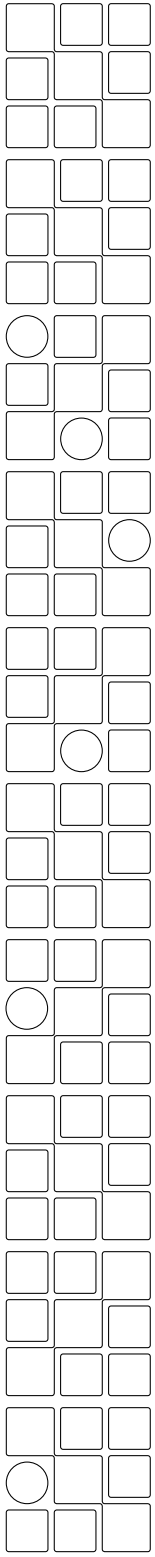
GRADUATE PARTNERSHIPS PROGRAM

STUDENT HANDBOOK

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



build your career, shape the future

Office of Intramural
TRAINING&
EDUCATION
NATIONAL INSTITUTES OF HEALTH

GRADUATE PARTNERSHIPS PROGRAM

STUDENT HANDBOOK

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

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

Dear NIH Graduate Students:

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

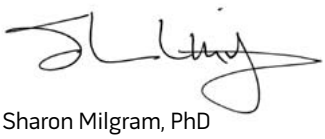
This is also a time of enormous challenge in biomedical research. Funding has tightened even as new challenges emerge, and health disparities persist, even in developed countries. Many young scientists are discouraged, by both tight job markets and the long-road to independence. As a graduate student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

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

The Graduate Partnerships Program (GPP), in the Office of Intramural Training & Education (OITE), supports the graduate student community at NIH. Whether you came to NIH as part of an institutional or individual partnership, we are here to facilitate all aspects of your graduate education. We have created this handbook as a single source of information to help make the most of your scientific and professional opportunities. We hope that you find it easy to navigate and its content useful. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to graduate students and other trainees at NIH. We hope you will participate in many academic and professional development activities at the NIH. In the end, you will determine what skills and abilities you develop over the next several years.

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

Sincerely,



Sharon Milgram, PhD
Director, Office of Intramural Training &Education

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INTRODUCTION TO THE GRADUATE PARTNERSHIPS PROGRAM

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

The GPP provides programs, services, individual assistance, and resources to enhance the academic, professional and career development of NIH graduate students. Over 500 graduate students work and study at the NIH. Graduate students are performing dissertation research in almost all NIH Institutes and Centers and come from over 100 different universities. The NIH partners with national and international universities to educate the next generation of scientific leaders; we support students in two types of partnerships—institutional and individual. If you are coming to NIH as part of an institutional partnership, you applied concurrently to the GPP and one of our established partner universities at the start of your graduate experience. Depending on the partnership, you will spend time at the university completing coursework and rotations. You will also complete rotations here at NIH and choose an NIH lab for your dissertation research, typically at the end of your first year of graduate study. The details differ for each institutional partnership. It is your responsibility to ensure that you understand where your administrative support comes from or how your program works..

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

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

OITE: THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

OITE, working jointly with your NIH IC, 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 must 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 benefit from the vibrant cultural environment in the Washington, DC area. In addition, OITE staff members are available to help you resolve any problems that might arise during your time at the NIH. OITE programs complement the training activities of the NIH Institutes and Centers (ICs). We work closely with FelCom, the NIH Fellows Committee, the Graduate Student Council, and the Postbac Committe to develop programs for trainees at all levels of their career.

Specifically, we encourage you to

- take part in orientation sessions when you arrive at the NIH to make certain you get off to a good start;
- make certain that you are included on the official OITE mailing list OITE-GRADS;
- subscribe to one or more voluntary electronic mailing lists to keep aware of ongoing activities and job opportunities;
- visit the OITE Web site, **http://www.training.nih.gov**, regularly to check for new workshops and courses; remember, if you cannot attend a workshop, you will find video- and pod-casts of many of them on the OITE Web site at **http://www.training.nih.gov/oite_videocasts**.
- create an "NIH Trainee/Fellow" account for yourself (**http://go.usa.gov/GDk**) on the OITE Web site so that you can register for events with a single click of your mouse, make appointments with career counselors, and access the Alumni Database;
- visit the Postbac Compiled page, **https://www.training.nih.gov/compiledpostbacs**, weekly to see events and news especially relevant to you;
- attend some of the many scientific seminars, lectures, and lecture series offered at the NIH (Note: There are a large number of events. You cannot possibly attend them all. Be selective; attend those that seem most appropriate or exciting.;
- participate in at least one Scientific Interest Group;
- join the the Graduate Student Council (GSC) and help plan and implement activities for trainees;
- participate in the annual NIH Graduate Student Research Symposium and share your research with the NIH community;
- take part in career and professional development workshops;
- visit our Career Services Center for assistance with refining your career goals and successfully navigating the next step in your career or education;
- create a LinkedIn account and join the NIH Intramural Science Group to network and share ideas;
- follow OITE on Twitter **http://twitter.com/NIH_OITE**;
- visit the OITE Careers Blog, **http://oitecareersblog.wordpress.com**;
- check out the OITE Career Library; and
- explore and contribute to the community around you.

OITE is located on the second floor of Building 2. We maintain an open-door policy and encourage you to drop by anytime.

THE OITE WEB SITE

http://www.training.nih.gov

The OITE Web site can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the home page and recordings of past workshops can be found under "Resources." You will also go to this site to register for career development activities and complete program evaluations. OITE publications are available on the site.

CREATING AN ACCOUNT ON THE OITE WEB SITE

You will want to create an account on the OITE Web site so that you can (1) register for Career Services appointments, (2) register for OITE programs with a single click and receive handouts in advance, (3) create a My OITE page that will help you keep track of your appointments and registrations, and (4) use the Alumni Database.

Please follow these directions to create an account:

- Go to the OITE Web site: https://www.training.nih.gov.
- Click on either the "Register" link associated with an OITE event or the "LOG IN" button found at the top right of every page. (NOTE: if you click on an event registration and you have not yet created an account, scroll down until you see the account registration form, which begins with the "User Type" field.)
- Select "NIH Trainee/Fellow" as your User Type.
- When asked for your e-mail address, enter a functional e-mail address ending in "nih.gov" or "@fda.hhs.gov".
- Complete and submit the registration form.
- Click on the link in your registration confirmation e-mail to activate your account.

IMPORTANT NOTE: your confirmation e-mail will be sent to your NIH e-mail address. That is how the system determines that individuals requesting an "NIH Trainee/Fellow" account are actually at the NIH. Thus, you cannot create a Trainee account until you have access to your NIH e-mail.

OITE ORIENTATION FOR GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

Join the staff of the Office of Intramural Training & Education for tips on making the most of your time at the NIH. Orientations are scheduled throughout the year. All new trainees are encouraged to attend. Check the OITE Web site or ask your Institute or Center (IC) training office for information on date, time, and location. Generally, orientations are the first Tuesday of the month, 8:30-10:00 am. If no orientation is scheduled near the time of your entry on duty, drop by Building 2 for a personalized orientation. You should also plan to attend orientation events in your IC and get to know the Training Director there.

THE OITE CAREER SERVICES CENTER

It is never too soon to begin thinking about your long-term goals and future career plans, wherever you may ultimately hope to go. The OITE houses a career counseling center and library to help you plan for a satisfying career once you complete your training at NIH. The OITE Career Services Center was established in 2007 to serve all of the 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 open to all. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- career counselors, who can assist you with analyzing your strengths, weaknesses, and values; help you write resumes and CVs; provide information on career options; 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/or 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 location, the counselors will come to you or we will arrange phone appointments. 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. The Scientific Library on the Frederick campus also has a career development section. The Baltimore campus has a dedicated Career Library and the NIEHS campus has virtual resources available on the NIEHS Intranet.

THE OITE CAREERS BLOG

http://oitecareersblog.wordpress.com

The OITE Careers Blog was established by the Career Services Center within the **Office of Intramural Training and Education (OITE)**, **National Institutes of Health** (NIH).

- to increase awareness of OITE services among trainees;
- to respond to frequently asked questions about and offer guidance with the career planning and job search process;
- to share new and updated career information and resources with all NIH trainees.

JOIN THE ALUMNI DATABASE

https://www.training.nih.gov/alumni/register

Former trainees are a huge resource! Regardless of where you go next, we would love to know what you are doing. Why should you consider joining? Here are several reasons:

- First, what's in it for YOU? Networking! You will be helping to create a searchable database of potential colleagues that you can mine to meet your own needs and those of your students and friends. But, in addition
- The OITE invites former NIH trainees to speak at events like the Career Symposium and the National Graduate Student Research Festival. The success of those ventures depends on our keeping in contact with a diverse group of NIH alumni that could include you.
- Applicants to NIH training programs often want to know where program participants go next. Where do NIH post-bacs go to graduate or professional school? Where do NIH postdocs find jobs? You can help us provide those data.
- If you wish, you can become part of a worldwide network of NIH alumni who are willing to answer current trainees' questions about schools and jobs.

How does the database work?

- Information that you enter into the database will be made public e.g., to applicants to NIH programs or in publications describing NIH programs, only in the aggregate; no personally identifiable information will be published.
- Your personally identifiable information (see below) will be included in the searchable database only if you authorize the OITE to include it. You can change your mind at any time.
- Only former NIH trainees with entries in the Alumni/ae Database, current NIH trainees, and NIH staff will be able to search the Database.
- You can update your educational and/or employment history and preferences at any time.

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). You will likely interact primarily with staff in the office that relates to your particular appointment. However, there is significant overlap between the offices and we hope you will get to know all of the staff in the OITE.

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III

INTRODUCTION TO THE NATIONAL INSTITUTES OF HEALTH

Founded in 1887, the National Institutes of Health (NIH) 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) plus the Office of the Director. 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 world-wide) research communities. The ICs shown in bold type below 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

NCATS **National Center for Advancing Translational Sciences**

NCCAM National Center for Complementary and Alternative Medicine

NCI **National Cancer Institute**

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**

NIMHD **National Institute on Minority Health and Health Disparities**

NINDS **National Institute of Neurological Disorders and Stroke**

NINR **National Institute of Nursing Research**

NLM **National Library of Medicine**

OD **Office of the Director**

ACRONYMS

If your first few days at the NIH did not convince you that we 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

CRTA Cancer Research Training Award

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

OEODM Office of Equal Opportunity and Diversity Management

OHR Office of Human Resources

OHSR Office of Human Subjects Research

OIR Office of Intramural Research, OD, NIH

OITE Office of Intramural Training & Education

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

VF Visiting Fellow

WALS Wednesday Afternoon Lecture Series

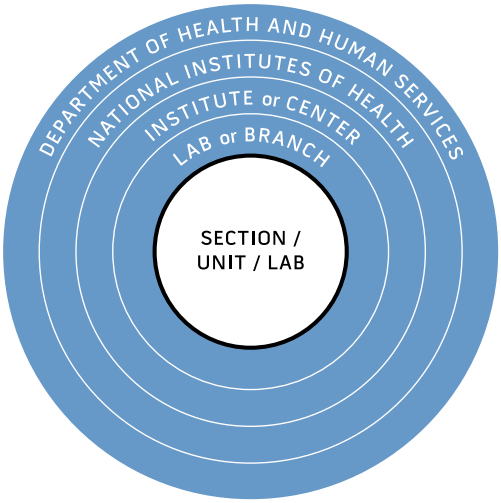
For a comprehensive list, see: **http://www.nih.gov/employee/acronym.html/.**

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 Principal Investigators 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 PIs can have adjunct/joint appointments in other ICs. In addition, mechanisms to facilitate interaction across ICs, such as the Scientific Interest Groups, 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 research groups) and consist of two or more sections (headed by other tenured Senior Investigators) and possibly one or more units (headed by Tenure-track Investigators). Both Senior Investigators and Tenure-track Investigators are referred to as Principal Investigators or PIs. Large Labs and Branches may include 10 to 12 PIs, but in general a Lab or Branch consists of four to eight PIs. Each PI is responsible for a group of postbacs, graduate students, postdocs, technicians, staff scientists, and administrative support personnel. You should make an effort to meet the trainees, administrators, and other scientists in your Lab/Branch and in your IC; they can be important resources. [Please note the distinction between a Lab (upper case "L"), which is overseen by a Lab Chief and includes multiple PIs, and a lab (lower case "l"), which is the responsibility of a single PI.]

When you join a lab/group, you become a member of your PI's IC. You have access to the scientific resources of this IC, including core facilities, scientific seminars, retreats, and professional development activities organized by the IC. Administrators in your IC will handle many day-to-day details of your NIH experience (i.e., ID badge procurement, building access, travel, computer support, e-mail, etc.), so it is important that you meet these individuals as soon as possible. Some of these key personnel are listed below.



SCIENTIFIC DIRECTOR (SD): The SD is the head of the Intramural Research Program of the IC; the Deputy Director(s), Branch Chiefs and Lab Chiefs typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, Deputy Directors, Branch Chiefs, and Lab Chiefs are senior scientists who can provide you with information about your IC and about science in general. Although they will be very busy, you should make an effort to meet these individuals at various IC seminars, retreats, and training meetings.

TRAINING DIRECTOR: The Training Director is responsible for organizing programs and providing additional mentoring for trainees in an IC. Not all ICs have full-time Training Directors, but most have one or more individuals who coordinate specific programs and activities for trainees. You should make an effort to meet the training staff in your IC and to learn about specific opportunities open to trainees in the IC (i.e., workshops, trainee retreats). For an up-to-date list of Training Directors, go to **https://www.training.nih.gov/ic_contacts**

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

TRAVEL PLANNER: The travel planner is an administrator in the lab who works under an AO to help personnel with the paperwork required for work-related travel (i.e., travel to scientific meetings, IC retreats, etc.). This person's title will vary from IC to IC, but will be some version of program assistant, program manager, or administrative assistant. Ask your PI/group mentor to introduce you to the group travel planner well in advance of your first trip, as government travel rules are complex and require considerable advance preparation.

WHO CONDUCTS RESEARCH AT THE NIH?

Labs/research groups at the NIH vary greatly in size. A small lab may have only a half dozen staff members, while a large group may include 30. Regardless of size, fitting in with this team and contributing to its productivity should be one of your major goals. Take cues from your coworkers. What is the dress code? How do individuals contribute to the success of the group? Is cooperation or competition stressed? How much chatting goes on? Are iPods and cell phones in use? You are going to spend a lot of time with these people. Take the time to consider seriously the best ways to interact with them. Your group may include some or all of the following:

PRINCIPAL INVESTIGATORS: Principal investigators hold a doctoral degree. They can be either tenured or tenure-track investigators. These individuals run their own labs/groups 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. The NIH hosts about 300 Clinical Fellows at any one time.

POSTDOCTORAL FELLOWS: About 3,200 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 5 years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted either to a permanent position or to Research Fellow, a move that allows them to remain for up to an additional 3 years.

GRADUATE STUDENTS: The NIH is the research home of more than 500 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 a strong research interest can spend 1 or 2 years conducting research in the NIH Medical Research Scholars Program. The program is designed for students who have completed their initial clinical rotations but does not exclude students with strong research interests from applying prior to having completed their clinical rotations. A total of about 70 students participate in this program each year. Medical students can also complete clinical electives at the NIH.

POSTBACCALAUREATE (POSTBAC) TRAINEES: We include under the term "Postbac" individuals who have recently completed a bachelor's degree and are spending a year (or possibly two) in the NIH IRP conducting biomedical research while applying to graduate or professional school. There are about 700 postbacs in the IRP.

SUMMER INTERNS: Each summer about 1,200 high school, college, graduate, and professional students spend 8 to 10 weeks working in the laboratories of the IRP. These individuals must be at least 16 years of age and U.S. citizens or permanent residents.

IV

UPON YOUR ARRIVAL

It is helpful to get started on some procedures as soon as you arrive at NIH. They are discussed in this section and include

- obtaining your NIH ID badge,
- security clearance,
- setting up your e-mail account,
- setting up your computer and work station,
- enrolling in Transhare, obtaining a parking permit, or making other transportation arrangements,
- registering for health insurance (if necessary),
- making an appointment for a preplacement medical evaluation (if necessary),
- reviewing online orientation, and
- enrolling in necessary training courses.

NIH ENTERPRISE DIRECTORY (NED) AND NIH ID BADGES

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

When you complete your appointment paperwork you will be entered into a system called the NIH Enterprise Directory (NED). This is an online, searchable database containing information on all individuals who work at the NIH. Your entry is your official "identity" at the NIH. You should periodically update your contact information in NED; this is easily done online.

When you are first entered into NED (by an AO in your IC), you will receive an individual NIH ID number; this allows you to obtain an NIH e-mail account and an ID badge. All NIH employees and trainees have NIH ID numbers and are required to have an NIH ID badge.

To complete any NIH online training courses you will need to know your NIH ID number, which is printed on your NIH ID badge. You can obtain this number from your NIH AO even before an ID badge has been generated for you.

The subject of obtaining an ID badge for the main campus in Bethesda is discussed in greater detail under "Security". Trainees who will work at other campuses must obtain an ID badge from these campuses directly. Please contact your AO or the NIH researcher you will be working with for specifics.

SECURITY CLEARANCE

The main NIH 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. Trainees who will be at the NIH for more than six months must undergo a security investigation that includes fingerprinting 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.

For up-to-date information on the process for obtaining an NIH ID badge, please visit **http://idbadge.nih.gov**.

NIH E-MAIL ACCOUNTS

When your appointment to NIH has been finalized, your AO will make a request to the Center for Information Technology (CIT) to generate an NIH e-mail account for you. (NIH supports Outlook on the PC and Entourage on the Mac.) OITE, your group, and others at the NIH will use this e-mail account to communicate with you. Monitor your NIH e-mail account on a regular basis so that you don't miss out on important information. There are many options for accessing this account, including via the Web (**http://mail.nih.gov/**).

After you receive your NIH e-mail account, please be sure to register for the NIH Password Self Service at **https://iforgotmypassword.nih.gov.** This will enable you to reset your password from the Web if it expires or gets locked-out.

NIH Global Address List (GAL or "the Global") is the database of e-mail accounts at the NIH. (In fact, it contains information for all DHHS agencies.) You can access Global by clicking on the "Address Book" while in your e-mail inbox to find an e-mail address for anyone working at the NIH. You should periodically check your information in Global to ensure that it is correct.

You will also be able to sign up for many of the listservs for NIH fellows and employees. A listserv is a specific list of e-mail addresses that is used to disseminate information to individuals with similar interests. You can search the listservs available publicly at **http://list.nih.gov**. Some listservs are limited to specific groups or individuals. Scientific Interest Groups, which will be described in more detail later, commonly use listservs to communicate with their members.

OITE hosts listservs for each level of trainee: OITE-POSTDOCS, OITE-GRADS, OITE-POSTBACS, and OITE-SIP, which are used to post official notices to all postdocs, graduate students, postbacs, and summer interns at the NIH, respectively. If you are not receiving messages from this listserv, it is very important that you arrange to have your name added so that you do not miss out on career development and scientific opportunities! Visit the OITE Web site to request that your name be added to the appropriate list. There are also fellow-run listservs specific to graduate students that will be described in more detail in a later section of this handbook.

SETTING UP YOUR COMPUTER AND WORK STATION

Your AO plays an important role in helping you to access computing and technical support services at the NIH. Make sure you communicate with him/her regarding your IT needs. In general, the Center for Information Technology (CIT) will actually supply the services. Settling in will require that you be provided access by your AO to a phone and a voicemail account, e-mail (above), a computer with the software you will need to work effectively, and possibly a VPN (Virtual Private Network) account, which will allow you to connect to NIH servers from off-campus.

Complete directions for obtaining phone service can be found at **http://tsr.cit.nih.gov/**

To get access to the NIH Network you must first complete the Entire Information Safety Awareness Course. The course can be found at **http://irtsectraining.nih.gov**. If you are using an NIH computer and need to log in, you may use the following user name and password; they will work on any NIH computer on the Bethesda campus.

User Name: OD\Sectraining

Password: Thu4$day (typed exactly as shown)

After logging in to the site you will be asked to enter your NIH ID number, which is located on the back of your NIH ID badge (the "personal identifier" is your ID number). When you have entered the system, click the second GO option "Entire Information Safety Awareness Course" to launch the course. After completing the course, call 301-496-4357 to inform the Help Desk. You will receive a return call with your actual user ID and password.

Information on VPN (a Virtual Private Network that ensures encrypted communication between remote NIH users and NIH computers) and remote access to the NIH network can be found at **http://datacenter.cit.nih.gov/interface/interface231/ask.vpn.html**. You will require approval from your PI to obtain remote access to the NIH network. You will also need to complete a second component of the NIH Information Security and Privacy Awareness Training. Go to **http://irtsectraining.nih.gov** and select "Securing Remote Computers (SRC)".

When you have a problem with your computer, VPN, etc. the NIH Help Desk (**http://ithelpdesk.nih.gov/support**) will come to your rescue. You can fill out the Web form or call 301-496-HELP to request assistance. BE SURE TO PROVIDE YOUR CURRENT LOCATION AND PHONE NUMBER. The Help Desk staff can assist you in obtaining software for which the NIH has a license. Other software can be purchased using standard procedures but you must submit a Help Desk ticket to have the software installed.

TRANSPORTATION AND PARKING

http://dtts.ors.od.nih.gov/

You can commute to the NIH in several ways.

TRANSHARE

Transhare is a Federal system designed to increase the use of public transportation. Individuals who live in the National Capital Region and agree to use mass transport to the NIH are eligible for up to $125 per month to cover the actual cost of the commute. Complete information on the program can be found at **http://go.usa.gov/GD7**.

NIH uses SmartBenefits in conjunction with the Washington Metropolitan Area Transit Authority. SmartBenefits is a Web-based program whereby NIH loads Transhare Benefits onto the employee's SmarTrip card. SmarTrip is a permanent, rechargeable Farecard. It is like a credit card and contains an embedded computer chip that keeps track of the value of the card. In addition to Metrorail and Metrobus, SmarTrip is accepted on all Washington regional bus systems including ART, CUE, DASH, DC Circulator, Fairfax Connector, PRTC OmniRide, Ride On and TheBus and Baltimore Metro Subway, Local Bus and Light Rail.

To apply for the NIH Transhare Program, you must fill out a "NIH Transhare Program Application" form in the Employee Transportation Services Office (ETSO), commonly known as the NIH Parking Office (Building 31, Room B3B04). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit. Misrepresentation on your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services (DATS) uses the WMATA (Metro) Trip Planner

found at http://wmata.com/index.cfm. If you own a SmarTrip card, simply provide your card number; the card number will become your Transhare benefit account and monthly subsidies will be deposited directly into this account. If you plan on using Smart-Benefits, you must purchase a SmarTrip card from a Metro station AND register it online at http://www.smartrip.com before applying for the NIH Transhare Program.

The DATS determines qualification for the SmartBenefits program after review of the application; qualification depends on the mode of transportation accepting SmarTrip.

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

- Buses, Montgomery County (see also MTA and METRO): http://www6.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dpwt/transit/index.asp
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): http://www.commuterpage.com/rail.htm
- METRO, the DC Bus and Subway System: http://www.wmata.com/
- MetroAccess, curb-to-curb service for those unable to use public transportation: http://www.wmata.com/accessibility/metroaccess_service/
- MTA (Maryland Transit Authority), subway, bus, and train systems in Maryland: http://www.mtamaryland.com

PARKING

You can obtain a parking permit at the Parking Office, located in Building 31, Room B3B04. You must present a valid NIH ID badge, valid registration certificate (or copy) for each vehicle (maximum of three), and a valid driver's license.

Each vehicle parking on the NIH campus, excluding visitors' vehicles, must display an NIH Parking Permit. This mirror hanger permit must hang from the vehicle's rearview mirror so that it is clearly visible through the windshield.

General Permits are issued to individual trainees. This permit allows you to park in areas marked for "Permit Holders ONLY". After 9:30 am, the General Permit is also valid in areas designated for carpools. After 3:00 pm, the General Permit is valid in RED parking areas. This permit, when displayed with either an NIH handicapped permit or State-issued handicapped placard, will permit you to park in designated handicapped parking spaces. The permit is issued for a 1-year period based on the first letter of your last name.

Off-campus employee permits are issued to trainees who work at a site other than the main campus in Bethesda. This permit is the equivalent of a General Parking Permit and will allow you to park on the Bethesda campus when you visit.

Permits for Employees with Disabilities are issued to individuals who have any of the other types of permits and who also have provided adequate documentation to establish a physical disability of sufficient severity to warrant priority parking. If you need this type of permit, take your documentation to Occupational Medical Service (OMS), Building 10, Room 6C306. OMS reviews requests and determines suitability for either a permanent or temporary disability permit. OMS notifies ETSO of its decisions, generally on a daily basis.

Satellite Parking Permits are issued to employees who are participating in the NIH Transhare Program. To obtain this permit, you must agree not to request (or you must surrender) all other types of NIH parking hangers. The Satellite Parking Hanger is valid at the New Carrollton East Parking Lot. It is not valid for parking at the Montrose Parking Lot. (Individuals with General Permits may use them to park at Montrose.)

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://www.ors.od.nih.gov/pes/dats/Pages/index.aspx. Information on the NCI-Frederick Shuttle is posted at http://www.ncifcrf.gov/about/shuttle.asp.

BICYCLING

If you plan to bicycle to the NIH, the following link, which lists locker and shower facilities, may be of interest: http://does.ors.od.nih.gov/fitness/shower_locker.htm. You may also wish to contact the NIH Bicycle Commuter Club (http://www.recgov.org/r&w/nihbike/).

GETTING A DRIVER'S LICENSE

Information on applying for a Maryland driver's license can be found at http://www.marylandmva.com/DriverServ/Apply/apply.htm. You are expected to obtain a Maryland license within 60 days of moving to the state. If you are living in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process is found at http://www.dmv.state.va.us/webdoc/citizen/drivers/applying.asp. If you are living in DC, you have only 30 days after your arrival to obtain a DC driver's license. Information on applying is located at http://dmv.dc.gov/service/driver-license.

FAES HEALTH INSURANCE PROGRAMS

http://faes.org/health_insurance
https://member.carefirst.com/wps/portal/Member/MemberHome

The health insurance offered to NIH trainees (IRTAs, CRTAs) by FAES is a CareFirst Blue Cross/Blue Shield Preferred Provider Organization (PPO) policy. Individuals carrying the insurance can select their own physicians and generally will not need a referral to visit a specialist. However, your costs will be lower if you select a physician who is a member of the preferred provider network. You will want to check the list of CareFirst preferred providers when selecting a doctor. A voluntary dental insurance policy offered by Cigna, for which you will pay the premiums, is also available.

All NIH trainees must carry health insurance. You may continue on a policy you already have or enroll in the program offered by FAES. If you elect FAES health insurance, you have 30 days from the date of your entry on duty at the NIH to sign up. Your health insurance coverage will begin on the date you complete the required paperwork and submit it to the FAES. The FAES office is located in Building 10, Room B1C18. You should receive an insurance card and a description of your coverage from CareFirst.

IMPORTANT NOTE: Your health insurance and dental insurance must both be renewed annually. Filing the appropriate renewal paperwork is your responsibility. Health insurance expires one year from the date on which you enroll; dental insurance expires at the end of the calendar year and can be renewed during open enrollment season in November.

Your IC will cover the cost of individual or family coverage if you select FAES health insurance. If you are covered by another insurance policy, you may be eligible for reimbursement of your expenditures up to the cost of FAES health insurance. The requirements you must meet to be reimbursed for alternative health insurance are clearly described on the FAES Web site.

COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1986) provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. At the end of your appointment, you may be eligible for continued health insurance coverage under COBRA. When your appointment is terminated, FAES will automatically send information on obtaining COBRA coverage to the forwarding address on file. If you are interested in exploring this option or have other insurance related questions, please contact the FAES office.

PREPLACEMENT MEDICAL EVALUATION

Trainees are required to complete a preplacement medical evaluation before beginning laboratory work if they will be working

- in areas frequented by patients at the Clinical Center (i.e., in the Ambulatory Care Research Facility 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).

Preplacement medical evaluations are provided by the Occupational Medical Service (OMS). OMS is also where you would go if you had a work-related health emergency while at the NIH. Appointments for these 20-minute evaluations must be made in advance. Walk-ins will not be accommodated. If possible, schedule your evaluation well in advance of your anticipated start date. To schedule an appointment, call 301-496-4411.

If you will breathe the same air as non-human primates, please mention this to OMS prior to your evaluation; they may need to conduct additional tests.

IMPORTANT: You must bring a Documentation of Immunizations form completed by your personal health care provider with you when you arrive for your appointment.

ONLINE ORIENTATION

New NIH staff members, including postdocs, postbacs, and graduate students, are required to complete an online orientation upon their arrival at NIH. You should plan to complete the online orientation within three weeks of starting full-time work at NIH. The NIH Orientation covers the following topics:

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

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

REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

All scientific staff must complete a number of required training courses upon arrival at NIH. The courses listed below should be completed very soon after starting your research at the NIH, even if you completed similar courses in the past. Always keep a printed record of completion of these courses and check with your Administrative Officer to see if he/she would like a copy for your file.

- Responsible Conduct of Research
  http://researchethics.od.nih.gov/
- Technology Transfer
  http://tttraining.od.nih.gov/
- Ethics Training
  http://ethics.od.nih.gov/training.htm
- Protecting Human Subjects
  http://www.nihtraining.com/ohsrsite/researcher/intro.php
- NIH Computer Security Awareness
  http://irtsectraining.nih.gov/
- Prevention of Sexual Harassment
  http://lms.learning.hhs.gov/

Also be certain to check with your IC Training Office and complete any additional training they may require.

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities. The Division of Occupational Health and Safety offers several required laboratory safety courses that 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. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. NOTE: Additional training courses may be required for graduate students starting in the summer who are 21 or younger.

INTRODUCTION TO LABORATORY SAFETY COMPUTER-BASED TRAINING COURSE

The introductory course in laboratory safety is mandatory for all new laboratory research trainees. 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.safetytraining.nih.gov**.

LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based Introduction to Laboratory Safety, new trainees 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.

The schedule for Laboratory Safety at the NIH can be found at **http://www.safetytraining.nih.gov/**. 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 trainees must complete a 1-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.safetytraining.nih.gov**.

BLOODBORNE PATHOGEN TRAINING

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

This 2-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.

This training is required BEFORE working with bloodborne pathogens. NOTE: Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule.

BLOODBORNE PATHOGEN REFRESHER COURSE

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. Trainees who have completed the NIH Working Safely with HIV and Other Bloodborne Pathogens course within the last 3 years can complete the refresher course instead of attending a classroom blood-borne 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.safetytraining.nih.gov/**. If unable to register online, print out the fax registration form located at the Web site and return the completed form as directed.

RADIATION SAFETY

RADIATION SAFETY IN THE LAB COURSE

Trainees who will handle radioactive materials must complete the Radiation Safety in the Lab (RSL) course. You can register for this course at **http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html**. Every trainee who takes the RSL course must complete an online Radiation Dosimeter Evaluation Form. The form can be found at **http://drs.ors.od.nih.gov/** under the DRF FORMS quick link.

Trainees returning to the NIH will use their old Division of Radiation Safety identification number, but must call 301-496-2255 to request reactivation of this number. Individuals who have been away from the NIH for more than 4 years must retake the Radiation Safety in the Lab course.

RADIATION SAFETY ORIENTATION

Trainees who have registered for RSL but who need to begin working with isotopes before they can complete that course, should complete the Radiation Safety Orientation online training module. For information on this course contact the Radiation Safety Training Office, Division of Radiation Safety (DRS) at (**drstraining@mail.nih.gov**) or call 301-496-2255.

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 to participants 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/**or by calling the OACU at 301-496-5424.

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Trainees who will be working with animals 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 it need not be finished in one sitting. To access the online course, go to **http://go.usa.gov/GDz**.

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://go.usa.gov/GDu**.

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 1 week before the scheduled start date of each workshop. The workshop dates are available on the OACU training Web site under "optional courses": **http://go.usa.gov/GDJ**.

The full OACU schedule is available at **http://go.usa.gov/GDS**.

V

ENSURING A SUCCESSFUL NIH EXPERIENCE

Your experience at the NIH should be devoted to learning new techniques, mastering new experimental systems, and enhancing your ability to carry out independent research. This is also the time to acquire the professional skills you will need to succeed in your career, whether that career is spent in the lab or outside it. Your stay at the NIH will be brief. As a graduate student you are limited to by the rules that govern the length of your specific appointment. To make the most of your time with us you need to begin thinking about your career and what steps you will need to take to further it as soon as you set foot on your NIH campus. The paragraphs that follow offer suggestions as to how to go about preparing for your next career moves. It is important to remember that you are the individual most responsible for, and most interested in, your career. You will need to take the steps and find the resources required for your ultimate success.

One powerful tool that can assist you in planning for your career is the Individual Development Plan or IDP. Soon after your arrival, you should make an appointment to sit down with your supervisor to discuss your project, your expectations for the research experience and those of your mentor, and your career goals. Together you should agree on the steps you will take to complete your project and reach your goals effectively. Your goals may still be vague or they may be specific and detailed. If you are not certain of your goals, one of the steps you will need to include is career exploration. If you are interested in an academic career, steps might include learning to write grants and developing a teaching portfolio. All IDPs should include a strategy for improving oral and written communication skills. Your discussion should also cover the ways in which your supervisor will assist you in taking each step. After your session, draft a document that outlines your plan and make certain that you and your supervisor agree on it. (A model IDP developed by FASEB (the Federation of American Societies for Experimental Biology) can be found at **http://opa.faseb.org/pdf/idp.pdf**.)

An IDP is not a static document; a good IDP is a process. Together, you and your supervisor should revisit your IDP every 6 months or once a year to revise it as necessary and confirm that you are making appropriate progress towards your goals. The NIH requires that all postdoctoral trainees have IDPs. As a graduate student, depending on your supervisor and IC, you may have to initiate this process.

Developing an IDP is not, in itself, enough to ensure a successful NIH experience. Once you have the plan, you need to follow through on the steps you identified as being key to your career success. Often this will mean leaving the lab to acquire a skill or develop an expertise you will need in the future. You may need to improve your spoken English or acquire experience as an editor or volunteer with a health advocacy group. At the NIH you can find a variety of opportunities to enhance your skill set and CV. The Office of Intramural Training & Education offers intensive career development programming. ICs provide additional opportunities including the NCI Fellows Editorial Board and grant-writing workshops (these offerings are discussed in greater detail under Professional Development). It is up to you to make the most of these opportunities.

Finding mentors and learning all you can from them is another key to career success. Mentors can assist you with learning the unwritten rules of the scientific enterprise. The best mentors can provide the truthful assessments of your work, your strengths, and your shortcomings that are essential to personal improvement. They can introduce you to their colleagues and facilitate your appointment to committees where you can develop administrative skills. You can never have too many mentors, and senior scientists are typically flattered to be asked to help.

Mentors can assist you with another activity that is required for success in science: networking. You should be networking all the time! When you attend a seminar, do not sit by yourself. Sit next to someone; better yet, choose a seat between two people and then talk to your neighbors. Seek out networking opportunities: GSC (see below) social

events, Institute retreats, all-hands meetings, scientific interest groups, gatherings of all kinds. And when you attend such events, talk to as many individuals as you can. Recognize that meetings of your professional societies are networking opportunities par excellence. Poster sessions provide the perfect opportunity to meet people. Your science will allow you to introduce yourself to even the most well-known investigators. Your network is going to bring the perfect job to your attention. In addition, its members are going to speak well of you to their networks, they are going to recommend you to potential collaborators, and you are going to do the same for them.

Leadership is another skill that all trainees should seek to develop. One of the best ways to do this is to participate actively in the Graduate Student Council. This committees serves as the voice of the graduate students on the NIH campuses. The council will be discussed in further detail later in this handbook.

Finally, begin the career exploration process early. Take the time to assess your strengths and weaknesses, the activities you enjoy most, and the values that underlie your actions. Your Institute or Center (IC) Training Office and the Career Services Office in the OITE can help you with this process.

IF PROBLEMS ARISE

Where there are people, there is conflict. Some conflicts are minor irritations quickly forgotten. Others are more serious, requiring you to talk to and negotiate outcomes with your coworkers and/or mentor. We hope that the conflict and tensions you experience in your group will be minor and that you view them as opportunities to improve your interpersonal skills. However, even with the best of intentions, some group 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 group, speak with him or her directly. If that does not resolve the issue, speak with your PI. If you are not comfortable going to your PI, or if the situation is not easily resolved, seek advice from other mentors (i.e., your Institute training director, your Lab/Branch Chief, OITE staff, colleagues) who can help you consider the issues from different angles. 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 trainees/staff in the group. Also, feel free to contact Drs. Milgram or Sokolove in the OITE 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 **Employee Assistance Program (http://go.usa.gov/Yg33)** and the **Office of the Ombudsman (http://ombudsman.nih.gov)**, which can be of help.

GETTING SETTLED IN 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. Is there a dress code? What hours do most people work? What procedures should you follow to order materials? Where is your bench space and/or desk? 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?

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.

An excellent guide to laboratory work and what to expect when you begin is At the Bench: A Laboratory Navigator by Kathy Barker (Cold Spring Harbor Laboratory Press, 2005). It contains chapters on general lab organization and procedures, lab setup and equipment, getting started and staying organized, how to set up an experiment, lab notebooks, and presenting yourself and your data, plus descriptions of common lab techniques and hints for making them work. Copies of this book can be found in the OITE Career Library.

The NIH has also recently published Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH. Copies are available in the OITE. Finally, the OITE Web site has many useful resources for young scientists including short Web-based tutorials on keeping a lab notebook, laboratory math, and attending your first scientific meeting. They can be found at **http://www.training.nih.gov/nih_resources** along with other information to help you get the most out of your time at the NIH.

VI

OITE PROFESSIONAL DEVELOPMENT ACTIVITIES

A key element of the OITE mission is to help trainees in the NIH IRP develop scientific and professional skills that will enable them to become leaders in the biomedical research community. OITE career development programming is continuously being expanded and improved. Please watch for the following programs and series. Announcements appear on the OITE listservs and the OITE Web site, http://www.training.nih.gov

COMMUNICATION SKILLS

BASIC SCIENCE WRITING: This 4-week course is for any NIH trainee who wants to improve his/her writing at the most basic level. It is suitable for Visiting Fellows who may want additional assistance with written English. The course will focus on grammar, common mistakes in word usage, and punctuation. It will also address sentence and paragraph structure; writing and organizing short documents such as e-mails, cover letters, abstracts, and personal statements; and reworking for clarity and brevity. The course will take a hands-on approach and will use in-class writing assignments to address particular topics.

WRITING AND PUBLISHING A SCIENTIFIC PAPER: This 4-week course is for postdocs and graduate students who, by the start of the class, will have sufficient data to publish a scientific paper. It offers participants the opportunity to write a rough draft of a scientific paper, focusing on the two hardest sections to write—the introduction and the discussion; learn how to construct figures and tables; discuss the all-important abstract and the submission cover letter; understand the publishing process; learn why manuscripts get accepted/rejected; and discuss choosing a journal; and discuss the future of printed journals in a paperless age.

IMPROVING SPOKEN ENGLISH: This program offers an intensive, two-day English course to non-native English speakers who wish to improve their proficiency. The class uses exercises focusing on both science and culture in order to improve trainee comfort and points students to additional resources. Additional elements in this series are U.S. culture informal discussions, and Talkshare, a listserv that will help you find partners to practice spoken English with.

CREATING AND PRESENTING DYNAMIC POSTERS

TALKING SCIENCE: DESIGNING AND DELIVERING SUCCESSFUL ORAL PRESENTATIONS

TEACHING SKILLS

SCIENTISTS TEACHING SCIENCE: The two-hour Scientists Teaching Science workshop introduces graduate students and postdoctoral fellows to concepts related to classroom teaching in the sciences including learning styles, cultural awareness and diversity, inquiry-based teaching, writing course objectives, creating valid assessments, alternatives to lecturing, writing a syllabus, and the history/ philosophy of teaching. Students who attend the workshop and are interested in an in-depth experience can complete a nine-week online course that explores each topic in greater detail.

SUMMER JOURNAL CLUBS offer graduate students and post-docs the opportunity to gain hands-on instructional experience. Journal clubs are offered on all NIH campuses. Those interested in leading journal clubs are required to attend (either in person or via Video-bridge) the Leading a Summer Journal Club workshop in the spring.

CAREER ADVANCEMENT TOOLKIT (CAT TRACKS)

The Career Advancement Toolkit consists of workshop series for postdoctoral fellows and graduate students: Career Exploration, The Academic Job Search, Finding a Job in Industry, and Job Search Skills. Each series includes several 1 to 3 hour workshops presented between September and May.

The career exploration CAT Track consists of a series of "How to" workshops that focus on a variety of employment sectors, discussing in each case what the job is like, what skills are needed, and how one might best prepare. The nine topics covered over the past year are: Careers in Science Education and Outreach; Careers in Regulatory Affairs; Careers in Technology Transfer; Careers in Science Policy; Careers in Global Health; Careers in Science, Writing, Using LinkedIn Effectively, Careers in Grants Management, and Careers in the Federal Government.

The Academic Job Search and Finding a Job in Industry workshop series focus on preparing an application packet, the job interview and job talk, evaluating options and transitioning to a career in academics or industry.

The Job Search Skills series includes our very popular CV and Resume Writing Workshop, Networking Seminar, and a session on career decision making.

DIVERSITY IN A MULTICULTURAL SOCIETY

OITE hosts a course in which participants explore the meaning and consequences of various dimensions of difference. Topics include racism, ageism, and the impact of socio-economic status to explore difference while encouraging participants to consider implications for both personal and professional growth. This course is open to both trainees and staff interested in exploring the relevance and application of diversity topics to health-related research.

LEADERSHIP DEVELOPMENT PROGRAM

The Workplace Dynamics Series aims to train fellows to lead, deal with conflict, and thrive in a team environment, using examples taken straight from the laboratory or research group. The series begins with the Myers-Briggs Type Indicator assessment, which is used to enhance self-awareness and understanding of others; moves to communication and learning styles; builds to managing conflict and providing feedback; and finishes with team skills.

MENTOR TRAINING

Mentor Training is a highly interactive workshop intended for advanced graduate students and postdocs who will be mentoring summer students and postbacs. The workshop is offered on the Bethesda, Baltimore, and Frederick campuses, and provides guidance on designing projects for students, setting expectations, managing time, and creating a positive experience for both mentors and their trainees. We also offer an eight-week summer course designed around *Entering Mentoring* (published by HHMI) and course guides from the Wisconsin Program for Scientific Teaching.

CAREER SYMPOSIUM

Since 2007, the OITE, in collaboration with FelCom and the Graduate Student Council of the Graduate Partnerships Program, has presented an annual Career Symposium. This event brings together outstanding doctoral level scientists and clinicians who are pursuing a broad spectrum of careers. Panel discussions allow current NIH trainees to learn what diverse careers actually entail and how best to prepare for them. Professional skills workshops are offered concurrently.

GRANT-WRITING OPPORTUNITIES

The ability to write fundable grant applications is essential to an academic career. It can also be useful if your career path takes you to a non-profit, a science museum, a professional association, or even a government agency. (The NIH, for example, awards project evaluation grants to offices in the Intramural Program.) Perhaps equally important, the exercise of writing your proposed experiments in grant form will enable you to focus your thoughts, ensure that you have considered all angles, and allow you to plan a logical attack on your problem that uses your time wisely. Try to take advantage of grant-writing workshops during your time at the NIH, and consider applying for your own funding if opportunities are available. For a list of grants that NIH fellows are eligible to apply for visit **https://www.training.nih.gov/more_postdoc_resources** and scroll to the section on "Getting Grants."

The OITE introduction to grant writing focuses largely on NIH grants. It addresses two major areas (1) how grants work: identifying funding opportunities, the submission and review process, and the inner workings of study sections and (2) strategies for planning and writing grants, including the major sections of a grant, tips for success, and responding to summary statements. This workshop series is intended to provide the background fellows will need to begin crafting a grant application; it does not involve written assignments or feedback on drafts of applications. You will need to arrange follow-up, one-on-one coaching from your PI or someone in your IC to ensure that you receive input related to your specific area of research.

Grant-writing Workshops, some consisting of multiple sessions and offering individualized feedback, are offered by several NIH ICs. Contact your IC Training Director to inquire. These workshops will offer you insights into the grant review process, general hints on writing a successful grant application, and discipline-specific advice.

NIH TRAINING CENTER

http://learningsource.od.nih.gov/news.html

The NIH Training Center provides skills and professional development for NIH employees and fellows. Course areas of focus include leadership development, communication and collaboration, and computer applications. The Training Center also provides information on career development and can refer you to other training and development courses (e.g., in the area of program management, technology transfer, etc.), as well as provide a list of mandatory training. For more information or to register for these courses, visit the Web site. NOTE: The Training Center serves the entire NIH community; in contrast, training offered by the OITE is designed specifically for scientists.

VII

FORGING A SUCCESSFUL PARTNERSHIP BETWEEN YOUR NIH AND UNIVERSITY MENTORS

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

Although you may spend much of your time here at NIH, your academic requirements are governed almost exclusively by your home university, as they set the standards for and grant your degree. In addition, you must be aware of scientific/laboratory training requirements at the NIH and at your university. Regardless of where you spend the majority of your time, you will be required to take training at the NIH, and you may be required to take similar training at your university. You are responsible for understanding the requirements of your degree and for meeting the requirements of your program, both at your university and at the NIH. You must also ensure that your NIH mentor understands your university responsibilities; do not assume that he/she does. Provide your mentor with copies of any important documents that you receive.

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

SOME THINGS TO KEEP IN MIND:

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

VIII

FUNDING OF NIH GRADUATE STUDENTS

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

STUDENTS IN INSTITUTIONAL PARTNERSHIPS

The NIH mechanism used to provide you with financial support is the Predoctoral Intramural Research Training Award (Predoc IRTA). This signifies to the Administrative Officers in the ICs that you are a trainee and establishes a set of guidelines used to determine your stipend and other parameters of your appointment. The amount of your stipend will be determined based on your previous research experience and education history; your stipend in subsequent years will be adjusted as determined by the IRTA policy. IRTAs are renewable for up to five years provided that you are making satisfactory progress toward your degree. IRTAs may be extended beyond five years at the discretion of the Office of Intramural Research in consultation with the GPP. There are a number of important IRTA regulations; familiarize yourself with these at: **http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/**.

During your first year, depending on which institutional partnership that you join, administrative details like tuition payment, stipend, health insurance, and travel may be handled by the GPP or by an IC training office. Please check with your Partnership Directors or contact the GPP to inquire.

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

Tuition payment is a somewhat complicated process that can be frustrating if you do not quickly and reliably communicate with your NIH administrative officer (AO) and the GPP office when you receive a bill from your university. Delay in letting them know will cause significant difficulty when you register for classes.

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

After you have identified your dissertation lab, your support for stipend, health insurance, tuition, and travel will transfer to your mentor's IC. AOs there will handle your administrative details.

STUDENTS IN INDIVIDUAL PARTNERSHIPS

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

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

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

If you are supported as a Predoctoral Visiting fellow, the amount of your stipend will be determined based on your previous research experience, and your stipend in subsequent years will be adjusted as determined by the visiting fellow policy. There are a number of important regulations governing Visiting Fellows that can be found at **http://www1.od.nih.gov/oma/manualchapters/person/2300-320-3/**.

The majority of Visiting Fellows at NIH are postdoctoral trainees. If your appointment is as a Visiting Fellow it will be important for you to clarify with your administrative support staff that you are a graduate student, not a postdoc; this will help them to understand your needs.

If you are supported exclusively by a source other than NIH intramural funds, you must be registered as a Special Volunteer at NIH. Please see the section below for additional details.

STUDENTS FUNDED BY OUTSIDE FELLOWSHIPS OR OTHER SUPPORT

Some graduate students at NIH are supported by a source other than NIH intramural funds. These sources include the National Science Foundation, Rhodes or Marshall Scholarships, Medical Scientist Training Program (MSTP) support for medical school training, university support, and any other non-intramural grants or fellowships. If you are funded through one of these mechanisms, the GPP will work with you to assure that your paperwork is handled correctly and that you have easy access to all NIH resources.

In some cases (i.e., NSF awards) we will accomplish this by appointing you as a Predoc IRTA with minimal salary support. This mechanism allows the GPP to pay for your health insurance and, in some cases, your tuition. In addition, this allows us to process your travel using the same mechanisms as for other Predoc IRTA fellows. Otherwise the GPP requires that you maintain NIH Special Volunteer status. Special Volunteer status implies that none of your funding comes from the NIH. You must maintain this appointment to get an NIH ID, access the NIH campus, take advantage of NIH online resources, and maintain an NIH e-mail account.

Keep in mind that in order to work in a lab at the NIH, you must provide proof of health insurance, either self funded or through your outside funding source.

HEALTH INSURANCE

All individuals must be covered by health insurance to work in NIH facilities. First year students in institutional partnerships will be insured through the FAES and will be handled through the GPP or your IC training office. In subsequent years your NIH mentor will support your health insurance. Some students opt to use the insurance provided through their university or through a spouse. If this is an option that you choose, immediately communicate this to the GPP or your IC.

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

Students receiving health insurance through the FAES can visit their office in Building 10/Room B1C18. For more information about eligibility and enrollment, visit the FAES Web site (**http://www.faes.org**). Contact FAES directly with specific questions about your coverage.

IX

ACADEMICS AND STUDENT ACTIVITIES

MENTORS, COLLABORATORS AND ROTATION OPPORTUNITIES

The NIH is a vast network of researchers working in the various NIH ICs; it can appear overwhelming at first glance. However, resources on the main NIH Web page, on each IC Web page, and on the OITE Web site can help you narrow your search for NIH mentors, rotation labs, and potential collaborators. A great place to begin is our Web page dedicated to helping you find a mentor **https://www.training.nih.gov/programs/gpp/mentors**.

If you are in an institutional partnership and you are searching for potential NIH mentors and rotation opportunities, it is important to network and talk with a large number of NIH scientists as you work to find potential mentors. Your NIH Partnership Director(s) will be able to advise you of labs in your research area, so you should begin your search for possible NIH mentors by discussing your research interests with them; the GPP staff are also happy to assist you, but we encourage you to begin your search for possible mentors by talking with your Partnership Directors and others affiliated with your program.

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

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

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

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

GPP ELECTRONIC STUDENT RECORDS

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

GPP GRADUATE STUDENT ACTIVITIES

https://www.training.nih.gov/programs/gpp
Building 2, Room 2E06

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

GRADUATE STUDENT RETREAT

This annual event, which brings the graduate student community together in a casual setting to discuss science and science careers, takes place during the summer.

NIH GRADUATE STUDENT RESEARCH SYMPOSIUM

Typically held in January at the Natcher Conference Center on the Bethesda campus, the NIH Graduate Student Research Symposium is the premier scientific event for NIH graduate students and includes opportunities to present your research through posters and oral presentations. The annual graduation ceremony acknowledging students who have completed their dissertation work takes place during the symposium, as does the presentation of the GPP Outstanding Mentor Awards.

GRADUATE STUDENT SEMINAR SERIES (GS3)

These monthly seminars allow two graduate students per month to discuss their dissertation research. GS3 is an excellent opportunity for graduate students to practice talks for conference presentations, lab meetings, dissertation defenses, progress reports, etc.

GRADUATE STUDENT COUNCIL (GSC)

https://www.training.nih.gov/gsc

Established and run by graduate students, the Graduate Student Council is the official representative body of all GPP students. The GSC works closely with the GPP and the OITE to develop and sustain a vibrant graduate community at NIH. One of the primary purposes of the Council is to ensure the general welfare of GPP students and to meet their needs. To fulfill this purpose, the Council plays a key role in the welcoming and orientation of new students. The Council continues to support them throughout their time at NIH by promoting social/extracurricular activities and providing a forum to discuss issues relevant to graduate students. All students are encouraged to get involved with the GSC as early as possible, as it is the best way to learn about the resources and opportunities available to the NIH graduate community.

The GSC is organized into committees that focus on different goals and events of the council. These committees present updates on their progress and future plans at the monthly GSC meetings and receive feedback from the whole Council, which consists of committee members and Partnership Representatives. Additionally, all GPP students are welcome to voice their opinions at the GSC meetings, or simply attend to meet other graduate students. For more information about joining a committee or attending a meeting, go to the GSC Web site, **https://www.training.nih.gov/gsc**.

EXECUTIVE COMMITTEE

The GSC is led by the GSC Co-Chairs, Secretary, Treasurer, and Chairs of all other committees.

PARTNERSHIP REPRESENTATIVES

Student representatives are elected by their peers to represent the various GPP institutional programs, U.S. individual agreements, and individual agreements with international universities. These Partnership Representatives also plan recruitment and orientation events for new students in their respective programs.

SOCIAL COMMITTEE

Two Social Co-Chairs organize bi-monthly social events, which can involve relaxing in a local restaurant after work, sporting events, museum visits, bowling, movies, and more. They also plan the annual GSC Halloween and Holiday Parties.

CAREER DEVELOPMENT COMMITTEE

This committee runs Pathways and the Graduate Student Seminar Series (GS3). Pathways is a monthly lunchtime speaker event which focuses on various careers. GS3 provides a venue for graduate students to give formal talks on their research.

PUBLIC RELATIONS COMMITTEE

The GSC informs and liaises with groups within and outside the NIH through the GSC Web site, the monthly *GSChronicles* newsletter, the GSX Yahoo! Group social listserv, GSC Facebook and LinkedIn groups, the GSC Google Calendar and FelCom.

COMMUNITY SERVICE COMMITTEE

The GSC organizes a variety of service events such as blood drives, park clean-ups, packing boxes at a food center, and cooking for families at the NIH Children's Inn.

RETREAT COMMITTEE

The GSC works with GPP to organize an annual graduate student retreat, which brings students and GPP staff together to network and discuss how to improve the graduate community at NIH.

RESEARCH SYMPOSIUM COMMITTEE

This GSC committee participates in the planning and implementation of the annual NIH Graduate Student Research Symposium. Committee members work closely with the OITE/GPP staff on various aspects of the organization of the symposium and have key leadership roles during the day of the event.

X

MD/PHD TRAINING ON THE NIH CAMPUS

The NIH MD/PhD Partnership Training Program coordinates the training, activities, and funding for MD/PhD students who conduct research in the Intramural Research Program of the NIH in preparation for a career as physician-scientists in basic or translational biomedical research. The program fosters innovative and interdisciplinary PhD partnerships that are often accelerated in nature. It takes advantage of the unique resources at the NIH main campus in Bethesda, MD, one of the world's premier biomedical research institutions, and the NIH clinical research center, the nation's largest hospital and outpatient facility devoted entirely to clinical research.

The program admits students directly after college through a process that parallels applications to university MD/PhD programs. It also accept students currently enrolled in medical school or those who are current NIH Graduate Partnership Program students. This program partners with participating U.S. Medical schools for the MD phase of training. Participating schools that are recipients of the Medical Scientist Training Program (MSTP) grant accept the funding that we are able to offer through the MSTP to support the medical school years of training. An NIH scientist serves as a mentor or co-mentor for the PhD portion of the training. Students most often earn the PhD through one of the sixteen NIH institutional Graduate Partnerships Programs, however, a significant number of students entering MD/PhD training after the preclinical years of medical school enroll through individual graduate partnership agreements with their medical schools. You can learn more about the NIH-MSTP partnership at: **http://mdphd.gpp.nih.gov/**.

XI

FINANCIAL MATTERS

BANKING

https://www.nihfcu.org/

The NIH Federal Credit Union (NIHFCU) offers a variety of low-rate consumer loans, credit cards, mortgages and home equity loans in addition to secured interest-bearing savings, checking, and investment accounts. NIHFCU maintains automated teller machines (ATMs) both on campus and in the surrounding communities. Through partnerships, they are able to offer members a complete line of mutual funds, annuities, and insurance products; free car and home buying services; and money management services. The NIHFCU also provides educational seminars, newsletters, and Internet articles to give members helpful financial information. To join you must open a new account with a minimum deposit of $25.

For a full list of NIHFCU branch and ATM locations, visit their Web site: **https://www.nihfcu.org/**

GETTING PAID

Graduate students are generally appointed in one of two ways, as IRTAs/CRTAs (recipients of Intramural Research Training Awards) or as VFs (Visiting Fellows).

How you are paid, your official status, and the details of your benefits package will depend on your appointment mechanism as outlined in the following chart.

Status	IRTA/CRTA Trainee	VF Trainee
Income Tax Withheld	no	depends on tax treaty
Subject to FICA[1] Taxes	no	no
Eligible for Retirement Benefits	no	no
Eligible for Educational Loan Deferments	yes	no
Eligible for Loan Repayment	no	no
Eligible for Child Care Subsidy[2]	no	no
Paid Maternity Leave (8-weeks)	yes	yes
Eligible for AAAS Policy Fellowships	yes	no
Health Insurance	FAES	FAES
Accrual of Annual/Sick Leave	no	no
Annual Leave Available	2-3-weeks[3]	2-3-weeks[3]
Appointment Limit	5 years	3 years

[1] Social Security and Medicaid/Medicare – 7.65 percent deduction

[2] ≤ 20 percent of costs up to a maximum of $5,000

[3] The third week is at the discretion of the PI.

IRTA/CRTAs and VFs are entered into the Fellowship Payment System and are paid in arrears. That is, you are paid at the end of the month for work that has been completed.

Direct deposit is the most straightforward mechanism for getting your paycheck into your bank account. To set this up, you must provide your AO with a Direct Deposit Sign-up Form. This form includes a section that must be completed by your bank. The funds will appear in your account on payday. You can also request that a check be sent to your home address.

PAYING TAXES ON YOUR NIH INCOME

If you are paid as an IRTA/CRTA,

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

If the amount of taxes you will owe is greater than $1,000, you should pay quarterly estimated taxes on your stipend to avoid a penalty. The Federal quarterly tax form is Form 1040ES. It can be downloaded from the IRS Web site: **http://www.irs.ustreas.gov/formspubs/index.html**. State forms can be obtained from state tax Web sites.

If you are appointed as a VF, the Division of International Services (DIS) will provide you with tax information. The taxes that will be withheld from your stipend depend on your home country (or in some cases the country in which you were living prior to coming to the United States) and how long you have been in the United States. It is the policy in the United States that Federal and State taxes must be paid throughout the year as you earn your income.

If you are a new fellow who is not covered by a tax treaty you are liable for both Federal and State taxes. You will have 14 percent of your stipend withheld for Federal taxes. You will also be liable for state and local taxes, but no funds will be withheld to meet this obligation. You are required to make quarterly estimated state tax payments; DIS will initially provide you with the appropriate forms.

The stipends of fellows who are covered by a tax treaty will not be subject to withholding. Individuals covered by a tax treaty are not liable for Federal taxes and may or may not be liable for state taxes. For example, the State of Maryland does not recognize tax treaties, so VFs living in Maryland will need to pay state and local taxes. If you will be liable for state and local taxes, DIS will initially provide you with Estimated State Tax forms and you should make quarterly payments.

The Office of Financial Management must be notified immediately if a VF becomes a permanent resident as this may alter withholding and/or tax liability.

The tax situation for VFs is highly complex. DIS offers tax workshops in the spring and publishes a tax handbook for Visiting Program participants, which can be found at **http://dis.ors.od.nih.gov/advisories/taxhandbook.pdf**

If you are paid by the NIH via some other mechanism or by some other agency, please contact the AO at the NIH responsible for your laboratory or the responsible administrator at the agency for tax information.

Regardless of your appointment mechanism, 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. It is best to inform them of address changes before you leave the NIH.

Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service.

The NIH Office of Financial Management is available to answer tax questions. Call 301-496-5635.

REMINDER: TAX DAY IN THE U.S. IS APRIL 15.

EDUCATIONAL LOAN DEFERMENTS

Educational loan deferments for NIH graduate students are addressed by the home university. Please contact the appropriate office at your university for any questions.

XII

SECURITY INFORMATION

SECURITY
http://security.nih.gov/

The NIH depends on Security and Emergency Response to provide a safe and secure environment for its people and operations. Security and Emergency Response is comprised of five divisions: Police, Fire/Rescue Services, Fire Marshall, Physical Security Management, and Emergency Preparedness and Coordination. Their services include

- police services;
- emergency response to all fires, medical emergencies, rescue, and any hazardous material incidents on the NIH campus;
- fire protection;
- emergency planning;
- parking and traffic control;
- physical security;
- hospital security; and
- security and emergency response education and training programs.

AlertNIH

AlertNIH gives NIH the ability to broadcast messages to all employees, or selected audiences, more efficiently than mass communication methods already in place. Alerts can be received by voice or text devices. AlertNIH is administered by the ORS Division of Emergency Preparedness and Coordination (DEPC). For more information, call 301-496-1985.

EMERGENCY PHONE NUMBERS

To report a crime in progress and/or life threatening situations, personal injury, traffic accidents, or suspicious activities from an NIH phone

- to authorities on the NIH campus, dial **911**.
- to authorities outside the NIH campus, dial **9-911**.

To report a criminal act, such as a theft of personal property, that has already occurred or to report a non-injury accident, call **301-496-5685**.

STATUS ALERTS: SNOW AND WEATHER EMERGENCIES
http://www.opm.gov/status/

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

XIII

FOLLOWING NIH RULES

MANUAL CHAPTERS

NIH Manual Chapters are the official mechanism for issuing NIH policies and procedures. Virtually all NIH rules are codified in manual chapters. An index of these chapters can be found at http://www1.od.nih.gov/oma/manualchapters/scripts/mcs/browse.asp. Manual chapters cover subjects from travel (numerous chapters) to bicycle racks and from peer review to "Identification, Care, and Disposition of Historic Objects."

The following Manual Chapters deal specifically with trainee appointments:

IRTAs:
http://oma.od.nih.gov/manualchapters/person/2300-320-7/

CRTAs:
http://intranet.cancer.gov/admin/crta/

Visiting Fellows:
http://oma.od.nih.gov/manualchapters/person/2300-320-3/

VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

Trainees do not accrue annual or sick leave. However, they are excused for Federal holidays, illness, personal emergencies, and vacations when their training periods are longer than 90 days. For vacations, trainees receive a minimum of 2 weeks per year of excused absence. The number of days should be prorated for appointments of less than a year.

Eight weeks of excused absence with pay will be granted to either parent for the birth or adoption of a child or other family health care. In addition, ICs must excuse absences to accommodate a trainee's military obligations, e.g., active duty, active duty training, and inactive duty training not to exceed 6 weeks per year with pay.

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

FEDERAL HOLIDAYS

Trainees at the NIH follow the same Federal holiday schedule as Federal employees. If a holiday falls on Saturday, it is celebrated the preceding Friday; if the holiday falls on a Sunday, the following Monday is a day off.

- New Year's Day (January 1)
- Martin Luther King, Jr. Birthday Celebration (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Once every 4 years, NIH employees may also have Inauguration Day (January 20) off.

AWARDS

Are you curious about awards from outside organizations? See a list of pre-approved awards that NIH employees are able to accept at: http://ethics.od.nih.gov/topics/awards-List.htm

OUTSIDE ACTIVITIES

All trainees, such as postdoc, postbac and graduate student fellows, should refer to a recent document entitled Guidelines for Non-FTEs (Trainees) for NIH-related Activities, Outside Activities, and Awards, which can be found at http://sourcebook.od.nih.gov/ethic-conduct/traineeguidelines.htm. The document discusses activities such as publishing manuscripts, participating in the activities of a professional society, teaching, reviewing fellowship applications, writing grant applications, and job interviews.

It will tell you what you can and cannot do. The site also contains a review form that you may need to complete prior to engaging in some activities. In all cases, you should consult with your supervisor prior to initiating such activities. You may also wish to check with your Deputy Ethics Counselor.

PUBLICATION AND ABSTRACT CLEARANCE

When you wish to submit a manuscript or abstract you must first submit a Manuscript Clearance Form to your Lab/Branch Chief or the Scientific Director of your IC. The form can be found at **http://sourcebook.od.nih.gov/oversight/pub-clear-form.htm**. You must receive approval for the submission before sending the manuscript or abstract off.

For NIH procedures for non-peer-reviewed publications, which includes most books, chapters, and abstracts that you author or edit, see **NIH Employee Procedures for Complying with NIH Publication Policy** at **http://sourcebook.od.nih.gov/oversight/non-peer-reviewed-instruct.htm**

For peer-reviewed papers published in journals, follow the instructions provided in the **NIH Employee Procedures for Complying with the NIH Public Access Policy** at **http://publicaccess.nih.gov/nih_employee_procedures.htm**

TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support will generally come from your PI's budget (the FARE Awards, are a notable exception). You must, therefore, work with him/her to determine whether you can attend a meeting and the approval processes required.

Once you have an appointment at the NIH all research-related travel arrangements must be made through NIH travel orders; this applies to travel for collaborations as well as attendance at meetings. Travel arrangements and issuance of travel orders are carried out by the travel planner or AO who provides support for your NIH mentor's group. Ask your PI to introduce you to this person.

Requests for travel orders should be submitted as far in advance as possible to allow adequate time for several levels of approval. For domestic travel, the laboratory travel planner must be notified of the days and destinations at least 1 month in advance. For foreign travel, the laboratory AO and travel planner must be notified at least 8 weeks in advance of the desired travel date to ensure tickets will be ready when needed. These deadlines are strictly followed and travel requests submitted after the deadline may not be processed in time.

The individual who is responsible for preparing and submitting travel orders for your group will create an electronic travel request/itinerary with exact details of the purpose and travel requirements for the trip. She/he will also make your transportation and hotel reservations or ask the government travel agent to do so. There are pre-determined maximum allowances for hotel and other expenses, including meals (per diem). You should not book a hotel at a rate exceeding the government rate or expect to be reimbursed for meals beyond the per diem limits. In most cities there will be some hotels that have agreed to accept Federal rates, as long as the reservation is made through government channels and you can provide a copy of your NIH travel order and NIH ID badge at check-in. Similarly, there will be a pre-determined airline that provides government-negotiated fares between most U.S. city pairs, and also to major international cities. Do not purchase tickets yourself. You will not be reimbursed for airline, train, or bus tickets that you buy yourself. Similarly, do not reserve a rental car. If it is decided that you will need a rental car, your travel planner will make the arrangements.

Note that the Federal government is often exempted from paying local and state taxes. Ask your travel planner if he/she has a form to be used in the city or state where you will be staying to exempt your hotel charge from taxes. Ask for a Federal tax exemption when you check in, whether or not you have such a form.

In general, your airline tickets and conference registration fees will be paid for by the government. You will cover your other expenses and be reimbursed after the event. Within five days of your return, you should work with your travel planner to complete a travel voucher. You can be reimbursed for your hotel, taxis, parking, and transport from your home to the airport and back. You must submit receipts for any items in excess of $75. You will not be reimbursed for actual meal costs. You will receive the per diem amount for the city to which you traveled less the amount allocated for any meals covered by conference/meeting registration. For the travel days at the beginning and end of your trip you will receive 75 percent of the per diem.

Travel awards and other situations that result in all or part of your travel expenses being covered by a source of funds other than the Federal government raise ethical issues. If you hope to participate in such "sponsored" travel, be certain to begin the process of seeking approval even earlier than recommended above. Further information can be obtained from your IC Deputy Ethics Counselor.

NIH travel policies and procedures are spelled out in a Manual Chapter at **http://oma.od.nih.gov/manualchapters/management/1500/01.html**. The U.S. General Services Administration Web site, **http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0**, contains a wealth of travel information including per diem rates for locations all over the world, mileage reimbursement rates for the use of personally owned vehicles, and U.S. contract carriers for various city pairs.

XIV

EDUCATIONAL AND TRAINING OPPORTUNITIES

The NIH provides many opportunities for you to continue your scientific education. You should pay particular attention to WALS, the NIH Director's Wednesday Afternoon Lecture Series. Each Wednesday afternoon at 3:00 in Masur Auditorium, Building 10 an outstanding biomedical researcher discusses his or her work. Invitees know that they will be addressing an NIH-wide audience, so their talks are generally jargon-free and comprehensible in addition to often being inspired. WALS is a big educational event at the NIH. We have also listed below many other, smaller, but no less valuable, experiences that are open to all.

AMERICAN RED CROSS FIRST AID, CPR, AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) COURSES

http://redcrossnca.org/index.php/take-a-class.html

American Red Cross first aid, CPR, and AED programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life. Additional training in bloodborne pathogens, oxygen administration, and injury prevention can be added to CPR and first aid training to prepare you to prevent and respond to life-threatening emergencies. Red Cross Preparedness programs in first aid, CPR, and AED are available for any age and can be tailored to the needs of specific groups and individuals. Whether you work with children, want training for employees, are a professional rescuer, or simply want to know how to help someone in an emergency, the American Red Cross has a program for you.

CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM

http://training.cit.nih.gov/

The CIT Computer Training Program provided by the Center for Information Technology offers a wide variety of courses and seminars that enable users to make efficient and effective use of computers, networks, and information systems in their work at NIH. The training program is open to NIH employees and to all users of CIT computing facilities. Additional computer courses are available through the NIH Training Center, HHS University, and the NIH Library.

The program includes classroom courses and seminars. Interactive online class attendance is often available for students in off-site locations. Descriptions of courses as well as information on the intended audience can be found at **http://training.cit.nih.gov/.** Online training is accessed via the same site.

CLINICAL CENTER GRAND ROUNDS

http://clinicalcenter.nih.gov/about/news/grcurrent.html

Clinical Center Grand Rounds are held on Wednesdays from noon to 1:00 pm in Lipsett Amphitheater in Building 10. Attendees are provided with (1) options and alternatives that can guide clinical practice, (2) practical information about clinical research principles based on state-of-the-art scientific discovery and clinical advances, and (3) information and opportunities to increase and improve collaboration among investigators. Grand Rounds includes a Great Teachers lecture series. Presentations can also be accessed from personal computers via NIH videocasting on the Internet (**http://videocast.nih.gov**).

THE FOUNDATION FOR ADVANCED EDUCATION IN THE SCIENCES (FAES) GRADUATE SCHOOL

http://www.faes.org/
Building 60, Suite 230

FAES is a private, non-profit organization that works with the NIH to enhance the overall academic environment of NIH. FAES organizes and supports a large number of undergraduate and graduate level courses for NIH employees and trainees. Most of the foundation's faculty members are NIH staff making their specialized knowledge available to a wider audience.

FAES currently offers over 180 classes, each certified by the Maryland Higher Education Commission. The majority are in the biomedical field. However, there is strong representation in the physical and behavioral sciences as well as in English and foreign language studies.

A modest tuition is charged for FAES courses. Often this cost will be covered by your NIH research advisor. It is very important to get approval from him or her before registering for courses. If you are planning to use an FAES course for credit in an external program, you should get approval in advance.

FAES BOOKSTORE

http://faes.org/store
Building 10, Room B1-L-101

Scientific and medical books and FAES Graduate School and other textbooks are available for purchase at this bookstore, which is operated by FAES. Additionally, popular literature and other books are stocked.

HHS UNIVERSITY

http://learning.hhs.gov/about.asp

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

NATIONAL LIBRARY OF MEDICINE EXHIBITION PROGRAM

http://www.nlm.nih.gov/exhibition
301-496-5963

The Exhibition Program at the National Library of Medicine (NLM) produces exhibitions on cultural and social history, science, medicine, and technology for installation in the Library's lobby and rotunda galleries, as well as exhibitions that travel. These exhibitions feature books, journals, photographs, and prints from the NLM's collections, along with artifacts, images, and graphics from other institutions. Each exhibition incorporates interactive features, computers, and audiovisual elements, facilitating a dynamic and experiential learning ground for students of all ages. The Exhibition Program provides educational programs for K-12 student groups visiting the on-site exhibition. In addition, it produces numerous supplemental programs, including online exhibitions, theatrical presentations, collateral print pieces, catalogues, education packages, documentaries, DVD exhibitions, and other public programs.

NIH COURSES

DEMYSTIFYING MEDICINE

http://demystifyingmedicine.od.nih.gov/

Demystifying Medicine is designed to bridge the gap between basic science and medicine. Its target audience is trainees, fellows, and staff who want to relate their work to biomedical advances. Course sessions address diseases and disease states from the twin perspectives of basic research and current medical treatment, including presentation of patients, pathology, diagnosis, and therapy. Topics have included HIV/AIDS, inflammatory bowel disease, malaria, obesity, traumatic brain injury, liver cancer, and many more. If you wish to obtain academic credit, register with FAES; if you attend more than 60 percent of the sessions any semester, and pass a computerized exam, you will receive a certificate of completion. The course sessions are available online.

NATIONAL CANCER INSTITUTE— CENTER FOR CANCER RESEARCH COURSES

http://ccr.cancer.gov/careers/courses/

The NCI, the largest IC at the NIH, offers a wide range of courses through its Center for Cancer Research. These courses run the gamut from Teaching in Medical Education (TIME), designed for fellows who are interested in academic positions in medical schools, to Translational Research in Clinical Oncology (TRACO) to Statistical Analysis of Research Data (SARD) to Cultural Sensitivity Training. A visit to their Web site could prove well worth your while.

BIOMEDICAL BUSINESS DEVELOPMENT FOR SCIENTISTS

This course, a hands-on experience intended to expose students to the concepts of business planning, venture capital, technology transactions, and commercialization, is offered jointly by the Office of Technology Transfer and the Foundation for Advanced Education in the Sciences. It is part of a larger (15-credit) certificate program in Technology Transfer that may be of interest to some fellows.

FAES BIO-TRAC
http://www.biotrac.com/

Bio-Trac is an extensive series of post-graduate level "hands-on" biotechnology training courses offered by FAES. Intensive 3-, 4-, and 5-day courses are taught by active researchers; they combine lectures with hands-on laboratory work. Recent examples of Bio-Trak courses include Epigenetics and Digital Imaging in Microscopy. The courses are relatively costly, but it is worth asking if your lab will cover the tuition. Enrollment is limited; sign up early to ensure that you will be able to attend.

SUMMER GENETICS INSTITUTE
http://www.ninr.nih.gov/Training/TrainingOpportunities-Intramural/SummerGeneticsInstitute/

This 2-month summer research training program offered by NINR is designed to introduce molecular genetics into research and clinical practice. It features both classroom and laboratory components. The program is generally directed at graduate students but might prove useful for postdoctoral fellows as well.

NIH LIBRARY
http://nihlibrary.nih.gov/

The NIH Library is located on the first floor of Building 10 near the South Entrance. It provides print and online resources to support the work of the NIH community as well as an extensive and comprehensive range of scientific, medical, social science, and administrative information and services. Whatever your information needs, the NIH Library staff can support your research requirements and save you time.

The NIH Library provides

- access to 9,000+ full text online journals, 4,000+ online books, 50 databases, 1,000+ Internet resources and a collection of over 60,000 printed books (open stacks).
- document delivery (journal articles, books, book chapters, dissertations, slides, etc.).
- reference and research assistance.
- expert literature searches.
- editing services
- translation services.
- photocopying.
- resource and database training (online, tutorials, and group or individual classes; **http://nihlibrary.nih.gov/resourcetraining/Pages/default.aspx**).
- **bioinformatics Support Program (http://nihlibrary.nih.gov/Services/Bioinformatics/Pages/default.aspx)**
- journal and research alert services.
- a spacious, redesigned reading room and 2-level library facility with computer and wireless access, comfortable seating, private study carrels, and quiet study space.
- daily newspapers: *New York Times*, *Washington Post*, *USA Today*, and *Wall Street Journal*.

Of particular note, the library has opened a Writing Center, **http://nihlibrary.campusguides.com/WritingCenter**. In addition to providing a quiet space where you can write, the center offers editing and translation services, courses on reference management systems, and links to a variety of writing resources.

Finally, the NIH Library subscribes to a variety of databases that may be useful in researching specific career and employer information. To access them, mouse over Research Tools on the menu bar and click on Databases from the drop-down menu. A reference librarian can help you to research company information for US and international organizations.

NIH PUBLICATIONS

THE DDIR'S (DEPUTY DIRECTOR FOR INTRAMURAL RESEARCH'S) WEB BOARD
http://www.nih.gov/ddir/DDIR.html

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

THE NIH CALENDAR OF EVENTS
http://calendar.nih.gov/app/MCalWelcome.aspx

The "Yellow Sheet" is a weekly publication listing events on the NIH campus. You can visit the Web site to post an event or search for items of interest.

THE NIH CATALYST
http://www.nih.gov/catalyst/

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

THE NIH RECORD
http://www.nih.gov/nihrecord/index.htm

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

NIH VIDEOCASTS
http://videocast.nih.gov/

Rebroadcasts of NIH lectures and conferences.

THE NIH RESEARCH FESTIVAL
http://researchfestival.nih.gov/

The NIH Research Festival, which is held each fall in the Natcher Conference Center (Building 45), Masur Auditorium in Building 10, and a tent on parking lot 10H on the Bethesda Campus, features scientific symposia, poster sessions, and a vendor tent show. The Festival showcases the best of NIH science.

NIH SCIENTIFIC INTEREST GROUPS
http://www.nih.gov/sigs/

About 90 NIH inter-Institute Scientific Interest Groups operate under the auspices of the Office of Intramural Research. They sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; and share the latest techniques and information. Additionally, these groups assist with the annual NIH Research Festival and serve as hosts for the Wednesday Afternoon Lecture Series.

WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

http://wals.od.nih.gov/

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

XV

WELLNESS RESOURCES AT THE NIH

GETTING SUPPORT WHEN YOU NEED IT

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 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, career options, 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 any training 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 identify opportunities for interesting experiences outside the lab, exercise, and deal with issues and conflicts that may arise.

CIVIL
301-402-4845
http://civil.nih.gov/

CIVIL is a coordinated NIH resource that strives to attain its vision of "An NIH Work Environment Free of Acts and Threats of Violence".

Call CIVIL if you need help assessing the potential seriousness of a threatening situation; you are experiencing a threatening situation at work and need intervention from trained staff; you become aware of a workplace situation involving intimidating, harassing, or other unproductive/dangerous behaviors and need consultation; you have experienced a situation involving threats or aggressive acts and you need assistance managing the aftermath and its effect on staff; or you need help in addressing your own aggressive reactions to a workplace situation.

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. NIH graduate students are eligible for student membership rates. For more information, see **http://www.recgov.org/fitness/fees.htm**.
Centers are located in

- Building 31C, B4 C18, 301-496-8746 and
- Rockledge I, Room 5070, 301-435-0038.

NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)
Building 31, B2B57
301-496-3164
http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.aspx

The Employee Assistance Program (EAP) is a confidential service available to NIH trainees. You can visit the EAP to discuss work or life concerns including life transitions, work-life balance, career progression, substance abuse, family dynamics, or any other issues that might affect your ability to succeed as a trainee. EAP has an open-door policy and is open 9:00 am to 5:00 pm, Monday through Friday; you can also call for immediate assistance.

NIH RECREATION & WELFARE ASSOCIATION (R&W)
http://www.recgov.org/r&w/r&w.html

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. It also focuses on building an NIH sense of community and charitable outreach (see, for example, the R&W camps listed under Volunteering). 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 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://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx

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.

OFFICE OF THE OMBUDSMAN, CENTER FOR COOPERATIVE RESOLUTION (CCR)
Building 31, Room 2B63
301-594-7231
http://ombudsman.nih.gov/

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

WHAT IF I GET SICK?

Suburban Hospital is located near the NIH 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. If you are covered by the FAES policy, you will want to find a doctor who is part of the CareFirst Preferred Provider Network. If you are covered by an HMO (Health Maintenance Organization) you will need to visit one of its doctors. It is best to figure this out before you need medical attention.

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

WHAT IF I NEED HELP?

http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/eap_contact.aspx

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 24-hour crisis hotlines, smoking cessation programs, resources for single parents, and self-help groups.

XVI

ETHICS ISSUES

RESEARCH CONDUCT

http://go.usa.gov/GWu

Guidelines for the Conduct of Research in the Intramural Research Program at NIH sets forth the general principles governing the conduct of good science as practiced in the NIH IRP. This document, which was originally developed by the Scientific Directors, discusses the responsibilities of IRP research staff in the collection and recording of data, publication practices, authorship determination, mentoring, peer review, confidentiality of information, collaborations, human subjects research, financial conflicts of interest, and animal care and use. It is important that every researcher involved in research at NIH read, understand, and follow the Guidelines.

REPORTING RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest difference of opinions. (The DHHS Office of Research Integrity has posted a wealth of information on this subject at **http://ori.dhhs.gov/**.) The NIH takes research misconduct and allegations of misconduct seriously. Allegations or concerns about research misconduct should be discussed with the NIH Agency Intramural Research Integrity Officer, Dr. Melissa Colbert (**colbertmc@mail.nih.gov**) or 301-827-7745).

NIH ETHICS OFFICE

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

The NIH Ethics Office offers a full range of ethics services and support to the NIH community, including: providing advice, counseling, and interpretation on the Standards of Ethical Conduct and Conflict of Interest statutes; maintaining an informational ethics Web site, online New Employee Ethics Orientation, and online required annual ethics training; developing and implementing ethics policy; and providing individual and group training for employees and IC ethics staff. The NIH Ethics Office also serves as the NIH liaison to the DHHS and other Federal agencies.

DISCRIMINATION IS PROHIBITED

Discrimination is defined in civil rights law as unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class. U.S. laws protect individuals from discrimination based on race, sex, color, religion, national origin, age, physical/mental handicap, sexual orientation or reprisal for opposition to discriminatory practices or participation in the Equal Employment Opportunity (EEO) process. Federal EEO laws prohibit an employer from discriminating against persons in all aspects of employment, including recruitment, selection, evaluation, promotion, training, compensation, discipline, retention, and working conditions, because of their protected status. In other words, you should expect to be treated in the same way as all other trainees are treated. For further information regarding the EEO process, contact the NIH Office of Equal Opportunity at 301-496-6301.

POLITICAL ACTIVITIES

Restrictions on the political activity of NIH employees are described at **http://go.usa.gov/GZq**.

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standards-of-Conduct/

This 82-page publication lays out guidelines concerning gifts, financial conflicts of interest, seeking other employment, outside activities, and misuse of position, among other things.

XVII

SCIENTIFIC RESOURCES

DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

http://www.cc.nih.gov/dcri/itc.html

The Department of Clinical Research Informatics, Clinical Center Information Technology Center (ITC) provides a free poster-printing service to all NIH employees and trainees. They are located in Building 10, Room 1C282. The phone number is 301-402-6301. Call in advance for an appointment.

DIVISION OF MEDICAL ARTS (DMA)

http://medarts.nih.gov/

The Division of Medical Arts (DMA) is the NIH source for obtaining visual arts services. They "help researchers communicate their stories of discovery". The DMA is a central service organization that provides a wide variety of visual communication services to the NIH community. Products and services visually document scientific data, research programs, events, and accomplishments for use in publications, exhibits, and presentations to the worldwide scientific community.

DMA staff consists of professional artists, photographers, TV producers, and videographers who combine their talent and expertise with the needs of scientists for graphic presentations, medical illustration, photography, and video productions. Qualified staff members are available for consultation concerning client projects.

Services offered include:

- Photography
- Medical Illustration
- Electronic Media—animation, Web site, and multi-media design
- Design—including posters, publications, logos, and displays
- Events Management—video and conference services
- Printing
- Digital Imaging

Requests for all DMA services must include a Common Account Number (CAN). See your administrative officer for this number.

DIVISION OF RADIATION SERVICES

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

The Division of Radiation Safety provides regulatory oversight for all ionizing radiation used in intramural research and for clinical purposes. The staff assists in setting up research labs, training staff in radiation safety, performing specialized lab inspections, and consulting on intramural clinical research protocols. They are also responsible for radiation safety training, shipping and storage of radioactive material, and radioactive waste pick-up.

DIVISION OF SCIENTIFIC EQUIPMENT AND INSTRUMENTATION SERVICES (DSEIS)

hhttp://www.ors.od.nih.gov/sr/dseis/Pages/default.aspx

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

DIVISION OF VETERINARY RESOURCES (DVR)

Office of Research Services

http://www.ors.od.nih.gov/sr/dvr/Pages/default.aspx

The Division of Veterinary Resources provides a centralized laboratory animal care and use program for NIH intramural investigators. The DVR offers comprehensive veterinary, animal husbandry, animal transportation, and diagnostic support services, including housing, routine and clinical care, and nutrition and enrichment for rodents, rabbits, cats, canines, ungulates, and primates. The DVR also provides an animal health surveillance program, diagnostic laboratory support services, animal surgery, veterinary pharmacy, and phenotyping of mouse models. DVR's professional staff includes veterinary pathologists, laboratory animal veterinarians, veterinary surgeons, molecular biologists, pharmacists, behaviorists, and nutritionists who are available for consultation and possible collaboration.

NATIONAL CENTER FOR BIOTECHNOLOGY AND INFORMATION

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

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

OFFICE OF ANIMAL CARE AND USE (OACU)

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

The Office of Animal Care and Use (OACU) provides oversight and assistance to the ICs conducting biomedical research using animal models. The OACU serves as an information resource for NIH scientists, Animal Care and Use Committee (ACUC) members, veterinarians, animal science specialists, and other NIH staff that interface with research animals. The OACU offers a variety of training courses, some mandatory, to assist personnel in fulfilling Federal training requirements for working with research animals. NIH employees and trainees can check the OACU training schedule, register for the lecture courses, or access links for the Web-based courses online at the OACU training Web site: **http://oacu.od.nih.gov/training/index.htm**.

No animal research can be conducted at the NIH without a protocol approved by the sponsoring IC's Animal Care and Use Committee. The OACU Web site provides access to Federal and local regulations and local NIH guidelines that provide pertinent information on all aspects of research animal care and use, including but not limited to animal activities in shared facilities, animal transfers, genotyping, pain and distress, and euthanasia. Guidelines for completing an animal study proposal can be found at **http://oacu.od.nih.gov/aRaC/index.htm**. Animal Research Advisory Committee Guidelines on other aspects of animal care and use can be found on the same Web site.

OFFICE OF HUMAN SUBJECT RESEARCH (OHSR)

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

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

The OHSR, together with the staffs of the NIH Institutional Review Boards (IRBs), will work with you to fulfill your ethical responsibilities when conducting human research, both in the United States and abroad. They also can help resolve ethical and regulatory issues that may arise throughout the course of your investigation. Keep in mind that no human research can be conducted without getting the approval of either an NIH IRB or of OHSR. Whether you need an IRB's approval, or that of OHSR, will depend on the type of research that you plan to conduct. For information on the procedures for protecting the rights of human subjects, visit **http://go.usa.gov/GZ1**.

OFFICE OF INTRAMURAL RESEARCH (OIR)

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

The Office of Intramural Research (OIR) is directed by the Deputy Director for Intramural Research (DDIR). It is responsible for oversight and coordination of intramural research, training, and technology transfer in the laboratories and clinics of the NIH. The office works in conjunction with the Scientific Directors of all the ICs. To encourage communication between intramural researchers, the office publishes the NIH Catalyst, a bimonthly newsletter, and the DDIR's Bulletin Board, an electronic newsletter published approximately once a month. The OIR develops and implements projects, policies, and standards across the NIH for intramural research, training, and technology transfer.

OFFICE OF NIH HISTORY

http://history.nih.gov/

The Office of NIH History (ONH) works with all NIH Institutes and Centers to foster the documentation, preservation, and interpretation of NIH history. Trained historians, archivists, and curators provide access to materials, including oral histories, photographs, documents, personal papers, videos, news clippings, and books related to the work of the NIH.

ONH is also home to the Stetten Museum—every day, throughout NIH, you see exhibits prepared by its curatorial staff. The museum collects laboratory equipment and other objects related to NIH history as well as manuals and trade catalogs. Because technology often drives the questions pursued in biomedical research, this collection is an asset to researchers as well.

OFFICE OF TECHNOLOGY TRANSFER (OTT)

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

The Office of Technology Transfer (OTT) helps translate the discoveries made at the NIH and FDA into useful biomedical products. This is achieved by evaluating the commercial potential of the new inventions, securing patent protection where needed, and identifying industry partners who can commercialize these inventions and licensing these intellectual properties to them for product development. The OTT can help you protect, market, and manage any discoveries you make while at the NIH or FDA. In so doing, it oversees patents and negotiates licensing agreements on behalf of NIH and FDA scientists. Contact them if you have any questions about licensing or royalties or to learn how technology transfer works at NIH.In addition, OTT hosts a number of training courses on technology transfer, held in conjunction with the NIH FAES Graduate School, that are popular with trainees. For more information regarding classes and the new "Certificate in Technology Transfer" Program, see **http://www.faes.org**.

Specifically, inventions made by any NIH staff member or trainee must be reported using PHS Employee Invention Report (EIR) Form PHS 6364. Inventions can be a new and useful process, machinery, manufacture, or composition of matter, or any new and useful improvement thereof. Patents may be issued as a result of the employee's filing an invention report. Dates are critical in patent law, because public disclosures, i.e., posters, abstracts, talks, or published manuscripts, made prior to filing a patent application with the Patent and Trademark Office may eliminate some of the Government's ability to obtain a patent on an invention.

Thus, it is important to file and submit the EIR as soon as practicable. There is no reason to wait until preparation of a scientific paper or an oral/poster presentation is scheduled before an EIR is filed.

If the Government chooses not to file a patent on the invention, the rights can either be dedicated to the public or assigned to the Federal employee. Royalty income is paid to Federal employees following the successful licensing of patents and unpatented biologic materials to private industry. NIH employees can earn up to $150,000 per year in total royalty income.

A Material Transfer Agreement (MTA) is required whenever an NIH employee sends out or receives proprietary materials and/or information, e.g., biologicals, and when no research collaboration is planned. This agreement protects the employee and the Government against improper use of materials and protects materials as confidential. The agreement must be signed by authorized IC personnel.

A Cooperative Research and Development Agreement (CRADA) can be executed between NIH laboratories/branches and private industry, academia, or other Government agencies to establish a cooperative research project that facilitates the transfer of technology among the parties. CRADAs allow the exchange of resources including materials, personnel, and equipment among the parties.

To learn more about your rights and responsibilities regarding technology transfer, consult your IC Technology Development Coordinator. A Computer-based Technology Transfer Training Program, which is required for all scientific staff, is available through your coordinator or accessible through the NIH Network (NIHnet), Public Network (PUBnet), and Appleshare.

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OTHER NIH RESOURCES AND SERVICES

CAFETERIAS

http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx

- 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
- Rockledge Two, Ninth Floor
- Bayview, Ground Floor

CHILD CARE

http://go.usa.gov/GZ4

Child care programs/centers are offered at the Bethesda and Executive Boulevard campuses for infants, toddlers, and preschool age children. The waiting list for access to NIH child care is long; please contact them as early as possible for information.

For information on other NIH services for parents, including a child care referral service, see **http://go.usa.gov/GZg**.

BACK-UP CARE PROGRAM

http://go.usa.gov/72M

The National Institutes of Health has contracted with Bright Horizons to offer NIH employees access to back-up care when they need to be at work and their regular child or adult/elder care is unavailable. You must sign up in advance and register to be part of the program.

CONVENIENCE STORES (R&W SHOPS)

http://recgov.org/r&w/storelocations.htm

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

INTERPRETING SERVICES

http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx

The Office of Research Services (ORS) provides support for hearing impaired employees and visitors at NIH. Sign language interpreters are available to

- interpret for conferences, seminars, workshops, staff meetings, doctor/patient interviews, job interviews, training, and telephone calls;
- provide referrals for employees who wish to learn sign language and employees who wish to learn to use a TTY; and
- consult with managers and employees about assistive devices that enable employees who are deaf or hard of hearing to communicate, participate fully in daily activities, and remain safe on the job.

The Sign Language Interpreter is a professional who facilitates communication between a person who is deaf and one who is hearing. An interpreter has acquired sign language skills, has studied techniques and ethics, and has gained knowledge and experience required to function in a professional capacity.

To request sign language interpreters and/or other accommodation, please contact NIH Interpreting Services by phone at 301-402-8180, by submitting a request online at **http://www.ors.od.nih.gov/pes/dats/interpret/pages/requests.aspx**, or by using the Federal Relay Service at 1-800-877-8339. Requests should be made at least 5 days in advance of the event.

KEYS AND LOCKS

To request a new key or lock (or replacement of a broken or lost key or a broken lock) contact an administrative assistant in your unit. That individual will enter a request into the DELPRO system, which will generate a work request form. This form must be signed by your supervisor and forwarded to your AO, since there is a cost involved. If the request is for a new key, you will receive an e-mail from the Locksmith Section when the key is available for pick up in Building 13, Room 1405. IMPORTANT NOTE: Only you can pick up and sign for your key; be certain to bring your NIH ID badge.

In emergencies involving a malfunction of keys or locks, call the Locksmith Section, 301-496-3507; after hours call the NIH police at their non-emergency number: 301-496-5685. You should also call the NIH police if you are locked out of your office or lab.

MAIL

http://www.ors.od.nih.gov/pes/dmms/Pages/default.aspx

Mail is picked up and delivered to various locations on and off campus twice daily (morning and afternoon). Mail and/or inter-office communications will be delivered and/or collected no later than 10:00 am and 4:00 pm. Postage stamps for personal use can be purchased at the various R&W gift shops.

NOTARIES PUBLIC

http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx

Notary public service is supplied to the NIH by R&W. The service is provided free of charge to Clinical Center patients and R&W members (current membership card required); others are charged a nominal fee. For a current listing of Notaries call 301-496-6061. You can also ask in your AO's office if anyone is able to provide this service.

SELF-SERVICE STORES

The Division of Logistics Services provides on-campus laboratories/offices with the opportunity to procure official-use-only supplies through its Self-service stores. The stores offer a wide range of office, laboratory, and medical supplies at discounted prices. Supplies can be purchased, with a valid Self-service Charge Card, at two locations; Building 10, Room B2B41 and Building 31, Room B1A47. The hours of operation for both stores and a link to the online NIH Stock Supply Catalog, a current listing of NIH centrally stored items, can be found at **http://olao.od.nih.gov/Acquisitions/TypeOfAcquisitions/SuppliesAndEquipment/FindingASource/SelfServiceStores.htm**.

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**

The NIH Intramural Research Program Web site: **http://irp.nih.gov**

A quick way to find answers to your questions about the NIH: **http://jumpstart.nih.gov**

Employee News and Resources: **http://employees.nih.gov**

The NIH Enterprise Directory (NED): **http://ned.nih.gov**

The NIH "Yellow Sheet", the NIH calendar of events: **http://calendar.nih.gov**

NIH Online Orientation: **http://lms.learning.hhs.gov**

Security Information at the NIH: **http://security.nih.gov**

Guidelines for the Conduct of Research in the Intramural Research Program at NIH: **http://go.usa.gov/Gwu**

A Guide to Training and Mentoring in the Intramural Research Program at NIH: **http://sourcebook.od.nih.gov/ethic-conduct/Training-Mentoring-10-08.pdf**

Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH: **http://sourcebook.od.nih.gov/ethic-conduct/recordkeeping.pdf**

The NIH Office of the Ombudsman and Center for Cooperative Resolution: **http://ombudsman.nih.gov/**

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 Federal Credit Union: **http://www.nihfcu.org**

TRANSPORTATION

NIH Division of Amenities and Transportation Services: **http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx**

NIH Transhare: agree not to drive your car to the NIH and receive cash subsidies for public transportation: **http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx**

Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties: **http://www.wmata.com**

Ride-On Map, map of Montgomery County, MD bus routes: **http://www.montgomerycountymd.gov/content/DOT/transit/systemMap.pdf**

OTHER WEB SITES TO HELP YOU GET SETTLED

Moving to the National Institutes of Health: A Guide to Help You Move to Frederick, Baltimore, and Bethesda **https://www.training.nih.gov/assets/Moving_Guide.pdf**

Craigslist: **http://washingtondc.craigslist.org**

The Washington Post: **http://www.washingtonpost.com**

The Washington Times: **http://www.washingtontimes.com**

Montgomery County Visitors Guide: **www.visitmontgomery.com**

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**

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DIVERSITY

The past several decades have been marked by major advances in the biomedical sciences. Future advances require well-trained scientists from a variety of backgrounds and disciplines. In addition, there will be an increasing demand for scientists trained to address the health problems that disproportionately affect minorities and underserved populations in this country and around the world. The NIH and the OITE are committed to training a diverse group of outstanding young scientists. You may find that one or more of the following groups can assist you in feeling at home in the NIH community.

AMERICAN INDIAN/ALASKA NATIVE EMPLOYEE COUNCIL (AIANEC)

The NIH American Indian/Alaska Native Employee Council (AIANEC) provides NIH employees with an opportunity to explore the culture and heritage of American Indians and Alaska Natives. AIANEC provides advice and insight to NIH offices dealing with American Indian issues and support for recruitment and retention of AI/AN employees in careers in science. The objectives of AIANEC include providing mentoring and a network for personal and professional growth to the AI/AN employee. AIANEC provides opportunities for all NIH personnel to appreciate the cultural heritage and diversity of AI/AN employees. Membership in AIANEC is open to any NIH employee interested in helping accomplish these objectives. For more information, contact Dr. Clifton A. Poodry (**poodryc@mail.nih.gov**), James Herrington (**James.herrington@hhs.gov**) or Jared Jobe (**jobej@mail.nih.gov**).

ASIAN AND PACIFIC ISLANDER AMERICAN ORGANIZATION (APAO)

http://www.recgov.org/r&w/apao/

The National Institutes of Health Asian and Pacific Islander American Organization (APAO) serves as an independent resource, spokesperson, and advocate for the ethnic Asian and Pacific Islander American (APA) employees of NIH.

ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

http://www.awisbethesda.org/
http://www.awis.org/

The Bethesda Chapter of AWIS was formed in 1991. Its members are actively engaged in scientific research, education, administration, and policy activities and are employed in Federal agencies, academia, business, and non-profit organizations. The Chapter presents a yearly seminar series, generally on the NIH campus, which addresses issues of particular relevance to the development of women scientists' careers. Members have access to the chapter electronic mailing list, where they can find and post messages regarding jobs, meetings, and Web sites of interest; funding opportunities; mentoring and networking activities; and seminar information. Members also have the opportunity to suggest nominees for the chapter's annual mentoring award, serve on the Board, and nominate candidates to serve as officers of the Board. AWIS is dedicated to the achievement of equity and full participation of women in all areas of science and technology.

INTERNATIONAL WOMEN'S GROUP (IWG)

http://www.recgov.org/iwg/page/howtojoinus.htm

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

NIH BLACK SCIENTISTS AND FRIENDS NETWORK

NIH Black Scientists and Friends Network is an informal group dedicated to the mentoring and career enhancement of Black scientists at NIH. Activities, which are open to all who share the group's goals, regardless of race, include a monthly networking dinner in Bethesda and the dissemination of information of potential interest to Black scientists. For more information contact Roland Owens (**owensrol@mail.nih.gov**).

NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)

http://heo.nih.gov/

The National Institutes of Health Hispanic Employee Organization (HEO) is an independent organization under the auspices and the DHHS-approved charter granted to the DHHS Hispanic Employee Organization, with all of the entitlements and responsibilities that have been afforded to Hispanic employee organizations in the DHHS since 1981.

The HEO addresses the needs of Hispanic employees related to employee representation in the work force. The HEO supports the efforts and programs of the NIH that promote equality and fairness in the workplace for all NIH employees.

NIH LESBIAN, GAY, BISEXUAL, AND TRANSGENDERED FELLOWS AND FRIENDS (LGBT-FELLOWS AND FRIENDS)

LGBT-Fellows and Friends was created to increase the visibility of the invisible minority. The group exists to help its members thrive in their professional and personal lives by addressing issues unique to the LGBT community. The LGBT Fellows and Friends group will organize throughout the year various seminars to educate the general public on LGBT issues and issues of interest for LGBT individuals, as well as organize regular social and networking events to develop professional and personal networks. LGBT-Fellows and Friends exists also to provide professional and personal mentoring and career enhancement for LGBT identified individuals. LGBT- Fellows and Friends is open to the entire NIH community from postdocs to staff scientists, from graduate students to postbacs, from faculty to administrative staff, and from straight to LGBT identified individuals. If you would like more information about LGBT-Fellows and Friends, contact Julien Senac (mailto: **julien.senac@nih.gov**) or Christiane Kuschal (mailto: **christiane.kuschal@nih.gov**). Join the LGBT-FF listserv to learn about up-coming LGBT-FF seminars, professional development activities, and networking opportunities.

NIH WOMEN SCIENTIST ADVISORS

In 1991, Dr. Bernadine Healy, then Director of the NIH, established a Task Force to examine the status of intramural women scientists. The Task Force issued a final report in November 1992. Among the recommendations was that each IC should have a Woman Scientist Advisor (WSA). The WSA should (preferably) be a senior woman scientist of high standing, elected by the women scientists of her IC. The WSA is expected to meet regularly with the SD to discuss issues relevant to women scientists, meet with women scientists in the IC to solicit their input and keep them informed of issues that will affect them, and ensure that women serve on all IC search committees. Your IC WSA can be an additional resource on topics related to women's careers. You can find a list of these individuals at **http://sourcebook.od.nih.gov/comm-adv/wsa.htm**

OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT (OEODM)

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

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

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

SALUTARIS

http://recgov.com/salutaris/index.html

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

SOCIETY FOR THE ADVANCEMENT OF CHICANOS AND NATIVE AMERICANS IN SCIENCE (SACNAS) NIH CHAPTER

www.sacnas.org

The Society for Advancement of Chicanos and Native Americans in Science (SACNAS) is a national nonprofit organization of individuals and organizations interested in quality science, technology, engineering, and mathematics (STEM) research, teaching, leadership, and policy. The NIH SACNAS chapter provides a trans-NIH resource, spanning all NIH Institutes and Centers, in both the intramural and extramural communities. Our goal is to provide a forum for the exchange of ideas and a place where NIH trainees and staff can meet to network, share successes and strategize about future goals. THE NIH SACNAS chapter will also provide a forum for cultural exchange as members from other racial and ethnic backgrounds engage the SACNAS community. If you would like to be added to the NIH-SACNAS listserv, please contact Erika Barr at 301-451-2164 or **barrel@mail.nih.gov**

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FOR VISITING FELLOWS

Visiting Fellows are the joint administrative responsibility of the Division of International Services, the ICs, and the Office of Intramural Training & Education. Only foreign individuals in valid non-immigrant, employment-authorized status may be appointed VFs.

DIVISION OF INTERNATIONAL SERVICES (DIS)

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

DIS, which is located administratively in the Office of Research Services, is the focal point for immigration issues for all Visiting Fellows. Prior to VF arrival, DIS issues the appropriate immigration documents (or requests their issuance if the Fellow is not sponsored by the NIH). DIS also issues the official award letter and pre-arrival instructions, including information about FAES health insurance.

All foreign researchers must check-in with DIS (Building 31, Room B2B07) within 3 business days of their arrival in the United States to verify their immigration status. You can visit the DIS for this initial check-in without an appointment during walk-in hours from 9:30 to 11:30 am, Monday through Friday (except when the NIH is closed in observance of a Federal holiday). You should bring the following documents with you to this meeting:

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

Your NIH mentor or IC AO should be able to help you prepare for this meeting. At the meeting, an immigration specialist will check your documents and have you sign any necessary forms. In addition, he/she will

- verify your immigration status in the Fellowship Payment System (FPS) so that your IC can arrange to pay you.
- provide you with Form SS-5, Application for Social Security Card.
- provide an Estimated State Tax Form for Maryland, Virginia, or DC.
- have you complete the appropriate tax form if you are exempt from Federal taxes under a tax treaty and enter this information in FPS.

You will also be scheduled to attend a mandatory DIS orientation program. This program aims to make certain that you abide by applicable Federal laws and NIH regulations during your stay in the United States. Be certain to attend.

IMPORTANT NOTE: You should also visit the DIS before any trip outside the United States and well in advance of deadlines for renewing or changing your visa.

IC RESPONSIBILITIES WITH REGARD TO VISITING FELLOWS

Your IC is responsible for all financial actions relating to your appointment as a VF. Your AO or his/her designee will enter you into FPS and certify that you are active. Should you move, your IC will also update your local home address in FPS and forward that information immediately to DIS. Finally, your IC will ask you to sign the Visiting Fellowship Program Provisions and Agreement document.

If your IC has an orientation program, be certain to attend. Your IC Training Director will be an important resource during your stay at the NIH.

OITE RESPONSIBILITIES WITH REGARD TO VISITING FELLOWS

The OITE considers itself responsible for making certain that all graduate students and postdocs in the NIH IRP have the most successful experience possible. Plan to attend an OITE Orientation in addition to orientations provided by DIS and your IC. Take a look at our **Improving Spoken English offerings (page 18)**. You are also welcome to drop by the OITE offices on the second floor of Building 2 at any time to meet our staff and get answers to your questions. While you are in Building 2, check out the Career Library. Our holdings include volumes of particular interest to VFs, such as *Living in the U.S.A.*, a down-to-earth guide to American culture; *Welcome to the United States: A Guide for New Immigrants*; and *Foreign Accent Management*.

VISA POLICY

Because Visiting Fellows are trainees and not employees, the NIH assists participants in this program to obtain J-1 Exchange Visitor visas. Foreign scientists who are appointed as NIH employees (Research Fellows and Clinical Fellows) can be supported on H-1B visas. Changes in employment and visa status may be possible if they are justified by the needs of the NIH scientific program. However, requests for a change in visa status should be submitted 12 months prior to expiration of a VF's J-1 visa. In addition, the 2-year home country residency requirement for J-1 visa holders would need to be resolved. A discussion of the use of H-1B visas, and the O-1 visa for extraordinary scientists, can be found at **http://dis.ors.od.nih.gov/advisories/technicaladvisory20.pdf**.

HEALTH INSURANCE FOR VISITING FELLOWS

J-1 Exchange Visitors must carry health insurance that meets the requirements of the J-1 program and the NIH and includes coverage for repatriation of remains and medical evacuation to the home country. The FAES policy available to VFs meets these requirements. If you have another insurance policy, FAES will have to certify that it too meets the requirements using the form located at **http://dis.ors.od.nih.gov/forms/NH829_6.PDF**.

TAXES

Please see the section on taxes under financial matters.

NIH VISITING FELLOWS SUBCOMMITTEE

https://www.training.nih.gov/felcom/visitingfellows

The NIH Visiting Fellows Subcommittee (NIHVFC) of FelCom is composed of VFs from around the world. It is a self-governing body serving the interests of Visiting Fellows in their transition to life at the NIH, by working to make their experience here worthwhile. It also creates opportunities for Visiting Fellows to maintain continuity in their research upon returning to their home countries. In cooperation with the Fogarty International Center, the NIHVFC presents an annual workshop designed to help VFs from developing countries apply for GRIP (Global Research Initiative Program for New Foreign Investigators) grants. This committee plans events to expose fellows to international and domestic employment opportunities available to them after completion of their fellowship, and encourages the establishment of alumni associations in the home countries of VFs to maintain strong ties with the NIH.

INTERNATIONAL OPPORTUNITIES EXPO

Sponsored by the NIHVFC, this event features scientific opportunities from around the world. Representatives from embassies, global companies, and international funding agencies come to the NIH to make contact with visiting and domestic fellows to expose them to work opportunities abroad. This is not so much a job fair as a networking opportunity that exposes fellows to international options.

SCIENCE VOICES FROM HOME

When international professionals come to speak at the NIH, the NIHVFC arranges for them to meet with VFs from their home region. These meetings help fellows maintain connections with the scientific establishment in their home countries and obtain current information about job and grant opportunities. For more information, to sign up for notices of international speakers, or to inform the NIHVFC about an international speaker who will be coming to the NIH, please visit the NIHVFC Web site.

GRANTS AND FUNDING OPPORTUNITIES FOR VISITING FELLOWS

INTERNATIONAL POSTDOCTORAL PROGRAMS AT THE NIH

https://www.training.nih.gov/international_career_transition_awards

JSPS Fellowships

The Japan Society for the Promotion of Science (JSPS) has, for more than XX years, in collaboration with the Fogarty International Center of the NIH, offered two-year fellowships to Japanese citizens who wish to conduct postdoctoral research at the NIH. These fellowships are open to doctoral degree recipients who hope to come to the NIH and to those already training at the NIH as postdoctoral fellows. Applications to the program are accepted annually with a June deadline and are reviewed by a panel of NIH investigators.

NIH Collaborative Postdoctoral Programs with International Partners

The NIH partners with several countries/regions to offer competitive postdoctoral research programs. The aim of these programs is to offer recent doctoral degree recipients from the participating countries the opportunity to pursue postdoctoral training at the NIH and then return to research positions in their home countries. Although the specific details vary from country to country, all programs have the following elements in common.

- The program consists of two phases: Phase I is a postdoctoral research training experience completed at the NIH; in Phase II the fellow returns to a funded research position in his/her home country.

- Prior to submitting their applications, individuals wishing to participate in the program must identify a researcher at the NIH who is willing to host them for a two- or three-year research experience to complete Phase I
- Program applicants are selected through a competitive application process, with the review managed by the home country.
- During the fellow's stay at the NIH, the home country funds regular trips home to enable the fellow to maintain contact with the home scientific community.
- Upon completion of Phase I, the fellow returns home to a research position of several years duration (Phase II).

The eligibility criteria, number of application cycles per year, application deadlines, and other logistic details depend on home country/region. Current Visiting Fellows are eligible to apply to some of these programs. If you are interested, contact the participating agency in your home country.

These collaborative postdoctoral research programs fall into two categories, depending on the source of the funding for Phase I.

Several new programs for which partial funding of Phase I is provided by the home country have recently been negotiated. (A letter confirming the commitment of the NIH host to cover any remaining costs must be submitted with the application.) These programs include the following:

- **NIH-Fonds de Recherche du Quebec (FRQ) Research Career Transition Award Program**
- **NIH-Brazil National Council for Scientific and Technological Development (CNPq) Visiting Fellows Program**
- **U.S.-Russia Collaboration in the Biomedical Sciences NIH Visiting Fellows Program**

For most programs, funding for the postdoctoral experience is provided by the NIH host. These programs have been termed Research Career Transition Programs. Again, written confirmation of the availability of Phase I support must be submitted as part of the application. Programs of this type for which information is currently available are:

- **NIH - Deutsche Forschungsgemeinschaft (DFG) Program**
- **NIH - Institut National de la Santé et de Recherche Médicale (INSERM) Program**
- **NIH - Flanders (FWO) Research Careers Transition Awards**
- **NIH - Comisión Nacional de Investigación Cientifica Y Tecnológica (CONICYT) Program**
- **NIH - Regione Lombardia Research Career Transition Award Program**
- **Andalusian Regional Ministry of Health (CSJA) - NIH Research Career Transition and Reintegration Program**
- **NIH - Indian Department of Biotechnology (DBT) Training Program**
- **NIH - Brazilian Federal Agency for Support and Evaluation of Graduate Education (CAPES) Foundation**

During Phase I of each of these programs, participants are supported at the NIH as Visiting Fellows or Supplemental Visiting Fellows. They have full access to the services of the **Office of Intramural Training & Education**, which include orientation programs, an Office of Postdoctoral Services, and a Career Counseling Center. Additional career/professional development and social activities are organized by the NIH Fellows Committee (**FelCom**) and its **Visiting Fellows Subcommittee**. Program participants are encouraged to serve on both. Finally, many individual NIH Institutes and Centers organize scientific retreats and symposia.

Interested individuals are encouraged to contact the participating agency in their home country/region.

NIH PATHWAY TO INDEPENDENCE AWARDS (K99/R00)

The NIH Pathway to Independence Awards facilitate the transition from a mentored position to research independence. Specifically, they assist individuals of all nationalities, who are conducting postdoctoral research in the United States, with the move to a faculty position at a U.S. institution. The awards provide several years of support for advanced postdoctoral training plus additional funding (up to a total of 5 years) that can be activated when the award recipient begins a tenure-track faculty position, or the equivalent, at a U.S. institution. For further information, go to **http://grants.nih.gov/grants/new_investigators/pathway_independence.htm**.

HELPFUL LINKS

IMMIGRATION AND VISAS

U.S. Immigration Center: **http://www.us-immigration.com/**

Department of State visa site: **http://travel.state.gov/visa/visa_1750.html**

Department of State travel site, a more general reference than the visa site: **http://travel.state.gov/**

Description of the J-1 Exchange Visitor program: **http://j1visa.state.gov/basics/**

Federal tax information for foreign citizens: **http://www.irs.gov/publications/p519/ch01.html**

U.S. Citizenship and Immigration Services: **http://www.uscis.gov/portal/site/uscis**

OTHER RESOURCES

The National Postdoctoral Association has a wealth of information for Visiting Fellows.

http://www.nationalpostdoc.org/publications/international-postdoc-resources

Many groups of international scientists at the NIH have formed listserv groups. You can look for a group representing your country by browsing or searching the NIH listservs at **https://list.nih.gov/.**

Welcome to the United States: A Guide for Immigrants is written for new permanent residents, but the information it contains on the way America works is very valuable. You can read the book in English at **http://www.uscis.gov/files/nativedocuments/M-618.pdf** or order a free copy in English or many other languages at **http://www.uscis.gov/newimmigrants**.

MedlinePlus contains a new multilingual feature that provides access to high quality health information in languages other than English and Spanish, with more than 2,500 links in more than 40 languages: **http://www.nlm.nih.gov/medlineplus/languages/languages.html**

Find out what employers have sponsored H-1B visas: **http://www.flcdatacenter.com/CaseH1b.aspx**

Subscribe to learn a new English word each day: **http://dictionary.reference.com/**

Listen to a National Public Radio station such as 88.5 (WAMU) to hone your English listening skills while keeping up with the news.

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VOLUNTEERING

Volunteering will allow you to give back to the community and meet other postbacs, graduate students, and post-doctoral fellows. A wide range of local community service activities is available; some are listed below. You can also check the Community Service page on the OITE Web site, **https://www.training.nih.gov/CommunityService** and watch the listservs for opportunities.

Disclaimer: The NIH Office of Intramural Training and Education (OITE) does not endorse or recommend any organizations or community service opportunities. Similarly, the listing of a service opportunity or organization in this handbook does not reflect the endorsement of the U.S. Government and may not be used for advertising or other purposes.

OPPORTUNITIES AT THE NIH

THE NIH CLINICAL CENTER
http://www.cc.nih.gov/about/jobs/volunteering.shtml/

Participate in clinical trials as a healthy volunteer **http://www.cc.nih.gov/participate/studies/healthy_vol_prg.shtml/**or as a patient **http://clinicalstudies.info.nih.gov/** To volunteer to help out around the hospital call the Volunteer Office at 301-496-1807.

NIH BLOODBANK
http://clinicalcenter.nih.gov/blooddonor/

CHILDREN'S INN AT NIH
http://www.childrensinn.org/site/c.kkI1kiMxIvF/b.2001931/k.F928/Volunteer.htm

The Children's Inn at the NIH Clinical Center provides housing for children and their families during the child's treatment for serious illness. It is also intended to facilitate their healing and wellbeing through a supportive environment.

SPECIAL LOVE, INC. AND CAMP FANTASTIC
http://www.speciallove.org/

Join the NIH R&W Association in making camp a reality for children with cancer.

OTHER OPPORTUNITIES

BETHESDA URBAN PARTNERSHIP
http://www.bethesda.org/bethesda/volunteer-opportunities

Help the Bethesda Urban Partnership create memorable events.

SMITHSONIAN ZOOLOGICAL PARK (AKA THE NATIONAL ZOO)
http://nationalzoo.si.edu/Support/Volunteer/default.cfm?hpout=Volunteers&xtr

Opportunities are available in education, behind-the-scenes zoo support, and special events.

MONTGOMERY COUNTY VOLUNTEER CENTER
Rockville, MD
240-777-2600
http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/Content/Volunteer/index.asp

Online database of more than 2,000 volunteer opportunities in a variety of community service environments; time commitment varies with position.

DC CARES
202-777-4450
http://www.dc-cares.org/volunteers.html

Online database of volunteer positions in the greater DC area.

SINGLE VOLUNTEERS
http://www.svdc.org/

A clearinghouse for volunteer activities in the DC metro area designed to foster new friendships among participants.

BURGUNDY CRESCENT VOLUNTEERS
http://www.burgundycrescent.org/

A group that supplies volunteers to local and national gay and gay-friendly community organizations in the DC area.

LEARNING ALLY
202-244-8990
http://www.learningally.org

Volunteers read scientific textbooks in a recording studio in Building 31; the resulting files are distributed to students nationwide.

CRISISLINK
http://www.crisislink.org/volunteer/index.html

Volunteers provide support to those facing life crises, trauma, and suicide, and provide information, education, and links to community resources to empower people to help themselves.

VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM
Montgomery County
http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/vasap/index.asp/

INTERNATIONAL RESCUE COMMITTEE
Silver Spring
http://www.rescue.org/us-program/us-silver-spring

The IRC helps newly-arrived refugees become independent and self-sufficient.

HIGHER ACHIEVEMENT
Washington, D.C.
http://www.higherachievement.org

Higher Achievement intervenes right before the transition to middle school, lowering the risk of failure at the time when this risk typically increases. The comprehensive program gives students the tools, training, and support they need to view education (both a high school diploma and a postsecondary degree) as a valuable, essential, attainable goal.

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ENTERTAINMENT

ENTERTAINMENT AT THE NIH

Some of the best resources for meeting people and getting to know that D.C. area are right here at the NIH, the FelCom Social subcommittee, the GSC, the Postbac committee, and the NIH R&W clubs. The Social Committee has in the past organized bike rides, ice skating at the Sculpture Garden, and canoeing/kayaking outings as well as visits to museums and historical sites and Happy Hours for postdocs and graduate students. Their events are publicized on the Fellow-L listserv, so be certain to sign up. The GSC and Postbac committees also devote a great deal of effort to community service. **https://www.training.nih.gov/CommunityService**

In addition to providing NIH staff and trainees with fitness facilities, stores, and other benefits, the NIH/NOAA R&W Association sponsors numerous clubs. These clubs offer a way of making those all important social connections. They focus on diverse activities such as biking, dancing, fencing, golf, hiking, martial arts, music performance, photography, sailing, skiing, softball, and Toastmasters. If you are looking to balance your scientific and career interests with something on the light side go to **http://www.recgov.org/r&w/clubs.html**.

MANCHESTER STRING QUARTET AT NIH

http://www.manchesterstringquartet.com/about.html

The Manchester String Quartet, made up of principal string players of the National Symphony, presents free monthly performances on Mondays at 12:30 pm in Masur Auditorium, Building 10. Check the NIH events calendar (**http://calendar.nih.gov/app/MCalWelcome.aspx** for dates.

NIH COMMUNITY ORCHESTRA

http://www.nihco.org

For musical activities of a more participatory nature, NIH has its own orchestra, the NIH Community Orchestra (known initially as the NIH Chamber Orchestra), which began meeting in October 1996 to provide an orchestral outlet for the rich and diverse musical talent of the NIH and HHS research community. In the following year, it added woodwinds and brasses and quickly expanded its size and repertoire. The NIHCO roster often includes employees of other government agencies (including NASA, LOC, DOJ), local high school students and educators, and members of the general community.

NIH PHILHARMONIA

http://www.nihphil.org

The NIH Philharmonia is an all-volunteer orchestra founded in 2005 under the professional musical direction of Dr. Nancia D'Alimonte. The orchestra was established by a core group of NIH scientists and federal workers and members of the local community with the goal to play orchestral music from all genres in free concerts open to the public. The orchestra is open to enthusiastic new members experienced in orchestral playing at an advanced level. All interested musicians should contact **info@nihphil.org**. NIH staff and trainees as well as those living in the surrounding community are eligible for membership. For more about the program, including a video preview from Music Director Nancia D'Alimonte and the complete schedule for the Orchestra, please visit the orchestra's Web site at: **http://www.nihphil.org**.

NIH CHAMBER SINGERS
http://www.recgov.org/r&w/chamber

The NIH Chamber Singers are a small group of men and women who enjoy singing all styles and genres of a cappella choral music. Programs are designed to be varied and entertaining to both the singers and the audiences. The NIH Chamber Singers performs two series of concerts each year for NIH patients and staff and the community at large. The NIH Chamber Singers is open to all NIH community members.

SCIENCE IN THE CINEMA
http://science.education.nih.gov/cinema

Science in the Cinema is a free film festival sponsored by the NIH Office of Science Education, in partnership with the AFI Silver Theatre and Cultural Center in July and August. The festival is held at the historic Silver Theatre, located in downtown Silver Spring. On each date, a film with a medical science-related theme is shown in its entirety. Following the film, a guest speaker with expertise in the film's subject area comments on the science depicted in the film and takes 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.

WASHINGTON METROPOLITAN AREA ACTIVITIES

While most of your time this summer will be occupied with research, a summer in the Washington, D.C. area would not be complete without experiencing the sights of the city. The national capital is well known for its role as the seat of the US government, but it also has much to offer in the way of culture, history, and entertainment. Whether you are looking for art, music, nightlife, good food, or natural beauty, the choices in the DC metro area abound. The museums, parks, and historical sites listed here are just a sampling of the interesting places and events you can find around town. The Internet is also an excellent resource for learning more about local points of interest and goings-on. The following online guides are especially useful:

http://www.washington.org
http://www.washingtonpost.com/gog/
http://www.huffingtonpost.com/local/
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/bnai-brith-klutznick-national-jewish-museumreg---virtual-gallery.html
Admission: Free
Metro: Red Line, Farragut North

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
1610 H Street NW
Washington, DC 20006
202.842.0920
http://www.decaturhouse.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
202.707.9779
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.jhsgw.org/
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.manassascity.org/index.asp?NID=211
Admission: Admission is charged.

Marian Koshland Science Museum
The National Academies
500 Fifth Street, NW
Washington, DC 20001
202.334.1201
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/college-park
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 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 and Medicine
2500 Linden Lane
Silver Spring, MD 20910
301.319.3349
http://www.medicalmuseum.mil
Admission: Free
Metro: Red Line, Forest Glen/Silver Spring

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

The Newseum
555 Pennsylvania Avenue NW
Washington, DC 20001
888.639.7386
http://www.newseum.org
Admission: Admission is charged
Metro: Red Line, Judiciary Square; Green/Yellow Lines, Navy Memorial-Penn Quarter

Octagon Museum
1799 New York Avenue NW
Washington, DC 20006
202.626.7312
http://www.aia.org/conferences/green/AIAB082816?dvid=&recspec=AIAB082816
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
202.442.6046
http://www.nps.gov/history/nr/travel/wash/dc58.htm
Admission: Free
Metro: Red Line, Farragut North

SMITHSONIAN

Smithsonian ▪ American Art Museum
8th & F Streets NW
Washington, DC 20001
202.633.7970 or 202.633.1000
Comments: In the same building as the Portrait Gallery
http://www.americanart.si.edu/
Admission: Free
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

Smithsonian ▪ Anacostia Museum
1901 Fort Place SE
Washington, DC 20020
202.633.4820
Comments: Has one of the city's finest collections of African-American art.
http://www.anacostia.si.edu/
Admission: Free
Metro: Green Line, Anacostia, then W2 or W3 bus

Smithsonian ▪ Arthur M. Sackler Gallery
1050 Independence Avenue SW
Washington, DC 20013
202.633.1000
Comments: Specializes in Asian art.
http://www.asia.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian ▪ Arts & Industries Building
900 Jefferson Drive SW
Washington, DC 20013
202.633.1000
Closed for renovations
http://si.edu/museums/arts-and-industries-building
Metro: Blue/Orange Lines, Smithsonian

Smithsonian ▪ Freer Gallery of Art
12th Street & Jefferson Drive SW
Washington, DC 20013
202.633.1000
Comments: This building, physically connected to the Sackler Gallery, specializes in Japanese artifacts.
http://www.asia.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian ▪ Hirshhorn Museum & Sculpture Garden
7th Street & Independence Avenue SW
Washington, DC 20013
202.633.4674
Comments: An impressive collection of sculpture, classic, and modern, plus contemporary art.
http://www.hirshhorn.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian • National Air & Space Museum
6th Street & Independence Avenue SW
Washington, DC 20560
202.633.2214
Comments: Spaceships and aircraft plus an IMAX Theater.
http://www.nasm.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian • National Air & Space Museum
Steven F. Udvar-Hazy Center
14390 Air & Space Museum Parkway,
Chantilly, VA, 20151
703.572.4118
Comments: Located near Dulles Airport in the Virginia countryside. Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Condorde, the Enola Gay, and the Lockheed SR-71 Blackbird.
http://www.nasm.si.edu/udvarhazy/
Admission: Free, but a parking fee is charged

Smithsonian • National Museum of African Art
950 Independence Avenue SW
Washington, DC 20560
202.633.4600
Comments: Ancient African Art to 20th century artifacts.
http://www.nmafa.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian • National Museum of American History
14th Street & Consitution Avenue NW
Washington, DC 20013
202.633.1000
Comments: Items from 200 years of American existence; railroad engines to computers to WWII and much more including the art of each period.
http://www.americanhistory.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

National Museum of the American Indian
4th Street and Independence Avenue SW
Washington, D.C. 20560
202.633.1000
http://www.nmai.si.edu/
Admission: Free
Metro: All lines except Red, L'Enfant Plaza

Smithsonian • National Museum of Natural History
10th Street & Constitution Avenue NW
Washington, DC 20013
202.633.1000
http://www.mnh.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian • National Portrait Gallery
8th & F Streets NW
Washington, DC 20001
202.633.1000
Comments: In the same building as the American Art Museum.
http://www.npg.si.edu/
Admission: Free
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

Smithsonian • National Postal Museum
2 Massachussetts Avenue NE
Washington, DC 20002
202.633.5555
Comments: Washington's first post office, now an active historic site providing exhibits, lectures, and special family events.
http://www.npm.si.edu/
Admission: Free
Metro: Red Line, Union Station

Smithsonian • Renwick Gallery
17th Street & Pennsylvania Avenue NW
Washington, DC 20006
202.633.7970 or 202.633.1000
Comments: A collection of Oriental and contemporary American art, crafts, and artifacts.
http://www.americanart.si.edu/renwick/
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 Botanic Garden
100 Maryland Avenue SW
Washington, DC 20001
202.225.8333
http://www.usbg.gov/
Admission: Free
Metro: Blue/Orange Lines, Federal Center SW or Capital South

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 National Arboretum
3501 New York Avenue NE
Washington, DC 20002
202.245.2726
http://www.usna.usda.gov/index.html
Admission: Free

NATIONAL/STATE PARKS AND HISTORIC SITES

Ford's Theatre National Historic Site
511 10th Street NW
Washington, DC 20004
202.347.4833
http://www.nps.gov/foth/
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. Reservation required.
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.

C & O Canal National Historical Park
Great Falls Tavern Visitor Center
11710 MacArthur Boulevard
Potomac, MD 20854
301.767.3714
http://www.nps.gov/choh/
Admission: Admission is charged.
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
McLean, VA 22102
703.285.2965
http://www.nps.gov/grfa/
Admission: Admission is charged.
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
202.426.6841
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/
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom

Martin Luther King, Jr. Memorial
Intersection of Independence Avenue and
West Basin Drive, SW
Washington, DC
http://www.nps.gov/mlkm
Admission: Free
Metro: Smithsonian

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/
Admission: Admission is charged.
Comments: The lightship Chesapeake is docked nearby.

National Mall
Washington, DC
http://www.nps.gov/nr/travel/wash/dc70.htm
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 between Independence and Constitution Avenues. 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
202.426.6841
http://www.nps.gov/nwwm/
Admission: Free, Permits are required for special events and First Amendment Activities.
Metro: Blue/Orange Lines, Smithsonian

National Zoo
3001 Connecticut Avenue, NW
Washington, DC 20008
202.633.4800 General Information Recording
202.633.4111 Zoo Park Police (In stormy weather, call here to see if the zoo is open.)
http://nationalzoo.si.edu/
Admission: Free, but there is a charge for parking.
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
202.895.6070
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
202.546.1210
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
540.999.3500
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

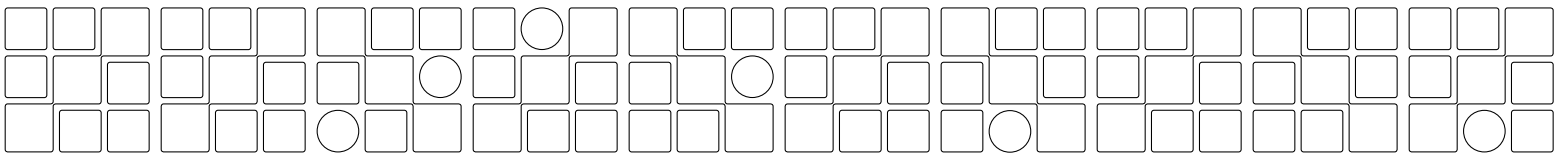
United States Capitol
Capitol Hill, east end of the National Mall
http://www.aoc.gov/cc/capitol/index.cfm
Admission: Free, but the Capitol is open for public tours only and a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.
Metro: Red Line, Union Station
Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.

United States Navy Memorial
701 Pennsylvania Avenue NW
Washington, DC 20004
202.737.2300
http://www.navymemorial.org
Admission: Free
Metro: Green/Yellow Lines, Archives

Vietnam Veterans Memorial
Constitution Avenue & Henry Bacon Drive, NW
Washington, DC 20001
202.426.6841
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
(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)
202.426.6841
http://www.nps.gov/wamo/
The monument has been closed since the 2011 earthquake and will remain closed until repairs are completed.

White House
1600 Pennsylvania Avenue NW
Washington, DC 20005
202.456.7041
http://www.whitehouse.gov
Admission: Free. Tours of the White House Executive Residence are available for groups of ten or more. Requests must be submitted to your Member of Congress. Visit http://www.whitehouse.gov/about/tours-and-events or call the number above for updates.
Metro: Blue/Orange Lines, Federal Triangle; Blue/Orange/Red Lines, Metro Center



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