIH lectures and conferences	http://videocast.nih.gov
NIH Intramural Database (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	http://intramural.nih.gov/search
NIH Housing List	http://www.recgov.org/housing/Rent.html
NIH Blood Bank	http://www.cc.nih.gov/dtm/donor_patient/dtm_donor_info.htm
NIH Federal Credit Union	http://www.nihfcu.org

	USEFUL WEB SITES
Transportation	
NIH Travel and Transportation Services	http://dtts.ors.od.nih.gov/transportation.htm
NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation	http://dtts.ors.od.nih.gov/transhare.htm
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, D.C. and the surrounding counties	http://www.wmata.com
Ride-On Map, map of Montgomery County, MD, bus routes	http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dpwt/transit/routesandschedules/rideonroutes.asp
Other Web Sites to Help You Get Settled	
Craigslist	http://washingtondc.craigslist.org
<i>The Washington Post</i>	http://www.washingtonpost.com
The NIH Fellows Committee (FELCOM) Exchange Board: Furnish your space with items others no longer need	http://felcom.od.nih.gov/
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	http://www.freecycle.org/aboutus/

WASHINGTON METROPOLITAN AREA ACTIVITIES

ENTERTAINMENT

"Work is hard. Distractions are plentiful. And time is short."

— Adam Hochschild

"He who cannot rest, cannot work..."

— Harry Emerson Fosdick

The national capitol area has much to offer in the way of entertainment and relaxation. Whether your passion is nature, history, art, nightlife, or fine food, there is plenty here for you. The museums, parks, and historical sites listed below are just a small sample of the interesting sites and events around town. One of the best ways to learn about other local points of historical and cultural significance—as well as the latest events of interest—is through the Internet. Among the various online art and entertainment guides, the following will help you learn about all that the area has to offer:

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

<http://eg.washingtonpost.com/>

<http://cityguide.aol.com/washington>

<http://ticketplace.org>

The Washington area's only authorized half-price ticket outlet, TICKETplace is a service of the Cultural Alliance of Greater Washington in partnership with the John F. Kennedy Center for the Performing Arts, the Washington Post, and TICKETMASTER. Since 1981, TICKETplace has served as the region's only discounted ticket outlet for arts organizations.

MUSEUMS

B'nai B'rith Klutznick National Jewish Museum

1640 Rhode Island Avenue NW

Washington, DC 20005

202.857.6583

<http://www.bnaibrith.org/museum/>

Admission: Free

Metro: Red Line, Farragut North

Bethune Museum & Archives, Inc.

1318 Vermont Avenue NW

Washington, DC 20005

202.332.9201

<http://www.nps.gov/mamc/>

Admission: Free

Metro: Blue/Orange Lines,

McPherson Square

Constitution Gardens

900 Ohio Drive SW

Washington, DC 20242

202.426.6841

<http://www.nps.gov/coga/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

Corcoran Gallery of Art

500 17th Street NW

Washington, DC 20006

202.639.1700

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

Admission: Admission is charged.

Metro: Blue/Orange Lines, Farragut West

Dar Museum

1776 D Street NW
Washington, DC 20006
202.628.1776

<http://www.dar.org/museum/>

Admission: Free
Metro: Blue/Orange Lines, Farragut West

Decatur House Museum

748 Jackson Place NW
Washington, DC 20006
202.842.0920

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

Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

Folger Shakespeare Library

201 East Capitol Street SE
Washington, DC 20003
202.544.4600

<http://www.folger.edu/>

Admission: Free; tours at 11:00 am
Metro: Blue/Orange Lines, Capitol South

Fort Ward Museum

4301 West Braddock Road
Alexandria, VA 22304
703.838.4848

<http://oha.alexandriava.gov/fortward/>

Admission: Free
Metro: Yellow Line, King Street; DASH bus A-T5

International Spy Museum

800 F Street NW
Washington, DC 20004
202.393.7798

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

Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

Library of Congress

1st Street & Independence Avenue SE
Washington, DC 20540
202.707.8000

<http://www.loc.gov/>

Admission: Free
Metro: Blue/Orange Lines, Capitol South

Lillian and Albert Small Jewish Museum

3rd & G Streets NW
Washington, DC 20001
202.789.0900

<http://www.loc.gov/rr/main/religion/jhw.html>

Admission: Free

Metro: Red Line, Judiciary Square

Lyceum

201 South Washington Street
Alexandria, VA 22314
703.838.4994

<http://oha.alexandriava.gov/lyceum/>

Admission: Admission is charged.
Metro: Yellow Line, King Street

Manassas Museum

9101 Prince William Street
Manassas, VA 22110
703.368.1873

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

Admission: Admission is charged.

Marian Koshland Science Museum

The National Academies
500 Fifth Street, NW
Washington, DC 20001
202.334.1201 or toll-free 888.KOSHLAND (888.567.4526)

<http://www.koshland-science-museum.org/>

Admission: Admission is charged.

Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

National Archives

700 Pennsylvania Avenue NW
Washington, DC 20408
866.325.7208

<http://www.archives.gov/>

Admission: Free
Metro: Green/Yellow Lines, Archives

National Archives at College Park

8601 Adelphi Road
College Park, MD 20740
301.713.6800

<http://www.archives.gov/dc-metro/>

Admission: Free

National Building Museum

401 F Street NW
Washington, DC 20001
202.272.2448

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

Admission: Free
Metro: Red Line, Judiciary Square

National Gallery of Art

4th Street & Constitution Avenue NW
Washington, DC 20565
202.737.4215

<http://www.nga.gov/>

Admission: Free
Metro: Red Line, Judiciary Square

National Geographic Museum at Explorers Hall

17th & M Streets NW
Washington, DC 20036
202.857.7588

<http://www.nationalgeographic.com/museum/>

Admission: Free
Metro: Red Line, Farragut North

National Museum of the American Indian

4th Street and Independence Avenue SW
Washington, D.C. 20024
202.633.1000

<http://www.nmai.si.edu/>

Admission: Free
Metro: All lines except Red, L'Enfant Plaza

National Museum of American Jewish Military History

1811 R Street NW
Washington, DC 20009
202.265.6280

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

Admission: Free
Metro: Red Line, Dupont Circle

National Museum of Health & Medicine

Walter Reed Medical Center

6900 Georgia Avenue & Elder Street NW
Building 54 Washington, DC 20307
202.782.2200

<http://www.nmhm.washingtondc.museum/>

Admission: Free
Metro: Red Line, Takoma

National Museum of Women in the Arts

1250 New York Avenue NW
Washington, DC 20005
202.783.5000

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

Admission: Free
Metro: Blue/Orange/Red Lines, Metro Center

Octagon Museum

1799 New York Avenue NW
Washington, DC 20006
202.638.3221

<http://www.archfoundation.org/octagon/>

Admission: Admission is charged.
Metro: Red Line, Farragut North

The Phillips Collection

1600 21st Street NW
Washington, DC 20009
202.387.2151

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

Admission: Admission to the permanent collection is free during the week.
Metro: Red Line, Dupont Circle

Sumner School Museum & Archives

1201 17th Street NW
Washington, DC 20036
202.442.6060

<http://www.nps.gov/history/nr/travel/wash/dc58.htm>

Admission: Free
Metro: Red Line, Farragut North

The Textile Museum

2320 S Street NW
Washington, DC 20008
202.667.0441

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

Admission: Free (suggested contribution of \$5)
Metro: Red Line, Dupont Circle

United States Holocaust Memorial Museum

100 Raoul Wallenberg Place SW
(14th Street & Independence Avenue)
Washington, DC 20024
202.488.0400

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

Admission: Free, but requires advance time-entry pass.
Metro: Blue/Orange Lines, Smithsonian

United States Navy Memorial

701 Pennsylvania Avenue NW, Suite 123
Washington, DC 20004
202.737.2300

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

Admission: Free Metro: Green/Yellow Lines, Archives

NATIONAL/STATE PARKS AND HISTORIC SITES

Ford's Theatre

511 10th Street NW
Washington, DC 20024
202.347.4833 (Box Office)

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

Admission: Free. Admission to theatrical performances is by paid ticket only
Metro: Blue/Orange/Red Lines, Metro Center, Green/Red/Yellow Lines, Gallery Place/Chinatown
Comments: The theater where President Abraham Lincoln was shot and the house across the street where he died early the next day are preserved as Ford's Theater National Historic Site.

Franklin Delano Roosevelt Memorial

1850 West Basin Drive SW
Washington, DC 20024

202.376.6704

<http://www.nps.gov/fdrm/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Frederick Douglass National Historic Site

1411 W Street SE

Washington, DC 20020

202.426.5961

<http://www.nps.gov/frdo/>

Admission: Admission is charged.

Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)

Comments: Frederick Douglass lived at Cedar Hill from 1877 until 1895. His fully restored Victorian home on the heights overlooking Anacostia offers a panoramic view of the U.S. Capitol, the Washington Monument, and the city of Washington.

Great Falls Park

Potomac, Maryland

301.299.3613

<http://www.nps.gov/choh/>

Admission: Admission is charged.

Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)

Comments: About 15 miles from the Mall, at the end of MacArthur Boulevard, are the Great Falls of the Potomac. The restored 19th century tavern was an important stopping point on the C&O Canal and is now a museum. Woodland paths and picnic areas are further features of the park, which is also a good starting point for hiking or cycling along the towpath. Great Falls is part of the larger Chesapeake and Ohio Canal National Historic Park, which runs for 184.5 miles from Georgetown to Cumberland, MD.

Great Falls Park, Virginia

9200 Old Dominion Drive

703.285.2965

<http://www.nps.gov/grfa/>

Admission: Admission is charged.

Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)

Comments: Excellent views of the cascading Potomac. The park has a snack bar, restrooms, visitor center, picnic facilities, and hiking trails. Fishing is permitted, but swimming and wading are not.

Korean War Veterans Memorial

Independence Avenue at the Lincoln Memorial

Washington, DC

202.619.7222

<http://www.nps.gov/kwvm/>

Admission: Free. Permits are required for special events

and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

Lincoln Memorial

West Potomac Park at 23rd Street NW

Washington, DC

202.426.6841

<http://www.nps.gov/linc/>

Metro: Blue/Orange Lines, Foggy Bottom

Mary Mcleod Bethune Council House National Historic Site

1318 Vermont Avenue, NW

Washington, DC 20005

202.673.2402

<http://www.nps.gov/mamc/>

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

Comments: The Site houses the Bethune Museum and Archives, Inc., and is dedicated to the collection, preservation, and interpretation of African American women's history.

National Aquarium in Baltimore, Maryland

Pier 3, 501 East Pratt Street

Baltimore, MD 21202

410.576.3800

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

Comments: The lightship Chesapeake is docked nearby.

National Mall

Washington, DC

<http://www.nps.gov/nama/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

Comments: The Mall extends from the Capitol to the Washington Monument. Footpaths, bikeways, information and map kiosks, and refreshment stands adorn the Mall. Bordering the Mall are the Department of Agriculture, the National Gallery of Art, and many of the Smithsonian Institution museums: Freer Gallery, Sackler Gallery, African Art, Arts and Industries, Hirshhorn Museum and Sculpture Garden, Air and Space, American History, and the central Smithsonian Institution building.

National World War II Memorial

17th Street between Constitution and Independence Avenues

Washington, DC

202.619.7222

<http://www.nps.gov/nwwm/>

Admission: Free, Permits are required for special events and First Amendment Activities.

Metro: Blue/Orange Lines, Smithsonian

National Zoo

The Zoo is located in northwest Washington, DC,

at 3001 Connecticut Avenue.

202.673.4800 General Information Recording

202.673.4717 Information Desk

202.673.4731 Zoo Park Police (In stormy weather, call here to see if the zoo is open.)

<http://nationalzoo.si.edu/>

Metro: Red Line, Woodley Park/Zoo or Cleveland Park.

Bus: L1 and L2 buses at the Connecticut Avenue entrance;

H2 and H4 buses at Harvard Street.

Car: Parking is very limited. From May to September, lots may be filled by 10:30 am. Parking fees are calculated by the hour.

Rock Creek Park

3545 Williamsburg Lane, NW

Washington, DC 20008

202.895.6000

<http://www.nps.gov/rocr/>

Admission: Free

Comments: Established in 1890, Rock Creek Park offers 29 miles of hiking trails, 11 miles of bridle trails, tennis courts, athletic fields, and dozens of picnic areas. Rock Creek Horse Centre on Glover Road offers horse rentals and riding instruction. There is an 18-hole golf course with golf cart and club rental at 16th and Rittenhouse Streets. Reservations are required for the tennis courts. The Rock Creek Nature Center gives guided nature walks daily and has nature exhibits and planetarium shows. Demonstrations at Pierce Mill illustrate the working of a 19th century gristmill. Tours are given of the Old Stone House, the oldest dwelling in Washington.

Sewall-Belmont House

National Historic Site

144 Constitution Avenue, NE

Washington, DC 20002

202.546.3989

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

Admission: Free

Metro: Red Line, Union Station

Shenandoah National Park, Virginia

80 miles southwest of Washington via I-66 and

US 340 or via I-66 and US 211

540.999.2243

<http://www.nps.gov/shen/>

Admission: Admission is charged.

Comments: Skyline Drive threads for 105 miles through the Blue Ridge Mountains. The park has campgrounds, mountain cottages, lodges, fishing, horse rentals, picnic spots, 94 miles

of the Appalachian Trail, and 200 miles of park trails.

Theodore Roosevelt Island

Washington, DC

703.289.2500

<http://www.nps.gov/this/>

Admission: Free. Fishing permits are required for persons older than 16. Vehicles are not permitted on the island.

Metro: Blue/Orange Lines, Rosslyn

Comments: The parking area is accessible from the northbound lane of the George Washington Memorial Parkway on the Virginia side of the Potomac River. A footbridge connects the island to the Virginia shore. The island is also accessible to pedestrians via the Metro station at Rosslyn and a 20-minute walk following city streets to the Key Bridge, where the Mount Vernon Trail begins. Follow the trail to the island entrance.

Thomas Jefferson Memorial

Tidal Basin, South End 15th Street, SW

Washington, DC

202.426.6841

<http://www.nps.gov/thje/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

Vietnam Veterans Memorial

Constitution Avenue & Henry Bacon Drive, NW

Washington, DC 20001

202.634.1568

<http://www.nps.gov/vive/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

Comments: The Memorial also includes the Three Servicemen Statue and the Vietnam Women's Memorial.

Washington Monument

Constitution Avenue at 15th Street, NW

Washington, DC 20001

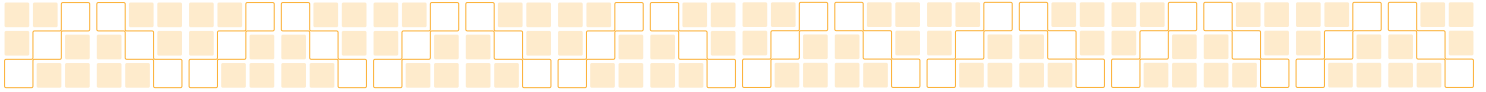
202.426.6841

<http://www.nps.gov/wamo/>

ACKNOWLEDGEMENTS

This document draws heavily on the work of others. We are grateful for permission to use (sometimes in modified form) sections from the Graduate Partnerships Program Handbook, the Postbac Handbook, and the 2007 Summer Research Program Student Handbook. We have also incorporated information from organizations and NIH office Web sites in an attempt to provide the most accurate information possible. Caroline Small, OITE Communications Intern, took primary responsibility for the creation and completion of this year's hand book.

CALENDAR OF EVENTS



MAY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 10:00am - 12:00pm Building 1/Wilson Hall Summer Student Orientation	17
18	19 9:00am - 10:30am Building 50/Room 1227 Guidelines for Animal Users	20 10:30am - 12:30pm Building 50/Room 1227 Working Safely with HIV and Other Bloodborne Pathogens	21 2:00pm NIH Library Information Desk NIH Library Orientation Tour	22 9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)	23 8:30am - 11:00am Building 49/Room 2A46 Hands-On Mouse and Rat Workshop 9:00am - 12:00pm Lipsett Amphitheater Radiation Safety	24
25	26	27	28 2:00pm NIH Library Information Desk NIH Library Orientation Tour	29	30 10:00am - 12:00pm Building 1/Wilson Hall Summer Student Orientation	31

- * Preplacement Medical Evaluations offered May 12 to May 16 (8:00 am - 11:00 am) and May 19 to July 1 (8:00 am - 11:00 am and 1:00 - 3:30 pm)
- * STARS "Learn-by-doing" Laboratory Safety Training offered every Tuesday, Wednesday and Thursday from June 3 to July 24 (8:30 am - 12:00 pm and 1:30 - 5:00 pm) except for July 1 to July 3. Additional sessions will be provided on May 15, May 22 and May 27.
- * SLS = Summer Lecture Series

JUNE

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	<p>9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)</p> <p>1:00pm - 3:00pm Lipsett Amphitheater Working Safely with HIV and Other Bloodborne Pathogens</p>	<p>2:00pm NIH Library Information Desk NIH Library Orientation Tour</p>	<p>9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)</p> <p>1:00pm - 3:00pm Lipsett Amphitheater Working Safely with HIV and Other Bloodborne Pathogens</p>	6	7
8	9	10	<p>2:00pm NIH Library Information Desk NIH Library Orientation Tour</p>	<p>9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)</p> <p>11:00am - 1:00pm Building 1/Wilson Hall Summer Student Orientation</p> <p>1:00pm - 3:00pm Lipsett Amphitheater Working Safely with HIV and Other Bloodborne Pathogens</p>	13	14
15	16	<p>12:00pm - 1:00pm Lipsett Amphitheater SLS: The Role of Stem Cells in Health, Disease, and Regenerative Medicine</p>	<p>2:00pm NIH Library Information Desk NIH Library Orientation Tour</p> <p>3:30pm - 5:00pm Building 50/Room 1227 Reading a Scientific Paper</p>	<p>19</p>	20	21
22	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	28
29	<p>30</p>					

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* SLS = Summer Lecture Series

JULY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1 12:00pm - 1:00pm <i>Lipsett Amphitheater</i> SLS: Cervical Cancer Etiology and Prevention: It Is All about (HPV) Persistence	2 12:30pm - 2:30pm <i>Building 50/Room 1227</i> Preparing for the MCAT: Part Two 2:00pm <i>NIH Library Information Desk</i> NIH Library Orientation Tour	3 11:00am - 1:00pm <i>Building 2 Second Floor</i> OITE Open Office	4	5
6	7	8 12:00pm - 1:00pm <i>Lipsett Amphitheater</i> SLS: What Makes Clinical Research Ethical 1:00pm - 2:30 pm <i>Building 10/Room 2C116</i> Graduate Medical Education, Loan Repayment Programs, and the NIH Clinical Elective Program 5:00pm Summer Poster Day Deadline	9 9:00am - 12:00pm <i>Lipsett Amphitheater</i> Laboratory Safety at the NIH (classroom course) 1:00pm - 3:00pm <i>Lipsett Amphitheater</i> Working Safely with HIV and Other Bloodborne Pathogens 2:00pm <i>NIH Library Information Desk</i> NIH Library Orientation Tour 7:00pm <i>AFI Silver Theater and Cultural Center</i> Science in the Cinema	10 9:00am - 12:00pm <i>Lipsett Amphitheater</i> Radiation Safety 9:00am - 4:30pm <i>Natcher Conference Center</i> OITE Graduate and Professional School Fair for NIH Postbacs and Summer Interns 5:00pm Mentor Approval Deadline for Summer Poster Day	11 8:30am - 11:00am <i>Building 49/Room 2A46</i> Hands-On Mouse and Rat Workshop	12
13	14	15 12:00pm - 1:00pm <i>Lipsett Amphitheater</i> SLS: Is It Really Bench to Bedside?	16 12:00pm - 1:00pm <i>Building 60/The Cloisters</i> Howard Hughes Medical Institute Cloisters Program and the NIH Clinical Research Training Program 7:00pm <i>AFI Silver Theater and Cultural Center</i> Science in the Cinema	17 2:00pm - 4:00pm <i>Building 50/Room 1227</i> Masters Degree Programs	18	19
20	21 9:00am - 10:30am <i>Building 50/Room 1227</i> Guidelines for Animal Users	22 12:00pm - 1:00pm <i>Lipsett Amphitheater</i> SLS: How to Succeed in Science	23 9:00am - 12:00pm <i>Lipsett Amphitheater</i> Laboratory Safety at the NIH (classroom course) 10:00am - 4:00pm <i>Building 2/Room 2W15</i> Summer Poster Viewing 1:00pm - 3:00pm <i>Lipsett Amphitheater</i> Working Safely with HIV and Other Bloodborne Pathogens 7:00pm <i>AFI Silver Theater and Cultural Center</i> Science in the Cinema	24 2:00pm - 4:00pm <i>Building 50/Room 1227</i> Funding Your Education	25	26
27	28	29	30 7:00pm <i>AFI Silver Theater and Cultural Center</i> Science in the Cinema	31		

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* SLS = Summer Lecture Series

AUGUST

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	2
3	4	<p>9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)</p> <p>12:30pm - 5:00pm Atrium/NIH Biomedical Research Center NIA/NIDA Student Poster Session</p> <p>1:00pm - 3:00pm Lipsett Amphitheater Working Safely with HIV and Other Bloodborne Pathogens</p>	<p>2:00pm - 4:00pm Natcher Conference Center Summer Poster Day Registration</p> <p>7:00pm AFI Silver Theater and Cultural Center Science in the Cinema</p>	<p>Natcher Conference Center Summer Poster Day</p> <p>12:00pm - 3:00pm Lipsett Amphitheater Radiation Safety</p>	<p>8:30am - 11:00am Building 49/Room 2A46 Hands-On Mouse Workshop</p>	9
10	11	12	<p>7:00pm AFI Silver Theater and Cultural Center Science in the Cinema</p>	14	15	16
17	18	<p>9:00am - 12:00pm Lipsett Amphitheater Laboratory Safety at the NIH (classroom course)</p> <p>1:00pm - 3:00pm Lipsett Amphitheater Working Safely with HIV and Other Bloodborne Pathogens</p>	20	<p>9:00am - 12:00pm Lipsett Amphitheater Building 21/Room 238 Radiation Safety</p>	22	23
24	25	26	27	28	29	30
31						

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* SLS = Summer Lecture Series

build your career, shape the future



National Institutes of Health
Office of Intramural Training & Education
2 Center Drive
Building 2, Second Floor
301.496.2427
Bethesda, MD 20892-0240
www.training.nih.gov

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