

# NIH POSTBAC HANDBOOK





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Dear NIH Postbac:

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

Your postbac experience is the start of your professional career. Over the years, you will be expected to think and act with increasing independence. Even at this early stage, while senior investigators in your lab may provide some guidance, you will be expected to take responsibility for many things. For example, you will be expected to set your own schedule, actively seek learning opportunities, design and interpret your own experiments, and present your results in informal and formal settings. You may be learning a new field, new jargon, new technologies, and even a new work culture. At the same time you must make important decisions about your future, and some of you will navigate the academic application and interview process while juggling full-time research. To do all of this successfully, and to make the most of your time at NIH, we encourage you to take advantage of the many resources we provide to help you build a strong foundation for your scientific career.

The Office of Intramural Training & Education (OITE) supports the postbac community at NIH. We are here to facilitate all aspects of your training – from helping you get settled to helping you complete a successful NIH experience to sending you off on your next educational adventure. We have created this handbook as a single source of information to help you make the most of your scientific and professional opportunities. We hope that you find it easy to navigate and its content useful. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to postbacs and other trainees at NIH. We hope you will participate in many scientific, academic, and professional development activities at the NIH; the research, interpersonal, and professional skills you develop here will be the foundation for your future career success.

Once again, welcome to the NIH. We hope you will become a vital contributor to the NIH community and that you will leave your personal mark on your group and the institution. We look forward to meeting you, discussing your scientific interests, and working with you as you develop the skills needed to become a leader in the biomedical research community.

Sincerely,

/Sharon L. Milgram/  
Sharon L. Milgram, PhD  
Director, OITE

/Yewon Cheon/  
Yewon Cheon, PhD  
Director, Postbac and Summer Research Program

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# SECTION I: INTRODUCTION

## WHAT IS A POSTBAC ANYWAY?

We are including under the term “postbac” individuals who have recently completed a bachelor’s (or in some cases a master’s) degree and are spending a year (or possibly two) in the NIH Intramural Research Program (IRP), i.e., at the NIH, conducting biomedical research while applying to graduate or professional school. Individuals participating in either the Postbaccalaureate Intramural Research Training Award (IRTA) program or the Cancer Research Training Award (CRTA) program in the National Cancer Institute meet these criteria. Individuals who received support from the Undergraduate Scholarship Program (UGSP) during their college years, have received their bachelor’s degrees, and are completing their payback obligations by conducting biomedical research in the NIH IRP are also considered postbacs for the purposes of this handbook.

Regardless of what you are called, you all have in common the (relatively) recent completion of a bachelor’s or master’s degree, a commitment to a short-term biomedical research experience in the NIH IRP, and the opportunity to be a contributing member of the scientific community at the NIH.

This is your chance to see what it feels like to be a scientific researcher. You will be working on your project full-time (or more than full-time). Your PI will be depending on you and your results, often to the same extent that they depend on the graduate students and postdocs in the research group.

I

OITE

NIH



# THE OFFICE OF INTRAMURAL TRAINING & EDUCATION (OITE)

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

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

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). We work closely with FelCom (the postdoctoral Fellows Committee), the Graduate Student Council, and the Postbac Committee to develop programs for trainees at all levels of their careers.

Specifically, we encourage you to

- take part in orientation sessions when you arrive at the NIH to make certain you get off to a good start;
- make certain that you are included on the official OITE mailing list OITE-POSTBACS;
- subscribe to one or more voluntary electronic mailing lists (e.g., POSTBACC-L and Club PCR listserv) to keep aware of postbac seminars and volunteer opportunities (the former) and social activities (the latter);
- visit the OITE website, <https://www.training.nih.gov>, regularly to check for new workshops and courses; remember that if you cannot attend a workshop you will find video and podcasts of many of them on the OITE website at [https://www.training.nih.gov/oite\\_videocasts](https://www.training.nih.gov/oite_videocasts);
- create an “NIH Trainee/Fellow” account for yourself ([https://www.training.nih.gov/oite\\_accounts\\_-\\_other\\_programs](https://www.training.nih.gov/oite_accounts_-_other_programs)) on the OITE website so that you can make appointments with career counselors and access the Alumni Database (be certain to set your Trainee Type to = “Postbacs” so you can register for postbac-specific events/activities);
- attend some of the many scientific seminars, lectures, and lecture series offered at the NIH. (NOTE: you cannot possibly attend them all. Be selective; attend those that seem most appropriate or exciting.) For more information, visit the NIH calendar of events “Yellow Sheet” website, <https://calendar.nih.gov/app/MCalWelcome.aspx>;
- participate in at least one Scientific Interest Group (<https://oir.nih.gov/sigs>);
- join the Postbac Committee and help plan and implement activities for trainees ([https://www.training.nih.gov/postbac\\_committee](https://www.training.nih.gov/postbac_committee));
- participate in Postbac Poster Day ([https://www.training.nih.gov/postbac\\_poster\\_day](https://www.training.nih.gov/postbac_poster_day)) and share your research with the NIH community;
- take part in career and professional development workshops (<https://www.training.nih.gov/events/upcoming>);
- visit our Career Services Center ([https://www.training.nih.gov/career\\_services](https://www.training.nih.gov/career_services)) for assistance with refining your career goals and successfully navigating the next step in your career or education;
- create a LinkedIn account and join the NIH Intramural Research Program Group to network and share ideas;
- visit and follow the OITE Careers Blog at <https://oitecareersblog.wordpress.com>;
- follow us on Twitter, @NIH\_OITE;
- check out the OITE Career Library; and
- explore and contribute to the community around you.

OITE is located on the second floor of Building 2. Our hours are Monday-Friday, 8:00 am - 5:00 pm. We maintain an open-door policy and encourage you to drop by anytime during open hours.

## POSTBAC ORIENTATION: GETTING WHAT YOU CAME FOR!

Join the staff of the OITE for tips on making the most of your time at the NIH. Orientations are scheduled throughout the year. All new postbacs are encouraged to attend. Check the OITE website or ask your Institute or Center (IC) training office for information on date, time, and location. If no orientation is scheduled near the time of your entry on duty, drop by Building 2 for a personalized orientation. You should also plan to attend orientation events in your IC and get to know the Training Director there.

## THE OITE WEBSITE

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

The OITE website 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 will also go to this site to register for career development activities and complete program evaluations. OITE publications, recordings of past workshops, and informational videos are also available on the site.

## CREATING AN ACCOUNT ON THE OITE WEBSITE

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

Please follow these directions to create an account:

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

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

## OITE ONLINE RESOURCES

The OITE website contains YouTube videos and other training materials designed to help with your professional development. New materials are being added all the time. Resources include videos on keeping a good lab notebook, reading a scientific article, lab math, attending a scientific meeting, and choosing a research mentor. Online resources include guides to writing professional emails and cover letters and creating CVs and resumes. Check out these resources and others at [https://www.training.nih.gov/nih\\_resources](https://www.training.nih.gov/nih_resources).

## THE OITE CAREER SERVICES CENTER

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

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

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

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. The OITE Career Library is a “branch” of the NIH Library. To search the OITE Career Library collection online, go to the NIH Library website (<https://www.nihlibrary.nih.gov/agency/nih>). Then, under “Resources,” from the “Other Research Tools” menu, chose “Online Catalog”.

Career Libraries are also located in Baltimore in the Biomedical Research Center (BRC), Room O4B409B for NIA and Room 2A641 for NIDA, and in Frederick in the Science Library, Building 549. The NIEHS campus library is located on the Research Triangle Campus in Building 101 and offers virtual resources available on the NIEHS Intranet. Lastly, NIAID houses a library at Rocky Mountain Labs in Room A313 of the quad building. For additional information on the RML library, contact librarian Taylor Robinson at 406-363-9211.

## PRE-MED AND PRE-GRAD RESOURCES

In addition to conducting high-level research at NIH, postbacs are expected to apply to professional (medical/dental/veterinary/nursing/pharmacy, etc.) or graduate school. The OITE offers resources to facilitate this process. The following are a small sample of the OITE-sponsored seminars that are offered:

- Choosing and Applying to Medical School
- Interviewing for Graduate School
- Much of What You Need to Know to Get into Graduate School
- MD/PhD: Is It for You?
- Reapplying to Medical School
- Preparing for the MCAT: Test-taking Strategies and Test Day Preparation
- Preparing for Tests: How to Calm Our Minds and Bodies

In addition to seminars, the OITE pre-professional advisors can talk with you about deciding where to apply, crafting your application, writing your personal statement, preparing for the MCAT or GRE, and interviewing. The OITE Career Services Center includes Dr. Elena Hernandez-Ramon, who is the Director of the Pre-medical Program. Additional pre-med information and resources can be found at [https://www.training.nih.gov/oite\\_pre-med\\_resources](https://www.training.nih.gov/oite_pre-med_resources). Be sure to check the OITE Events page for new seminar and mock-interview offerings!

## THE OITE CAREERS BLOG

The OITE Careers Blog was established by the OITE Career Services Center to

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

Go to <https://oitecareersblog.wordpress.com/> and click “Follow Us” in the upper right to find an informative post in your inbox every Monday morning.

## WHO’S WHO IN THE OITE?

The OITE encompasses several biomedical research training programs: the Postbaccalaureate and Summer Research Program (PSRP), the Graduate Partnerships Program (GPP), and the Office of Postdoctoral Services (OPS). You will likely interact primarily with staff 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>

# WHAT IS THE NIH?

## NIH OVERVIEW

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; and
- 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;
- processes of human growth and development;
- biological effects of environmental contaminants;
- understanding of mental, addictive, and physical disorders;
- 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 US 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

**C-SOAR**—College Summer Opportunity to Advance Research

**CV**—Curriculum Vitae

**DDIR**—Deputy Director for Intramural Research

**DHHS**—Department of Health and Human Services

**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

**GDSSP**—Graduate Data Science Summer Program

**GPP**—Graduate Partnerships Program

**G-SOAR**—Graduate Summer Opportunity to Advance Research

**HiSTEP**—High School Scientific Training & Enrichment Program

**IC**—Institute/Center

**IRP**—Intramural Research Program

**IRTA**—Intramural Research Training Award

**NED**—NIH Enterprise Directory

**NRC**—National Research Council

**NSF**—National Science Foundation

**OHRM**—Office of Human Resources 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

**ORF**—Office of Research Facilities

**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**—Undergraduate Scholarship Program

**VF**—Visiting Fellow

**WALS**—Wednesday Afternoon Lecture Series

For a comprehensive list, see:

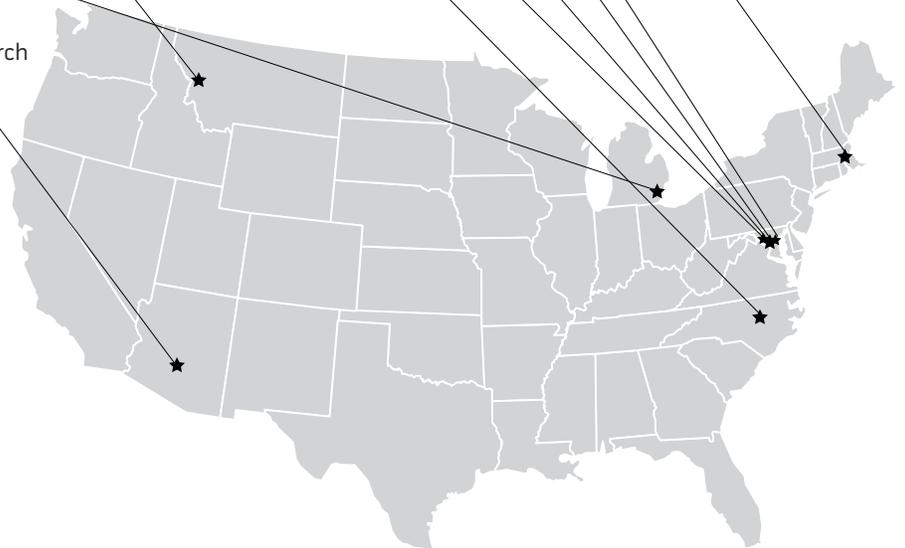
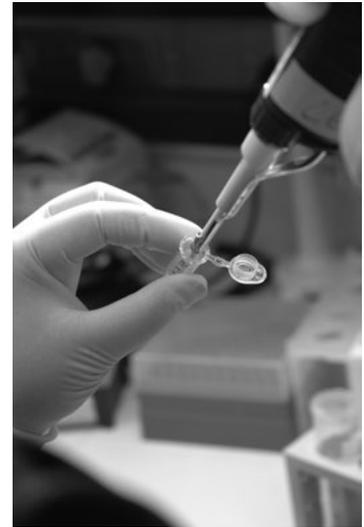
<http://employees.nih.gov/pages/acronyms.aspx>

## 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 laboratory and office 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.

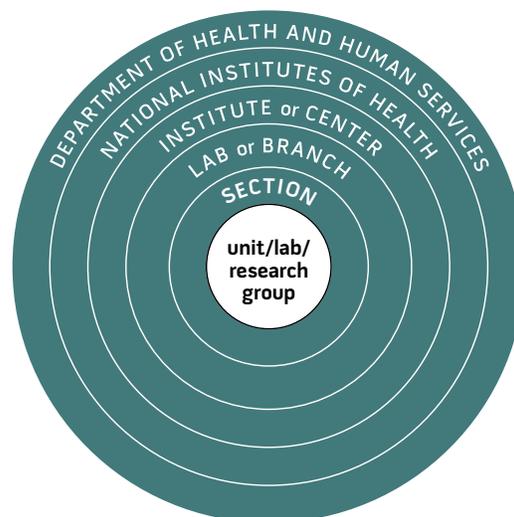
IC intramural research programs are organized as follows:

- Individual tenure-track or senior investigators (also known as principle investigators or PIs) head their own **units/labs/research groups**, which include trainees, technicians, staff scientists, and administrative support personnel.
- Multiple units 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 housed basic scientists only; this distinction has somewhat fallen by the wayside.

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

Some key IC personnel are listed below.

**Scientific Director (SD):** The SD is the head of the Intramural Research Program of the IC; the Deputy Scientific Director(s), Branch Chiefs, and Lab Chiefs typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, Deputy SDs, Branch Chiefs, and Lab Chiefs are senior scientists who can provide you with information about your IC and about science in general. Although they will be very busy, you should make



an effort to meet these individuals at various IC seminars, retreats, and training meetings.

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

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

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

## WHO CONDUCTS RESEARCH AT THE NIH?

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

Your group may include some or all of the following:

**Principal Investigators:** Principal investigators hold a doctoral degree. They can be either tenured or tenure-track investigators. These individuals run their own labs/groups and have the authority to hire all of the remaining groups of scientists. About 1100 PIs work in the NIH IRP.

**Staff Scientists:** Staff scientists generally hold a doctoral degree. Although they are not principal investigators, they are accomplished scientists. They often fulfill key functions such as managing the laboratory of a very busy PI or running a core facility that provides services to many investigators. The ≈1300 staff scientists frequently supervise/mentor trainees like you.

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

**Postdoctoral Fellows:** Approximately 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 US citizens or permanent residents and Visiting Fellows if they are citizens of another nation. An individual can spend no more than 5 years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted either to a permanent position or to Research Fellow, a move that allows them to remain for up to an additional 3 years.

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

**Postbaccalaureate (Postbac) Trainees:** This group includes you! The NIH IRP hosts approximately 1300 postbacs.

**Summer Interns:** Each summer, more than 1300 high school, college, graduate, and professional students spend 8 to 10 weeks working in the research groups of the IRP. These individuals must be at least 17 years of age and US citizens or permanent residents.



# UPON YOUR ARRIVAL

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

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

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

<https://ned.nih.gov>

As soon as you complete your appointment paperwork, you will be entered into a system called NED. This is an online, searchable database containing information on all individuals who work at the NIH. Your entry is your official “identity” at the NIH. You should periodically check your contact information in NED; this is easily done online, and you can update your information, if necessary.

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

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

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

## SECURITY

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

For up-to-date information on the process for obtaining an NIH ID badge, please visit <https://www.ors.od.nih.gov/Ser/dpsac/Pages/Home.aspx>.

## EMAIL, LISTSERVS, AND SETTING UP YOUR COMPUTER

### NIH EMAIL ACCOUNTS

Once your appointment to NIH has been finalized, your AO will make a request to the Center for Information Technology (CIT) to generate an NIH email account for you. (NIH supports Outlook on both NIH-owned PCs and MACs.) OITE, your group, and others at the NIH will use this email account to communicate with you. You should monitor your NIH email account on a regular basis so that you don’t miss out on important information. There are many options for accessing this account, including via the web (<https://cloudmail.nih.gov>), but all require a PIV card.

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

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

## LISTSERVS

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

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

## SETTING UP YOUR COMPUTER AND WORK STATION

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

Phone service requests can be made at <https://myitsm.nih.gov>, which requires a PIV card to access.

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

User Name: OD\Sectraining  
Password: Thu4\$day (typed exactly as shown)

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

Information on VPNs (a Virtual Private Network that ensures encrypted communication between remote NIH users and NIH computers) and obtaining remote access to the NIH network can be found at <https://www.cit.nih.gov/service/network-services>. You will need approval from your PI to obtain remote access to the NIH network off-campus. You will also need to complete a second component of the NIH Information Security and Privacy Awareness Training. Go to <https://irtsectraining.nih.gov> and select "Securing Remote Computing."

When you have a problem with your computer, VPN, etc., the NIH Help Desk will come to your rescue! You can fill out an online form at <https://itservicedesk.nih.gov/> or call 301-496-HELP (301-496-4357 or 301-496-8294, TTY) to request assistance. **Be sure to provide your current location and phone number.** The Help Desk staff can assist you in obtaining software for which the NIH has a license. Other software can be purchased, with the approval of your supervisor, using standard procedures, but you must submit a Help Desk ticket to have the software installed.

## TRANSPORTATION AND PARKING

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

You can commute to the NIH in several ways:

### TRANSHARE

Transhare is a Federal system designed to increase the use of public transportation by providing commuter subsidies to qualified individuals who live in the National Capital Region and agree to use mass transport to the NIH. Complete information on the program can be found at <https://www.ors.od.nih.gov/pes/dats/transhare/Pages/transhare.aspx>.

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

To apply for the NIH Transhare Program, you must fill out a "NIH Transhare Program Application" form in the Employee Transportation Services Office (ETSO), commonly known as the NIH Parking Office (Building 31, Room 1A11). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit. Misrepresentation on your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services (DATS) uses the WMATA (Metro) Trip Planner found at <https://wmata.com>. If you own a SmarTrip card, simply provide your card number; the card number will become your Transhare benefit account, and monthly subsidies will be deposited directly into this account. If you plan on using SmartBenefits, you can purchase a SmarTrip card from a Metro station, and you MUST register it online at <https://www.smartrip.com/rcsc.html> before applying for the NIH Transhare Program. SmarTrip cards can also be obtained from the NIH Parking Office, but will not be replaced if lost or stolen.

The DATS determines your qualification for the SmartBenefits program after reviewing your application; qualification depends on the mode of transportation accepting SmarTrip. Once accepted into the Transhare program, you can access your commuter information through the Commuting and Parking Services (CAPS) portal at <https://commuter.ors.od.nih.gov/Transhare>.

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

- Parking Office
  - Hours: 8:00 am – 4:00 pm, Monday through Friday
  - Location: Building 31/Room 1A11
  - Phone number: 301-496-5050
  - Email: [nihparkingoffice@ors.od.nih.gov](mailto: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): <https://www.commuterpage.com/ways-to-get-around/commuter-rail-marc-vre/>
- MetroAccess, curb-to-curb service for those unable to use public transportation: <https://www.wmata.com/service/accessibility/metro-access/customer-guide.cfm>
- Maryland Transit Authority, subway, bus, and train systems in Maryland: <https://www.wmata.com>

## PARKING

You can obtain a parking permit at the Parking Office, located in Building 31, Room 1A11. You must present a valid NIH ID badge, valid registration certificate (or copy) for each vehicle (maximum of three), and a valid driver's license.

Please note that trainees enrolled in Transhare are ineligible to receive a parking permit, and vice versa. Transhare participants are allowed six (6) temporary parking passes per calendar quarter, which can be used on days when driving to NIH is a necessity. Temporary parking passes can be printed by logging into the CAPS system.

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

General Permits are issued to individual trainees. This permit allows you to park in areas marked for "Permit Holders ONLY". After 11:00 am, the General Permit is also valid in areas designated for carpools. After 3:00 pm, the General Permit is valid in RED parking areas. This permit, when displayed with either an NIH handicapped permit or State-issued handicapped placard, will permit you to park in designated handicapped parking spaces. The permit is issued for a 2-year period based on the first letter of your last name.

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

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

### Parking at Montrose Park and Ride Lot

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 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>.

## 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 transport their bicycles on three (3) of the NIH shuttles. Campus Shuttles #32, #41 and Montrose Shuttle #34 are equipped with the same bike racks as Metro buses. For instructions on how to use the bike racks visit WMATA: <https://www.wmata.com/service/bikes/>.

## SHUTTLES

The NIH runs several shuttle lines. Postbacs 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 at <http://wttsshuttle.com>.

## GETTING A DRIVER'S LICENSE

Information on applying for a Maryland driver's license can be found at <http://www.mva.maryland.gov/drivers/apply/apply.htm>. You are expected to obtain a Maryland license within 60 days of moving to the state. If you plan to live in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process can be found at <https://www.dmv.virginia.gov/drivers/#applying.asp>. If you plan to live in DC, you have only 30 days after your arrival to obtain a DC driver's license. Information on applying is located at <https://dmv.dc.gov/service/driver-licenses>.

## FAES HEALTH INSURANCE PROGRAMS

<https://faes.org/content/member-resources>

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

All NIH trainees must carry health insurance. You may continue on a policy you already have or enroll in the program offered by FAES. If you elect FAES health insurance, you have 30 days from the date of your entry on duty at the NIH to sign up. Your health insurance coverage will begin on the date you complete the required paperwork and submit it to the FAES. The FAES office is located in Building 10 (south side), Room 1N241. Once enrolled, you should receive an insurance card and a description of your coverage from Aetna. You will also receive access to CoreSource, which is a portal used to access your plan information, search for providers, and file claims. CoreSource can be accessed at [https://web9.trustmarkcompanies.com/apps/um/login/ICEPortalLogin.jsp?t\\_eventcode=1001](https://web9.trustmarkcompanies.com/apps/um/login/ICEPortalLogin.jsp?t_eventcode=1001).

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

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

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

## PREPLACEMENT MEDICAL EVALUATION

Trainees are required to complete a preplacement medical evaluation **before beginning laboratory work ONLY** if they 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).

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

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

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

## REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

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

- Responsible Conduct of Research: <https://researchethics.od.nih.gov>
- Technology Transfer: [https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/personnel/guidance-tech\\_transfer\\_online\\_training.pdf](https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/personnel/guidance-tech_transfer_online_training.pdf)
- Ethics Training: <https://ethics.od.nih.gov/training.htm>
- NIH Computer Security Awareness: <https://irtsectraining.nih.gov>
- Prevention of Sexual Harassment: <https://www.edi.nih.gov/training/mandatory-training>
- Information Security and Management: <https://irtsectraining.nih.gov>

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

## LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities. The Division of Occupational Health and Safety offers several required laboratory safety courses that trainees must complete. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. If you are unsure whether you are required to complete a specific training course, please reach out to your laboratory supervisor for guidance. **NOTE:** Additional training courses may be required for postbacs starting in the summer who are 21 or younger. Contact Dr. Yewon Cheon ([cheony@mail.nih.gov](mailto:cheony@mail.nih.gov)) for further information.

### Introduction to Laboratory Safety

The online introductory course in laboratory safety is **mandatory** for **all new laboratory research trainees**. It must be completed prior to attending any other courses and 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>.

### NIH Laboratory Safety Training 101

This mandatory online course is a follow-up to the Introductory Laboratory Safety Training course to provide additional training on the recognition and control of common physical, chemical and biological hazards found in NIH research laboratories. It includes required information on NIH policies and procedures for working safely in the research laboratory as well as methods for hazardous waste minimization. The course also covers engineering controls and personal protective equipment as well as the NIH medical surveillance program available through the Division of Occupational Health and Safety, Occupational Medical Service. Attendance at this program assists in meeting the training requirement of the OSHA Hazard Communication Standard and Occupational Exposure to Hazardous Chemicals in Laboratories Standard.

NOTE: Trainees on the Baltimore campus MUST attend the classroom session. Credit for attendance will not be given to late arrivals. Individuals who arrive late will be asked to reschedule. The classroom schedule for NIH Laboratory Safety Training 101 can be found at <https://www.safetytraining.nih.gov>. This link can also be used for trainees at other campuses to access the online content.

### Laboratory Safety Refresher Course

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

## BLOODBORNE PATHOGEN TRAINING

### Working Safely With HIV and Other Bloodborne Pathogens for Non-Hospital Personnel

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

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

This training is required **BEFORE** working with bloodborne pathogens. NOTE: Trainees on the Baltimore campus MUST attend the classroom session. Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule. The classroom schedule and online content for Bloodborne Pathogen Training can be found at <https://www.safetytraining.nih.gov/>.

### Bloodborne Pathogen Refresher Course

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

To register for these laboratory safety courses, use the online registration program available at <https://www.safetytraining.nih.gov>. If you are unable to register online, print out the faxable registration form located at the website and return the completed form as directed.

## RADIATION SAFETY

### Radiation Safety in the Lab Course

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

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

### Radiation Safety Orientation

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

## **ANIMAL CARE AND USE**

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

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

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

The online course takes approximately 90 minutes to complete, but it need not be finished in one sitting. To access the online course, go to <https://oacutrainig.od.nih.gov>, and log in using your NIH ID number.

### **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: <https://oacu.oir.nih.gov/training-resources>.

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

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

Workshop dates will be posted on the OACU website. You can start registering a month in advance, but note that the registration closes 1 week before the scheduled start date of each workshop. The workshop dates are available on the OACU training website at <https://oacu.oir.nih.gov/training-resources>.



# SECURITY INFORMATION

## SECURITY

<https://security.nih.gov/Pages/Home.aspx>

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

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

## ALERTNIH

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

## EMERGENCY PHONE NUMBERS

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

- to authorities on the NIH campus, dial **911**;
- to authorities outside the NIH campus, dial **9-911**; or
- to authorities on the NIH Campus **from a cell phone, dial 301-496-9911**.

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

## STATUS ALERTS: SNOW AND WEATHER EMERGENCIES

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>

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

# SECTION II: SUCCEEDING AT THE NIH





# ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

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

## INDIVIDUAL DEVELOPMENT PLAN

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

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

Developing an IDP is not, in itself, enough to ensure a successful NIH experience. Once you have the plan, you need to follow through on the steps you identified as being key to your career success. Often this will mean leaving the lab to acquire a skill or develop an expertise you will need in the future. You may need to improve your spoken English or acquire experience as an editor or volunteer with a health advocacy group. At the NIH, you can find a variety of opportunities to enhance your skill set and CV. The OITE offers intensive career development programming. ICs provide additional opportunities. It is up to you to make the most of these opportunities.

## TRANSITIONING FROM SCHOOL TO WORK

Now might also be the time to give some thought to changing expectations involved in the school-to-work transition. School is all about challenges and chances to grow. As a postbac, you are officially still a “trainee”; however, your new position is actually more like a JOB. Your PI and research group are depending on you and your results. You should be thinking about time management and how you can most successfully complete your assigned tasks. Your PI and research colleagues may be focused on the project rather than you, but hopefully they will be willing to provide plenty of advice and guidance. You will get the most out of your NIH experience if you jump in with both feet and figure out what you can contribute.

## MENTORS

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

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

## LEADERSHIP AND CAREER EXPLORATION

Leadership is another skill that all trainees should seek to develop. One of the best ways to do this is to participate actively in the NIH Postbac Committee. This committee serves as the voice of the postbac trainees. The Postbac Committee will be discussed in more detail in a later section of this handbook.

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

## IF PROBLEMS ARISE

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

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

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 that can be of help such as the Employee Assistance Program (<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx>) and the Office of the Ombudsman (<https://ombudsman.nih.gov>).

## GETTING SETTLED IN YOUR NEW RESEARCH GROUP

Fitting comfortably into your lab or group, figuring out how things are done, and developing good relationships with your coworkers should be your first priorities. Each research unit has its own ways of doing things. You will have to determine for yourself what the unwritten "rules" are for yours. Is there a dress code? What hours do most people work? What procedures should you follow to order materials? Where is your bench space and/or desk? Is there a laboratory standard for maintaining lab notebooks? When and where are lab meetings held? Are reagents shared? If so, what is the system for ensuring that stocks are replaced when they get low? What training courses do you need to complete? What computer programs are used in the lab?

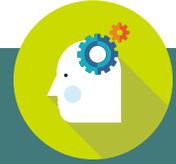
You can learn some things by being a careful observer. Others you will have to ask about explicitly. In all cases, be courteous and enthusiastic. Write down any and all directions. Make certain to do more than your share of mundane work rather than less.

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

The NIH has also published *Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH*. Copies are available in the OITE. Finally, the OITE website has many useful resources for young scientists including YouTube videos and short online tutorials on reading a scientific paper, keeping a lab notebook, laboratory math, and attending your first scientific meeting. They can be found at [https://www.training.nih.gov/nih\\_resources](https://www.training.nih.gov/nih_resources) along with other information to help you get the most out of your time at the NIH.

## **INTERVIEWING FOR GRADUATE OR PROFESSIONAL SCHOOL**

Trainees in the Postbac IRTA/CRTA program are expected to apply to graduate and/or professional school during the time they spend at the NIH. This means that, as a postbac, you may be studying for the GRE or MCAT, and, in the best of cases, interviewing at multiple institutions. It is extraordinarily important that you reach an agreement in advance with your PI as to how these conflicting demands on your time will be handled. Your PI should expect that you will need to spend some time away from the lab on interviews. On the other hand, it is up to you to demonstrate your commitment to your project and to minimize the effect of these other activities on your research.



# CAREER DEVELOPMENT OPPORTUNITIES

## BUILDING SUCCESS OUTSIDE YOUR RESEARCH GROUP

OITE is committed to helping you to master technical, communication, problem solving, and interpersonal skills that will serve you well after you leave the NIH. We encourage you to take advantage of our career and professional development programming. Consider joining the Postbac Committee. We also strongly believe that you should seize every opportunity to present your work in public. Postbac Poster Day offers you a large-scale opportunity to talk about your research. Equally important are the smaller journal clubs and lab meetings that occur year-round. Finally, consider presenting your work in the Postbac Seminar Series.

## OITE WORKSHOPS FOR POSTBACS

Staff members in the OITE plan, develop, and present a variety of career/professional development workshops. Past workshops have included:

- *Creating and Presenting Dynamic Posters;*
- *Talking Science: Designing and Delivering Successful Oral Presentations;*
- *Getting to Graduate School:*  
A series of workshops including Preparing for the GRE, Choosing and Applying to a Graduate School/ Graduate Program, Interviewing for Graduate School, Writing Personal Statements for Graduate School, and Succeeding in Graduate School;
- *Getting to Professional (Medical/Dental) School:*  
A series of workshops including Preparing for the MCAT, Tips on Filling Out Your AMCAS Application, Choosing and Applying to Medical School, Writing Personal Statements for Professional School, and Interviewing for Professional School;

- *Planning for Career Satisfaction and Success;*
- *Improving Mentoring Relationships;*
- *Building Resilience: A Key to Success in Research and Educational Environments;*
- *Tips on Applying for an NSF Graduate Research Fellowship;*
- *Grant Writing for Current and Future Graduate Students;*
- *Workplace Dynamics:*  
The Workplace Dynamics series aims to train fellows to lead, deal with conflict, and thrive in a team environment, using examples taken straight from the laboratory or research group. The series begins with the Myers-Briggs Type Indicator assessment, which is used to enhance self-awareness and understanding of others; moves to communication and learning styles; builds to managing conflict and providing feedback; explores team skills; and finishes with diversity issues in a multicultural society; and
- Workshops on job search topics including CVs and resumes, networking, and using LinkedIn.

All workshops are listed on the OITE website under Upcoming Events at <https://www.training.nih.gov/events/upcoming>. You can find videocasts of many earlier presentations at [https://www.training.nih.gov/oite\\_videocasts](https://www.training.nih.gov/oite_videocasts).

In addition, the Director of the Postbaccalaureate and Summer Research Program arranges a seminar series on career exploration. This series provides an informal opportunity for postbacs to learn more about careers in areas such as psychology, public health, and genetic counseling.

## ETHICS IN RESEARCH TRAINING FOR POSTBACS AND GRADUATE STUDENTS

The NIH has created a course specifically for recently arrived first year postbacs and grad students that uses lectures, group discussions and case studies to explore the principles of research ethics. The course covers both the principles of research ethics and ethics in action. Among the topics we will be covering are:

- overview of research ethics (current topics and historical studies);
- formal research misconduct (falsification, fabrication, and plagiarism);
- ethical research involving animal models and human subjects;
- data acquisition and management; and
- practical applications of ethical principles in the lab or clinic.

NOTE: If you took this course at NIH last year, you do not need to take it again. Certificates will be awarded to those who complete the course.

This course is either required or strongly recommended by a number of NIH ICs, so be sure to check with your Training Director upon your arrival regarding this requirement. If you have further questions, please contact your institute's Training Director or Dr. Shannon DeMaria at [demariasn@mail.nih.gov](mailto:demariasn@mail.nih.gov).

## THE NIH ACADEMY

[https://www.training.nih.gov/new\\_nih\\_academy\\_home](https://www.training.nih.gov/new_nih_academy_home)

Health disparities affect all of us from the perspectives of equity, economics, and quality of life. NIH defines health disparities research as basic, clinical, and social sciences studies that focus on identifying, understanding, preventing, diagnosing, and treating health conditions such as diseases, disorders, and other conditions that are unique to, more serious in, or more prevalent in subpopulations of socioeconomically disadvantaged (i.e., low education level, economically challenged) and medically underserved, rural and urban communities.

All NIH postbacs are eligible to participate in the NIH Academy. The Academy offers trainees the opportunity to learn about health disparities, enhance their knowledge of gaps in health outcomes, and investigate what is being done to address health disparity issues. The NIH Academy trains future researchers and physician scientists to actively engage in promoting a society in which all people live healthy lives and have equal access to health care. Postbacs can choose between two different NIH Academy Programs: 1) The NIH Academy Certificate Program and 2) The NIH Academy Fellows Program. Please visit the NIH Academy website for application instructions and deadlines.

## THE NIH POSTBAC COMMITTEE

[https://www.training.nih.gov/postbac\\_committee](https://www.training.nih.gov/postbac_committee)

The Postbac Committee includes postbacs from across the NIH. The committee presents you with an opportunity to provide input on activities that will be of value to postbacs, contribute to improving the postbac training environment at the NIH, meet and work with other postbacs, interact with NIH administrators, and acquire leadership experience. The committee also focuses on social and community service events to enhance the postbac experience at the NIH. To discuss joining, contact Dr. Yewon Cheon ([cheony@mail.nih.gov](mailto:cheony@mail.nih.gov) or 301-451-2018).

**The Postbac Seminar Series:** Held monthly, the seminar series offers postbacs the opportunity to gain experience in scientific public speaking by presenting a seminar to their peers. Seminars are listed on the OITE website under "Upcoming Events" (<https://www.training.nih.gov/events/upcoming>). For information on presenting your work, please visit [https://www.training.nih.gov/presenting\\_in\\_the\\_nih\\_postbac\\_seminar\\_series](https://www.training.nih.gov/presenting_in_the_nih_postbac_seminar_series).

**Postbacc\_L:** Postbacc-L is an NIH listserv that shares information on volunteer opportunities and activities organized by the Postbac Committee, in addition to reagent requests, Biotech Workshop and other FAES course announcements, and other valuable NIH science-related news or news of potential interest to NIH trainees for which the OITE is not responsible. **Join POSTBACC\_L**

**Club-PCR Yahoo Group:** Club PCR is for young scientists in the Bethesda area; to join, send an email to [clubpcr-subscribe@yahoogroups.com](mailto:clubpcr-subscribe@yahoogroups.com). You can use this listserv to find housing, sell items, arrange carpooling, or gather information. This listserv is not associated with the NIH, and you should use an email address other than your NIH email address to subscribe. NOTE: Social postings should be submitted to the Club-PCR Facebook Page (see below).

**Club-PCR Facebook Page:** This is a forum for young scientists in the Bethesda area to meet up for social events, volunteering, learning, playing sports, and having fun. Do not use this group to sell items, find housing, arrange carpools, or gather information. Again, this is not an official NIH page. Use a personal email to subscribe. Join Club-PCR on Facebook at <https://www.facebook.com/Club-PCR-1095362453872347/>.

## POSTBAC POSTER DAY

Postbac Poster Day provides an opportunity to share your work from the past year while developing your communication and networking skills. You may not have final results from your experiments, particularly if this is your first year in a research group, however, you can still present background information on your project, any data you may have collected, or a discussion of the technical problems you have encountered. During the session, you will be able to discuss your project informally with your peers and with other members of the NIH scientific community.

Postbac Poster Day is generally scheduled for late April or early May. Please check the OITE website in early spring (February) for details regarding registration. Information will also be posted on the OITE-POSTBACS listserv.

All postbac trainees are welcome to present posters. Individuals in some programs, such as the UGSP, are required to present. You will be asked to spend a period of several hours at your poster explaining and discussing your results with other NIH scientists.

### POSTER PLANNING AND DESIGN

You will be assigned a board 4 feet high and 4 feet wide on which to display your information. **Make certain that your poster does not exceed these dimensions.** Your poster should include

- an introduction (providing background information);
- a brief statement of the purpose of the project;
- a description of materials and methods used; and
- results and conclusions.

Are you uncertain what scientists mean when they talk about presenting a poster? OITE schedules a workshop in early spring, before Postbac Poster Day, that covers poster design. You can also make an appointment to meet with an OITE staff member to practice your poster presentation.

Begin writing and proof-reading your poster several weeks in advance. Also, develop and practice a short (~5 minutes) verbal description of the work that you can present to colleagues who visit your poster. Be certain to solicit input from your PI and other scientists in your research group.

### PRINTING

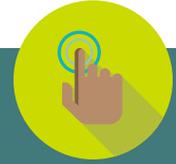
You have several options for printing your poster; in all cases, be sure to make arrangements well in advance.

- See if your Institute or Center has a poster printer that you can use.
- You can make an appointment with the Information Technology Center (ITC) to print your poster. Do this early! The ITC and its programs are described at <https://www.cc.nih.gov/dcric/itc.html>. The ITC is located in Building 10, Room B1S235: 301-402-6301.

- NIH Medical Arts (<https://medarts.nih.gov>) will print posters, but your laboratory will have to pay for this service. Make certain in advance that they are willing to cover the cost. Standard turn-around is 2-3 business days with a proof and 1-2 business days without. Orders can be placed online from the NIH network (<https://orderonline.medarts.nih.gov/>), in person, by phone (301-496-3221), or via email at [ExpressServices@mail.nih.gov](mailto:ExpressServices@mail.nih.gov). Provide your file, final size, due date, a CAN, and an Administrative Officer (AO) name when you place your order. Medical Arts is located in Building 10, Room B2L103: 301-496-3221. Office hours are 8:30 am to 5:00 pm daily.

## GRADUATE & PROFESSIONAL SCHOOL FAIR

The NIH Graduate & Professional School Fair, which, since 2008, has been scheduled for July on the Bethesda campus of the NIH, provides an opportunity for NIH summer interns (especially those in college) and NIH postbacs, as well as other college students in the DC area, to prepare for the next step in their careers by exploring educational programs leading to a PhD, MD, DDS, MD/PhD, and other graduate and professional degrees. More than 200 outstanding colleges and universities from across the US send representatives of their graduate schools, medical and dental schools, schools of public health, and other biomedically relevant programs to the Fair in the hopes of recruiting NIH trainees. The day also includes workshops on getting into graduate and professional school; MD/PhD programs; interviewing for professional school; and careers in public health, psychology, and dentistry.



# WELLNESS RESOURCES AT THE NIH

## GETTING SUPPORT WHEN YOU NEED IT

Life in a research lab, and life in general, can be stressful. It is important to find time for yourself and your family, even when balancing work and life seems challenging. 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 come by the OITE at any time to discuss issues you are dealing with. We are happy to speak with you confidentially regarding conflicts within your research group, career options, career progression, and issues at home that are affecting your work. We may refer you to other NIH resources and, when appropriate, we will offer to help you speak with your mentors. Realize that any training experience will have its challenging moments—trainees who take advantage of all of the resources available to them deal more effectively with these challenges.

Wellness can mean many things: finding a welcoming community; getting regular exercise; sleeping and eating well; meditating; focusing on self-care and developing resilience; or engaging with the larger NIH community. Here are some NIH resources that can help you identify opportunities for interesting experiences outside the lab, and dealing with issues and conflicts that may arise. Resources for finding an NIH community can be found on page 27 of this handbook.

## OITE WELLNESS RESOURCES

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

The OITE is committed to providing resources and activities to help trainees in the Intramural Research Program not only deal with stress but focus on overall wellness and feeling comfortable in their environment. In addition to the activities listed below, links to videos, blog posts, and books on wellness in the OITE library can be found on the OITE Wellness website (above).

## OITE WORKSHOPS

### Tune In & Take Care: Managing Stress and Promoting Wellbeing

This workshop discusses the impact of stress on both physical and mental health and presents strategies to enhance wellbeing. Participants will explore mindfulness, holistic self-care, resilience, and self-compassion as tools for creating and maintaining wellness in the midst of the challenges of daily life. Check the OITE website for upcoming dates.

### Workshop: Becoming a Resilient Scientist

Navigating new jobs, the career exploration process, and graduate/professional school applications can seem overwhelming and lead us to doubt ourselves just when we need confidence the most. This workshop will highlight the emotional intelligence competencies needed for success in research and healthcare careers. Check the OITE website for upcoming dates.

## MEDITATION AND DISCUSSION GROUPS

### Mindfulness Meditation Groups

Drop-in meditation groups (Tuesdays at noon and Thursdays at 5:00 pm in the Graduate Student Lounge) support trainee/fellow self-care and enhance wellbeing. Each 30-minute session begins with a few minutes of instruction, which is followed by approximately 25 minutes of meditation practice. Groups are open to trainees only and include both beginners and those who are more experienced. Attendance is on a drop-in basis; come as often as you like!

### Wellness Wednesdays

Sessions will cover specific aspects of physical, mental, emotional, and spiritual self-care, with weekly topics announced in advance. One session each month will focus on individualized self-care assessments and self-care plans. Join us on Wednesdays at noon in the OITE Conference Room (Building 2, Room 2W15). Feel free to bring your lunch; a microwave is available.

### Resilience Groups

Resilience groups, organized for postbacs, grad students, and postdocs and facilitated by a trained wellness counselor, offer a welcoming and confidential space to explore life's ups and downs and work in a positive and proactive way to build resilience. Check the OITE website for the week's scheduled topics.

### Monthly Wellness Events

Join the OITE once a month to celebrate the diversity and hard work of our intramural trainees. Past events have included ice cream socials, basketball free throw contests, popsicles, temporary tattoos, and opportunities to compare cultures. Events are listed on the OITE website.

## NIH WELLNESS RESOURCES

### CIVIL

301-402-4845

<https://hr.nih.gov/working-nih/civil>

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

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

### FITNESS CENTERS

<https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2>

NIH fitness centers are run by the NIH Recreation and Welfare Association. Services include weight rooms, aerobics, yoga classes, Weight Watchers at Work, and personal trainers. Centers are located in

- Building 31C, Room B4 C18, 301-496-8746
- The Loft, Building T39, 301-496-8746
- Rockledge I, Room 5070, 301-435-0038
- Baltimore, 251 Bayview Blvd., Room 3C011

Students are eligible for reduced monthly membership rates, which start at \$20 per month and vary by level. See <https://govemployee.com/nih/rw-services-membership/fitness-home/fitness-membership/>.

### NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)

Building 31, B2B57

301-496-3164

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

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

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

301-496-6061

<https://govemployee.com/nih>

The NIH 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, R&W 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 are on the Frederick campus, check out the volunteer-run recreation and welfare group there by visiting their Facebook page: <https://facebook.com/RWClubFrederick>.

### OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306

301-496-4411

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

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

## **OFFICE OF EQUITY, DIVERSITY AND INCLUSION (EDI)**

**301-496-6301**

<https://www.edi.nih.gov>

The NIH EDI aims to foster an atmosphere of inclusion via initiatives, training, policy developments, and research that celebrate and support equity and diversity across the NIH. They provide training for employees and trainees on a wide range of topics, such as discrimination (e.g., making decisions on the basis of disability, race, religion, gender, and sexual minority status or gender identity/sexual orientation) and the Equal Employment Opportunity (EEO) complaint process. More information on the current training topics offered by EDI can be found at <https://www.edi.nih.gov/training/mandatory-training>. In addition to mandatory sexual harassment prevention training, the EDI office has created a handbook on Sexual Harassment in the Workplace (which defines such behavior and the process of how a victim may choose to respond) as well as serving as an additional resource should a trainee become a victim of such behavior. The handbook can be obtained by visiting or calling the EDI office.

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

**Building 31, Room 2B63**

**301-594-7231**

<https://ombudsman.nih.gov>

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

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

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

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

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

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

<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/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 is a good resource to help you decide how to handle these types of situations. You can also call 211 to get a list of helpful phone numbers that will connect you with state resources including 24-hour crisis hotlines, smoking cessation programs, resources for single parents, and self-help groups.



# FINDING AN NIH COMMUNITY

A large part of feeling comfortable in your work environment is having a community with whom to share the experience. The NIH is a big place; we can almost guarantee that you will be able to find a community that will make you feel at home. Here are some groups you may want to consider. IMPORTANT NOTE: This list is not exhaustive; it includes NIH groups of which the OITE is aware. Please feel free to contact us if you know of or have an idea for a new group.

Information about current groups can be found on the OITE site at [https://www.training.nih.gov/you\\_are\\_not\\_alone](https://www.training.nih.gov/you_are_not_alone). Current clubs and organizations are also listed on the R&W website at <https://govemployee.com/nih/rw-services-membership/clubs-organizations/>.

## INTEREST GROUPS

### ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

<https://awisbethesda.wordpress.com/>  
<https://www.awis.org>

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

### FELLOWS OF ALL ABILITIES (FAAB)

The mission of this group is to foster a community of awareness and support for individuals of all abilities including people with emotional/cognitive or physical disabilities and/or with a chronic illness and their allies. We discuss issues unique to individuals of all abilities both within and outside of science. We hold monthly bring-your-own lunch gatherings to share concerns and strategies for navigating the intersection of science and ability. You can join the FAAB listserv at <https://list.nih.gov/cgi-bin/wa.exe?A0=nih-faab>.

### INTERNATIONAL WOMEN'S GROUP (IWG)

<https://sites.google.com/site/foriwg/home>

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

### MOM-DAD-DOCS

Mom-Dad-Docs aims to provide a supportive community for NIH scientists who are also parents. Postbac fellows are welcome to join! We explore the joys and challenges of juggling parenthood and a scientific career. Monthly lunch meetings provide an opportunity to meet other postdoc/postbac/clinical fellow/graduate student parents while learning more about topics such as time management, career advancement strategies, and general parenting issues. Guest speakers present topics, insights, and resources. The Mom-Dad-Docs group welcomes all individuals with children (or thinking about having children).

If you would like more information about Mom-Dad-Docs, please contact Dr. Ella Ulrike Klenke at 301-496-7173 or [klenkee@mail.nih.gov](mailto:klenkee@mail.nih.gov). Visit the OITE website to learn about upcoming Mom-Dad-Docs meetings, activities, and networking opportunities. Whenever possible, we will make the meetings available via webinar. Please see the new parenting webpage, Resources at the NIH for Trainees Who Are Also Parents at [https://www.training.nih.gov/parenting\\_resources\\_at\\_the\\_nih](https://www.training.nih.gov/parenting_resources_at_the_nih) for additional support or join the listserv at <https://list.nih.gov/cgi-bin/wa.exe?A0=mom-dad-docs-l>.

### **NIH BLACK SCIENTISTS AND FRIENDS NETWORK**

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

### **NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)** <https://heo.nih.gov/>

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

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

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

LGBT-FF helps its members thrive in their professional and personal lives by addressing issues unique to the LGBT community. LGBT-FF organizes seminars and workshops to educate the general public on LGBT issues, provides professional development opportunities, and offers social and networking events to develop professional and personal networks. LGBT-FF is open to straight and LGBT identified NIH fellows, from postdocs to graduate students, postbacs, and summer interns. If you would like more information about LGBT-FF, contact Dr. Shauna Clark at 301-594-3753 or [clarkshauna@mail.nih.gov](mailto:clarkshauna@mail.nih.gov). Join the LGBT-FF listserv at <https://list.nih.gov/cgi-bin/wa.exe?A0=nih-lgbt-ff> to learn about upcoming LGBT-FF meetings.

### **NIH NETWORK OF AFRICAN AMERICAN FELLOWS (NAAF)**

The mission of this group is to create an environment of support for African American scientists during their tenure at NIH. To fulfill this mission, the network will focus on creating opportunities for professional development and personal connections amongst fellows, informing and exposing fellows to biomedical career options, and providing mentoring and support to incoming fellows. All summer interns, postbacs, grad students, postdocs, senior scientists and others who support the mission are welcomed to join. To become a member of the network, please Join the NIH-NAAF listserv at <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=NIH-NAAF>. If you have additional questions, contact Dr. Erika Barr at 301-451-2164 or [barrel@mail.nih.gov](mailto:barrel@mail.nih.gov).

### **NIH WOMEN SCIENTIST ADVISORS (WSA)** <https://oir.nih.gov/sigs/woman-scientist-advisors-wsa> <https://oir.nih.gov/sourcebook/committees-advisory-ddir/women-scientist-advisors-wsa-committee>

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

### **SALUTARIS**

"Salutaris" is Latin for "health". Salutaris is a voluntary, employee-led group that serves as a resource for sexual and gender minority employees and fellows as well as other NIH constituencies.

Salutaris is an organization of Lesbian, Gay, Bisexual, Transgender, Intersex, Two-spirit, and Ally (LGBTI2SA) staff. The mission of Salutaris is to foster an atmosphere at NIH that is open and inclusive of all employees regardless of sexual orientation or gender identity. Salutaris provides a forum for LGBTI2SA staff to meet, network, and discuss issues important to its community. The organization works in concert with the Office of Equity, Diversity, and Inclusion (EDI) to coordinate social activities and sponsor educational programs open to all members of the NIH community. You can request access to the Salutaris listserv by emailing [Salutaris-L@list.nih.gov](mailto:Salutaris-L@list.nih.gov).

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

<https://www.sacnas.org>

The SACNAS mission is to foster the success of Hispanic/Chicano and Native American scientists – from college students to professionals – to attain advanced degrees, careers, and positions of leadership in science. The NIH-SACNAS Chapter serves students and professionals, providing a forum for the exchange of ideas and a place where NIH trainees and staff from different science disciplines can meet to network, share successes, and strategize about future goals in a supportive environment. The chapter holds monthly meetings and events throughout the year and focuses alternately on scientific communication, networking, and career development. If you want to be a member of this chapter, please sign up for the listserv, NIH-SACNAS at <https://list.nih.gov/cgi-bin/wa.exe?A0=nih-sacnas>. You may also want to join our LinkedIn group, the NIH SACNAS Chapter at <https://www.linkedin.com/groups/4500543/>. For more information contact Dr. Elena Hernandez-Ramon, at 301-443-0702 or [hernandezramoe@mail.nih.gov](mailto:hernandezramoe@mail.nih.gov).

## **WOMEN OF COLOR RESEARCH NETWORK**

<https://womeninscience.nih.gov/women-of-color/>

The Women of Color Research Network supports all scientists interested in raising the voice and visibility of Women of Color (WOC) in biomedical and behavioral research. This social media site is for women of color and everybody interested in diversity in the scientific workforce. Visit the website (above) to join.

## **OFFICE OF EQUITY, DIVERSITY AND INCLUSION (EDI)**

<https://edi.nih.gov>

At NIH, excellence has no boundaries. We recognize the value of every individual and we appreciate and leverage all dimensions of difference. We believe that when individuals work in an inclusive environment they put their unique ideas on the table and fully contribute to the NIH mission. They work at their highest potential and draw on their unique viewpoints to generate innovative solutions to advance health discovery.

Empowered by Executive Orders issued by the President of the United States, Federal laws, and regulations from the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC), NIH commissioned EDI to design Special Emphasis Portfolios (SEPs) to place special emphasis on positive, equitable, and inclusive employment experiences of Asians, Asian Americans, and Pacific Islanders; Africans, Black Americans, and persons of the African diaspora; Hispanics and Latinos;

Lesbians, Gays, Bisexuals, Transgender, and Intersex individuals; American Indians and Alaska Natives; People and Veterans with Disabilities; and Women at NIH.

In addition, EDI cultivates a culture of inclusion where diverse talent is leveraged to advance health discovery. Our strategists, consultants, analysts and specialists work closely with the ICs to make NIH the premier place for diverse talent to work and discover. For more information about EDI visit the website (above).

## **RELIGIOUS AND SPIRITUAL RESOURCES**

### **BETHESDA CAMPUS CHRISTIAN FELLOWSHIP**

The Bethesda Campus Christian Fellowship is an informal group of Christians who meet regularly to encourage spiritual growth and community. Regular events include a prayer meeting every Monday from 12:30 to 1:00 pm in the Clinical Center Auxiliary Chapel (Building 10, 7th floor) and a Bible study every other Wednesday from 12:00 to 1:00 pm in Building 10, Room 5-1608 NW. All are welcome! Please contact Dr. Phil Ryan at 301-435-8014 or [ryanp@mail.nih.gov](mailto:ryanp@mail.nih.gov) for further information.

### **CLINICAL CENTER CHAPEL / DEPARTMENT OF SPIRITUAL CARE**

[https://clinicalcenter.nih.gov/participate/patientinfo/chapel\\_schedule.html](https://clinicalcenter.nih.gov/participate/patientinfo/chapel_schedule.html)

The NIH Clinical Center has a Department of Spiritual Care that provides several different types of religious services throughout the week.

**Catholic Mass:** Sunday-Friday 11:15 am, Saturday 4:00 pm

**Islamic Jumah:** Friday 2:00 pm

**Jewish Mincha Minyan:** Monday-Thursday 2:00 pm

**Protestant Worship:** Sunday 10:00 am, Wednesday 1:00 pm

**Non-denominational:** Wednesday 3:30 pm (meditation)

The Main Chapel and Auxiliary Chapel are generally available 24/7 for private prayer and meditation. The Main Chapel is located in Bldg. 10 in Room 7-2553. The Auxiliary Chapel is in Room 7-1480.

Prayer mats are also available for use.

### **ORTHODOX JEWISH MINCHA MINYAN**

Monday through Thursday, a Mincha Minyan (with mechitzah) meets at 2:00 pm on the 7th floor of the Hatfield Clinical Research Center, room 7-1480. This room is called the Auxiliary Chapel and is located off to the far right of the Department of Spiritual Care. For further information contact Dr. Daniel Edelman at 240-760-7378 or [edelman@mail.nih.gov](mailto:edelman@mail.nih.gov).

## **ORTHODOX JEWISH WOMEN (OJW) SUPPORT GROUP**

The mission of this support group is to provide a broad range of support for Orthodox Jewish Women new to their careers in science. Members will provide support for one another, particularly for those members in the early stages of their careers, and address issues unique to the Orthodox Jewish community, with an emphasis on issues unique to OJW in science. OJW Support Group sessions will create an environment fostering personal growth, exchange of ideas, and sharing of difficult situations and their resolutions. Guest speakers and panels will facilitate the exchange of life lessons learned and their applications. Additional sessions will provide general resources and address important skill sets for a successful career in the life sciences. Discussions in the OJW Support Group will encompass how to weave one's spiritual principles into a secular world and the world of science. For interested members who are 1st year interns, the OJW Support Group will attempt to provide postdoc and postbac mentors (NIH Fellows) if available. The OJW Support Group is committed to finding mentored pathways forward for all members through networking and identification of common barriers and biases still present in the greater world of science. All individuals who share our goals are most welcome to participate. For more information please contact Dr. Daniel Edelman. You can also join the OJW listserv at [https://list.nih.gov/cgi-bin/wa.exe?AO=ojw\\_sg-l](https://list.nih.gov/cgi-bin/wa.exe?AO=ojw_sg-l).

## **THE NIH AMERICAN MUSLIM PROFESSIONAL GROUP (NIH-AMP)**

The NIH-AMP serves as a means of strengthening brotherhood and sisterhood for the local community as well as serving as a network through which support for incoming or visiting members may be facilitated and information shared. This is all in order to foster spiritual wellness for individuals and the community at large. For questions regarding prayer schedule updates or upcoming events and to connect with other fellows please to contact Mohammed Aslam Khan at [khanm@mail.nih.gov](mailto:khanm@mail.nih.gov). To receive regular updates for upcoming events and connect with other members of the group, please join our listserv at <https://list.nih.gov/cgi-bin/wa.exe?AO=nih-amp>.



# VOLUNTEERING

Volunteering will allow you to give back to the community and meet other postbacs, graduate students, and postdoctoral fellows. A wide range of local community service activities is available; some are listed below.

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

## OPPORTUNITIES AT THE NIH

### THE NIH CLINICAL CENTER

<https://www.cc.nih.gov/about/jobs/volunteering.html>

Participate in clinical trials as a healthy volunteer ([https://www.cc.nih.gov/participate/studies/healthy\\_vol\\_prg.html](https://www.cc.nih.gov/participate/studies/healthy_vol_prg.html)) or as a patient (<https://clinicalstudies.info.nih.gov/>).

To volunteer to help out around the hospital call the Volunteer Office at 301-496-1807 or visit <https://clinicalcenter.nih.gov/volunteers/opportunities.html>.

### NIH BLOODBANK

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

### CHILDREN'S INN AT NIH

<https://childrensinn.org/get-involved/volunteer/>

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

### SPECIAL LOVE, INC. AND CAMP FANTASTIC

<https://www.speciallove.org>

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

## OTHER OPPORTUNITIES

### BETHESDA URBAN PARTNERSHIP

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

Help the Bethesda Urban Partnership create memorable events.

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

<https://nationalzoo.si.edu/support/volunteer>

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

### MONTGOMERY COUNTY VOLUNTEER CENTER

<https://www.montgomerycountymd.gov/volunteercenter/>

Online database of more than 2,000 volunteer opportunities from a variety of community service organizations.

### SINGLE VOLUNTEERS

<http://www.svdc.org>

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

### THE DC CENTER FOR THE LGBT COMMUNITY

<http://thedccenter.org/volunteer/>

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

## **LEARNING ALLY**

<https://learningally.org>

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

## **CRISILINK**

<https://prsincvolunteers.applicantpro.com/pages/volunteers/>

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

## **VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM**

Montgomery County, MD

<https://www.montgomerycountymd.gov/HHS-Program/BHCS/VASAP/VASAPVolDon.html>

## **INTERNATIONAL RESCUE COMMITTEE (IRC)**

Silver Spring, MD

<https://www.rescue.org>

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

## **HIGHER ACHIEVEMENT**

Washington, DC

<https://higherachievement.org>

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

New volunteer opportunities in the DC area are constantly becoming available. We encourage you to search for new opportunities online or use online volunteer search engines to find additional opportunities.



# AFTER YOUR POSTBAC

## IMPORTANT PAPERWORK

Six to ten years from now, you might be applying for a position that requires security clearance or hospital privileges or for a government job. **Keep a copy of your IRTA/CRTA or other award letter and your payment records** in a safe place for when that day comes. The OITE does not keep records of who has been a trainee at the NIH.

Before you leave NIH, make sure the Office of Financial Management has your current address so they can forward tax information to you.

## JOIN THE ALUMNI DATABASE

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

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

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

How does the database work?

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

## COMING BACK TO THE NIH

We hope your postbac experience at the NIH is so successful that you will be eager to spend more time here. You may want to consider the following NIH training programs as you build your career. Also, remember that you can return to the NIH as a postdoctoral or clinical fellow after completing your formal education.

## THE GRADUATE PARTNERSHIPS PROGRAM (GPP)

<https://www.training.nih.gov/programs/gpp>

If graduate school is in your future, the GPP will allow you to take advantage of the incredible research resources at the NIH while earning your PhD. The NIH has a 50-year history of training graduate students. In 2000, the decision was made to expand the NIH role in graduate education by establishing formal NIH/University partnerships through the GPP. These institutional partnerships allow students to do most of their academic coursework at, and receive their degree from, the university while completing all or part of their dissertation research at the NIH. Several IC-administered institutional partnerships provide a similar opportunity. US citizens and permanent residents are eligible to apply to these formal NIH/university partnerships. Finally, students of any nationality who have

passed their qualifying examinations in a university PhD program anywhere in the world may create individualized collaborations between an NIH investigator and their university research mentor.

In addition to administering multiple institutional partnerships, the GPP helps prepare all NIH graduate students to become innovative and creative leaders in the scientific research community. The GPP provides programs, services, individual assistance, and resources to enhance the academic, professional, and career development of the more than 400 graduate students who work and study at the NIH.

### **THE MEDICAL RESEARCH SCHOLARS PROGRAM**

<https://www.cc.nih.gov/training/mrsp/index.html>

The NIH MRSP is a comprehensive, year-long research enrichment program designed to attract the most creative, research-oriented medical, dental, and veterinary students to the intramural campus of the NIH. Student scholars engage in a mentored basic, clinical, or translational research project that matches their research interests and career goals, on the main NIH campus in Bethesda or at close-by NIH facilities. The MRSP is designed for students who have completed their core clinical rotations but does not exclude students with strong research interests from applying prior to having completed their clinical rotations.

### **THE NIH CLINICAL ELECTIVES PROGRAM (CEP)**

[https://www.cc.nih.gov/training/students/clinical\\_electives.html](https://www.cc.nih.gov/training/students/clinical_electives.html)

The NIH CEP provides opportunities for senior (final) year medical or dental students to care for patients at the NIH Clinical Center, a 240 bed clinical research hospital, and explore clinical investigation or the practice of translational medicine in more than 30 medical or surgical subspecialty areas. Students participate directly in the practice of translational medicine and gain additional perspective on the design and implementation of human subject research. CEP is open to medical or dental students in good academic standing who have successfully completed (or are in the process of completing) their core clerkships in internal medicine, pediatrics, and surgery, or their required core courses in dental school. CEP is a competitive program, open to both US and international medical or dental students, and not all students who apply will be accepted. Most rotations in the specialty or subspecialty electives offered through CEP are for periods of four to eight weeks. The maximum allowable time on rotations for any student at the NIH Clinical Center per academic year is 12 weeks. Students who have graduated from medical or dental school are not eligible to participate in the CEP.

### **GRADUATE MEDICAL EDUCATION (GME) PROGRAMS**

<https://www.cc.nih.gov/training/gme1.html>

The GME Programs at the NIH provide medical school graduates with residency or fellowship training experiences in 18 Accreditation Council for Graduate Medical Education accredited specialty or subspecialty fields. These fields include: Allergy and Immunology, Internal Medicine (Critical Care, Endocrinology, Hematology, Infectious Disease, Oncology, and Rheumatology), Anatomic Pathology and its subspecialties (Blood Banking/Transfusion Medicine, Cytopathology, and Hematopathology), Hospice and Palliative Care Medicine, Medical and Medical Biochemical Genetics, Neurology (Vascular Neurology), Surgery (Neurological Surgery), Pediatrics (Endocrinology), and Psychiatry. These programs, which prepare graduates for independent medical/surgical practice and specialty or subspecialty Board certification, combine comprehensive patient care experiences focusing on the diagnosis and conventional treatment of human disease with broad educational exposure to the principles and practice of biomedical research and therapeutic innovation. The distinguishing characteristic of GME Programs at NIH is the unparalleled opportunity for residents and clinical fellows to participate simultaneously in scientific investigation and clinical research while developing the clinical skills requisite for independent medical practice under the supervision of highly accomplished and internationally renowned physician scientists.

GME Programs provide training experiences principally within the NIH Clinical Center, a 240 bed clinical research hospital, located on the Bethesda campus. The Clinical Center supports approximately 1,570 active investigational protocols and provides care to more than 5,800 inpatients and 102,000 outpatients enrolled in these protocols each year. It is the academic "home" to more than 270 residents and clinical fellows who participate in its accredited training programs and other unique graduate medical education programs.

### **NIH LOAN REPAYMENT PROGRAMS**

<https://www.lrp.nih.gov>

If you are an employee in the NIH Intramural Research Program, in exchange for a two- or three-year (for Intramural General Research) commitment to your research career, the NIH Intramural Loan Repayment Program (ILRP) will repay up to \$35,000 per year of your qualified educational debt. To qualify you must be a US citizen, national, or permanent resident; hold a doctoral degree; have educational debt equivalent to at least 20% of your base salary; and work at least 20 hours per week. There are four targeted ILRPs: (1) the AIDS Research ILRP, which is designed to attract highly qualified physicians, nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from

Disadvantaged Backgrounds, which is designed to recruit highly qualified physicians, nurses, and scientists from disadvantaged backgrounds to serve as clinical researchers; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, which is available to fellows employed by NIH in subspecialty and residency training programs accredited by ACGME.

### **INDEPENDENT RESEARCH SCHOLAR PROGRAM (IRSP)**

<https://oir.nih.gov/sourcebook/personnel/ipds-appointment-mechanisms/research-fellow/independent-research-scholar-program>

The NIH recruits for Early Independent Scientists into the NIH Intramural Research Program (IRP) via the Independent Research Scholar Program (IRSP). New PhD, MD, DDS and equivalent doctoral researchers who have the creativity, intellect and maturity to flourish in an independent research position are eligible. Successful candidates are provided the resources to establish an independent research program, including salary and benefits, support for lab personnel, lab space, supplies, and start-up equipment. The NIH recognizes a unique and compelling need to promote diversity in the biomedical, behavioral, clinical and social sciences research workforce. The NIH expects its efforts to diversify the workforce to lead to the recruitment of the most talented researchers from all groups. The NIH encourages applications from talented researchers from diverse backgrounds underrepresented in biomedical research, including underrepresented racial and ethnic groups, persons with disabilities, and women for participation in all NIH-funded research opportunities. For more information about the IRSP, visit the website (above) or contact Dr. Charles Dearolf at [dearolfc@mail.nih.gov](mailto:dearolfc@mail.nih.gov).

### **EARL STADTMAN INVESTIGATORS**

<https://irp.nih.gov/careers/trans-nih-scientific-recruitments/stadtman-tenure-track-investigators/application-details-for-stadtman-investigators>

The NIH Intramural Research Program annually considers candidates to be named Earl Stadtman Investigators. These tenure-track level positions are for creative, independent thinkers eager to take on high-risk, high-impact research. Applicants are asked to share their ideas for a novel research program, their career aspirations, and how they would contribute to the NIH mission. Scientific Directors from the NIH's 23 intramural programs and search committee chairs work together to identify the finalists to be recruited as Earl Stadtman Investigators. As a member of the IRP, Stadtman Investigators join a team whose hallmarks are stable funding, intellectual freedom, shared resources, and access to a wide range of scientific expertise.

# SECTION III: GUIDELINES



# FOLLOWING NIH RULES

## MANUAL CHAPTERS

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

The following Manual Chapters deal specifically with trainee appointments:

- IRTAs: <https://policymanual.nih.gov/2300-320-7>
- CRTAs: <http://intranet.cancer.gov/admin/crta/>

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

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

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

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

## FEDERAL HOLIDAYS

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

- New Year's Day (January 1)
- Martin Luther King, Jr. Birthday Celebration (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- Once every 4 years, NIH employees may also have Inauguration Day (January 20) off.

## OUTSIDE ACTIVITIES

All trainees, such as postdoc, postbac, and graduate student fellows, should refer to a document entitled Guidelines for Non-FTEs (Trainees) for NIH-related Activities, Outside Activities, and Awards, which can be found at <http://sourcebook.od.nih.gov/sourcebook/ethical-conduct/government-ethics/guidelines-non-ftes-trainees-nih-related-activities-outside-activities>.

The document discusses activities such as participating in a professional society, teaching, reviewing fellowship applications, writing grant applications, and job interviews. It will tell you what you can and cannot do. The site also contains a review form that you may need to complete prior to engaging in some activities. In all cases, you should consult with your supervisor prior to initiating such activities. You may also wish to check with your IC Deputy Ethics Counselor.

## PUBLICATION AND ABSTRACT CLEARANCE

When you wish to submit a manuscript or abstract, you must first submit a Manuscript Clearance Form to your Lab/Branch Chief or the Scientific Director of your IC. The form can be found at [https://publicaccess.nih.gov/nih\\_employee\\_procedures.htm](https://publicaccess.nih.gov/nih_employee_procedures.htm). You must receive approval for the submission before sending the manuscript or abstract off.

## TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support will generally come from your PI's budget. You must, therefore, work with your PI to determine whether you can attend a meeting and what approval processes are required.

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

Requests for travel orders should be submitted as far in advance as possible to allow adequate time for several levels of approval. For domestic travel, the laboratory travel planner must be notified of the days and destinations at least 3 months in advance. For foreign travel, the laboratory AO and travel planner must be notified even further in advance of the desired travel date to ensure tickets will be ready when needed. These deadlines are strictly followed and travel requests submitted after the deadline may not be processed in time.

The individual who is responsible for preparing and submitting travel orders for your group will create an electronic travel request/itinerary with exact details of the purpose and travel requirements for the trip. This person will also make your transportation and hotel reservations or ask the government travel agent to do so. Pre-determined maximum allowances govern hotel and other expenses, including meals (per diem). You should not book a hotel at a rate exceeding the government rate or expect to be reimbursed for meals beyond the per diem limits.

In most cities, certain hotels will have agreed to accept Federal rates, as long as the reservation is made through government channels and you can provide a copy of your NIH travel order and NIH ID badge at check-in. Similarly, a pre-determined airline will provide government-negotiated fares between most US city pairs and also to major international cities.

Do not purchase tickets yourself. You will not be reimbursed for airline, train, or bus tickets that you buy yourself. Similarly, do not reserve a rental car. If it is decided that you will need a rental car, your travel planner will make the arrangements.

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

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

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

NIH travel policies and procedures are spelled out in a Manual Chapter at <https://policymannual.nih.gov/1500-01>. The US General Services Administration website, <https://www.gsa.gov>, contains a wealth of travel information including per diem rates for locations all over the world, mileage reimbursement rates for the use of personally owned vehicles, and US contract carriers for various city pairs.

## REPRESENTING THE NIH

The IRTA agreement requires that trainees abide by NIH and Federal ethics guidelines. One of these states that trainees must avoid speaking on behalf of the NIH (or the Federal government). Working with any national organization to establish an NIH-affiliated group would be a violation of this regulation. In addition, no NIH time or resources can be used by NIH trainees/employees to support a non-work activity. This means that any organization you wish to establish may not:

- use the NIH name, logo, or photos;
- be advertised via an NIH listserv or using an NIH email address; or
- meet during working hours.

Creating a Bethesda chapter of a national organization and advertising it via Club-PCR or other private social media is allowed, as long as the above guidelines are adhered to.

## GUIDANCE ON PRIVATE ACCOUNT SOCIAL MEDIA USE FOR INDIVIDUALS

<https://www.nih.gov/guidance-private-account-social-media-use-individuals-nih>

Social media can be a great way of sharing your opinions and life events with friends and family. The opportunity to find, share, and comment on information, data, and imagery is unprecedented. But it is important to recognize that the use of social media can also present certain risks. As a member of the NIH community, you have a special responsibility to uphold the public trust. We earn public trust from our expertise and fair treatment for all. Our responsibilities differ from those of individuals who work in other places. This guidance has been created to assist you in making responsible decisions when navigating social media platforms.

This guidance is relevant for all staff, including trainees and fellows at every level, and is intended to encompass the wide range of social media tools current and emerging.

### AVOIDING PITFALLS

NIH and OITE want to ensure that all fellows, trainees, and members of its staff are protected from the potential pitfalls of social media and ensure that employees have a clear understanding of the policies and procedures governing social media that are relevant to people who work for the public.

### KNOWING THE RULES

The United States Office of Government Ethics released its Standards of Conduct as Applied to Personal Social Media Use in 2015. It lays out a number of guiding principles. The detailed document can be found at [https://www.oge.gov/web/oge.nsf/All%20Advisories/16D5B5EB7E5DE11A85257E96005F8F13/\\$FILE/LA-15-03-2.pdf](https://www.oge.gov/web/oge.nsf/All%20Advisories/16D5B5EB7E5DE11A85257E96005F8F13/$FILE/LA-15-03-2.pdf).

### CLARIFYING YOUR ROLE

One of the best things you can do to safeguard yourself, as well as the NIH, is to add a disclaimer to all of your social media accounts. Examples can include simple statements, such as "All views/posts are my own" as part of your account's personal/biography section. This is the same

location where it is permissible to identify your affiliation with NIH. But be aware that a violation of policy could occur if the NIH name or logo is prominently featured. Also, remember the rule of three. Identifying yourself as from NIH should be one of three (or more) "facts" in your profile.

In that same spirit, do not use your .gov email address to identify yourself on social media sites. Use a personal email account to avoid giving the appearance of the Federal footprint or any inference of government policy or opinion. And, of course, don't divulge classified or sensitive materials, photos, or video.

Enjoy lively discussions but remember the rules of engagement. As with all official NIH guidelines, not knowing the rules is not a valid excuse for not following them, so please take advantage of these resources to make sure you are following them. For additional information on use of private social media accounts, please visit the website above.

**NOTE:** The following topics are "protected", which means employees can talk about them on social media: their own Whistleblower complaints, their own EEO complaints, and religious expression.

Additional guidelines pertaining to elections are mandated by the Hatch Act. You can find online training regarding Hatch Act compliance through the HHS learning portal and the full details of the policy here: <https://osc.gov/Resources/HA%20Social%20Media%20FINAL%20r.pdf>

## LIMITS ON THE DURATION OF POSTBACCALAUREATE APPOINTMENTS

### POLICY

Postbac IRTA/CRTA appointments will be for one year, with the possibility of renewal for a second year. It is expected that postbacs will and should move on to their graduate/professional education after two years. ICs may request an exception to this policy to allow a postbac to remain at the NIH for a terminal third year. This will require (1) submission of a plan for the third year that demonstrates that the postbac will make good use of the time and (2) signatures of the PI and SD indicating support for the plan and belief that the postbac possesses the talent and potential to make good use of the time. Plans must be submitted to the OITE at least six months in advance of the start date for the requested third year extension. Under no circumstances will a postbac be permitted an extension at the NIH for a fourth year or additional 3-month terminal extension.

## PROCEDURE

Requests for exceptional renewal of a postbac's appointment for a terminal third year should be submitted via email to Dr. Yewon Cheon in the OITE with the following materials:

- A memorandum from the responsible IRP PI (Senior Investigator, Investigator, Senior Clinician, Senior Scientist, or Assistant Clinical Investigator) through the Scientific Director (SD) explaining the circumstances that led to the request for a third postbac year. This document should also outline the research that will be completed during the year and the career development plan (complete with a timeline) that has been developed to ensure that the additional time spent at the NIH will contribute in a positive way to the postbac's future career.
- The memorandum must contain the signatures of the postbac's PI and SD indicating their support for the proposed third year plan.

Requests to remain at the NIH for a third year should be submitted at least six (6) months prior to the end of the postbac's second year at the NIH.

If the submitted materials require review, Dr. Cheon will convene a small committee in the OITE to discuss the request with the postbac and the PI; the postbac and PI may also request such a discussion. Dr. Cheon will then recommend a course of action to Dr. Milgram: approval, approval with conditions, or denial of the request. "Conditions" might include, for example, a requirement that the postbac meet with a career counsellor in the OITE during the first two months of the third year or that the postbac complete informational interviews that will enable making an informed career decision. Dr. Milgram will make the final decision. Appeals of the OITE decision may be submitted to Dr. Michael Gottesman, DDIR.

## TERMINATION OF AWARDS TO POSTBACS

Termination of a postbac traineeship may be made prior to the specific expiration date for scientific or other forms of misconduct or failure to comply with terms of the traineeship or to carry out or satisfy the purpose for which it was made. All termination proposals for cause must be in writing and provide the postbac an opportunity to make a reply before a decision is rendered. In the case of personal incompatibility or any unforeseen programmatic circumstances, and absent any conduct issues, the IC should arrange for transfer of the trainee to another laboratory. Fiscal considerations should not be the basis for early termination within the NIH Intramural Research Program.



# RESEARCH CONDUCT, ETHICS, AND DISCRIMINATION POLICIES

## RESEARCH CONDUCT

*Guidelines for the Conduct of Research in the Intramural Research Program at NIH* ([https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical\\_conduct/guidelines-conduct\\_research.pdf](https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf)) sets forth the general principles governing the conduct of good science as practiced in the NIH IRP. This document, which was originally developed by the Scientific Directors, discusses the responsibilities of IRP research staff in the collection and recording of data, publication practices, authorship determination, mentoring, peer review, confidentiality of information, collaborations, human subjects research, financial conflicts of interest, and animal care and use. It is important that every researcher involved in research at NIH read, understand, and follow the Guidelines. For more information on NIH policies and guidelines on research ethics please go to: <http://sourcebook.od.nih.gov/sourcebook/ethical-conduct/research-ethics>.

## REPORTING RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest difference of opinions. (The DHHS Office of Research Integrity has posted a wealth of information on this subject at <https://ori.hhs.gov>.) The NIH takes research misconduct and allegations of misconduct seriously. Allegations or concerns about research misconduct should be discussed with the NIH Agency Intramural Research Integrity Officer, Dr. Kathryn M. Partin ([AIRIO@nih.gov](mailto:AIRIO@nih.gov) or 301-451-7764).

## NIH ETHICS OFFICE

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

The NIH Ethics Office offers a full range of ethics services and support to the NIH community, including: providing advice, counseling, and interpretation on the Standards

of Ethical Conduct and Conflict of Interest statutes; maintaining an informational ethics website, online New Employee Ethics Orientation, and online required annual ethics training; developing and implementing ethics policy; and providing individual and group training for employees and IC ethics staff. The NIH Ethics Office also serves as the NIH liaison to the DHHS and other Federal agencies.

## DISCRIMINATION IS PROHIBITED

Discrimination is defined in civil rights law as unfavorable or unfair treatment of, or impact towards, a person or class of persons in comparison to others who are not members of the same protected class. US laws protect individuals from discrimination based race, religion, color, national origin, age (40 or older), physical or mental disability, sex (which includes transgender status, sex stereotyping, pregnancy, and equal pay), genetic information, or reprisal for opposition to discriminatory practices or participation in the Equal Employment Opportunity (EEO) process. Please note that sexual orientation and gender identity are protected by the Department of Health and Human Services (HHS) policy, and individuals who feel they have been subjected to discrimination on the bases of sexual orientation and/or gender identity have a right to file an EEO complaint to seek redress. For further information regarding the EEO process, contact the NIH Office of Equity, Diversity, and Inclusion (EDI) at 301-496-6301. For information about EDI visit us at <https://edi.nih.gov>.

## ANTI-HARASSMENT POLICY

<https://policymanual.nih.gov/1311>

[https://www.training.nih.gov/harassment\\_doesnt\\_work\\_here](https://www.training.nih.gov/harassment_doesnt_work_here)

The National Institutes of Health (NIH) does not tolerate pervasive or severe harassment of any kind, including sexual harassment. Only in safe and respectful work environments can individuals grow and learn while carrying out the important work that supports the NIH mission. To foster a work environment free from sexual harassment, we want to ensure that individuals know their rights, where to

report incidents of sexual harassment, and the resources available to them.

We appreciate that being a trainee complicates the process of reporting harassment. You may be worried about how your PI (or others in a position to influence your career) will respond; you may be concerned that you will have to change research groups; or you may fear that the process will affect your applications for school or jobs. Please note that the new NIH Anti-harassment Policy prohibits supervisors or others in positions of power from retaliating against individuals who report harassment or report witnessing harassment.

Please visit Civil to learn more about the NIH Anti-harassment Policy and the procedures for reporting harassment at the NIH.

The NIH OITE is committed to working with trainees who make harassment allegations, who report witnessing harassment, or who are implicated in harassing behavior. We will coordinate with NIH Civil and provide trainees guidance and support throughout the process.

Note that OITE staff are required to report allegations of harassment to the NIH Civil Program. However, OITE can make an anonymous report on your behalf. You can also make an anonymous report by calling 833-224-3829 or by completing an online form.

Please read the Civil Tool Kit for Trainees carefully (link to the right). It describes options for reporting harassment including options that allow you to remain anonymous. If you wish to discuss the situation confidentially, you can reach out to the NIH Employee Assistance Program (<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx>) or the NIH Office of the Ombudsman (<https://ombudsman.nih.gov/>).

You can contact Dr. Sharon Milgram, OITE Director, to discuss reporting allegations of harassment or the related issue of workplace relationships (you can find the NIH policy statement on Workplace Relationships at <https://hr.nih.gov/working-nih/civil/nih-policy-statement-personal-relationships-workplace>). Dr. Milgram can be reached at 301-594-2053 or [milgrams@od.nih.gov](mailto:milgrams@od.nih.gov). If you feel unsafe and need immediate help, please call the NIH Police (on the main campus in Bethesda: 911; off-campus: 9-911; Fort Detrick in Frederick: 9-911; RML: 0).

We all play a role in assuring that the NIH is free of harassing behavior. Harassment doesn't work here!

## POLITICAL ACTIVITIES

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

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

<https://www2.oge.gov/>

The information on this website lays out guidelines concerning gifts, financial conflicts of interest, seeking other employment, outside activities, and misuse of position, among other things.

### QUICK LIST

Anti-harassment Policy  
<https://policymanual.nih.gov/1311>

Civil Tool Kit for Trainees  
[https://ohr.od.nih.gov/intrahr/Documents/civil/ManualChapter1311ToolkitforTraineesandFellows\\_508.pdf](https://ohr.od.nih.gov/intrahr/Documents/civil/ManualChapter1311ToolkitforTraineesandFellows_508.pdf)

*Guidelines for the Conduct of Research in the Intramural Research Program at NIH*  
[https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical\\_conduct/guidelines-conduct\\_research.pdf](https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf)

NIH Ethics Office  
<https://ethics.od.nih.gov>

NIH Policies and Guidelines on Research Ethics  
<http://sourcebook.od.nih.gov/sourcebook/ethical-conduct/research-ethics>

NIH Policy Statement on Workplace Relationships  
<https://hr.nih.gov/working-nih/civil/nih-policy-statement-personal-relationships-workplace>

Political Activities  
<https://ethics.od.nih.gov/Topics/politics.htm>

Standards of Ethical Conduct for Employees of the Executive Branch  
<https://www2.oge.gov>



# FINANCIAL MATTERS

## BANKING

<https://www.nihfcu.org>

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

For a full list of NIHFCU branch and ATM locations, visit their website.

## GETTING PAID AND PAYING TAXES ON YOUR INCOME

Postbacs are generally appointed in one of two ways, as IRTA/CRTAs (recipients of Intramural Research Training Awards) or FTEs (Full-Time Equivalents or employees).

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

If you are appointed as an IRTA/CRTA, you will be entered into the Fellowship Payment System and paid in arrears. That is, you will be paid at the end of the month for work that has been completed. In addition, it is important that you realize

- you are considered a trainee, not an employee;
- social security taxes are not deducted from your stipend;
- no income taxes are withheld from your stipend, but you must pay income taxes;

- your "income" is reported on a Form 1099G as a **taxable grant**;
- you must report the income shown on your 1099G on Form 1040 as "other income;" and
- you should not indicate that you are self-employed or file a Schedule C.

If the amount of taxes you will owe is greater than \$1000, you should pay quarterly estimated taxes on your stipend to avoid a penalty. The Federal quarterly tax form is Form 1040ES. It can be downloaded from the IRS website: <https://www.irs.gov/forms-pubs/about-form-1040-es>. State forms can be obtained from state tax websites.

If you are appointed as an FTE, you will be paid every two weeks for work completed one week prior to pay day. In addition,

- 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**; and
- you should report the income shown on your W2 on line 1 of Form 1040 or the equivalent line on Form 1040EZ or 1040A.

Before leaving the NIH, make sure the Office of Financial Management has your current address so they can forward tax information.

Tax forms are processed at the end of January, and 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 some other agency, please contact the AO at the NIH responsible for your laboratory or the responsible administrator at the other agency for tax information. It is best to do this before you leave the NIH.

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.

The NIH Office of Financial Management is available to answer postbac tax questions. You can call them at 301-496-5635.

**REMINDER: Tax day in the US is April 15.**

## EDUCATIONAL LOAN DEFERMENTS

[https://www.training.nih.gov/resources/loan\\_deferments](https://www.training.nih.gov/resources/loan_deferments)

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the following documents to the second floor of Building 2 on the main campus in Bethesda. Individuals at other NIH locations may submit the same documents via email to [loandeferment@mail.nih.gov](mailto:loandeferment@mail.nih.gov) as PDF files.

(1) The deferment form from the lending institution (this form is not provided by the OITE). Please include all pages (the last page generally contains the address to which the deferment form should be sent), and please sign the form. If you have a Federal loan, the proper form to use is the Graduate Fellowship Deferment Request form. On the form, you should check that you are "in a full-time course of study in a GRADUATE FELLOWSHIP program." We recommend that you bring the forms to the office in person, if they include your social security number. If you submit them by email DO NOT include your SSN, as it is Personally Identifiable Information (PII) and email is not a secure way to send this information.

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

The OITE will certify your participation in the appropriate training program for a twelve-month period and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution. Loan deferment paperwork must be filed annually. When your loan deferment forms have been signed and submitted to the lender(s), you will receive an email containing PDF copies of the document(s). Please keep this information for your records. Questions: [loandeferment@mail.nih.gov](mailto:loandeferment@mail.nih.gov).

## RESIDENCY CONSIDERATIONS

If you are considering applying to graduate or professional programs in Maryland or Virginia during your postbac at the NIH, you may want to think about establishing residency when you decide where to live. The difference between in-state and out-of-state tuition at a public institution is often significant.

# SECTION IV: RESOURCES

## IV





# EDUCATIONAL AND TRAINING OPPORTUNITIES

The NIH provides many opportunities for you to continue your scientific education during your time here. You should pay particular attention to WALs, the NIH Director's Wednesday Afternoon Lecture Series. Each Wednesday afternoon at 3:00 in Masur Auditorium, Building 10, an outstanding biomedical researcher discusses the work being done at NIH. WALs talks are generally jargon-free and comprehensible, to appeal to and inspire a diverse audience. WALs is a popular educational event at the NIH. We have listed below many other, smaller, but no less valuable, experiences that are open to all.

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

<https://www.redcross.org/take-a-class>

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

## CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM

<https://training.cit.nih.gov>

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

The program includes classroom courses and seminars. Interactive online class attendance is often available for students at off-site locations. Descriptions of courses as well as information on the intended audience can be found on the website (above). Online training is accessed via the same site using the learning portal.

## CLINICAL CENTER GRAND ROUNDS

<https://clinicalcenter.nih.gov/about/news/grcurrent.html>

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

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

Building 10, Room 1N241

<https://faes.org>

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

FAES currently offers over 180 classes, the majority of which are the biomedical field. However, there is strong representation in the physical and behavioral sciences as well as in English and foreign language studies. Of special interest is "Writing and Publishing a Scientific Paper."

FAES also offers several multi-course programs targeted to degree holders looking to improve their knowledge in a specific area. Advanced Studies programs include Bioinformatics and Data Science, Public Health, and Technology Transfer.

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

### FAES BOOKSTORE

Building 10, first floor, near Masur Auditorium

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

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

### FAES BIOTECH LABORATORY WORKSHOPS

<https://faes.org/content/biotech-laboratory-workshops>

BioTech Workshops are an extensive series of post-graduate level "hands-on" biotechnology training courses offered by FAES. Intensive 2-, 3-, 4-, and 5-day courses are taught by active researchers; they combine lectures with hands-on laboratory work. Recent examples of BioTech Workshops courses include Epigenetics and Digital Imaging in Microscopy. The courses are relatively costly, but it is worth asking if your lab will cover the tuition. Enrollment is limited; sign up early to ensure that you will be able to attend.

## HHS HUMAN CAPITAL (HC)

<https://humancapital.learning.hhs.gov/>

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

## NATIONAL LIBRARY OF MEDICINE (NLM)

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

Building 38A

Reading Room hours: Monday-Friday, 8:30 am-5:00 pm

The NLM is the world's largest medical library with nearly 28 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; 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 (<https://www.ncbi.nlm.nih.gov/pubmed/>) and [Clinicaltrials.gov](http://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 Tara Mowery at [tara.mowery@nih.gov](mailto:tara.mowery@nih.gov).

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

### NLM EXHIBITION PROGRAM

301-496-5963

<https://www.nlm.nih.gov/hmd/about/exhibition/index.html>

The Exhibition Program at the NLM produces exhibitions on cultural and social history, science, medicine, and technology for installation in the Library's lobby and rotunda galleries, as well as exhibitions that travel. These exhibitions feature books, journals, photographs, and prints from the NLM's collections, along with artifacts, images, and graphics from other institutions. Each exhibition incorporates interactive features, computers,

and audiovisual elements, facilitating a dynamic and experiential learning ground for students of all ages. The Exhibition Program provides educational programs for K-12 student groups visiting the on-site exhibition. In addition, it produces numerous supplemental programs, including online exhibitions, theatrical presentations, collateral print pieces, catalogues, education packages, documentaries, DVD exhibitions, and other public programs.

## NIH COURSES

### DEMYSTIFYING MEDICINE

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

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

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

<https://ccr.cancer.gov/training/trainee-resources/courses-workshops>

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

### BIOMEDICAL BUSINESS DEVELOPMENT FOR SCIENTISTS

<https://faes.org/content/technology-transfer>

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

## THE NIH LIBRARY

<http://nihlibrary.nih.gov>

Building 10, Room 1L-25 , First floor – South entrance  
Hours: Monday-Thursday 7:45 am-8:00 pm,  
Friday 7:45 am-6:00 pm,  
Saturday and Sunday 1:00-5:00 pm

The NIH Library is an open stacks biomedical research library, whose collection and services are developed to support the programs of the National Institutes of Health and selected U.S. Department of Health and Human Services agencies. The NIH Library provides access to over 15,000 electronic journals, 120,000 eBooks, and over 50 databases.

The NIH Library provides services in:

- 3D printing
- bibliometrics
- bioinformatics
- custom information solutions
- data management & analysis
- document delivery
- editing
- emerging technologies
- reference questions and literature searching
- specialized librarians
- systematic reviews
- training
- translations

In addition to a comfortable reading room, library workspaces include bioinformatics workspaces, data sciences workspaces, collaboration pods, private carrels, and computers linked to the NIH network. NOTE: These usually require prior reservation.

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

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](mailto:nihlibrary@nih.gov).

## **NIH PUBLICATIONS, SPECIAL EVENTS, AND MORE**

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

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

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

### **THE NIH CALENDAR OF EVENTS**

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

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

### **THE NIH CATALYST**

<https://irp.nih.gov/catalyst/v27i1>

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

### **THE NIH RECORD**

<https://nihrecord.nih.gov/>

*The NIH Record*, founded in 1949, is the biweekly newsletter for all NIH personnel. Published 25 times each year and circulated to more than 20,000 readers, the *Record* comes out on HHS paydays (<https://www.nih.gov/about-nih/payroll-calendars>).

### **NIH VIDEOCASTS**

<https://videocast.nih.gov>

Rebroadcasts of NIH lectures and conferences.

### **THE NIH RESEARCH FESTIVAL**

<https://researchfestival.nih.gov>

The NIH Research Festival, which is held each fall in both Building 10 and a tent on parking lot 10H on the Bethesda Campus, features scientific symposia, poster sessions, and a vendor tent show. The Festival showcases the best of NIH science.

### **NIH SCIENTIFIC INTEREST GROUPS (SIGS)**

<https://oir.nih.gov/sigs>

About 90 NIH inter-Institute SIGs operate under the auspices of the Office of Intramural Research. They sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; and share the latest techniques and information. Additionally, these

groups assist with the annual NIH Research Festival and serve as hosts for the Wednesday Afternoon Lecture Series.

### **WEDNESDAY AFTERNOON LECTURE SERIES (WALS)**

<https://oir.nih.gov/wals>

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



# SCIENTIFIC RESOURCES AT THE NIH

## DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

Building 10, Room 1C282

301-402-6301

<https://www.cc.nih.gov/dcric/itc.html>

The Department of Clinical Research Informatics, Clinical Center Information Technology Center (ITC) provides a free poster-printing service to all NIH employees and trainees. Call in advance for an appointment.

## DIVISION OF RADIATION SAFETY (DRS)

301-496-5774

<https://drs.ors.od.nih.gov/Pages/default.aspx>

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

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

Building 13, Room 3W44

301-496-4131

<https://www.ors.od.nih.gov/sr/dseis/Pages/default.aspx>

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

## DIVISION OF VETERINARY RESOURCES (DVR)

Building 14A

<https://www.ors.od.nih.gov/sr/dvr>

The DVR, ORS provides a centralized laboratory animal

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

## MEDICAL ARTS BRANCH (MAB)

Building 10, Room B2L103

301-496-3221

<https://medarts.nih.gov>

The MAB, ORS—formerly known as the Division of Medical Arts—is the NIH source for visual arts services. The mission of Medical Arts is to deliver conceptual design solutions that align strategically with the needs of the NIH community through the areas of applied art, design, and related technologies.

The MABs' professionally-trained creative staff includes medical illustrators, graphic designers, project managers, and production staff. Medical Arts provides a variety of visual communication services including:

- Graphic Design: brand identity, posters, publications, exhibits, and environmental graphic design;
- Electronic Media: animation and presentation design;
- Digital Printing, including scientific poster printing;
- Medical Illustration: 2D & 3D, figures, journal covers, scientific poster figures, and design; and
- Production Services: aerial prints, awards, certificates, framing, mounting.

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

## NATIONAL CENTER FOR BIOTECHNOLOGY INFORMATION (NCBI)

Lister Hill

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

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

## NIH COLLABORATIVE RESEARCH EXCHANGE (CREX)

<https://nih.scientist.com>

The NIH Intramural Research Program's CREx is an online private marketplace offering a vast catalog of research services to facilitate communications between IRP scientists and internal cores as well as external vendors, enabling IRP scientists to easily engage with innovative resources and technologies. CREx currently includes more than 150 NIH IRP Core facilities, 25+ Trans-NIH Cores, and approximately 18,000 external scientific vendors. Users can expect to receive at least three quotes within a week of submitting a service request, resulting in cost savings due to direct competition. To make a request or learn more, visit the CREx website, which requires a PIV card for login.

## NIH EVENTS MANAGEMENT

<https://www.ors.od.nih.gov/pes/emb/Pages/index.aspx>

NIH Events Management (ORS) provides comprehensive conference/meeting support services for NIH conference facilities on the Bethesda campus and in the surrounding locale.

Additionally, NIH Events Management offers professional videography and photography services including:

- event videography and/or photography;
- video direction, production, duplication, and editing; and
- studio photography: portraits, passport photos. (Passport photo hours are Tuesdays 9-11 am and Thursdays 3:00 to 4:00 pm in Building 10 Room B2L315.)

For questions regarding video or photography services email: [nihvideo-l@mail.nih.gov](mailto:nihvideo-l@mail.nih.gov)

## OFFICE OF ANIMAL CARE AND USE (OACU)

Building 31, Room B1C37

301-496-5424

<https://oacu.oir.nih.gov/>

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

No animal research can be conducted at the NIH without a protocol approved by the sponsoring IC's Animal Care and Use Committee. The OACU website provides access to Federal and local regulations and local NIH guidelines that provide pertinent information on all aspects of research animal care and use, including but not limited to: animal activities in shared facilities, animal transfers, genotyping, pain and distress, and euthanasia. Animal Research Advisory Committee guidelines regarding animal care and use in research studies can be found at <https://oacu.oir.nih.gov/animal-research-advisory-committee-guidelines>.

## OFFICE OF HUMAN SUBJECTS RESEARCH (OHSR)

Building 10, Room 2C146

301-402-3444

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

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

The OHSR, together with the staffs of the NIH Institutional Review Boards (IRBs), will work with you to fulfill your ethical responsibilities when conducting human research, both in the United States and abroad. They also can help resolve ethical and regulatory issues that may arise

throughout the course of your investigation. Keep in mind that no human research can be conducted without getting the approval of either an NIH IRB or OHSR. Whether you need an IRB's approval or that of OHSR will depend on the type of research that you plan to conduct. For information on the procedures for protecting the rights of human subjects, visit <https://policymanual.nih.gov/3014>.

## **OFFICE OF INTRAMURAL RESEARCH (OIR)**

<http://sourcebook.od.nih.gov/about>

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

## **OFFICE OF NIH HISTORY (ONH)**

Building 60, Suite 230

301-496-6610

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

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

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

## **OFFICE OF TECHNOLOGY TRANSFER (OTT)**

301-496-7057

<https://www.ott.nih.gov/>

The OTT helps translate the discoveries made at the NIH and FDA into useful biomedical products. This is achieved by evaluating the commercial potential of new inventions, securing patent protection where needed, identifying industry partners who can commercialize these inventions, and licensing these intellectual properties to them for product development. The OTT can help you protect, market, and manage any discoveries you make while at the NIH. In so doing, it oversees patents and negotiates

licensing agreements on behalf of NIH and FDA scientists. Contact them if you have any questions about licensing or royalties or to learn how technology transfer works at NIH. In addition, OTT hosts a number of training courses on technology transfer, in conjunction with the NIH FAES Graduate School, that are popular with trainees. For more information regarding classes and the "Technology Transfer Certificate Program", see <https://faes.org/content/advanced-studies-in-technology-transfer>.



# OTHER NIH RESOURCES AND SERVICES

## CAFETERIAS

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

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

## COFFEE BARS

<https://teledirectory.nih.gov/servDet.php?ser=588>

- Building 1, Third Floor, 301-451-0093
- Building 10, First Floor, near the FAES bookstore, 301-594-9013
- Building 10, First Floor, north entrance to CRC
- Building 35, First Floor, 301-594-8438
- Building 50, First Floor, 301-402-0594
- 5601 Fishers Lane, First Floor, 301-770-8901

## CONCESSION STANDS/CONVENIENCE STORES

<https://teledirectory.nih.gov/servDet.php?ser=77>

- Building 10, Room B1-C20, 301-496-3087
- Building 12B, Room 1N-108, 301-402-2919
- Building 31, First Floor Hallway, 301-496-6230
- Building 35, Room GC202, 301-496-3635
- Building 45, Room 1AA-02, 301-435-4697
- Neuroscience Center (NSC) Building, 6001 Executive Blvd, Lobby, 301-435-1468

## CHILD CARE

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

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

For information on other NIH services for parents, including a child care referral service, see <https://www.ors.od.nih.gov/pes/dats/childcare/Pages/resourceReferral.aspx>.

## BACK-UP CARE PROGRAM

<https://www.ors.od.nih.gov/pes/dats/childcare/Pages/NIHBack-upCareProgram.aspx>

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

## R&W GIFT SHOPS

<https://govemployee.com/nih/rw-services-membership/gift-shops-shopping/>

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

- Building 10, Room B1C06, 301-496-1262
- Building 10, 1N-2582, 301-451-7708
- Building 31, Room 1A08, 301-496-2670
- Rockledge I, Room 4202, 301-435-0043

## INTERPRETING SERVICES

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

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

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

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

To request sign language interpreters or CART Services, you can contact NIH Interpreting Services by phone at 301-402-8180, by using the Federal Relay Service at 1-800-877-8339, or by submitting a request on the website (above). If you have other, disability-related accommodation requests for an event, please contact Dr. Shannon DeMaria at [OITE-EventServices@od.nih.gov](mailto:OITE-EventServices@od.nih.gov). **Requests should be made at least 5 days in advance of the Event.**

## KEYS AND LOCKS

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

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

## LOST AND FOUND

### Same Day:

- Parking Lots (Employees and Visitors): 301-656-9008
- Employee Shuttles: 301-435-4010
- Patient Shuttles: 301-496-1161
- Gateway Center: 301-435-7554
- Commercial Vehicle Inspection Facility (CVIF): 301-443-6843
- Natcher Conference Center: visit the Events Management office directly across from Ruth Kirschstein Auditorium

### After 24 Hours (and for locations not listed above):

- NIH Police Reception Desk (Building 31, Room B3B17): 301-496-2387

Ultimately, all lost and found items end up with the NIH Police, usually within 24 hours.

## MAIL

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

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

## NOTARIES PUBLIC

<https://govemployee.com/nih/notaries/>

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

## NIH SUPPLY CENTER (SELF-SERVICE STORES)

<https://nihsc1.od.nih.gov/>

The NIH Supply Center, operated by the Division of Logistics Services, includes two self-service stores and a warehouse formerly known as the Gaither Distribution Center (GDC). The self-service stores offer NIH employees a wide range of laboratory, medical, and office supplies at discounted prices. Supplies can be purchased, with a valid Self-service Charge Card, at two locations; Building 10, Room B2B41 and Building 31, Room B1A47. The hours of operation for both stores can be found at the website above. The online NIH Stock Supply Catalog and a current listing of NIH centrally-stored items can be found at <https://nihscatalog.od.nih.gov/>.



# USEFUL WEBSITES

The Office of Intramural Training & Education (OITE)	<a href="https://www.training.nih.gov">https://www.training.nih.gov</a>
<b>NIH RESOURCES</b>	
The main NIH website	<a href="https://www.nih.gov">https://www.nih.gov</a>
A quick way to find answers to your questions about the NIH	<a href="https://jumpstart.nih.gov">https://jumpstart.nih.gov</a>
NIH Frequently Asked Questions	<a href="https://www.nih.gov/about-nih/frequently-asked-questions">https://www.nih.gov/about-nih/frequently-asked-questions</a>
The NIH Enterprise Directory (NED)	<a href="https://ned.nih.gov/search">https://ned.nih.gov/search</a>
NIH Online Orientation	<a href="https://ams.hhs.gov/amsLogin/SimpleLogin.jsp">https://ams.hhs.gov/amsLogin/SimpleLogin.jsp</a>
NIH Security Information	<a href="https://security.nih.gov/Pages/Home.aspx">https://security.nih.gov/Pages/Home.aspx</a>
<b>NIH RESEARCH &amp; TRAINING RESOURCES</b>	
NIH Intramural Research Program	<a href="https://irp.nih.gov">https://irp.nih.gov</a>
NIH Intramural Research—Scientific Focus Areas	<a href="https://irp.nih.gov/our-research/scientific-focus-areas">https://irp.nih.gov/our-research/scientific-focus-areas</a>
NIH Intramural Database (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	<a href="https://intramural.nih.gov/search/index.taf">https://intramural.nih.gov/search/index.taf</a>
<i>Guidelines for the Conduct of Research at the NIH</i>	<a href="http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf">http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf</a>
<i>Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH</i>	<a href="http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-scientific_recordkeeping.pdf">http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-scientific_recordkeeping.pdf</a>
<i>A Guide to Training and Mentoring in the Intramural Research Program at NIH</i>	<a href="http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/mentoring/guide-training_and_mentoring-10-08.pdf">http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/mentoring/guide-training_and_mentoring-10-08.pdf</a>
NIH Scientific Interest Groups	<a href="https://oir.nih.gov/sigs">https://oir.nih.gov/sigs</a>
NIH VideoCasting and Podcasting	<a href="https://videocast.nih.gov">https://videocast.nih.gov</a>
NIH Laboratory Safety Training	<a href="https://www.safetytraining.nih.gov">https://www.safetytraining.nih.gov</a>
Occupational Medical Service	<a href="https://www.ors.od.nih.gov/sr/dohs/Pages/default.aspx">https://www.ors.od.nih.gov/sr/dohs/Pages/default.aspx</a>

NIH Library	<a href="https://www.nihlibrary.nih.gov/agency/nih">https://www.nihlibrary.nih.gov/agency/nih</a>
The NIH Office of the Ombudsman and Center for Cooperative Resolution	<a href="https://ombudsman.nih.gov">https://ombudsman.nih.gov</a>
<b>NIH AMENITIES &amp; SERVICES</b>	
Banking: NIH Federal Credit Union	<a href="https://www.nihfcu.org">https://www.nihfcu.org</a>
NIH Calendar of Events	<a href="https://calendar.nih.gov/app/MCalWelcome.aspx">https://calendar.nih.gov/app/MCalWelcome.aspx</a>
Fitness Centers	<a href="https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/">https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/</a>
Food: Dining Centers	<a href="https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx">https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx</a>
Health & Wellness	<a href="https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx">https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx</a>
Housing: R&W Housing List	<a href="https://govemployee.com/classifieds/">https://govemployee.com/classifieds/</a>
Volunteer: NIH Blood Bank	<a href="https://www.cc.nih.gov/blooddonor">https://www.cc.nih.gov/blooddonor</a>
<b>NIH CAMPUS ACCESS &amp; TRANSPORTATION</b>	
NIH Baltimore Campus Map	<a href="https://irp.nih.gov/about-us/research-campus-locations/bayview-campus">https://irp.nih.gov/about-us/research-campus-locations/bayview-campus</a>
NIH Bethesda Campus Map	<a href="https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx">https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx</a>
NIH Frederick Campus Map	<a href="https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf">https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf</a>
NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation	<a href="http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx">http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx</a>
NIH Travel and Transportation Services including Campus Shuttle	<a href="http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx">http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx</a>
Real Time GPS Shuttle Locations	<a href="https://wttsshuttle.com">https://wttsshuttle.com</a>
Ride-On Map, map of Montgomery County, MD, bus routes	<a href="https://www.montgomerycountymd.gov/dot-transit/index.html">https://www.montgomerycountymd.gov/dot-transit/index.html</a>
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties	<a href="https://www.wmata.com">https://www.wmata.com</a>
<b>OTHER RESOURCES TO HELP YOU GET SETTLED</b>	
OITE Moving Guide	<a href="https://www.training.nih.gov/resources/justarrived">https://www.training.nih.gov/resources/justarrived</a>
Craigslist	<a href="https://washingtondc.craigslist.org">https://washingtondc.craigslist.org</a>
<i>The Washington Post</i>	<a href="https://www.washingtonpost.com/regional/">https://www.washingtonpost.com/regional/</a>
<i>The Washington Times</i>	<a href="https://www.washingtontimes.com">https://www.washingtontimes.com</a>
<i>The Washington Examiner</i>	<a href="https://www.washingtonexaminer.com">https://www.washingtonexaminer.com</a>
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	<a href="https://www.freecycle.org/">https://www.freecycle.org/</a>



# WASHINGTON METROPOLITAN AREA ACTIVITIES

Some of the best resources for meeting people and getting to know the DC area are right here at the NIH: the Postbac Committee and the NIH R&W clubs. The Postbac Committee devotes a great deal of effort to community service. In addition, they organize social events that will help you meet other postbacs ([https://www.training.nih.gov/postbac\\_committee](https://www.training.nih.gov/postbac_committee)).

In addition to providing NIH staff and trainees with fitness facilities, stores, and other benefits, the NIH R&W Association sponsors numerous clubs. These clubs offer a way of making those all-important social connections. They focus on diverse activities such as biking, dancing, fencing, golf, hiking, martial arts, music performance, photography, sailing, skiing, softball, and Toastmasters. If you are looking to balance your scientific and career interests with something on the lighter side, visit <https://govemployee.com/nih/rw-services-membership/clubs-organizations/>.

## ENTERTAINMENT AT THE NIH

### MANCHESTER STRING QUARTET AT NIH <https://faes.org/events/manchester-string-quartet-performance-masur-auditorium-8>

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

### NIH COMMUNITY ORCHESTRA (NIHCO) <http://nihco.org/cms/>

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

### NIH PHILHARMONIA <http://nihphil.org>

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

### NIH CHAMBER SINGERS <https://www.facebook.com/NIHChamberSingers>

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

### NERDS IN HARMONY <https://nerdsinharmony.webs.com/>

Nerds In Harmony is a co-ed a cappella ensemble comprised of scientists from Bethesda, MD. The group can trace its origins back to 2004 when some postbac fellows at the NIH started "IRTApella." Later, the group was renamed the Cytochromatics (a play on the cytochrome enzyme group and the chromatic scale). Finally, in 2010 it became the "Nerds In Harmony," a name representative of participants' passion for science and music. Nerds is composed of scientific trainees, fellows, and employees. They practice weekly and perform on the NIH campus and around Bethesda and DC. For information on joining Nerds In Harmony or scheduling a performance, email them at [nerdsacappella@gmail.com](mailto:nerdsacappella@gmail.com).

## EXPERIENCE THE DC AREA

While most of your time this year will be occupied with research, time 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 US government, but it also has much to offer in the way of culture, history, and entertainment. Whether you are looking for art, music, nightlife, good food, or natural beauty, the choices in the DC metro area abound. The museums, parks, and historical sites listed here are just a sampling of the interesting places and events you can find around town. The following online guides are also useful:

<https://washington.org/>  
<http://www.washingtonpost.com/goingoutguide/>  
<https://culturecapital.com/>

## RESTAURANTS

The Washington DC area also has some wonderful restaurants. For restaurant descriptions and reservations, one of many sites you can visit is <http://www.opentable.com/washington-dc-restaurants>.

TripAdvisor (<https://www.tripadvisor.com>) and Yelp (<https://www.yelp.com/>) are other sources of restaurant information.

## MUSEUMS

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

2020 K Street NW  
Washington, DC 20006  
202-857-6583  
<https://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  
<https://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  
<https://www.nps.gov/coga/index.htm>  
Admission: Free. Permits are required for special events and First Amendment activities.  
Metro: Blue/Orange Lines, Smithsonian  
The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

### Corcoran Gallery of Art

500 17th Street NW  
Washington, DC 20006  
202-639-1700  
<https://www.corcoran.org>  
The Corcoran Gallery is part of the National Gallery of Art. Visit <https://www.nga.gov/visit.html>.

### DAR Museum

1776 D Street NW  
Washington, DC 20006  
202-628-1776  
<https://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  
<https://www.whitehousehistory.org/decatur-house>  
Admission: Admission is charged.  
Metro: Blue/Orange Lines, Farragut West

### Folger Shakespeare Library

201 East Capitol Street SE  
Washington, DC 20003  
202-544-4600  
<https://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  
<https://www.alexandriava.gov/FortWard>  
Admission: Free  
Metro: Yellow Line, King Street; DASH bus A-T5

### International Spy Museum

700 L'Enfant Plaza SW  
Washington, DC 20024  
202-393-7798  
<https://www.spymuseum.org/>  
Admission: Admission is charged.  
Metro: Orange/Silver/Blue/Yellow/Green, L'Enfant Plaza

### Library of Congress

101 Independence Avenue SE  
Washington, DC 20540  
202-707-5000  
<https://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  
<https://www.jhsgw.org/>  
Admission: Free  
Metro: Red Line, Judiciary Square

**Lyceum**

201 South Washington Street  
Alexandria, VA 22314  
703-746-4994

<https://www.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/211/Manassas-Museum-System>

Admission: Admission is charged.

**Marian Koshland Science Museum**

The National Academies  
525 E Street NW  
Washington, DC 20001  
202-334-1201

<http://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

<https://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

<https://www.archives.gov/college-park>

Admission: Free

**National Building Museum**

401 F Street NW  
Washington, DC 20001  
202-272-2448

<https://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

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

Admission: Free  
Metro: Red Line, Judiciary Square

**National Geographic Museum**

17th & M Streets NW  
Washington, DC 20036  
202-857-7700

<https://events.nationalgeographic.com/>

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

<https://nmajmh.org>

Admission: Free  
Metro: Red Line, Dupont Circle

**National Museum of Health & Medicine**

2500 Linden Lane  
Silver Spring, MD 20910  
301-319-3300

<https://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

<https://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

<https://architectsfoundation.org/octagon-museum/visiting/>

Admission: Admission is charged.  
Metro: Red Line, Farragut North

**The Phillips Collection**

1600 21st Street NW  
Washington, DC 20009  
202-387-2151

<https://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

<https://americanart.si.edu>

Admission: Free

Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown  
Comments: In the same building as the Portrait Gallery; the two are linked by a covered courtyard.

### 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.freersackler.si.edu>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian  
Comments: Specializes in Asian art; now linked to the Freer Gallery of Art.

### Smithsonian - Arts & Industries Building

900 Jefferson Drive SW  
Washington, DC 20013  
202-633-1000

<https://www.si.edu/Museums/arts-and-industries-building>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian  
Comments: After being renovated in 2016, this second oldest of the Smithsonian buildings reopened as an exclusively special-events venue.

### Smithsonian - Freer Gallery of Art

12th Street & Jefferson Drive SW  
Washington, DC 20013  
202-633-1000

<https://www.freersackler.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

<https://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

<https://airandspace.si.edu>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian  
Comments: Spaceships and aircraft plus an IMAX Theater.

### Smithsonian - National Air & Space Museum, Steven F. Udvar-Hazy Center

14390 Air & Space Museum Parkway,  
Chantilly, VA, 20161  
703-572-4118

<https://airandspace.si.edu/udvar-hazy-center>

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 Concorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

### Smithsonian - National Museum of African American History and Culture

14th St and Constitution Ave NW  
Washington, DC 20001  
202-633-1000

<https://nmaahc.si.edu>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian  
Comments: This is an incredibly popular museum. Check online to see about getting tickets in advance and how to obtain same-day tickets.

<https://nmaahc.si.edu/top-10-things-grand-opening>

### Smithsonian - National Museum of African Art

950 Independence Avenue SW  
Washington, DC 20560  
202-633-4600

<https://africa.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 & Constitution Avenue NW  
Washington, DC 20013  
202-633-1000

<http://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

<https://americanindian.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

<https://naturalhistory.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

**Smithsonian • National Portrait Gallery**

8th & F Streets NW  
Washington, DC 20001  
202-633-1000

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

Admission: Free

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

Comments: In the same building as the American Art Museum. It houses the portraits of the Obamas.

**Smithsonian • National Postal Museum**

2 Massachusetts Avenue NE  
Washington, DC 20002  
202-633-5555

<https://postalmuseum.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

<https://americanart.si.edu/visit/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

<https://museum.gwu.edu/>

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

<https://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

<https://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

<https://usna.usda.gov/>

Admission: Free

**NATIONAL/STATE PARKS AND HISTORIC SITES**

**Ford's Theatre National Historic Site**

511 10th Street NW  
Washington, DC 20004  
202-347-4833

<https://www.nps.gov/foth/index.htm>

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

<https://www.nps.gov/frde/index.htm>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

**Frederick Douglass National Historic Site**

1411 W Street SE  
Washington, DC 20020  
202-426-5961

<https://www.nps.gov/frdo/index.htm>

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 US 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

<https://www.nps.gov/choh/index.htm>

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

<https://www.nps.gov/grfa/index.htm>

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

<https://www.nps.gov/kowa/index.htm>

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

<https://www.nps.gov/linc/index.htm>

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

<https://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

<https://www.nps.gov/mamc/index.htm>

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  
<https://www.nps.gov/nr/travel/wash/dc70.htm>  
Admission: Free. Permits are required for special events and First Amendment activities.

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

**National World War II Memorial**

17th Street between Constitution and Independence Avenues  
Washington, DC  
202-426-6841

<https://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).

<https://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

<https://www.nps.gov/rocr/index.htm>

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.

### **Belmont-Paul Women's Equality National Monument**

144 Constitution Avenue, NE  
Washington, DC 20002  
202-546-1210

<https://www.nps.gov/bepa/index.htm>

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

<https://www.nps.gov/shen/index.htm>

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

### **Theodore Roosevelt Island**

c/o Turkey Run Park  
George Washington Memorial Parkway  
McLean, VA 22101  
703-289-2500

<https://www.nps.gov/this/index.htm>

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

<https://www.nps.gov/thje/index.htm>

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.

### **United States Navy Memorial**

701 Pennsylvania Avenue NW  
Washington, DC 20004  
202-737-2300

<https://www.navymemorial.org>

Admission: Free  
Metro: Green/Yellow Lines, Archives

### **Vietnam Veterans Memorial**

5 Henry Bacon Drive NW  
Washington, DC 20242  
202-426-6841

<https://www.nps.gov/vive/index.htm>

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

<https://www.nps.gov/wamo/index.htm>

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

<https://www.whitehouse.gov>

Note: Public tours must be requested through your state representative in Congress.

Visit <https://www.whitehouse.gov/about-the-white-house/tours-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 (<https://artsandculture.google.com/partner/the-white-house>).

## **ACKNOWLEDGEMENTS**

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