NIH POSTDOC
HANDBOOK

NATIONAL INSTITUTES OF HEALTH

NIH POSTDOC HANDBOOK

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 Postdoctoral Trainee:

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 the environment. We appreciate the importance of interdisciplinary research teams and are harnessing the powers of biology, chemistry, physics, computer science, engineering, bioinformatics, and the social/behavioral sciences to improve human health globally. Research, from bench to bedside—and back again—will be an ever more important reality during your scientific career.

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

To succeed as a postdoc, you must perform important, innovative, and increasingly 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. In the twenty-first century, successful scientists will need strong communication skills; they must be able to teach, in the lab and perhaps in the classroom; they must collaborate effectively, often working in large multinational research groups; and they must function well both as leaders and managers. The time to develop these skills is now.

The Office of Postdoctoral Services, in the Office of Intramural Training & Education (OITE), supports the postdoctoral community in the Intramural Research Program at the NIH. Whether you are a U.S. citizen or an international scholar, a clinician or a basic researcher, we are here to facilitate all aspects of your postdoctoral training. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to other trainees at the NIH. We hope you will participate in many academic and professional development activities during your stay at the NIH and will visit the OITE Career Services Center often. Ultimately, you will determine the skills and abilities you develop over the next several years, and we encourage you to give this serious thought.

Welcome to the NIH! I look forward to meeting you, discussing your scientific interests, and working with you to develop a strong community of emerging scientific leaders at the NIH.

Sincerely,

Sharon L. Milgram, PhD
Director, Office of Intramural Training & Education
Senior Investigator, National Heart, Lung, and
Blood Institute; Adjunct Investigator, National
Human Genome Research Institute

Lori M. Conlan, PhD
Director, Office of Postdoctoral Services
Office of Intramural Training & Education

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INTRODUCTION

WHAT DO WE MEAN BY "POSTDOC"?

For the purposes of this handbook, we are including under the term "Postdoc" individuals who have recently completed a doctoral degree and are temporarily engaged in biomedical research at the NIH, *i.e.*, in the NIH Intramural Research Program (IRP). U.S. citizens participating in the Postdoctoral Intramural Research Training Award (IRTA) program (CRTA program in the National Cancer Institute), international scholars classified as Visiting Fellows, Clinical Fellows, Research Fellows, and individuals in the National Research Council's Postdoctoral Research Associateships Program meet these criteria as do participants in several other smaller programs.

Regardless of what you are called, you all have in common the (relatively) recent completion of a PhD, an MD, or an equivalent doctoral degree; a commitment to a temporary biomedical research experience in the NIH IRP; and the opportunity to be a contributing member of the scientific community at the NIH. The aim of this publication is to assist you to make the most of the time you spend at the NIH.

IMPORTANT:
The regulations governing postdoctoral programs at the NIH are spelled out comprehensively at the following locations:

- Postdoc IRTAs: **http://www1.od.nih.gov/oma/manual chapters/person/2300-320-7/**

- Postdoc CRTAs: **http://intranet.cancer.gov/admin/crta/**

- Visiting Fellows: **http://www1.od.nih.gov/oma/manual chapters/person/2300-320-3/**

- Research/Clinical Fellows: **http://hr.od.nih.gov/ hrguidance/employment/title42.htm**

USING THIS HANDBOOK

This handbook, which was produced by the NIH Office of Intramural Training & Education (OITE), addresses the postdoc experience as it plays out on the main NIH campus in Bethesda. General topics, such as the introduction to the NIH or Federal holidays, will apply to all postdocs, but if you are located in Baltimore or Frederick, Montana or North Carolina, Phoenix or Detroit, some of the details will not apply to you. For example, safety training in North Carolina will be arranged by the NIEHS, and parking arrangements will be campus-specific. Use the sections in this handbook as a guide to the issues you should investigate regardless of where you are located. OITE staff members visit all NIH campuses and are available to answer your questions.

Please address suggestions for improving this document to Pat Sokolove at **sokolovp@mail.nih.gov**.

ENSURING A SUCCESSFUL NIH EXPERIENCE

Your postdoctoral 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; postdoctoral appointments are limited to a maximum of 5 years, and you may move on even earlier. 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.

A successful postdoctoral experience means publications, as many scientifically sound and creative publications, dealing with important concepts, as possible. Future access to any career option, at the bench or away from it, will depend on your scientific success at this stage, and publications represent a major way of quantifying that success.

Publishing is your responsibility. Discuss this issue in advance with your supervisor. (**NOTE:** In this handbook we use the terms "supervisor", "mentor", and "principal investigator" or "PI" interchangeably.) Perhaps you can work on multiple projects to increase the chances of success. Perhaps you can develop collaborations. Perhaps you can write one or more review articles with your supervisor and/or others in the group.

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 postdoctoral 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 should not be 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. 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 (OITE, see below) 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: FelCom (see below) happy hours, Institute retreats, all-hands meetings, scientific interest groups, "Open Offices" in the OITE, 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 postdocs should seek to develop. One of the best ways to do this is to participate actively in the NIH Fellows Committee (FelCom). FelCom is the voice of postdocs at the NIH. With broad representation of postdocs from across the NIH, FelCom has a long history of working to improve the status of fellows. Its subcommittees and activities provide a wide range of opportunities to serve the NIH community while acquiring valuable experience in leading teams. (FelCom is described in further detail on page 30.)

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 lab mates and/or mentor. We hope that the conflict and tensions you experience in your lab will be minor and that you view them as opportunities to improve your interpersonal skills. However, even with the best of intentions, some lab dynamics are poor; you may find yourself embroiled in serious and complicated situations. Remember: you are not alone. There are resources to help you deal with any interpersonal issues that may come up.

If you are experiencing conflict with someone in your lab, speak with him or her directly. If that does not resolve the issue, speak with your PI. If you are not comfortable doing that, or if the situation is not easily resolved, seek advice from other mentors (*i.e.*, your Institute training director, your Lab/Branch Chief, OITE staff, colleagues) who can help you consider the issues from different angles as you attempt a reasonable resolution. If you have concerns about your interactions with your PI, it is important to talk with someone you trust. Hopefully you will have developed relationships with your training director or with more senior trainees/staff in the lab. 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 (page 39) and the Office of the Ombudsman (page 40), that can be of help.

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** need to make certain that, when you leave the NIH, you take with you the technical, communication, problem-solving, and interpersonal skills you will need as you move forward in your career.

Research should be your highest priority while you are at the NIH; OITE aims to ensure that you also take part in relevant career development activities, learn all you can from the scientific staff at the NIH and your fellow trainees, and 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 to develop programs for trainees who are recent doctoral degree recipients as well as more advanced postdocs ready to move on to their first "real jobs".

THE OITE WEB SITE, 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 homepage as are recordings of past workshops. You will also go to this site to register for career development activities and complete program evaluations. OITE publications are available on the site.

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-POSTDOCS;
- subscribe to one or more voluntary electronic mailing lists to keep aware of ongoing activities and job opportunities;
- visit the OITE Web site, **www.training.nih.gov**, regularly to check for new workshops and courses;
- attend the many scientific seminars, lectures, and lecture series offered at the NIH;
- participate in at least one Scientific Interest Group that appeals to you;
- join the Fellows Committee (FelCom) and help plan and implement activities for postdocs;
- compete for travel funds in the annual Fellows Award for Research Excellence (FARE) competition and share your research with the NIH community at the NIH Research Festival;
- take part in career and professional development workshops;
- stop in at OITE "Open Offices" for refreshments and a chance to talk with OITE staff members and othe trainees;
- visit our new Career Services Center for assistance with refining your career goals and completing a successful job search;
- 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.

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)**. As a postdoc you are likely to interact primarily with staff in the Office of Postdoctoral Services and the Graduate Partnerships Program. Should you supervise a summer intern or a postbac or run a journal club for these individuals, you are likely to meet all of the staff in the OITE.

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POSTDOC ORIENTATION:
GETTING WHAT YOU CAME FOR!

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 postdocs 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. 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

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. Libraries have also been or are being established on the other NIH campuses.

INTRODUCTION TO THE NATIONAL INSTITUTES OF HEALTH
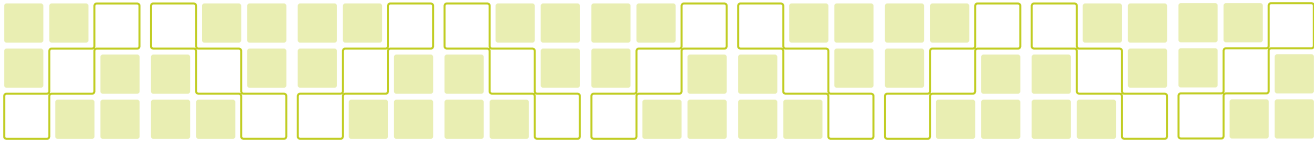
Founded in 1887, the National Institutes of Health (NIH) is one of the world's foremost medical research centers and the Federal focal point for medical research in the United States. NIH is the steward of medical and behavioral research for the Nation. Its mission is the pursuit of fundamental knowledge 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 worldwide) research communities. The ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

NIH ICS

CC	**NIH Clinical Center**
CIT	**Center for Information Technology**
CSR	Center for Scientific Review
FIC	John E. Fogarty International Center
NCCAM	**National Center for Complementary and Alternative Medicine**
NCI	**National Cancer Institute**
NCMHD	National Center on Minority Health and Health Disparities
NCRR	National Center for Research Resources
NEI	**National Eye Institute**
NHGRI	**National Human Genome Research Institute**
NHLBI	**National Heart, Lung, and Blood Institute**
NIA	**National Institute on Aging**
NIAAA	**National Institute on Alcohol Abuse and Alcoholism**
NIAID	**National Institute of Allergy and Infectious Diseases**
NIAMS	**National Institute of Arthritis and Musculoskeletal and Skin Diseases**
NIBIB	**National Institute of Biomedical Imaging and Bioengineering**
NICHD	**Eunice Kennedy Shriver National Institute of Child Health and Human Development**
NIDA	**National Institute on Drug Abuse**
NIDCD	**National Institute on Deafness and Other Communication Disorders**
NIDCR	**National Institute of Dental and Craniofacial Research**
NIDDK	**National Institute of Diabetes and Digestive and Kidney Diseases**
NIEHS	**National Institute of Environmental Health Sciences**
NIGMS	National Institute of General Medical Sciences
NIMH	**National Institute of Mental Health**
NINDS	**National Institute of Neurological Disorders and Stroke**
NINR	**National Institute of Nursing Research**
NLM	**National Library of Medicine**
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
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
OMS	Occupational Medical Service
OPM	Office of Personnel Management
ORS	Office of Research Services
ORWH	Office of Research on Women's Health
PI	Principal Investigator
SD	Scientific Director
SEEP	Student Educational Employment Program
TSP	Thrift Savings Plan
VF	Visiting Fellow
WALS	Wednesday Afternoon Lecture Series

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

NIH CAMPUSES

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

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

- the Twinbrook Cluster and Executive Plaza in Rockville, MD, less than 5 miles from the Bethesda campus;

- the NIH Animal Center at Poolesville, MD;

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

- the NIEHS in Research Triangle Park (RTP), NC;

- the NIA and NIDA in Baltimore, MD;

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

- the Perinatology Research Branch of the Eunice Kennedy Shriver NICHD in Detroit, MI; and

- the Phoenix Epidemiology and Clinical Research Branch of NIDDK in Phoenix, AZ.
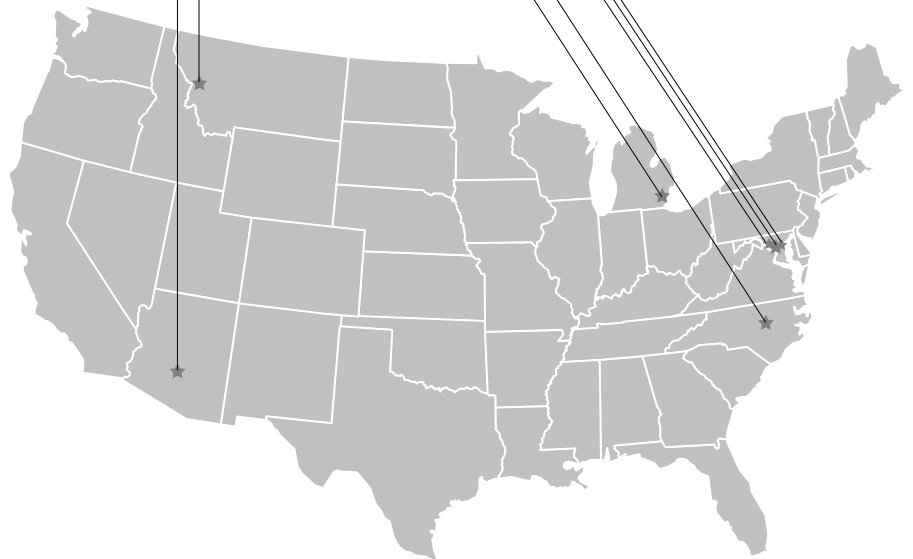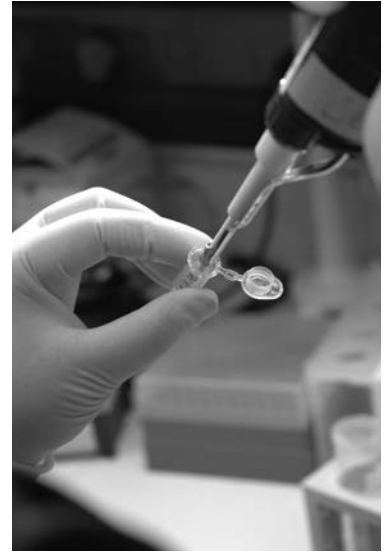
UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (*e.g.*, School of Medicine, School of Public Health) that are subdivided into departments and units. The NIH consists of Institutes and Centers (ICs), not unlike the schools/colleges found in many academic institutions. All NIH 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 labs) and consist of two or more **sections** (headed by other tenured Senior Investigators) and possibly 1 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. [In the discussion above, 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 director(s) in your IC and to learn about specific opportunities open to trainees in the IC (*i.e.*, workshops, trainee retreats).

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/lab mentor to introduce you to the lab travel planner well in advance of your first trip, as government travel rules are complex and require considerable advance preparation.

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

Labs/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 480 graduate students. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at the NIH.

Medical Students:
Medical students who have completed their core electives and who have the permission of their institutions can spend 1 or 2 years conducting research at the NIH through the Clinical Research Training Program (CRTP) or the Howard Hughes Medical Institute (HHMI) Research Scholars Program. A total of about 70 students participate in these programs 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. Individuals participating in either the Postbac Intramural Research Training Award (IRTA) program (CRTA program in the NCI) or the NIH Academy meet these criteria. This group also includes Technical IRTAs, individuals who hold a bachelor's degree and who are spending 2 (or possibly 3) years conducting biomedical research with the intention of developing superior laboratory or technical support skills. Finally, individuals who have received support from the Undergraduate Scholarship Program (UGSP) during their college years, have received their bachelor's degrees, and are completing their payback obligations by conducting biomedical research in the NIH IRP are considered Postbacs. Altogether, this group comprises almost 800 individuals. They have in common the (relatively) recent receipt of a bachelor's degree and a commitment to a short-term research experience at the NIH.

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.

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,

- setting up your e-mail account,

- setting up your computer and work station,

- registering for health insurance (if necessary),

- making an appointment for a preplacement medical evaluation (if necessary),

- enrolling in Transhare, obtaining a parking permit, or making other transportation arrangements, 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**". Postdocs 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.

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 lab, 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. **NOTE:** Fellows in the NCI should **not** use this NIH service or change their passwords when prompted to do so by the central NIH system. NCI has its own system for passwords, which is more stringent than the NIH system. Fellows in the NCI can access the NCI Password Station at **https://password.nci.nih.gov**.

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.

OITE hosts a postdoc listserv OITE-POSTDOCS, which is used to post official notices to all postdocs at the NIH. 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 this list. While you are there, you can also subscribe to Fellow-L, a voluntary listserv that allows NIH fellows to post reagent requests, seek room-mates for professional meetings, and share job postings.

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://www.cit.nih.gov/ProductsAndServices/ Telecommunications/TeleServices/**.

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 (exactly)

After logging in to the site you will be asked to enter your NIH ID number, which is located at the bottom of your NIH ID badge. 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://cit.nih.gov/ProductsAndServices/ Networking/RemoteAccess/**. 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.

FAES HEALTH INSURANCE PROGRAMS
http://www.faes.org/health_insurance.htm
http://www.carefirst.com/main/html/HomePage.html

The health insurance offered to NIH trainees (IRTAs, CRTAs, and VFs, but not Clinical/Research Fellows; as explained on page 23, Clinical and Research Fellows are employees) 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 con-tinue 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 sub-mit 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 as a postdoc, you may be eligible for continued health insurance coverage under COBRA. If you are interested in exploring this option, 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.

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**.

ONLINE ORIENTATION

New NIH staff members, including postdocs, 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, including postdocs. The Division of Occupational Health and Safety offers several required laboratory safety courses that postdocs 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:** Postdocs will be allowed to complete laboratory safety training before they have received their NIH ID badges.

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.nihlabsafety.org/**.

LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based **Introduction to Laboratory Safety**, **new** postdocs 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.nihlabsafety.org/**. **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.nihlabsafety.org/**.

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. Postdocs 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 bloodborne pathogen course. **Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens**.

To register for these laboratory safety courses, utilize the online registration program available at **http://www.nihlabsafety.org/**. 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

Postdocs 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 postdoc 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.

Postdocs 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

Postdocs 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

Postdocs 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 does not have to be finished in one sitting. To access the online course, go to **http://oacu.od.nih.gov/ training/users.htm**.

WORKING SAFELY WITH NONHUMAN PRIMATES

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

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

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

Workshop dates will be posted on the OACU Web site. You can start registering a month in advance, but note that the registration closes 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://oacu.od.nih.gov/training**.

The full OACU schedule is available at **http://oacu.od. nih.gov/training/2009TrainingSchedule.pdf**.

TRANSPORTATION AND PARKING
http://dtts.ors.od.nih.gov/transportation.htm/

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 $120 per month to cover the actual cost of the commute. Complete information on the program can be found at **http://dtts.ors.od.nih.gov/transhare.htm**.

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 Dash, Ride On, Fairfax Connector, CUE, Loudoun County transit, and registered carpools. The remaining commuter bus and rail systems will accept SmarTrip soon; in the interim, those using modes of transportation not accepting SmarTrip will get Metrocheks (explained below).

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 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 sub-sidies will be deposited directly into this account. You can download your monthly subsidies at a Passes/Farecard machine at any Metro station. If you plan on using Smart-Benefits, it is beneficial to purchase a SmarTrip card from a Metro station before applying for the NIH Transhare Program.

The Parking Office 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://www.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 desig-nated 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 same as 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 Mid-Pike Plaza Commuter Parking Lot. (Individuals with General Permits may use them to park at Mid-Pike Plaza.)

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://dtts.ors. od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp**. Information on the NCI-Frederick Shuttle is posted at **http://www.ncifcrf.gov/about/shuttle.asp**.

BICYCLING

If you plan to bicycle to the NIH, the following link, which lists locker and shower facilities, may be of interest: **http://www.ors.od.nih.gov/orf/parking/showermap.cfm**. 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/ serv/dlicense.shtm**.

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.

FINANCIAL MATTERS

BANKING

https://www.nihfcu.org/
http://does.ors.od.nih.gov/banking/index.htm

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.

NIH/Bethesda branches of the Federal Credit Union include

- NIH Building 31, Room 1A08,
- NIH Building 10, Room B1-C25,
- Executive Plaza South, Room T-43,
- Rockledge II, Room 110,
- Suburban Hospital, and
- Rockville Metro Plaza.

NIH 24-hour ATMs are located

- in Building 10, next to Room B1-C25,
- outside Building 31A,
- outside Building 50,
- at Rockledge II, and
- at 5635 Fishers Lane.

NIHFCU ATMs are also located at the NIH Neuroscience Center, the NIH Twinbrook Cluster, Executive Plaza, Rockville Metro Plaza, and the Biomedical Research Center in Baltimore. Please see the Credit Union Web site for information on additional ATMs and branches and ATM networks that NIHFCU members can use without charge.

GETTING PAID

Postdocs are generally appointed in one of three ways, as IRTAs/CRTAs (recipients of Intramural Research Training Awards), as VFs (Visiting Fellows), or as Research/Clinical Fellows (Federal employees) under Title 42.

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.

	IRTA/CRTA	VF	Research Fellow/Clinical Fellow
Status	**trainee**	**trainee**	**employee**
Income Tax Withheld	no	depends on tax treaty	yes#
Subject to FICA* Taxes	no	no	yes&
Eligible for Retirement Benefits	no	no	yes@
Eligible for Educational Loan Deferments	yes	no	yes
Eligible for Loan Repayment	no	no	yes
Eligible for Child Care Subsidy**	no	no	yes
Paid Maternity Leave (8-weeks)	yes	yes	no
Eligible for AAAS Policy Fellowships	yes	no	no
Health Insurance	FAES	FAES	federal employee health insurance
Accrual of Annual/Sick Leave	no	no	yes
Annual Leave Available	2-3-weeks***	2-3-weeks***	13 business days
Appointment Limit	5 years	5 years	Up to 8 years, subject to the 5 year/8 year rule

*   Social Security and Medicaid/Medicare — 7.65 percent deduction

**   ≤ 20 percent of costs up to a maximum of $5,000

*** The third week is at the discretion of the PI.

Some foreign FTEs may be treaty eligible and exempt from Income Taxes.

&   A foreign FTE with J-1 status is not immediately subject to FICA.

@   Initial FTE appointments of foreign nationals for 1 year or less do not include federal employee benefits.

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.

Federal Employees are paid every 2 weeks for work that was completed 1 week earlier. Each employee has access to the Federal MyPay system (**https://mypay.dfas.mil/mypay.aspx**) using his/her Social Security Number and a password. The employee can view Leave-and-Earnings Statements (LES) in this system. These statements provide information on biweekly and year-to-date gross pay, net pay, and deductions (for retirement contributions,

contributions to the Combined Federal Campaign, life insurance premiums, income tax withholding, social security and Medicare/Medicaid). In addition, the LES displays leave balances.

Direct deposit represents 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 appointed as a Research or Clinical Fellow, you are an NIH employee,

- social security taxes are deducted and income taxes are withheld from your paycheck,
- your income is reported on a Form W2 as **wages, tips, and other compensation**, and
- you should report the income shown on your W2 on line 7 of Form 1040 or the equivalent line on Form 1040EZ or 1040A.

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

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the following documents to Building 2, Room 2W11A:

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

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

The Office of Intramural Training & Education will certify your participation in the appropriate training program and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution. Questions: 301-496-2427.

NIH LOAN REPAYMENT PROGRAMS

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

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

FOLLOWING NIH RULES
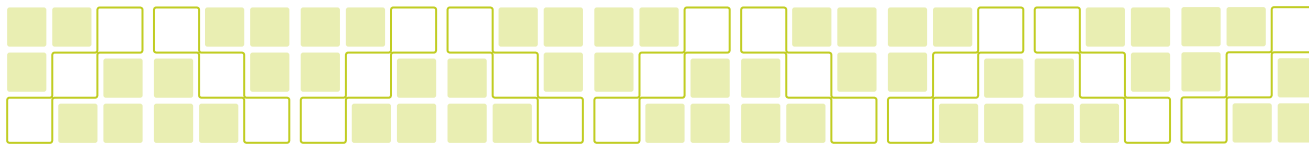
MANUAL CHAPTERS

NIH Manual Chapters are the official mechanism for issuing NIH policy 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 postdocs:

- Postdoc IRTAs: **http://www1.od.nih.gov/manualchapters/person/2300-320-7/**
- Postdoc CRTAs: **http://intranet.cancer.gov/admin/crta/**
- Visiting Fellows: **http://www1.od.nih.gov/manualchapters/person/2300-320-3/**

Similar information for Research/Clinical Fellows can be found at **http://hr.od.nih.gov/hrguidance/employment/title42.htm**.

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.

LIMITS ON THE DURATION OF POSTDOCTORAL APPOINTMENTS

The length of a postdoctoral trainee's stay at the NIH is governed by the 5 Year/8 Year Rule. The general principle is that individuals should not remain at the NIH in temporary positions for an excessively long period. Postdoctoral IRTAs/CRTAs and VFs are appointed for an initial period of 1 to 3 years (processed in 1-year increments). Their traineeships can be renewed in 1- to 2-year increments for a total of 5 years. Postdoctoral training in any NIH IC counts toward this limit; time spent working at the NIH before receipt of the doctoral degree does not.

Postdoctoral trainees who are promoted to Research Fellow, an FTE position, may remain at the NIH for an additional 3 or more years, up to a total of 8 years in any combination of postdoctoral and fellow positions. The same is true for Clinical Fellows. Remaining at the NIH beyond 8 years requires that an individual be approved for a tenure-track, tenured, staff scientist, staff clinician, or other staff appointment.

AWARDS

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

OUTSIDE ACTIVITIES

The particular requirements discussed below apply to NIH employees, that is, Research and Clinical Fellows. Other post-docs 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://www1.od. nih.gov/oir/sourcebook/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.

Outside Activities are just that: activities that are not a part of your official NIH work. Outside Activities involving professional work that is related to the mission of the NIH require advance approval from the Deputy Ethics Counselor in your IC. By "professional" we mean that some level of advanced licensure or education is required and that you have been asked to participate because of your scientific expertise. Approval is required, for example, for teaching, speaking, and writing as well as for consulting, serving on committees, or serving as a board member for a non-federal entity. Activities may be one-time events or may continue for multiple years. Regardless of expected duration, approval is granted for only 1 year at a time, and renewal is required prior to the end of the approved time frame. In addition, all Outside Activities must be reported annually. Note that professional activities that are not related to the medical and scientific mission of the NIH do not require advance approval.

Approval for an Outside Activity is requested using form HHS-520. NIH-2657 (1/04), Supplemental Information to the HHS-520, is used to provide additional information for certain

Outside Activities. It is required for consulting for industry (complete Part B), legal consulting/testimony (complete Part C), and Professional Practice for physicians, nurses, and allied health care professionals (Complete Part D). HHS-511 (1/06) Annual Report of Outside Activity is used to submit a report of all your Outside Activities during the previous calendar year. It is due February 28th each year. You will be notified when it is time to complete and submit the Annual Report. All of these forms and the directions for completing them can be found at **http://ethics.od.nih.gov/forms.htm#hhs520**.

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://www1.od.nih.gov/oir/sourcebook/oversight/pub-clear-form.htm**. You must receive approval for the submission before sending the manuscript or abstract off.

TERMINATION OF AWARDS TO POSTDOCTORAL FELLOWS

A postdoctoral fellow's assignment to a specific research group may be appropriately terminated, prior to the end of his or her formal award period, for several reasons:

a. Incompatibility between the postdoctoral fellow and the preceptor
b. Unsatisfactory performance by the postdoctoral fellow
c. Serious misbehavior on the part of the fellow, for example, scientific misconduct, commission of a felony, violence in the workplace, or sexual harassment.

Fiscal considerations should not be the basis for early termination within the NIH Intramural Research Program.

In situation (a) above, a transfer is generally appropriate and is the responsibility of the Laboratory/Branch Chief or, if necessary, the Scientific Director (SD), to negotiate. In appointing a fellow, the IC assumes the responsibility for providing a suitable training experience for a specific time period. Therefore, the IC must find a more suitable situation for the fellow and be ready to support him/her, even in the intramural program of another IC, should there be no mutually satisfactory place internally.

For situation (b) above, termination prior to the completion of the appointment period must be based on rigorous documentation of unsatisfactory performance. Furthermore, the fellow should have been notified in writing that his or her performance is unsatisfactory. Such notification must be specific and must outline suggestions for achieving a satisfactory level of performance. The decision to terminate

the appointment should be communicated to the fellow approximately 11 to 12 months prior to the termination date where feasible. The decision to terminate the appointment rests with the SD of the IC in which the fellow is appointed, but can be delegated to the fellow's Laboratory/Branch Chief. In the latter instance, the fellow may appeal the contemplated action to the SD. With careful selection procedures, early termination of appointments for unsatisfactory performance should be rarely necessary.

A decision not to renew an appointment does not constitute early termination in the context of these guidelines. Nevertheless, every fellow should be notified in writing, where feasible, approximately 12 months in advance that he or she will not be reappointed. Decisions not to renew appointments do not require formal justification to the fellow.

In situation (c) above, swift, no-nonsense disciplinary action or even termination may be appropriate, and standard IC procedures should be applied.

TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support will generally come from your PI's budget (the FARE Awards, page 30, 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 lab. 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 **at least 1 month** in advance of the days and destinations. 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 laboratory 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. As soon as you 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://www1.od.nih.gov/oma/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.

VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

Trainees (IRTAs and VFs) 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://www1. od.nih.gov/oma/manualchapters/person/2300-320-7/**. Benefits for trainees and employees are also compared in the table included in **Getting Paid**.

VACATION AND SICK LEAVE FOR EMPLOYEES

The regulations and policies governing the various leave programs available to civilian employees of the NIH can be found in the *NIH Leave Guide for Civilian Employees* at **http://hr.od.nih.gov/benefits/leave/leaveguide.htm**. A brief summary of the main points follows.

NIH trainees who are appointed as employees (Research Fellows and Clinical Fellows) accrue both sick and annual (vacation) leave. The rate at which annual leave is accrued is a function of the length of time in Federal service (including the military). Individuals who have been employed by the Federal government for less than 3 years earn annual leave at a rate of 4 hours per pay period or 13 days per year. Employees with more than 3 but less than 15 years of service earn 6 hours per pay period or 19.5-days per year. After 15 years of service, annual leave is accrued at the rate of 8 hours per pay period. All employees earn sick leave at a rate of 4 hours per pay period. This information applies to individuals working a 40-hour week. Part-time employees accrue leave on a prorated basis.

Annual leave allows employees time off for vacations, personal reasons, and emergencies. Sick leave can be used when an employee is incapacitated or contagious; for employee or family member medical, dental, or optical examinations; to care for a family member; or to arrange or attend a funeral. For a complete listing of allowed uses of sick leave and definitions of terms such as "family member," please see the *NIH Leave Guide*.

A maximum of 240 hours of annual leave may be carried over from one year to another. Leave in excess of this amount is termed "use or lose"; such leave is forfeited if it is not used by the end of the calendar year. In some instances an employee may be granted advance annual leave. This will not exceed the amount of leave the employee is expected to earn prior to the end of the appointment or the end of the calendar year, whichever comes first. It is also possible to request advance sick leave.

You should use the ITAS system (**http://itasinfo.nih.gov**) to request approval from your Leave Approving Official, generally your supervisor, in advance, for use of annual leave and sick leave to cover appointments. Emergency sick leave should be requested, when possible, within an hour of the time at which you were expected to begin work.

The Family and Medical Leave Act (FMLA) of 1993 provides up to 12 weeks of unpaid leave for one or more of the following reasons: birth of a child, adoption or taking on a foster child, care of a family member with a serious health condition, or a serious health condition that prevents the employee from performing the functions of his/her position. Note that annual and/or sick leave can also be used for these purposes. The Federal Employees' Family Friendly Leave Act (FFLA) entitles an employee to use up to 104 hours of sick leave per year to care for family members experiencing an illness, injury, or other condition (pregnancy, childbirth, medical exam) that would be covered by sick leave were the employee experiencing it or for purposes relating to the death of a family member.

Employees can also use up to 24 hours of leave without pay per year to participate in school activities such as parent-teacher conferences or to accompany a child or elderly relative to routine medical or dental appointments.

Employees are entitled to meet the requirements of their religious beliefs without taking leave. They will be expected to make up this time by performing approved overtime work either before or after the religious observance.

Other categories of leave include Military Leave, Court Leave, and leave for volunteer activities.

PROFESSIONAL DEVELOPMENT

THE NIH FELLOWS COMMITTEE (FELCOM)
http://felcom.od.nih.gov/Default.aspx

The NIH Fellows Committee (FelCom) represents the interests of the more than 3,700 postdoctoral fellows (including IRTAs/CRTAs, Clinical Fellows, Visiting Fellows, and Research Fellows) at the NIH. It consists of a basic science and a clinical representative from each NIH Institute or Center that has an intramural research program. FelCom promotes the education and career development of fellows by sponsoring workshops and seminars, fosters communication among fellows and with the larger NIH community, informs fellows of NIH policies that may affect them, serves as a liaison to the NIH administration, and recognizes outstanding contributions to fellow training. FelCom activities of special note include FARE (Fellows Award for Research Excellence), the Distinguished Clinical Teacher Award, and the International Opportunities Expo.

The work of FelCom is accomplished through its subcommittees, which include Career Development, Mentoring, Social, FARE, and Visiting Fellows. In addition, FelCom sends liaisons to many NIH-wide committees, including those that deal with childcare, use of animals in research, and the Foundation for Advanced Education in the Sciences. It has a representative on the Training Directors' Committee and participates in the selection of speakers for the Wednesday Afternoon Lecture Series (see below). FelCom also appoints a liaison to the National Postdoctoral Association and maintains Fellow-L, a listserv that allows NIH postdocs to post requests for scientific expertise and reagents. Since 2008 FelCom representatives have played a major role in planning the NIH Career Symposium. All interested fellows are welcome to attend FelCom events or join a subcommittee to assist with planning. To learn more about FelCom, please visit **http://felcom.od.nih.gov**.

FELLOWS AWARD FOR RESEARCH EXCELLENCE (FARE)
http://felcom.od.nih.gov/subCommittee/fare.aspx

The FARE program was established by the NIH Fellows Committee (FelCom) in 1994 as a mechanism for promoting and recognizing research excellence in the intramural program. It is managed by the FARE Subcommittee of FelCom. All graduate students and postdoctoral fellows with fewer than 5 years total research experience at the NIH are encouraged to submit abstracts to the FARE competition. Those abstracts are evaluated anonymously, by study sections composed of tenure-track and tenured NIH investigators, staff scientists, prior FARE winners, FelCom members, and other fellows. Abstracts are judged on the basis of scientific merit, originality, experimental design, and overall quality. The first authors of the top 25 percent of the abstracts in each study section are recognized as FARE winners. Each receives a $1,000 travel award to be used for presenting his/her work at a scientific meeting during the subsequent fiscal year. The awards are funded jointly by the winners' Institutes and Centers and the NIH Office of Research on Women's Health (ORWH). The authors of winning abstracts share their work with the broader NIH community at the NIH Research Festival in the fall.

DISTINGUISHED CLINICAL TEACHER AWARD
http://felcom.od.nih.gov/subCommittee/dcta.aspx

The NIH Distinguished Clinical Teacher Award is bestowed by the NIH Clinical Fellows on an NIH Senior Clinician, Staff Clinician, or Tenure-Track/Tenured Clinical Investigator. It recognizes the individual for excellence in mentoring healthcare professionals, teaching on issues related to direct patient care, and outstanding contributions to the advancement of clinical research. The selection committee solicits, compiles, and evaluates nominations. For more information or to submit a nomination, visit the FelCom Web site.

FELCOM CAREER DEVELOPMENT ACTIVITIES

Both the Job Fair Subcommittee and the Career Development Subcommittee contribute to career development programming for postdocs. The **Job Fair Subcommittee** plans and publicizes events that network NIH fellows with hiring organizations. The subcommittee identifies companies that might have positions of interest to NIH postdocs and invites them to visit the NIH campus. These monthly networking events allow fellows to explore career opportunities and network with company representatives. Organizations unable to attend the events post job opportunities on an online repository available to the NIH community year round. Subcommittee members also serve on planning committees for local job fairs to ensure that the needs of NIH fellows are met. The **Career Development Subcommittee** plans monthly career development events open to all NIH fellows. Past career exploration seminars have dealt with topics such as Project Management, Teaching at Primarily Undergraduate Institutions, and Science Policy Careers. Additional workshops, such as Publishing or Applying Successfully for K99/R00 Grants, focus on skills development.

VISITING FELLOWS SUBCOMMITTEE
http://felcom.od.nih.gov/subCommittee/vfc/index.aspx/

The Visiting Fellows Subcommittee organizes numerous notable events. Their **Voices from Home** series capitalizes on the many international investigators who come to the NIH to give seminars. These investigators are asked to include time with VFs from their home countries and interested others in their NIH schedules. This provides an informal opportunity for VFs to learn about the current state of science in their home countries and network with individuals who may be able to open doors for them when they return home. The **International Opportunities Expo** brings representatives from embassies, global employers, and funders such as the Japan Society for the Promotion of Science and the French Centre National de la Recherche Scientifique to the NIH to assist VFs and U.S. postdocs alike with considering employment abroad.

THE FELLOWS EDITORIAL BOARD (FEB)
http://ccr.nci.nih.gov/careers/feb/

The Fellows Editorial Board, which operates under the auspices of the Center for Cancer Research, NCI, is a confidential, free service for any NIH or FDA fellow. An all-volunteer Editorial Board of fellows and other professionals edits fellows' scientific documents—typically manuscripts and grant applications—for grammar, form, and clarity. The editors also review essential elements pertinent to the document, such as figures and figure legends, but do not consider scientific content. Authors receive written feedback within 10 business days and may request meetings with editors. The FEB represents an excellent opportunity not only to improve your own document submissions but also to add editorial experience to your resume.

OITE PROFESSIONAL DEVELOPMENT ACTIVITIES
http://www.training.nih.gov/

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 OITE-POSTDOCS and the OITE Web site, **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.

- Scientific Writing from the Reader's Perspective: Professional writing is all about the reader. Did the reader comprehend the message the writer intended to deliver? This comprehensive workshop analyzes the reading process and uses the results to develop effective written communication skills.

- 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; decide how to choose a journal; and discuss the future of printed journals in a paperless age.

- Improving Spoken English: This program targets individuals for whom English is a second language. Its goal is to assist them in communicating clearly with Americans. A large workshop focuses on scientific vocabulary, diction, voice production, tempo, and general guidelines for speaking to native English speakers. Fellows who have attended or viewed the workshop are eligible to register for small group sessions that provide the opportunity to practice informal conversation as well as introducing oneself to a colleague or supervisor and presenting an update at a lab meeting. Additional elements in this series are Brown Bag Lunches to discuss U.S. culture and strategies for navigating social situations, one-on-one English coaching sessions, and a workshop on Interacting with People from the U.S. Inside and Outside the Lab.

- Talking Science: This series of activities aims to assist postdocs with improving their oral presentation skills. It consists of a Talking Science workshop; organized opportunities to obtain feedback on short presentations (for which those who have attended the workshop or watched the video are eligible to register); and a just-in-time mechanism for practicing job seminars and conference presentations, offered in collaboration with the NCI PASS (Presentation and Seminar Skills) program.

- Creating and Presenting Dynamic Posters

- Reading a Scientific Paper

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 complete the workshop and are interested in an in-depth experience can attend a nine-week course that explores each topic in greater detail.

- Summer Journal Clubs offer graduate students and postdocs 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.

- Organized visits to local institutions enable NIH postdocs to experience teaching in a variety of settings including comprehensive universities, liberal arts colleges, and community colleges.

GRANT WRITING

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. (Also see below for grant-writing assistance offered by the ICs.)

CAREER ADVANCEMENT TOOLKIT (CAT TRACKS)

Career Decision 101: Identifying the Right Career for You is a workshop series aimed at assisting postdocs who are uncertain of their career goals with identifying the most satisfying ways in which to use their scientific training. Sessions will focus on self-assessment (identifying values and skills and defining success); setting goals; communication styles; networking; and developing effective job search correspondence.

Finding an Academic Job is a workshop series that aims to help postdocs with doing just that. Individual sessions will focus on preparing an application packet, the job interview and job talk, evaluating options and negotiating offers, starting a new position, and life as a junior faculty member.

The Industry Job Hunt series will cover identifying positions of interest, interviews and job talks in industry, the first year on the job, and networking with a focus on industry.

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.

IC GRANT-WRITING WORKSHOPS

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.

GRANTS FOR NIH POSTDOCS

NIH Pathway to Independence (K99/R00) 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 up to 2 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**.

The **Pharmacology Research Associate (PRAT) Program** is a competitive postdoctoral fellowship program. Recipients of these fellowships conduct pharmacology research, broadly construed, in laboratories at the NIH or the Food and Drug Administration (FDA). U.S. citizens and permanent residents who have spent less than 12 months at the NIH as postdocs are eligible to apply. The program is intended both for those with a doctoral degree in a clinical or basic science who wish to shift their focus to pharmacology and for individuals with a doctoral degree in pharmacology who want to turn their attention to a new field. The program is decribed at **http://www.nigms.nih.gov/Training/PRAT.htm**.

The **NCI Cancer Prevention Fellowship Program** is a multidisciplinary postdoctoral program. Fellows conduct research in a wide variety of settings at the NCI in addition to completing an MPH degree. Applicants must have an MD, PhD, JD, or other doctoral degree in a related discipline (e.g., epidemiology, biostatistics, ethics, philosophy, or the biomedical, public health, social or behavioral sciences) and must have spent 15 months or less at the NIH as a postdoctoral fellow by the September 1 application deadline. Applicants must also be US citizens or permanent residents. Please visit the program Web site, **http://www3.cancer. gov/prevention/pob/** for more information.

NIH Intramural Fellowships to Promote Diversity (IFPD) were awarded for the first time in fall 2008. These awards are made to minority trainees whose PIs show evidence of outstanding mentoring. In 2009, AIDS Research Fellowships, funded by the NIH Office of AIDS Research, were instituted. Again, outstanding mentoring is a key criterion by which applications are evaluated. Please contact the OITE if you are interested in either of these programs.

The OITE Office of Postdoctoral Services is developing a resource list of other funding opportunities for postdocs in the NIH IRP. Be certain to inquire. Some additional funding opportunities for Visiting Fellows are described later in this Handbook under **For Visiting Fellows**.

IC TRAINING DIRECTORS

We have suggested at several points in this handbook that your IC Training Director is an extremely important person for you to get to know. The following list provides the names of those Training Directors as they are listed in the NIH Global Address List.

IC	Training Director
CC	Robert Lembo
NCCAM	Belinda Davis
NCI	Jonathan Wiest
NCI - Cancer Prevention Fellowships	David E. Nelson
NCI - Division of Cancer Epidemiology & Genetics	Jackie Lavigne
NEI	Sarah Sohraby
NHGRI	Andy Baxevanis
NHLBI	Herbert Geller
NIA	Michele Evans
NIAAA	Peter Silverman
NIAID	Wendy Fibison
NIAMS	Mario Cerritelli
NIBIB	Henry Eden
NICHD	Brenda Hanning
NIDA	Stephen Heishman
NIDCD	David Robinson
NIDCR	Deborah Philp
NIDDK	Louis Simchowitz
NIEHS	Bill Schrader
NIMH	Barry Kaplan
NINDS	Rita Devine (Ward)
NINR	Natalie Rasmussen
NLM	David Landsman

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, as well as 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.

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 pm 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://www.redcrossnca.org/index.php/get-trained.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 class attendance via Polycom (a phone conferencing system) can be arranged 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 can be accessed via **http://training.cit.nih.gov/onlineTraining.asp**.

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.

FAES BOOKSTORE
http://www.faes.org/science_bookstore.htm
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 litature 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://www1.od.nih.gov/oir/DemystifyingMed/

Demystifying Medicine is designed to bridge the gap between basic science and medicine. Its target audience is PhD students, 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.

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 that may interest postdoctoral fellows 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.

NIH CLINICAL CENTER COURSES
http://www.cc.nih.gov/training/training.html

The NIH Clinical Center offers a number of courses. While some are directed specifically at principal or clinical investigators, many are available to and directed at postdoctoral fellows. Specific offerings include **Principles of Clinical Pharmacology, Introduction to the Principles and Practice of Clinical Research, FDA Regulatory Process for Clinical Investigators**, and **Bioethics**.

NIH/DUKE TRAINING PROGRAM IN CLINICAL RESEARCH
http://tpcr.mc.duke.edu/content.asp?page=about

This collaborative training program between the NIH Clinical Center and the Duke University School of Medicine provides formalized academic training in the quantitative and methodological principles of clinical research for health professionals at the NIH. Designed primarily for clinical fellows who are training for careers in clinical research, the program offers formal courses in research design, research management, medical genomics, and statistical analysis. The program is geared to part-time study as a complement to concurrent clinical training. Courses for this program are offered at the Clinical Center by means of video-conferencing from Duke or on site by adjunct faculty. Academic credit may be applied toward the degree requirement (24 credits of graded course work and a 12-credit research project) for a Master of Health Sciences in Clinical Research from Duke University School of Medicine.

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/
TrainingOpportunitiesIntramural/
SummerGeneticsInstitute/

This 2-month summer research training program 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.
- translation services.
- photocopying.
- resource and database training (group or individual).
- NIH Library Writing Center.
- 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.nih.gov/ResearchTools/WritingCenter.htm. 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. All NIH employees and trainees should receive a hard copy in the mail. You can also 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://www1.od.nih.gov/wals/

The NIH Director's **W**ednesday **A**fternoon **L**ecture **S**eries (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**).

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 out of challenging situations—in the lab and at home.

Feel free to come by the OITE at any time to discuss issues you are dealing with. We are happy to speak with you confidentially regarding lab conflicts, 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 a postdoc 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; a situation involving threats or aggressive acts already has occurred and you need assistance managing the aftermath and its effect on staff; or you need help in addressing your own aggressive reactions to a workplace situation.

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. For information on the associated cost, 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://dohs.ors.od.nih.gov/eap/index.htm

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

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

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

Building 31, Room 2B63
301-594-7231
http://www4.od.nih.gov/ccr/

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://dohs.ors.od.nih.gov/eap/eap_numbers.htm

Sometimes things happen: a parent passes away; you suspect a child is being abused; you have been abused; you want help stopping smoking; you are experiencing a mental health crisis. The NIH Employee Assistance Program maintains a list of helpful phone numbers that will connect you with 24-hour crisis hotlines, smoking cessation programs, resources for single parents, and self-help groups.

WORK/LIFE CENTER

Building 31, B3C15
301-435-1619
http://hr.od.nih.gov/worklife/default.htm

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

ETHICS ISSUES

RESEARCH CONDUCT

http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct%20Research%206-11-07.pdf

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 investigator involved in research at NIH read, understand, and incorporate the Guidelines into everyday practice.

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. Joan P. Schwartz (**schwartj@mail.nih.gov** or 301-496-1248).

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 postdoctoral fellows 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 can be found at **http://ethics.od.nih.gov/Topics/politics.htm**.

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

http://www.usoge.gov/ethics_docs/publications/reference_publications/rfsoc.pdf

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.

SCIENTIFIC RESOURCES

XII

DIVISION OF MEDICAL ARTS (DMA)
http://medarts.nih.gov/
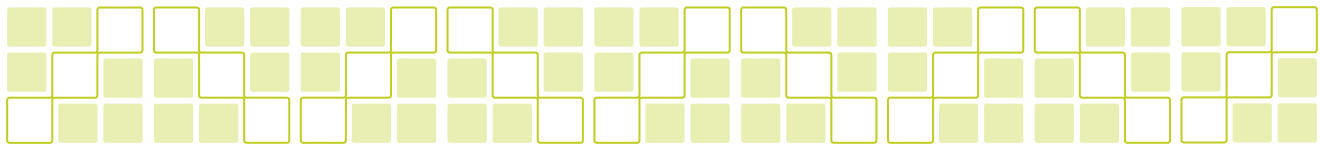
The Division of Medical Arts (DMA) is the NIH source for obtaining visual arts services. They "help researchers communicate their stories of discovery". The DMA is a central service organization that provides a wide variety of visual communication services to the NIH community. Products and services 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 SAFETY
http://drs.ors.od.nih.gov/

The Division of Radiation Safety provides regulatory oversight for all ionizing radiation used in intramural research and for clinical purposes. The 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 SERVICE
http://seib.od.nih.gov/

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

DIVISION OF VETERINARY RESOURCES (DVR)
Office of Research Services
Telephone: 301-496-2527
http://dvrnet.ors.od.nih.gov/

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 operates 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 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
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 may 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/ASPInstr_121807_final.pdf**. Animal Research Advisory Committee Guidelines on other aspects of animal care and use can be found on the OACU Web site: **http://oacu.od.nih.gov/ARAC/index.htm**.

OFFICE OF HUMAN SUBJECTS RESEARCH
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://www1.od.nih.gov/oma/manualchapters/ intramural/3014/**.

OFFICE OF INTRAMURAL RESEARCH (OIR)
http://www1.od.nih.gov/oir/sourcebook/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.

ONH offers postdoctoral opportunities through the DeWitt Stetten, Jr., Fellowship in the History of Biomedical Sciences and Technology.

OFFICE OF SCIENCE EDUCATION (OSE)
http://science.education.nih.gov/

The Office of Science Education coordinates outreach and develops educational materials for use outside the NIH. They are always looking for science fair judges and NIH Speakers Bureau volunteers. This is a great way to add something to your resume while gaining public speaking experience and helping the community. For more information or to sign up, visit **https://science.education.nih.gov/spkbureau.nsf**.

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, 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 postdoctoral fellows. 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 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. 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.

Patents may be issued as a result of the employee 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.

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.

OTHER NIH RESOURCES AND SERVICES
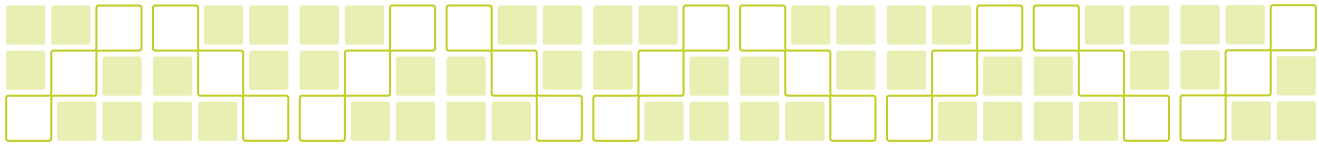
CAFETERIAS
http://does.ors.od.nih.gov/food/dining_locations.htm

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

CHILD CARE
http://does.ors.od.nih.gov/childcare/index.htm

Child care programs/centers are offered at the Bethesda and Executive Boulevard campuses for infants, toddlers, and preschool age children. There is a long waiting list for access to NIH child care; 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://does.ors.od.nih.gov/childcare/wlc_services.htm and the Work/Life Center, p. 40.

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://does.ors.od.nih.gov/interpreting/

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 the services of an interpreter, please contact the OITE or the organization presenting the event you would like to attend. Be ready to provide the following information:

- Language preference (ASL or Signed English)
- Preferred interpreter
- Date, time, location, and length of the event
- Type of event

Requests may be submitted up to 3 months prior to an event. Please try to submit your requests at least 2 to 3 weeks in advance or as soon as you know you will need an interpreter.

You can contact the ORS at 301-402-8180 (Voice) or 301-435-1908 (TTY) for more information on services.

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 email 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://dmcs.ors.od.nih.gov/

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 2:00 pm. Postage stamps for personal use can be purchased at the various R&W gift shops.

NOTARIES PUBLIC
http://does.ors.od.nih.gov/retail/notary_public.htm

Notary public service is supplied to the NIH by R&W. The service is provided free of charge to Clinical Center patients and R&W members (current membership card required); others are charged a nominal fee. 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 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 B1A-47. 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**

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

Employee News and Rersources: **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 at the NIH: **http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct%20Research%206-11-07.pdf**

A Guide to Training and Mentoring in the Intramural Research Program at NIH: **http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf**

Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH: **http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/RECORDKEEPING.pdf**

The NIH Office of the Ombudsman and Center for Cooperative Resolution: **http://www4.od.nih.gov/ccr/ombud.html**

NIH Library: **http://nihlibrary.nih.gov**

NIH Videocasts: recordings of NIH lectures and conferences: **http://videocast.nih.gov**

NIH Intramural Database: (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest): **http://intramural.nih.gov/search**

NIH Housing List: **http://www.recgov.org/housing/Rent.html**

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

OTHER WEB SITES FOR POSTDOCS

The National Postdoctoral Association (NPA):
http://www.nationalpostdoc.org/

As a postdoc at the NIH, you have the option to join
the National Postdoctoral Association (NPA) for FREE as
an Affiliate member. **http://www.nationalpostdoc.org/
membership/join-us/how-to-join**

Science Careers, an informational site from *Science
Magazine* designed specifically for young scientists,
which includes information on career options and
career issues: **http://nextwave.sciencemag.org**

New Scientist Magazine career service:
http://www.newscientistjobs.com/jobs/default.aspx

Nature Magazine's job site:
http://www.nature.com/naturejobs/index.html

TRANSPORTATION

NIH Division of Amenities and Transportation Services:
http://dtts.ors.od.nih.gov/transportation.htm

NIH Transhare: agree not to drive your car to the NIH
and receive cash subsidies for public transportation:
http://dtts.ors.od.nih.gov/transhare.htm

Washington Metro Area Transit Authority, a guide to the
buses and subways in Washington, 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*
**http://www.training.nih.gov/documents/
moving-guide.pdf**

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

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

Montgomery County Visitors Guide:
www.visitmontgomery.com

The NIH Fellows Committee (FelCom);
http://felcom.od.nih.gov/

Exchange Board: **http://www.studioenterprises.com/
recgov/cgi-bin/felcom/discus.cgi**. Furnish your space
with items others no longer need.

Freecycle: Give away items in good condition you no longer
need, get items you can use, ease the burden on our landfills:
http://www.freecycle.org/aboutus

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)
http://oeodm.od.nih.gov/aianep/about/aianec.html

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.

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.iwgfriends.net/iwg/welcome.html

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 ASSOCIATION (BSA)

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

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 all Hispanic employee organizations in the DHHS since 1981.

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

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.")

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

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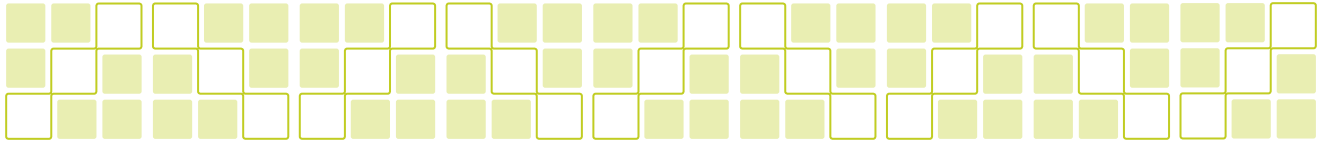
Visiting Fellows are the joint administrative responsibility of the Division of International Services, the ICs, and the Office of Intramural Training & Education. Only foreign individuals in valid non-immigrant, employment-authorized status may be appointed VFs.

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 visit 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 also 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 postdocs in the NIH IRP have the most successful experience possible. Plan to attend an OITE Postdoc Orientation in addition to orientations provided by DIS and your IC. Take a look at our Improving Spoken English offerings (page 32). 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

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.

The NIHVFC Web site at **http://felcom.od.nih.gov/subCommittee/vfc/index.aspx** contains a wealth of useful information on topics such as banks, childcare, English language classes, ethnic grocery stores, etc.

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 contacts with visiting and domestic fellows to expose them to work opportunities abroad. An annual event, this is not so much a job fair as a networking opportunity that exposes fellows to international options.

SCIENCE VOICES FROM HOME
http://felcom.od.nih.gov/subCommittee/vfc/scienceVoices.aspx

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 Web site.

GRANTS AND FUNDING OPPORTUNITIES FOR VISITING FELLOWS

GRIP GRANTS
http://www.fic.nih.gov/programs/research_grants/grip/

The Global Research Initiative Program for New Foreign Investigators (GRIP), which is administered by the Fogarty International Center, promotes productive re-entry of NIH-trained foreign investigators into their home countries as part of a broader program to enhance the scientific research infrastructure in developing countries, to stimulate research on a wide variety of high-priority, health-related issues in these countries, and to advance NIH efforts to address health issues of global import.

GRIP Grants provide up to $50,000 in direct costs per year for a maximum of 5 years. Visiting Fellows are eligible to apply to this program if (1) they have completed at least 2 years of postdoctoral training at the NIH, (2) less than 4 years has elapsed since the end of that training, and (3) they are planning to use the award to support their research in a developing country (http://www.siam.org/membership/outreach.php). A detailed description of the program can be found in the Funding Opportunity Announcement (http://grants.nih.gov/grants/guide/pa-files/PAR-07-239.html).

JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE (JSPS) FELLOWSHIPS
http://www.jsps.go.jp/english/e-fellow/fellow.html

JSPS Fellowships to support postdoctoral training outside Japan at universities and research institutes (including the NIH) are available to Japanese citizens who hold a doctoral degree. Visiting Fellows who are currently at the NIH are eligible to apply for these funds. The application deadline is generally in May.

EUROPEAN RESEARCH COUNCIL STARTING GRANTS
http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=67

These grants, which will provide up to 2.0 million Euros for a period of up to 5 years, can be used to support research at any legally recognized public or private research organization situated in a European Union Member State or an Associated Country. Individuals of any nationality who received their PhD or equivalent degree more than 3 years but less than 8 years prior to the opening date of the call for proposals are eligible to apply.

NIH INTERNATIONAL RESEARCH CAREER TRANSITION AWARDS
http://www.training.nih.gov/postdoctoral/international.asp

The NIH partners with several countries/regions to offer competitive research career transition postdoctoral 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 positions as independent investigators 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.
- Program applicants are selected through a competitive application process, with the review managed by the home country.
- Individuals selected for the program identify a researcher at the NIH who is willing to provide funding for a 2- or 3-year research experience at the NIH in the U.S. (Phase I).
- 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 to a funded, independent research position of several years duration (Phase II).

The eligibility criteria, number of application cycles per year, application deadlines, and other logistic details will depend on home country/region. Programs for which information is currently available are:

- NIH—Deutsche Forschungsgemeinschaft (DFG) Program
- NIH—Institute National de la Santé et de la Recherche Medicale (INSERM) Program
- NIH—Centre National de la Recherche Scientifique (CNRS) Program
- NIH—Flanders (FWO) Research Career Transition Awards
- NIH—Comisión Nacional de Investigación Cientifica Y Tecnológica (CONICYT) Program with Chile
- NIH—Regione Lombardia Research Career Transition Award Program with the Lombardy region of Italy
- Andalusian Regional Ministry of Health (CSJA)—NIH Research Career Transition and Reintegration Program with Andalucia in Spain
- NIH—Indian Department of Biotechnology (DBT) Training Program

Current visiting Fellows are eligible to apply to some of these programs. If you are interested, contact the participating agency in your home country.

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://exchanges.state.gov/education/jexchanges/

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. For example, you can find information on the NIH Chinese Scholars Association at **http://www.geocities.com/csa_nih/**. 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.

FOR CLINICAL FELLOWS

Clinical Fellows receive a comprehensive orientation in all things clinical from the Clinical Center. These areas are beyond the expertise of the OITE and are best addressed by the staff of the NIH Clinical Center's Office of Clinical Research Training and Medical Education (OCRTME; **http://www.cc.nih.gov/training/**). The OCRTME develops, administers, and evaluates a comprehensive portfolio of clinical research training and medical education initiatives aimed at improving the conduct of clinical and translational research at the NIH. These include programs for medical and dental students, residents and fellows, and the full range of health-care professionals engaged in the clinical and research missions of the NIH and the Clinical Center. The Office centralizes many of the existing research training and medical education functions and emphasizes the NIH commitment to developing a cadre of well-trained and highly skilled physician-scientists. OCRTME programs and services are available in the Clinical Center on the NIH campus in Bethesda, Maryland, which is the institutional site for student and graduate medical education programs. In addition, courses offered by the OCRTME are available to the clinical research community worldwide through long-distance learning mechanisms. This office is directed by Dr. Frederick P. Ognibene, who is assisted by a professional team of 14.

Clinical Fellows are welcomed to all programming offered by the OITE and are full members of the NIH Fellows Committee. In fact, FelCom consists of a clinical representative from each IC that conducts clinical research and a basic science representative from each IC with an intramural research program. The Clinical Fellows Subcommittee of FelCom, termed ClinFelCom, meets quarterly with the Director and administrative staff members of the NIH Clinical Center to discuss issues related to clinical training and patient care quality and safety. Two members of ClinFelCom represent the interests of clinical fellows on the NIH Graduate Medical Education Committee, a trans-NIH committee that functions to establish and implement policies and procedures regarding the quality of education and the work environment for clinical fellows.

The OITE is eager to provide professional development activities that will specifically meet the needs of Clinical Fellows and welcomes your suggestions!

VOLUNTEERING

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/volunteer/volunteer.htm

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

READING FOR THE BLIND AND DYSLEXIC
202-244-8990
http://www.rfbd-nih.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
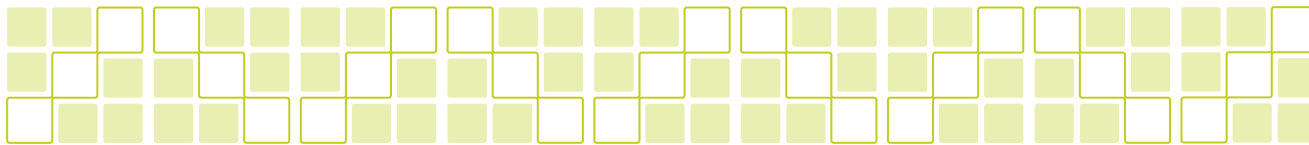http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/vasap/index.asp/

INTERNATIONAL RESCUE COMMITTEE
Silver Spring
http://www.theirc.org/where/united_states_washington_dc/

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

ENTERTAINMENT

Two 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 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. Their events are publicized on the Fellow-L listserv, so be certain to sign up.

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

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. The NIH Chamber Singers also 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.

MUSEUMS

B'Nai B'rith Klutznick National Jewish Museum
1640 Rhode Island Avenue NW
Washington, DC 20005
202-857-6583
Admission: Free
Metro: Red Line, Farragut North
http://www.bnaibrith.org/prog_serv/museum.cfm

Bethune Museum & Archives, Inc.
1318 Vermont Avenue NW
Washington, DC 20005
202-332-9201
Admission: Free
Metro: Blue/Orange Lines, McPherson Square
http://www.nps.gov/mamc/

Constitution Gardens
900 Ohio Drive SW
Washington, DC 20242
202-426-6841
The Gardens are located between the Washington
Monument and the Lincoln Memorial, bordered
by Constitution Avenue, 17th Street, and the
Reflecting Pool.
Admission: Free. Permits are required for special
events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian

Corcoran Gallery of Art
500 17th Street NW
Washington, DC 20006
202-639-1700
Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West
http://www.corcoran.org/

DAR Museum
1776 D Street NW
Washington, DC 20006
202-628-1776
Admission: Free
Metro: Blue/Orange Lines, Farragut West
http://www.dar.org/museum/

Decatur House Museum
748 Jackson Place NW
Washington, DC 20006
202-842-0920
Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West
http://www.decaturhouse.org/

Folger Shakespeare Library
201 East Capitol Street SE
Washington, DC 20003
202-544-4600
Admission: Free; tours at 11:00 am
Metro: Blue/Orange Lines, Capitol South
http://www.folger.edu/

Fort Ward Museum
4301 West Braddock Road
Alexandria, VA 22304
703-838-4848
Admission: Free
Metro: Yellow Line, King Street; DASH bus A-T5
http://oha.alexandriava.gov/fortward/

International Spy Museum
800 F Street NW
Washington, DC 20004
202-393-7798
Admission: Admission is charged.
Metro: Green/Red/Yellow Lines,
Gallery Place/Chinatown
http://www.spymuseum.org/

Library of Congress
1st Street & Independence Avenue SE
Washington, DC 20540
202-707-8000
Admission: Free
Metro: Blue/Orange Lines, Capitol South
http://www.loc.gov/

Lillian and Albert Small Jewish Museum
3rd & G Streets NW
Washington, DC 20001
202-789-0900
Admission: Free
Metro: Red Line, Judiciary Square
http://www.loc.gov/rr/main/religion/jhw.html

Lyceum
201 South Washington Street
Alexandria, VA 22314
703-838-4994
Admission: Admission is charged.
Metro: Yellow Line, King Street
http://oha.alexandriava.gov/lyceum/

Manassas Museum
9101 Prince William Street
Manassas, VA 22110
703-368-1873
Admission: Admission is charged.
http://www.manassascity.org/index.aspx?NID=211

Marian Koshland Science Museum
The National Academies
500 Fifth Street NW
Washington, DC 20001
202-334-1201 or toll-free 888-KOSHLAND
(888-567-4526)
Admission: Admission is charged.
Metro: Green/Red/Yellow Lines,
Gallery Place/Chinatown
http://www.koshland-science-museum.org/

National Archives
700 Pennsylvania Avenue NW
Washington, DC 20408
866-325-7208
Admission: Free
Metro: Green/Yellow Lines, Archives
http://www.archives.gov/

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
301-713-6800
Admission: Free
http://www.archives.gov/dc-metro/

National Building Museum
401 F Street NW
Washington, DC 20001
202-272-2448
Admission: Free
Metro: Red Line, Judiciary Square
http://www.nbm.org/

National Gallery of Art
4th Street & Constitution Avenue NW
Washington, DC 20565
202-737-4215
Admission: Free
Metro: Red Line, Judiciary Square
http://www.nga.gov/

National Geographic Museum at Explorers Hall
17th & M Streets NW
Washington, DC 20036
202-857-7588
Admission: Free
Metro: Red Line, Farragut North
**http://events.nationalgeographic.com/events/
locations/center/museum/**

National Museum of American Jewish Military History
1811 R Street NW
Washington, DC 20009
202-265-6280
Admission: Free
Metro: Red Line, Dupont Circle
http://www.nmajmh.org/

National Museum of Health & Medicine
Walter Reed Medical Center
6900 Georgia Avenue & Elder Street NW
Building 54
Washington, DC 20307
202-782-2200
Admission: Free
Metro: Red Line, Takoma
http://www.nmhm.washingtondc.museum/

National Museum of Women in the Arts
1250 New York Avenue NW
Washington, DC 20005
202-783-5000
Admission: Free
Metro: Blue/Orange/Red Lines, Metro Center
http://www.nmwa.org/

The Newseum
555 Pennsylvania Avenue NW
Washington, DC 20001
888-639-7386
Admission: Admission is charged.
Metro: Red Line, Judiciary Square; Green/Yellow Lines,
Navy Memorial—Penn Quarter
http://www.newseum.org/index.aspx/

Octagon Museum
1799 New York Avenue NW
Washington, DC 20006
202-638-3221
Admission: Admission is charged.
Metro: Red Line, Farragut North
http://www.archfoundation.org/octagon/

The Phillips Collection
1600 21st Street NW
Washington, DC 20009
202-387-2151
Admission: Admission to the permanent collection
is free during the week.
Metro: Red Line, Dupont Circle
http://www.phillipscollection.org/

SMITHSONIAN

American Art Museum
8th & G Streets NW
Washington, DC 20013
202-357-2700
Comments: In the same building as the
Portrait Gallery.
Metro: Green/Red/Yellow Lines,
Gallery Place/Chinatown
http://americanart.si.edu/

Anacostia Museum
1901 Fort Place SE
Washington, DC 20013
202-357-2700
Comments: Has one of the city's finest
collections of African-American art.
Admission: By appointment only
Metro: Green Line, Anacostia, then W2 or W3 bus
http://anacostia.si.edu/

Arthur M. Sackler Gallery
1050 Independence Avenue SW
Washington, DC 20013
202-357-2700
Comments: Specializes in Asian art.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.asia.si.edu/

Arts & Industries Building
900 Jefferson Drive SW
Washington, DC 20013
202-357-2700
Closed for renovations
Metro: Blue/Orange Lines
http://www.si.edu/ai/

Freer Gallery of Art
12th Street & Jefferson Drive SW
Washington, DC 20013
202-357-2700
Comments: This building, physically connected to
the Sackler Gallery, specializes in Japanese artifacts.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.asia.si.edu/

Hirshhorn Museum & Sculpture Garden
7th Street & Independence Avenue SW
Washington, DC 20013
202-633-2773
Comments: An impressive collection of sculpture,
classic and modern, plus contemporary art.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://hirshhorn.si.edu/

National Air & Space Museum
6th Street & Independence Avenue SW
Washington, DC 20013
202-357-2700
Comments: Spaceships and aircraft plus an
IMAX Theater.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.nasm.si.edu/

National Air & Space Museum
Steven F. Udvar-Hazy Center
Located near Dulles Airport in the Virginia countryside
202-633-1000
Comments: Contains, among hundreds of actual
aircraft, the space shuttle Enterprise, the Concorde,
the Enola Gay, and the Lockheed SR-71 Blackbird.
Admission: Free, but parking costs $12
http://www.nasm.si.edu/udvarhazy/

National Museum of African Art
950 Independence Avenue SW
Washington, DC 20013
202-633-4600
Comments: Ancient African Art to 20th
century artifacts.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.nmafa.si.edu/

National Museum of American History
14th Street & Constitution Avenue NW
Washington, DC 20013
202-633-1000
Hours: 10 am to 5:30 pm
Comments: Items from 200 years of American
existence; railroad engines to computers to WWII
and much more including the art of each period.
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://americanhistory.si.edu/

National Museum of the American Indian
4th Street and Independence Avenue SW
Washington, DC 20024
202-633-1000
Admission: Free
Metro: All lines except Red, L'Enfant Plaza
http://www.nmai.si.edu/

National Museum of Natural History
10th Street & Constitution Avenue NW
Washington, DC 20013
202-357-2700
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.mnh.si.edu/

National Portrait Gallery
8th & F Streets NW
Washington, DC 20013
202-275-1738
Comments: In the same building as the
American Art Museum.
http://www.npg.si.edu/

National Postal Museum
2 Massachusetts Avenue NE
Washington, DC 20013
202-633-5555
Comments: Washington's first post office, now
an active historic site providing exhibits, lectures,
and special family events.
Admission: Free
Metro: Red Line, Union Station
http://www.npm.si.edu/

Renwick Gallery
17th Street & Pennsylvania Avenue NW
Washington, DC 20560
202-357-2700
Comments: A collection of Oriental and
contemporary American art, crafts, and artifacts.
Admission: Free
Metro: Red Line, Farragut North
http://americanart.si.edu/renwick/

Sumner School Museum & Archives
1201 17th Street NW
Washington, DC 20036
202-442-6060
Admission: Free
Metro: Red Line, Farragut North
**http://www.nps.gov/history/nr/travel/
wash/dc58.htm**

The Textile Museum
2320 S Street NW
Washington, DC 20008
202-667-0441
Admission: Free (suggested contribution of $5)
Metro: Red Line, Dupont Circle
http://www.textilemuseum.org/

United States Botanic Garden
100 Maryland Avenue SW
Washington, DC 20001
202-225-8333
Admission: Free
Metro: Blue/Orange Lines, Federal Center SW
or Capital South
http://www.usbg.gov/index.cfm

United States Holocaust Memorial Museum
100 Raoul Wallenberg Place SW
(14th Street & Independence Avenue)
Washington, DC 20024
202-488-0400
Admission: Free, but requires advance time-entry pass
Metro: Blue/Orange Lines, Smithsonian
http://www.ushmm.org/

United States National Arboretum
3501 New York Avenue NE
Washington, DC 20002
202-245-2726
Admission: Free
Metro: check the Arboretum Web page for directions
http://www.usna.usda.gov/index.html

NATIONAL/STATE PARKS AND HISTORIC SITES

Ford's Theater National Historic Site
511 10th Street NW
Washington, DC 20004
202-347-4833 (Box Office)
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.
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
http://www.nps.gov/foth/

Franklin Delano Roosevelt Memorial
1850 West Basin Drive SW
Washington, DC 20024
202-376-6704
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
http://www.nps.gov/fdrm/

Frederick Douglass National Historic Site
1411 W Street SE
Washington, DC 20020
202-426-5961
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.
Admission: Admission is charged.
Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)
http://www.nps.gov/frdo/

Great Falls Park
Potomac, Maryland
301-299-3613
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.
Admission: Admission is charged.
http://www.nps.gov/choh/

Great Falls Park, Virginia
9200 Old Dominion Drive
703-285-2965
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.
Admission: Admission is charged.
http://www.nps.gov/grfa/

Korean War Veterans Memorial
Independence Avenue at the Lincoln Memorial
Washington, DC
202-619-7222
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom
http://www.nps.gov/kwvm/

Lincoln Memorial
West Potomac Park at 23rd Street NW
Washington, DC
202-426-6841
Metro: Blue/Orange Lines, Foggy Bottom
http://www.nps.gov/linc/

Mary McLeod Bethune Council House
National Historic Site
1318 Vermont Avenue NW
Washington, DC 20005
202-673-2402
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.
Admission: Free
Metro: Blue/Orange Lines, McPherson Square
http://www.nps.gov/mamc/

National Aquarium in Baltimore, Maryland
Pier 3, 501 East Pratt Street
410-576-3800
Comments: The lightship Chesapeake is docked nearby.
Admission: Admission is charged.
http://www.aqua.org/

National Mall
Washington, DC
Comments: The Mall extends from the Capitol to the
Washington Monument. Footpaths, bikeways, information
and map kiosks, and refreshment stands adorn the mall.
Bordering the Mall are the Department of Agriculture,
the National Gallery of Art, and many of the Smithsonian
Institution museums: Freer Gallery, Sackler Gallery,
African Art, Arts and Industries, Hirshhorn Museum
and Sculpture Garden, Air and Space, American History,
and the central Smithsonian Institution building.
Admission: Free.
Permits are required for special events and
First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian

National World War II Memorial
17th Street between Constitution and
Independence Avenues
Washington, DC
202-619-7222
Admission: Free
Permits are required for special events and
First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian
http://www.nps.gov/nwwm/

National Zoo
The Zoo is located in northwest Washington, DC,
at 3001 Connecticut Avenue. It can be reached by:
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.
202-673-4800 General Information Recording
202-673-4717 Information Desk
202-673-4731 Zoo Park Police (In stormy weather,
call here to see if the zoo is open.)
http://nationalzoo.si.edu/

Rock Creek Park
3545 Williamsburg Lane NW
Washington, DC 20008
202-895-6000
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.
Admission: Free.
http://www.nps.gov/rocr/

Sewall-Belmont House
National Historic Site
144 Constitution Avenue NE
Washington, DC 20002
202-546-3989
Admission: Free
Metro: Red Line, Union Station

Shenandoah National Park, Virginia
80 miles southwest of Washington via I-66 and
US 340 or via I-66 and US 211
540-999-2243
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.
Admission: Admission is charged.

Theodore Roosevelt Island
Washington, DC
703-289-2500
Metro: Blue/Orange Lines, Rosslyn
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 pedes-
trians 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.
Admission: Free. Fishing permits are required for persons
older than 16. Vehicles are not permitted on the island.

Thomas Jefferson Memorial
Tidal Basin, South End
15th Street SW
Washington, DC
202-426-6841
Admission: Free.
Permits are required for special events and
First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian
http://www.nps.gov/thje/

United States Capitol
Capitol Hill, east end of the Mall
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.
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
http://www.aoc.gov/cc/capitol/index.cfm

United States Navy Memorial
701 Pennsylvania Avenue NW
Suite 123
Washington, DC 20004
202-737-2300
Admission: Free
Metro: Green/Yellow Lines, Archives
http://www.navymemorial.org/

Vietnam Veterans Memorial
Constitution Avenue & Henry Bacon Drive NW
Washington, DC 20001
202-634-1568
Comments: The Memorial also includes the
Three Servicemen Statue and the Vietnam
Women's Memorial.
Admission: Free.
Permits are required for special events and
First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom
http://www.nps.gov/vive/

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
The Washington Monument Lodge on 15th street opens
at 8:30 am for distribution of same-day, timed tickets.
An individual can pick up as many as six tickets.
Tickets can be reserved in advance for a $1.50 fee per
ticket at **http://www.recreation.gov**.
Comments: An elevator takes visitors to the
500-foot level. Return is by elevator as well.
If you wish to walk down the 898 steps, you
must make arrangements beforehand with
the staff.
Metro: Blue/Orange Lines, Smithsonian
http://www.nps.gov/wamo/

White House
1600 Pennsylvania Avenue NW
Washington, DC 20005
202-456-7041
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/history/tours/**
or call the number above for updates.
Metro: Blue/Orange Lines, Federal Triangle,
Blue/Orange/Red Lines, Metro Center

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