Office of Intramural
TRAINING & EDUCATION
NATIONAL INSTITUTES OF HEALTH

NIH SUMMER HANDBOOK 2016

NIH National Institutes of Health

DON'T MISS A THING!

SIGN UP FOR THE SUMMER INTERNSHIP PROGRAM (SIP) LISTSERV

Summer Email List

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

To subscribe:

http://www.training.nih.gov/listservs

Check your email frequently for important information on summer opportunities!

CREATE A MYOITE ACCOUNT

Create a MyOITE account with user type "NIH Trainee/Fellow" and trainee type "Summer Intern" for yourself on the OITE website so that you can register for events, make appointments with career counselors, participate in Summer Poster Day and access the Alumni Database. If you would like to register for events before you arrive at the NIH or have your NIH email address, you can do so by selecting user type "Guest."

For more information about summer intern accounts go to:

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

To create an account:

http://www.training.nih.gov/register

National Institutes of Health

Public Health Service

Office of Intramural Training & Education • 2 Center Drive • Building 2, Second Floor • Bethesda, MD 20892-0240 • 301 496 2427

May 2016

A Message to All Summer Research Program Participants:

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

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

Poster Day 2016, another special event, held this year on July 29th, provides you the opportunity to present your summer research findings to the broader NIH scientific community. I encourage all summer students to take part in this NIH-wide event, which recognized the work of more than 900 students in 2015. You will find a description of the registration procedure and guidelines for creating a poster in this handbook.

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

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

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

Sincerely yours,

Michael Gottesman

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

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OITE — THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

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

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

Specifically, we encourage you to

- join the staff of OITE for *Planning a Successful NIH Summer Internship*, except if you are new to research;
- if you are new to research, attend the Science Skills Boot Camp instead of *Planning a Successful NIH Summer Internship* to get in shape for your NIH research experience;
- attend orientation in your Institute/Center;
- make certain that you are included on the official OITE summer mailing list OITE-SIP;
- create an "NIH Trainee/Fellow" account for yourself on the OITE website so that you can register for events with a single click of your mouse, make appointments with career counselors, participate in Summer Poster Day, and access the Alumni Database;
- visit the OITE website, https://www.training.nih.gov, regularly to check for new opportunities; remember that if you cannot attend a workshop you will find video- and pod-casts of many of them on the OITE website at https://www.training.nih.gov/oite_videocasts;
- check out our online resources (https://www.training.nih.gov/nih_resources) for help with things like keeping a lab notebook, reading a scientific article, attending a scientific meeting, writing professional email, and mastering lab math;
- participate in career and professional development workshops;
- make use of the OITE Career Library;
- attend the Summer Lecture Series, presented by some of the most respected investigators at the NIH;
- share your research with the NIH community at Summer Poster Day;
- sign up with our Career Services Center for pre-professional and graduate school advising;
- create a LinkedIn account and join the NIH Intramural Science group to network and share ideas;
- visit the OITE Careers Blog, https://oitecareersblog.wordpress.com; and
- explore and contribute to the community around you.

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

OITE STAFF

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 members in the office who are involved with your particular appointment.

To ask a question about a particular training program or OITE function, please refer to:
https://www.training.nih.gov/contact
To find the current contact information of specific staff members visit: https://www.training.nih.gov/staff

PLANNING A SUCCESSFUL NIH SUMMER INTERNSHIP!

Your research project should be your number one priority. But there is much more to discover in the summer program. Join the staff of the OITE for *Planning a Successful NIH Summer Internship.* We will share advice and tips on making the most of your time at the NIH. Sessions are scheduled for 8:30 to 10:00 am, each Friday in June, in Building 1, 3rd floor, Wilson Hall or Building 50, Room 1227/1328.

IMPORTANT NOTE: if you are brand new to research, consider registering for and attending one of the all-day Science Skills Summer Boot Camps instead of *Planning a Successful NIH Summer Internship.* Boot Camps are scheduled for June 3, 17, and 21 on the Bethesda campus, June 23 in Baltimore, and June 30 in Frederick.

***Planning a Successful NIH Summer Internship* 2016**	
June 3 8:30 - 10:00 am	Building 1, Wilson Hall
June 10 8:30 - 10:00 am	Building 50, Room 1227/1328
June 17 8:30 - 10:00 am	Building 50, Room 1227/1328
June 24 8:30 - 10:00 am	Building 50, Room 1227/1328
Science Skills Bootcamp	
June 3, 17, 21 all-day	NIH Bethesda campus, Cloisters
June 23, all-day	Baltimore
June 30, all-day	Frederick

USING THE SUMMER HANDBOOK

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

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

Please direct comments for improving this handbook to Dr. Yewon Cheon at cheony@mail.nih.gov.

OITE WEBSITE

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

OITE ONLINE RESOURCES

The OITE website contains Webinars and other training materials designed to help with your professional development. New materials are being added all the time. Resources include Webinars on keeping a good lab notebook, reading a scientific article, lab math, guidelines for writing professional email, and choosing a research mentor. Check out these resources and others at https://www.training.nih.gov/nih_resources.

THE CAREER SERVICES CENTER

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

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

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

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. Career Libraries are also located in Baltimore in the Biomedical Research Center (BRC), Room 04B409B for NIA and Room 2A641for NIDA, and in Frederick in the Science Library, Building 549.

GETTING OFF TO A GOOD START: SETTLING IN TO YOUR NEW RESEARCH GROUP

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

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

IF PROBLEMS ARISE

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

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

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

WHAT IS THE NIH?

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

The goals of the NIH are to

- foster fundamental creative discoveries, innovative research strategies, and their applications as a basis for ultimately protecting and improving health.
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic wellbeing and ensure a continued high return on the public investment in research.
- exemplify and 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.
- in the processes of human growth and development.
- in the biological effects of environmental contaminants.
- in the understanding of mental, addictive, and physical disorders.
- in directing programs for the collection, dissemination, and exchange of information in medicine and health, including the development and support of medical libraries and the training of medical librarians and other health information specialists.

INSTITUTES AND CENTERS (ICs) OF THE NIH

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

CC—NIH Clinical Center

CIT—Center for Information Technology

CSR—Center for Scientific Review

FIC—John E. Fogarty International Center

NCATS—National Center for Advancing Translational Sciences

NCCIH—National Center for Complementary and Integrative Health

NCI—National Cancer Institute

NEI—National Eye Institute

NHGRI—National Human Genome Research Institute

NHLBI—National Heart, Lung, and Blood Institute

NIA—National Institute on Aging

NIAAA—National Institute on Alcohol Abuse and Alcoholism

NIAID—National Institute of Allergy and Infectious Diseases

NIAMS—National Institute of Arthritis and Musculoskeletal and Skin Diseases

NIBIB—National Institute of Biomedical Imaging and Bioengineering

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

NIDA—National Institute on Drug Abuse

NIDCD—National Institute on Deafness and Other Communication Disorders

NIDCR—National Institute of Dental and Craniofacial Research

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases

NIEHS—National Institute of Environmental Health Sciences

NIGMS—National Institute of General Medical Sciences

NIMH—National Institute of Mental Health

NIMHD—National Institute on Minority Health and Health Disparities

NINDS—National Institute of Neurological Disorders and Stroke

NINR—National Institute of Nursing Research

NLM—National Library of Medicine

OD—Office of the Director

ACRONYMS

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

ACUC—Animal Care and Use Committee

AO—Administrative Officer

CAN—Common Accounting Number

CCSEP—Community College Summer Enrichment Program

CIT—Center for Information Technology

CRTA—Cancer Research Training Award

CV—Curriculum Vitae

DDIR—Deputy Director for Intramural Research

EAP—Employee Assistance Program

EDI—Office of Equity, Diversity, and Inclusion

EEO—Equal Employment Opportunity

FAES—Foundation for Advanced Education in the Sciences

FNIH—Foundation for NIH

FTE—Full-Time Equivalent

FY—Fiscal Year

GPP—Graduate Partnerships Program

GSOAR—Graduate Summer Opportunity to Advance Research

HiSTEP—High School Scientific Training and Enrichment Program

IC—Institute/Center

IRTA—Intramural Research Training Award

NED—NIH Enterprise Directory

NRC—National Research Council

NSF—National Science Foundation

OHRM—Office of Human Resource Management

OHSR—Office of Human Subjects Research

OIR—Office of Intramural Research, OD, NIH

OITE—Office of Intramural Training & Education

OMS—Occupational Medical Service

OPM—Office of Personnel Management

ORS—Office of Research Services

ORWH—Office of Research on Women's Health

PI—Principal Investigator

PIV—Personal Identity Verification

SD—Scientific Director

SEEP—Student Educational Employment Program

SIP—Summer Internship Program

TSP—Thrift Savings Plan

UGSP—NIH Undergraduate Scholarship Program

VF—Visiting Fellow

WALS—Wednesday Afternoon Lecture Series

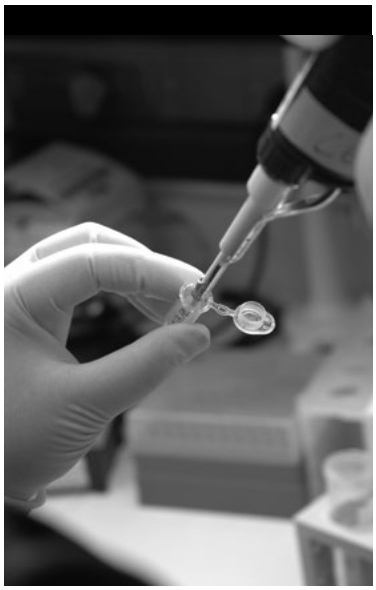
For a comprehensive list, see:
http://www.nih.gov/employee/acronym.html/

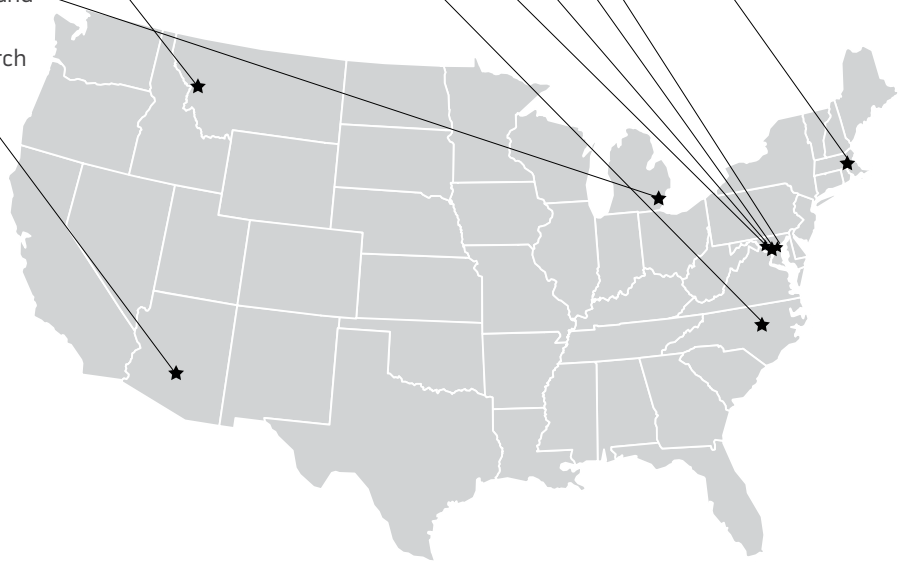
NIH CAMPUSES

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

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

- the Framingham Heart Study of the NHLBI in Framingham, MA;
- the NIA and NIDA in the Biomedical Research Center, in Baltimore, MD;
- the Twinbrook Cluster, Executive Plaza, and Shady Grove in Rockville, MD, less than 8 miles from the NIH Bethesda campus;
- NCI Frederick Cancer Research and Development Center (FCRDC) at Fort Detrick in Frederick, MD;
- the NIH Animal Center in Poolesville, MD;
- the NIEHS facility in Research Triangle Park (RTP), NC;
- the Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the Perinatology Research Branch of the *Eunice Kennedy Shriver* NICHD in Detroit, MI; and
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ.





UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

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

IC intramural research programs are organized as follows:

- Individual tenure-track or senior investigators (also known as principal investigators or PIs) head their own **units/labs/research groups**, which include trainees, technicians, staff scientists, and administrative support personnel.
- Multiple units that form a **Section**, which is headed by a Section Chief.
- A **Lab or Branch**, headed by a Lab or Branch Chief, consists of two or more Sections and possibly one or more additional units. Large Labs and Branches may include 10 to 12 PIs, but in general a Lab or Branch consists of 4 to 8 PIs. 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.

You should also make an effort to meet the other scientists, trainees, and support staff in your Lab/ Branch and in your IC.

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

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

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

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

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

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

Postdoctoral Fellows: More than 3,100 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called **Postdoctoral IRTAs** (CRTAs if they are working in the NCI) if they are U.S. citizens or permanent residents and **Visiting Fellows** if they are citizens of another nation.

Graduate Students: The NIH is the research home for more than 400 graduate students. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at the NIH.

Medical/Dental Students: Medical/Dental students who have the permission of their institutions can spend one or two years conducting research at the NIH through the Medical Research Scholars Program. About 70 students participate in this program. Medical/Dental students can also complete clinical electives at the NIH.

Postbac Trainees: A group of more than 1000 students who have completed their undergraduate work, postbacs conduct research at the NIH for 1 to 3 years before continuing on to graduate or professional school.

Summer Interns: This group includes you! Each summer about 1100 high school, college, graduate, and professional students spend eight to ten weeks working in the Intramural Research Program. These individuals must be at least sixteen years of age and U.S. citizens or permanent residents.

WELLNESS RESOURCES AT THE NIH

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

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

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

FITNESS CENTERS

http://www.fedesp.com/nih/rw-services/fitness-home/building-31-2/

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in Building 31C, Room B4 C18, 301.496.8746 and Rockledge I, Room 5070, 301.435.0038. Students are eligible for a reduced rate: $20 per month.

NIH RECREATION & WELFARE ASSOCIATION (R&W)

R&W Office: 301.496.6061
http://www.fedesp.com/nih/

The Recreation and Welfare Association (R&W) is an organization designed to provide trainees and employees at NIH with a variety of social, athletic, wellness, educational, and special interest activities. R&W publishes a monthly newsletter describing services on campus and also offers planned excursions and discounted tickets to various activities and events. Additionally, the Association runs the fitness centers and gift shops located throughout campus. R&W membership is free, but preferred membership ($9.00 per year) is required for fitness center access and discounted tickets, etc.

If you live or work in Frederick, NIH R&W Club Frederick (http://ncifrederick.cancer.gov/Staff/RecreationWelfare/Default.aspx) is for you. Club Frederick will give you access to the NIH R&W facilities in addition to discounts for local events and businesses.

OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306, 301.496.4411
http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx

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

WHAT IF I GET SICK?

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

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

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

WHAT IF I NEED HELP?

http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.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 (EAP) is available to assist summer interns with difficult transitions and situations that are negatively influencing their ability to work. You can call 301.496.3164 to inquire about their services or make an appointment. EAP is located in Building 31, Room B2B57. It also maintains a list of helpful phone numbers that will connect you with Crisis Centers, smoking cessation centers, and self-help groups. 211 is also a number you can call to find out about state resources.

OTHER NIH RESOURCES

CAFETERIAS

http://www.ors.od.nih.gov/pes/dats/food/dining/Pages/dining_locations.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 45 (Natcher Conference Center), First Floor

COFFEE BARS

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

- Building 10 FAES, 301-594-9013
- Building 10 CRC, 301-451-7709
- Building 35, 301-594-8438
- Building 50, 301-402-0594
- Fishers Lane, 301-770-8901

CONVENIENCE STORES

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

- Building 10, Room B1-C20, 301-496-3087
- Building 12B, Room 1N-108, 301-402-2919
- Building 31, Room 1W08, 301-496-6230
- Building 35, Room GC501, 301-496-3635
- Building 45, Room 1AA-02, 301-435-4697
- Neuroscience Center (NSC) Building, 6001 Executive Blvd, Lobby, 301-435-1468

FAES BOOKSTORE

https://faes.org/content/faes-bookstore-nih

- Building 10, Room 1N241, 301.496.5272

R&W GIFT SHOPS

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

- Building 10, Room B1C06, 301-496-1262
- Clinical Research Center, 1N-2582, 301-451-7708
- Building 31, Room 1BW08, 301-496-2670
- Rockledge I, Room 4202, 301-435-0043

PROGRAMS, LECTURES, AND WORKSHOPS FOR STUDENTS

SAVE THE DATE!

NIH GRADUATE & PROFESSIONAL SCHOOL FAIR FOR POSTBACS AND SUMMER INTERNS

July 14, 2016

9:00am – 3:30 pm
Natcher Conference Center (Building 45)

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

MARK YOUR CALENDAR!

2016 SUMMER LECTURE SERIES

July 6, 2016

Griffin P. Rodgers, MD
Director
National Institute of Diabetes and Digestive and Kidney Diseases
2:00 - 3:30 pm
Lipsett Amphitheater, Building 10

July 28, 2016

Linda S. Birnbaum, PhD
Director
National Institute of Environmental Health Sciences
12:00 - 1:30 pm
Lipsett Amphitheater, Building 10

Accommodations
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 (http://www.ors.od.nih.gov/pes/dats/interpret/Pages/index.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.

NIH LIBRARY ORIENTATION TOURS

Available on request June through July, 2016
Building 10, Room 1L-25
First floor – South entrance
301.496.1080, nihlibrary@nih.gov
http://nihlibrary.nih.gov

The NIH Library provides print and online resources to support the work of the NIH community as well as an extensive and comprehensive range of scientific, medical, social science, and administrative information and services. Whatever your information needs, the NIH Library staff can support your research requirements and save you time.

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

- Access to 9,000+ full text, online journals, 4,000+ online books, 50 databases, 1,000+ Internet resources, and a collection of over 60,000 printed books (open stacks)
- Document delivery (journal articles, books, book chapters, dissertations, slides, etc.)
- Reference and research assistance
- Expert literature searches
- Translation services
- Self-service photocopying
- Resource and database training (group or individual)
- NIH Library Bioinformatics Program
- NIH Library Writing Center
- Journal and research alert services
- Redesigned library facility with computer and wireless access,comfortable seating, private study carrels, open stacks, and ample study space
- Daily newspapers: *New York Times*, *Washington Post*, *USA Today*, and *Wall Street Journal*

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

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

NATIONAL LIBRARY OF MEDICINE TOURS

http://www.nlm.nih.gov

The National Library of Medicine (NLM), part of the National Institutes of Health, is the world's largest medical library with nearly 22 million items in its collection plus a wealth of online information resources. The main reading room and History of Medicine Division reading room are located in Building 38 and are open Monday through Friday from 8:30 am to 5:00 pm, with the exception of Federal holidays. Librarians are available to help access materials in the collection. Materials may not be checked out of the library as NLM does not loan materials to individuals. NLM does loan them to other libraries, including the NIH Library in Building 10.

In addition to its physical collection, NLM produces many online resources including groundbreaking tools such as PubMed and Clinicaltrials.gov. NLM, like other NIH components, conducts and funds research. Its focus is biomedical informatics, using communications and computing technology to improve the way scientific and health information is delivered to consumers, health providers, and researchers.

NLM offers tours exploring the library's resources, history, art, and architecture Monday through Friday from 1:30 to 2:30 pm. Tours start in the NLM Visitor Center in Building 38A. Reservations for groups of five and larger are appreciated and can be made by emailing Shana Potash at potashs@mail.nlm.nih.gov.

Guests also are welcome to explore the smaller and more frequently changing educational displays in the History of Medicine Division reading room.

APPLYING TO PROFESSIONAL OR GRADUATE SCHOOL

MEDICAL SCHOOL OVERVIEW

Make your application to medical (or dental) school the best it can be! If you are planning to apply to medical (or dental) school, you will want to attend the "Medical School Overview" workshop. This workshop addresses important issues concerning medical school applications, including deciding where to apply, preparing for the MCAT exam, and writing personal statements, as well as other useful tips for completing your application. This workshop will be presented by Dr. William J. Higgins, Associate Professor of Biology Emeritus at the University of Maryland, College Park. Dr. Higgins has been teaching premedical students for 30 years, has won many teaching awards, has consulted with medical school admissions committees, and has developed a series of learning strategies for students. He currently serves as the Pre-professional Advisor in the OITE. For more information, see http://biology.umd.edu/william-higgins.html.

GRADUATE SCHOOL OVERVIEW

If you are planning to apply to graduate school, you should plan to attend the "Graduate School Overview" workshop. This workshop will provide tips on choosing and applying to a graduate school/program. Additionally, it will guide you through the process of planning and writing your personal statements and interviewing. This workshop does not cover the GRE.

PREPARING FOR THE GRE

Dr. William J. HIggins will give a separate workshop on preparing for and taking the GRE. Topics will include:

How to prepare

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

Test Day!

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

SUMMER INTERN JOURNAL CLUBS

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

SCIENCE SKILLS AND CAREER DEVELOPMENT ACTIVITIES

SCIENCE SKILLS BOOT CAMP

Are you new to research? This one-day interactive training program is designed for summer students with little or no prior research experience. Come develop the skills you need to be successful in science! Get acquainted with NIH research culture, learn about tools and techniques commonly used in research, and get tips on presenting at lab meeting and reading scientific papers. Designed and taught by knowledgeable NIH postdocs, workshops will include both lecture and interactive activities. For a detailed syllabus or to register, see https://www.training.nih.gov/boot_camp.

READING A SCIENTIFIC PAPER (WEBINAR)

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

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

To view the Webinar go to:
https://www.training.nih.gov/OITEtutorials/OITEReadingascientificpaper/Readingascientificpaper.html

YOUTUBE PLAYLIST CREATED ESPECIALLY FOR YOUNG SCIENTISTS

See https://www.youtube.com/channel/UCQQHo_QnuBxdfcsRy4INGGw

This resource includes videos on

- reading a scientific paper,
- keeping a lab notebook,
- attending your first scientific meeting, and
- getting comfortable with lab math

CREATING AND PRESENTING DYNAMIC POSTERS

Are you getting ready for Summer Poster Day? This presentation will focus on the scientific and artistic components of creating a poster. The workshop will discuss selecting and organizing your data, what to include and what not to include, the key components of a successful poster, layout and font selection, and poster presentation techniques.

POSTER PREVIEW

Are you uncertain what scientists mean when they talk about presenting a poster? Drop by to take a look at and discuss several posters recently presented by trainees at the NIH. The poster preview will occur immediately after the workshop "Creating and Presenting Dynamic Posters."

TALKING SCIENCE: DESIGNING AND DELIVERING SUCCESSFUL ORAL PRESENTATIONS

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

ESSENTIAL LEADERSHIP SKILLS FOR FUTURE SCIENTISTS AND HEALTH CARE PROFESSIONALS

This experiential and engaging course, rooted in psychological type and the Myers-Briggs Type Indicator assessment, explores themes of self-awareness and self-management. Through exercises, lecture, and small group discussions, you will learn about and validate your own type preferences. You will also explore your work and communication styles.

PLANNING FOR CAREER SATISFACTION & SUCCESS

Understand how your personal interests, skills, and values can contribute to your future career success. Topics to be covered include the importance of career decision making, learning styles, self-assessment, transferrable skills, defining success, personal needs, work/life balance, cultivating strong mentor relationships, and articulating short-term and long-term goals.

JOB SEARCH STRATEGIES

A job search involves more than just applying to job postings. Successful job searches require planning and the development of four key elements; building a productive network, creating resumes that work for you, establishing search strategies for finding jobs, and preparing for a competitive interview. This session examines the job search as a process that integrates those four key elements.

WHAT CAN YOU DO IN COLLEGE TO ENHANCE YOUR CHANCES OF GETTING INTO MEDICAL OR GRADUATE SCHOOL?

If you are heading back to school soon, you may be asking yourself how to use that time wisely. What should you do during the rest of your high school career and those 4 years of college to make yourself competitive for medical (or dental) school or graduate school? Dr. William J. Higgins, Associate Professor of Biology Emeritus at the University of Maryland, College Park, will discuss how you can make certain you are prepared for your future career decisions.

CAREER DEVELOPMENT SERIES FOR HIGH SCHOOL STUDENTS

This year we are repeating our series of workshops for summer interns who are in high school. The goal is to help you develop skills that will serve you well regardless of what career you ultimately decide to pursue. The four workshops in the series are:

- Self-awareness and Relationships with Others
- Career Exploration
- Professional Communication
- Success in College

Interns who attend all four will be eligible to receive a certificate of completion. For more information, see https://www.training.nih.gov/nih_career_development_activities/resources_for_high_school_students.

COMING BACK TO THE NIH

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

SUMMER POSTER DAY 2016

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

REGISTRATION

Summer Poster Day 2016 is scheduled for Friday, July 29th and will be held in Natcher Conference Center (Building 45). If you want to participate in Summer Poster Day you must sign up in advance. You can sign up to present a poster at https://www.training.nih.gov beginning June 6. **The deadline to sign up is Wednesday, July 6, at 5:00 pm (EDT).**

Discuss your registration with your supervisor(s), who are called Preceptors in the Summer Poster Day Program, BEFORE you attempt to register. Make certain you agree on the exact title of your poster, as well as the names and correct titles of all authors. You should also discuss the order of authors. Remember the Presenter(s), who are summer interns, will be listed before the Preceptors. You can select only one IC, which should be the IC in which the work was done. The information you submit on your registration will appear in the program, so be certain to reach agreement on the submission in advance and check your work carefully.

Your registration for Poster Day 2016 will be confirmed via email by July 15. At that time you will receive information on your poster board assignment (board number, session, and time) as well as instructions for putting up your poster.

CREATING AND PRINTING YOUR POSTER

You will be assigned a board 3 1/2 feet high and 3 1/2 feet wide on which to display your information. **Your poster should not exceed this size!** Your poster should include an introduction (providing background information), a brief statement of the purpose of the project, a description of materials and methods used, results, and conclusions.

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

- See if your Institute or Center has a poster printer that you can use.
- You can also make an appointment with the Information Technology Center to print your poster. Do this early! The Center and its programs are described at http://www.cc.nih.gov/dcri/itc.html. The Center is located in Building 10, Room B1S235. The phone number is 301.402.6301.
- The NIH Medical Arts Branch (MAB) (medarts.nih.gov) prints posters for a fee, billable to your research group via a CAN number. Make certain in advance that your research group is willing to cover the cost. MAB scientific poster printing costs are calculated by the square foot: $12/per square foot for standard paper, $15/per square foot for cloth. Reduced-scale poster proofs – highly recommended – cost $15. Standard turn-around is 2-3 business days with a proof, or 1-2 business days without a proof. Posters are printed on a first-come, first-served basis. Medical Arts is located in Building 10, Room B2L103. Office hours are 9:00 am to 5:00 pm daily. Orders may be placed in person, by phone (301.496.3221), or via email at ExpressServices@mail.nih.gov. Please provide your file, final size, due date, a CAN number and an Administrative Officer (AO) name when you place your order.

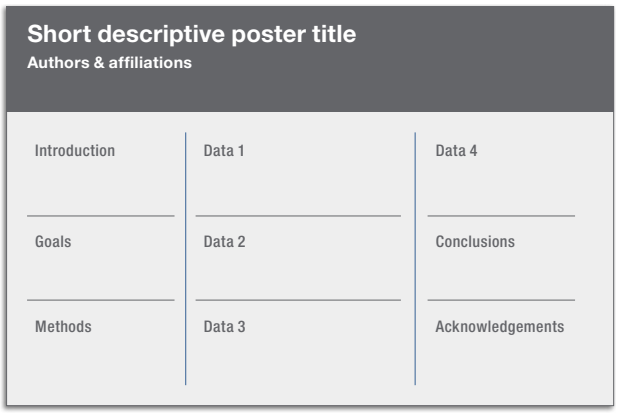
POSTER LAYOUT

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

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

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

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



MARK YOUR CALENDAR!

2016 SUMMER POSTER DAY DATES TO REMEMBER

Monday, June 6
Poster submission opens

Wednesday, July 6
Poster submission deadline

Friday, July 15
Receive email confirmation of poster board assignment

Friday, July 29
Summer Poster Day!

FOLLOWING NIH RULES

NIH SECURITY

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

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

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

All summer interns at the NIH will require a fingerprint check against the FBI database to receive an NIH Restricted Local Access (RLA) ID Badge. You can get this process started before coming to the NIH by requesting that your Summer Coordinator enter your information into NED, the NIH Enterprise Directory. The system will generate a request that you enter your own Personally Identifiable Information (PII) into NED.

If you do not enter your information into NED, you will be required to fill out a PIV Badge Request Form (HHS-745), which the Summer Coordinator for your Institute will provide you, and turn the form in to Building 31, Room 1B03. However, not taking care of entering your information into NED before you arrive will significantly increase the time it takes to get your NIH ID badge and computer access, so we recommend that you take care of this in advance.

Note: Summer students under the age of 18 must also provide parental / legal guardian consent to undergo the necessary security screening. Parental / legal guardian consent is not available using the secure NED portal. These students must complete a paper copy of the HHS 745.

IMPORTANT NOTE: the parent/legal guardian's signature on the FORM HHS 745 **must be notarized**.

If you submitted your Badge Request Form in a timely fashion and have been entered into NED by your Institute, you will receive an email with instructions on how to make an appointment to be fingerprinted and photographed for your badge. For more information about the fingerprint process please visit: http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/students.aspx.

You will need to bring 2 Forms of acceptable identification to the fingerprinting appointment such as a:

- Driver's license
- Social security card
- Passport
- Birth certificate
- School ID card with a photograph

All documents must be unexpired, and one must be a photo ID. For a full list of acceptable identification documents see: http://www.ors.od.nih.gov/ser/dpsac/Documents/Table.pdf

The fingerprint results will be sent to the NIH within one to two days. DPSAC will receive the fingerprint results from Office of Personnel Management (OPM) and update your record. Individuals with a successful fingerprint check will then be notified via email that they have been authorized for an RLA ID badge along with instructions on how to schedule an appointment to pick up the badge. For a view of the step-by-stop process see: http://www.ors.od.nih.gov/ser/dpsac/badge/Documents/Summer Student Flow - 2016.pdf.

In summary, you can receive your badge as soon as (1) your contact information has been entered in NED and (2) the fingerprint check has been successfully completed. Your ID badge will be valid for the duration of the summer and should be turned in when you leave NIH.

SUMMER STUDENTS AT REMOTE LOCATIONS

Summer interns who will be reporting to remote NIH locations outside of Maryland, like Rocky Mountain Laboratories (RML) or NIEHS-Research Triangle Park (RTP), will receive fingerprint checks administered by appropriate local security staff. DPSAC will review the results of the fingerprint check and notify the students when they have been authorized for a RLA ID Badge. These remote locations will have local badging stations. Summer interns working at these locations should contact their local security office for information on where to obtain an RLA ID Badge and/or schedule an appointment. For contact information see: http://www.ors.od.nih.gov/ser/dpsac/Pages/contactinfo.aspx.

PREPLACEMENT MEDICAL EVALUATION

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

Summer trainees are required to complete a preplacement medical evaluation **before beginning laboratory work ONLY** if they either are under the age of 18 or will be working

- in Building 10 (all areas),
- with human blood, body fluids, or tissues,
- with human pathogens (infectious agents),
- with patients, (i.e., have any patient contact or work in patient care areas)
- with hazardous chemicals, (select carcinogens, reproductive toxins, or acutely toxic chemicals) or
- with animals (specifically, live vertebrates).

If one of these conditions applies to you, you should receive the evaluation prior to starting work or no later than two weeks after your start date.

HOW IS A MEDICAL EVALUATION ARRANGED?

Preplacement medical evaluations are provided by the Occupational Medical Service (OMS) at no charge. OMS is also where you go if you have a work-related health emergency while at the NIH.

Preplacement medical evaluations will be offered Monday through Friday from May 11 through June 26. A limited number of appointments will be available for students before May. There is no charge for this visit. You should schedule your appointment within two weeks of your start date.

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

- Have your personal health care provider (HCP) complete a **Documentation of Immunization** form (this will help prevent your receiving an unnecessary immunization);
- If you cannot document your response to a tuberculin skin test within the past twelve months, have your HCP place and read a tuberculin skin test prior to your appointment in OMS (this will eliminate a second visit to OMS);
- If you are not yet 18 years old, have your parent or guardian complete the **Authorization for Treatment of a Minor** form;
- Please submit the required forms to OMS, either in person to Building 10, Room 6C306, by fax (301.402.0673), or by email: oms@mail.nih.gov.

Once OMS has received your completed forms, they will contact you to schedule the preplacement medical evaluation. It is very important that you provide OMS with the best way that you can be contacted.

If you will work with nonhuman primates, or be in their presence, please mention this to OMS prior to your preplacement medical evaluation, as they may need to conduct additional tests. Any minor who arrives at OMS without the **Authorization for Treatment of a Minor** form will not be seen.

LIMITATIONS ON THE ACTIVITIES OF MINORS

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

Minors may not work with

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

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

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

SUPERVISION OF STUDENTS IN LABORATORIES

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

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

TRANSPORTATION TO THE NIH AND PARKING

Summer Coordinators will be furnished with one-day parking passes to issue to you for your first day. This one-day dashboard permit (only available between May 1 and June 30) will authorize you to park in Multi Level Parking 11, which is located on Rockville Pike at Gateway Drive. After you park, proceed to the Gateway Center (Building 66) to get a Visitor's badge. At the end of the day you will be required to surrender the one-day permit to the attendant at the parking booth.

Once you have been entered into NED (see above) and you have a NED ID number, you may apply for Transhare. You are encouraged to apply for Transhare soon after you arrive to the NIH campus by going to the NIH Parking Office (see below).

You can commute to the NIH in several ways:

TRANSHARE

The **NIH Transhare Program** provides commuter subsidies to qualified individuals who use mass transit to and from work. Summer interns, volunteers, and fellows are eligible. Subsidies are issued in the form of a SmartTrip card – similar to a credit card with a magnetized strip – that is used for transit payments. This subsidy is valid on Metro, local DC area buses, MARC/VRE trains, commuter buses, and vanpools.

Individuals who live in the National Capital Region and agree to use mass transportation for commuting between home and the work place are eligible for a transit subsidy. Complete information on the program can be found at http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx.

To apply for the NIH Transhare Program, you must fill out an **NIH Transhare Program Application** form in the **NIH Parking Office** (Building 31, Room 1A11). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit, which is based on the distance you travel. Misrepresentation of your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration the Division of Amenities and Transportation Services uses the WMATA (Metro) Trip Planner found at http://wmata.com/index.cfm.

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

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

- Parking Office
  - Hours: 7:30 am – 4:30 pm, Monday through Friday
  - Location: Building 31/Room 1A11
  - Phone number: 301.496.5050
  - Email: nihparkingoffice@ors.od.nih.gov
- NIH Transportation website: http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx
- Montrose Park and Ride Lot, Montrose Road and Hoya Street, North Bethesda, MD: http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx
- NIH Map: http://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx
- Metro Bus and Rail: http://www.wmata.com
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): http://www.commuterpage.com/rail.htm
- MetroAccess, curb-to-curb service for those unable to use public transportation: http://www.wmata.com/accessibility/metroaccess_service/
- Maryland Transit Authority, subway, bus, and train systems in Maryland: http://www.mtamaryland.com/

PARKING AT MONTROSE PARK AND RIDE LOT

Students may apply for Parking Permits at the **NIH Parking Office** located in Building 31/Room 1A11. The temporary "Summer Parking Permit" is a dashboard placard for satellite parking. Students must present their NIH ID and vehicle registration to obtain a permit. NIH Satellite Parking (Montrose Park and Ride Lot) is located at Montrose Road and Hoya Street. To view a map detailing the satellite parking location visit: http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx. The designated area is marked with signage by Montgomery County, "North Bethesda Permits Only", but Montgomery County will continue to recognize and honor the NIH Parking Permits. Arrive early as having a parking permit does not guarantee you a spot. NIH runs a shuttle service loop between this location and the campus. Information on the schedule

and route of the Montrose Park and Ride Lot (Yellow Line) Shuttle can be found at http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx. Summer students who are handicapped and have handicap tags/hangers may park in any handicapped space on the campus that is not reserved for a specific NIH handicapped employee. Anyone who has handicap tags/hangers may also park at any metered space without paying.

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

BICYCLING

Those interested in bicycling to the NIH may find some links of interest here: http://www.ors.od.nih.gov/pes/dats/nihbicycleprogram/Pages/default.aspx.

NIH Bicyclists can now transport their bicycles on three (3) of the NIH shuttles. We are ecstatic to announce that Campus Shuttles #32, #41 and Montrose Shuttle #34 are equipped with the same bike racks as the Metro buses. For instructions on how to use the bike racks visit WMATA: http://www.wmata.com/getting_around/bike_ride/bikes_bus.cfm.

SHUTTLES

The NIH runs several shuttle lines. All summer students can ride any NIH employee shuttle. Shuttles are available Monday through Friday, except Federal holidays. Some circle the Bethesda campus at regular intervals, while others connect the Bethesda campus with nearby NIH laboratories and offices such as those on Executive Boulevard and at Rockledge. You can find shuttle routes and schedules at http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx. Information on the NCI-Frederick Shuttle is posted at http://ncifrederick.cancer.gov/Staff/Shuttle.aspx.

Note: Real time updates on shuttle arrivals are now available: http://wttsshuttle.com.

PAYING TAXES ON YOUR SUMMER INCOME

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

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

If you are appointed as an FTE,

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

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

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

Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. If you have a tax liability, you must file a Federal Income Tax Return. If the government owes you money, it's in your own best interest to file.

TRAINING COURSES

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities, including summer students. The Division of Occupational Health and Safety offers several **required** laboratory safety courses that summer research trainees must complete within 30 days of beginning to work in a laboratory. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. Note: Students will be allowed to complete laboratory safety training before they have received their NIH ID badges.

INTRODUCTION TO LABORATORY SAFETY

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

STARS "LEARN-BY-DOING" LABORATORY SAFETY TRAINING

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

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

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

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

STARS "Learn-by-doing" Laboratory Safety Training will be offered twice a day (8:30 am - 12:00 pm and 1:00 - 4:30 pm) from the end of May until the end of July. STARS Training is a summer program only. Designed for individuals 21 years old and younger, it is a substitute for NIH Laboratory Safety Training 101..

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

NIH LABORATORY SAFETY TRAINING 101

After completing the computer-based **Introduction to Laboratory Safety, new summer trainees over the age of 21** are required to complete a second online course

entitled **NIH Laboratory Safety Training 101**. 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. Completion of this course assists in meeting the training requirement of the OSHA Hazard Communication Standard and Occupational Exposure to Hazardous Chemicals in Laboratories Standard.

To register: https://www.safetytraining.nih.gov.

LABORATORY SAFETY REFRESHER COURSE (ONLINE TRAINING COURSE)

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

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

BLOODBORNE PATHOGEN TRAINING

WORKING SAFELY WITH HIV AND OTHER BLOODBORNE PATHOGENS FOR NON-HOSPITAL PERSONNEL

This two-hour course is for all individuals working with bloodborne pathogens. This training must be completed by all trainees/employees **before** working with human blood, body fluids, and/or tissues; human or nonhuman primate retroviruses; hepatitis B and C viruses; or other 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;
- animals or their housing.

SUMMER STUDENT SAFETY TRAINING REQUIREMENTS AT A GLANCE

NEW STUDENTS		
Under 18 Years Old	18 to 21 Years Old	Over 21 Years Old
Introduction to Lab Safety (online training) **STARS* "Learn-by-doing" Lab Safety Training**	**Introduction to Lab Safety (online training)** **STARS* "Learn-by-doing" Lab Safety Training** **Bloodborne Pathogen Training****	**Introduction to Lab Safety (online training)** **NIH Laboratory Safety Training 101 (online training)** **Bloodborne Pathogen Training****
RETURNING STUDENTS		
Under 18 Years Old	18 to 21 Years Old	Over 21 Years Old
Lab Safety Refresher Training (online)	**Lab Safety Refresher Training (online)** **Bloodborne Pathogen Refresher Training** (online)**	**Lab Safety Refresher Training (online)** **Bloodborne Pathogen Refresher Training** (online)**

** STARS: Safe Techniques Advance Research Science*
*** as applicable*

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

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

BLOODBORNE PATHOGEN REFRESHER TRAINING

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

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

RADIATION SAFETY

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

Anyone (including all Summer Interns) planning to handle radioactive materials must (1) register with Division of Radiation Safety (DRS) for a training course, (2) complete a **dosimeter evaluation form (DEF),** http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/dosimetry_form.html, and (3) take the **Radiation Safety in the Laboratory (RSL)** course, prior to beginning research.

You can call 301.496.2255 to register for the RSL class or do so online at http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html. If you are a returning summer student, you do not need to repeat this course, as long as you have taken it within the last four years. You do, however, need to call 301.496.2255 to be reactivated in the Radiation Safety database (assuming you were inactivated when you left) and complete a revised DEF. The Division of Radiation Safety can also provide you with your DRS number at that time upon request. Individuals who have been away from the NIH for more than four years must retake the **RSL** course.

2016 **RSL** courses will be held online and can usually be completed in less than four hours.

Optional "Practical Exercise" training is now available

- Spill response and recovery drills are provided to help Users gain experience in the event that radioactive contamination escapes a working boundary.
- Drills are scenario-based and are tailored to the working environment of the student.
- Practical exercise training is required if a User plans to participate in activities covered under a DRS protocol.
- This additional training is required for minors ages 16 and 17.

You will need to use a computer that has access to the NIH network to take the Radiation Safety courses and view the DRS website.

ANIMAL CARE AND USE

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

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

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

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

WORKING SAFELY WITH NONHUMAN PRIMATES

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

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

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

Hands-on Mouse Workshops are offered during the summer. See http://oacu.od.nih.gov/training/hands-on2.htm to register. You can start registering a month in advance, but note that the registration closes two weeks before the scheduled date of each workshop. **Hands-on Rat Workshops** may be offered upon request.

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

OPTIONAL RESEARCH ETHICS COURSE

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

AFTER YOUR INTERNSHIP: COMING BACK TO THE NIH

NIH PROGRAMS FOR UNDERGRADUATES AND RECENT COLLEGE GRADUATES

THE NIH UNDERGRADUATE SCHOLARSHIP PROGRAM (UGSP)

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

POSTBACCALAUREATE INTRAMURAL RESEARCH TRAINING AWARD (IRTA)

The Postbaccalaureate Intramural Research Training Award (IRTA) is a program for U.S. citizens or permanent residents who have (1) been awarded a bachelor's degree no more than 3 years prior to the activation date of the Traineeship or (2) completed a masters's degree less than 6 months prior to the activation date of the Traineeship and who intend to apply to graduate school in a biomedical program or to professional (medical, dental, pharmacy, etc.) school during their tenure at the NIH or (3) students who have been accepted into graduate or professional school as outlined above and have written permission from their school to delay entrance for up to 1 year. The program includes more than 1000 students.

The program features

- the option of applying to the NIH Academy Fellows and Certificate programs (https://www.training.nih.gov/new_nih_academy_home), which focus on health disparities,
- a Postbac Committee that plans social and community service activities,
- a monthly seminar series: three postbacs present their work in each session,
- workshops on applying to and interviewing for graduate or medical school, public speaking, presenting a poster, preparing for the GRE or MCAT, etc.,
- Postbac Poster Day in spring,
- the Graduate & Professional School Fair in summer,
- an official listserv (OITE-POSTBACS), and
- community service activities.

THE GRADUATE PARTNERSHIPS PROGRAM

The Graduate Partnerships Program (GPP) links the National Institutes of Health (NIH) to national and international universities in the training of graduate students. Participants get the best of both worlds – the academic environment of a university and the breadth and depth of research at the NIH. A different kind of graduate experience emerges, one that focuses on training the next generation of scientific leaders by accelerating communication and collaboration skills. Over 400 graduate students, representing more than 100 universities worldwide, work and study at the NIH.

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

All graduate students at the NIH are part of the GPP and can take advantage of the graduate student community and career and professional development services supported by the Office of Intramural Training & Education

(OITE). For more information, visit https://www.training.nih.gov/programs/gpp/.

PROGRAMS FOR MEDICAL AND DENTAL STUDENTS

THE NIH MEDICAL RESEARCH SCHOLARS PROGRAM (MRSP)

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

THE NIH CLINICAL ELECTIVES PROGRAM (CEP)

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

CONTACTS

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Bethesda, MD 20892-4310
Telephone: 301.594.8444
Fax: 301.480.5353
Email: judelle.campbell@nih.gov

NIDCR—National Institute of Dental and Craniofacial Research
Dr. Deborah Philp
Building 30, Room 516
30 Convent Drive, MSC 4310
Bethesda, MD 20892-4310
Telephone: 301.594.8444
Fax: 301.480.5353
Email: dphilp@dir.nidcr.nih.gov

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases
Ms. Kala Viswanathan
Building 12A, Room B45
12 South Drive
Bethesda, MD 20892
Telephone: 301.435.8901
Fax: 301.402.7461
Email: kvish@mail.nih.gov

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases
Ms. Elsie Goodwin
Building 3, Room 2E10
3 Center Drive
Bethesda, MD 20892
Telephone: 301.435.2925
Fax: 301.402.0069
Email: goodwine@mail.nih.gov

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases
Ms. Nicole Ray
Building 3, Room 2W07
3 Center Drive
Bethesda, MD 20892
Telephone: 301.496.0543
Fax: 301.496.9943
Email: rayn@mail.nih.gov

NIEHS—National Institute of Environmental Health Sciences
Ms. Debbie Wilson
P.O. Box 12233 or 111 T.W. Alexander Drive A2-09
Research Triangle Park, NC 27709
Telephone: 919.541.3205
Fax: 919.541.4214
Email: dewilson@niehs.nih.gov

NIMH—National Institute of Mental Health
Ms. Sandy Gomez
Building 35A, Room GE400
35A Convent Drive
Bethesda, MD 20892
Telephone: 301.451.4512
Fax: 301.480.8348
Email: gsandy@mail.nih.gov

NIMH—National Institute of Mental Health
Ms. Aneka Reid
Building 35A, Room GE400
35A Convent Drive
Bethesda, MD 20892
Telephone: 301.451.4512
Fax: 301.480.8348
Email: nimhfellowships@intra.nimh.nih.gov

NIMHD-National Institute on Minority Health and Health Disparities
Ms. Iesha Baskins
Building 3, Room 5W11A
3 Center Drive
Bethesda, MD 20814
Telephone: 301.496.3408
Email: baskinsi@mail.nih.gov

NINDS—National Institute of Neurological Disorders and Stroke
Dr. Rita Devine
Building 35A, Room GF352
35A Convent Drive
Bethesda, MD 20892
Telephone: 301.594.9562
Fax: 301.480.9685
Email: ninds-sip@ninds.nih.gov

NINDS—National Institute of Neurological Disorders and Stroke
Ms. Mary Kiganda
Building 35A, Room GF130
35A Convent Drive
Bethesda, MD 20892
Telephone: 301.435.7945
Fax: 301.496.4276
Email: Kigandam@ninds.nih.gov

NINDS—National Institute of Neurological Disorders and Stroke
Ms. Vivian Yang
Building 35A, Room GF352
35A Convent Drive
Bethesda, MD 20892
Telephone: 301.451.4350
Fax: 301.480.9685
Email: ninds-sip@ninds.nih.gov

NINR—National Institute of Nursing Research
Dr. Mary Engler
Building 60, Room 253
1 Cloister Court
Bethesda, MD 20892
Telephone: 301.594.0081
Fax: 301.480.1413
Email: mary.engler@nih.gov

NINR—National Institute of Nursing Research
Dr. Pamela Tamez
Building 60, Room 253
1 Cloister Court
Bethesda, MD 20892
Telephone: 301.594.0081
Fax: 301.480.1413
Email: pamela.tamez@nih.gov

NLM-LHC—National Library of Medicine-Lister Hill Center
Dr. Paul Fontelo
Building 38A, Room B1N30L
8600 Rockville Pike, MSC 3842
Bethesda, MD 20894-3842
Telephone: 301.435.3265
Fax: 301-402-4080
Email: nlmlhcfellows@mail.nih.gov

NLM-NCBI—National Library of Medicine-National Center for Biotechnology Information
Mr. Cuong Tran
Building 38A, Room 8N805
8600 Rockville Pike MSC 3827
Bethesda, MD 20894-3827
Telephone: 301.451.5161
Fax: 301.480.4559
Email: tranc@nih.gov

NIH SUMMER INTERNSHIP SUBPROGRAMS

OD—AMGEN Scholars Program at NIH
Dr. Ulrike (Ulli) Klenke
Building 2, Room 2E28
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301.496.7173
Fax: 301.594.9606
Email: klenkee@mail.nih.gov

OD—Community College Summer Enrichment Program (CCSEP)
Dr. Erika Barr
Building 2, Room 2E16
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301.451.2164
Fax: 301.594.9606
Email: barrel@mail.nih.gov

OD—Graduate Summer Opportunity to Advance Research (GSOAR)
Dr. Phil Ryan
Building 2, Room 2W09
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301.435.8014
Fax: 301.594.9606
Email: ryanp@mail.nih.gov

OD—The High School Scientific Training and Enrichment Program (HiSTEP)
Dr. Sharolyn Kawakami-Schulz
Building 2, Room 2E06B
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301-402-1907
Fax: 301.594.9606
Email: sharolyn.kawakami-schulz@nih.gov

OD—The High School Scientific Training and Enrichment Program (HiSTEP) and HiSTEP 2.0
Dr. Natasha Lugo-Escobar
Building 2, Room 2E26
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301.496.2555
Fax: 301.594.9606
Email: lugoescobarn@mail.nih.gov

CENTRAL NIH SUMMER PROGRAM COORDINATOR

Dr. Yewon Cheon
Director, Postbac and Summer Research Program
Office of Intramural Training & Education
Building 2, Room 2W17
2 Center Drive, MSC 0240
Bethesda, MD 20892-0240
Telephone: 301.451.2018
Fax: 301.594.9606
Email: cheony@mail.nih.gov

USEFUL WEBSITES

The Office of Intramural Training & Education (OITE)	https://www.training.nih.gov
NIH RESOURCES	
The main NIH website	http://www.nih.gov
A quick way to find answers to your questions about the NIH	http://jumpstart.nih.gov
NIH Frequently Asked Questions	http://www.nih.gov/about/FAQ.htm
The NIH Enterprise Directory (NED)	http://ned.nih.gov/search
NIH Security Information	http://security.nih.gov
NIH RESEARCH & TRAINING RESOURCES	
NIH Intramural Research Program	http://irp.nih.gov
NIH Intramural Research—Scientific Focus Areas	http://irp.nih.gov/our-research/scientific-focus-areas
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
Guidelines for the Conduct of Research at the NIH	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research-6_11_07.pdf
Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-scientific_recordkeeping.pdf
A Guide to Training and Mentoring in the Intramural Research Program at NIH	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/mentoring/guide-training_and_mentoring-10-08.pdf
NIH Scientific Interest Groups	http://www.nih.gov/research-training/scientific-interest-groups
NIH VideoCasting and Podcasting	http://videocast.nih.gov
NIH Laboratory Safety Training	http://www.safetytraining.nih.gov
Occupational Medical Service	http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx
NIH Library	http://nihlibrary.nih.gov
The NIH Office of the Ombudsman and Center for Cooperative Resolution	http://ombudsman.nih.gov

OTHER IMPORTANT NIH SERVICES	
Banking: NIH Federal Credit Union	http://www.nihfcu.org
CIVIL	https://hr.od.nih.gov/hrguidance/civil/
Employee Assistance Program	http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.aspx
Fitness Centers	http://www.fedesp.com/nih/rw-services/fitness-home/building-31-2/
Food: Dining Centers	http://www.ors.od.nih.gov/pes/dats/food/dining/Pages/dining_locations.aspx
Health & Wellness	http://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx
NIH Calendar of Events	https://calendar.nih.gov/app/MCalWelcome.aspx
Volunteer: NIH Blood Bank	http://www.cc.nih.gov/blooddonor
NIH CAMPUS ACCESS & TRANSPORTATION	
NIH Baltimore Campus Map	http://www.grc.nia.nih.gov/visitors/baltimore-brc-map.htm
NIH Bethesda Campus Map	http://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx
NIH Frederick Campus Map	http://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf
NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation	http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx
NIH Travel and Transportation Services including Campus Shuttle	http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx
Real Time GPS Shuttle Locations	http://wttsshuttle.com
Ride-On Map, map of Montgomery County, MD, bus routes	http://www.montgomerycountymd.gov/dot-transit/index.html
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties	http://www.wmata.com
OTHER RESOURCES TO HELP YOU GET SETTLED	
Housing: R&W Housing List	http://www.fedesp.com/classifieds/ http://www.fedesp.com/nih/apartments-homes/
OITE Moving Guide	http://www.training.nih.gov/resources/justarrived
Craigslist	http://washingtondc.craigslist.org
The Washington Post	http://www.washingtonpost.com
The Washington Times	http://www.washingtontimes.com
The Washington Examiner	http://www.washingtonexaminer.com
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	http://www.freecycle.org/

WASHINGTON METROPOLITAN AREA ACTIVITIES

ENTERTAINMENT

While most of your time this summer will be occupied with research, a summer in the Washington, DC area would not be complete without experiencing the sights of the city. The national capital is well known for its role as the seat of the U.S. 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://ticketplace.org

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

RESTAURANTS

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

TripAdvisor (http://www.tripadvisor.com) is another source of restaurant information.

MUSEUMS

B'nai B'rith Klutznick National Jewish Museum
2020 K Street NW
Washington, DC 20006
202.857.6583
http://www.bnaibrith.org/museum-and-archives.html
Admission: Free
Metro: Red Line, Farragut North, Blue/Orange Lines, Farragut West

Charles Sumner School Museum & Archives
1201 17th Street NW
Washington, DC 20036
202.730.0478
http://www.nps.gov/history/nr/travel/wash/dc58.htm
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
Comments: 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/
Comments: The Corcoran Gallery is being renovated and will become part of the National Gallery of Art. Check http://www.nga.gov/visit for the re-opening date in 2016.

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
202.218.4300
http://www.decaturhouse.org/
Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

Folger Shakespeare Library
201 East Capitol Street SE
Washington, DC 20003
202.544.4600
http://www.folger.edu/
Admission: Free; tours at 11:00 am
Metro: Blue/Orange Lines, Capitol South

Fort Ward Museum
4301 West Braddock Road
Alexandria, VA 22304
703.746.4848
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
101 Independence Avenue SE
Washington, DC 20540
202.707.5000
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
703.746.4994
http://oha.alexandriava.gov/lyceum/
Admission: Admission is charged.
Metro: Yellow Line, King Street

Manassas Museum
9101 Prince William Street
Manassas, VA 20110
703.368.1873
http://www.manassascity.org/index.asp?NID=211
Admission: Admission is charged.

Marian Koshland Science Museum
The National Academies
525 E 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
866.272.6272
http://www.archives.gov/
Admission: Free
Metro: Green/Yellow Lines, Archives

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
301.837.2000
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: Admission is charged.
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
Comments: While East Building galleries are closed for renovation through the fall of 2016, the atrium remains open and visitors may access the Gallery Shops, Cascade Café, and Espresso & Gelato Bar, as well as the library and its focus exhibitions. Programs in the East Building Auditorium may move to other locations.

National Geographic Museum
17th & M Streets NW
Washington, DC 20036
202.857.7700
http://www.nationalgeographic.com/museum/
Admission: Admission is charged.
Metro: Red Line, Farragut North

National Museum of American Jewish Military History
1811 R Street NW
Washington, DC 20009
202.265.6280
http://www.nmajmh.org/
Admission: Free
Metro: Red Line, Dupont Circle

National Museum of Health & Medicine
2500 Linden Lane
Silver Spring, MD 20910
301.319.3300
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: Admission is charged.
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

The Octagon House
1799 New York Avenue NW
Washington, DC 20006
202.626.7439
http://architectsfoundation.org/preservation/visiting/
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 on weekdays (Tuesday-Friday).
Metro: Red Line, Dupont Circle

SMITHSONIAN

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

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

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

Smithsonian ▪ Arts & Industries Building
900 Jefferson Drive SW
Washington, DC 20013
202.633.1000
http://si.edu/museums/arts-and-industries-building
Metro: Blue/Orange Lines, Smithsonian
Comments: Closed for renovations, scheduled to reopen summer 2016

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

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

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

Smithsonian ▪ National Air & Space Museum, Udvar-Hazy Center
Steven F. Udvar-Hazy Center
14390 Air & Space Museum Parkway,
Chantilly, VA, 20161
703.572.4118
http://www.nasm.si.edu/udvarhazy/
Admission: Free, but a parking fee is charged
Comments: Located near Dulles Airport in the Virginia countryside. Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Condorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

Smithsonian National Museum of African American History and Culture
15th Street and Constitution Avenue NW
Washington, DC 20013
http://www.nmaahc.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Opening September 24, 2016.

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

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

Smithsonian ▪ National Museum of the American Indian
4th Street and Independence Avenue SW
Washington, DC 20560
202.633.1000
http://www.nmai.si.edu/
Admission: Free
Metro: All lines except Red, L'Enfant Plaza
Comments: The cafeteria serves authentic Native American dishes.

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
http://www.npg.si.edu/
Admission: Free
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown
Comments: In the same building as the American Art Museum.

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

Smithsonian ▪ Renwick Gallery
17th Street & Pennsylvania Avenue NW
Washington, DC 20006
202.633.7970 or 202.633.1000
http://www.americanart.si.edu/renwick/
Admission: Free
Metro: Orange Line, Farragut West; Red Line, Farragut North
Comments: A collection of contemporary craft and decorative art.

The Textile Museum
2320 S Street NW
Washington, DC 20008
202.667.0441
http://www.textilemuseum.org/
Admission: Free (suggested contribution of $8)
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. A 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
10 Daniel French Drive SW
Washington, DC 20001
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
2 Lincoln Memorial Circle
Washington, DC 20037
202.426.6841
http://www.nps.gov/linc/
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom

Martin Luther King Jr. Memorial
1964 Independence Ave SW
Washington, DC 20024
202.426.6841
http://www.nps.gov/mlkm/index.htm
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Mary Mcleod Bethune Council House National Historic Site
1318 Vermont Avenue, NW
Washington, DC 20005
202.673.2402
http://www.nps.gov/mamc/
Admission: Free
Metro: Blue/Orange Lines, McPherson Square
Comments: The Site houses the Bethune Museum and Archives, Inc., and is dedicated to the collection, preservation, and interpretation of African American women's history.

National Aquarium in Baltimore, Maryland
Pier 3, 501 East Pratt Street
Baltimore, MD 21202
410.576.3800
http://www.aqua.org/
Admission: Admission is charged.
Comments: The lightship Chesapeake is docked nearby.

National Mall
Washington, DC
http://www.nps.gov/nr/travel/wash/dc70.htm
Admission: Free. Permits are required for special events and First Amendment activities.
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/wwii/index.htm
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
202.633.2614 General Information
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, L2, and L4 buses at the Connecticut Avenue entrance; H4 bus at Harvard Street.
Car: Parking is very limited. From May to September, lots may be filled by 10:30 am.

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 its way 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
c/o Turkey Run Park
George Washington Memorial Parkway
McLean, VA 22101
703.289.2500
http://www.nps.gov/this/
Admission: Free. Fishing permits are required for persons older than 16. Vehicles are not permitted on the island.
Metro: Blue/Orange Lines, Rosslyn
Comments: The parking area is accessible from the northbound lane of the George Washington Memorial Parkway on the Virginia side of the Potomac River. A footbridge connects the island to the Virginia shore. The island is also accessible to pedestrians via the Metro station at Rosslyn and a 20-minute walk following city streets to the Key Bridge, where the Mount Vernon Trail begins. Follow the trail to the island entrance.

Thomas Jefferson Memorial
900 Ohio Drive SW
Washington, DC 20242
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
Washington, DC
202.226.8000
http://www.visitthecapitol.gov
Admission: Free. The Capitol is open for public tours, but a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.
Metro: Red Line, Union Station
Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.
Metro: Blue/Orange Lines, Smithsonian

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
5 Henry Bacon Drive NW
Washington, DC 20242
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/
Metro: Blue/Orange Lines, Smithsonian
Comments: an elevator takes visitors to the 500-foot level. Return is by elevator as well. If you wish to walk down, you must make arrangements beforehand with the staff.

White House
1600 Pennsylvania Avenue NW
Washington, DC 20005
202.456.7041
http://www.whitehouse.gov
Note: Public tours must be requested through your state representative in Congress.
Visit https://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
Comments: Now anyone, anywhere, can experience the history and art of the White House via their computer. Take the virtual tour (http://www.googleartproject.com/collection/the-white-house/museumview/).

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