



2012
**NIH SUMMER
HANDBOOK**



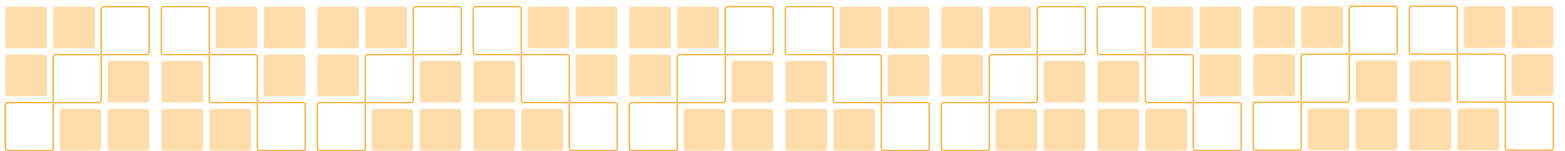
build your career, shape the future

Want to Connect with Other Students this Summer?

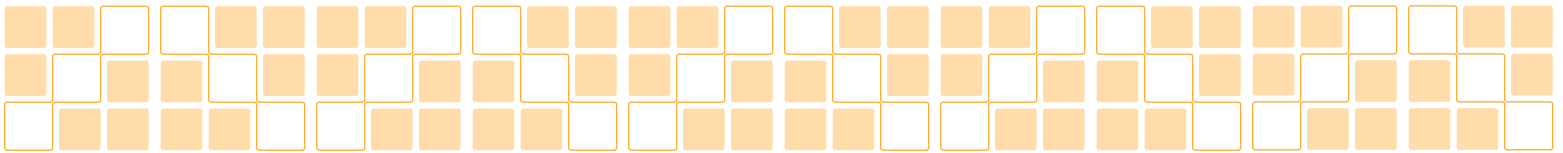
Sign Up for ClubPCRmini

Club PCRmini is a social group organized by and for summer interns. To subscribe go to <http://groups.google.com/group/clubpcrmini>, sign in, and apply for membership.

NOTE: To join this group you must use a non-NIH e-mail address.



NIH SUMMER HANDBOOK 2012





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

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

May 2012

A Message to All Summer Research Program Participants:

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

While you will undoubtedly be spending most of your time this summer in the laboratory, I highly encourage you to take advantage of the many special opportunities we have to offer. The NIH Office of Intramural Training & Education has organized several activities designed to enrich your summer experience. One of these is the very popular Summer Lecture Series. At these lectures, leading NIH scientists will discuss their current research in presentations designed just for you. Be sure to arrive early to get a seat.

Poster Day 2012, another special event, held this year on August 9th, provides you the opportunity to present your summer research findings to the broader NIH scientific community. I encourage all summer students to take part in this NIH-wide event, which recognized the work of more than 755 students in 2011. You will find a description of the registration procedure and guidelines for creating a poster in this handbook.

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

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

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

Sincerely yours,

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

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SUMMER 2012: DON'T MISS A THING!

Sign Up for the Summer Listserv

Summer E-mail List

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

To subscribe:

- Address an e-mail to listserv@list.nih.gov
- Leave the subject line blank
- In the body of your message type:
*Subscribe OITE-SIP Your First Name
Your Last Name*

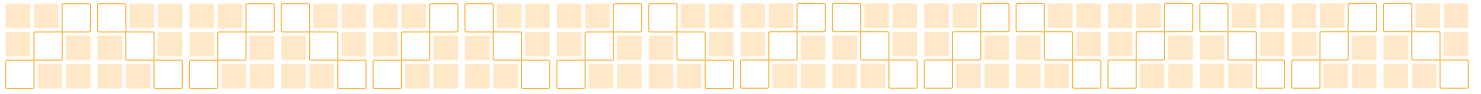
Check your e-mail frequently for important information on summer opportunities!

Want to Connect with Other Students this Summer? Sign Up for ClubPCRmini

Club PCRmini is a social group organized by and for summer interns. To subscribe go to <http://groups.google.com/group/clubpcrmini>, sign in, and apply for membership.

NOTE: To join this group you must use a non-NIH e-mail address.

2012 SUMMER LECTURE SERIES



All lectures will be held from 12:00 Noon to 1:00 pm in Lipsett Amphitheater, Building 10.

July 2***The NIH Undiagnosed Diseases Program***

William A. Gahl, MD, PhD
Clinical Director
National Human Genome Research Institute

July 16***Stem Cells and Regenerative Medicine***

Mahendra Rao, MD, PhD
Chief, Laboratory of Stem Cell Biology
National Institute of Arthritis and Musculoskeletal
and Skin Diseases

July 23***Ethical Conduct of Medical Research:
Examples From Neuroscience***

Barbara Illowsky Karp, MD
Office of the Clinical Director
National Institute of Neurological Disorders and Stroke

To request sign language interpreters and/or other accommodation, please contact NIH Interpreting Services by phone at 301-402-8180, by [submitting a request online](#), or by using the Federal Relay Service at 1-800-877-8339. Requests should be made at least 5 days in advance of the event.

OITE — THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

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

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

Specifically, we encourage you to

- join the staff of OITE for a summer orientation, except if you are new to research;
- if you are new to research, attend the Science Skills Boot Camp instead to get in shape for your NIH research experience;
- attend orientation in your Institute/Center;
- subscribe to electronic mailing lists to become aware of activities;
- visit the OITE Web site, <http://www.training.nih.gov>, regularly to check for new opportunities;
- participate in career and professional development workshops;
- make use of the OITE Career Library;
- attend the Summer Lecture Series, presented by some of the most respected investigators at the NIH;
- share your research with the NIH community at Summer Poster Day;
- explore and contribute to the community around you; and
- sign up with our Career Services Center for pre-professional and graduate school advising.

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

WHO'S WHO IN THE OITE?

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



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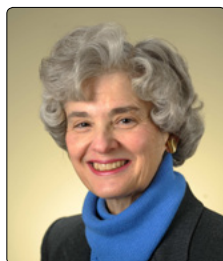


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SUMMER ORIENTATION: GETTING WHAT YOU CAME FOR!

Your research project should be your number one priority. But there is much more to discover in the summer program. Join the staff of the OITE for a Summer Orientation. We will share advice and tips on making the most of your time at the NIH. Orientations are scheduled for 10:00 to 11:30 am, each Friday in June, in Wilson Hall, Building 1, with a single exception. The orientation on June 29 will be held in Building 40, Room 1201.

IMPORTANT NOTE: if you are brand new to research, consider registering for and attending one of the all-day Science Skills Summer Boot Camps instead of a Summer Orientation. Boot Camps are scheduled for June 1 and June 22 on the Bethesda campus, June 26 in Frederick, and June 27 in Baltimore.

USING THE SUMMER HANDBOOK

This handbook is a useful guide to the summer experience as it plays out on the main NIH campus in Bethesda. General topics will apply to all summer students, but if you are not working at the main campus, some details may differ. For example, safety training in North Carolina will be arranged by the NIEHS, and parking arrangements are campus-specific.

Use the sections in this handbook as a guide to the issues you should investigate regardless of your location. OITE staff members will be visiting trainees at all locations and are available to answer your questions.

Please direct comments for improving this handbook to Debbie Cohen at cohend@mail.nih.gov.

OITE WEB SITE

The OITE Web site, <http://www.training.nih.gov>, can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the homepage under "What's New" and "Upcoming Events." You should also visit this site to find professional development resources, information about NIH training programs and career information. You will also use this site to register for career development activities and complete program evaluations.

OITE ONLINE RESOURCES

The OITE Web site contains Webinars and other training materials designed to help with your professional development. New materials are being added all the time. Resources include a Webinar on keeping a good lab notebook and guidelines for writing professional e-mail and choosing a research mentor. Check out these resources and others at https://www.training.nih.gov/nih_resources.

THE CAREER SERVICES CENTER

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

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

To schedule one-on-one appointments with these individuals please visit https://www.training.nih.gov/career_services/appointments. If you are in or near Bethesda, your appointments will be in Building 2 on the main campus. If you are at another NIH location, the counselors/advisors will come to you or we will arrange phone interviews. Keep your eyes open for announcements.

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. Career Libraries are also located in Baltimore in the Biomedical Research Center (BRC), Room O4B409B, and Frederick in the Science Library, Building 549.

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

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

You can learn some things by being a careful observer. Others you will have to ask about explicitly. In all cases, be courteous and enthusiastic. Write down any and all directions. Make certain to do more than your share to keep the lab or office running smoothly.

IF PROBLEMS ARISE

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

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

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

WHAT IS THE NIH?

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

The goals of the NIH are to

- drive fundamental discoveries, innovative research strategies, and their applications as a basis to advance the Nation's capacity to protect and improve health.
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic wellbeing 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 eleven agencies of the U.S. Department of Health and Human Services (DHHS), along with the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the Centers for Medicare and Medicaid Services (CMS). The NIH is composed of 27 separate **Institutes** and **Centers** (ICs) and the Office of the Director (OD). Each IC has its own mission of supporting biomedical research and training, in the **intramural** (here at the NIH) and/or **extramural** (at universities and research institutes worldwide) research communities. All but three ICs receive their funding directly from Congress and administer their own budgets. The 27 ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

CC—NIH Clinical Center

CIT—Center for Information Technology

CSR—Center for Scientific Review

FIC—John E. Fogarty International Center

NCCAM—National Center for Complementary and Alternative Medicine

NCI—National Cancer Institute

NCATS—National Center Advancing Translation Sciences

NEI—National Eye Institute

NHGRI—National Human Genome Research Institute

NHLBI—National Heart, Lung, and Blood Institute

NIA—National Institute on Aging

NIAAA—National Institute on Alcohol Abuse and Alcoholism

NIAID—National Institute of Allergy and Infectious Diseases

NIAMS—National Institute of Arthritis and Musculoskeletal and Skin Diseases

NIBIB—National Institute of Biomedical Imaging and Bioengineering

NICHD—Eunice Kennedy Shriver National Institute of Child Health and Human Development

NIDA—National Institute on Drug Abuse

NIDCD—National Institute on Deafness and Other Communication Disorders

NIDCR—National Institute of Dental and Craniofacial Research

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases

NIEHS—National Institute of Environmental Health Sciences

NIGMS—National Institute of General Medical Sciences

NIMH—National Institute of Mental Health

NIMHD—National Institute on Minority Health and Health Disparities

NINDS—National Institute of Neurological Disorders and Stroke

NINR—National Institute of Nursing Research

NLM—National Library of Medicine

OD—Office of the Director

ACRONYMS

The previous list of IC names should have convinced you that we at NIH speak in acronyms; here is a list of other common abbreviations to help you communicate in your new surroundings.

ACUC—Animal Care and Use Committee

AO—Administrative Officer

CAN—Common Accounting Number

CCSEP—Community College Summer Enrichment Program

CV—Curriculum Vitae

DDIR—Deputy Director for Intramural Research

EAP—Employee Assistance Program

EEO—Equal Employment Opportunity

FAES—Foundation for Advanced Education in the Sciences

FNIH—Foundation for NIH

FTE—Full-Time Equivalent

FY—Fiscal Year

IC—Institute/Center

IRTA—Intramural Research Training Award

NED—NIH Enterprise Directory

NRC—National Research Council

NSF—National Science Foundation

OEO—Office of Equal Opportunity

OHRM—Office of Human Resource Management

OHSR—Office of Human Subjects Research

OIR—Office of Intramural Research, OD, NIH

OMS—Occupational Medical Service

OPM—Office of Personnel Management

ORS—Office of Research Services

ORWH—Office of Research on Women's Health

PI—Principal Investigator

SD—Scientific Director

SEEP—Student Educational Employment Program

SIP—Summer Internship Program

TSP—Thrift Savings Plan

VF—Visiting Fellow

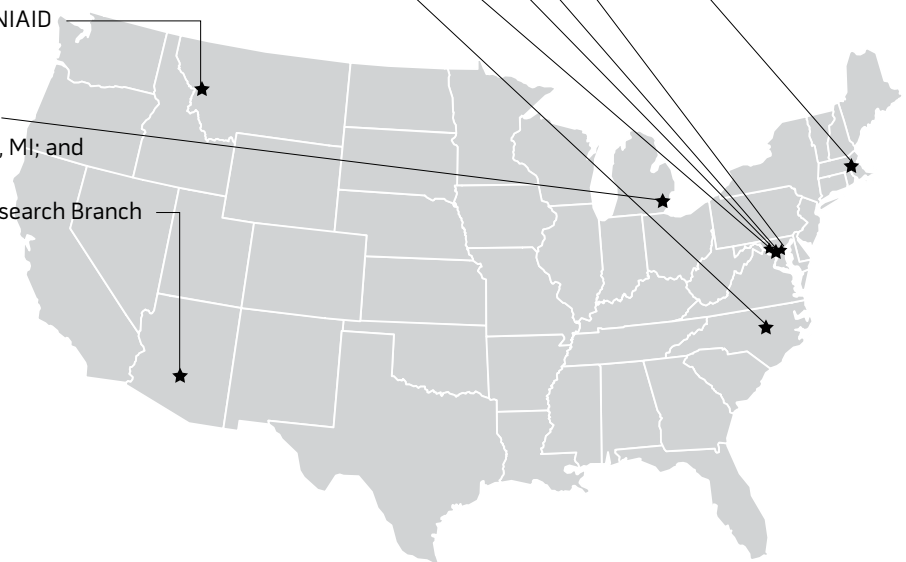
For a comprehensive list, see:
<http://www.nih.gov/employee/acronym.html/>

NIH CAMPUSES

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

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

- the Framingham Heart Study of the NHLBI in Framingham, MA;
- the NIA and NIDA in the Biomedical Research Center, in Baltimore, MD;
- the Twinbrook Cluster and Executive Plaza in Rockville, MD, less than 5 miles from the NIH Bethesda campus;
- NCI Frederick Cancer Research and Development Center (FCRDC) at Fort Detrick in Frederick, MD;
- the NIH Animal Center in Poolesville, MD;
- the NIEHS facility in Research Triangle Park (RTP), North Carolina;
- the Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the Perinatology Research Branch of the Eunice Kennedy Shriver NICHD in Detroit, MI; and
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ.



UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (e.g., School of Medicine, School of Public Health) that are subdivided into departments and units. The NIH consists of Institutes and Centers (ICs), similar to the schools/colleges found in many academic institutions. All NIH faculty have a primary appointment in one IC; this IC provides space, funding, and administrative support for the research group and is the “intellectual home” for all personnel there. Like faculty at universities, NIH faculty can have adjunct/joint appointments in other ICs. In addition, mechanisms to facilitate interaction across ICs have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

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

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

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

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

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

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

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

Postdoctoral Fellows: More than 3600 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called **Postdoctoral IRTAs** (CRTAs if they are working in the NCI) if they are U.S. citizens or permanent residents and **Visiting Fellows** if they are citizens of another nation.

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

Medical/Dental Students: Medical/Dental students who have the permission of their institutions can spend one or two years conducting research at the NIH through the Medical Research Scholars Program. In 2012-2013 a total of about forty students will participate in this program. Medical/Dental students can also complete clinical electives at the NIH.

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

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

WELLNESS RESOURCES AT THE NIH

Life in a research lab, and life in general, can be stressful. It is important to find time for yourself and your family, even when balancing work and life seems challenging. There are many resources at the NIH to help you maintain a healthy balance. There are also resources to help you learn stress management techniques and how to make the most out of challenging situations – at work and at home.

Feel free to drop by the OITE at any time to discuss issues you are confronting. If you feel more comfortable, you may make an appointment with an OITE staff member at <http://www.training.nih.gov/contact>. We are happy to speak with you confidentially regarding lab conflicts, applications to graduate or professional school, career progression, and issues at home that are affecting your work. We may refer you to other NIH resources and, when appropriate, we will offer to help you speak with your mentors. Realize that a summer research experience will have its challenging moments – trainees who take advantage of all of the resources available to them deal more effectively with these challenges.

Here are some NIH resources that can help you take care of yourself.

FITNESS CENTERS

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

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in Building 31C, Room B4 C18, 301.496.8746 and Rockledge I, Room 5070, 301.435.0038. Students are eligible for reduced rates: \$30 for 1 month, \$50 for 2 months, and \$70 for 3 months.

The National Naval Medical Center (NNMC) houses a bowling center. The main gate of the NNMC is across Rockville Pike from the NIH Medical Center Metro Stop. Your NIH badge gives you access to the base. The center is located in Building 56, Stokes Road.

NIH RECREATION & WELFARE ASSOCIATION (R&W)

R&W Office: 301.496.6061

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

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

OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306, 301.496.4411

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

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

WHAT IF I GET SICK?

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

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

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

WHAT IF I NEED HELP?

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

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

OTHER NIH RESOURCES

CAFETERIAS

http://does.ors.od.nih.gov/food/dining_locations.htm

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

CONVENIENCE STORES (R&W SHOPS)

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

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

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

PROGRAMS, LECTURES, AND WORKSHOPS FOR STUDENTS

NOTE: the calendar at the end of this handbook lists times and places for workshops and events on the Bethesda campus. If you are on another NIH campus, be certain to check Upcoming Events on the OITE Web site for workshops near you.

NIH LIBRARY ORIENTATION TOURS

Available on request
 June through July, 2012
 Building 10, Room 1L-25
 First floor – South entrance
 301.496.1080, nihlibrary@nih.gov
<http://nihlibrary.nih.gov>

The NIH Library 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 the following services and resources to support the work of the NIH community:

- 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
- Self-service photocopying
- Resource and database training (group or individual)
- NIH Library Bioinformatics Program
- NIH Library Writing Center
- Journal and research alert services

- Redesigned library facility with computer and wireless access, comfortable seating, private study carrels, open stacks, and ample study space
- Daily newspapers: *New York Times*, *Washington Post*, *USA Today*, and *Wall Street Journal*

Attend a NIH Library Orientation Tour to learn about the online and in-house special collections and resources available to you while you are employed at NIH. The orientation includes a physical tour of the redesigned library facility and features a demonstration of the NIH Library Web site.

Tours for large groups or special arrangements are available on request. To learn more about the scope of services available to you, please contact or visit the NIH Library Information Desk: 301.496.1080 or nihlibrary@nih.gov.

NATIONAL LIBRARY OF MEDICINE TOURS

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

The National Library of Medicine (NLM) provides a hub of actionable information regardless of the type of research you do at NIH. NLM's expert librarians help you sort through thousands of online and print resources to find relevant materials that match your specific interests. The Reading Room in Building 38 offers a quiet space to dive into journals and books, which can be reserved online and will be waiting for you when you arrive.

In addition to being the world's largest medical library, NLM is home to research that advances the way providers and the public understand medicine. In addition, NLM is home to pioneering medical informatics Web sites, such as Clinicaltrials.gov and Pub Med. NLM provides research that advances medical informatics, including electronic health records, and supports internal and external medical informatics research and training programs.

See the OITE Web site for dates, times, and locations, and to register for events: <http://www.training.nih.gov/events/upcoming>

Please visit NLM's pioneering exhibition 'Native Voices: Native Peoples' Concepts of Health and Illness.' The exhibition (in Building 38) provides insights into medicine, public health, and health care from Native American, Alaska Native, and Native Hawaiian perspectives. The Native Voices exhibition is open 9-5 on Monday through Friday. Finally, please take the NLM tour (weekdays except holidays, 1:30 – 2:30 pm; no reservations required) to become acquainted with the facility and other educational exhibits. High-tech and historical, NLM offers lots to explore.

APPLYING TO PROFESSIONAL OR GRADUATE SCHOOL

If you are planning to apply to medical school, you will want to come to the two-part series "Applying to Medical School" and "Preparing for the MCAT." If you are planning to take the GRE in the next year, you should plan to attend "Preparing for the GRE." All three sessions will be presented by Dr. William J. Higgins, Associate Professor of Biology at the University of Maryland, College Park. Dr. Higgins has been teaching premedical students for 30 years, has won many teaching awards, has consulted with medical school admissions committees and has developed a series of learning strategies for students. He currently serves as the Pre-professional Advisor in the OITE. For more information, see <http://biology.umd.edu/faculty/williamjhiggins>.

APPLYING TO MEDICAL SCHOOL

Make your application to medical (or dental) school the best it can be. This workshop will address deciding where to apply, tips for completing the application, asking for references, etc.

PREPARING FOR THE MCAT

How to prepare

- How will my score affect the application process?
- When should I take the test?
- Sections, content, types of questions
- Strategies for attacking the different sections
- How to study
- How do I know what to study?

Test Day!

- Final preparations
- Test Day strategies and a checklist
- Test Day procedures

PREPARING FOR THE GRE

How to prepare

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

Test Day!

- Final preparations
- Test Day strategies and a checklist
- Test Day procedures

CHOOSING AND APPLYING TO A GRADUATE SCHOOL

Dr. Pat Sokolove, Deputy Director of OITE, will provide tips on choosing a graduate school and program.

WRITING PERSONAL STATEMENTS FOR GRADUATE SCHOOL

This workshop, presented by Dr. Pat Sokolove, Deputy Director of OITE, will guide you through the process of planning and writing the personal statements that will be an important component of your applications for graduate school.

WRITING PERSONAL STATEMENTS FOR PROFESSIONAL SCHOOL

Dr. William Higgins, OITE Pre-professional Advisor, will guide you through the process of planning and writing your personal statements for professional school applications.

SUMMER INTERN JOURNAL CLUBS

Journal clubs are a popular way for scientists interested in particular areas of research to get together and discuss recently published scientific papers. They allow participants to stay up-to-date with new techniques and advances in the field. The summer intern journal clubs are your opportunity to participate in this form of scientific communication, while meeting other summer students, sharpening your critical reading skills, and learning more about your area of interest. Journal clubs will be led by NIH graduate students and postdocs; they will meet weekly for four or five weeks during the summer. Descriptions and registration information for journal clubs offered this summer can be found at http://www.training.nih.gov/summer_intern_journal_clubs. A broad range of topics will be offered, covering human genetics and disease, biophysics, computational biology, and other topics. If you plan to participate in a summer journal club, we ask that you attend either the "Science Skills Boot Camp" or the "Reading A Scientific Paper" workshop.

See the OITE Web site for dates, times, and locations, and to register for events: <http://www.training.nih.gov/events/upcoming>

SCIENCE SKILLS AND CAREER DEVELOPMENT ACTIVITIES

SCIENCE SKILLS BOOT CAMP

Are you new to research? This one-day training program is designed for summer students with little or no prior research experience. Come develop the skills you need to be successful in science! Get acquainted with NIH research culture, learn how to approach a research project, and get useful tips on presenting at lab meeting and reading scientific papers. Taught by Dr. Philip Ryan, with help from NIH postdocs, workshops will include both lecture and interactive activities. For a detailed syllabus or to register, see www.training.nih.gov/boot_camp.

READING A SCIENTIFIC PAPER

New research findings are communicated to the scientific community via scientific papers, and being able to read these papers and make use of the information they contain is key to successful research. However, reading a scientific paper can be extremely challenging for students who don't have much experience. This session, led by Dr. Audray Harris of the National Institute of Mental Health, will teach you how to get the most out of each paper you read. Questions addressed will include:

- Why do scientists read papers?
- How do you decide which papers to read?
- How can you most efficiently find the important information in each paper?
- How do you critically evaluate a paper?

CREATING AND PRESENTING DYNAMIC POSTERS

Dr. Shauna Clark and Ms. Bonnie Hamalainen, MFA will assist you with getting ready for Summer Poster Day. This presentation will focus on the scientific and artistic components of creating a poster. Dr. Clark will present on selecting and organizing your data, what to include and what not to include, the key components of a successful poster, and poster presentation techniques. Ms. Hamalainen from the Division of Medical Arts, will present on the artistic and aesthetic considerations and techniques in creating and a presenting a dynamic poster, such as layout and font selection.

POSTER PREVIEW

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

TALKING SCIENCE: DESIGNING AND DELIVERING SUCCESSFUL ORAL PRESENTATIONS

Science isn't complete until the results have been shared with interested others, and talking about your results is one of the important ways of making them public. This presentation will address topics including the anatomy of a science talk, creating successful slides, delivering your content convincingly, ensuring that your talk is well-received, and answering questions. The information will help you with presentations in group meetings and perhaps talking about your findings when you return to school. Dr. Shawn Mullen, Deputy Director of the OITE Office of Postdoctoral Services, will be presenting.

CAREERS IN MEDICINE

This seminar will provide you with information on career opportunities in medicine that are available at the NIH or at academic medical centers nationally. Learn from a panel of experts what it means to be a successful physician scientist or clinical investigator in academia, industry, or the federal government.

MAKING THE MOST OF COLLEGE (FOR HIGH SCHOOL STUDENTS)

The jump to college can be stressful. You are leaving behind your school, friends, family, and home, and going off to explore a new place, make new friends, learn new things, and set your own priorities. This workshop will provide you with a few common-sense strategies to help you handle the transition. Dr. William Higgins, OITE Pre-professional Advisor, will be speaking.

MAKING THE MOST OF COLLEGE (FOR COLLEGE STUDENTS)

College has required you to set a new series of priorities. This workshop will provide you with common-sense strategies to help you focus on these priorities and make your college experience successful. Dr. William Higgins, OITE Pre-professional Advisor, will be speaking.

See the OITE Web site for dates, times, and locations, and to register for events: <http://www.training.nih.gov/events/upcoming>

WRITING YOUR THESIS PROPOSAL

This workshop will provide an overview of how to create your thesis proposal. OITE Director Dr. Sharon Milgram will cover planning strategies, time management, and other general tips for making your thesis proposal a success.

SUCCESS IN GRADUATE SCHOOL (FOR FUTURE GRADUATE STUDENTS)

Unlike undergraduate education, graduate school is often unstructured. You will be deciding how to spend your time, what lines of investigation to follow, and what skills you need to develop. You may have to create opportunities for yourself. This workshop will discuss strategies for thriving and achieving your goals in graduate school. Dr. Patricia Sokolove, Deputy Director of OITE, will be presenting.

SUCCESS IN GRADUATE SCHOOL (FOR CURRENT GRADUATE STUDENTS)

As you progress through graduate school, you may need to re-evaluate your strategies for success. This workshop, led by OITE Director Dr. Sharon Milgram, will focus on examining your progress, considering your goals, and planning for your future.

COMING BACK TO THE NIH

If you enjoyed your time at the NIH, we hope you'll consider returning in the future. Join OITE Director Dr. Sharon Milgram and representatives from various NIH research programs to discuss NIH research opportunities.

SCIENCE IN THE CINEMA

Science in the Cinema is a free film festival sponsored by the NIH Office of Science Education (OSE) in partnership with the AFI Silver Theatre and Cultural Center. 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 will be shown in its entirety. Following the film, a guest speaker with expertise in the film's subject area will comment on the science depicted in the film and take questions from the audience.

Shows start at 7:00 pm. Tickets are free and are available on a first-come, first-served basis through the AFI Silver box office on the day of show only. For the film festival schedule and more information, contact the OSE at 301.402.2470 or visit the OSE Web site, <http://science.education.nih.gov/>.

Save the date!

NIH GRADUATE & PROFESSIONAL SCHOOL FAIR *for Postbacs and Summer Interns*

July 20, 2012

9:00 a.m. – 3:00 p.m.

Natcher Conference Center (Building 45)

To register go to https://www.training.nih.gov/gp_fair.

See the OITE Web site for dates, times, and locations, and to register for events: <http://www.training.nih.gov/events/upcoming>

POSTER DAY 2012

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

Summer Poster Day 2012 is scheduled for Thursday, August 9 and will be held in Natcher Conference Center (Building 45). If you want to participate in Summer Poster Day you must sign up in advance. You can sign up to present a poster at <http://www.training.nih.gov> beginning June 1. **The deadline to sign up is Tuesday, July 10, at 5:00 pm (EDT).**

Your registration for Poster Day 2012 will be confirmed via e-mail by July 24. At that time you will receive information on your poster board assignment (board number, session, and time) as well as instructions for putting up your poster.

You will be assigned a board 3 1/2 feet high and 3 1/2 feet wide on which to display your information. Your poster should include an introduction (providing background information), a brief statement of the purpose of the project, a description of materials and methods used, and results and conclusions.

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

See if your Institute or Center has a poster printer that you can use.

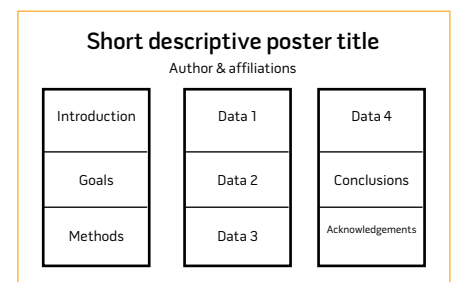
If you are an intern with the NIH Clinical Center you can make an appointment with the Information Technology Center to print your poster. Do this early! The Center and its programs are described at <http://clinicalcenter.nih.gov/isd/itc/>. The Center is located in Building 10, Room B1S235. The phone number is 301.402.6301.

NIH Medical Arts and Printing Services (<http://medarts.nih.gov/docs/contact.htm>) will print posters, but your research group will have to pay. Make certain in advance that they are willing to cover the cost. Medical Arts is located in Building 10, Room B2L328. The phone number is 301.496.3221. Office hours are 8:00 am to 5:15 pm daily.

An example of how to lay out your poster is provided below. Here are some other general guidelines:

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

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



If you are still uncertain what scientists mean when they talk about presenting a poster, attend the workshop entitled "Creating and Presenting Dynamic Posters" and drop by the Poster Preview to look at several posters recently presented by trainees at the NIH.

FOLLOWING NIH RULES

NIH SECURITY

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

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

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

Most summer interns at the NIH will require only a name check against the National Crime Information Center (NCIC) database to receive an NIH ID badge. You can get this process started before coming to the NIH by requesting that your Summer Coordinator enter your information into NED, the NIH Enterprise Directory. The system will generate a request that you enter your own Personally Identifiable Information (PII) into NED. DPSAC and the Division of Police can then check your name against the NCIC database ahead of your arrival.

If you do not enter your information into NED, you will be required to fill out a PIV Badge Request Form (HHS-745), which the Summer Coordinator for your Institute will provide you, and turn the form in to Building 31, Room 1B03.

If you submitted your Badge Request Form in a timely fashion, have been entered into NED by your Institute, and do not need to be fingerprinted (see below), you will be able to pick up your ID badge at the South Lobby security station in Building 10 when you arrive on campus. Ideally this will happen on your first day at the NIH. For up-to-date

information on picking up your badge and, if necessary, where to go to be fingerprinted, please visit <http://idbadge.nih.gov>.

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

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

Your Summer Coordinator will provide you with the required OPM forms and send you to the site established by DPSAC for fingerprinting summer trainees. You will need to make an appointment; call 301.496.0051. You should also receive an e-mail from NED with instructions. Results of fingerprint checks are usually received within 3 to 5 days. During this period, you will have to enter the NIH each day as a Visitor. Unfortunately, you will only have access to Transshare benefits (see below) after you have received your ID badge. You can receive your badge as soon as (1) the fingerprint check has been successfully completed and (2) your contact information has been entered in NED.

Regardless of the process followed, your ID badge will be valid for the duration of the summer and should be turned in when you leave NIH.

PREPLACEMENT MEDICAL EVALUATION

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

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

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

HOW IS A MEDICAL EVALUATION ARRANGED?

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

Preplacement medical evaluations will be offered on Mondays, Tuesdays, Wednesdays, and Fridays from May 16 through June 24. Appointments are offered in 20 minute increments from 8:00 to 11:00 am and 1:00 to 3:00 pm. A limited number of appointments will be available for students before or after that time period.

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

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

If you will breathe the air of nonhuman primates, please mention this to OMS prior to your preplacement medical

evaluation, as they may need to conduct additional tests. Any minor who arrives at OMS without the Authorization for Treatment of a Minor form cannot be seen.

LIMITATIONS ON THE ACTIVITIES OF MINORS

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

Minors may not work with

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

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

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

SUPERVISION OF STUDENTS IN LABORATORIES

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

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

TRANSPORTATION TO THE NIH AND PARKING

Summer Coordinators will be furnished with one-day parking passes to issue to you for your first day. This one-day dashboard permit will authorize you to park in Multi Level Parking 11, which is located on Rockville Pike at Gateway Drive. After you park, proceed to the Gateway Center (Building 66) to get a Visitor's badge. At the end of the day you will be required to surrender the one-day permit to the attendant at the parking booth.

Once you have an NIH ID badge you may apply for Transhare. You are encouraged to apply for your NIH ID badge before orientation and to join Transhare.

You can commute to the NIH in several ways:

TRANSHARE

The **NIH Transhare Program** provides commuter subsidies to qualified Federal employees who use mass transit to and from work. Summer students, volunteers, and fellows are eligible. Subsidies are issued in the form of a SmartTrip card – similar to a credit card with a magnetized strip – that is used for transit payments.

Individuals who live in the National Capital Region and agree to use mass-transportation for commuting between the home and work place are eligible for a transit subsidy. Complete information on the program can be found at <http://dtts.ors.od.nih.gov/transhare.htm>.

To apply for the NIH Transhare Program, you must fill out a **NIH Transhare Program Application** form in the **NIH Parking Office** (Building 31, Room B3B04). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit, which is based on the distance you travel. Misrepresentation of 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>.

Transhare subsidies will be available for the length of your internship.

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

- Parking Office
 - Hours: 7:30 am – 4:30 pm, Monday through Friday
 - Location: Building 31/Room B3B04
 - Phone number: 301.496.5050
 - Email: nihparkingoffice@ors.od.nih.gov

- NIH Transportation Web site: <http://dtts.ors.od.nih.gov/transportation.htm>
- Mid-Pike Satellite Parking, 11800 block of Rockville Pike, North Bethesda, MD: <http://parking.nih.gov/midpikeplaza.htm>
- NIH Map: http://parking.nih.gov/visitor_access_map.htm
- Metro Bus and Rail: <http://www.wmata.com>
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): <http://www.commuterpage.com/rail.htm>
- MetroAccess, curb-to-curb service for those unable to use public transportation: http://www.wmata.com/accessibility/metroaccess_service/
- Maryland Transit Authority, subway, bus, and train systems in Maryland: <http://www.mtamaryland.com/>

PARKING AT MID-PIKE PLAZA

Students may apply for Parking Permits at the **NIH Parking Office** located in Building 31/Room B3B04. The temporary "Summer Parking Permit" is a dashboard placard for satellite parking. NIH Satellite Parking is located 3.7 miles north of the campus at Mid-Pike Plaza, at the **intersection of Rockville Pike and Montrose Road**. The parking spaces are located along the northern boundary of the shopping center nearest Montrose Road. The designated area is also marked with "Commuter Parking Area" signs. NIH has parking spaces located in the northeast corner of the parking lot. Arrive early as having a parking permit does not guarantee you a spot. NIH runs a shuttle service loop between this location and the campus. Information on the schedule and route of the Mid-Pike Plaza Shuttle can be found at http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp.

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

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

BICYCLING

Those interested in bicycling to the NIH may find some links of interest here: http://dtts.ors.od.nih.gov/commuter_info.htm.

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

PAYING TAXES ON YOUR SUMMER INCOME

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

If you are paid as a Student IRTA,

- you are considered a trainee, not an employee,
- social security taxes are not deducted from your stipend,
- no income taxes are withheld from your stipend,
- your “income” is reported on a Form 1099G as a **taxable grant**,
- if you earned enough during the year to be liable for income taxes, you must report the income shown on your 1099G on Form 1040 on line 21, “other income,”
- you should not indicate that you are self-employed or file a Schedule C.

If you are appointed as an FTE,

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

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301.496.5635.

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

Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. The Federal government will know that you owe it taxes.

TRAINING COURSES

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities, including summer students. The Division of Occupational Health and Safety offers several **required** laboratory safety courses that summer research trainees must complete within 30 days of beginning to work in a laboratory. 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: Students 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 <https://www.safetytraining.nih.gov>.

STARS "LEARN-BY-DOING" LABORATORY SAFETY TRAINING

http://www.ors.od.nih.gov/sr/dohs/Training/Pages/student_labtraining.aspx

After completing the computer-based **Introduction to Laboratory Safety, trainees age 21 or under who are new to the NIH**, must attend a hands-on course in laboratory safety entitled "**Learn-by-doing**."

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

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

STARS "Learn-by-doing" Laboratory Safety Training will be offered twice a day most Tuesdays, Wednesdays, and Thursdays from mid May until the end of July. S.T.A.R.S. Training is a summer program only. Designed for individuals 21 years old and younger, it is a substitute for Laboratory Safety at the NIH.

To see available dates and to register, visit <https://www.safetytraining.nih.gov>.

**LABORATORY SAFETY AT THE NIH
(CLASSROOM COURSE)**

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

Laboratory Safety at the NIH will be held several times a month during the summer. For the course schedule and to register, please see <https://www.safetytraining.nih.gov>.

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

LABORATORY SAFETY REFRESHER COURSE

All **returning summer interns** must complete a one-hour mandatory computer-based **Laboratory Safety Refresher Course** that provides updates on safety procedures and policies that govern laboratory safety at the NIH. The refresher course should be completed online at: <https://www.safetytraining.nih.gov>.

Registration for all Division of Occupational Health and Safety Training can be completed at the same site.

BLOODBORNE PATHOGEN TRAINING

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

This two-hour course is for all individuals working with bloodborne pathogens. The course provides research personnel with information on working safely with bloodborne pathogens in NIH research laboratories

SUMMER STUDENT SAFETY TRAINING REQUIREMENTS AT A GLANCE

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

* STARS: Safe Techniques Advance Research Science

** as applicable

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.

Working Safely with HIV and Other Bloodborne Pathogens will be offered several times a month during the summer. For the course schedule and to register, please see <https://www.safetytraining.nih.gov>.

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

BLOODBORNE PATHOGEN REFRESHER TRAINING

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

To register for any Division of Occupational Health and Safety course, please use the online registration program available at <https://www.safetytraining.nih.gov>. This can be accomplished **from ANY computer, private or NIH owned**.

RADIATION SAFETY

We do not mandate that all summer students or trainees 18 years of age or older entering labs posted for radioactive material take the **Radiation Safety Orientation (RSOR)** online module http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_orientation.html, we simply recommend it for general awareness purposes. It is up to the posted lab's Authorized User (AU), usually the PI, to ensure that anyone entering the lab is properly trained (which could mean many things, depending on what that person is actually doing in the posted lab). Note that minors less than 16 years of age are prohibited entirely from working with radioactive material. Those who are 16 years or older but less than 18 can work with radioactive material ONLY AFTER receiving special permission from the NIH RSO via the RSO's signature on the application form (see requirements at <http://www.ors.od.nih.gov/sr/drs/training/Pages/minor.aspx>). Minors between the ages of 16 and 18, who are simply working in a posted lab (and not working with or using radioactive materia) should be trained. However, again, while we recommend they take the RSOR, it is up to the lab's AU/PI to require that training.

Anyone (including all Summer Interns) planning to handle radioactive materials must complete a **dosimeter evaluation form (DEF)**, http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/dosimetry_form.html, and take the classroom Radiation Safety in the Laboratory (RSL) course.

You can call 301-496-2255 to register for the RSL class or do so online at http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html. Returning summer students do not need to repeat this course, as long as they have taken it within the last four years. They do, however, need to call us 301-496-2255 to be reactivated in our database (assuming they were inactivated when they left) and complete a revised DEF. We can also provide them with their DRS number at that time upon request. Individuals who have been away from the NIH for more than four years must retake the **RSL** course.

Our Summer 2012 RSL courses, all held in Building 21, will be as follows:

- April 5 (9 am - 12 pm)
- April 19 (9 am - 12 pm)
- May 10 (1 - 4 pm)
- May 24 (9 am - 12 pm)
- June 7 (9 am - 12 pm)
- June 21 (1 - 4 pm)
- July 12 (9 am- 12 pm)
- July 26 (9 am- 12 pm)
- Aug 9 (9 am- 12 pm)

ANIMAL CARE AND USE

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

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Students who will be working with animals under the direction of a senior scientist must complete **Guidelines for Animal Users** before beginning their work. The course is offered in either a 2.5 hour lecture or an online, Web-based format. It describes proper care and use of animals in a research laboratory. Additional discussion of animal handling and restraint is presented to assure humane management of the animals.

The online course takes approximately 90 minutes to complete but does not have to be finished in one sitting. To register for the lecture course or 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.

Hands-on Mouse Workshops and Hands-on Rat Workshops are each offered on several dates during the summer. See <http://oacu.od.nih.gov/training/hands-on2.htm> to register. You can start registering a month in advance, but note that the registration closes one week before the scheduled date of each workshop.

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

OPTIONAL RESEARCH ETHICS COURSE

As scientists, our work is based and depends heavily on the work of those who came before us. It is absolutely essential that they conducted and reported their research responsibly, and we have a similar responsibility to those who will follow. To learn about what constitutes the responsible conduct of research and what ethical issues are of concern to investigators, take a look at the **Ethics and Scientific Research Study Guide** developed by NCI investigators at NCI-Frederick. The guide can be found at <http://web.ncifcrf.gov/campus/ethicscourse/>.

AFTER YOUR INTERNSHIP: COMING BACK TO THE NIH

NIH PROGRAMS FOR UNDERGRADUATES AND RECENT COLLEGE STUDENTS

THE NIH UNDERGRADUATE SCHOLARSHIP PROGRAM (UGSP)

The NIH Undergraduate Scholarship Program (UGSP) offers scholarship awards to undergraduate students from disadvantaged backgrounds who are committed to careers in biomedical, behavioral, and/or social science health-related research. The financial benefits of up to \$20,000 per year can be used to cover tuition, plus reasonable educational and living expenses. There are NIH service obligations during the summer and after graduation. For more details, visit the UGSP Web site, <https://www.training.nih.gov/programs/ugsp>. To request an application, call the UGSP InfoLine at 301.594.2222 or e-mail ugsp@nih.gov.

POSTBACCALAUREATE INTRAMURAL RESEARCH TRAINING AWARD (IRTA)

The Postbaccalaureate Intramural Research Training Award (IRTA) is a program for U.S. citizens or permanent residents who have graduated with a bachelor's degree from an accredited U.S. institution within the preceding two years. The participants are expected to have the intention of attending graduate or medical school. The program includes more than 700 students.

The program features

- a postbac governing committee consisting of representatives from the various Institutes/Centers
- a monthly seminar series: two postbacs present their work in each session
- workshops on applying to and interviewing for graduate or medical school, public speaking, presenting a poster, preparing for the GRE or MCAT, etc.
- Postbac Poster Day in Spring
- Summer Extravaganza with Distinguished Mentor Award
- an official listserv and "club PCR" (a social listserv)

TECHNICAL IRTA

The Technical IRTA program is designed to produce super technicians. It differs from the postbac program in that there is no requirement that participants be recent college graduates, and participants may hold the MS degree. At present there are about 100 trainees in this program. Features include a personalized training program for each trainee and inclusion in the postbac listserv and events as well as representation by the postbac committee.

THE GRADUATE PARTNERSHIPS PROGRAM

The Graduate Partnerships Program (GPP) links the National Institutes of Health (NIH) to national and international universities in the training of graduate students. You get the best of both worlds – the academic environment of a university and the breadth and depth of research at the NIH. A different kind of graduate experience emerges, one that focuses on training the next generation of scientific leaders by accelerating communication and collaboration skills. Over 450 graduate students, representing more than 100 universities worldwide, work and study at the NIH.

Graduate students come to the NIH in one of two ways: 1) If you have an undergraduate degree and you would like to pursue a PhD in the biomedical sciences you can apply to one or more of the GPP Institutional Partnerships. Students apply concurrently to the GPP and to a partner university. Enrollment is limited to US citizens and US permanent residents. 2) If you are currently enrolled in a PhD program and you would like to perform part or all of your dissertation research at the NIH, consider developing an individual agreement between an NIH investigator and your graduate university. Individual agreements are open to US Citizens, US permanent residents, and foreign nationals currently enrolled in a PhD or equivalent program.

For more information, visit <https://www.training.nih.gov/programs/gpp/>.

PROGRAMS FOR MEDICAL AND DENTAL STUDENTS

THE NIH MEDICAL RESEARCH SCHOLARS PROGRAM (MRSP)

The **NIH Medical Research Scholars Program (MRSP)** is a comprehensive, year-long research enrichment program designed to attract the most creative, research-oriented medical, osteopathic, dental, and veterinary students to the intramural campus of the NIH in Bethesda, Md. Scholars engage in a mentored basic, clinical, or translational research project in an area that matches their personal interests and goals. This program blends the elements of two former, highly successful programs on the NIH campus—the **Howard Hughes Medical Institute-NIH Research Scholars Program** and the **NIH Clinical Research Training Program**. MRSP Scholars witness, participate, and collaborate in rigorous, hands-on research, with offerings across the full continuum of biomedical research—the bench, the bedside, and in between—including computational biology, medical informatics, and other emerging areas of contemporary science. Scholars augment their research experiences through journal clubs with peers and a lecture series to learn more about the scientific discovery process, as well as science policy, issues in bioethics, and emerging technologies. For more information about the MRSP, see <http://www.cc.nih.gov/training/mrsp/index.html>

THE NIH CLINICAL ELECTIVES PROGRAM (CEP)

The NIH Clinical Electives Program (CEP) provides opportunities for medical and dental students to care for patients and explore clinical investigation in more than 30 medical subspecialty areas. CEP is open to students in good academic standing who have completed (or are in the process of completing) their core clerkships in medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery. Most elective rotations in the medical specialties are offered for periods of four to eight weeks, beginning usually on the first Monday of each month. Participants learn about the design and conduct of natural disease history studies or phase 1 or 2 clinical trials, and fundamental principles of translational medicine, while evaluating or treating patients in clinic or on the wards of the NIH Clinical Center, the world's largest hospital devoted to human subjects research. For more information, see http://www.cc.nih.gov/training/students/clinical_electives.html.

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CENTRAL NIH SUMMER PROGRAM COORDINATOR

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USEFUL WEB SITES

The Office of Intramural Training & Education (OITE)	http://www.training.nih.gov
NIH RESOURCES	
The main NIH Web site	http://www.nih.gov
A quick way to find answers to your questions about the NIH	http://jumpstart.nih.gov
The NIH Enterprise Directory (NED)	http://ned.nih.gov/search
NIH Online Orientation	http://lms.learning.hhs.gov
Security Information at the NIH	http://security.nih.gov
<i>Guidelines for the Conduct of Research at the NIH</i>	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct Research 6-11-07.pdf
<i>Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH</i>	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/RECORDKEEPING.pdf
<i>A Guide to Training and Mentoring in the Intramural Research Program at NIH</i>	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf
The NIH Office of the Ombudsman and Center for Cooperative Resolution	http://www4.od.nih.gov/ccr/ombud.html
NIH Library	http://nihlibrary.nih.gov
NIH Videocasts: recordings of NIH lectures and conferences	http://videocast.nih.gov
NIH Intramural Database (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	http://intramural.nih.gov/search
NIH Laboratory Safety training	http://www.safetytraining.nih.gov
NIH Housing List	http://www.recgov.org/housing/Rent.html
NIH Blood Bank	http://www.cc.nih.gov/blooddonor
NIH Federal Credit Union	http://www.nihfcu.org
Bethesda Campus Map	http://parking.nih.gov/visitor_access_map.htm
Baltimore Campus Map	http://www.grc.nia.nih.gov/visitors/baltimore-brc-grc.htm
Frederick Campus Map	http://web.ncifcrf.gov/about/directions.asp

TRANSPORTATION	
NIH Travel and Transportation Services including campus shuttle	http://dtts.ors.od.nih.gov/transportation.htm
NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation	http://dtts.ors.od.nih.gov/transhare.htm
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, D.C. and the surrounding counties	http://www.wmata.com
Ride-On Map, map of Montgomery County, MD, bus routes	http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dot/transit/index.asp
OTHER RESOURCES TO HELP YOU GET SETTLED	
OITE Moving Guide	http://www.training.nih.gov/resources/justarrived
Craigslist	http://washingtondc.craigslist.org
<i>The Washington Post</i>	http://www.washingtonpost.com
<i>The Washington Times</i>	http://www.washingtontimes.com
<i>The Washington Examiner</i>	http://www.washingtonexaminer.com
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	http://www.freecycle.org/

WASHINGTON METROPOLITAN AREA ACTIVITIES

ENTERTAINMENT

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

<http://www.washington.org>
<http://www.washingtonpost.com/gog/>
<http://citysbest.com/washington-dc/>
<http://ticketplace.org>

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

RESTAURANTS

The Washington DC area has some wonderful restaurants. For restaurant descriptions and reservations, visit <http://www.opentable.com/washington-dc-restaurants>.

MUSEUMS

B'nai B'rith Klutznick National Jewish Museum

1640 Rhode Island Avenue NW
 Washington, DC 20005
 202.857.6583
http://www.bnaibrith.org/prog_serv/museum.cfm
 Admission: Free
 Metro: Red Line, Farragut North

Constitution Gardens

900 Ohio Drive SW
 Washington, DC 20242
 202.426.6841
<http://www.nps.gov/coga/>
 Admission: Free. Permits are required for special events and First Amendment activities.
 Metro: Blue/Orange Lines, Smithsonian

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

Corcoran Gallery of Art

500 17th Street NW
 Washington, DC 20006
 202.639.1700
<http://www.corcoran.org/>
 Admission: Admission is charged.
 Metro: Blue/Orange Lines, Farragut West

DAR Museum

1776 D Street NW
 Washington, DC 20006
 202.628.1776
<http://www.dar.org/museum/>
 Admission: Free
 Metro: Blue/Orange Lines, Farragut West

Decatur House Museum

1610 H Street NW
Washington, DC 20006
202.842.0920

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

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

Folger Shakespeare Library

201 East Capitol Street SE
Washington, DC 20003
202.544.4600

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

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

Fort Ward Museum

4301 West Braddock Road
Alexandria, VA 22304
703.838.4848

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

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

International Spy Museum

800 F Street NW
Washington, DC 20004
202.393.7798

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

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

Library of Congress

1st Street & Independence Avenue SE
Washington, DC 20540
202.707.9779

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

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

Lillian and Albert Small Jewish Museum

3rd & G Streets NW
Washington, DC 20001
202.789.0900

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

Admission: Free
Metro: Red Line, Judiciary Square

Lyceum

201 South Washington Street
Alexandria, VA 22314
703.838.4994

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

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

Manassas Museum

9101 Prince William Street
Manassas, VA 22110
703.368.1873

<http://www.manassascity.org/index.asp?NID=211>

Admission: Admission is charged.

Marian Koshland Science Museum

The National Academies
500 Fifth Street, NW
Washington, DC 20001
202.334.1201

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

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

National Archives

700 Pennsylvania Avenue NW
Washington, DC 20408
866.325.7208

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

Admission: Free
Metro: Green/Yellow Lines, Archives

National Archives at College Park

8601 Adelphi Road
College Park, MD 20740
301.713.6800

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

Admission: Free

National Building Museum

401 F Street NW
Washington, DC 20001
202.272.2448

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

Admission: Free
Metro: Red Line, Judiciary Square

National Gallery of Art

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

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

Admission: Free
Metro: Red Line, Judiciary Square

National Geographic Museum at Explorers Hall

17th & M Streets NW
Washington, DC 20036
202.857.7588

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

Admission: Free
Metro: Red Line, Farragut North

National Museum of American Jewish Military History

1811 R Street NW
Washington, DC 20009
202.265.6280
<http://www.nmajmh.org/>
Admission: Free
Metro: Red Line, Dupont Circle

National Museum of Health & Medicine

Walter Reed Medical Center
6900 Georgia Avenue NW, Building 54
Washington, DC 20307
202.782.2200
<http://www.nmhm.washingtondc.museum/>
Admission: Free
Metro: Red Line, Takoma

National Museum of Women in the Arts

1250 New York Avenue NW
Washington, DC 20005
202.783.5000
<http://www.nmwa.org/>
Admission: Free
Metro: Blue/Orange/Red Lines, Metro Center

The Newseum

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

Octagon Museum

1799 New York Avenue NW
Washington, DC 20006
202.626.7312
<http://www.archfoundation.org/octagon/>
Admission: Admission is charged.
Metro: Red Line, Farragut North

The Phillips Collection

1600 21st Street NW
Washington, DC 20009
202.387.2151
<http://www.phillipscollection.org/>
Admission: Admission to the permanent collection is free during the week.
Metro: Red Line, Dupont Circle

Sumner School Museum & Archives

1201 17th Street NW
Washington, DC 20036
202.442.6046
<http://www.nps.gov/history/nr/travel/wash/dc58.htm>
Admission: Free
Metro: Red Line, Farragut North

SMITHSONIAN**Smithsonian - American Art Museum**

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

Smithsonian - Anacostia Museum

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

Smithsonian - Arthur M. Sackler Gallery

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

Smithsonian - Arts & Industries Building

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

Smithsonian - Freer Gallery of Art

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

Smithsonian - Hirshhorn Museum & Sculpture Garden

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

Smithsonian - National Air & Space Museum

6th Street & Independence Avenue SW
Washington, DC 20560
202.633.2214

Comments: Spaceships and aircraft plus an IMAX Theater.

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

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - National Air & Space Museum

Steven F. Udvar-Hazy Center
14390 Air & Space Museum Parkway,
Chantilly, VA, 20151
703.572.4118

Comments: Located near Dulles Airport in the Virginia countryside. Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Concorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

<http://www.nasm.si.edu/udvarhazy/>

Admission: Free, but a parking fee is charged

Smithsonian - National Museum of African Art

950 Independence Avenue SW
Washington, DC 20560
202.633.4600

Comments: Ancient African Art to 20th century artifacts.

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

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - National Museum of American History

14th Street & Constitution Avenue NW
Washington, DC 20013
202.633.1000

Comments: Items from 200 years of American existence; railroad engines to computers to WWII and much more including the art of each period.

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

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

National Museum of the American Indian

4th Street and Independence Avenue SW
Washington, D.C. 20560
202.633.1000

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

Admission: Free

Metro: All lines except Red, L'Enfant Plaza

Smithsonian - National Museum of Natural History

10th Street & Constitution Avenue NW
Washington, DC 20013
202.633.1000

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

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - National Portrait Gallery

8th & F Streets NW
Washington, DC 20001
202.633.1000

Comments: In the same building as the American Art Museum.

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

Admission: Free

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

Smithsonian - National Postal Museum

2 Massachusetts Avenue NE
Washington, DC 20002
202.633.5555

Comments: Washington's first post office, now an active historic site providing exhibits, lectures, and special family events.

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

Admission: Free

Metro: Red Line, Union Station

Smithsonian - Renwick Gallery

17th Street & Pennsylvania Avenue NW
Washington, DC 20006
202.633.7970 or 202.633.1000

Comments: A collection of Oriental and contemporary American art, crafts, and artifacts.

<http://www.americanart.si.edu/renwick/>

Admission: Free

Metro: Red Line, Farragut North

The Textile Museum

2320 S Street NW
Washington, DC 20008
202.667.0441

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

Admission: Free (suggested contribution of \$5)

Metro: Red Line, Dupont Circle

United States Botanic Garden

100 Maryland Avenue SW
Washington, DC 20001
202.225.8333

<http://www.usbg.gov/index.cfm/>

Admission: Free

Metro: Blue/Orange Lines, Federal Center SW or Capital South

United States Holocaust Memorial Museum

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

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

Admission: Free, but requires advance time-entry pass.

Metro: Blue/Orange Lines, Smithsonian

United States National Arboretum

3501 New York Avenue NE
Washington, DC 20002
202.245.2726

<http://www.usna.usda.gov/index.html>

Admission: Free

NATIONAL/STATE PARKS AND HISTORIC SITES

Ford's Theatre National Historic Site

511 10th Street NW
Washington, DC 20004
202.347.4833

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

Admission: Free. Admission to theatrical performances is by paid ticket only.

Metro: Blue/Orange/Red Lines, Metro Center, Green/Red/Yellow Lines, Gallery Place/Chinatown

Comments: The theater where President Abraham Lincoln was shot and the house across the street where he died early the next day are preserved as Ford's Theater National Historic Site.

Franklin Delano Roosevelt Memorial

1850 West Basin Drive SW
Washington, DC 20024
202.376.6704

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

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Frederick Douglass National Historic Site

1411 W Street SE
Washington, DC 20020
202.426.5961

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

Admission: Admission is charged. Reservation required.

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

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

C & O Canal National Historical Park

Great Falls Tavern Visitor Center
11710 MacArthur Boulevard
Potomac, MD 20854
301.767.3714

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

Admission: Admission is charged.

Comments: About 15 miles from the Mall, at the end of MacArthur Boulevard, are the Great Falls of the Potomac. The restored 19th century tavern was an important stopping point on the C&O Canal and is now a museum.

Woodland paths and picnic areas are further features of the park, which is also a good starting point for hiking or cycling along the towpath. Great Falls is part of the larger Chesapeake and Ohio Canal National Historic Park, which runs for 184.5 miles from Georgetown to Cumberland, MD.

Great Falls Park, Virginia

9200 Old Dominion Drive
McLean, VA 22102
703.285.2965

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

Admission: Admission is charged.

Comments: Excellent views of the cascading Potomac.

The park has a snack bar, restrooms, visitor center, picnic facilities, and hiking trails. Fishing is permitted, but swimming and wading are not.

Korean War Veterans Memorial

Independence Avenue at the Lincoln Memorial
Washington, DC
202.426.6841

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

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

Metro: Blue/Orange Lines, Foggy Bottom

Lincoln Memorial

West Potomac Park at 23rd Street NW
Washington, DC
202.426.6841

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

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

Metro: Blue/Orange Lines, Foggy Bottom

Martin Luther King Jr. Memorial

1964 Independence Ave SW
Washington, DC 20024

<http://www.nps.gov/mlkm/index.htm>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Mary Mcleod Bethune Council House National Historic Site

1318 Vermont Avenue, NW
Washington, DC 20005
202.673.2402

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

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

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

National Aquarium in Baltimore, Maryland

Pier 3, 501 East Pratt Street
Baltimore, MD 21202
410.576.3800

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

Admission: Admission is charged.

Comments: The lightship Chesapeake is docked nearby.

National Mall

Washington, DC

<http://www.nps.gov/nr/travel/wash/dc70.htm>

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

National World War II Memorial

17th Street between Constitution and
Independence Avenues
Washington, DC
202.426.6841

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

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

Metro: Blue/Orange Lines, Smithsonian

National Zoo

3001 Connecticut Avenue, NW
Washington, DC 20008
202.633.4800 General Information Recording
202.633.4111 Zoo Park Police (In stormy weather, call here
to see if the zoo is open.)

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

Admission: Free, but there is a charge for parking.

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

Bus: L1 and L2 buses at the Connecticut Avenue entrance;
H2 and H4 buses at Harvard Street.

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

Rock Creek Park

3545 Williamsburg Lane, NW
Washington, DC 20008
202.895.6070

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

Admission: Free

Comments: Established in 1890, Rock Creek Park offers
29 miles of hiking trails, 11 miles of bridle trails, tennis
courts, athletic fields, and dozens of picnic areas. Rock
Creek Horse Centre on Glover Road offers horse rentals
and riding instruction. There is an 18-hole golf course
with golf cart and club rental at 16th and Rittenhouse

Streets. Reservations are required for the tennis courts.
The Rock Creek Nature Center gives guided nature walks
daily and has nature exhibits and planetarium shows.
Demonstrations at Pierce Mill illustrate the working of a
19th century gristmill. Tours are given of the Old Stone
House, the oldest dwelling in Washington.

Sewall-Belmont House National Historic Site

144 Constitution Avenue, NE
Washington, DC 20002
202.546.1210

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

Admission: Free

Metro: Red Line, Union Station

Shenandoah National Park, Virginia

80 miles southwest of Washington via I-66 and US 340 or
via I-66 and US 211
540.999.3500

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

Admission: Admission is charged.

Comments: Skyline Drive threads for 105 miles through
the Blue Ridge Mountains. The park has campgrounds,
mountain cottages, lodges, fishing, horse rentals, picnic
spots, 94 miles of the Appalachian Trail, and 200 miles of
park trails.

Theodore Roosevelt Island

Washington, DC
703.289.2500

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

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

Metro: Blue/Orange Lines, Rosslyn

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

Thomas Jefferson Memorial

Tidal Basin, South End 15th Street, SW
Washington, DC
202.426.6841

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

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

Metro: Blue/Orange Lines, Smithsonian

United States Capitol

Capitol Hill, east end of the National Mall

<http://www.aoc.gov/cc/capitol/index.cfm>

Admission: Free, but the Capitol is open for public tours only and a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.

Metro: Red Line, Union Station

Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.

Metro: Blue/Orange Lines, Smithsonian

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

United States Navy Memorial

701 Pennsylvania Avenue NW

Washington, DC 20004

202.737.2300

<http://www.navymemorial.org>

Admission: Free

Metro: Green/Yellow Lines, Archives

Vietnam Veterans Memorial

Constitution Avenue & Henry Bacon Drive, NW

Washington, DC 20001

202.426.6841

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

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

Metro: Blue/Orange Lines, Foggy Bottom

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

Washington Monument

Constitution Avenue at 15th Street NW

Washington, DC 20001

(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)

202.426.6841

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

Admission: Free, but a ticket is required. 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>.

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

Metro: Blue/Orange Lines, Smithsonian

Comments: an elevator takes visitors to the 500-foot level. Return is by elevator as well. If you wish to walk down, you must make arrangements beforehand with the staff.

White House

1600 Pennsylvania Avenue NW

Washington, DC 20005

202.456.7041

<http://www.whitehouse.gov>

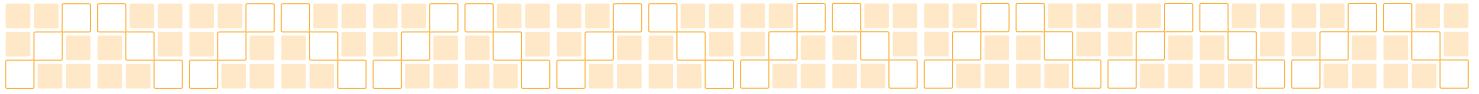
Admission: Free. Tours of the White House Executive Residence are available for groups of ten or more. Requests must be submitted to your Member of Congress. Visit <http://www.whitehouse.gov/about/tours-and-events> or call the number above for updates.

Metro: Blue/Orange Lines, Federal Triangle; Blue/Orange/Red Lines, Metro Center

ACKNOWLEDGEMENTS

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CALENDAR OF EVENTS



JUNE

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1 9:00 am-3:30 pm <i>The Cloister/Building 60</i> Science Skills Boot Camp 10:00-11:30 am <i>Building 1/Wilson Hall</i> Summer Orientation	2
3	4	5	6	7	8 10:00-11:30 am <i>Building 1/Wilson Hall</i> Summer Orientation	9
10	11	12	13	14	15 10:00-11:30 am <i>Building 1/Wilson Hall</i> Summer Orientation	16
17	18 1:00-2:30 pm <i>Building 50/Room 1227</i> Choosing and Applying to Graduate School and a Graduate program	19 11:30 am-1:00 pm <i>Building 50/Room 1227</i> Reading A Scientific Paper	20 3:00-4:30 pm <i>Building 50/Room 1227</i> Preparing for the MCAT	21 1:00-2:30 pm <i>Building 50/Room 1227</i> Preparing for the GRE	22 9:00 am-3:30 pm <i>The Cloister/Building 60</i> Science Skills Boot Camp 10:00 am-12:00 Noon <i>Building 1/Wilson Hall</i> Summer Orientation	23
24	25 3:00-4:30 pm <i>Lipsett Amphitheater</i> Creating and Presenting Dynamic Posters	26 3:00-5:00 pm <i>Building 50/Room 1227</i> Coming Back to the NIH	27 3:00-4:30pm <i>Building 50/Room 1227</i> Choosing and Applying to Medical School	28 9:30-11:00 am <i>Lipsett Amphitheater</i> Writing Personal Statements for Graduate School	29 10:00-11:30 am <i>Building 40/Room 1201</i> Summer Orientation	30

Note: Calendar events listed here represent only those events on the Bethesda campus. For events on other campuses, please check "Upcoming Events" on our website <http://www.training.nih.gov>

JULY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 12:00-1:00 pm <i>Lipsett Amphitheater</i> Summer Lecture Series	3	4	5	6	7
8	9 4:00 pm <i>Front of Bldg. 1</i> Popsicles on the lawn	10 3:00-5:00 pm <i>Natcher Balcony A</i> Planning for Career Satisfaction and Success	11 12:00-1:30 pm <i>Lipsett Amphitheater</i> Writing Personal Statements for Professional School	12 12:00-1:30 pm <i>Building 50/Room 1227</i> Careers in Medicine	13	14
15	16 12:00-1:00 pm <i>Lipsett Amphitheater</i> Summer Lecture Series	17 1:00-2:30 pm <i>Lipsett Amphitheater</i> Making the Most of College (college students) 2:30-4:00 pm (high school students)	18 3:00-4:30 pm <i>Building 50/Room 1227</i> Talking Science	19	20 9:00 am-3:00 pm <i>Natcher Conference Center</i> Graduate and Professional School Fair	21
22	23 12:00-1:00 pm <i>Lipsett Amphitheater</i> Summer Lecture Series	24 3:00-4:30 pm <i>Building 50/Room 1328</i> Writing Your Thesis Proposal	25	26 1:00-2:30 pm <i>Building 50/Room 1328</i> Success in Graduate School (for entering grad students) 2:30-4:00 pm (for current grad students)	27	28
29	30	31 9:30-11:00 am <i>Building 50/Room 1227</i> Poster Preview				

AUGUST

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1	2	3	4
5	6	7	8	9 9:00 am-3:30 pm <i>Natcher Conference Center</i> Summer Poster Day	10	11

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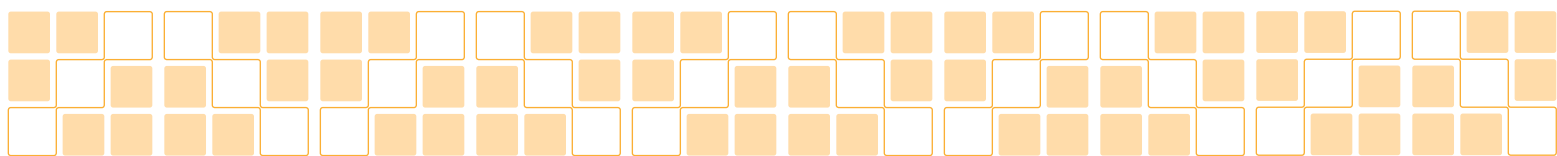


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