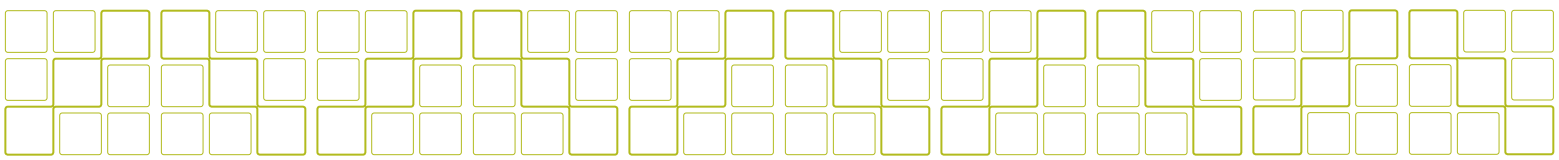




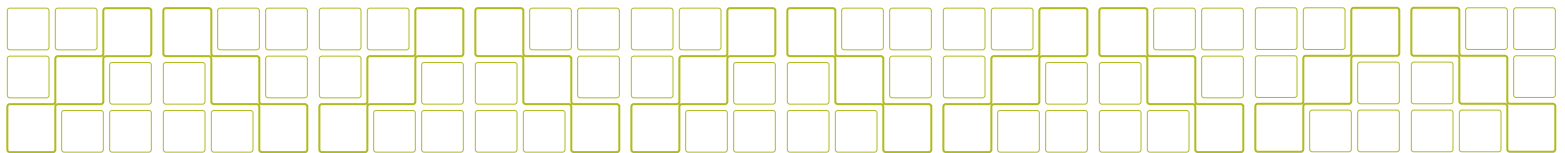
# NIH POSTDOC HANDBOOK



*build your career, shape the future*



# NIH POSTDOC HANDBOOK





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

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

Dear Postdoctoral Trainee:

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

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

To succeed as a postdoc, you must perform important, innovative, and increasingly independent research. You must develop a broad and critical view of science and learn to solve problems creatively, using a variety of technologies and approaches. However, research skills alone will not take you far. In the twenty-first century, successful scientists will need strong communication skills; they must be able to teach, in the lab and perhaps in the classroom; they must collaborate effectively, often working in large multinational research groups; and they must function well both as leaders and managers. The time to develop these skills is now.

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

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

Sincerely,

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

Lori M. Conlan, PhD  
Director, Office of Postdoctoral Services

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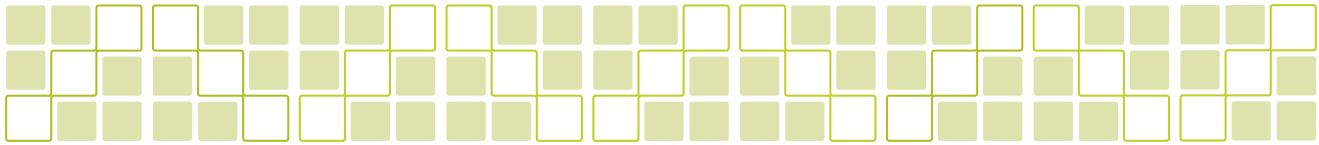
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# INTRODUCTION TO THE NATIONAL INSTITUTES OF HEALTH



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

The goals of the NIH are to

- drive fundamental discoveries, innovative research strategies, and their applications as a basis to advance the Nation's capacity to protect and improve health.
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research.
- promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

In realizing these goals, the NIH provides leadership and direction to programs designed to improve the health of the Nation by conducting and supporting research in the

- causes, diagnosis, prevention, and cure of human diseases.
- processes of human growth and development.
- biological effects of environmental contaminants.
- understanding of mental, addictive, and physical disorders.
- collection, dissemination, and exchange of information in medicine and health.

## INSTITUTES AND CENTERS (ICS) OF THE NIH

The NIH is one of the eight agencies of the Public Health Service (along with the Food and Drug Administration and the Centers for Disease Control and Prevention) and is part of the U.S. Department of Health and Human Services (DHHS). The NIH is composed of 27 separate Institutes and Centers (ICs) plus the Office of the Director. Each IC has its own mission of supporting biomedical research and training, in the intramural (here at the NIH) and/or extramural (at universities and research institutes worldwide) research communities. The ICs shown in bold type below participate in the Intramural Research Program.

**CC** NIH Clinical Center

**CIT** Center for Information Technology

CSR Center for Scientific Review

FIC John E. Fogarty International Center

**NCATS** National Center for Advancing Translational Sciences

NCCAM National Center for Complementary and Alternative Medicine

**NCI** National Cancer Institute

**NEI** National Eye Institute

**NHGRI** National Human Genome Research Institute

**NHLBI** National Heart, Lung, and Blood Institute

**NIA** National Institute on Aging

**NIAAA** National Institute on Alcohol Abuse and Alcoholism

**NIAID** National Institute of Allergy and Infectious Diseases

<b>NIAMS</b>	<b>National Institute of Arthritis and Musculoskeletal and Skin Diseases</b>
<b>NIBIB</b>	<b>National Institute of Biomedical Imaging and Bioengineering</b>
<b>NICHD</b>	<i>Eunice Kennedy Shriver</i> <b>National Institute of Child Health and Human Development</b>
<b>NIDA</b>	<b>National Institute on Drug Abuse</b>
<b>NIDCD</b>	<b>National Institute on Deafness and Other Communication Disorders</b>
<b>NIDCR</b>	<b>National Institute of Dental and Craniofacial Research</b>
<b>NIDDK</b>	<b>National Institute of Diabetes and Digestive and Kidney Diseases</b>
<b>NIEHS</b>	<b>National Institute of Environmental Health Sciences</b>
<b>NIGMS</b>	National Institute of General Medical Sciences
<b>NIMH</b>	<b>National Institute of Mental Health</b>
<b>NIMHD</b>	<b>National Institute on Minority Health and Health Disparities</b>
<b>NINDS</b>	<b>National Institute of Neurological Disorders and Stroke</b>
<b>NINR</b>	<b>National Institute of Nursing Research</b>
<b>NLM</b>	<b>National Library of Medicine</b>
<b>OD</b>	<b>Office of the Director</b>

## ACRONYMS

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

<b>ACUC</b>	Animal Care and Use Committee
<b>AO</b>	Administrative Officer
<b>CAN</b>	Common Accounting Number
<b>CIT</b>	Center for Information Technology
<b>CRTA</b>	Cancer Research Training Award

<b>CV</b>	Curriculum Vitae
<b>DDIR</b>	Deputy Director for Intramural Research
<b>DHHS</b>	Department of Health and Human Services
<b>EAP</b>	Employee Assistance Program
<b>EEO</b>	Equal Employment Opportunity
<b>FAES</b>	Foundation for Advanced Education in the Sciences
<b>FNIH</b>	Foundation for NIH
<b>FTE</b>	Full-Time Equivalent
<b>FY</b>	Fiscal Year
<b>IC</b>	Institute/Center
<b>IRTA</b>	Intramural Research Training Award
<b>NED</b>	NIH Enterprise Directory
<b>NRC</b>	National Research Council
<b>NSF</b>	National Science Foundation
<b>OEODM</b>	Office of Equal Opportunity and Diversity Management
<b>OHR</b>	Office of Human Resources
<b>OHSR</b>	Office of Human Subjects Research
<b>OIR</b>	Office of Intramural Research, OD, NIH
<b>OITE</b>	Office of Intramural Training & Education
<b>OMS</b>	Occupational Medical Service
<b>OPM</b>	Office of Personnel Management
<b>ORS</b>	Office of Research Services
<b>ORWH</b>	Office of Research on Women's Health
<b>PI</b>	Principal Investigator
<b>SD</b>	Scientific Director
<b>SEEP</b>	Student Educational Employment Program
<b>VF</b>	Visiting Fellow
<b>WALS</b>	Wednesday Afternoon Lecture Series

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

## UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (e.g., School of Medicine, School of Public Health) that are subdivided into departments and units. The NIH consists of Institutes and Centers (ICs), not unlike the schools/colleges found in many academic institutions. All NIH Principal Investigators have a primary appointment in one IC; this IC provides space, funding, and administrative support for the lab and is the “intellectual home” for all personnel in the lab. Like faculty at universities, NIH PIs can have adjunct/joint appointments in other ICs. In addition, mechanisms to facilitate interaction across ICs, such as the Scientific Interest Groups, have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

Most IC intramural programs are organized into Laboratories and Branches. Originally the distinction was that Branches had at least one clinical investigator, while Labs contained only basic scientists—this distinction has somewhat fallen by the wayside. Labs and Branches are headed by Lab/Branch Chiefs (who also run their own research groups) and consist of two or more sections (headed by other tenured Senior Investigators) and possibly one or more units (headed by Tenure-track Investigators). Both Senior Investigators and Tenure-track Investigators are referred to as Principal Investigators or PIs. Large Labs and Branches may include 10 to 12 PIs, but in general a Lab or Branch consists of four to eight PIs. Each PI is responsible for a group of postbacs, graduate students, postdocs, technicians, staff scientists, staff clinicians, clinical nurses and administrative support personnel. You should make an effort to meet the trainees, administrators, and other scientists in your Lab/Branch and in your IC; they can be important resources. [In the discussion above, please note the distinction between a Lab (upper case “L”), which is overseen by a Lab Chief and includes multiple PIs, and a lab (lower case “l”), which is the responsibility of a single PI.]

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



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

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

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

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

## WHO CONDUCTS RESEARCH AT THE NIH?

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

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

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

**CLINICAL FELLOWS:** Clinical Fellows are individuals who hold a professional doctoral degree (e.g., MD or DDS), have recently completed their internships and residencies, and are at the NIH both to provide clinical services and to conduct research. The NIH hosts about 300 Clinical Fellows at any one time.

**POSTDOCTORAL FELLOWS:** About 3,200 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called Postdoctoral IRTAs (CRTAs if they are working in the NCI) if they are U.S. citizens or permanent residents and Visiting Fellows if they are citizens of another nation. Individuals can spend no more than 5 years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted either to a permanent position or to Research Fellow, a move that allows them to remain for up to an additional 3 years.

**GRADUATE STUDENTS:** The NIH is the research home of more than 500 graduate students. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at the NIH.

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

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

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

# OITE: THE OFFICE OF INTRAMURAL TRAINING & EDUCATION



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

Research should be your highest priority while you are at the NIH; OITE aims to ensure that you also take part in relevant career development activities, learn all you can from the scientific staff at the NIH and your fellow trainees, and benefit from the vibrant cultural environment in the area. In addition, OITE staff members are available to help you resolve any problems that might arise during your time at the NIH. OITE programs complement the training activities of the NIH Institutes and Centers (ICs). We work closely with FelCom, the NIH Fellow Committee, the Graduate Student Council and the Postbac committee to develop programs for trainees at all levels of their career.

Specifically, we encourage you to

- take part in orientation sessions when you arrive at the NIH to make certain you get off to a good start;
- make certain that you are included on the official OITE mailing list OITE-POSTDOCS;
- subscribe to one or more voluntary electronic mailing lists to keep aware of ongoing activities and job opportunities;
- visit the OITE Web site, <http://www.training.nih.gov>, regularly to check for new workshops and courses; remember, if you cannot attend a workshop, you will find video- and pod-casts of many of them on the OITE Web site at [https://www.training.nih.gov/oite\\_videocasts](https://www.training.nih.gov/oite_videocasts);
- create an "NIH Trainee/Fellow" account for yourself (<http://go.usa.gov/GDk>) on the OITE Web site so that you can register for events with a single click of your mouse, make appointments with career counselors, and access the Alumni Database;

- visit the Postdoc Compiled page, <https://www.training.nih.gov/compiledpostdocs>, weekly to see events and news especially relevant to you;
- attend some of the many scientific seminars, lectures, and lecture series offered at the NIH (Note: There are a large number of events. You cannot possibly attend them all. Attend those that seem most appropriate or exciting);
- participate in at least one Scientific Interest Group;
- join the Fellows Committee (FelCom) or a trainee group in your IC and implement activities for trainees;
- compete for travel funds in the annual Fellows Award for Research Excellence (FARE) competition if you are eligible and share your research with the NIH community at the NIH Research Festival;
- take part in career and professional development workshops;
- visit our Career Services Center for assistance with refining your career goals and successfully navigating the next step in your career or education;
- create a LinkedIn account and join the NIH Intramural Science Group to network and share ideas;
- follow OITE on Twitter [http://twitter.com/NIH\\_OITE](http://twitter.com/NIH_OITE);
- visit the OITE Careers Blog, <http://oitecareersblog.wordpress.com>;
- check out the OITE Career Library; and
- explore and contribute to the community around you.

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

## THE OITE WEB SITE

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

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

## OITE ORIENTATION FOR GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

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

## THE OITE CAREER SERVICES CENTER

It is never too soon to begin thinking about your long-term goals and future career plans, wherever you may ultimately like to go. The OITE Career Services Center was established in 2007 to serve all of the trainees in the NIH intramural community. Our goal is to ensure that NIH trainees are aware of the many jobs available, both at and away from the bench, and to provide the resources to help them identify good personal options. Our career counselors run workshops, lead small group discussions, and schedule individual appointments open to all trainees at the NIH. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- career counselors, who can assist you with analyzing your strengths, weaknesses, and values; help you write resumes and CVs; provide information on career options; and coach you through the job search process; and
- counselors who can aid you in developing a more assertive presence, dealing with interpersonal conflicts that might arise in the lab, managing time and/or stress, and more personal issues.

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

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. The Scientific Library on the Frederick campus also has a career development section. The Baltimore campus has a dedicated Career Library. The NIEHS campus has virtual resources available on the NIEHS Intranet and books available in the NIEHS library.

## THE OITE CAREERS BLOG

<http://oitecareersblog.wordpress.com>

The OITE Careers Blog was established by the Career Services Center

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

## WHO'S WHO IN THE OITE

The OITE encompasses several biomedical research training programs: the Postbaccalaureate and Summer Research Program (PSRP), the Graduate Partnerships Program (GPP), and the Office of Postdoctoral Services (OPS). You will likely interact primarily with staff in the office that relates to your particular appointment. However, there is significant overlap between the offices and we hope you will get to know all of the staff in the OITE.

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# ENSURING A SUCCESSFUL RESEARCH EXPERIENCE



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

Publishing is your responsibility. Discuss this issue in advance with your supervisor. (NOTE: In this handbook we use the terms “supervisor”, “mentor”, and “principal investigator” or “PI” interchangeably.) Remember that the NIH offers researchers the opportunity to perform “high risk, high reward” research. Such projects might fundamentally change the way we think about your discipline. However, they also have the potential to fail completely. You cannot afford to focus all your energies on one such project. Perhaps you can work on multiple projects to increase the chances of success. Perhaps you can develop collaborations. Perhaps you can write one or more review articles with your supervisor and/or others in the group.

Your experience at the NIH should be devoted to learning new techniques, mastering new experimental systems, and enhancing your ability to carry out independent research. This is also the time to acquire the professional skills you will need to succeed in your career, whether that career is spent in the lab or outside it. Your stay at the NIH will be brief. Whether you are here as a postdoctoral or clinical or research fellow, you are limited to by the rules that govern the length of your specific appointment. To make the most of your time with us you need to begin thinking about your career and what steps you will need to take to further it as soon as you set foot on your NIH campus. The paragraphs

that follow offer suggestions as to how to go about preparing for your next career moves. It is important to remember that you are the individual most responsible for, and most interested in, your career. You will need to take the steps and find the resources required for your ultimate success.

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

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



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

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

Mentors can assist you with another activity that is required for success in science: networking. You should be networking all the time! When you attend a seminar, do not sit by yourself. Sit next to someone; better yet, choose a seat between two people and then talk to your neighbors. Seek out networking opportunities: FelCom (see below) social events, Institute retreats, all-hands meetings, scientific interest groups, gatherings of all kinds. And when you attend such events, talk to as many individuals as you can. Recognize that meetings of your professional societies are networking opportunities par excellence. Poster sessions provide the perfect opportunity to meet people. Your science will allow you to introduce yourself to even the most well-known investigators. Your network is going to bring the perfect job to your attention. In addition, its members are going to speak well of you to their networks, they are going to recommend you to potential collaborators, and you are going to do the same for them.

Leadership is another skill that all trainees should seek to develop. One of the best ways to do this is to participate actively in the NIH Fellows Committee (FelCom). FelCom serves as the voice of the postdocs at NIH. Felcom will be discussed in greater detail later in this handbook.

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

## IF PROBLEMS ARISE

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

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

Some reasons to immediately contact the training director in your IC, or Drs. Milgram or Sokolove in the OITE, include issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources, such as the Employee Assistance Program (<http://go.usa.gov/Yg33>) and the Office of the Ombudsman (<http://ombudsman.nih.gov>), that can be of help.

# BUILDING SUCCESS OUTSIDE THE LAB: CAREER DEVELOPMENT OPPORTUNITIES



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

## COMMUNICATION SKILLS

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

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

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

## CREATING AND PRESENTING DYNAMIC POSTERS

**TALKING SCIENCE:** Designing and Delivering Successful Oral Presentations

## TEACHING SKILLS

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

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

## CAREER ADVANCEMENT TOOLKIT (CAT TRACKS)

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

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

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

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

## DIVERSITY IN A MULTICULTURAL SOCIETY

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

## LEADERSHIP DEVELOPMENT PROGRAM

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

## MANAGEMENT TRAINING

The OITE has developed an intensive course, Management Boot Camp, to provide advanced postdocs and fellows an overview of common management concepts. The material will be applicable to all sectors (academics, industry, non-profits, government, etc.). Topics include managing yourself, staffing your group, interpersonal communication, managing expectations, diversity, and team dynamics. Management Training will complement the Workplace Dynamics leadership development program, with the former providing tools that facilitate supervision while the latter focuses on understanding and using authority. The course requires a commitment of two full days. Travel awards are available for trainees from outside the Bethesda area.

## MENTOR TRAINING

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

## CAREER SYMPOSIUM

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

## GRANT-WRITING OPPORTUNITIES

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

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

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

## NIH TRAINING CENTER

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

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

# UPON YOUR ARRIVAL



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

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

## NIH ENTERPRISE DIRECTORY (NED) AND NIH ID BADGES

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

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

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

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

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

## SECURITY CLEARANCE

The main NIH campus in Bethesda, MD, is surrounded by a perimeter fence designed to keep the campus safe and secure. Individuals wishing to enter must either present an NIH ID badge or be checked in each day as Visitors. Trainees who will be at the NIH for more than six months must undergo a security investigation that includes fingerprinting prior to issuance of their NIH ID badges. The Division of Personnel Security and Access Control (DPSAC) is the principal component within NIH responsible for managing access onto campus.

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

## NIH E-MAIL ACCOUNTS

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

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

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

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

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

## SETTING UP YOUR COMPUTER AND WORK STATION

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

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

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

User Name: OD\Sectraining

Password: Thu4\$day (typed exactly as shown)

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

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

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

## TRANSPORTATION AND PARKING

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

You can commute to the NIH in several ways.

### TRANSHARE

Transhare is a Federal system designed to increase the use of public transportation. Individuals who live in the National Capital Region and agree to use mass transport to the NIH are eligible for up to \$125 per month to cover the actual cost of the commute. Complete information on the program can be found at <http://www.ors.od.nih.gov/pes/dats/transportation/Pages/transhare.aspx>

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

To apply for the NIH Transshare Program, you must fill out a "NIH Transshare Program Application" form in the employee Transportation Services Office (eTSO), commonly known as the NIH Parking Office (Building 31, Room B3B04). The form has a commuting cost declaration process to assist you in calculating your monthly Transshare benefit. Misrepresentation on your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services uses the WMATA (Metro) Trip Planner found at <http://wmata.com/index.cfm>. If you own a SmarTrip card, simply provide your card number; the card number will become your Transshare benefit account and monthly subsidies will be deposited directly into this account. If you plan on using Smart-Benefits, you must purchase a SmarTrip card from a Metro station AND register it online at <http://www.smartrip.com> before applying for the NIH Transshare Program.

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

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

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

## PARKING

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

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

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

Off-campus employee permits are issued to trainees who work at a site other than the main campus in Bethesda. This permit is the same as a General Parking Permit and will allow you to park on the Bethesda campus when you visit. Trainings on all campuses besides Bethesda should contact their AO for information on obtaining parking passes.

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

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

## SHUTTLES

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

## BICYCLING

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

## GETTING A DRIVER'S LICENSE

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

## FAES HEALTH INSURANCE PROGRAMS

[http://faes.org/health\\_insurance](http://faes.org/health_insurance)  
<https://member.carefirst.com/wps/portal/Member/MemberHome>

The health insurance offered to NIH trainees (IRTAs, CRTAs, and VFs, but not Clinical/Research Fellows; as explained on page 21, Clinical and Research Fellows are employees) by FAES is a CareFirst Blue Cross/Blue Shield Preferred Provider Organization (PPO) policy. Individuals carrying the insurance can select their own physicians and generally will not need a referral to visit a specialist. However, your costs will be lower if you select a physician who is a member of the preferred provider network. You will want to check the list of CareFirst preferred providers when selecting a doctor. A voluntary dental insurance policy offered by Cigna, for which you will pay the premiums, is also available.

All NIH trainees must carry health insurance. You may continue on a policy you already have or enroll in the program offered by FAES. If you elect FAES health insurance, you have 30 days from the date of your entry on duty at the NIH to sign up. Your health insurance coverage will begin on the date you complete the required paperwork and submit it to the FAES. The FAES office is located in Building 10, Room BTC18. You should receive an insurance card and a description of your coverage from CareFirst.

**IMPORTANT NOTE:** Your health insurance and dental insurance must both be renewed annually. Filing the appropriate renewal paperwork is your responsibility. Health insurance expires one year from the date on which you enroll; dental insurance expires at the end of the calendar year and can be renewed during open enrollment season in November. **NOTE:** Dental insurance is not provided by FAES. It can be purchased by fellows through FAES annually.

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

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

## PREPLACEMENT MEDICAL EVALUATION

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

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



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

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

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

## ONLINE ORIENTATION

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

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

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

## REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

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

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

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

## LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities. The Division of Occupational Health and Safety offers several required laboratory safety courses that trainees must complete. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials.

### INTRODUCTION TO LABORATORY SAFETY COMPUTER-BASED TRAINING COURSE

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

## LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based Introduction to Laboratory Safety, new trainees who are older than 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.

The schedule for Laboratory Safety at the NIH can be found at <http://www.safetytraining.nih.gov/>. NOTE: Credit for attendance will not be given to late arrivals. Individuals who arrive late will be asked to reschedule.

## LABORATORY SAFETY REFRESHER COURSE

All returning trainees must complete a 1-hour mandatory computer-based Laboratory Safety Refresher Course that provides updates on safety procedures and policies that govern laboratory safety at the NIH. The refresher course should be completed online at <http://www.safetytraining.nih.gov>.

## BLOODBORNE PATHOGEN TRAINING

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

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

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

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

## BLOODBORNE PATHOGEN REFRESHER COURSE

This Web course provides annual refresher training for research laboratory personnel who may potentially be exposed to bloodborne pathogens in their work in the research laboratory and have previously attended Working Safely with HIV and Other Bloodborne Pathogens. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. Trainees who have completed the NIH Working Safely with HIV and Other Bloodborne Pathogens course within the last 3 years can complete the refresher course instead of attending a classroom bloodborne pathogen course. Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens.

To register for these laboratory safety courses, utilize the online registration program available at <http://www.safetytraining.nih.gov/>. If unable to register online, print out the fax registration form located at the Web site and return the completed form as directed.

## RADIATION SAFETY

### RADIATION SAFETY IN THE LAB COURSE

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

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

### **RADIATION SAFETY ORIENTATION**

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

### **ANIMAL CARE AND USE**

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free to participants and fulfill federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may register online at <http://oacu.od.nih.gov/training/> or by calling the OACU at 301-496-5424.

### **USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS**

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

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

### **WORKING SAFELY WITH NONHUMAN PRIMATES**

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

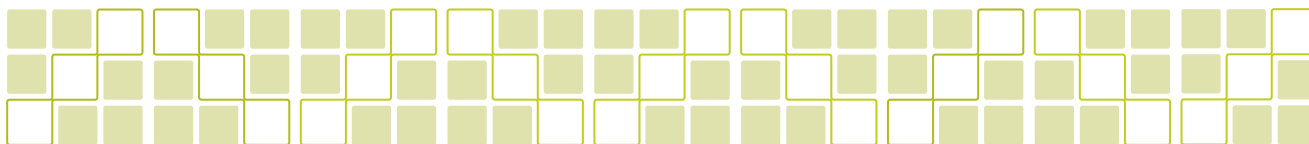
### **HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS**

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

Workshop dates will be posted on the OACU Web site. You can start registering a month in advance, but note that the registration closes 1 week before the scheduled start date of each workshop. The workshop dates are available on the OACU training Web site under "optional courses": <http://oacu.od.nih.gov/training/hands-on2.htm>.

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

# FINANCIAL MATTERS



## BANKING

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

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

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

## GETTING PAID

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

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

	IRTA/CRTA	VF	Research Fellow/Clinical Fellow
<b>Status</b>	<b>trainee</b>	<b>trainee</b>	<b>employee</b>
Income Tax Withheld	no	depends on tax treaty	yes <sup>1</sup>
Subject to FICA <sup>2</sup> Taxes	no	no	yes <sup>3</sup>
Eligible for Retirement Benefits	no	no	yes <sup>4</sup>
Eligible for Educational Loan Deferments	yes	no	yes
Eligible for Loan Repayment	no	no	yes
Eligible for Child Care Subsidy <sup>5</sup>	no	no	yes
Paid Maternity Leave (8-weeks)	yes	yes	no
Eligible for AAAS Policy Fellowships	yes	no	no
Health Insurance	FAES	FAES	federal employee health insurance
Accrual of Annual/Sick Leave	no	no	yes
Annual Leave Available	2-3-weeks <sup>6</sup>	2-3-weeks <sup>6</sup>	13 business days <sup>7</sup>
Appointment Limit	5 years	5 years	subject to the 5 year/8 year rule

1 Some foreign FTEs may be treaty eligible and exempt from Income Taxes.(see below)

2 Social Security and Medicaid/Medicare – 7.65 percent deduction

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

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

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

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

7 Based on 1-3 years of government service

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

Federal Employees are paid every 2 weeks. Each employee has access to the Federal MyPay system (<https://mypay.dfas.mil/mypay.aspx>) using a login ID and a password. The employee can view Leave-and-Earnings Statements (LES) in this system. These statements provide information on biweekly and year-to-date gross pay, net pay, and deductions (for retirement contributions, contributions to the Combined

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

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

## PAYING TAXES ON YOUR NIH INCOME

### If you are paid as an IRTA/CRTA,

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

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

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

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

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

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

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

### If you are appointed as a research or clinical Fellow, you are an NIH employee,

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

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

Regardless of your appointment mechanism, you should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635. It is best to inform them of address changes before you leave the NIH.

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

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

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

## EDUCATIONAL LOAN DEFERMENTS

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the following documents to the second floor of Building 2. Individuals at other locations may submit the documents to Sarah Kozlowski ([kozlowskisa@mail.nih.gov](mailto:kozlowskisa@mail.nih.gov)) as PDF files.

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

(2) A short memo from your supervisor (on NIH letterhead) verifying the beginning and end dates of the one-year period for which you are requesting a deferment and the program in which you are participating, and describing, in brief, the research in which you are involved.

The Office of Intramural Training & Education will certify your participation in the appropriate training program for a twelve-month period and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution. Loan deferment paperwork must be filed annually. When your loan deferment forms have been signed and submitted to the lender(s), you will receive an e-mail containing PDF copies of the document(s). Please keep this information for your records.

Questions: 301-496-2427. NOTE: You can find a detailed checklist outlining the loan deferment process at [https://www.training.nih.gov/assets/Loan\\_Deferment\\_Checklist.pdf](https://www.training.nih.gov/assets/Loan_Deferment_Checklist.pdf).

## NIH LOAN REPAYMENT PROGRAMS

If you are an employee (a Research or Clinical Fellow) in the NIH Intramural Research Program, in exchange for a 2-year (for Clinical and AIDS Research) or 3-year (for General Research) commitment to your research career at the NIH, the NIH Intramural Loan Repayment Program (ILRP) will repay up to \$35,000 per year of your qualified educational debt. To qualify you must be a U.S. citizen, national, or permanent resident; hold a doctoral degree or other approved clinical degree; have educational debt equivalent to at least 20 percent of your base salary; and contribute 100% level of effort toward the research process. There are four targeted ILRPs: (1) the AIDS Research ILRP, which is designed to attract highly qualified physicians, nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from Disadvantaged Backgrounds, which focuses on highly qualified physicians, nurses, and scientists from disadvantaged backgrounds; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, a pilot initiative currently available to fellows employed by NIH in subspecialty and residency training programs accredited by ACGME. [http://www.lrp.nih.gov/about\\_the\\_programs/intramural/NIH\\_employee\\_researchers.aspx](http://www.lrp.nih.gov/about_the_programs/intramural/NIH_employee_researchers.aspx)

Loan repayment is also available for individuals working at nonprofit institutions outside the NIH. This extramural loan repayment is more limited in scope, applying only to individuals involved in clinical, pediatric, health disparities, and contraception and infertility research and to clinical researchers from disadvantaged backgrounds. Also, successful applicants must engage in qualified research that represents a 50 percent level of effort and consumes an average of at least 20 hours per week. For more information please visit the LRP Web site, <http://www.lrp.nih.gov>.

# SECURITY INFORMATION



## SECURITY

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

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

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

## AlertNIH

AlertNIH gives NIH the ability to broadcast messages to all employees, or selected audiences, more efficiently than mass communication methods already in place. Alerts can be received by voice or text devices. AlertNIH is administered by the ORS Division of Emergency Preparedness and Coordination (DEPC). For more information, call 301-496-1985. Or see <http://www.ors.od.nih.gov/ser/alert/Pages/default.aspx>.

## EMERGENCY PHONE NUMBERS

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

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

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

## STATUS ALERTS:

### SNOW AND WEATHER EMERGENCIES

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

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



# FOLLOWING NIH RULES



## MANUAL CHAPTERS

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

The following Manual Chapters deal specifically with trainee appointments:

- IRTAs:  
<http://oma.od.nih.gov/manualchapters/person/2300-320-7/>
- CRTAs:  
<http://intranet.cancer.gov/admin/crta/>
- Visiting Fellows:  
<http://oma.od.nih.gov/manualchapters/person/2300-320-3/>
- Similar information for Research/Clinical Fellows can be found at <http://hr.od.nih.gov/hrguidance/employment/title42.htm>.

## FEDERAL HOLIDAYS

<http://www.opm.gov/oca/worksch/html/holiday.asp>

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

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

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

## AWARDS

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

## OUTSIDE ACTIVITIES

The particular requirements discussed below apply to NIH employees, that is, Research and Clinical Fellows. Other trainees, such as postdoc, postbac and graduate student fellows, should refer to a recent document entitled Guidelines for Non-FTEs (Trainees) for NIH-related Activities, Outside Activities, and Awards, which can be found at <http://sourcebook.od.nih.gov/ethic-conduct/traineeguidelines.htm>. The document discusses activities such as publishing manuscripts, participating in the activities of a professional society, teaching, reviewing fellowship applications, writing grant applications, and job interviews. It will tell you what you can and cannot do. The site also contains a review form that you may need to complete prior to engaging in some activities. In all cases, you should consult with your supervisor prior to initiating such activities. You may also wish to check with your Deputy Ethics Counselor.

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

Approval for an Outside Activity is requested using form HHS-520. NIH-2657 (1/04), Supplemental Information to the HHS-520, is used to provide additional information for certain Outside Activities. It is required for consulting for industry (complete Part B), legal consulting/testimony (complete Part C), and Professional Practice for physicians, nurses, and allied health care professionals (Complete Part D). HHS-511 (1/06) Annual Report of Outside Activity is used to submit a report of all your Outside Activities during the previous calendar year. It is due February 28th each year. You will be notified when it is time to complete and submit the Annual Report. All of these forms and the directions for completing them can be found at <http://ethics.od.nih.gov/forms.htm> - hhs520.

## PUBLICATION AND ABSTRACT CLEARANCE

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

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

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

## TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

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

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

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

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

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

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

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

NIH travel policies and procedures are spelled out in a Manual Chapter at <http://oma.od.nih.gov/manualchapters/management/1500/01.html>. The U.S. General Services Administration Web site, <http://www.gsa.gov/portal/category/100000>, contains a wealth of travel information including per diem rates for locations all over the world, mileage reimbursement rates for the use of personally owned vehicles, and U.S. contract carriers for various city pairs.

## VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

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

Eight weeks of excused absence with pay will be granted to either parent for the birth or adoption of a child or other family health care for IRTA/CRTA and Visiting Fellows. Different rules and regulations govern the amount of leave afforded to research fellows and other FTEs. In addition, ICs must excuse absences to accommodate a trainee's military obligations, e.g., active duty, active duty training, and inactive duty training not to exceed 6 weeks per year with pay.

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

## VACATION AND SICK LEAVE FOR EMPLOYEES

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

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

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

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

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

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

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

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

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

## LIMITS ON THE DURATION OF POSTDOCTORAL APPOINTMENTS

The length of a postdoctoral trainee's stay at the NIH is governed by the 5 Year/8 Year Rule. The general principle is that individuals should not remain at the NIH in temporary positions for an excessively long period. Postdoctoral IRTAs/CRTAs and VFs are appointed for an initial period of 1 to 3 years (processed in 1-year increments). Their traineeships can be renewed in 1- to 2-year increments for a total of 5 years. Postdoctoral training in any NIH IC counts toward this limit; time spent working at the NIH before receipt of the doctoral degree does not nor does time spent as a postdoc outside the NIH..

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

## TERMINATION OF AWARDS TO POSTDOCTORAL FELLOWS

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

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

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

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

For situation (b) above, termination prior to the completion of the appointment period must be based on rigorous documentation of unsatisfactory performance. Furthermore, the fellow should have been notified in writing that his or her performance is unsatisfactory. Such notification must be specific and must outline suggestions for achieving a satisfactory level of performance. The decision to terminate the appointment should be communicated to the fellow approximately 11 to 12 months prior to the termination date where feasible. The decision to terminate the appointment rests with the SD of the IC in which the fellow is appointed, but can be delegated to the fellow's Laboratory/Branch Chief. In the latter instance, the fellow may appeal the contemplated action to the SD. With careful selection procedures, early termination of appointments for unsatisfactory performance should rarely be necessary.

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

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

# PROFESSIONAL DEVELOPMENT



## THE NIH FELLOWS COMMITTEE (FELCOM)

<https://www.training.nih.gov/felcom>

The NIH Fellows Committee (FelCom) represents the interests of the more than 3,200 postdoctoral fellows (including IRTAs/CRTAs, Clinical Fellows, Visiting Fellows, and Research Fellows) at the NIH. It consists of a basic science and a clinical representative from each NIH Institute or Center that has an intramural research program. The GPP is also represented on FelCom. FelCom promotes the education and career development of fellows by sponsoring workshops and seminars, fosters communication among fellows and with the larger NIH community, informs fellows of NIH policies that may affect them, serves as a liaison to the NIH administration, and recognizes outstanding contributions to fellow training.

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

## FELLOWS AWARD FOR RESEARCH EXCELLENCE (FARE)

<https://www.training.nih.gov/felcom/fare>

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

## FELCOM CAREER DEVELOPMENT ACTIVITIES

Both the Career Development Subcommittee and the Job Networking Subcommittee contribute to career development programming for postdocs. The Career Development Subcommittee plans monthly career development events open to all NIH fellows. Past career exploration seminars have dealt with topics such as Project Management, Teaching at Primarily Undergraduate Institutions, and Science Policy Careers. The Job Networking Subcommittee plans and publicizes events that network NIH fellows with hiring organizations. The subcommittee identifies companies that might have positions of interest to NIH postdocs and invites them to visit the NIH campus. Organizations unable to attend the events can post job opportunities on an online repository available to the NIH community year round. Subcommittee members also serve on planning committees for local job fairs to ensure that the needs of NIH fellows are met.

## SERVICE AND OUTREACH SUBCOMMITTEE (SOS)

Service and Outreach Subcommittee (SOS) is to provide an opportunity for NIH fellows to work together with a common mission of giving back to the NIH and greater Washington DC communities. This subcommittee organizes group service activities that members of FelCom and other fellows can volunteer for on a regular basis, with a minimum of six activities per year. The subcommittee also seeks outreach opportunities for fellows to be involved in, such as scientific judging or involvement in high school science clubs, etc. The subcommittee provides information to fellows regarding non-group service activities that may be of interest.

## VISITING FELLOWS SUBCOMMITTEE

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

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

## THE FELLOWS EDITORIAL BOARD (FEB)

<http://ccr.nci.nih.gov/careers/feb/>

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

## GRANTS AND FELLOWSHIPS FOR NIH POSTDOCS

[https://www.training.nih.gov/fellowships\\_at\\_the\\_nih](https://www.training.nih.gov/fellowships_at_the_nih)

### NIH PATHWAY TO INDEPENDENCE (K99/R00) AWARDS

These awards facilitate the transition from a mentored position to research independence. Specifically, they assist individuals of all nationalities, who are conducting post-doctoral research in the United States, with the move to a faculty position at a U.S. institution. The awards provide up to 2 years of support for advanced postdoctoral training plus additional funding (up to a total of 5 years) that can be activated when the award recipient begins a tenure-track faculty position, or the equivalent, at a U.S. institution. For further information, go to [http://grants.nih.gov/archive/grants/new\\_investigators/pathway\\_independence.htm](http://grants.nih.gov/archive/grants/new_investigators/pathway_independence.htm).

### THE PHARMACOLOGY RESEARCH ASSOCIATE (PRAT) PROGRAM

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

### THE NCI CANCER PREVENTION FELLOWSHIP PROGRAM

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

## THE INTRAMURAL AIDS RESEARCH FELLOWSHIP (IARF)

This program is a collaborative effort of the Office of AIDS Research, the Office of Intramural Training & Education, and the Office of Intramural Research, designed to further cross disciplinary research into HIV and AIDS at the NIH. The aim of the program is to recruit graduate students and postdoctoral researchers from all scientific disciplines to the broad field of AIDS research and to provide a funding opportunity for intramural fellows whose work can be directly related to HIV and AIDS. Please visit the IARF Web site, [https://www.training.nih.gov/aids\\_fellowship\\_home](https://www.training.nih.gov/aids_fellowship_home) for more information.

## WEB SITES FOR POSTDOCS

### THE NATIONAL POSTDOCTORAL ASSOCIATION (NPA)

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

As a postdoc at the NIH, you have the option to join the National Postdoctoral Association (NPA) for FREE as an Affiliate member. [https://npamembers.site-ym.com/general/register\\_member\\_type.asp?](https://npamembers.site-ym.com/general/register_member_type.asp?)

### SCIENCE CAREERS

An informational site from *Science Magazine* designed specifically for young scientists, which includes information on career options and career issues: <http://sciencecareers.sciencemag.org/>

### NEW SCIENTIST MAGAZINE

Career service: <http://www.newscientistjobs.com/jobs/default.aspx>

### NATURE MAGAZINE'S JOB SITE

<http://www.nature.com/naturejobs/index.html>

# EDUCATIONAL AND TRAINING OPPORTUNITIES



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

## **AMERICAN RED CROSS FIRST AID, CPR, AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) COURSES** <http://redcrossnca.org/index.php/take-a-class.html>

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

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

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

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

## **CLINICAL CENTER GRAND ROUNDS** <http://clinicalcenter.nih.gov/about/news/grcurrent.html>

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



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

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

Building 60, Suite 230

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

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

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

### FAES BOOKSTORE

<http://faes.org/store>

Building 10, Room B1-L-101

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

### HHS UNIVERSITY

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

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

## NATIONAL LIBRARY OF MEDICINE EXHIBITION PROGRAM

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

301-496-5963

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

### NIH COURSES

#### DEMYSTIFYING MEDICINE

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

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

## **NATIONAL CANCER INSTITUTE— CENTER FOR CANCER RESEARCH COURSES**

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

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

## **NIH CLINICAL CENTER COURSES**

<http://www.cc.nih.gov/training/training.html>

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

## **NIH/DUKE TRAINING PROGRAM IN CLINICAL RESEARCH**

[http://tPCR.mc.duke.edu/modules/flash\\_articles/](http://tPCR.mc.duke.edu/modules/flash_articles/)

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

## **BIOMEDICAL BUSINESS DEVELOPMENT FOR SCIENTISTS**

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

## **FAES BIO-TRAC**

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

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

## **SUMMER GENETICS INSTITUTE**

<http://www.ninr.nih.gov/Training/TrainingOpportunities-Intramural/SummerGeneticsInstitute/>

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

## **NIH LIBRARY**

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

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

The NIH Library provides

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

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

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

## NIH PUBLICATIONS

### THE DDIR'S (DEPUTY DIRECTOR FOR INTRAMURAL RESEARCH'S) WEB BOARD

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

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

### THE NIH CALENDAR OF EVENTS

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

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

### THE NIH CATALYST

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

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

### THE NIH RECORD

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

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

### NIH VIDEOCASTS

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

Rebroadcasts of NIH lectures and conferences.

### THE NIH RESEARCH FESTIVAL

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

The NIH Research Festival, which is held each fall on the Bethesda Campus, features scientific symposia, poster sessions, and a vendor tent show. The Festival showcases the best of NIH science.

### NIH SCIENTIFIC INTEREST GROUPS

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

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

### WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

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

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

# WELLNESS RESOURCES AT THE NIH



## GETTING SUPPORT WHEN YOU NEED IT

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

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

Here are some NIH resources that can help you identify opportunities for interesting experiences outside the lab, exercise, and deal with issues and conflicts that may arise. Information on these resources can be found by selecting the “Under Stress?” button located on the OITE home page <https://www.training.nih.gov>.

## CIVIL

301-402-4845

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

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

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

## FITNESS CENTERS

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

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, Weight Watchers, and personal trainers. For information on the associated cost, see <http://www.recgov.org/fitness/fees.htm>. Centers are located in

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

### **NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Building 31, B2B57

301-496-3164

<http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.aspx>

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

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

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

R&W is an organization designed to provide trainees and employees at NIH with a variety of social, athletic, wellness, educational, and special interest activities. It also focuses on building an NIH sense of community and charitable outreach (see, for example, the R&W camps listed under Volunteering). R&W publishes a monthly newsletter describing services on campus and also offers planned excursions and discounted tickets to various activities and events. Additionally, the Association runs fitness centers and gift shops located throughout campus. To join R&W you must pay an annual membership fee of \$7.00.

### **OCCUPATIONAL MEDICAL SERVICE (OMS)**

Building 10, 6C306

301-496-4411

[http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms\\_main.aspx](http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx)

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

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

Building 31, Room 2B63

301-594-7231

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

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

### **WHAT IF I GET SICK?**

Suburban Hospital is located near the NIH at 8600 Old Georgetown Road in Bethesda. The main hospital number is 301-896-3100. You can reach the PhysicianMatch information and referral service at 301-896-3939 from 8:30 am to 5:00 pm, Monday through Friday.

How you select a physician will depend on your health insurance. If you are covered by the FAES policy, you will want to find a doctor who is part of the CareFirst Preferred Provider Network. If you are covered by an HMO (Health Maintenance Organization) you will need to visit one of its doctors. It is best to figure this out before you need medical attention.

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

### **WHAT IF I NEED HELP?**

[http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/eap\\_contact.aspx](http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/eap_contact.aspx)

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

# ETHICS ISSUES



## RESEARCH CONDUCT

[http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/conduct\\_research\\_6-11-07.pdf](http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/conduct_research_6-11-07.pdf)

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

## REPORTING RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest difference of opinions.

(The DHHS Office of Research Integrity has posted a wealth of information on this subject at <http://ori.dhhs.gov/>.)

The NIH takes research misconduct and allegations of misconduct seriously. Allegations or concerns about research misconduct should be discussed with the NIH Agency Intramural Research Integrity Officer, Dr. Melissa Colbert ([colbertmc@mail.nih.gov](mailto:colbertmc@mail.nih.gov) or 301-496-1248).

## NIH ETHICS OFFICE

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

The NIH Ethics Office offers a full range of ethics services and support to the NIH community, including: providing advice, counseling, and interpretation on the Standards of Ethical Conduct and Conflict of Interest statutes; maintaining an informational ethics Web site, online New Employee Ethics Orientation, and online required annual ethics training;

developing and implementing ethics policy; and providing individual and group training for employees and IC ethics staff. The NIH Ethics Office also serves as the NIH liaison to the DHHS and other Federal agencies.

## DISCRIMINATION IS PROHIBITED

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

## POLITICAL ACTIVITIES

Restrictions on the political activity of NIH employees are described at <http://ethics.od.nih.gov/Topics/politics.htm>.

## STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

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

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

# DIVERSITY



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

## AMERICAN INDIAN/ALASKA NATIVE EMPLOYEE COUNCIL (AIANEC)

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

## ASIAN AND PACIFIC ISLANDER AMERICAN ORGANIZATION (APAO)

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

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

## ASSOCIATION OF INDIANS AT NIH

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

The Association of Indians at NIH aims to provide a resource for integrating Indian newcomers into life in the US at NIH, and in the community, to create a feeling of a home away from home.

## ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

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

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

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

## CHINESE STUDENTS AND SCHOLARS ASSOCIATION AT THE NATIONAL INSTITUTES OF HEALTH

<http://www.cssanih.org/site/>

The Chinese Student and Scholar Association at NIH (CSSA.NIH) takes as its primary mission facilitating communication and interaction among Chinese students, scholars, and local Chinese communities. We believe that our association can help our community balance family life and work. Getting together outdoors helps relieve the stress of work. Being linked to a Chinese community will help our children learn more about their Chinese identity. Having more friends will help us both in our research and the development of our careers. Our CSSA is meant to serve all people interested in the wellbeing of Chinese fellows at the NIH. Your suggestions or comments are welcome. We can be reached at [CSSA.NIH@gmail.com](mailto:CSSA.NIH@gmail.com).

## INTERNATIONAL WOMEN'S GROUP (IWG)

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

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

## NIH BLACK SCIENTISTS AND FRIENDS NETWORK

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

## NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)

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

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

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

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

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



## NIH WOMEN SCIENTIST ADVISORS

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

## OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT (OEODM)

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

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

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

## SALUTARIS

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

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

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

<http://www.sacnas.org>

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

# SCIENTIFIC RESOURCES



## DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

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

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

## DIVISION OF MEDICAL ARTS (DMA)

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

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

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

Services offered include:

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

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

## DIVISION OF RADIATION SERVICES

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

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

## DIVISION OF SCIENTIFIC EQUIPMENT AND INSTRUMENTATION SERVICES (DSEIS)

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

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

## DIVISION OF VETERINARY RESOURCES (DVR)

Office of Research Services

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

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

## NATIONAL CENTER FOR BIOTECHNOLOGY AND INFORMATION

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

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

## OFFICE OF ANIMAL CARE AND USE (OACU)

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

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

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

## OFFICE OF HUMAN SUBJECT RESEARCH (OHSR)

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

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

The OHSR, together with the staffs of the NIH Institutional Review Boards (IRBs), will work with you to fulfill your ethical responsibilities when conducting human research, both in the United States and abroad. They also can help resolve ethical and regulatory issues that may arise throughout the course of your investigation. Keep in mind that no human research can be conducted without getting the approval of either an NIH IRB or of OHSR. Whether you need an IRB's approval, or that of OHSR, will depend on the type of research that you plan to conduct. For information on the procedures for protecting the rights of human subjects, visit <http://oma.od.nih.gov/manualchapters/intramural/3014>.

## OFFICE OF INTRAMURAL RESEARCH (OIR)

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

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

## OFFICE OF NIH HISTORY

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

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

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

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

## OFFICE OF TECHNOLOGY TRANSFER (OTT)

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

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

Specifically, inventions made by any NIH staff member or trainee must be reported using PHS Employee Invention Report (EIR) Form PHS 6364. Inventions can be a new and useful process, machinery, manufacture, or composition of matter, or any new and useful improvement thereof. If the Government chooses not to file a patent on the invention, the rights can either be dedicated to the public or assigned to the Federal employee.

Royalty income is paid to Federal employees following the successful licensing of patents and unpatented biologic materials to private industry. NIH employees can earn up to \$150,000 per year in total royalty income. A Material Transfer Agreement (MTA) is required whenever an NIH employee sends out or receives proprietary materials and/or information, e.g., biologicals, and when no research collaboration is planned. This agreement protects the employee and the Government against improper use of materials and protects materials as confidential. The agreement must be signed by authorized IC personnel.

Patents may be issued as a result of the employee's filing an invention report. Dates are critical in patent law, because public disclosures, i.e., posters, abstracts, talks, or published manuscripts, made prior to filing a patent application with the Patent and Trademark Office may eliminate some of the Government's ability to obtain a patent on an invention. Thus, it is important to file and submit the EIR as soon as practicable. There is no reason to wait until preparation of a scientific paper or an oral/poster presentation is scheduled before an EIR is filed, in fact waiting can hinder your ability to patent.

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

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

# OTHER NIH RESOURCES AND SERVICES



## CAFETERIAS

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

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

## CHILD CARE

<http://go.usa.gov/GZ4>

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

For information on other NIH services for parents, including a child care referral service, see [http://does.ors.od.nih.gov/childcare/wlc\\_services.htm](http://does.ors.od.nih.gov/childcare/wlc_services.htm).

## BACK-UP CARE PROGRAM

<http://backupcare.ors.nih.gov/>

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

## CONVENIENCE STORES (R&W SHOPS)

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

R&W runs several convenience stores/gift shops located throughout the NIH.

- Building 10, Room B1C06, 301-496-1262
- Clinical Research Center, 1-2582, 301-451-7708
- Building 31, Room B1W30, 301-496-2670
- Executive Plaza South, Room 150C, 301-402-4331
- Rockledge I, Room 4202, 301-435-0043

## INTERPRETING SERVICES

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

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

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

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

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

## KEYS AND LOCKS

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

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

## MAIL

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

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

## NOTARIES PUBLIC

<http://go.usa.gov/GZb>

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

## SELF-SERVICE STORES

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

## USEFUL WEB SITES

THE OFFICE OF INTRAMURAL TRAINING & EDUCATION (OITE)  
<http://www.training.nih.gov>

### NIH RESOURCES

The main NIH Web site: <http://www.nih.gov>

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

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

Employee News and Resources: <http://employees.nih.gov>

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

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

NIH Online Orientation: <http://lms.learning.hhs.gov>

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

*Guidelines for the Conduct of Research at the NIH:*  
[http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/conduct\\_research\\_6-11-07.pdf](http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/conduct_research_6-11-07.pdf)

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

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

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

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

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

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

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

NIH Federal Credit Union: <http://www.nihfcu.org>

#### TRANSPORTATION

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

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

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

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

#### OTHER WEB SITES TO HELP YOU GET SETTLED

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

Craigslist: <http://washingtondc.craigslist.org>

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

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

Montgomery County Visitors Guide: <http://www.visitmontgomery.com>

The NIH Fellows Committee (FelCom); <https://www.training.nih.gov/felcom>

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>

# FOR CLINICAL FELLOWS



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

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

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



# FOR VISITING FELLOWS



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

## DIVISION OF INTERNATIONAL SERVICES (DIS) <http://dis.ors.od.nih.gov>

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

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

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

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

- verify your immigration status in the Fellowship Payment System (FPS) so that your IC can arrange to pay you.

- provide you with Form SS-5, Application for Social Security Card.
- provide an Estimated State Tax Form for Maryland, Virginia, or DC.
- have you complete the appropriate tax form if you are exempt from Federal taxes under a tax treaty and enter this information in FPS.

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

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

## IC RESPONSIBILITIES WITH REGARD TO VISITING FELLOWS

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

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

## OITE RESPONSIBILITIES WITH REGARD TO VISITING FELLOWS

The OITE considers itself responsible for making certain that all graduate students and postdocs in the NIH IRP have the most successful experience possible. Plan to attend an OITE Orientation in addition to orientations provided by DIS and your IC. Take a look at our Improving Spoken English offerings (page 10). You are also welcome to drop by the OITE offices on the second floor of Building 2 at any time to meet our staff and get answers to your questions. While you are in Building 2, check out the Career Library. Our holdings include volumes of particular interest to VFs, such as *Living in the U.S.A.*, a down-to-earth guide to American culture; *Welcome to the United States: A Guide for New Immigrants; and Foreign Accent Management*.

## VISA POLICY

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

## HEALTH INSURANCE FOR VISITING FELLOWS

J-1 Exchange Visitors must carry health insurance that meets the requirements of the J-1 program and the NIH and includes coverage for repatriation of remains and medical evacuation to the home country. The FAES policy available to VFs meets these requirements. If you have another insurance policy, FAES will have to certify that it too meets the requirements using the form located at [http://dis.ors.od.nih.gov/forms/NH829\\_6.PDF](http://dis.ors.od.nih.gov/forms/NH829_6.PDF).

## TAXES

Please see the section on taxes under financial matters.

## NIH VISITING FELLOWS SUBCOMMITTEE

The NIH Visiting Fellows Subcommittee (NIHVFC) of FelCom is composed of VFs from around the world. It is a self-governing body serving the interests of Visiting Fellows in their transition to life at the NIH, by working to make their experience here worthwhile. It also creates opportunities for Visiting Fellows to maintain continuity in their research upon returning to their home countries. This committee plans events to expose fellows to international and domestic employment opportunities available to them after completion of their fellowship, and encourages the establishment of alumni associations in the home countries of VFs to maintain strong ties with the NIH.

## INTERNATIONAL OPPORTUNITIES EXPO

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

## SCIENCE VOICES FROM HOME

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

## GRANTS AND FUNDING OPPORTUNITIES FOR VISITING FELLOWS

### EUROPEAN RESEARCH COUNCIL STARTING GRANTS

<http://erc.europa.eu/starting-grants>

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

## INTERNATIONAL POSTDOCTORAL PROGRAMS AT THE NIH

[https://www.training.nih.gov/international\\_career\\_transition\\_awards](https://www.training.nih.gov/international_career_transition_awards)

### *JSPS Fellowships*

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

### *NIH Collaborative Postdoctoral Programs with International Partners*

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

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

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

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

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

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

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

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

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

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

## NIH PATHWAY TO INDEPENDENCE AWARDS (K99/R00)

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

## HELPFUL LINKS

### IMMIGRATION AND VISAS

U.S. Immigration Center:

<http://www.us-immigration.com/>

Department of State visa site:

[http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html)

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

Description of the J-1 Exchange Visitor program:

<http://j1visa.state.gov/basics/>

Federal tax information for foreign citizens:

<http://www.irs.gov/publications/p519/ch01.html>

U.S. Citizenship and Immigration Services:

<http://www.uscis.gov/portal/site/uscis>

## OTHER RESOURCES

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

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

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

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

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

Find out what employers have sponsored H-1B visas:

<http://www.flcdatacenter.com/CaseH1b.aspx>

Subscribe to learn a new English word each day:

<http://dictionary.reference.com/>

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

# VOLUNTEERING



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

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

## OPPORTUNITIES AT THE NIH

### THE NIH CLINICAL CENTER

<http://www.cc.nih.gov/about/jobs/volunteering.shtml/>

Participate in clinical trials as a healthy volunteer [http://www.cc.nih.gov/participate/studies/healthy\\_vol\\_prg.shtml](http://www.cc.nih.gov/participate/studies/healthy_vol_prg.shtml) or as a patient <http://clinicalstudies.info.nih.gov/> To volunteer to help out around the hospital call the Volunteer Office at 301-496-1807.

### NIH BLOODBANK

<http://clinicalcenter.nih.gov/blooddonor/>

### CHILDREN'S INN AT NIH

<http://www.childrensinn.org/site/c.kk17kiMxlvF/b.2001931/k.F928/Volunteer.htm>

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

### SPECIAL LOVE, INC. AND CAMP FANTASTIC

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

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

## OTHER OPPORTUNITIES

### BETHESDA URBAN PARTNERSHIP

<http://www.bethesda.org/bethesda/volunteer-opportunities>

Help the Bethesda Urban Partnership create memorable events.

### SMITHSONIAN ZOOLOGICAL PARK (AKA THE NATIONAL ZOO)

<http://nationalzoo.si.edu/Support/Volunteer/default.cfm?hpout=Volunteers&xtr=>

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

### MONTGOMERY COUNTY VOLUNTEER CENTER

Rockville, MD  
240-777-2600

<http://www.montgomeryserves.org>

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

### HANDSON GREATER DC CARES

202-777-4462

<http://www.greaterdccaes.org>

Online database of volunteer positions in the greater DC area

### SINGLE VOLUNTEERS

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

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

### BURGUNDY CRESCENT VOLUNTEERS

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

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

**LEARNING ALLY**

202-244-8990

<http://www.learningally.org>

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

**CRISISLINK**

<http://www.crisislink.org/volunteer/volunteer-opportunities/>

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

**VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM**

Montgomery County

<http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/vasap/index.asp/>

**INTERNATIONAL RESCUE COMMITTEE**

Silver Spring

[http://www.theirc.org/where/united\\_states\\_washington\\_dc/](http://www.theirc.org/where/united_states_washington_dc/)

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

**HIGHER ACHIEVEMENT**

Washington, D.C.

<http://www.higherachievement.org>

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

# ENTERTAINMENT



## ENTERTAINMENT AT THE NIH

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

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

### MANCHESTER STRING QUARTET AT NIH

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

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

### NIH COMMUNITY ORCHESTRA

<http://www.nihco.org>

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

### NIH PHILHARMONIA

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

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

## NIH CHAMBER SINGERS

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

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

## SCIENCE IN THE CINEMA

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

Science in the Cinema is a free film festival sponsored by the NIH Office of Science Education, in partnership with the AFI Silver Theatre and Cultural Center in July and August. The festival is held at the historic Silver Theatre, located in downtown Silver Spring. On each date, a film with a medical science-related theme is shown in its entirety. Following the film, a guest speaker with expertise in the film's subject area comments on the science depicted in the film and takes questions from the audience. Shows start at 7:00 pm. Tickets are free and are available on a first-come, first-served basis through the AFI Silver box office on the day of show only.

## WASHINGTON METROPOLITAN AREA ACTIVITIES

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://citybest.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.

## MUSEUMS

### B'nai B'rith Klutznick National Jewish Museum

1640 Rhode Island Avenue NW  
Washington, DC 20005  
202.857.6583

<http://www.bnaibrith.org/bnai-brith-klutznick-national-jewish-museumreg---virtual-gallery.html>

Admission: Free  
Metro: Red Line, Farragut North

### Constitution Gardens

900 Ohio Drive SW  
Washington, DC 20242  
202.426.6841

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

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

Metro: Blue/Orange Lines, Smithsonian  
The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

### Corcoran Gallery of Art

500 17th Street NW  
Washington, DC 20006  
202.639.1700

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

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

### DAR Museum

1776 D Street NW  
Washington, DC 20006  
202.628.1776

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

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

### Decatur House Museum

1610 H Street NW  
Washington, DC 20006  
202.842.0920

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

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

### Folger Shakespeare Library

201 East Capitol Street SE  
Washington, DC 20003  
202.544.4600

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

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



**Fort Ward Museum**

4301 West Braddock Road  
Alexandria, VA 22304  
703.838.4848

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

Admission: Free

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

**International Spy Museum**

800 F Street NW  
Washington, DC 20004  
202.393.7798

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

Admission: Admission is charged.

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

**Library of Congress**

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

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

Admission: Free

Metro: Blue/Orange Lines, Capitol South

**Lillian and Albert Small Jewish Museum**

3rd & G Streets NW  
Washington, DC 20001  
202.789.0900

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

Admission: Free

Metro: Red Line, Judiciary Square

**Lyceum**

201 South Washington Street  
Alexandria, VA 22314  
703.838.4994

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

Admission: Admission is charged.

Metro: Yellow Line, King Street

**Manassas Museum**

9101 Prince William Street  
Manassas, VA 22110  
703.368.1873

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

Admission: Admission is charged.

**Marian Koshland Science Museum**

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

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

Admission: Admission is charged.

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

**National Archives**

700 Pennsylvania Avenue NW  
Washington, DC 20408  
866.325.7208

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

Admission: Free

Metro: Green/Yellow Lines, Archives

**National Archives at College Park**

8601 Adelphi Road  
College Park, MD 20740  
301.713.6800

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

Admission: Free

**National Building Museum**

401 F Street NW  
Washington, DC 20001  
202.272.2448

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

Admission: Free

Metro: Red Line, Judiciary Square

**National Gallery of Art**

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

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

Admission: Free

Metro: Red Line, Judiciary Square

**National Geographic Museum at Explorers Hall**

17th & M Streets NW  
Washington, DC 20036  
202.857.7588

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

Admission: Free

Metro: Red Line, Farragut North

**National Museum of American Jewish Military History**

1811 R Street NW  
Washington, DC 20009  
202.265.6280

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

Admission: Free

Metro: Red Line, Dupont Circle

**National Museum of Health and Medicine**

2500 Linden Lane  
Silver Spring, MD 20910  
301.319.3349

<http://www.medicalmuseum.mil>

Admission: Free

Metro: Red Line, Forest Glen/Silver Spring

### **National Museum of Women in the Arts**

1250 New York Avenue NW  
Washington, DC 20005  
202.783.5000

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

Admission: Free

Metro: Blue/Orange/Red Lines, Metro Center

### **The Newseum**

555 Pennsylvania Avenue NW  
Washington, DC 20001  
888.639.7386

<http://www.newseum.org>

Admission: Admission is charged

Metro: Red Line, Judiciary Square; Green/Yellow Lines, Navy Memorial-Penn Quarter

### **Octagon Museum**

1799 New York Avenue NW  
Washington, DC 20006  
202.626.7312

<http://www.theoctagon.org>

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.nmfa.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/>

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

### **United States Holocaust Memorial Museum**

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

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

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

### **United States National Arboretum**

3501 New York Avenue NE  
Washington, DC 20002  
202.245.2726

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

Admission: Free

## **NATIONAL/STATE PARKS AND HISTORIC SITES**

### **Ford's Theatre National Historic Site**

511 10th Street NW  
Washington, DC 20004  
202.347.4833

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

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

### **Franklin Delano Roosevelt Memorial**

1850 West Basin Drive SW  
Washington, DC 20024  
202.376.6704

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

Admission: Free  
Metro: Blue/Orange Lines, Smithsonian

### **Frederick Douglass National Historic Site**

1411 W Street SE  
Washington, DC 20020  
202.426.5961

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

Admission: Admission is charged. Reservation required.  
Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)  
Comments: Frederick Douglass lived at Cedar Hill from 1877 until 1895. His fully restored Victorian home on the heights overlooking Anacostia offers a panoramic view of the U.S. Capitol, the Washington Monument, and the city of Washington.

### **C & O Canal National Historical Park**

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

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

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

### **Great Falls Park, Virginia**

9200 Old Dominion Drive  
McLean, VA 22102  
703.285.2965

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

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

### **Korean War Veterans Memorial**

Independence Avenue at the Lincoln Memorial  
Washington, DC  
202.426.6841

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

Admission: Free. Permits are required for special events and First Amendment activities.  
Metro: Blue/Orange Lines, Foggy Bottom

### **Lincoln Memorial**

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

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

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

Metro: Blue/Orange Lines, Foggy Bottom

### **Martin Luther King, Jr. Memorial**

Intersection of Independence Avenue and  
West Basin Drive, SW  
Washington, DC

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

Admission: Free

Metro: Smithsonian

### **Mary Mcleod Bethune Council House National Historic Site**

1318 Vermont Avenue, NW  
Washington, DC 20005  
202.673.2402

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

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

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

### **National Aquarium in Baltimore, Maryland**

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

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

Admission: Admission is charged.

Comments: The lightship Chesapeake is docked nearby.

### **National Mall**

Washington, DC

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

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

Metro: Blue/Orange Lines, Smithsonian

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

### **National World War II Memorial**

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

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

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

Metro: Blue/Orange Lines, Smithsonian

### **National Zoo**

3001 Connecticut Avenue, NW  
Washington, DC 20008

202.633.4800 General Information Recording

202.633.4111 Zoo Park Police (In stormy weather, call here to see if the zoo is open.)

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

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

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

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

H2 and H4 buses at Harvard Street.

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

### **Rock Creek Park**

3545 Williamsburg Lane, NW  
Washington, DC 20008  
202.895.6070

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

Admission: Free

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

### **Sewall-Belmont House National Historic Site**

144 Constitution Avenue, NE  
Washington, DC 20002  
202.546.1210

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

Admission: Free

Metro: Red Line, Union Station

### **Shenandoah National Park, Virginia**

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

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

Admission: Admission is charged.

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

### **Theodore Roosevelt Island**

Washington, DC  
703.289.2500

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

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

Metro: Blue/Orange Lines, Rosslyn

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

### **Thomas Jefferson Memorial**

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

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

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

Metro: Blue/Orange Lines, Smithsonian

### **United States Capitol**

Capitol Hill, east end of the National Mall

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

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

Metro: Red Line, Union Station

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

### **United States Navy Memorial**

701 Pennsylvania Avenue NW  
Washington, DC 20004  
202.737.2300

<http://www.navymemorial.org>

Admission: Free

Metro: Green/Yellow Lines, Archives

### **Vietnam Veterans Memorial**

Constitution Avenue & Henry Bacon Drive, NW  
Washington, DC 20001  
202.426.6841

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

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

Metro: Blue/Orange Lines, Foggy Bottom

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

### **Washington Monument**

Constitution Avenue at 15th Street NW  
Washington, DC 20001  
(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)  
202.426.6841

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

### **White House**

1600 Pennsylvania Avenue NW  
Washington, DC 20005  
202.456.7041

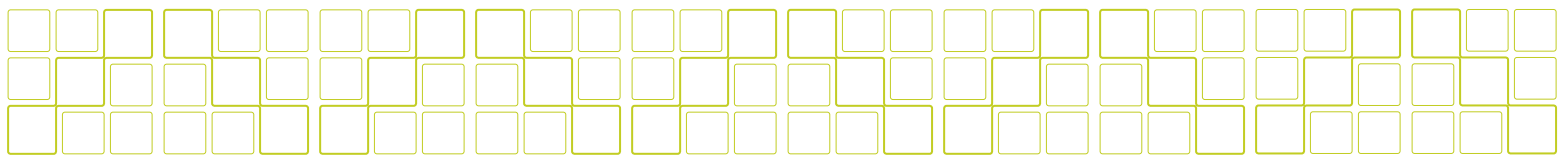
<http://www.whitehouse.gov>

Admission: Free. Tours of the White House Executive Residence are available for groups of ten or more. Requests must be submitted to your Member of Congress. Visit

<http://www.whitehouse.gov/about/tours-and-events>

or call the number above for updates.

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



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National Institutes of Health  
Office of Intramural Training & Education  
2 Center Drive  
Building 2, Second Floor  
301.496.2427  
Bethesda, MD 20892-0240  
[www.training.nih.gov](http://www.training.nih.gov)

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in its training and employment programs.*

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