NIH SUMMER HANDBOOK 2023
DON’T MISS A THING!

MAKE CERTAIN YOU ARE INCLUDED ON A SUMMER INTERNSHIP PROGRAM (SIP) LISTSERV

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

Check your email frequently for important information on summer opportunities!

If you are not receiving emails from the appropriate summer listserv, please contact us at OITE-LoginHelp OITE-LoginHelp@od.nih.gov

CREATE A MYOITE ACCOUNT

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

For more information about summer intern accounts go to:
https://www.training.nih.gov/oite_accounts

To create an account:
http://www.training.nih.gov/register

TO REQUEST SIGN LANGUAGE INTERPRETERS OR CART SERVICES

American Sign Language interpreting services, CART services, and other reasonable accommodations are available upon request. Individuals who need interpreting services and/or other reasonable accommodations to participate in this event, should contact OITE-EventServices@od.nih.gov or the NIH Interpreting Office directly, via email, at nih@ainterpreting.com. Requests should be made at least five business days in advance, when possible, in order to ensure interpreter availability.
May 2023

Dear NIH summer interns,

Welcome to the National Institutes of Health (NIH)! We are excited to welcome you to our campuses, especially after three years of many virtual summer intern activities. We hope you will have a wonderful experience that enhances your knowledge, understanding, and appreciation of the world of biomedical research. Over the years, participation in the NIH Summer Internship Program (SIP) has motivated many individuals like you to pursue careers in the biomedical sciences.

The key to having a good summer is understanding expectations and knowing where to turn for support and when you have questions. We will offer two orientation programs, one for SIP participants and the other for HS-SIP participants. These sessions will help you hit the ground running and I strongly encourage you to attend.

Your Institute and the NIH Office of Intramural Training & Education (OITE; www.training.nih.gov) have organized activities to enrich your summer experience. One of the most important programs we offer is a comprehensive resilience and wellbeing program. Success in internships and academic environments, involves more than just developing subject matter expertise. The resilient scientist series will prepare you for long-term success by introducing you to key concepts focused on dealing with setbacks, learning from mistakes, setting boundaries, being assertive, and receiving feedback. It also introduces you to concepts of wellbeing and mental health and provides actionable advice for taking good care of yourself. We also offer many career development workshops, opportunities to develop your networking skills, and ways for you to explore research, healthcare, policy, and other science careers. Other highlights include a leadership and college success program for our high school interns and the Graduate and Professional School Fair for college students. We also sponsor journal clubs and a summer lecture series to expose you to many areas of biomedical research. Finally, at the end of the summer we host summer poster day which provides you the opportunity to present your research findings to the NIH community.

You are likely to notice, through seminars, journal clubs, poster days, and discussions with others, that NIH investigators use a wide array of techniques and approaches. This reflects the NIH conviction that important biomedical problems will be solved by combining the knowledge and skills of biologists, engineers, mathematicians, chemists, pharmaceutical scientists, physicists, and experts in computer science and bioinformatics. It takes teams with diverse scientific, educational, and cultural backgrounds to solve problems and improve the health of the world. I am so happy to welcome you to be a part of our team.

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

Sincerely yours,

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

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

Specifically, we encourage you to

- if you are participating in the High School Summer Internship Program (HS-SIP), join the staff of the OITE for a required orientation prior to joining your research group (or attend the required orientation presented by your Institute/Center);
- if you are participating in SIP, attend one of four sessions of Planning a Successful Summer Internship instead;
- attend orientation in your Institute/Center;
- make certain that you are included on the official OITE summer mailing list, OITE-SIP;
- if you have an activated NIH email account, create an “NIH Trainee/Fellow” account for yourself on the OITE website so that you can make appointments with career counselors, participate in Summer Presentation Week, and access the Alumni Database (see https://www.training.nih.gov/oite_accounts);
- visit the OITE website, https://www.training.nih.gov,

regularly to check for new opportunities; remember that if you cannot attend a workshop, you will find videos of many of them on the OITE YouTube channel at https://www.youtube.com/c/NIHOITE;
- check out our online resources (https://www.training.nih.gov/nih_resources and YouTube videos) for help with things like keeping a lab notebook, reading a scientific article, attending a scientific meeting, writing professional emails, and mastering lab math;
- participate in appropriate career and professional development workshops;
- attend the Summer Lecture Series, presented by some of the most respected investigators at the NIH;
- share your research with the NIH community at Summer Poster Day;
- sign up with our Career Services Center for pre-professional and graduate school advising or help exploring careers;
- create a LinkedIn account and join the NIH Intramural Research Program group to network and share ideas;
- follow the OITE Careers Blog, https://oitecareersblog.od.nih.gov/; and
- explore and contribute to the community around you.

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). OITE is located on the second floor of Building 2. 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.
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

PLANNING A SUCCESSFUL NIH SUMMER INTERNSHIP!

Your research project should be your number one priority this summer. But, to make certain that you take full advantage of all the NIH has to offer, plan to join the staff of the OITE for an orientation.

If you are participating in the High School Summer Internship Program (HS-SIP), you must attend one of the three required orientations (June 12th, June 20th, or June 26th) or the required orientation in your Institute/Center (IC) prior to joining your research group. This virtual half-day orientation will familiarize summer interns with the NIH and its research culture, introduce resources, and provide tips on how to be successful.

If you will be participating in SIP, we strongly recommend attending one of four Planning a Successful NIH Summer Internship sessions, scheduled on Fridays.

| Planning a Successful NIH Summer Internship 2023 (OITE Orientation for SIP Participants) |
|-------------------------------|-----------------------------------------------|
| May 26                        | 10:30 am – 12:00 pm ET                        |
| June 2                        | 10:30 am – 12:00 pm ET                        |
| June 9                        | 10:30 am – 12:00 pm ET                        |
| June 16                       | 10:30 am – 12:00 pm ET                        |

<table>
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<th>HS-SIP Intern Orientation (Mandatory)</th>
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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 “Calendar of 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.

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. Recently we have added a host of videos designed to help you cultivate wellbeing and resilience. 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 and on the OITE YouTube channel at https://www.youtube.com/c/NIHOITE.

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 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 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;
- 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 and pre-grad advisors, who can talk with you about the decision to go to graduate or medical school, choosing schools and programs, 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.

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.od.nih.gov/ and subscribe to be notified when new posts are published.

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

Fitting comfortably into your research group and developing good relationships with your coworkers should be your first priorities. Each research unit has its own ways of doing things. You will have to determine for yourself what the unwritten “rules” are for yours. What hours do most people work? Is there a standard for maintaining notebooks? When and on what platform are group meetings held? What training courses do you need to complete? What computer programs are used? What is the dress code? How much chatting goes on?

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

IF PROBLEMS ARISE

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

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

Some reasons to immediately contact the training director in your IC, or Dr. Milgram in the OITE, are issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources, such as the Office of the Ombudsman Center for Cooperative Resolution, the Employee Assistance Program, and Civil, a program that promotes civil behavior in the NIH workplace.
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.
- 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; and
- understanding of mental, addictive, and physical disorders.

The NIH directs 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 |
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  
**NSF**—National Science Foundation  
**OAR**—Office of AIDS Research  
**OHRM**—Office of Human Resources Management  
**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  
**SGMRO**—Sexual & Gender Minority Research Office  
**SIP**—Summer Internship Program  
**TD**—Training Director  
**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](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 Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the NIA and NIDA in the Biomedical Research Center, in Baltimore, MD;
- the NIH Animal Center in Poolesville, 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; and
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ;
- the NIEHS facility in Research Triangle Park (RTP), NC.

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 principal 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.

**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 ≈1600 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 2,500 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, postdocs 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 about 400 graduate students. They complete their coursework at and receive their degrees from their universities 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 core rotations. About 50 students participate in this program each year. Medical students can also complete clinical electives at the NIH.

**Postbaccalaureate (Postbac) Trainees:** A group of more than 1600 students who have completed their undergraduate work, postbacs conduct research at the NIH for 1 to 3 years before continuing on to graduate or professional (medical, dental, veterinary, pharmacy, etc.) school.

**Summer Interns:** This group includes you! Most summers, about 1000 high school, college, graduate, and professional school students spend 8 to 10 weeks working in the Intramural Research Program. These individuals must be at least 17 years of age and US citizens or permanent residents. In summer 2023, 1000 summer interns will come to the NIH campuses.

**MEETING THE IMPORTANT PEOPLE IN YOUR INSTITUTE OR CENTER (IC)**

When you join the NIH as a summer intern, you are actually joining your PI’s Institute or Center (IC). Staff members in the IC are going to make certain you get paid, get answers to administrative questions, have access to the resources you need to complete your work, and find the IT support you need. Be certain to “meet” and get to know the following:

- Your Summer Coordinator (SC), who will probably be the first person to reach out to you. Your SC has been working with the OITE to iron out summer program details and will be able help you with questions about how your IC works, summer resources, and activities sponsored by your IC and/or the OITE.
- Your Administrative Officer (AO), who will complete your appointment paperwork and enter you into the NIH Enterprise Directory (NED), which makes you “official.”
NIH RESOURCES

CAFETERIAS
For a map of cafeterias, coffee bars and concession stands see [https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx](https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx). In light of the COVID-19 Safety Guidance for NIH Facilities, certain dining centers, cafeterias, coffee bars, and concession centers listed may currently be unavailable.

- 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
- Bayview, Ground Floor

COFFEE BARS

- 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

- 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

FAES BOOKSTORE

[https://faes.org/content/faes-bookstore-nih](https://faes.org/content/faes-bookstore-nih)
- Building 10, Room 1N241, 301-496-5272

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.
Life in a research group, and life in general, can be stressful. It’s important to find time for yourself and your family, even when balancing work and life seems challenging. Recently, the virtual workplace, the turmoil in our country, and the stresses produced by the coronavirus pandemic have increased the stress we are all experiencing. The NIH has developed a collection of activities to help you manage your stress and cultivate mental health and well-being. Over the summer watch for workshop series on resilience, mental health and well-being with a focus on scientists, and diversity and inclusion. In addition, consider participating in small group discussions, facilitated by wellness advisors, that address situations you may be facing. Finally, remember that a large part of feeling comfortable in your work environment is having a community with whom to share the experience. The OITE supports several affinity groups that meet virtually for lunch and other activities. Please read more about all these opportunities below.

The OITE is happy to speak with you about your career progression, applications to graduate or professional school, and issues that are affecting your work while here for the summer.

- OITE Career Counselors are available for 1:1 meetings to discuss career decision making, resume reviews, and more; make an appointment here: [https://www.training.nih.gov/career_services/appointments](https://www.training.nih.gov/career_services/appointments)
- If you are interested in advice regarding medical or graduate school applications, please attend our weekly drop-in Q&A sessions; they are listed on the OITE events page: [https://www.training.nih.gov/events/upcoming](https://www.training.nih.gov/events/upcoming)
- Our Wellness team offers opportunities to connect including resilience discussion groups, mindfulness meditation, and opportunities to journal. If you need additional help, please email OITE-Wellness@nih.gov
- OITE can also refer you to other NIH wellness resources and, when appropriate, we will offer to help you speak with your mentors.

**Remember:** A summer research experience will have its challenging moments – trainees who take advantage of all the resources available to them deal more effectively with these challenges.

**OITE SUMMER WELLNESS RESOURCES**

**SUMMER WELLNESS WORKSHOP SERIES**

**Becoming a Resilient Scientist.**

The OITE will offer this series (with related small group discussions) twice in summer 2023, once for SIP (June 8-29) and once for HS-SIP (July 6-27). Each series will consist of 4 workshops:

- Introduction to Resilience and Wellness
- Exploring Our Self-talk: Cognitive Distortions and Imposter Fears
- Self-advocacy and Assertiveness
- Feedback Resilience

These workshops are included in the complete summer intern schedule at [https://www.training.nih.gov/nih_summer_internship_curriculum](https://www.training.nih.gov/nih_summer_internship_curriculum).

**SUMMER SMALL GROUP DISCUSSION OPPORTUNITIES**

**Check your email for upcoming topics, dates, times, and event links.**

**Discussion Groups for Building Resilience**

The summer is an exciting and busy time for trainees, but it can also be challenging. Discussion groups are facilitated by trained wellness advisors and offer a welcoming and confidential space to explore life’s ups and downs and work in a positive and proactive way to build resilience. Groups are offered weekly throughout the summer and take place via Zoom. You will find the Zoom links in the morning wellness email.
Mindfulness Meditation Groups
Would you like at least one time a week when you could slow down and connect with yourself? OITE drop-in meditation groups are offered to trainees/fellows as a support for self-care and enhanced wellbeing. Each 30-minute session involves a few minutes of instruction followed by approximately 20-25 minutes of meditation practice. The facilitator will be available after the session for questions and brief discussions. These groups are open to both beginners and experienced meditators; attendance is on a drop-in basis - come as often as you like! Please arrive a few minutes prior to the start time to check in and get settled for practice. All trainees are welcome!

Thriving Thursdays
Sessions cover specific aspects of physical, mental, emotional, and spiritual self-care with weekly topics announced in advance. Join us on Thursdays at noon, alternating between in-person and virtual. The room information or Zoom link will be provided in the morning wellness email. Feel free to bring your lunch.

Journaling for Career Development and Personal Growth
Journaling is a great way to tune into your thoughts and emotions, work through challenges, and support your goals. Research shows that it has both physical and mental health benefits, including better immune functioning, decrease in blood pressure, better sleep, decrease in depression and anxiety, and improved working memory. It can be particularly helpful in this challenging time of uncertainty. Please bring a journal/paper and pen!

NIH Communities
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. Communities at the NIH include an NIH chapter of SACNAS (the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science), LGBT Fellows and Friends, the Network of African American Fellows (NAAF), and Fellows of All Abilities (FAAb). You will find a list and contact information at https://www.training.nih.gov/you_are_not_alone. The schedule of community lunches during the summer is posted at https://www.training.nih.gov/community_group_meeting_schedule.

Additional Resources
The OITE Wellness webpage, https://www.training.nih.gov/wellness summarizes OITE wellness resources, including listing wellness-related blog posts. You will find YouTube videos of prior OITE resilience and wellness workshops on the OITE YouTube channel (https://www.youtube.com/c/NIHOITE). Some of them are collected in the following playlists.

• Mental Health and Well-being of Biomedical Researchers: https://www.youtube.com/watch?v=usBX2mxtQVo&list=PLxnpuU66KqCcmiuMV21uTo-FMwSZe_Rn
• Becoming a Resilient Scientist: https://www.youtube.com/watch?v=Pb3E0xMQfY&list=PLxnpuU66KqCch3B42Zb6Jk8pm6JnJSTISD

NIH WELLNESS RESOURCES
OTHER NIH OFFICES THAT SUPPORT WELLNESS

Civil
301-402-4845
https://hr.nih.gov/working-nih/civil
The mission of Civil is to foster civility throughout the NIH community. Contact Civil if you experience or observe any of the following:
• harassment
• sexual harassment
• inappropriate conduct
• intimidation
• bullying or
• other unproductive, disruptive, and/or violent behaviors.

NIH Employee Assistance Program (EAP)
301-496-3164
https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/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 is open 8:00 am to 5:00 pm, Monday through Thursday and 7:30 am to 4:00 pm on Friday, you can also call for immediate assistance or email to set up a virtual appointment.

Office of the Ombudsman, Center for Cooperative Resolution (CCR)
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 4:30 pm.

RESOURCES TO SUPPORT THE DISTRESSED TRAINEE
NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in Building 31C, Room B4 C18, 301-496-8746; The Loft, Building T39, 301-496-8746; and Rockledge I, Room 5070, 301-435-0038. Students are eligible for a reduced rate: $21-25 per month, depending on the plan you choose. Virtual group fitness classes are also live streamed Monday through Friday most weeks at https://govemployee.com/nih/rw-services-membership/fitness-home/group-classes/

NIH RECREATION & WELFARE ASSOCIATION (R&W)
R&W Office: 301-496-6061
https://govemployee.com/nih

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

If you 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

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

WHAT IF I GET SICK?
The hospital closest to the NIH is Suburban Hospital, located at 8600 Old Georgetown Road in Bethesda. The main hospital number is 301-896-3100. You can reach the 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. It is best to figure this out before you need medical attention.

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

WHAT IF I NEED HELP?
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 (EAP) is available to assist summer interns with difficult transitions and situations that are negatively influencing their ability to work. You can call 301-496-3164 to inquire about their services or make an appointment. EAP is located in Building 31, Room B2B57. It also maintains a list of helpful phone numbers that will connect you with Crisis Centers, smoking cessation centers, and self-help groups. You can also call 211 to find out about state resources.

REPORTING UNSAFE OR UNHEALTHFUL CONDITIONS

If you believe that an unsafe or unhealthful working condition exists in the workplace you have the right and are encouraged to make a report (oral or written) of the condition to us. If you believe that there is immediate danger to life or health, make a report as quickly as possible by calling us at (301) 496-3457 or after hours by calling the Emergency Communication Center at (301) 496-5685.

If you have questions, please contact us at (301) 496-3457 or your assigned Safety and Health Specialist.
COVID-19 AND LABORATORY SAFETY TRAINING FOR SUMMER INTERNS

COVID-19 SAFETY

OVERVIEW OF SUMMER INTERN LABORATORY AND COVID-19 SAFETY

This one-hour training will provide summer interns an overview of important safety-related topics, resources, and helpful contact information to prepare them for a safe learning experience this summer. It will be offered virtually twice: Tuesday, May 23th, 3:00-4:00 pm (ET) and Tuesday, June 6th, 3:00 pm-4:00 pm, (ET). ALL interns must attend one of these sessions before their starting date.

THE NIH COVID-19 SAFETY PLAN

This site lays out the expectations for NIH personnel working onsite. It is based on current guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force (SFWT). It is updated each Friday to reflect the community levels of COVID-19 in the counties where NIH facilities are located, and the safety requirements for all campus personnel change based on community virus level.

When the community level increases from low to medium, for example, physical distancing in NIH buildings changes from being optional to requiring six feet and testing goes from being optional to being required for all non-vaccinated individuals on campus. When community level increases to high, masks are required rather than being optional.

Be certain to check the site regularly for information on the community COVID-19 level on your campus.

LABORATORY SAFETY

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

NOTES: The descriptions in this section apply only to the Bethesda campuses. If you are interning at a different campus, make certain you complete any required laboratory safety training.

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 or working in an NIH lab. The course introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards that are found in NIH research laboratories. It provides instruction on how to prevent exposure to these hazards and procedures for emergency response. The course also covers NIH waste-handling procedures as well as methods to ensure the research laboratory is free from common physical hazards. It provides information on NIH security policies and procedures. To access the online course, go to https://www.safetytraining.nih.gov. This course can be accessed from any computer, private or NIH owned.
LABORATORY SAFETY REFRESHER COURSE (ONLINE TRAINING COURSE)

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

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

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. Attendance at this program is mandatory for research personnel who work with or who may be exposed to

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

The course provides research personnel with information on working safely with bloodborne pathogens in NIH research laboratories in accordance with the OSHA Bloodborne Pathogen Standard. This course specifically discusses work practices in Biosafety Safety Level 2 and 3 laboratories, common causes of exposure, and the use of controls to prevent exposure. The course outlines steps to take in case of a potential exposure and reviews medical pathological waste disposal procedures. The course should be completed online at: https://www.safetytraining.nih.gov.

BLOODBORNE PATHOGEN REFRESHER TRAINING

This online course provides annual refresher training for research laboratory personnel who may potentially be exposed to bloodborne pathogens during their work in the research laboratory and have previously attended Working Safely with HIV and Other Bloodborne Pathogens. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. Summer researchers who have completed the Working Safely with HIV and Other Bloodborne Pathogens course within the last three years can complete the refresher course instead of 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 any Division of Occupational Health and Safety course, please use the online registration program available at https://www.safetytraining.nih.gov. This can be accomplished from ANY computer, private or NIH owned.

STUDENT SAFETY TRAINING REQUIREMENTS AT A GLANCE

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<tr>
<th>NEW STUDENTS</th>
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<tr>
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<tr>
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RADIATION SAFETY

We do not mandate that all summer students or trainees 18 years of age or older entering labs posted for radioactive material take the Radiation Safety Orientation (RSOR) online module [http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_orientation.html], we simply recommend it for general awareness purposes. It is up to the posted lab’s Authorized User (AU), usually the PI, to ensure that anyone entering the lab is properly trained (which could mean many things, depending on what that person is actually doing in the posted lab). Minors who are 17 years old can work with radioactive material ONLY AFTER receiving special permission from the NIH Radiation Safety Officer (RSO) via the RSO’s signature on the application form (see requirements at [http://drs.ors.od.nih.gov/training/Pages/minor.aspx]). Minors who are simply working in a posted lab (and not working with or using radioactive material) should be trained. However, again, while we recommend they take the RSOR, it is up to the lab’s AU/PI to require that training.

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

You can call 301-496-2255 to register for the RSL class or do so online at [http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html]. If you are a returning summer student, you do not need to repeat this course, as long as you have taken it within the last four years. You do, however, need to call 301-496-2255 to be reactivated in the Radiation Safety database (assuming you were inactivated when you left) and complete a revised DEF. The Division of Radiation Safety can also provide you with your DRS number at that time upon request. Individuals who have been away from the NIH for more than four years must retake the RSL course.

2023 RSL courses will be held online and can usually be completed in less than four hours.

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

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

ANIMAL CARE AND USE

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free and fulfill Federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may register online at [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

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

The online course takes approximately 90 minutes to complete but does not have to be finished in one sitting.

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.

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

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

Hands-on Mouse Workshops are offered during the summer. See [https://oacutraining.od.nih.gov] to register. You can start registering six weeks in advance, but note that the registration closes two weeks before the scheduled date of each workshop. Hands-on Rat Workshops may be offered upon request.
SUMMER INTERNSHIP PROGRAM

SUMMER INTERNSHIP PROGRAM ACTIVITIES
The summer program plan will consist of multiple elements. Each intern will work with his/her mentor to create a summer plan that supplements the intern’s project, virtual or in-person, with other career and scientific development activities to help the intern explore his/her interests and create a meaningful full-time experience. Here is a brief list of your summer options with links that will connect you to additional information.

RESEARCH PROJECT
Most important: Each intern will focus a significant part of his/her effort and time on a summer project. You will work on your project under the supervision of your summer mentor.

SUMMER INTERNSHIP CURRICULUM
The summer intern curriculum, provided by OITE, will include orientations for both HS-SIP and SIP interns in addition to series of workshops addressing becoming a resilient scientist (with associated discussion sessions), career development for high school students and graduate and/or professional school preparation for college students, and career development and science skills.

These workshops are scheduled for Tuesday, Wednesday, and Thursday afternoons to permit interns in the western time zones to participate. The workshops (but not the orientations or discussion groups) will also be available to interested students in the extramural community. You will find a table summarizing the complete summer schedule at https://www.training.nih.gov/nih_summer_internship_curriculum. Watch for the following:

Tuesday (and some Friday)
Career Development and Science Skills: Sessions will cover topics such as creating CVs and resumes, leadership skills for scientists, job search strategies, talking science, and creating and presenting posters.

Wednesday
[SIP] Graduate & Professional School Preparation: Much of what you need to know to get into graduate school or professional (e.g., medical, dental, veterinary, pharmacy) school and do well.

[HS-SIP] Career Development Series for High School Students and Recent Graduates: (5 weeks, July 5 through August 2), topics include Applying to College, Leadership and Self-awareness, Career Exploration, Effective Communication, and Success in College. Students who attend at least four workshops (or watch the recordings by August 15th) will be eligible to receive a certificate of completion

Thursday
Becoming a Resilient Scientist: A series of workshops (4 weeks) that will cover wellness and resilience; self-talk (cognitive distortions and imposter fears); self-advocacy and assertiveness; and feedback resilience. Workshops will be presented on Thursdays followed by a small group discussion on Tuesday

[SIP] Workshops will be presented on June 8, 15, 22, and 29

[HS-SIP] Workshops will be presented on July 6, 13, 20, and 27.

Remember: All workshops will be available as recordings on the OITE YouTube Channel after they have been captioned (NOTE: In cases where the workshop was presented in essentially the same form as previous years, that recording may be available instead of a 2023 recording).

TWO IMPORTANT SUMMER TRAINING EVENTS
Overview of Summer Intern Laboratory and COVID-19 Safety: This one-hour training will provide summer interns an overview of important safety-related topics, resources, and helpful contact information to prepare them for a safe learning experience this summer. It will be offered virtually twice: Tuesday, May 23rd, 3:00-4:00 pm (ET) and
all summer interns attend 

We recommend that June 27th, 10:00 am-12:00 pm. We recommend that all summer interns attend. After a discussion of the importance of the responsible conduct of research, the session will focus on the use of animals in research, human subjects research, identifying research misconduct, data and authorship, and how research misconduct is handled.

**INTENSIVE SUMMER SERIES**

The Intensive Summer Series are described below; be certain to note the intended audience for each. Check the Summer Series webpage for dates and times.

**Note:** Registration for the Intensive Summer Series will be open to interns in the 2023 Summer Internship Programs only. Before registering for either of these courses, please discuss your summer schedule and commitment to your research group with your supervisor. You will need permission from your supervisor to participate in the OITE curriculum.

**Sexual and Gender Minority Health Research Summer Enrichment Program**

The Sexual & Gender Minority Research Office (SGMRO) is sponsoring the inaugural intensive summer series to enhance the knowledge of NIH summer trainees about sexual and gender minority (SGM) health research. This series is open to all trainees, including summer interns, postbacs, predoc IRTAs, and postdoc IRTAs, who are interested in learning more about SGM health research and its intersection with science, policy, communication, and community engagement. The series will meet weekly and trainees will hear from prominent SGM health researchers and engage in panel discussions, breakout groups, and journal club discussions. Trainees can sign up for one, some, or all the sessions. A certificate of completion will be given to those who attend at least 5 of the 7 sessions. If you are interested, please visit the SGM Health Research SIS webpage (https://dpcpsi.nih.gov/sgmro/summer-intensive-series) to learn more about this exciting new opportunity and to register.

(This seven-week summer series is for everyone.)

**Health Disparities Summer Series**

This summer series will offer summer interns the opportunity to learn about health disparities, enhance their knowledge of gaps in health outcomes, explore the relationship between biomedical science and society in addressing the elimination of health disparities, and highlight the important role science communications play.

The series will begin with an introduction to health disparities, which will provide an overview of the behavioral, social, and cultural factors related to individual and population health and health disparities throughout life. Weekly speaker-led seminars followed by journal club discussions in small groups will focus on health disparities in addiction, mental health, and sexual and gender minority health. Students will have the opportunity to discuss their questions with topic experts in breakout rooms. Throughout the series, students will be expected to participate in group projects, which will be presented at the end of the series.

(This six-week Summer Series is for undergraduate, graduate, and professional school students.)

**SUMMER DATA SCIENCE LECTURE SERIES**

In the future, biomedical research, and research in general, will depend increasingly on data science, computation, and related disciplines. The large amounts of data investigators can now generate will require secure storage and mechanisms for sharing datasets; standardization of data elements; creation, support, and sharing of new tools and workflows; involvement of data scientists in most research projects; and the training of a data science workforce. In short, we can predict that ALL scientists will have to understand and use data science in the future.

Summer Data Science Lecture Series will provide trainees at various levels with a variety of options to learn and improve their computational skills as applied to biomedical research. The material will range from the basics of learning to code to using Supercomputers and Cloud-based services to mine, analyze, and visualize data. They are open to summer interns at all levels.

(This four-week summer series is open to everyone.)

**SUMMER JOURNAL CLUBS**

Journal clubs are small groups that get together to read scientific papers on a topic of joint interest. By participating, you can meet other summer interns, learn about new techniques and discoveries, and develop the ability to read papers critically. As in past years, we have offered more advanced NIH trainees the opportunity, working in pairs, to run a 4- to 6-week journal club during the period between June 12th and July 28th. NOTE: In summer 2023 journal clubs will meet either in person or virtually. Pay attention to the location when signing up.

You can read more about the 2023 journal clubs and sign up at https://www.training.nih.gov/summer_intern_journal_clubs.
Since the onset of the pandemic, the library has ensured that its services can be easily accessed virtually; now interns can also visit the library itself. Visit the library website, [https://www.nihlibrary.nih.gov/](https://www.nihlibrary.nih.gov/) to check out its services.

The library provides access to the journals, databases, and ebooks on which you will depend as an intern. In addition, Library services include

- Comprehensive searches
- A systemic review service to assist you with all the steps involved in writing a review article, from identifying a question to publishing the results of your efforts
- Bioinformatics support
- Translations
- Bibliometrics
- Editing
- A busy schedule of courses (find the calendar at [https://www.nihlibrary.nih.gov/training/calendar](https://www.nihlibrary.nih.gov/training/calendar)) that includes offerings in data science, scientific writing, genomics, and AI
- Online tutorials
- JOVE Science Education videos; online biomedical and life sciences lectures from HSTalks

Work with your summer mentor(s) to make certain you learn how to make good use of all these services and tools.
NIH 2023 HYBRID GRADUATE & PROFESSIONAL SCHOOL FAIR

The NIH Graduate and Professional School Fair will provide an opportunity for attendees to prepare for the next step in their careers by exploring educational programs leading to the PhD, MD, DDS, MD/PhD, and other graduate and professional degrees. Last year, more than 300 programs from across the U.S. (graduate schools, medical and dental schools, schools of public health, and other biomedically relevant programs) participated in the Virtual Fair in the hopes of recruiting future students; this year, more than 270 institutions have again registered. In summer 2023, the fair will welcome all interested college students, postbacs, and other young scientists.

The 2023 Hybrid NIH Graduate & Professional School Fair will consist of (1) live workshops on getting to graduate and/or professional school (July 19th, 2023) and (2) online exhibitor sessions - the opportunity for you to learn more about the participating institutions and programs (July 19th through August 11th, 2023).

LIVE SESSIONS: Wednesday July 19th, 2023, all ET

10:00-11:00 am  PANEL: Getting to Medical School
12:00-1:00 pm  PANEL: MD/PhD: Is It for You?
2:00-3:00 pm  PANEL: Getting into a PhD Program in the Biosciences
4:00-5:00 pm  PANEL: Public Health from Admissions to Career Opportunities

For more information on the fair, go to https://www.training.nih.gov/gp_fair.

MARK YOUR CALENDAR!

2023 SUMMER LECTURE SERIES

July 7, 2023
Janice Lee, DDS, MD, MS
Clinical Director, National Institute of Dental and Craniofacial Research, NIH
2:00-3:00 pm (ET)

July 12, 2023
Eliseo Pérez-Stable, MD
Director, National Institute on Minority Health and Health Disparities, NIH
2:00-3:00 pm (ET)

Accommodations
American Sign Language interpreting services, CART services, and other reasonable accommodations are available upon request. Individuals who need interpreting services and/or other reasonable accommodations to participate in this event, should contact OITE-EventServices@od.nih.gov or the NIH Interpreting Office directly, via email, at nih@ainterpreting.com. Requests should be made at least five business days in advance, when possible, in order to ensure interpreter availability.
HYBRID SUMMER POSTER DAY 2023

OVERVIEW

Summer Poster Day 2023 will take place on August 3rd and August 4th. Registration will open June 12th and close July 7th.

The virtual event will be hosted on Fourwaves, with the in-person sessions occurring on the Bethesda campus.

Summer Poster Day is your time to share the research and creative projects you have been conducting at the NIH with the broader NIH community and your family and friends! At the same time, you will develop your communication and networking skills.

Any student (high school, college, medical/dental, or graduate) working in an intramural research group this summer may present. You might not have results, but you can still present background information on your project, any data you may have collected, or a discussion of the technical problems you encountered. You can present ideas on and approaches to a project. You can also practice communicating your scientific ideas and results with broader audiences.

More information on Summer Poster Day is available on the OITE Website.

REGISTRATION

Please remember that publishing data anywhere has intellectual property implications. If you want to include data that might result in patentable ideas (or if you are uncertain) be sure you have the permission of your PI to share everything in your presentation. In fact, regardless of what you want to present, get your PI’s permission before you submit.

When you register, you will be asked the title of your presentation. Be certain to discuss the title with your supervisor IN ADVANCE.

Registration Link: Registration will open June 12th and close July 7th.

Note: To register for Summer Poster Day, you will need an active NIH email address and a MyOITE account with User Type = “NIH Trainee/Fellow” and Trainee Type = “Summer Interns” on the OITE website. Please wait until you have an NIH email account and can access it, then create a MyOITE account and register for Summer Poster Day.

If you register, you will receive information regarding your poster assignment (number, session, location, and time) and instructions for preparing your presentation.

Resources to help you design your poster include

• “Creating and Presenting Posters” workshop: July 11, 2:00-3:00 pm, ET. If you are not able to attend, please watch the video of an earlier workshop.
• Poster Preview Sessions: July 26-27 and July 31 - August 1, 2:00-4:00 pm, ET; we will answer all your questions
• Your research mentor/supervisor

Visit the Poster Day webpage for information on the Technical Requirements for your Poster.
The National Institutes of Health is the Federal focal point for biomedical research in the United States. The main campus in Bethesda, MD is surrounded by a perimeter fence designed to keep the campus safe and secure.

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

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

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

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

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

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

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

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

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

All documents must be unexpired, and one must be a photo ID. For a full list of acceptable identification documents see: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.

The fingerprint results will be sent to the NIH within one to two days. DPSAC will receive the fingerprint results from Office of Personnel Management (OPM) and update your record. Individuals with a successful fingerprint check will then be notified via email that they have been authorized for an RLA ID badge. The email will contain instructions on how to schedule an appointment to pick up the badge. For a view of the step-by-step process see: https://ors.od.nih.gov/ser/dpsac/services/know-before-you-go/Pages/getting-your-badge.aspx.

In summary, you can receive your badge as soon as (1) your contact information has been entered in NED and (2) the fingerprint check has been successfully completed. Your ID badge will be valid for the duration of the summer and should be turned in when you leave NIH.
BACKGROUND CHECK: To be approved for logical and physical access to NIH facilities and systems, candidates must be able to pass a Federal background check using Standard Form-85 (https://www.opm.gov/forms/pdf_fill/sf85.pdf). NOTE: Section 14 of the form asks “In the last year, have you used, possessed, supplied, or manufactured illegal drugs?” The question pertains to the illegal use of drugs or controlled substances in accordance with Federal laws, even though permissible under state laws.

SUMMER STUDENTS AT REMOTE LOCATIONS

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

YOUR NIH ID BADGE AND EMAIL ACCOUNT

For your convenience, the NIH will issue you an ID badge and, perhaps, an NIH email account. You should use them only in your official dealings with the NIH. IMPORTANT NOTE: Do not use your NIH email account outside the NIH or in social (or social media) situations. It is extremely important that you not give the impression that you speak for or represent the NIH.

PREPLACEMENT MEDICAL EVALUATION
https://www.ors.od.nih.gov/sr/dohs/HealthandWellness/OccupationalMedical/Pages/Summer-Student-Evaluations.aspx

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

Summer trainees are required to complete a preplacement medical evaluation before beginning laboratory work ONLY if they will be working
• in Building 10 (all areas),
• with human blood, body fluids, or tissues,
• with human pathogens (infectious agents),
• with patients, (i.e., have any patient contact or work in patient care areas)
• with hazardous chemicals, (select carcinogens, reproductive toxins, or acutely toxic chemicals) or
• with animals (specifically, live vertebrates).

If one of these conditions applies to you, you should receive the evaluation prior to starting work or no later than two weeks after your start date. The OMS hopes to complete all these evaluations before July 1st.

HOW IS A MEDICAL EVALUATION ARRANGED?

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

OMS is located on the Bethesda campus in Building 10, Room 6C306, and the main phone number is 301-496-4411. Summer interns working in Baltimore at the Biomedical Research Center (BRC) should visit the OMS clinic at 251 Bayview Blvd, Suite 200, BRC Building Room 01B210. The phone number in Baltimore is 443-740-2308. In Frederick, trainees should visit the clinic at 8200 Research Plaza Room 1B116 on the Integrated Research Facility (IRF) campus of Fort Detrick. The number there is 301-631-7233.

There is no charge for this visit. You should schedule your appointment within two weeks of your start date. Read more about this process.

The appointment will take approximately 20 minutes. OMS has tailored the evaluations to meet interns’ individual needs as well as the requirements of the NIH. Please take the following steps to expedite your evaluation:
• Have your personal health care provider (HCP) complete a Documentation of Immunization form (this will help prevent your receiving an unnecessary immunization);
• If you cannot document your response to a tuberculin skin test within the past twelve months, have your HCP place and read a tuberculin skin test prior to your appointment in OMS (this will eliminate a second visit to OMS);
• If you are not yet 18 years old, have your parent or guardian complete the Authorization for Treatment of a Minor form;
• Please submit the required forms to OMS, either in person to Building 10, Room 6C306, by fax (301-402-0673), or by email: oms@mail.nih.gov.

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

If you will work with nonhuman primates, or be in their presence, please mention this to OMS prior to your preplacement medical evaluation, as they may need to conduct additional tests. Minors who arrive at OMS without the Authorization for Treatment of a Minor form will not be seen.
LIMITATIONS ON THE ACTIVITIES OF MINORS

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

Minors may not work with:
• radioactive isotopes;
• nonhuman primates;
• select agents (for example, Ebola and anthrax);
• human and nonhuman primate blood, body fluids, or tissues;
• human and nonhuman primate retroviruses; or
• select carcinogens, reproductive toxins, and acutely toxic chemicals as outlined in the NIH Chemical Hygiene Plan.

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

SUPERVISION OF STUDENTS IN LABORATORIES

It is the responsibility of your principal investigator to ensure your safety at the NIH. You can assist in this endeavor by making certain that the following principles are applied:
• You must be directly supervised at any time you are working with potentially hazardous materials.
• You must be appointed under a hiring authority (as an IRTA/CRTA or FTE) so that proper insurance coverage applies.
• If you are a minor, your parents should sign a consent form that correctly describes your activities, to permit you to work in the lab.
• You must complete laboratory safety training.

TRANSPORTATION TO THE NIH AND PARKING

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

Summer students are eligible to receive the Mass Transit subsidy, through the NIH Transhare Program or a parking benefit, but may not receive multiple benefits at one time. Once you have been entered into NED (see above) and you have a NED ID number, you may apply for the benefits. We recommend that you apply for the benefits soon after you arrive at the NIH campus. You can apply online through CAPS system, send an email to nihparkingoffice@nih.gov, or visit the NIH Parking Office (details provided below).

You can commute to the NIH in several ways:

TRANSHERE

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

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

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, which is based on the distance you travel. Misrepresentation of your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services (DATS) uses the WMATA (Metro) Trip Planner found at https://wmata.com.

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

The following links provide more detailed information on public transportation in the NIH area:
• Parking Office
  – Hours: 8:00-11:00 am and 12:00-4:00 pm, Monday through Friday (closed for lunch)
  – Location: Building 31/Room 1A11
  – Phone number: 301-496-5050
  – Email: nihparkingoffice@ors.od.nih.gov
• NIH Transportation website: http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx
PARKING

Summer Students can apply for parking permits by visiting the NIH Parking Office or sending an email to nihparkingoffice@nih.gov. To complete the application, students must provide a NED ID number and a copy of the vehicle registration.

NOTE: If the vehicle is registered in guardian’s name, either an email from the owner authorizing the student to register the vehicle or a copy of the insurance card with the driver’s name will be required. Parking permit holders are not eligible for any other transportation subsidies.


SATELLITE PARKING

Summer students working at the NIH Bethesda campus have the option to apply for the temporary “Summer Parking Permit”, which allows parking in the Woodglen Park and Ride Commuter Lot (Rockville, MD). To obtain the permit (a dashboard placard), students must present their NIH ID and vehicle registration. Parking at the satellite lot is free of charge; however, failure to display a proper permit could result in your vehicle being towed at the owner’s expense. NIH provides free shuttle services for transportation between the parking lot and the campus: Woodglen Shuttle Route. Information on the schedule and route of the Woodglen Park and Ride Lot (Yellow Line) Shuttle can be found at https://ors.od.nih.gov/pes/dats/NHSShuttleServices/Documents/WoodglenYellow.pdf.

NIH CAMPUS PARKING OPTIONS

Summer students working at the NIH Bethesda campus are eligible to apply for the temporary permit for general employee parking spaces in MLP-7 Garage and Lot 41 (located on Medlars Dr.). Students working at off-campus facilities should contact their Administrative Officer or supervisor for additional guidance.

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

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

Note: Real time updates on shuttle arrivals are now available: http://wttsshuttle.com.
PAYING TAXES ON YOUR SUMMER INCOME

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

If you are paid as a Student IRTA/CRTA,

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

If you are appointed as an FTE,

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

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

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635.

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

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

NIH ANTI-HARASSMENT GUIDELINES AND RESOURCES

• Preventing and Addressing Harassment and Inappropriate Conduct: https://policymanual.nih.gov/1311
• Harassment Doesn’t 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 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 (https://hr.nih.gov/working-nih/civil) to learn more about the NIH Anti-harassment Policy and the procedures for reporting harassment at the NIH.

Please read the Civil Tool Kit for Trainees carefully (https://ohr.od.nih.gov/intrahr/Documents/civil/ManualChapter131IToolkitforTraineesandFellows_S08.pdf). It describes options for reporting harassment including options for 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/).

The NIH Office of Intramural Training & Education (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 the Civil Anti-harassment Hotline at 833-224-3829 or by completing an online form.

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.

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

IMPORTANT PAPERWORK
Six to ten years from now you might be applying for a position that requires security clearance, for hospital privileges, or for a government job. Keep a copy of your IRTA/CRTA or other award letter 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, make sure the Office of Financial Management has your current address so they can forward tax information.

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 the Alumni Database? 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 that could include you.
• Applicants to NIH training programs often want to know where program participants go next. Where do NIH post-bacs 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 (see below) 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.

AFTER YOUR INTERNSHIP: COMING “BACK” TO THE NIH

NIH UNDERGRADUATE SCHOLARSHIP PROGRAM (UGSP)
The NIH Undergraduate Scholarship Program (UGSP) offers scholarship awards to undergraduate students from disadvantaged backgrounds who are committed to careers in biomedical, behavioral, and/or social science health-related research. The financial benefits of up to $20,000 per year can be used to cover tuition, plus reasonable educational and living expenses. In addition to the scholarship, awardees are required to complete internships on the NIH campus during the summer and after graduation.

For more details regarding eligibility and to apply, visit the UGSP website, https://www.training.nih.gov/programs/ugsp. To request additional information, email ugsp@nih.gov.

POSTBACCALAUREATE INTRAMURAL RESEARCH TRAINING AWARD (IRTA)
The Postbaccalaureate Intramural Research Training Award (IRTA) is a program for US citizens or permanent residents who have (1) been awarded a bachelor’s degree no more than 3 years prior to the activation date of the Traineeship or (2) completed a master’s degree less than 6 months prior to the activation date of the Traineeship and who intend to apply to graduate school in a biomedical program or to professional (medical, dental, pharmacy, etc.) school during their tenure at the NIH or (3) eligible students who have been accepted into graduate or professional school and have written permission from their school to delay entrance for up to 1 year. The program includes more than 1600 students.
The program features

• the option of applying to the NIH Academy on Health Disparities (https://www.training.nih.gov/programs/academy);
• a Postbac Committee that plans social and community service activities;
• a monthly seminar series: three postbacs present their work in each session;
• workshops on applying to and interviewing for graduate or medical school, talking science, presenting a poster, preparing for the MCAT, etc.;
• workshops on career exploration, resilience, wellness, and leadership;
• access to the OITE Career Services Center, pre-graduate and pre-professional advising, and wellness advising;
• Postbac Poster Day in the spring;
• the Graduate & Professional School Fair in the summer;
• an official listserv (OITE-POSTBACS); and
• community service activities.

For more information, visit https://www.training.nih.gov/programs/postbac_irta.

GRADUATE PARTNERSHIPS PROGRAM (GPP)

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

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

All graduate students at the NIH are part of the GPP and can take advantage of the graduate student community and career and professional development services supported by the Office of Intramural Training & Education (OITE). For more information, visit https://www.training.nih.gov/programs/gpp.

PROGRAMS FOR MEDICAL, DENTAL, AND VETERINARY STUDENTS

The NIH Medical Research Scholars Program (MRSP)
The 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 in Bethesda, MD. Scholars engage in a mentored basic, clinical, or translational research project in an area that matches their professional interests and career goals. MRSP Scholars witness, participate in, and collaborate on rigorous, hands-on research, with offerings across the full continuum of biomedical research—the bench, the bedside, and in between—including computational biology, medical informatics, and other emerging areas of contemporary science. Scholars augment their research experiences through journal clubs with peers and a lecture series to learn more about the scientific discovery process, as well as science policy, issues in bioethics, and emerging technologies. For more information about the MRSP, see https://www.cc.nih.gov/training/mrsp/index.html.

The NIH Clinical Electives Program (CEP)
The CEP provides opportunities for allopathic or osteopathic medical students and dental students to care for patients and explore clinical investigation during short-term elective rotations in more than 30 subspecialty areas. CEP is open to senior level students or MD-DO/PhD students in good academic standing who have completed (or are in the process of completing) their core clerkships in medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery. Most elective rotations in the specialty areas are offered for periods of four to twelve weeks, beginning usually on the first Monday of each month. Participants learn about the design and conduct of natural disease history studies, phase 1 or 2 clinical trials, and fundamental principles of translational medicine while evaluating or treating patients who are enrolled in investigational protocols in the clinics or on the wards of the NIH Clinical Center, the world’s largest hospital devoted to human subject research. For more information, see https://www.cc.nih.gov/training/students/clinical_electives.html.
**CENTRAL SUMMER INTERNSHIP PROGRAM (SIP) COORDINATOR**

Dr. Yewon Cheon  
Director, Postbaccalaureate & Summer Research Program  
Office of Intramural Training & Education  
cheony@mail.nih.gov  
301-451-2018  
Room 2W17, Building 2

Summer Internship Program (SIP) Coordinators and Subprogram Coordinators are listed in the table below and on the following pages.  
If you need additional information for a contact, such as phone number or address, you can look the individual up in NED, the NIH Enterprise Directory (https://ned.nih.gov/search/search.aspx).

<table>
<thead>
<tr>
<th>Institute/Center</th>
<th>SIP Coordinator</th>
<th>HS-SIP Coordinator</th>
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<tbody>
<tr>
<td><strong>Summer Internship Program (SIP) Coordinators</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Center (CC)</td>
<td>Jennifer Simmons</td>
<td>Jennifer Simmons</td>
</tr>
<tr>
<td>Center for Information Technology (CIT)</td>
<td>N/A</td>
<td>Linda Myles</td>
</tr>
<tr>
<td>National Center for Advancing Translational Sciences (NCATS)</td>
<td>Carrie Watkins</td>
<td>N/A</td>
</tr>
<tr>
<td>National Center for Complementary and Integrative Health (NCCIH)</td>
<td>Dr. Helena Ahn; Belinda Davis</td>
<td>N/A</td>
</tr>
<tr>
<td>National Cancer Institute—Center for Cancer Research (NCI-CCR)</td>
<td>Vi Black</td>
<td>Dr. Chanelle Case Borden</td>
</tr>
<tr>
<td>National Cancer Institute -Division of Cancer Control and Population Sciences (NCI-DCCPS)</td>
<td>Dr. Richard P. Moser</td>
<td>Dr. Richard P. Moser</td>
</tr>
<tr>
<td>National Cancer Institute—Division of Cancer Epidemiology and Genetics (NCI-DCEG)</td>
<td>Diane Wigfield</td>
<td>Dr. Dominiqua Griffin</td>
</tr>
<tr>
<td>National Cancer Institute—Division of Cancer Treatment and Diagnosis (NCI-DCTD)</td>
<td>Paula Itnyre</td>
<td>Paula Itnyre</td>
</tr>
<tr>
<td>National Cancer Institute- Frederick National Laboratory for Cancer Research (FNLCR), Frederick Campus</td>
<td>Carrie Wagerman</td>
<td>Carrie Wagerman</td>
</tr>
<tr>
<td>National Eye Institute (NEI)</td>
<td>Dr. Cesar Perez-Gonzalez</td>
<td>Dr. Cesar Perez-Gonzalez</td>
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<tr>
<td>Institute/Center</td>
<td>SIP Coordinator</td>
<td>HS-SIP Coordinator</td>
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<tr>
<td>National Human Genome Research Institute (NHGRI)</td>
<td>Dr. Faith Harrow</td>
<td>N/A</td>
</tr>
<tr>
<td>National Heart, Lung, and Blood Institute (NHLBI)</td>
<td>Justine Dawes; Valentine Sergon</td>
<td>Justine Dawes; Valentine Sergon</td>
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<tr>
<td>National Institute on Aging (NIA)</td>
<td>Arlene Jackson</td>
<td>Lizzy Jackson Fleischman</td>
</tr>
<tr>
<td>National Institute on Alcohol Abuse and Alcoholism (NIAAA)</td>
<td>Richard Doucette</td>
<td>Richard Doucette</td>
</tr>
<tr>
<td>National Institute of Allergy and Infectious Diseases (NIAID)</td>
<td>Angela Harris</td>
<td>Angela Harris</td>
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<tr>
<td>National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)</td>
<td>Dr. Janelle Hauserman</td>
<td>N/A</td>
</tr>
<tr>
<td>National Institute of Biomedical Imaging and Bioengineering (NIBIB)</td>
<td>Marcella Canada; Michelle Ware</td>
<td>Marcella Canada; Dr. Nicole Morgan</td>
</tr>
<tr>
<td>Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)</td>
<td>Katherine Lamb; Dr. Erin Walsh; Veronica Harker</td>
<td>Katherine Lamb; Dr. Erin Walsh; Veronica Harker</td>
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<tr>
<td>National Institute on Drug Abuse (NIDA)</td>
<td>Dr. Stephen Heishman; Christie Brannock</td>
<td>Christie Brannock</td>
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<tr>
<td>National Institute on Deafness and Other Communication Disorders (NIDCD)</td>
<td>Karen Fischer</td>
<td>Karen Fischer; Dr. Elyssa Monzack</td>
</tr>
<tr>
<td>National Institute of Dental and Craniofacial Research (NIDCR)</td>
<td>Dr. Belinda Hauser</td>
<td>Dr. Belinda Hauser</td>
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<tr>
<td>National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)</td>
<td>Lorraine Moore: Dr. Angel de la Cruz Landrau</td>
<td>Lorraine Moore: Dr. Angel de la Cruz Landrau</td>
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<tr>
<td>National Institute of Environmental Health Sciences (NIEHS)</td>
<td>Katherine Hamilton</td>
<td>Katherine Hamilton</td>
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<tr>
<td>National Institute of Mental Health (NIMH)</td>
<td>Aneka Reid; Sandy Gomez</td>
<td>Aneka Reid</td>
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<tr>
<td>National Institute on Minority Health and Health Disparities (NIMHD)</td>
<td>Dami Kim</td>
<td>Dami Kim</td>
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<tr>
<td>National Institute of Neurological Disorders and Stroke (NINDS)</td>
<td>Karen Kendrick</td>
<td>Karen Kendrick</td>
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<tr>
<td>National Institute of Nursing Research (NINR)</td>
<td>Dr. Kevin Camphausen</td>
<td>N/A</td>
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<tr>
<td>National Library of Medicine (NLM)</td>
<td>Dr. Virginia Meyer</td>
<td>Dr. Virginia Meyer</td>
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<tr>
<td>Institute/Center</td>
<td>SIP Coordinator</td>
<td>HS-SIP Coordinator</td>
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<tr>
<td><strong>NIH Summer Internship Program (SIP) Subprogram Coordinators</strong></td>
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<tr>
<td>OD - AMGEN Scholars Program at NIH</td>
<td>Dr. Ella Ulrike (Ülli) Klenke</td>
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<tr>
<td>OD - Community College Summer Enrichment Program (CCSEP) and College Summer Opportunity to Advance Research (C-SOAR)</td>
<td>Dr. Erika Barr</td>
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<tr>
<td>OD - Graduate Summer Opportunity to Advance Research (G-SOAR) and Graduate Data Science Summer Program (GDSSP)</td>
<td>Dr. Phil Ryan, Dr. Philip Wang</td>
<td></td>
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<tr>
<td>OD - High School Scientific Training and Enrichment Program (HiSTEP)</td>
<td>Dr. Britney Hardy</td>
<td></td>
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<tr>
<td>OD - High School Scientific Training and Enrichment Program 2.0 (HiSTEP 2.0)</td>
<td>Dr. Laura Marler</td>
<td></td>
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<tr>
<td>OD - Undergraduate Scholarship Program (UGSP)</td>
<td>Dr. Darryl Murray; Dr. Moraima Castro</td>
<td></td>
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<tr>
<td>OD - Virtual Summer Opportunities to Advance Research Program (V-SOAR) and Medical Student Summer Opportunities to Advance Research Program (M-SOAR)</td>
<td>Dr. Sharon Milgram</td>
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### USEFUL WEBSITES

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<td><strong>NIH RESOURCES</strong></td>
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<td>The Office of Intramural Training &amp; Education (OITE)</td>
<td><a href="https://www.training.nih.gov">https://www.training.nih.gov</a></td>
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<tr>
<td><strong>NIH RESEARCH &amp; TRAINING RESOURCES</strong></td>
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<tr>
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<td><a href="https://irp.nih.gov">https://irp.nih.gov</a></td>
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<td>NIH Intramural Research—Scientific Focus Areas</td>
<td><a href="https://irp.nih.gov/our-research/scientific-focus-areas">https://irp.nih.gov/our-research/scientific-focus-areas</a></td>
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<td>NIH Intramural Database (Institute and Center Annual Reports, which are</td>
<td><a href="https://intramural.nih.gov/search/index.taf">https://intramural.nih.gov/search/index.taf</a></td>
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<tr>
<td>searchable so that you can find investigators working in particular</td>
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<td>areas of interest)</td>
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<td>NIH</td>
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<td>NIH Scientific Interest Groups</td>
<td><a href="https://oir.nih.gov/sigs">https://oir.nih.gov/sigs</a></td>
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<tr>
<td>NIH VideoCasting and Podcasting</td>
<td><a href="https://videocast.nih.gov">https://videocast.nih.gov</a></td>
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<tr>
<td>NIH Laboratory Safety Training</td>
<td><a href="https://ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx">https://ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx</a></td>
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<td>Occupational Medical Service</td>
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<td>NIH Library</td>
<td><a href="https://www.nihlibrary.nih.gov">https://www.nihlibrary.nih.gov</a></td>
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<tr>
<td>The NIH Office of the Ombudsman, Center for Cooperative Resolution</td>
<td><a href="https://ombudsman.nih.gov">https://ombudsman.nih.gov</a></td>
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## NIH Amenities & Services

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
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<tbody>
<tr>
<td>Banking: NIH Federal Credit Union</td>
<td><a href="https://www.nihfcu.org">https://www.nihfcu.org</a></td>
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<tr>
<td>NIH Calendar of Events</td>
<td><a href="https://calendar.nih.gov/app/MCalWelcome.aspx">https://calendar.nih.gov/app/MCalWelcome.aspx</a></td>
</tr>
<tr>
<td>Fitness Centers</td>
<td><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></td>
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<tr>
<td>Food: Dining Centers</td>
<td><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></td>
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<td>Health &amp; Wellness</td>
<td><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></td>
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<tr>
<td>Gov. employee Classified Ads</td>
<td><a href="https://govemployee.com/classifieds/">https://govemployee.com/classifieds/</a></td>
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## NIH Campus Access & Transportation

<table>
<thead>
<tr>
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<tr>
<td>NIH Baltimore Campus Map</td>
<td><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></td>
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<tr>
<td>NIH Bethesda Campus Map</td>
<td><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></td>
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<tr>
<td>NIH Frederick Campus Map</td>
<td><a href="https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf">https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf</a></td>
</tr>
<tr>
<td>NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation</td>
<td><a href="https://ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx">https://ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx</a></td>
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<tr>
<td>NIH Travel and Transportation Services including Campus Shuttle</td>
<td><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></td>
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<tr>
<td>Real Time GPS Shuttle Locations</td>
<td><a href="https://wttsshuttle.com">https://wttsshuttle.com</a></td>
</tr>
<tr>
<td>Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties</td>
<td><a href="https://www.wmata.com">https://www.wmata.com</a></td>
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## Other Resources to Help You Get Settled

<table>
<thead>
<tr>
<th>Resource</th>
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<tbody>
<tr>
<td>Craigslist</td>
<td><a href="https://washingtondc.craigslist.org">https://washingtondc.craigslist.org</a></td>
</tr>
<tr>
<td>The NIH Samslist (federal employee housing website)</td>
<td><a href="https://www.samslist.us/view-by-category/">https://www.samslist.us/view-by-category/</a></td>
</tr>
<tr>
<td>Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills</td>
<td><a href="https://www.freecycle.org/">https://www.freecycle.org/</a></td>
</tr>
</tbody>
</table>
EXPERIENCE THE DC AREA

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

https://washington.org/
http://www.washingtonpost.com/goingoutguide/

ACKNOWLEDGEMENTS

This document draws heavily on the work of others. We are grateful for permission to use (sometimes in modified form) sections from the Graduate Partnerships Program Handbook, the Postbac Handbook, and the 2022 Summer Handbooks. We have also incorporated information from organization and NIH office websites in an attempt to provide the most accurate information possible. Please send suggestions for improvement to Dr. Yewon Cheon, choeny@mail.nih.gov.
NIH...Turning Discovery Into Health®

National Institutes of Health
Office of Intramural Training & Education
2 Center Drive
Building 2, Second Floor
Bethesda, MD 20892-0240
301-496-2427
https://www.training.nih.gov

The NIH is dedicated to building a diverse community in its training and employment programs.

2023