Office of Intramural
TRAINING & EDUCATION
NATIONAL INSTITUTES OF HEALTH

NIH HANDBOOK

GRADUATE STUDENTS
POSTDOCTORAL FELLOWS
RESEARCH FELLOWS
CLINICAL FELLOWS

NIH National Institutes of Health

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 "Graduate Student or Postdoc" for yourself on the OITE website so that you can register for events, make appointments with career counselors, participate in OITE classes and events, and access the Alumni Database. If you do not have (and will not get) an NIH email account, watch your personal email for directions on how to create your MyOITE account. If you would like to register for events before you have your NIH email address, you can do so by selecting the user type "Guest."

For more information about OITE accounts go to:
https://www.training.nih.gov/oite_accounts_-_other_programs
To create an account:
https://www.training.nih.gov/register

THIS HANDBOOK WAS DESIGNED TO PROVIDE INFORMATION TO THE FOLLOWING NIH TRAINEES:

- Graduate students
- Postdoctoral fellows
- Research fellows
- Clinical fellows

Most of the information presented is applicable to everyone. However, you should keep some key differences between trainee types in mind while reading or searching for information. Some resources and information will only be applicable to certain trainee types; these will be highlighted in the main text as well as the table of contents.

In addition, it is imperative that you know the mechanism under which you were hired:

1. **Intramural Research Training Award and Cancer Research Training Award (IRTA/CRTA):** IRTAs/CRTAs are either US citizens or permanent residents and receive a stipend rather than a salary. They are considered to be trainees, not employees. Only trainees working in NCI are hired as CRTAs.
2. **Visiting Fellow (VF):** This hiring mechanism is similar to IRTA/CRTA but applies to trainees from countries other than the United States. VFs also receive a stipend in place of a salary and are trainees. VFs comprise over 60% of the trainee population at NIH.
3. **Full-time Equivalent (FTE):** Individuals who were hired as NIH employees are FTEs and receive a salary and benefits from the Federal government.
4. **Special Volunteer (SV):** SVs are not paid by the NIH but may receive income from a different source.

The following table lists the hiring mechanism(s) by trainee type. A more detailed table describing the differences between trainee type can be found on page 53 of this handbook.

HIRING MECHANISM(S) BY TRAINEE TYPE		
Graduate Students*	**Postdocs***	**Research Fellow/ Clinical Fellow**
IRTA/CRTA, Visiting Fellow, Special Volunteer	IRTA/CRTA, Visiting Fellow, Special Volunteer	FTE
*Undergraduate Scholarship Program (UGSP) awardees returning to NIH as graduate students or postdocs are hired as FTEs for the duration of their payback period, after which they will be converted to IRTAs/CRTAs.		

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SECTION I: INTRODUCTION

I

THE OFFICE OF INTRAMURAL TRAINING & EDUCATION (OITE)

WHAT IS THE NIH?

UPON YOUR ARRIVAL

SECURITY INFORMATION

THE OFFICE OF INTRAMURAL TRAINING & EDUCATION (OITE)

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

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

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

Specifically, we encourage you to

- attend "OITE Orientation for Graduate Students and Postdoctoral Fellows" when you arrive at the NIH to make certain you get off to a good start;
- attend orientation in your Institute/Center;
- make certain that you are included on an official OITE mailing list, either OITE-GRADS or OITE-POSTDOCS;
- subscribe to one or more voluntary electronic mailing lists (e.g., FELLOW-L and Club PCR) to keep aware of social activities, reagent sharing, and more;
- visit the OITE website, **https://www.training.nih.gov**, regularly to check for new workshops and courses; remember that if you cannot attend a workshop, you will find video and podcasts of many of them on the OITE website at **https://www.training.nih.gov/oite_videocasts**;
- 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 events such as the annual Career Symposium and the GPP retreats, and access the Alumni Database. If you do not yet have an NIH email account, watch your personal email for further directions;
- attend some of the many scientific seminars, lectures, and lecture series offered at the NIH. (NOTE: you cannot possibly attend them all. Be selective; attend those that seem most appropriate or exciting.) For more information, visit the NIH calendar of events "Yellow Sheet" website, **https://calendar.nih.gov/app/MCalWelcome.aspx**;
- participate in at least one Scientific Interest Group (**https://oir.nih.gov/sigs**);
- compete for travel funds in the annual Fellows Award for Research Excellence (FARE) competition (if you are eligible), **https://www.training.nih.gov/felcom/fare**;
- take part in career and professional development workshops (**https://www.training.nih.gov/events/upcoming**);
- join the Fellows Committee (FelCom), Graduate Student Council (GSC), or a trainee group in your IC to help plan and implement activities for trainees;
- visit our Career Services Center (**https://www.training.nih.gov/career_services**) for assistance with refining your career goals and successfully navigating the next step in your career or education;
- create a LinkedIn account and join the NIH Intramural Research Program Group to network and share ideas;
- visit and follow the OITE Careers Blog at **https://oitecareersblog.od.nih.gov/**;
- follow us on Twitter, **@NIH_OITE**, for resources and notifications of OITE events;

- check out the OITE Career Library; and
- explore and contribute to the community around you.

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

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**

THE OITE WEBSITE

https://www.training.nih.gov

The OITE website can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the homepage under "What's New" and "Upcoming Events." You will also go to this site to register for career development activities and complete program evaluations. OITE publications, recordings of past workshops, and informational videos are also available on the site.

CREATING AN ACCOUNT ON THE OITE WEBSITE

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

Please follow these directions to create an account:

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

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

OITE ONLINE RESOURCES

The OITE website contains YouTube videos and other training materials designed to help with your professional development. New materials are being added all the time. Resources include videos on grant writing, job search strategies, career exploration, and English communication. Online resources include guides to writing cover letters, creating CVs and resumes, and finding funding while at the NIH. Check out these resources and others at **https://www.training.nih.gov/nih_resources**.

OITE ORIENTATION FOR GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

Join the staff of the Office of intramural Training & Education for tips on making the most of your time at the NIH. Check the OITE website or ask your IC training office for information on dates, times, and locations. Generally, orientations are the first Tuesday of every other month from 8:30-10:00 am. If no orientation is scheduled near the time of your entry on duty, drop by Building 2 for a personalized orientation. You should also plan to attend orientation events in your IC and get to know the Training Director there.

THE OITE CAREER SERVICES CENTER

It is never too soon to begin thinking about your long-term goals and future career plans. The OITE houses a career counseling center and library to help you plan for a satisfying career once you complete your training at NIH. The OITE Career Services Center serves all of the trainees in the NIH intramural community. Our goal is to ensure that NIH trainees are aware of the many jobs available, both at and away from "the bench," and to provide the resources to help trainees identify good personal options. Our career counselors run workshops, lead small group discussions, and schedule individual appointments open to all NIH trainees. 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 figuring out the next steps in your career or professional training by analyzing your strengths, weaknesses, and values; help you write resumes and CVs; and coach you through the job search process; and
- counselors and wellness advisors who can aid you in developing a more assertive presence, dealing with interpersonal conflicts that might arise in your group, managing time and/or stress, and handling more personal issues.

You can use the OITE website to make one-on-one appointments with many of these individuals. You can find a list of OITE staff members, their areas of expertise, and the mechanisms for making appointments with them at **https://www.training.nih.gov/career_services#Career%20Staff**. If you are in or near Bethesda, your appointments will be in Building 2 on the main campus. If you are at another location, the counselors will come to you or we will arrange phone appointments.

The OITE Career Services Center also maintains a job posting site at **https://www.training.nih.gov/career_services/jobs** for when you are ready to begin the job search.

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. The OITE Career Library is a "branch" of the NIH Library. To search the OITE Career Library collection online, go to the NIH Library site, **https://www.nihlibrary.nih.gov/agency/nih**. Then, under "Resources," from the "Other Research Tools" menu, chose "Online Catalog". Type your inquiry into the search bar and press enter or click the magnifying glass icon. On the left-hand side of the screen, under "Refine my Results," scroll down to "Library" and select "NIH Office of Intramural Training & Education. NOTE: The OITE Library will only show up under the lists of libraries if it contains the book for which you are looking. You may find searching by topic productive.

Career Libraries are also located in Baltimore in the Biomedical Research Center (BRC), Room 04B409B for NIA and Room 2A641 for NIDA, and in Frederick in the Science Library, Building 549. The NIEHS campus library is located on the Research Triangle Campus in Building 101 and offers virtual resources available on the NIEHS Intranet. Lastly, NIAID houses a library at Rocky Mountain Labs in Room A313 of the quad building. For additional information on the RML library, contact librarian Taylor Robinson at 406-363-9211.

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.

THE GRADUATE PARTNERSHIPS PROGRAM (GPP)

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

The OITE hosts the GPP, which brings PhD-level graduate students to the NIH Intramural Research Program for dissertation research. The GPP helps prepare NIH graduate students to become innovative and creative leaders in the scientific research community.

The GPP provides programs, services, individual assistance, and resources to enhance the academic, professional and career development of NIH graduate students. Over 400 graduate students work and study at the NIH. Graduate students are performing dissertation research in almost all NIH Institutes and Centers and have come from over 100 different universities. The NIH partners with national and international universities to educate the next generation of scientific leaders; we support students in two types of partnerships: institutional and individual.

If you are coming to NIH as part of an institutional partnership, you applied concurrently to the GPP and one of our established partner universities at the start of your graduate experience. Depending on the partnership, you will spend time at the university completing coursework and rotations. You will also complete rotations here at NIH and choose an NIH lab for your dissertation research, typically at the end of your first year of graduate study. The details differ for each institutional partnership. It is your responsibility to ensure that you understand where your administrative support comes from and how your program works.

If you are coming to NIH as part of an individual partnership, you likely chose an NIH mentor before arriving at NIH, and you will not typically rotate through different NIH labs. Students in individual partnerships are funded directly by their university, NIH mentor, or outside scholarships and awards. The administrative details regarding your appointment and financial support are handled by your mentor's Institute or Center. It is

important that you understand these administrative differences so that you can effectively manage your time at the NIH. However, regardless of the type of partnership you joined, you are a member of the graduate student community at NIH, and the OITE and GPP are here to serve you.

FINDING MENTORS, COLLABORATORS, AND ROTATION OPPORTUNITIES

The NIH is a vast network of researchers working in the various NIH ICs; it can appear overwhelming at first glance. However, resources on the main NIH website, on each IC website, and on the OITE website can help you narrow your search for NIH mentors, rotation labs, and potential collaborators. A great place to begin is our webpage dedicated to helping you find a mentor **https://www.training.nih.gov/programs/gpp/mentors**.

If you are in an institutional partnership and you are searching for potential NIH mentors and rotation opportunities, it is important to network and talk with a large number of NIH scientists as you work to find potential mentors. Your NIH Partnership Director(s) will be able to advise you of labs in your research area, so you should begin your search for possible NIH mentors by discussing your research interests with them; the GPP staff are also happy to assist you, but we encourage you to begin your search for possible mentors by talking with your Partnership Directors and others affiliated with your program.

Another excellent way to find labs that share your research interests is to join one or more NIH Special Interest Groups (**http://www.nih.gov/sigs/**). These are described in greater detail elsewhere in the handbook and are an excellent way to immerse yourself in the intellectual life of NIH. To read descriptions of current projects and to learn about ongoing collaborations in various NIH labs, search the Annual Reports filed by all principal investigators at the NIH; these reports can be found at **https://intramural.nih.gov/search/index.taf**.

If you are in an institutional partnership, you are likely required to complete a number of rotations in laboratories at the NIH and at your university during your first year; this will assist you in finding a mentor for your dissertation research and will help you gain exposure to various scientific disciplines. The rules regarding the number and length of rotations differ; therefore, it is critical that you clarify them with your NIH and university partnership directors at the start of your graduate training.

If your stipend support comes from the OITE, all rotations at NIH must be approved by the GPP office in advance of the rotation start date. We will email rotation approval instructions in the middle of each semester. We will email you back as soon as the rotation is approved by the mentor's SD and confirmed by your NIH mentor.

Rotations at the university should be approved through your department or graduate school.

GPP ELECTRONIC STUDENT RECORDS

We require that electronic student records be kept accurate and up to date. We will email all GPP students annually and ask that you update your academic (publications, presentations, etc.) and contact information. We expect that all students will respond to this request in a timely fashion.

OITE SUPPORT FOR VISITING FELLOWS

The Visiting Fellows program at NIH allows scientists from around the world the opportunity to work with NIH investigators in a variety of disciplines related to biomedical research, medical library research, and related fields. Visiting Fellows are the joint administrative responsibility of the Division of International Services, the ICs, and the OITE. All Visiting Fellow Program participants are non-citizens who must possess work authorization issued by the appropriate Federal agency.

As a VF, you are required to attend an NIH Division of International Services (DIS) orientation, and you should plan to attend an OITE Orientation in addition to orientations provided by your Institute/Center. Take a look at our English Communication for Visiting Scientists offerings (**https://www.training.nih.gov/english_communication_for_visiting_scientists**). You are also welcome to drop by the OITE office on the second floor of Building 2 at any time during open hours (8:00 am-5:00 pm, Monday-Friday) to meet our staff and get answers to your questions. While you are in Building 2, check out the Career Library. Our holdings include volumes of particular interest to VFs, such as *Living in the USA: A Down-to-Earth Guide to American Culture*, *Welcome to the United States: A Guide for New Immigrants*, and *Foreign Accent Management*.

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

OITE SUPPORT FOR CLINICAL FELLOWS

Clinical fellows receive a comprehensive orientation in all things clinical from the Clinical Center. These areas are beyond the expertise of the OITE and are best addressed by the staff of the NIH Clinical Center's Office of Clinical Research Training and Medical Education (OCRTME; **http://www.cc.nih.gov/training/**). The OCRTME develops, administers, and evaluates a comprehensive portfolio of clinical research training and medical education initiatives aimed at improving the conduct of clinical and translational research at the NIH. These include programs for medical and dental students, residents and fellows, and the full range of healthcare professionals engaged in the clinical and research missions of the NIH and the Clinical Center.

The OCRTME centralizes many of the existing research training and medical education functions and emphasizes the NIH commitment to developing a cadre of well-trained and highly skilled physician-scientists. OCRTME programs and services are available in the Clinical Center on the NIH campus in Bethesda, MD, which is the institutional site for student and graduate medical education programs. In addition, courses offered by the OCRTME are available to the clinical research community worldwide through long-distance learning mechanisms. This office is directed by Robert Lembo, MD, FAAP, who is assisted by a professional team.

Clinical fellows are welcome to participate in all programming offered by the OITE and are full members of the NIH Fellows Committee. In fact, FelCom consists of a clinical representative from each IC that conducts clinical research and a basic science representative from each IC within the IRP. The Clinical Fellows Subcommittee of FelCom, termed ClinFelCom, meets quarterly with the Director and administrative staff members of the NIH Clinical Center to discuss issues related to clinical training and patient care quality and safety. Two members of ClinFelCom represent the interests of clinical fellows on the NIH Graduate Medical Education Committee, a trans-NIH committee that establishes and implements policies and procedures regarding the quality of education and the work environment for clinical fellows. The OITE is eager to provide professional development activities that will specifically meet the needs of clinical fellows and welcomes your suggestions!

WHAT IS THE NIH?

NIH OVERVIEW

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

The goals of the NIH are to

- foster fundamental creative discoveries, innovative research strategies, and their applications as a basis for ultimately protecting and improving health;
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease;
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic wellbeing and ensure a continued high return on the public investment in research; and
- exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

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

- causes, diagnosis, prevention, and cure of human diseases;
- processes of human growth and development;
- biological effects of environmental contaminants;
- understanding of mental, addictive, and physical disorders; and
- directing of 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 and OD are listed below. Those shown in **bold** participate in the Intramural Research Program.

CC—NIH Clinical Center

CIT—Center for Information Technology

CSR—Center for Scientific Review

FIC—Fogarty International Center

NCATS—National Center for Advancing Translational Sciences

NCCIH—National Center for Complementary and Integrative Health

NCI—National Cancer Institute

NEI—National Eye Institute

NHGRI—National Human Genome Research Institute

NHLBI—National Heart, Lung, and Blood Institute

NIA—National Institute on Aging

NIAAA—National Institute on Alcohol Abuse and Alcoholism

NIAID—National Institute of Allergy and Infectious Diseases

NIAMS—National Institute of Arthritis and Musculoskeletal and Skin Diseases

NIBIB—National Institute of Biomedical Imaging and Bioengineering

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

NIDA—National Institute on Drug Abuse

NIDCD—National Institute on Deafness and Other Communication Disorders

NIDCR—National Institute of Dental and Craniofacial Research

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases

NIEHS—National Institute of Environmental Health Sciences

NIGMS—National Institute of General Medical Sciences

NIMH—National Institute of Mental Health

NIMHD—National Institute on Minority Health and Health Disparities

NINDS—National Institute of Neurological Disorders and Stroke

NINR—National Institute of Nursing Research

NLM—National Library of Medicine

OD—Office of the Director

ACRONYMS

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

ACUC—Animal Care and Use Committee

AO—Administrative Officer

CAN—Common Accounting Number

CCSEP—Community College Summer Enrichment Program

CIT—Center for Information Technology

CRTA—Cancer Research Training Award

C-SOAR–College Summer Opportunity to Advance Research

CV—Curriculum Vitae

DDIR—Deputy Director for Intramural Research

DHHS—Department of Health and Human Services

EAP—Employee Assistance Program

EDI—Office of Equity, Diversity, and Inclusion

EEO—Equal Employment Opportunity

FAES—Foundation for Advanced Education in the Sciences

FNIH—Foundation for the NIH

FTE—Full-Time Equivalent

FY—Fiscal Year

GDSSP–Graduate Data Science Summer Program

GPP–Graduate Partnerships Program

G-SOAR–Graduate Summer Opportunity to Advance Research

HiSTEP–High School Scientific Training & Enrichment Program

IC—Institute/Center

IRP–Intramural Research Program

IRTA—Intramural Research Training Award

NED—NIH Enterprise Directory

NRC—National Research Council

NSF—National Science Foundation

OAR—Office of AIDS Research

OHRM—Office of Human Resources Management

OHSR—Office of Human Subjects Research

OIR—Office of Intramural Research

OITE—Office of Intramural Training & Education

OMS—Occupational Medical Service

OPM—Office of Personnel Management

ORF—Office of Research Facilities

ORS—Office of Research Services

ORWH—Office of Research on Women's Health

PI—Principal Investigator

PIV–Personal Identity Verification

SD—Scientific Director

SEEP—Student Educational Employment Program

SIP—Summer Internship Program

TD—Training Director

TSP—Thrift Savings Plan

UGSP–Undergraduate Scholarship Program

VF—Visiting Fellow

WALS—Wednesday Afternoon Lecture Series

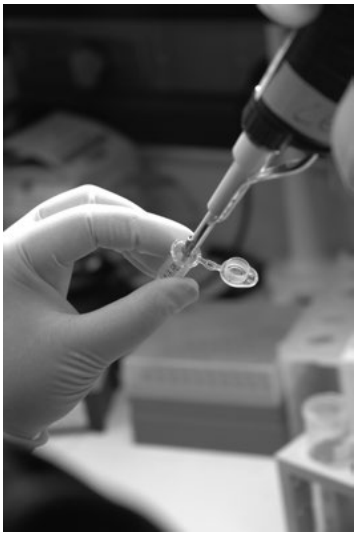
For a comprehensive list, see:
http://employees.nih.gov/pages/acronyms.aspx

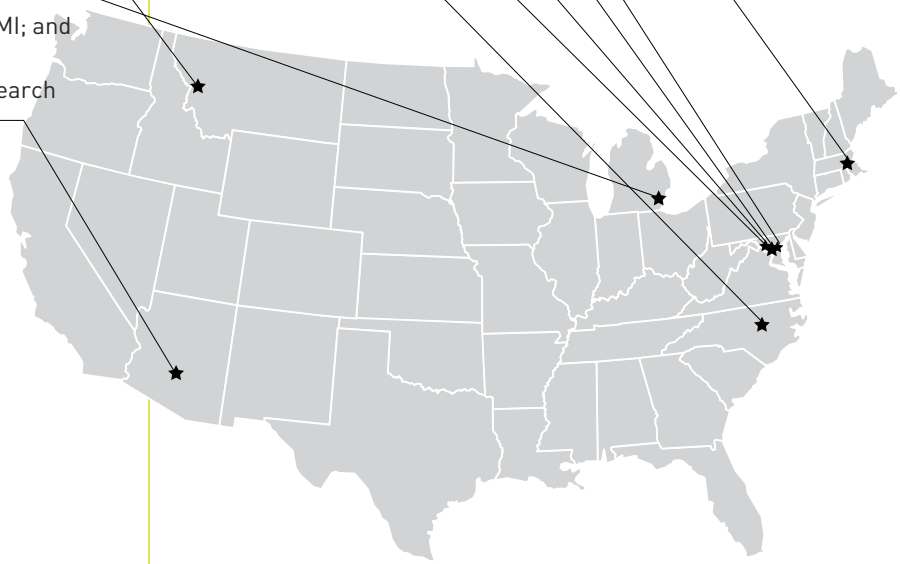
NIH CAMPUSES

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





UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

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

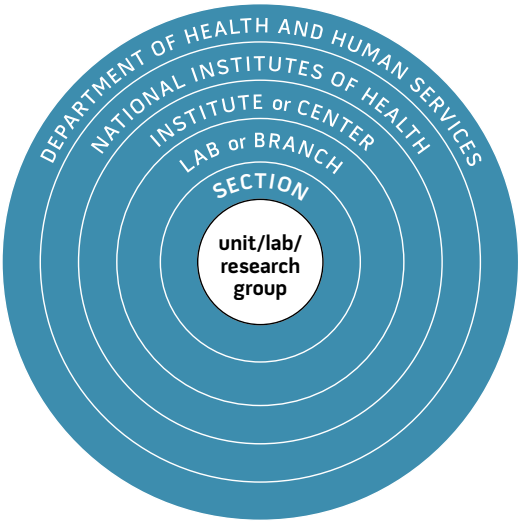
IC intramural research programs are organized as follows:

- Individual tenure-track or senior investigators (also known as principle investigators or PIs) head their own **units/labs/research groups**, which include trainees, technicians, staff scientists, and administrative support personnel.
- Multiple units form a **Section**, which is headed by a Section Chief.
- A **Lab or Branch**, headed by a Lab or Branch Chief, consists of two or more Sections and possibly one or more additional units. Large Labs and Branches may include 10 to 12 PIs, but in general, a Lab or Branch consists of 4 to 8 PIs. Originally, the distinction was that Branches had at least one clinical investigator, while Labs housed basic scientists only; this distinction has somewhat fallen by the wayside.

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

Some key IC personnel are listed below.

Scientific Director (SD): The SD is the head of the Intramural Research Program of the IC; the Deputy Scientific Director(s), Branch Chiefs, and Lab Chiefs typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, Deputy SDs, Branch Chiefs, and Lab Chiefs are senior scientists who can provide you with information



about your IC and about science in general. Although they will be very busy, you should make an effort to meet these individuals at various IC seminars, retreats, and training meetings.

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

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

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

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

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

Your group may include some or all of the following:

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

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

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

Postdoctoral Fellows: Approximately 3,100 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called Postdoctoral IRTAs (CRTAs if they are working in the NCI) if they are US citizens or permanent residents and Visiting fellows if they are citizens of another nation. An individual can spend no more than 5 years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted to a research fellow, a move that allows them to remain for up to an additional 3 years.

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

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

Postbaccalaureate (Postbac) Trainees: A group of more than 1200 students who have completed their undergraduate work, postbacs conduct research at the NIH for 1 to 3 years before continuing on to graduate or professional school.

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

UPON YOUR ARRIVAL

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

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

NIH ENTERPRISE DIRECTORY (NED) AND NIH ID BADGES

https://ned.nih.gov

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

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

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

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

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

All researchers 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 Institute enter your information into NED. The system will generate a request that you enter your own Personally Identifiable Information (PII) into NED.

If you do not enter your information into NED, you will be required to fill out a PIV Badge Request Form (HHS-745), which 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. 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.

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
- Employment authorization document

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

The fingerprint results will be sent to the NIH within one to two days. The Division of Personnel Security and Access Control (DPSAC) is the principal component

within the NIH responsible for managing campus access. 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.

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.

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 should be turned in when you leave NIH.

TRAINEES AT REMOTE LOCATIONS

Research trainees at NIH locations outside of Bethesda, like Rocky Mountain Laboratories (RML), NIEHS-Research Triangle Park (RTP), 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 an RLA ID Badge. These remote locations will have local badging stations. Trainees 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: **http://www.ors.od.nih.gov/ser/dpsac/Pages/contactinfo.aspx**.

VISITING FELLOWS: DIVISION OF INTERNATIONAL SERVICES (DIS) AND VISA POLICY

https://www.ors.od.nih.gov/pes/dis/Pages/default.aspx

The DIS is a part of the Program and Employee Services (PES) Cluster of the Office of Research Services (ORS). DIS provides immigration-related services to the entire NIH research community, including sites in Arizona, Montana, and North Carolina. The staff of DIS provides services to foreign national scientists related to their particular immigration status within the United States. In accordance with US immigration laws and regulations, the staff members assist non-immigrants with the following:

- Initial entry into the US
- Travel/re-entry into the US
- Transfers to/from NIH
- Extensions of stay
- Changes of immigration status
- Reinstatement of immigration status
- Waiver applications of two-year home country physical presence requirement
- Lawful Permanent Resident petitions for senior appointees
- Accompanying dependent issues
- Orientations, seminars, and training conferences

All Visiting Fellows must check-in with DIS when they first arrive at NIH. DIS verifies that visiting scientists were lawfully admitted to the United States in the correct immigration status, confirms that they have the proper work authorization to undertake activities at NIH, and activates their program at NIH. DIS also validates the arrival of J-1 Exchange Visitors with the Department of Homeland Security and the Department of State.

DIS check-in sessions are held every Monday morning (except for government holidays and closures), beginning promptly at 9:00 am. For more information on check-in session locations, please visit their Upcoming Events page at **https://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/UpcomingEvents.aspx**.

If your site of activity is not in close proximity to the main NIH campus in Bethesda, MD, please contact your IC Key Contact or Administrative Officer to schedule an appointment to process your check-in remotely.

What Documents To Bring To Check-in:

1. Your and any family members' **original** immigration documents. This includes your passport, print-out of your electronic Form I-94 Arrival/Departure Record (**https://i94.cbp.dhs.gov/I94/#/home**), and your Form DS-2019 (if applicable). Copies are not acceptable for check-in. Please let us know when you check-in if your family members will be joining you in the United States at a later date.

2. EARLY ARRIVALS: If you are requesting an earlier start date, bring the Early Start Date Confirmation form (**https://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/eodconfirm.pdf**) completed and signed by your IC Key Contact or Administrative Officer, your lab/branch Sponsor, or other IC designated official.

IMPORTANT NOTE: You should review DIS travel guidance before any trip outside the United States and well in advance of deadlines for renewing or changing your visa at **https://www.ors.od.nih.gov/pes/dis/VisitingScientists/Pages/TravelJ-1.aspx.**

VISA POLICY

The majority of Visiting Fellows in the NIH IRP are sponsored by NIH as J-1 Exchange Visitors. J-1 is a

non-immigrant visa classification used to invite foreign nationals to participate in an exchange program with a United States (US) host institution. The purpose is to increase mutual understanding between the people of the US and foreign nations. H-1B sponsorship is not available to Visiting Fellows (since fellows are not NIH employees). You may be eligible for a different non-immigrant visa classification; if so, DIS will assist in determining whether that status is appropriate for participation in the IRP.

CAMPUS ACCESS

The main NIH campus in Bethesda, MD is surrounded by a perimeter fence designed to keep the campus safe and secure. Individuals wishing to enter must either present an NIH ID badge or be checked in each day as a Visitor. Trainees must undergo a security investigation that includes fingerprinting prior to issuance of their NIH ID badges.

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

EMAIL, LISTSERVS, AND SETTING UP YOUR COMPUTER

NIH EMAIL ACCOUNTS

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

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

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

LISTSERVS

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

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

SETTING UP YOUR COMPUTER AND WORK STATION

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

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

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

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

After logging in to the site, you will be asked to enter your NIH ID number, which is located on the back of your NIH ID badge (the "personal identifier" is your ID number). When you have entered the system, click the second GO option "NIH Information Security Awareness Course"

to launch the course. After completing the course, call 301-496-4357 to inform the Help Desk. You will receive a return call with your actual user ID and password.

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

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

TRANSPORTATION AND PARKING

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

You can commute to the NIH in several ways:

TRANSHARE

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

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

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

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

PUBLIC TRANSPORTATION

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

- Parking Office
  - Hours: 8:00 am – 4:00 pm, Monday through Friday
  - Location: Building 31/Room 1A11
  - Phone number: 301-496-5050
  - Email: **nihparkingoffice@ors.od.nih.gov**
- NIH Transportation website: **http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx**
- Montrose Park and Ride Lot, Montrose Road and Hoya Street, North Bethesda, MD: **http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx**
- NIH Map: **http://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx**
- Maryland Transit Authority, subway, bus, and train systems in Maryland: **https://www.wmata.com**
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): **https://www.commuterpage.com/ways-to-get-around/commuter-rail-marc-vre/**

The following commuter assistance programs and resources are available for individuals with disabilities:

Abilities-Ride Program, WMATA: The Abilities-Ride program offers MetroAccess customers a new, more flexible option for travel within Maryland. Metro has partnered with Regency Taxi and Silver Cab to provide

on-demand taxi services, without sharing a ride, at a discounted rate. Visit **https://www.wmata.com/service/accessibility/metro-access/Abilities-Ride.cfm** or call 202-962-1100 for more information.

MetroAccess Paratransit, WMATA: MetroAccess is a shared-ride, door-to-door, paratransit service for people whose disability prevents them from using the bus or rail operating within the Washington Metropolitan region: DC, Maryland, and Virginia. Details and eligibility requirements can be found at **https://www.wmata.com/service/accessibility/metro-access/index.cfm** or by calling 301-562-5360.

MobilityLink (Paratransit) Program, Maryland Transit Administration: MobilityLink service is for citizens who are unable to use CityLink, LocalLink, Metro SubwayLink or Light RailLink service. The MTA provides MobilityLink service via contracts with Veolia Transportation, MV Transportation, and First Transit Inc. Visit **https://mta.maryland.gov/mobility** for additional information or reach the Transit Information Contact Center at 410-539-5000, 1-866-RIDE-MTA (1-866-743-3682, toll-free) or TTY 410-539-3497.

Transport DC, DC Government Department of For-Hire Vehicles: Transport DC is a coordinated alternative to paratransit service for MetroAccess customers. Residents receive efficient curb-to-curb taxicab or wheelchair accessible taxicab service. Participants must be DC residents and approved for MetroAccess. Full details can be found at **https://dfhv.dc.gov/service/transport-dc** or by calling 1-844-322-7732.

Travel Training Programs

- **Maryland Transportation Resource Information Point (MDTrip):** A comprehensive training program designed to teach people the necessary skills to travel safely and independently on fixed route public transportation. Travel training programs are usually intended for individuals with disabilities, senior citizens, students, and low-income families. Visit **https://www.mdtrip.org/tools** or call 1-877-331-8747 for details.
- **MTM:** For those unfamiliar with the system and passengers who can utilize fixed route bus or rail systems, but may require some assistance before doing so, MTM's On the Move travel trainers provide comprehensive instruction in real-life transit scenarios to familiarize the passenger with local transportation options. Our expert travel trainers are your partners in removing community barriers by helping passengers travel independently, safely, and confidently. Call 1-866-796-0601 or visit **https://www.mtm-inc.net/transit/mobility-management/** for details.
- **The DC Center for Independent Living (DCCIL):** We provide travel training services to persons with disabilities unfamiliar with the DC Metro transit system who can utilize fixed route bus or rail systems but may require some assistance before doing so. Our travel trainers provide one-on-one instruction with the purpose of familiarizing the passenger with local transportation options. More details can be found at **http://www.dccil.org/what-we-do/our-core-services/** or by calling 202-388-0033.

PARKING

You can obtain a parking permit at the Parking Office, located in Building 31, Room 1A11 or online at **https://www.ors.od.nih.gov/pes/dats/parking/Pages/NIHVehiclePermits.aspx**. You must present a valid NIH ID badge, valid registration certificate (or copy) for each vehicle (maximum of three), and a valid driver's license. Please note that the driver's license and vehicle registration do not need to be from Maryland.

Trainees enrolled in Transhare are ineligible to receive a parking permit, and vice versa. Transhare participants are allowed six (6) temporary parking passes per calendar quarter, which can be used on days when driving to NIH is a necessity. Temporary parking passes can be printed by logging into the CAPS system at **https://commuter.ors.od.nih.gov/?refresh=true**.

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

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

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

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

Parking at Montrose Park and Ride Lot
NIH Satellite Parking (Montrose Park and Ride Lot) is located at Montrose Road and Hoya Street. To view a map detailing the satellite parking location visit: **http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx**. The designated area is marked with signage by Montgomery County, "North Bethesda Permits Only," but Montgomery County will recognize and honor NIH Parking Permits. Arrive early, as having a parking permit does not guarantee you a spot. NIH runs a shuttle service loop between this location and the campus. Information on the schedule and route of the Montrose Park and Ride Lot (Yellow Line) Shuttle can be found at **http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx**.

BICYCLING

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

NIH Bicyclists can transport their bicycles on three (3) of the NIH shuttles. Campus Shuttles #32 and #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. Fellows and trainees can ride any NIH employee shuttle. Shuttles are available Monday through Friday, except Federal holidays. Some circle the Bethesda campus at regular intervals, while others connect the Bethesda campus with nearby NIH laboratories and offices such as those on Executive Boulevard and at Rockledge. You can find shuttle routes and schedules at **http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx**. Information on the NCI-Frederick Shuttle is posted at **http://ncifrederick.cancer.gov/Staff/Shuttle.aspx**.

NOTE: Real time updates on shuttle arrivals are available at **http://wttsshuttle.com**.

GETTING A DRIVER'S LICENSE

If you move from another US state to work at NIH and would like to transfer your residency, you will need to update your driver's license. Information on applying for a Maryland driver's license can be found at **http://www.mva.maryland.gov/drivers/apply/apply.htm**. You are expected to obtain a Maryland license within 60 days of moving to the state. If you plan to live in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process can be found at **https://www.dmv.virginia.gov/drivers/#applying.asp**. If you plan to live in DC, you have only 30 days after your arrival to obtain a DC driver's license. Information on applying is located at **https://dmv.dc.gov/service/driver-licenses**.

HEALTH INSURANCE

All individuals must be covered by health insurance to work in NIH facilities. Trainees hired as IRTAs/CRTAs may either continue on a policy already in place or enroll in the program offered by FAES. Trainees hired as FTEs are not eligible for FAES Health Insurance but can choose among several plans offered through the Federal Employees Health Benefits (FEHB) Program.

FAES HEALTH INSURANCE PROGRAMS
https://faes.org/content/member-resources

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

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

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

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

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

CONSIDERATIONS FOR GRADUATE STUDENTS

Students in most institutional partnerships will be insured through the FAES. FAES health insurance is handled through either the GPP or your IC training office. In some cases, students opt to (or are required to) use health insurance provided through the university. In this case, there may be special rules regulating coverage. You should immediately communicate with the GPP and your NIH IC to determine whether these special rules apply to your situation. Students opting to use insurance provided to parents or a spouse should also communicate with the GPP to ensure adequate coverage.

Health insurance support for students in individual partnerships depends upon the NIH appointment mechanism. If you are a Visiting Fellow or an IRTA/CRTA, your health insurance will be supported by your mentor's lab. If you are a Special Volunteer, you are responsible for getting your own health insurance. This might be through your spouse, your parents, your university, or through individual insurance. Regardless of what type of insurance plan you elect, you cannot be appointed at the NIH without proof of health insurance.

CONSIDERATIONS FOR VISITING FELLOWS

All visiting foreign national scientists at the NIH are required to have health insurance for sickness and accidents. For those sponsored as J-1 Exchange Visitors, J-1 regulations require specific insurance coverage for both J-1 and J-2 dependents. The requirements can be found from the Department of State (DOS) at **http://j1visa.state.gov/participants/how-to-apply/eligibility-and-fees/**. Failure to comply with health insurance requirements may result in termination of your appointment at the NIH.

If you have another insurance policy, FAES will have to certify that it meets the health insurance requirements using Form 829-6. This form will be provided at your DIS Check-in session and with any subsequent renewal of your J-1 Exchange Visitor status.

HEALTH INSURANCE FOR FTES

Health insurance options for FTEs (research/clinical fellows) are revised annually. Visit **https://www.opm.gov/healthcare-insurance/healthcare/** for current information on the available plans as well as eligibility requirements, enrollment, and more.

PREPLACEMENT MEDICAL EVALUATION

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

Research 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 either prior to starting work or no later than two weeks after your start date.

HOW IS A MEDICAL EVALUATION ARRANGED?

Preplacement medical evaluations are provided by the **Occupational Medical Service (OMS)**. OMS is also where you go if you have a work-related health emergency while at the NIH. There is no charge for this visit. You should schedule your appointment within two weeks of your start date. The appointment will take approximately 20 minutes. OMS has tailored the evaluations to meet trainees' 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 you from 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).
- Please submit the required forms to OMS, either in person to Building 10, Room 6C306, by fax (301-402-0673), or by email to **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 breathe the same air as nonhuman primates please mention this to OMS prior to your preplacement medical evaluation, as they may need to conduct additional tests.

ONLINE ORIENTATION

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

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

The orientation can be accessed at **https://ams.hhs.gov/amsLogin/SimpleLogin.jsp**; you do not need to complete all sections of the orientation in one sitting. Once you have completed all orientation requirements, print out a certificate of completion for your records.

REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

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

- Responsible Conduct of Research: **https://researchethics.od.nih.gov**
- Technology Transfer: **https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/personnel/guidance-tech_transfer_online_training.pdf**
- Ethics Training: **https://ethics.od.nih.gov/training.htm**
- NIH Computer Security Awareness: **https://irtsectraining.nih.gov**
- Prevention of Sexual Harassment: **https://www.edi.nih.gov/training/mandatory-training**
- Information Security and Management: **https://irtsectraining.nih.gov**

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

LABORATORY SAFETY

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

Introduction to Laboratory Safety

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

NIH Laboratory Safety Training 101

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

NOTE: This course is offered in a classroom setting for trainees on the Baltimore campus and online for trainees at all other campus locations. Trainees on the Baltimore campus MUST attend the classroom session. The classroom schedule for NIH Laboratory Safety Training 101 can be found at **https://www.safetytraining.nih.gov**. This link can also be used for trainees at other campuses to access the online content.

Laboratory Safety Refresher Course

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

BLOODBORNE PATHOGEN TRAINING

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

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

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

This training is required BEFORE working with bloodborne pathogens. NOTE: This course is offered in a classroom setting for trainees on the Baltimore campus and online for trainees at all other campus locations. Trainees on the Baltimore campus MUST attend the classroom session. The classroom schedule and online content for Bloodborne Pathogen Training can be found at **https://www.safetytraining.nih.gov/**.

Bloodborne Pathogen Refresher Course

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

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

RADIATION SAFETY

Radiation Safety in the Lab Course

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

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

Radiation Safety Orientation

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

ANIMAL CARE AND USE

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

Using Animals in Intramural Research: Guidelines for Animal Users

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

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

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

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

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

SECURITY INFORMATION

SECURITY

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

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

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

ALERTNIH

https://www.ors.od.nih.gov/ser/alert/Pages/default.aspx

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

EMERGENCY PHONE NUMBERS

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

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

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

STATUS ALERTS: SNOW AND WEATHER EMERGENCIES

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

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

SECTION II: SUCCEEDING AT THE NIH

II

ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

CAREER DEVELOPMENT OPPORTUNITIES

WELLNESS RESOURCES AT THE NIH

FINDING AN NIH COMMUNITY

VOLUNTEERING

GETTING READY TO LEAVE

ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

YOUR CAREER, YOUR RESPONSIBILITY

Your experience at the NIH should be devoted to learning new techniques, mastering new experimental systems, and enhancing your ability to carry out independent research. This is also the time to acquire the professional skills you will need to succeed in your career. Your stay at the NIH will be brief. To make the most of your time at NIH, you need to begin thinking about your career and what steps you will need to take to further it as soon as you set foot on the NIH campus. The paragraphs that follow offer suggestions as to how to go about preparing for your next career moves. It is important to remember that you are the individual most responsible for, and most interested in, your career.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

One powerful tool that can assist you in planning for your career is the Individual Development Plan or IDP. Soon after your arrival, you should make an appointment to sit down with your supervisor to discuss your project, your expectations for the research experience, and those of your mentor, and your career goals. Together, you should agree on the steps you will take to complete your project and reach your goals effectively. Your goals may still be vague or they may be specific and detailed. If you are not certain of your career goals, one of the steps you will need to include is career exploration. If you are interested in an academic career, steps might include learning to write grants and developing a teaching portfolio. If you are interested in an industry career, steps might include learning about the drug discovery process and management skills. All IDPs should include a strategy for improving oral and written communication skills. Your discussion should also cover the ways in which your supervisor will assist you in taking each step. After your session, draft a document that outlines your plan and make certain that you and your supervisor agree on it. Many ICs have a document template that you can use. Alternatively, a model IDP was developed by Science Careers and can be found at **myidp.sciencecareers.org**.

An IDP is not a static document; a good IDP is a process. Together, you and your supervisor should revisit your IDP every 6 months or once a year to revise it as necessary and confirm that you are making appropriate progress towards your goals. The NIH requires that all postdoctoral trainees have IDPs (sometimes this is called another name, such as an annual review). However, as a graduate student, depending on your supervisor and IC, you may have to initiate this process.

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

MENTORS

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

NETWORKING

One more activity that is required for success in science is networking. You should be networking all the time! When you attend a seminar, sit next to someone and then talk to your neighbors. Seek out networking opportunities: the Graduate Student Council or Fellows Committee, social events, IC retreats, all-hands meetings, scientific interest groups, and gatherings of

all kinds. When you attend such events, talk to as many individuals as you can. Recognize that meetings of your professional societies offer exceptional networking opportunities. Poster sessions provide the perfect opportunity to meet people. Your science will allow you to introduce yourself to even the most well-known investigators. Your network is going to bring the perfect job to your attention. In addition, its members are going to speak well of you to their networks, they are going to recommend you to potential collaborators, and you are going to do the same for them.

LEADERSHIP

Leadership is another skill that all trainees should seek to develop. One of the best ways to do this is to participate actively in a program-specific trainee committee: Graduate Student Council (GSC), Fellows Committee (FelCom), Visiting Fellows Committee (VFC), or Clinical FelCom. These committees serve as the voice of advanced trainees on the NIH campuses. The committees will be discussed in further detail later in this handbook.

GPP: FORGING A SUCCESSFUL PARTNERSHIP BETWEEN YOUR NIH AND UNIVERSITY MENTORS

While a typical PhD student primarily interacts with faculty at the university, you must develop strategies to work effectively with faculty both at your university and at the NIH. You must get to know individuals who can help you in both places—whether with administrative details, experimental advice, career information, or guidance regarding the rules and regulations of your degree-granting program.

Although you may spend much of your time here at NIH, your academic requirements are governed almost exclusively by your home university, as they set the standards for and grant your degree. In addition, you must be aware of scientific/laboratory training requirements at the NIH and at your university. Regardless of where you spend the majority of your time, you will be required to take training at the NIH, and you may be required to take similar training at your university. You are responsible for understanding the requirements of your degree and for meeting the requirements of your program, both at your university and at the NIH. You must also ensure that your NIH mentor understands your university responsibilities; do not assume that they do. Provide your mentor with copies of any important documents that you receive.

If you are in an institutional partnership, your NIH Partnership Directors are key players in your graduate education. They can help you navigate the NIH and develop strategies for forging strong partnerships with mentors at your university. If you came to NIH as an individual partnership student, the GPP can help you with similar issues.

Some things to keep in mind:

- Become familiar with paper and online documents that describe and define what is expected of you at both your university and at the NIH.
- Get a printed copy of the degree requirements at the time you matriculate in case requirements change before you complete your degree. Often, you can find information about degree requirements by contacting the head of your department or the graduate program at your university.
- Keep in close communication with all relevant advisors and program directors at your university. Give them formal and informal updates on your progress every six months, if not more frequently.
- If you are in an institutional partnership, keep in close communication with your NIH Partnership Directors and the GPP; if you are in an individual partnership, keep in close communication with the GPP. Provide frequent updates on your progress and make sure to discuss any academic or administrative issues impacting your university relationships.
- Communicate with your NIH mentor regarding the academic requirements of your school and the role the mentor will play in meeting them. Make sure your NIH mentor understands the committee structure of your graduate program and communicates with your university mentors, NIH Partnership Directors, etc.
- It is ultimately your responsibility to ensure that your NIH and university mentors communicate with you and with each other regarding your progress. Set up meetings well in advance; use phone, email, and videoconferencing to help your mentors establish a good relationship so that they work as a team to facilitate your growth as a scientist.

IF PROBLEMS ARISE

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

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

Some reasons to immediately contact the Training Director in your IC, or Dr. Milgram or Dr. Sokolove in the OITE, are issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources that can be of help such as the Employee Assistance Program (**https://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.aspx**) and the Office of the Ombudsman (**https://ombudsman.nih.gov**).

GETTING SETTLED IN YOUR NEW RESEARCH GROUP

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

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

CONDUCTING RESEARCH IN THE INTRAMURAL RESEARCH PROGRAM

https://oir.nih.gov/sourcebook

The Office of Intramural Research "Sourcebook" contains extensive information on policies and resources for the Intramural NIH scientific research community. Topics of interest include mentoring and training, awards, fellowships, and grant opportunities, intramural research communications and resources, and many more. Visit the website for a complete list of policies and resources.

PUBLISHING

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

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

FELLOWS AWARD FOR RESEARCH EXCELLENCE (FARE)

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

The FARE program is a mechanism for promoting and recognizing research excellence in the intramural program. It is managed by the FARE Subcommittee of FelCom. All graduate students and postdoctoral fellows with fewer than 5 years total research experience at the NIH are encouraged to submit abstracts to the FARE competition. Those abstracts are evaluated, and winning abstracts receive a $1,500 travel award to be used for presenting work at a scientific meeting.

INTRAMURAL AIDS RESEARCH FELLOWSHIP (IARF) PROGRAM

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

This collaborative effort of the Office of AIDS Research, the Office of Intramural Training & Education, and the Office of Intramural Research is designed to further cross-disciplinary research into HIV and AIDS at the NIH. The aim of the program is to recruit graduate students and postdoctoral researchers from all scientific disciplines to the broad field of AIDS research and to

provide a funding opportunity for intramural fellows whose work is directly related to HIV and AIDS.

GRANTS AND FELLOWSHIPS FOR NIH POSTDOCS

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

NIH FUNDING FOR INTRAMURAL FELLOWS

NIGMS Postdoctoral Research Associate (PRAT) Program
https://www.nigms.nih.gov/Training/Pages/PRAT.aspx

PRAT is a fellowship specifically for NIH intramural fellows. This 3 year program provides outstanding laboratory experiences, access to NIH's extensive resources, mentorship, career development activities and networking. The program places special emphasis on training fellows in all areas supported by NIGMS, including cell biology, biophysics, genetics, developmental biology, pharmacology, physiology, biological chemistry, computational biology, immunology, neuroscience, technology development and bioinformatics. Studies employing model organisms are encouraged. The PRAT fellowship includes professional development activities tailored to the PRAT fellows, such as a monthly seminar series featuring presentations by current PRAT fellows and outside speakers whom the fellows have invited. Additional training sessions focus on grant-writing, career planning, oral presentations, and leadership skills. Applicants must be citizens or permanent residents of the United States.

K99/R00: Pathways to Independence Award
http://grants.nih.gov/grants/guide/pa-files/PA-14-042.html

This fellowship is intended to provide support both for several years of postdoctoral work (K99) and for the first few years of the applicant's first faculty position (R00). NIH intramural fellows have been quite successful writing for these awards. Contact your Training Director about success rates in your institute. Both US citizens and non-US citizens are eligible to apply. K99 applicants must (1) have no more than 4 years of postdoctoral research experience at the time of submission for both the initial and subsequent resubmission if applicable, and (2) must be in mentored, postdoctoral training positions. Grants can be funded up to 5 years of combined K99 and R00 support. Applications are accepted three times per year.

K22: Career Transition Award
https://researchtraining.nih.gov/programs/career-development/K22

This award is very much like the K99/R00 award. Typically, only US citizens and permanent residents are eligible to apply (although there are caveats; please check each Institute's eligibility criteria). Also, individual ICs use the program in different ways and have different requirements.Please read the information carefully.

Independent Research Scholar Program (IRSP)
https://oir.nih.gov/sourcebook/personnel/ipds-appointment-mechanisms/research-fellow/independent-research-scholar-program

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

FUNDING OPPORTUNITIES OUTSIDE OF THE NIH

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

Many organizations will fund research for intramural fellows. We have compiled a list, available online, of those we know will accept (and will not accept) applications from NIH trainees. However, in each case, you should read the eligibility criteria carefully; funders often change their requirements. If you have any questions, reach out to both the program director AND the Training Director or Scientific Director of your Institute to confirm both that you are eligible to apply AND that you will be allowed to accept the funding.

GRANTS AND FUNDING OPPORTUNITIES FOR VISITING FELLOWS

EUROPEAN RESEARCH COUNCIL STARTING GRANTS

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

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

K43: FOGARTY EMERGING GLOBAL LEADERS AWARD

https://www.fic.nih.gov/Grants/Pages/country-eligibility.aspx

The Fogarty Emerging Global Leader Award aims to provide research support and protected time to a research scientist from a low- or middle-income country (LMIC) who holds an academic junior faculty position or research scientist appointment at an LMIC academic or research institution. Low-income, lower-middle-income and upper-middle-income countries are included.

Applications are invited from LMIC research scientists from any health-related discipline who propose both critically needed career development activities and a research project that is highly relevant to the health priorities of their country.

Note that the Fogarty International Center webpage, **https://www.fic.nih.gov/Pages/Default.aspx**, is generally a good resource for international funding opportunities in LMICs.

INTERNATIONAL POSTDOCTORAL PROGRAMS AT THE NIH

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

Japan Society for the Promotion of Science (JSPS) Fellowships

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

Korean Visiting Scientist Training Award (KVSTA)

Supported by the Korean Health Industry Development Institute (KHIDI) of the Korean Ministry of Health and Welfare in cooperation with the NIH, the KVSTA offers fellowship awards to support biomedical and behavioral research projects in NIH laboratories by young Korean early-stage postdoctoral researchers. The application deadline is usually in July/August. Visit **https://www.fic.nih.gov/Programs/Pages/korea-visiting-scientists.aspx** for more information.

Korean Biomedical Scientist Fellowship Program (KBSFP)

https://www.fic.nih.gov/Programs/Pages/korea-biomed-fellowship.aspx

The KBSFP, supported by the Korean Research Institute of Bioscience and Biotechnology (KRIBB) of the Korea Ministry of Science, ICT and Future Planning (MSIP), in cooperation with NIH, offers fellowship awards to support biomedical and behavioral research projects with potential commercialization by early-stage Korean postdoctoral researchers at NIH laboratories. The application deadline is generally in July.

African Postdoctoral Training Initiative (APTI)

https://www.fic.nih.gov/Funding/Pages/african-postdoctoral-training-initiative.aspx

The African Academy of Sciences (AAS), NIH, and the Bill and Melinda Gates Foundation (BMGF) have partnered under the auspices of the Coalition of African Research and Innovation (CARI) to establish a postdoctoral training fellowship program, the APTI.

Fellows train in a global health research area of priority for their home institutions and countries, and AAS, BMGF and NIH, while building bridges and lasting connections between the partner organizations and African scientists and institutions. While at the NIH, the fellows must be on leave or sabbatical from their home institution under the NIH Intramural Visiting Fellow Program. The research priority areas are infectious diseases; nutrition; and reproductive, maternal, and child health and developing skills for clinical and translational research.

CAREER DEVELOPMENT OPPORTUNITIES

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

COMMUNICATION SKILLS

Writing and Publishing a Scientific Paper: This four-session, writing-intensive workshop, offered through the FAES Graduate School on the main NIH campus in Bethesda, is designed for NIH trainees and biomedical scientists. Participants will write a draft of a research paper based on data generated from their current or previous study for publication in a peer-reviewed science journal. This workshop focuses on the organization of a scientific research paper, with an emphasis on the two most difficult sections to write, Introduction and Discussion. It will also cover designing tables and figures and writing a clear and concise abstract and cover letter for submission to a science journal. In addition, participants will learn about the publication process from a science journal editor's perspective, along with how to choose the right science journal for the paper as well as how to navigate peer review. Participants will receive and provide feedback on weekly written assignments through peer review groups and will also receive feedback from the instructor. Additional information, including tuition and upcoming dates, can be found on the FAES website at **https://faes.org/content/writing-publishing-scientific-paper-workshop**. Additional writing resources can be found at **https://www.training.nih.gov/writing_courses**.

English Communication for Visiting Scientists: The OITE offers a two-day basic spoken English class for trainees who have been in the United States less than one year. This course is designed to help advanced trainees become more comfortable speaking and communicating in English. During the course, participants will discuss strategies for successful communication, especially in the scientific workplace; explore US culture, common greetings, etiquette, and diversity; practice English conversation in a variety of scientific settings and roles; and explore resources to help trainees continue to improve their English during their time at NIH.

Additional information, including registration instructions, can be found at **https://www.training.nih.gov/english_communication_for_visiting_scientists**. Additional English language resources can be found at **https://www.training.nih.gov/us_english_resources**.

Creating and Presenting Dynamic Posters: It is common for scientists to present their research findings at scientific poster sessions. This workshop will help prepare you for any opportunity you have to present your work in poster format. The workshop will focus on selecting and organizing data, the key sections of a successful poster, layout and font selection, and poster presentation techniques. Check the OITE events page at **https://www.training.nih.gov/events/upcoming** for upcoming offerings.

Talking Science: Designing and Delivering Successful Oral Presentations: Science isn't complete until the results have been shared with interested others, and talking about your results is one of the important ways of making them public. This seminar will address topics that include the anatomy of a science talk, creating successful slides, delivering your content convincingly, ensuring that your talk is well-received, and answering questions about your research. The information will help you with presentations in group meetings, presenting findings at conferences and meetings, and delivering scientific talks to a wide variety of audiences. Check the OITE events page at **https://www.training.nih.gov/events/upcoming** for upcoming offerings.

Fellows Editorial Board (FEB): The FEB edits fellows' scientific documents—typically manuscripts and grant applications—for grammar, form, and clarity. The editors also review essential elements pertinent to the document, such as figures and figure legends, but do not consider scientific content. Visit **https://ccr.cancer.gov/training/trainee-resources/editorial-board**.

NIH Graduate Student Research Symposium: Typically held in February at the Natcher Conference Center on the Bethesda campus, the NIH Graduate Student Research Symposium is the premier scientific event for NIH graduate students and includes opportunities to present your research through posters and oral presentations. The annual graduation ceremony acknowledging students who have completed their dissertation work takes place during the symposium, as does the presentation of the GPP Outstanding Mentor Awards.

TEACHING SKILLS

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

Summer Journal Clubs: Summer Journal Clubs offer graduate students and postdocs the opportunity to gain hands-on instructional experience. Journal clubs are offered on all NIH campuses. Those interested in leading journal clubs are required to attend (either in person or via webinar) the Leading a Summer Journal Club workshop in the spring.

Mentoring a Summer Intern or Postbac: Grad students, postdocs and fellows should have a conversation with their principal investigators about mentoring a younger trainee. Typically, each research group has their own budget, selection procedures, and philosophies on hiring a younger trainee. The OITE maintains a database of applicants for both the Summer Intern and the Postbac programs. Contact your PI to access this database for finding a trainee. In addition, the NIH Summer Mentor Award program provides opportunities for qualified graduate students, postdocs and fellows to mentor a centrally-funded summer intern. This program also provides mentor training. Application information is typically announced in December through the OITE listservs. For more information on this program, please contact Dr. Erika Barr at **erika.barr@nih.gov**.

Mentor Training: Mentor Training is a highly interactive workshop intended for advanced graduate students and postdocs who will be mentoring summer students and postbacs. The workshop provides guidance on designing projects for students, setting expectations, managing time, and creating a positive experience for both mentors and their trainees. NOTE: If you have been selected to receive a Summer Research Mentor Award, attendance at a Mentor Training seminar is **mandatory**.

Serving as a Poster Judge: Each year, the NIH hosts two major events on the main campus in Bethesda that require poster judges. Postdocs and research/clinical fellows are invited to participate as judges for the Graduate Student Research Symposium, which takes place in February each year. Graduate students, postdocs, and fellows are all invited to judge posters at Postbac Poster Day, which takes place in late April/early May each year. Volunteering to be a poster judge provides an opportunity for advanced trainees to offer encouragement and constructive feedback to young scientists, strengthen their science mentoring skills by troubleshooting and brainstorming research projects, introduce young investigators to diverse perspectives from their own research experience, have discussions with other judges, practice evaluating projects and student performance, and take time out of their day to have FUN! Information on judge registration will be announced through the OITE listservs.

FAES Graduate School: The Foundation for Advanced Education in the Sciences (FAES) Graduate School offers nearly 200 courses at both the undergraduate and graduate level. Many are taught by graduate students and postdoctoral or clinical fellows. For more information about teaching opportunities, go to **https://faes.org/content/employment-opportunities** to view open positions or contact the Assistant Dean of Academic Programs in the FAES Graduate School, Dr. Mindy Maris at **melinda.maris@nih.gov**.

Graduate students interested in teaching through FAES have the option of teaching a section of Research Tools for Studying Disease (BIOL262), which is facilitated by Drs. Phil Ryan and Phil Wang. If you are interested in lending your knowledge to this course, please reach out to them at **ryanp@mail.nih.gov** and **wangph@mail.nih.gov**, respectively, for more information.

Additional information on teaching and mentoring at the NIH, as well as opportunities outside the NIH, can be found at **https://www.training.nih.gov/sts_main_page**.

PROFESSIONAL SKILLS

Upcoming dates and locations for the seminars that follow can be found at **https://www.training.nih.gov/events/upcoming**.

Career Advancement Workshops: The Career Advancement Workshop Series for postdoctoral fellows and graduate students includes Career Exploration, The Academic Job Search, Finding a Job in Industry, and Job Search Skills. Each 1 to 3 hour workshop is presented between September and May.

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

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

Diversity in a Multicultural Society: OITE hosts a course in which participants explore the meaning and consequences of various dimensions of difference. Topics include racism, ageism, and the impact of socio-economic status on difference. Participants are encouraged to consider implications for both personal and professional growth. This course is open to both trainees and staff interested in exploring the relevance and application of diversity topics to health-related research.

Ethics in Research Training for Postbacs and Graduate Students: The NIH has created a course specifically for recently arrived first year postbacs and grad students that uses lectures, group discussions and case studies to explore the principles of research ethics. The course covers both the principles of research ethics and ethics in action. Among the topics covered are:

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

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

This course is either required or strongly recommended by a number of NIH ICs, so be sure to check with your Training Director upon your arrival regarding this requirement. If you have further questions, please contact your institute's Training Director or the OITE.

Ethics in Research Training for Postdocs: The NIH believes that ongoing training in research ethics is an integral part of training and practicing as a scientist or clinician. This is reflected in the Responsible Conduct of Research (RCR) training requirement outlined at **https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html**, which describes the ethics training one must demonstrate when applying for both K awards and extramural grants. If you are planning on moving into an extramural scientific career and apply for NIH funding, you will be expected to have demonstrated a history of in-person RCR training and a plan to address future research ethics training needs.

This course, "Becoming a Responsible Scientist," uses a combination of lecture, video, writing exercises, small group discussions, and full class discussions. Topics covered include but are not restricted to:

- the impact of research misconduct on individuals, institutions, the scientific enterprise, and society;
- the history and modern oversight of Animal and Human Subjects regulations;
- formal definitions of "Research Misconduct" and discussion about Questionable Research Practices;
- an explanation of resources provided by NIH and how to find and use them;
- how an investigation into research misconduct unfolds;
- data management, collection, protection, and sharing;
- mentor-mentee relationships;
- conflicts of interest;
- peer review; and
- expectations of trainees as scientists at NIH.

This course includes material on being an ethics mentor and discussions about best practices for setting up one's own lab.

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

This course is either required or strongly recommended by a number of NIH ICs, so be sure to check with your Training Director upon your arrival regarding this requirement. If you have further questions, please contact your institute's Training Director or the OITE.

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

conflict and providing feedback; and finishes with team-building skills.

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

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

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

The OITE's Grant Writing 101 workshop focuses largely on NIH grants. It addresses two major areas (1) how grants work: identifying funding opportunities, the submission and review process, and the inner workings of study sections and (2) strategies for planning and writing grants, including the major sections of a grant, tips for success, and responding to summary statements. This workshop series is intended to provide the background fellows will need to begin crafting a grant application; it does not involve written assignments or feedback on drafts of applications. You will need to arrange follow-up, one-on-one coaching from your PI or someone in your IC to ensure that you receive input related to your specific area of research.

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

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

COMMITTEES

THE NIH FELLOWS COMMITTEE (FELCOM)

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

FelCom represents the interests of the postdoctoral fellows (including IRTAs/CRTAs, clinical fellows, visiting fellows, and research fellows) at the NIH. FelCom is comprised of a basic and a clinical fellow representative from each institute of NIH. FelCom serves the NIH fellows community through the actions of eight subcommittees and fifteen committee liaisons. The eight subcommittees that comprise FelCom were created to focus on particular aspects of the advanced training experience at NIH.

FelCom members serve as liaisons on NIH-wide and other national organizations, such as the National Postdoctoral Association (NPA), to report the activities of these groups back to FelCom so that this information may be disseminated to the NIH fellows' community. Each individual institute representative maintains a listserv of the fellows within that institute so that they may disseminate the information collected by the FelCom committee as a whole. If you are an advanced trainee at NIH and not receiving these emails, please contact your institute's Training Director or Scientific Director and ask that you be added to the institute listserv. We also recommend that you join the FELLOW-L listserv.

Career Development Committee: The Career Development Committee plans monthly career development events open to all NIH fellows. Past career exploration seminars have dealt with topics such as Project Management, Teaching at Primarily Undergraduate Institutions, and Science Policy Careers. Past event write-ups are available online at **https://www.training.nih.gov/FelCom/CareerDevelopment**.

Clinical FelCom Committee: Clinical FelCom is a place where clinical fellows can learn more about NIH tools, resources, and programs that support trainee's professional and personal development. Whether your goal is to become a clinician scientist, clinical researcher, or academic leader in medicine, there are numerous resources available to you during your fellowship to support your goals. For more information, please visit the NIH Clinical Fellows Corner at **https://www.cc.nih.gov/clinicalfellows/index.html**.

Fellows Award for Research Excellence (FARE) Committee: FARE recognizes the outstanding scientific research performed by intramural postdoctoral fellows. Visit **https://www.training.nih.gov/felcom/fare** for application and award information.

Mentoring Committee: The Mentoring Committee is committed to ensuring that the mentoring system at the NIH strengthens mentor-mentee relationships, allowing fellows to successfully conduct independent research, improve their scientific and personal communication skills, and develop and achieve their career and training goals.

Service and Outreach Subcommittee (SOS): The SOS organizes group service activities for which members of FelCom and other fellows can volunteer, such as scientific judging or involvement in high school science clubs, community service projects and more.

Social Committee: The Social Committee organizes monthly happy hours, the annual holiday party, cultural activities such as visits to museums and tours of temporary exhibitions, and outdoor activities such as bike rides, canoeing, and picnics. The Social Committee also collaborates with the OITE to organize networking events in conjunction with the National Graduate Student Research Festival, the NIH Career Symposium, and other special events.

Wednesday Afternoon Lecture Series (WALS) Committee: The NIH Director's WALS includes weekly scientific talks by some of the world's top researchers in the biomedical sciences. All lectures are held in Masur Auditorium in Building 10 of the NIH main campus and are open to the public. Additional information on WALS can be found on pages 59 and 63 of this handbook.

THE NIH VISITING FELLOWS COMMITTEE (NIHVFC)

https://www.training.nih.gov/felcom/visitingfellows2

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

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

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

GRADUATE STUDENT COUNCIL (GSC)

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

Established and run by graduate students, the GSC is the official representative body of all GPP students. The GSC works closely with the GPP and the OITE to develop and sustain a vibrant graduate community at NIH. One of the primary purposes of the Council is to ensure the general welfare of GPP students and to meet their needs. To fulfill this purpose, the Council plays a key role in the welcoming and orientation of new students.

The Council continues to support graduate students throughout their time at NIH by promoting social/extracurricular activities and providing a forum to discuss issues relevant to graduate students. All students are encouraged to get involved with the GSC as early as possible, as it is the best way to learn about the resources and opportunities available to the NIH graduate community.

The best way to keep informed of GSC events and official communication is to subscribe to the GSC-GRADS listserv. Sign up now at h**ttps://www.training.nih.gov/gsc/listservs** to get up-to-the-minute information on everything the GSC does.

The GSC is organized into subcommittees that focus on different goals and events of the council. These committees present updates on their progress and future plans at the monthly GSC meetings and receive feedback from the whole Council, which consists of committee members and Partnership Representatives. Additionally, all GPP students are welcome to voice their opinions at the GSC meetings or simply attend to meet other graduate students. For more information about joining a committee or attending a meeting, go to the GSC website, **https://www.training.nih.gov/gsc**.

Executive Committee: The GSC is led by the GSC Co Chairs, Secretary, Treasurer, and Chairs of all other committees.

Social Committee: Two Social Committee Co-chairs organize bi-monthly social events, which can involve relaxing in a local restaurant after work, sporting events, museum visits, bowling, movies, and more. They also plan the annual GSC Halloween and holiday parties.

Graduate Seminar Series (GS3) Committee: This committee runs the GS3, which is a monthly seminar series that provides a venue for graduate students to give formal research talks. These seminars allow two graduate students per month to discuss their dissertation research. GS3 is an excellent opportunity for graduate students to practice talks for conference presentations, lab meetings, dissertation defenses, and progress reports.

Public Relations Committee: The GSC informs and liaises with groups within and outside the NIH through the GSC website, the monthly GSChronicles newsletter, the GSC Yahoo! Group social listserv, GSC Facebook and LinkedIn groups, the GSC Google Calendar and FelCom.

Community Service/Outreach/Mentorship Committee: The GSC organizes a variety of service events such as blood drives, park clean-ups, packing boxes at a food center, and cooking for families at the NIH Children's Inn. The Committee also hosts PhDs in the Real World every other month where GPP alumni working in different career fields come back and talk about life after graduate school. In an effort to expand the scientific mentoring opportunities among graduate students and the investigators at the NIH, the committee also hosts bi-monthly brown bag meetings. During each session, two investigators at the NIH will meet with students to discuss their career, their science and their approach to mentoring.

Retreat Committee: The GSC works with GPP to organize an annual Graduate Student Retreat. This annual event, which brings the graduate student community together in a casual setting to discuss science and science careers, takes place during the summer. The Graduate Student Retreat also provides an opportunity to network and discuss ways to improve the graduate community at NIH.

Research Symposium Committee: This GSC committee participates in the planning and implementation of the annual NIH Graduate Student Research Symposium. Committee members work closely with the OITE/GPP staff on various aspects of the organization of the symposium and have key leadership roles during the day of the event.

WELLNESS RESOURCES AT THE NIH

GETTING SUPPORT WHEN YOU NEED IT

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

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

Wellness can mean many things: finding a welcoming community; getting regular exercise; sleeping and eating well; meditating; focusing on self-care and developing resilience; or engaging with the larger NIH community. Here are some NIH resources that can help you identify opportunities for interesting experiences outside the lab and identifying and dealing with issues and conflicts that may arise. Resources for finding an NIH community can be found on page 38 of this handbook.

OITE WELLNESS RESOURCES

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

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

OITE WORKSHOPS

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

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

MEDITATION AND DISCUSSION GROUPS

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

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

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

MONTHLY WELLNESS EVENTS

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

NIH WELLNESS RESOURCES

CIVIL
301-402-4845
https://hr.nih.gov/working-nih/civil

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

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

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

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

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

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

NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)
Building 31, B2B57
301-496-3164
https://www.ors.od.nih.gov/sr/dohs/EAP/Pages/index.aspx

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

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

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

If you are on the Frederick campus, check out the volunteer-run recreation and welfare group there by visiting their Facebook page: **https://facebook.com/RWClubFrederick**.

OCCUPATIONAL MEDICAL SERVICE (OMS)
Building 10, 6C306
301-496-4411
https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx

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

OFFICE OF EQUITY, DIVERSITY AND INCLUSION (EDI)

301-496-6301
https://www.edi.nih.gov

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

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

Building 31, Room 2B63
301-594-7231
https://ombudsman.nih.gov

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

WHAT IF I GET SICK?

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

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

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

WHAT IF I NEED HELP?

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

Sometimes things happen: a parent passes away; you suspect a child is being abused; you have been abused; you want help stopping smoking; you are experiencing a mental health crisis. The NIH Employee Assistance Program is a good resource to help you decide how to handle these types of situations. You can also call 211 to get a list of helpful phone numbers that will connect you with state resources including 24-hour crisis hotlines, smoking cessation programs, resources for single parents, and self-help groups.

FINDING AN NIH COMMUNITY

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

Information about current groups can be found on the OITE site at **https://www.training.nih.gov/you_are_not_alone**. Current clubs and organizations are also listed on the R&W website at **https://govemployee.com/nih/rw-services-membership/clubs-organizations/**.

INTEREST GROUPS

ASIAN AND PACIFIC ISLANDER AMERICAN ORGANIZATION (APAO)

The NIH Asian and Pacific Islander American Organization (APAO) serves as an independent resource, spokesperson, and advocate for the ethnic Asian and Pacific Islander American (APA) employees of NIH. Additional information can be found at **https://www.facebook.com/NIHAPAO/**.

ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

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

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

CHINESE STUDENTS AND SCHOLARS ASSOCIATION (CSSA) AT THE NIH

The CSSA at NIH takes as its primary mission facilitating communication and interaction among Chinese students, scholars, and local Chinese communities. The CSSA helps members of the Chinese community balance family life and work. Getting together outdoors helps relieve the stress of work, and being linked to a Chinese community helps members' children learn more about their Chinese identity. Networking with colleagues and peers benefits both research and the development of members' careers. The CSSA is meant to serve all people interested in the wellbeing of Chinese fellows at the NIH. We can be reached at **CSSA.NIH@gmail.com**.

FELLOWS OF ALL ABILITIES (FAAB)

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

INTERNATIONAL WOMEN'S GROUP (IWG)

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

The IWG welcomes women and families who are new to the Washington, DC metropolitan area. This international group aims to help women cope with adaptation to and integration into a Washingtonian

lifestyle by providing a supportive community. IWG provides individuals with an opportunity to meet people from their own countries and many other parts of the world as well as to share their culture and learn from others. Currently, IWG members include women from all over the world, including the United States. Members come from diverse backgrounds and include working professionals, single women, mothers who work outside the home, and stay-at-home moms.

MOM-DAD-DOCS

Mom-Dad-Docs aims to provide a supportive community for NIH scientists who are also parents. Participants explore the joys and challenges of juggling parenthood and a scientific career. Monthly lunch meetings provide an opportunity to meet other postdoc, research and clinical fellow, and graduate student parents while learning more about topics such as time management, career advancement strategies, and general parenting issues. Guest speakers present topics, insights, and resources. The Mom-Dad-Docs group welcomes all individuals with children (or thinking about having children). If you would like more information about Mom-Dad-Docs, please contact Dr. Ella Ulrike Klenke at **klenkee@mail.nih.gov**. Please see the parenting webpage, Resources at the NIH for Trainees Who Are Also Parents at **https://www.training.nih.gov/parenting_resources_at_the_nih** for additional support or join the listserv at **https://list.nih.gov/cgi-bin/wa.exe?A0=mom-dad-docs-l** for more information.

NIH BLACK SCIENTISTS AND FRIENDS NETWORK

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

NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)
https://heo.nih.gov/

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

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

NIH INDIAN ASSOCIATION
http://www.nihindia.com/

The NIH Indian Association aims to provide a resource for integrating Indian newcomers into life in the US at NIH and, in the community, to create a feeling of a home away from home. A vast amount of information is available on the website, including upcoming events and instructions on subscribing to the association's newsletter.

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

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

NIH NETWORK OF AFRICAN AMERICAN FELLOWS (NAAF)

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

NIH WOMEN SCIENTIST ADVISORS (WSA)

https://oir.nih.gov/sigs/woman-scientist-advisors-wsa
https://oir.nih.gov/sourcebook/committees-advisory-ddir/women-scientist-advisors-wsa-committee

The WSA meets regularly with the SDs to discuss issues relevant to women scientists, meet with women scientists in the IC to solicit their input and keep them informed of issues that will affect them, and ensure that women serve on all IC search committees. Your IC WSA can be an additional resource on topics related to women's careers.

SALUTARIS

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

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

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

https://www.sacnas.org

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

WOMEN OF COLOR RESEARCH NETWORK

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

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

OFFICE OF EQUITY, DIVERSITY AND INCLUSION (EDI)

https://edi.nih.gov

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

Empowered by Executive Orders issued by the President of the United States, Federal laws, and regulations from the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC), NIH commissioned EDI to design Special Emphasis Portfolios (SEPs) to place special emphasis on positive, equitable, and inclusive employment experiences of Asians, Asian Americans, and Pacific Islanders; Africans, Black Americans, and persons of the African diaspora; Hispanics and Latinos; Lesbians, Gays, Bisexuals, Transgender, and Intersex individuals; American Indians and Alaska Natives; People and Veterans with Disabilities; and Women at NIH.

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

RELIGIOUS AND SPIRITUAL RESOURCES

BETHESDA CAMPUS CHRISTIAN FELLOWSHIP

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

CLINICAL CENTER CHAPEL / DEPARTMENT OF SPIRITUAL CARE

https://clinicalcenter.nih.gov/participate/patientinfo/chapel_schedule.html

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

Catholic Mass: Sunday-Friday 11:15 am, Saturday 4:00 pm
Islamic Jumah: Friday 2:00 pm
Jewish Mincha Minyan: Monday-Thursday 2:00 pm
Protestant Worship: Sunday 10:00 am, Wednesday 1:00 pm
Non-denominational: Wednesday 3:30 pm (meditation)

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

Prayer mats are also available for use.

ORTHODOX JEWISH MINCHA MINYAN

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

ORTHODOX JEWISH WOMEN (OJW) SUPPORT GROUP

The mission of this support group is to provide a broad range of support for Orthodox Jewish Women new to their careers in science. Members will provide support for one another, particularly for those members in the early stages of their careers, and address issues unique to the Orthodox Jewish community, with an emphasis on issues unique to OJW in science. OJW Support Group sessions will create an environment fostering personal growth, exchange of ideas, and sharing of difficult situations and their resolutions. Guest speakers and panels will facilitate the exchange of life lessons learned and their applications. Additional sessions will provide general resources and address important skill sets for a successful career in the life sciences. Discussions in the OJW Support Group will encompass how to weave one's spiritual principles into a secular world and the world of science. For interested members who are 1st year interns, the OJW Support Group will attempt to provide postdoc and postbac mentors (NIH fellows) if available. The OJW Support Group is committed to finding mentored pathways forward for all members through networking and identification of common barriers and biases still present in the greater world of science. All individuals who share our goals are most welcome to participate. For more information please contact Dr. Daniel Edelman. You can also join the OJW listserv at **https://list.nih.gov/cgi-bin/wa.exe?A0=ojw_sg-l**.

THE NIH AMERICAN MUSLIM PROFESSIONAL GROUP (NIH-AMP)

The NIH-AMP serves as a means of strengthening brotherhood and sisterhood for the local community as well as serving as a network through which support for incoming or visiting members may be facilitated and information shared. This is all in order to foster spiritual wellness for individuals and the community at large. For questions regarding prayer schedule updates or upcoming events and to connect with other fellows please to contact Mohammed Aslam Khan at **khanm@mail.nih.gov**. To receive regular updates for upcoming events and connect with other members of the group, please join our listserv at **https://list.nih.gov/cgi-bin/wa.exe?A0=nih-amp**.

VOLUNTEERING

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

Disclaimer: The NIH Office of Intramural Training and Education (OITE) does not endorse nor recommend any organizations or community service opportunities. Similarly, the listing of a service opportunity or organization in this handbook does not reflect the endorsement of the US Government and may not be used for advertising or other purposes.

OPPORTUNITIES AT THE NIH

THE NIH CLINICAL CENTER
https://www.cc.nih.gov/about/jobs/volunteering.html

Participate in clinical trials as a healthy volunteer (**https://www.cc.nih.gov/participate/studies/healthy_vol_prg.html**) or as a patient (**https://clinicalstudies.info.nih.gov/**).

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

NIH BLOODBANK
https://clinicalcenter.nih.gov/blooddonor/

CHILDREN'S INN AT NIH
https://childrensinn.org/get-innvolved/volunteer/

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

SPECIAL LOVE, INC. AND CAMP FANTASTIC
https://www.specialove.org

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

OTHER OPPORTUNITIES

BETHESDA URBAN PARTNERSHIP
https://www.bethesda.org/bethesda/volunteer-opportunities

Help the Bethesda Urban Partnership create memorable events.

SMITHSONIAN ZOOLOGICAL PARK (AKA THE NATIONAL ZOO)
https://nationalzoo.si.edu/support/volunteer

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

MONTGOMERY COUNTY VOLUNTEER CENTER
https://www.montgomerycountymd.gov/volunteercenter/

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

SINGLE VOLUNTEERS
http://www.svdc.org

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

THE DC CENTER FOR THE LGBT COMMUNITY
http://thedccenter.org/volunteer/

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

LEARNING ALLY
https://learningally.org

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

CRISISLINK
https://prsincvolunteers.applicantpro.com/pages/volunteers/

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

VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM
Montgomery County, MD
https://www.montgomerycountymd.gov/HHS-Program/BHCS/VASAP/VASAPVolDon.html

INTERNATIONAL RESCUE COMMITTEE (IRC)
Silver Spring, MD
https://www.rescue.org

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

HIGHER ACHIEVEMENT
Washington, DC
https://higherachievement.org

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

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

GETTING READY TO LEAVE

IMPORTANT PAPERWORK

Keep a copy of your IRTA/CRTA or other award letter in a safe place for future employment verification. 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. Ask your AO for a checklist of items to complete before leaving the NIH.

JOIN THE ALUMNI DATABASE

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

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

- 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 graduate students get postdoc positions? Where do NIH postdocs find jobs? You can help us provide those data.
- If you wish, you can become part of a worldwide network of NIH alumni who are willing to answer current trainees' questions about schools and jobs.

How does the database work?

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

You can update your educational and/or employment history and preferences at any time.

III

SECTION III: GUIDELINES

FOLLOWING NIH RULES

RESEARCH CONDUCT, ETHICS, AND DISCRIMINATION POLICIES

FINANCIAL MATTERS

FOLLOWING NIH RULES

MANUAL CHAPTERS

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

The following Manual Chapters deal specifically with trainee appointments:

- IRTAs: **https://policymanual.nih.gov/2300-320-7**
- CRTAs: **https://www.cancer.gov/grants-training/training/at-nci/crta**
- VFs: **https://policymanual.nih.gov/2300-320-3**

Similar information for research/clinical fellows can be found at: **https://oir.nih.gov/sourcebook/personnel/ipds-appointment-mechanisms/research-fellow.**

FEDERAL HOLIDAYS

https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay

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

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

EXTERNAL AWARDS

There are some limitations on awards to NIH trainees from outside organizations. Before accepting an award from an outside organization, be sure to check with your ICs Training Director. Trainees can also reference the Guidelines for Non-FTEs (Trainees) for NIH-related Activities, Outside Activities, and Awards, which can be found at **https://oir.nih.gov/sourcebook/ethical-conduct/government-ethics/guidelines-non-ftes-trainees-nih-related-activities-outside-activities**.

A list of pre-approved awards that NIH employees are able to accept at **https://ethics.od.nih.gov/topics/awards-List.htm.**

OUTSIDE ACTIVITIES

The particular requirements discussed below apply to NIH employees, that is, research and clinical fellows. Other trainees, such as postdocs and graduate students, should refer to *Guidelines for Non-FTEs (Trainees) for NIH-related Activities, Outside Activities, and Awards* at **https://oir.nih.gov/sourcebook/ethical-conduct/government-ethics/guidelines-non-ftes-trainees-nih-related-activities-outside-activities.** This document discusses activities such as publishing manuscripts, participating in a professional society, teaching, reviewing fellowship applications, writing grant applications, and job interviews. It will tell you what you can and cannot do. The site also contains a review form that you may need to complete prior to engaging in some activities. In all cases, you should consult with your supervisor prior to initiating such activities. You may also wish to check with your Deputy Ethics Counselor.

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

Approval for an Outside Activity is requested using form HHS-520. NIH-2657 (1/04), Supplemental Information to the HHS-520, is used to provide additional information for certain Outside Activities. It is required for industry consulting (complete Part B), legal consulting/testimony (complete Part C), and Professional Practice for physicians, nurses, and allied health care professionals (complete Part D). HHS-521 (1/06), Annual Report of Outside Activity, is used to submit a report of all your Outside Activities during the previous calendar year. It is due February 28th each year. You will be notified when it is time to complete and submit the Annual Report. All of these forms and the directions for completing them can be found at **https://ethics.od.nih.gov/forms.htm**.

PUBLICATION AND ABSTRACT CLEARANCE

When you wish to submit a manuscript or abstract, you must first submit a Manuscript Clearance Form to your Lab/Branch Chief or the Scientific Director of your IC. The form can be found at **https://oir.nih.gov/sourcebook/submitting-research-publications/publication-abstract-clearance.** You must receive approval for the submission before sending the manuscript or abstract for review.

NIH procedures for non-peer-reviewed publications, which includes most books, chapters, and abstracts that you author or edit, can be found at **https://oir.nih.gov/sourcebook/submitting-research-publications/nih-publishing-agreement-forms/procedures-non-peer-reviewed-publications.**

For peer-reviewed papers published in journals, follow the instructions provided in the NIH Employee Procedures for Complying with the NIH Public Access Policy at **https://publicaccess.nih.gov/nih_employee_procedures.htm**.

TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support will generally come from your PI's budget (the FARE and graduate student poster awards are notable exceptions). You must, therefore, work with your PI to determine whether you can attend a meeting and what approval processes are required.

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

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

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

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

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

Note that the Federal government is often exempted from paying local and state taxes. Ask your travel planner if there is a form to be used in the city or state where you will be staying to exempt your hotel charge

from taxes. Ask for a Federal tax exemption when you check in, whether or not you have such a form.

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

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

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

VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

Trainees (IRTAs/CRTAs and VFs) do not accrue annual or sick leave. However, they are excused for Federal holidays, illness, personal emergencies, and vacations if their training periods are longer than 90 days. For vacations, trainees receive a minimum of 2 weeks per year of excused absence. The number of days should be prorated for appointments shorter than 1 year.

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

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

VACATION AND SICK LEAVE FOR FTES

The regulations and policies governing the various leave programs available to civilian employees of the NIH can found in the *NIH Leave Guide for Civilian Employees* at **https://hr.nih.gov/benefits/leave/nih-leave-guide-civilian-employees**. A brief summary of the main points follows.

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

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

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

You should use the ITAS system (**https://hr.nih.gov/external-link/systems/itas-login**) to request approval from your Leave Approving Official, who is generally your supervisor, in advance, for use

of annual leave and sick leave to cover appointments. Emergency sick leave should be requested, when possible, within an hour of the time at which you were expected to begin work.

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

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

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

Other categories of leave include Military Leave, Court Leave, and leave for volunteer activities. Additional guidelines are outlined in the *NIH Leave Guide*.

REPRESENTING THE NIH

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

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

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

GUIDANCE ON PRIVATE ACCOUNT SOCIAL MEDIA USE FOR INDIVIDUALS

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

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

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

KNOWING THE RULES

The United States Office of Government Ethics released its Standards of Conduct as Applied to Personal Social Media Use in 2015, and it lays out a number of guiding principles. The detailed document can be found at: **https://www.oge.gov/web/oge.nsf/All%20Advisories/16D5B5EB7E5DE11A85257E96005FBF13/$FILE/LA-15-03-2.pdf**.

CLARIFYING YOUR ROLE

One of the best things you can do to safeguard yourself, as well as NIH, is to add a disclaimer to all of your social media accounts. Examples can include simple statements, such as "All views/posts are my own" as part of your account's personal/biography section. This is the same location where it is permissible to identify your affiliation with NIH. But be aware that a violation of policy could occur if the NIH name or logo is prominently featured. Also, remember the rule of three. Identifying yourself as from NIH should be one of at least three "facts" in your profile.

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

Enjoy lively discussions but remember the rules of engagement. As with all official NIH guidelines, not knowing the rules is not a valid excuse for not following them, so please take advantage of these resources to make sure you are following them. For additional

information on use of private social media accounts, please visit the website above.

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

Additional guidelines pertain to elections, as mandated by the Hatch Act. You can find online training regarding Hatch Act compliance through the HHS learning portal and the full details of the policy here: https://osc.gov/News/Pages/15-23-OSC-Updates-HA-Guidance-for-Social-Media-.aspx

LIMITS ON THE DURATION OF POSTDOCTORAL APPOINTMENTS

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

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

TERMINATION OF AWARDS TO POSTDOCTORAL FELLOWS

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

a. "incompatibility" between the postdoctoral fellow and the preceptor;
b. documented unsatisfactory performance by the postdoctoral fellow; or
c. serious misbehavior on the part of the fellow.

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

Considerations

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

For situation (b), termination prior to the completion of the appointment period must be based on rigorous documentation of unsatisfactory performance. Furthermore, unsatisfactory performance should be communicated to the fellow in writing. Such notification must be specific and must outline suggestions for achieving a satisfactory level of performance. It is preferred that the decision to terminate the appointment be communicated to the fellow 11 to 12 months prior to termination. A written notice of termination is required at least six months prior to the termination date. In the case of a Visiting Fellow in the third year of a J-1 visa, when a full year notification is not possible, there is the expectation that the fellow would be given the terminal six months extension that the NIH can provide. The decision to terminate the appointment rests with the SD of the IC in which the fellow is appointed, but can be delegated to the fellow's Laboratory/Branch Chief. In the latter instance, the fellow may appeal the contemplated action to the SD. With careful selection procedures, early termination of appointments for unsatisfactory performance should rarely be necessary.

A decision not to renew an appointment does not constitute early termination in the context of these guidelines. Nevertheless, every fellow should be notified in writing at least 6 months in advance of not being reappointed. It is preferred that the trainee be given a full year notification. Decisions not to renew appointments do not require formal justification to the fellow.

In all cases of early termination, the fellow should be directed to OITE career resources to assist the fellow in their transition from NIH.

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

RESEARCH CONDUCT, ETHICS, AND DISCRIMINATION POLICIES

RESEARCH CONDUCT

Guidelines and Policies for the Conduct of Research in the Intramural Research Program at NIH (**https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf**) sets forth the general principles governing the conduct of good science as practiced in the NIH IRP. This document, which was originally developed by the Scientific Directors, discusses the responsibilities of IRP research staff in the collection and recording of data, publication practices, authorship determination, mentoring, peer review, confidentiality of information, collaborations, human subjects research, financial conflicts of interest, and animal care and use. It is important that every researcher involved in research at NIH read, understand, and follow the Guidelines. For more information on NIH policies and guidelines on research ethics please go to: **http://sourcebook.od.nih.gov/sourcebook/ethical-conduct/research-ethics**. NIH trainees should also plan to attend the Ethics in Research Training seminar described on page 31 of this handbook.

REPORTING RESEARCH MISCONDUCT

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

NIH ETHICS OFFICE

https://ethics.od.nih.gov

The NIH Ethics Office offers a full range of ethics services and support to the NIH community, including: providing advice, counseling, and interpretation on the Standards of Ethical Conduct and Conflict of Interest statutes; maintaining an informational ethics website, online New Employee Ethics Orientation, and online required annual ethics training; developing and implementing ethics policy; and providing individual and group training for employees and IC ethics staff. The NIH Ethics Office also serves as the NIH liaison to the DHHS and other Federal agencies.

DISCRIMINATION IS PROHIBITED

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

ANTI-HARASSMENT POLICY

https://policymanual.nih.gov/1311
https://www.training.nih.gov/harassment_doesnt_work_here

The 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 job applications. 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 at **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.

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

Note that OITE staff are required to report allegations of harassment to the NIH Civil Program. However, OITE can make an anonymous report on your behalf. You can also make an anonymous report by calling 833-224-3829 or by completing an online form at **https://hr.nih.gov/working-nih/civil/intake-form**.

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

You can contact Dr. Sharon Milgram, OITE Director, to discuss reporting allegations of harassment or the related issue of workplace relationships (you can find the NIH policy statement on Workplace Relationships at **https://hr.nih.gov/working-nih/civil/nih-policy-statement-personal-relationships-workplace**).

Dr. Milgram can be reached at 301-594-2053 or **milgrams@od.nih.gov**. If you feel unsafe and need immediate help, please call the NIH Police (on the main campus in Bethesda: 911; off-campus: 9-911; Fort Detrick in Frederick: 9-911; RML: 0).

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

POLITICAL ACTIVITIES

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

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

https://www2.oge.gov/

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

QUICK LIST

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

Civil Tool Kit for Trainees
https://ohr.od.nih.gov/intrahr/Documents/civilManualChapter1311ToolkitforTraineesandfellows_508.pdf

Guidelines and Policies for the Conduct of Research in the Intramural Research Program at NIH
https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf

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

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

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

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

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

FINANCIAL MATTERS

BANKING

https://www.nihfcu.org

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

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

GETTING PAID AND PAYING TAXES ON YOUR INCOME

GENERAL INFORMATION

Advanced Trainees are generally appointed in one of three ways, as IRTAs/CRTAs (recipients of Intramural

	IRTA/CRTA	VF	Research Fellow/Clinical Fellow
Status	Trainee	Trainee	Employee
Income Tax Withheld	no	depends on tax treaty	yes[1]
Subject to FICA[2] Taxes	no	no	yes[3]
Tax form received	1099G	1099G	W2
Eligible for Retirement Benefits	no	no	yes[4]
Eligible for Educational Loan Deferments	yes	no	yes
Eligible for Loan Repayment	no	no	yes
Eligible for Child Care Subsidy[5]	no	no	yes
Paid Parental Leave (8-weeks)	yes	yes	no
Eligible for AAAS Policy Fellowships	yes	no	no
Health Insurance	FAES	FAES	Federal employee health insurance
Accrual of Annual/Sick Leave	no	no	yes
Annual Leave Available	2-3-weeks[6]	2-3-weeks[6]	13 business days[7]
Appointment Limit	5 years	5 years	subject to the 5 year/8 year rule

1) Some foreign FTEs may be treaty eligible and exempt from Income Taxes (see below); 2) Social Security and Medicaid/Medicare – 7.65 percent deduction; 3) A foreign FTE with J-1 status is not immediately subject to FICA; 4) Initial FTE appointments of foreign nationals for 1 year or less do not include Federal Employee Benefits; 5) ≤ 80 percent of costs up to a maximum of $5,000; 6) The third week is at the discretion of the PI; 7) Based on 1-3 years of government service

Research Training Awards), as VFs (Visiting Fellows), or as FTEs (Full-time Equivalents or employees) under Title 42. NOTE: graduate students and postdocs are hired as either IRTAs/CRTAs or VFs and research/clinical fellows are hired as FTEs.

IRTAs/CRTAs and VFs are entered into the Fellowship Payment System and are paid in arrears. This means that trainees are paid at the beginning of the month for work that was completed in the previous month.

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

In addition, it is important that you realize

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

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

US income taxes are owed on any income that you receive during your stay in the United States. Even if you do not receive income from a US source, it may be possible that you could still be taxed on your world-wide income. Income taxes are assessed at both a state and a Federal level. Each year, you must report your earnings on annual tax reports, known as an "Income Tax Returns," to both state and Federal tax offices. The Internal Revenue Service (IRS, **https://www.irs.gov/**) enforces internal revenue laws in the United States and collects Federal taxes.

Each state has its own tax office to handle the enforcement and collection of state and local taxes. Tax office websites for states where NIH scientists commonly reside can be found at:

- Maryland - **https://taxes.marylandtaxes.gov/Individual_Taxes/General_Information/**
- Virginia - **https://tax.virginia.gov/**
- District of Columbia - **https://otr.cfo.dc.gov/**
- North Carolina - **https://www.ncdor.gov/**
- Montana - **https://mtrevenue.gov/**
- Arizona - **https://azdor.gov/**
- Michigan - **https://www.michigan.gov/taxes/**
- Massachusetts - **https://www.mass.gov/orgs/massachusetts-department-of-revenue**

If you are appointed as a research or clinical fellow, you are an NIH employee and

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

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

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

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

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

REMINDER: Tax day in the US is April 15.

FUNDING OF NIH GRADUATE STUDENTS

Financial support for graduate students at the NIH comes from a number of different sources and varies depending on the type of partnership and hiring mechanism.

STUDENTS IN INSTITUTIONAL PARTNERSHIPS

For most institutional partnerships, the NIH mechanism used to provide financial support is the predoctoral IRTA/CRTA. This signifies to the Administrative Officers in the ICs that you are a trainee and establishes a set

of guidelines used to determine your stipend and other parameters of your appointment. The amount of your initial stipend will be determined based on your previous research experience and education history; your stipend in subsequent years will be adjusted as determined by the IRTA policy. IRTAs are renewable for up to five years provided that you are making satisfactory progress toward your degree. IRTAs may be extended beyond five years at the discretion of the Office of Intramural Research in consultation with the GPP. There are a number of important IRTA regulations; familiarize yourself with these at **https://policymanual.nih.gov/2300-320-7**.

If you are supported as a predoc Visiting Fellow, the amount of your stipend will be determined based on your previous research experience, and your stipend in subsequent years will be adjusted as determined by the visiting fellow policy. There are a number of important regulations governing VFs that can be found at **https://policymanual.nih.gov/2300-320-3**. The majority of VFs at NIH are postdoctoral trainees. If your appointment is as a VF, it will be important for you to clarify with your administrative support staff that you are a graduate student, not a postdoc; this will help them to understand your needs.

During your first year, depending on which institutional partnership you join, administrative details like tuition payment, stipend, health insurance, and travel may be handled by the GPP or by the IC training office. Please check with your Partnership Directors or contact the GPP to inquire.

Tuition payment is a somewhat complicated process that can be frustrating if you do not quickly and reliably communicate with your NIH AO and the GPP office (for students in OITE-sponsored partnerships) when you receive a bill from your university. Delay in letting them know will cause significant difficulty when you register for classes.

For students in the OITE-sponsored institutional partnerships, your predoc IRTA/CRTA is initially assigned to the Office of the Director. After you have identified your dissertation lab, your support for stipend, health insurance, tuition, and travel will transfer to your mentor's IC. AOs there will handle your administrative details.

STUDENTS IN INDIVIDUAL PARTNERSHIPS

It is important that you understand what financial support your NIH mentor has agreed to provide and what support will come from your home university or from other sources. This is especially critical for international citizens studying at foreign universities, as your NIH mentor cannot pay any tuition on your behalf. It is also important that you discuss funding for travel back to your home university to meet with your committee and your university mentor and for any examinations or courses. The NIH does not have a formal policy that requires mentors to pay for these trips, so it is important to discuss this with your university and NIH mentors at the outset.

In all cases, regardless of the details of your financial support, administrative details (i.e., travel, email, NIH ID badge, etc.) will be handled by AOs in your mentor's IC. If the AOs are not familiar with procedures regarding graduate student support at NIH, please ask them to contact the GPP; we are happy to assist in arranging the details of your appointment to ensure that you make the most of your time at NIH. Depending on the source(s) of funding, your appointment will be as either a predoc IRTA /CRTA (US citizens or permanent residents), a predoc Visiting Fellow (non-US citizens or permanent residents), a Supplemental predoc IRTA /CRTA/Visiting Fellow (when part of your funding comes from the NIH IRP), or a Special Volunteer (when your funding is entirely from your university or outside source).

If you are supported exclusively by a source other than NIH intramural funds, you must be registered as a Special Volunteer at NIH. Please see the following section for additional details.

STUDENTS FUNDED BY OUTSIDE FELLOWSHIPS OR OTHER SUPPORT

Some graduate students at NIH are supported by a source other than NIH intramural funds. These sources include the NIH Undergraduate Scholarship Program (UGSP), Rhodes or Marshall Scholarships, Medical Scientist Training Program (MSTP) support for medical school training, university support, and any other non-intramural grants or fellowships. If you are funded through one of these mechanisms, the GPP will work with you to assure that your paperwork is handled correctly and that you have easy access to all NIH resources.

STIPEND PARITY

The Office of Intramural Research and the GPP require stipend parity for predoctoral scientists training at the NIH, regardless of appointment mechanism and funding source (predoc IRTA /CRTA, predoc Visiting Fellow, Special Volunteer or Guest Researcher). All graduate students enrolled in a PhD or equivalent doctoral program and who perform research in an NIH intramural lab for six months or greater are, by definition, GPP students and are required to register with the GPP office, OITE, OIR. All GPP students must receive a total stipend

in accordance with the predoc IRTA /CRTA/VF stipend levels located in Appendix 2 of the IRTA manual chapter (or in accordance with appropriate CRTA levels for NCI trainees). This policy is fundamentally about equity and fairness for all GPP students. If you have any questions, please reach out to the GPP office. For more information, visit the OIR Sourcebook: **https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/personnel/clarification-irp_appt_mechs_predoctoral_students_sd_mtg-2015_03_04.pdf**.

GETTING PAID AND PAYING TAXES AS A VISITING FELLOW

Your IC is responsible for all financial actions relating to your award as a VF. Your AO or an AO designee will enter you into Fellowship Payment System (FPS) and certify that you are active. Should you move, please notify your IC as well as DIS.

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

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

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

The tax situation for VFs is highly complex. DIS offers tax workshops in the spring and publishes a tax handbook for Visiting Program participants, which can be found at **https://orsweb.od.nih.gov/sites/dis/DIS_Info/2019IncomeTaxHandbook.pdf**.

US EDUCATIONAL LOAN DEFERMENTS

Graduate Students: Educational loan deferments for NIH graduate students are addressed by the home university. Please contact the appropriate office at your university for any questions.

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

(1) The deferment form from the lending institution (this form is not provided by the OITE). Please include all pages (the last page generally contains the address to which the deferment form should be sent), and please sign the form. If you have a Federal loan, the proper form to use is the Graduate Fellowship Deferment Request form, which can be found at **https://www.training.nih.gov/resources/loan_deferments**. We recommend that you bring the forms to the office in person if they include your social security number. If you submit them by email DO NOT include your SSN as it is Personally Identifiable Information (PII), and email is not a secure way to send this information.

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

The OITE will certify your participation in the appropriate training program for a twelve-month period and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution. Loan deferment paperwork must be filed annually. When your loan deferment forms have been signed and submitted to the lender(s), you will receive an email containing PDF copies of the document(s). Please keep this information for your records. Additional information can be found at **https://www.training.nih.gov/resources/loan_deferments**.

Research/Clinical Fellows: Requests for educational loan deferments for research/clinical fellows can be made through the fellow's IC. Fellows should contact the SD or similar authority within the IC to complete the appropriate paperwork. Loan deferment requests for FTEs cannot be made through the OITE.

NIH LOAN REPAYMENT

If you are a full-time equivalent (FTE) employee (a research or clinical fellow) in the NIH Intramural Research Program, in exchange for a 2-year (for Clinical and AIDS Research) or 3-year (for General Research) commitment to your research career at the NIH, the NIH Intramural Loan Repayment Program (ILRP) may repay up to $35,000 per year of your qualified educational debt.

To qualify, you must be a US citizen, national, or permanent resident, hold a doctoral degree or other approved clinical degree, have educational debt equivalent to at least 20 percent of your base salary, and contribute 100% level of effort toward the research process. There are four targeted ILRPs: (1) the AIDS Research ILRP, which is designed to attract highly qualified physicians, nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from Disadvantaged Backgrounds, which focuses on highly qualified physicians, nurses, and scientists from disadvantaged backgrounds; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, an initiative currently available to fellows employed by NIH in subspecialty and residency training programs accredited by the ACGME. Visit **https://www.lrp.nih.gov/** for additional information and application instructions.

SECTION IV: RESOURCES

IV

EDUCATIONAL AND TRAINING OPPORTUNITIES

SCIENTIFIC RESOURCES AT THE NIH

OTHER NIH RESOURCES AND SERVICES

USEFUL WEBSITES

WASHINGTON METROPOLITAN AREA ACTIVITIES

EDUCATIONAL AND TRAINING OPPORTUNITIES

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

CARDIOPULMONARY RESUSCITATION/ AUTOMATED EXTERNAL DEFIBRILLATOR (CPR/AED) TRAINING

https://www.ors.od.nih.gov/sr/dohs/safety/Training/pages/aedlocations.aspx#cpr

As an NIH employee, you can receive CPR/AED training. The training covers CPR instruction with the use of AEDs located at NIH facilities. In the event of a cardiac arrest, the AED is used to apply electrical shocks that can restore normal cardiac rhythm until emergency medical services (EMS) arrive on site. Training is available to NIH employees to support the goal of making the NIH community a safer place to work. For additional information about this program, contact the AED Program Manager at **dohscprtraining@mail.nih.gov**.

CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM

https://training.cit.nih.gov

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

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

CLINICAL CENTER GRAND ROUNDS

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

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

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

Building 10, Room 1N241
https://faes.org

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

FAES currently offers over 200 classes, the majority of which are in the biomedical field. However, there is strong representation in the physical and behavioral sciences as well as in English and foreign language studies. Of special interest is "Writing and Publishing a Scientific Paper."

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

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

FAES BOOKSTORE

Building 10, first floor, near Masur Auditorium
https://faes.org/content/faes-bookstore-nih

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

FAES BIOTECH WORKSHOPS

https://faes.org/content/biotech-workshops

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

HHS HUMAN CAPITAL (HC)

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

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

GPP: MD/PHD TRAINING ON THE NIH CAMPUS

The NIH MD/PhD Partnership Training Program coordinates the training, activities, and funding for MD/PhD students who conduct research in the Intramural Research Program of the NIH in preparation for careers as physician-scientists in basic or translational biomedical research. The program fosters innovative and interdisciplinary PhD partnerships that are often accelerated in nature. It takes advantage of the unique resources at the NIH main campus in Bethesda, MD, one of the world's premier biomedical research institutions, and the NIH Clinical Research Center, the nation's largest hospital and outpatient facility devoted entirely to clinical research.

The program admits students directly after college through a process that parallels applications to university MD/PhD programs. It also accepts students currently enrolled in medical school or those who are current GPP students. This program partners with participating US medical schools for the MD phase of training. Participating schools that are recipients of the Medical Scientist Training Program (MSTP) grant accept the funding that we are able to offer through the MSTP to support the medical school years of training. An NIH scientist serves as a mentor or co-mentor for the PhD portion of the training. Students most often earn the PhD through one of the sixteen NIH institutional graduate partnerships, however, a significant number of students entering MD/PhD training after the preclinical years of medical school enroll through individual graduate partnership agreements with their medical schools. You can learn more about the NIH-MSTP partnership at **http://mdphd.gpp.nih.gov/**.

NATIONAL LIBRARY OF MEDICINE (NLM)

http://www.nlm.nih.gov

Building 38A
Reading Room hours: Monday-Friday, 8:30 am-5:00 pm

The NLM is the world's largest medical library with nearly 28 million items in its collection plus a wealth of online information resources. The main reading room and History of Medicine Division reading room are located in Building 38 and are open Monday through Friday from 8:30 am to 5:00 pm, with the exception of Federal holidays. Librarians are available to help access materials in the collection. Materials may not be checked out of the library; NLM does not loan materials to individuals. NLM does loan them to other libraries, including the NIH Library in Building 10.

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

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

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

NLM EXHIBITION PROGRAM

301-496-5963
https://www.nlm.nih.gov/hmd/about/exhibition/index.html

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

NIH COURSES

DEMYSTIFYING MEDICINE

https://demystifyingmedicine.od.nih.gov

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

NATIONAL CANCER INSTITUTE—CENTER FOR CANCER RESEARCH COURSES

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

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

NIH CLINICAL CENTER COURSES

https://www.cc.nih.gov/training/training1.html

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

NIH/DUKE TRAINING PROGRAM IN CLINICAL RESEARCH

https://prevention.nih.gov/education-training/training-prevention-research-methods/nih-duke-training-program-clinical-research

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

SUMMER GENETICS INSTITUTE

https://www.ninr.nih.gov/training/trainingopportunitiesintramural/summergeneticsinstitute

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

BIOMEDICAL BUSINESS DEVELOPMENT FOR SCIENTISTS

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

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

THE NIH LIBRARY

http://nihlibrary.nih.gov

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

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

The NIH Library provides services in:

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

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

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

To learn more about the scope of services available to you, please contact or visit the NIH Library Information Desk at 301-496-1080 or **nihlibrary@nih.gov**.

NIH PUBLICATIONS, SPECIAL EVENTS, AND MORE

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

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

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

THE NIH CALENDAR OF EVENTS

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

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

THE NIH CATALYST

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

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

THE NIH RECORD

https://nihrecord.nih.gov/

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

NIH VIDEOCASTS

https://videocast.nih.gov

Rebroadcasts of NIH lectures and conferences.

THE NIH RESEARCH FESTIVAL

https://researchfestival.nih.gov

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

NIH SCIENTIFIC INTEREST GROUPS (SIGS)

https://oir.nih.gov/sigs

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

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

WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

https://oir.nih.gov/wals

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

SCIENTIFIC RESOURCES AT THE NIH

DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

Building 10, Room 1C282
301-402-6301
https://www.cc.nih.gov/dcri/itc.html

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

DIVISION OF RADIATION SAFETY (DRS)

301-496-5774
https://drs.ors.od.nih.gov/Pages/default.aspx

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

DIVISION OF SCIENTIFIC EQUIPMENT AND INSTRUMENTATION SERVICES (DSEIS)

Building 13, Room 3W44
301-496-4131
https://www.ors.od.nih.gov/sr/dseis/Pages/default.aspx

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

DIVISION OF VETERINARY RESOURCES (DVR)

Building 14A
https://www.ors.od.nih.gov/sr/dvr

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

MEDICAL ARTS BRANCH (MAB)

Building 10, Room B2L103
301-496-3221
https://medarts.nih.gov

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

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

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

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

NATIONAL CENTER FOR BIOTECHNOLOGY INFORMATION (NCBI)

Lister Hill
https://www.ncbi.nlm.nih.gov

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

NIH COLLABORATIVE RESEARCH EXCHANGE (CREx)

https://nih.scientist.com

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

NIH EVENTS MANAGEMENT

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

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

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

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

For questions regarding video or photography services, email **nihvideo-l@mail.nih.gov**

OFFICE OF ANIMAL CARE AND USE (OACU)

Building 31, Room B1C37
301-496-5424
https://oacu.oir.nih.gov/

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

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

OFFICE OF HUMAN SUBJECTS RESEARCH (OHSR)

Building 10, Room 2C146
301-402-3444
https://irbo.nih.gov/confluence/display/IRBO/OHSRP

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

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

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

OFFICE OF INTRAMURAL RESEARCH (OIR)

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

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

OFFICE OF NIH HISTORY (ONH)

Building 60, Suite 230
301-496-6610
https://history.nih.gov/

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

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

OFFICE OF TECHNOLOGY TRANSFER (OTT)

301-496-7057
https://www.ott.nih.gov/

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

OTHER NIH RESOURCES AND SERVICES

CAFETERIAS

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

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

COFFEE BARS

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

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

CONCESSION STANDS/CONVENIENCE STORES

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

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

CHILD CARE

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

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

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

BACK-UP CARE PROGRAM

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

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

RESOURCES FOR INDIVIDUALS WITH DISABILITIES

- For assistance on the NIH campus, contact the Office of Equity, Diversity, and Inclusion at **https://www.edi.nih.gov/**.
- Each state has a Vocational Rehabilitation Services Office that helps residents with physical, psychiatric, and/or learning disabilities face the challenges of the modern workplace. Visit **https://dds.dc.gov/service/vocational-rehabilitation-services** to learn more about the DC office and **https://dors.maryland.gov/Pages/default.aspx** for the Maryland office.

- The Job Accommodation Network includes information about accommodation ideas, rights, and finding a job. Visit **https://askjan.org/info-by-role.cfm#job** for resources.
- Disabled Individuals with Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities may apply for non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority. Documentation of the disability from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal, state, DC agency or US territory that issues or provides disability benefits is required. This program is described at **https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/**.
- Use **https://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator/** to search for Selective Placement Program Coordinators by state for each Federal agency. The site also links to other job accommodation resources.

INTERPRETING SERVICES

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

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

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

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

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

R&W GIFT SHOPS

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

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

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

KEYS AND LOCKS

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

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

LOST AND FOUND

Same Day:

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

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

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

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

MAIL

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

Mail is picked up from and delivered to various locations on and off campus twice daily (morning and afternoon). Mail and/or inter-office communications will be delivered

and/or collected no later than 10:00 am and 4:00 pm. Postage stamps for personal use can be purchased at the various R&W gift shops.

NOTARIES PUBLIC

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

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

NIH SUPPLY CENTER (SELF-SERVICE STORES)

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

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

USEFUL WEBSITES

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

NIH Library	https://www.nihlibrary.nih.gov/agency/nih
National Library of Medicine	https://www.nlm.nih.gov
The NIH Office of the Ombudsman and Center for Cooperative Resolution	https://ombudsman.nih.gov
NIH AMENITIES & SERVICES	
Banking: NIH Federal Credit Union	https://www.nihfcu.org
NIH Calendar of Events	https://calendar.nih.gov/app/MCalWelcome.aspx
Civil	https://hr.nih.gov/working-nih/civil
Employee Assistance Program	https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx
Fitness Centers	https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/
Food: Dining Centers	https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx
Health & Wellness	https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx
Housing: R&W Housing List	https://govemployee.com/classifieds/
Volunteer: NIH Blood Bank	https://www.cc.nih.gov/blooddonor
NIH CAMPUS ACCESS & TRANSPORTATION	
NIH Baltimore Campus Map	https://irp.nih.gov/about-us/research-campus-locations/bayview-campus
NIH Bethesda Campus Map	https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx
NIH Frederick Campus Map	https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf
Interactive Map of Building 10	https://www.takemethere.cc.nih.gov
NIH Transhare: agree not to drive your car to the NIH and receive subsidies for public transportation	http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx
NIH Travel and Transportation Services Including Campus Shuttle	http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx
Real Time GPS Shuttle Locations	https://wttsshuttle.com
Ride-On Map, Map of Montgomery County, MD, Bus Routes	https://www.montgomerycountymd.gov/dot-transit/index.html
Washington Metro Area Transit Authority: a guide to the buses and subways in Washington, DC and the surrounding counties	https://www.wmata.com

RESOURCES FOR POSTDOCS	
The National Postdoctoral Association (NPA): As a postdoc at the NIH, you have the option to join the NPA for free as an Affiliate Member.	https://www.nationalpostdoc.org/default.aspx
Science Careers: An informational site from Science magazine designed specifically for young scientists, which includes information on career options and career issues.	http://www.sciencemag.org/careers
New Scientist magazine	https://www.newscientist.com
Nature magazine's job site	https://www.nature.com/naturejobs/index.html
RESOURCES FOR VISITING FELLOWS	
NIH Division of International Services	https://www.ors.od.nih.gov/pes/dis/Pages/default.aspx
US Citizenship and Immigration Services	http://www.uscis.gov/portal/site/uscis
Department of State	https://travel.state.gov/content/visas/en.html
Description of the J-1 Exchange Visitor program	http://j1visa.state.gov/basics/
Federal tax information for foreign citizens	http://www.irs.gov/publications/p519/ch01.html
Welcome to the United States: A Guide for Immigrants. This document contains information for new residents on the way America works. Follow this link to the English version of the document.	https://www.uscis.gov/sites/default/files/files/nativedocuments/M-618.pdf
Follow this link to order a free copy of *Welcome to the United States: A Guide for Immigrants* in either English or many other languages.	https://www.uscis.gov/tools/settling-us/welcome-united-states
MedlinePlus contains a new multilingual feature that provides access to high quality health information with more than 2,500 links in over 40 languages.	https://www.uscis.gov/tools/settling-us/welcome-united-states
Subscribe to learn a new English word each day.	http://dictionary.com
OTHER RESOURCES TO HELP YOU GET SETTLED	
OITE Moving Guide	https://www.training.nih.gov/resources/justarrived
The Washington Post	https://www.washingtonpost.com/regional/
The Washington Times	https://www.washingtontimes.com
The Washington Examiner	https://www.washingtonexaminer.com
Freecycle: give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	https://www.freecycle.org/
Finding a Community	https://www.training.nih.gov/you_are_not_alone
Mindfulness Meditation Group	https://www.training.nih.gov/mindfulness_meditation_group
Parenting Resources	https://www.training.nih.gov/parenting_resources_at_the_nih

WASHINGTON METROPOLITAN AREA ACTIVITIES

Some of the best resources for meeting people and getting to know the DC area are right here at the NIH: the Fellows Committee (FelCom), Graduate Student Council (GSC), and the NIH R&W clubs. FelCom and the GSC devote a great deal of effort to community service. In addition, they organize social events that will help you meet other fellows and graduate students. Additional information on both Felcom and the GSC can be found in Section 2 of this handbook.

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

ENTERTAINMENT AT THE NIH

MANCHESTER STRING QUARTET AT NIH

https://faes.org/events/manchester-string-quartet-performance-masur-auditorium-8

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

NIH COMMUNITY ORCHESTRA (NIHCO)

http://nihco.org/cms/

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

NIH PHILHARMONIA

http://nihphil.org

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

NIH CHAMBER SINGERS

https://www.facebook.com/NIHChamberSingers

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

NERDS IN HARMONY

https://nerdsinharmony.webs.com/

Nerds In Harmony is a co-ed a cappella ensemble comprised of scientists from Bethesda, MD. The group can trace its origins back to 2004 when some postbac fellows at the NIH started "IRTApella." Later, the group was renamed the Cytochromatics (a play on the cytochrome enzyme group and the chromatic scale). Finally, in 2010 it

became the "Nerds In Harmony," a name representative of participants' passion for science and music. Nerds is composed of scientific trainees, fellows, and employees. They practice weekly and perform on the NIH campus and around Bethesda and DC. For information on joining Nerds In Harmony or scheduling a performance, email **nerdsacappella@gmail.com**.

EXPERIENCE THE DC AREA

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

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

RESTAURANTS

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

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

MUSEUMS

B'nai B'rith Klutznick National Jewish Museum
2020 K Street NW
Washington, DC 20006
202-857-6583
https://www.bnaibrith.org/museum-and-archives.html
Admission: Free
Metro: Red Line, Farragut North, Blue/Orange Lines, Farragut West

Charles Sumner School Museum & Archives
1201 17th Street NW
Washington, DC 20036
202-730-0478
https://www.nps.gov/history/nr/travel/wash/dc58.htm
Admission: Free
Metro: Red Line, Farragut North

Constitution Gardens
900 Ohio Drive SW
Washington, DC 20242
202-426-6841
https://www.nps.gov/coga/index.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian
The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

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

DAR Museum
1776 D Street NW
Washington, DC 20006
202-628-1776
https://www.dar.org/museum/
Admission: Free
Metro: Blue/Orange Lines, Farragut West

Decatur House Museum
1610 H Street NW
Washington, DC 20006
202-218-4300
https://www.whitehousehistory.org/decatur-house
Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

Folger Shakespeare Library
201 East Capitol Street SE
Washington, DC 20003
202-544-4600
https://www.folger.edu/
Admission: Free; tours at 11:00 am
Metro: Blue/Orange Lines, Capitol South

Fort Ward Museum
4301 West Braddock Road
Alexandria, VA 22304
703-746-4848
https://www.alexandriava.gov/FortWard
Admission: Free
Metro: Yellow Line, King Street; DASH bus A-T5

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

Library of Congress
101 Independence Avenue SE
Washington, DC 20540
202-707-5000
https://www.loc.gov/
Admission: Free
Metro: Blue/Orange Lines, Capitol South

Lillian and Albert Small Jewish Museum
3rd & G Streets NW
Washington, DC 20001
202-789-0900
https://www.jhsgw.org/
Admission: Free
Metro: Red Line, Judiciary Square

Lyceum
201 South Washington Street
Alexandria, VA 22314
703-746-4994
https://www.alexandriava.gov/Lyceum
Admission: Admission is charged.
Metro: Yellow Line, King Street

Manassas Museum
9101 Prince William Street
Manassas, VA 20110
703-368-1873
http://www.manassascity.org/211/Manassas-Museum-System
Admission: Admission is charged.

Marian Koshland Science Museum
The National Academies
525 E Street NW
Washington, DC 20001
202-334-1201
http://koshland-science-museum.org
Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

National Archives
700 Pennsylvania Avenue NW
Washington, DC 20408
866-272-6272
https://www.archives.gov
Admission: Free
Metro: Green/Yellow Lines, Archives

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
301-837-2000
https://www.archives.gov/college-park
Admission: Free

National Building Museum
401 F Street NW
Washington, DC 20001
202-272-2448
https://www.nbm.org/
Admission: Admission is charged.
Metro: Red Line, Judiciary Square

National Gallery of Art
4th Street & Constitution Avenue NW
Washington, DC 20565
202-737-4215
https://www.nga.gov/
Admission: Free
Metro: Red Line, Judiciary Square

National Geographic Museum
17th & M Streets NW
Washington, DC 20036
202-857-7700
https://events.nationalgeographic.com/
Admission: Admission is charged.
Metro: Red Line, Farragut North

National Museum of American Jewish Military History
1811 R Street NW
Washington, DC 20009
202-265-6280
https://nmajmh.org
Admission: Free
Metro: Red Line, Dupont Circle

National Museum of Health & Medicine
2500 Linden Lane
Silver Spring, MD 20910
301-319-3300
https://www.medicalmuseum.mil
Admission: Free
Metro: Red Line, Forest Glen/Silver Spring

National Museum of Women in the Arts
1250 New York Avenue NW
Washington, DC 20005
202-783-5000
https://nmwa.org/
Admission: Admission is charged.
Metro: Blue/Orange/Red Lines, Metro Center

The Newseum
555 Pennsylvania Avenue NW
Washington, DC 20001
888-639-7386
http://www.newseum.org
Admission: Admission is charged
Metro: Red Line, Judiciary Square; Green/Yellow Lines, Navy Memorial-Penn Quarter

The Octagon House
1799 New York Avenue NW
Washington, DC 20006
202-626-7439
https://architectsfoundation.org/octagon-museum/visiting/
Admission: Admission is charged.
Metro: Red Line, Farragut North

The Phillips Collection
1600 21st Street NW
Washington, DC 20009
202-387-2151
https://www.phillipscollection.org
Admission: Admission to the permanent collection is free on weekdays (Tuesday-Friday).
Metro: Red Line, Dupont Circle

SMITHSONIAN

Smithsonian • American Art Museum
8th & F Streets NW
Washington, DC 20001
202-633-7970 or 202-633-1000
https://americanart.si.edu
Admission: Free
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown
Comments: In the same building as the Portrait Gallery; the two are linked by a covered courtyard.

Smithsonian • Anacostia Community Museum
1901 Fort Place SE
Washington, DC 20020
202-633-4820
http://www.anacostia.si.edu
Admission: Free
Metro: Green Line, Anacostia, then W2 or W3 bus
Comments: Has one of the city's finest collections of African-American art.

Smithsonian • Arthur M. Sackler Gallery
1050 Independence Avenue SW
Washington, DC 20013
202-633-1000
http://www.freersackler.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Specializes in Asian art; now linked to the Freer Gallery of Art.

Smithsonian • Arts & Industries Building
900 Jefferson Drive SW
Washington, DC 20013
202-633-1000
https://www.si.edu/Museums/arts-and-industries-building
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: After being renovated in 2016, this second oldest of the Smithsonian buildings reopened as an exclusively special-events venue.

Smithsonian • Freer Gallery of Art
12th Street & Jefferson Drive SW
Washington, DC 20013
202-633-1000
https://www.freersackler.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
The Freer Gallery is currently closed for renovations.
Comments: This building, physically connected to the Sackler Gallery, specializes in Japanese artifacts.

Smithsonian • Hirshhorn Museum & Sculpture Garden
7th Street & Independence Avenue SW
Washington, DC 20013
202-633-4674
https://hirshhorn.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: An impressive collection of sculpture, classic, and modern, plus contemporary art.

Smithsonian • National Air & Space Museum
6th Street & Independence Avenue SW
Washington, DC 20560
202-633-2214
https://airandspace.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Spaceships and aircraft plus an IMAX Theater.

Smithsonian • National Air & Space Museum, Steven F. Udvar-Hazy Center
14390 Air & Space Museum Parkway,
Chantilly, VA, 20161
703-572-4118
https://airandspace.si.edu/udvar-hazy-center
Admission: Free, but a parking fee is charged
Comments: Located near Dulles Airport in the Virginia countryside. Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Condorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

Smithsonian • National Museum of African American History and Culture
14th St and Constitution Ave NW
Washington, DC 20001
202-633-1000
https://nmaahc.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: This is an incredibly popular museum.

Check online to see about getting tickets in advance and how to obtain same-day tickets.
https://nmaahc.si.edu/top-10-things-grand-opening

Smithsonian • National Museum of African Art
950 Independence Avenue SW
Washington, DC 20560
202-633-4600
https://africa.si.edu
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Ancient African Art to 20th century artifacts.

Smithsonian • National Museum of American History
14th Street & Consitution Avenue NW
Washington, DC 20013
202-633-1000
http://americanhistory.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Items from 200 years of American existence; railroad engines to computers to WWII and much more including the art of each period.

Smithsonian • National Museum of the American Indian
4th Street and Independence Avenue SW
Washington, DC 20560
202-633-1000
https://americanindian.si.edu
Admission: Free
Metro: All lines except Red, L'Enfant Plaza
Comments: The cafeteria serves authentic Native American dishes.

Smithsonian • National Museum of Natural History
10th Street & Constitution Avenue NW
Washington, DC 20013
202-633-1000
https://naturalhistory.si.edu/
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Smithsonian • National Portrait Gallery
8th & F Streets NW
Washington, DC 20001
202-633-1000
https://www.npg.si.edu
Admission: Free
Metro: Green/Red/Yellow Lines, Gallery Place/ Chinatown
Comments: In the same building as the American Art Museum. It houses the portraits of the Obamas.

Smithsonian • National Postal Museum
2 Massachussetts Avenue NE
Washington, DC 20002
202-633-5555
https://postalmuseum.si.edu/
Admission: Free
Metro: Red Line, Union Station
Comments: Washington's first post office, now an active historic site providing exhibits, lectures, and special family events.

Smithsonian • Renwick Gallery
17th Street & Pennsylvania Avenue NW
Washington, DC 20006
202-633-7970 or 202-633-1000
https://americanart.si.edu/visit/renwick
Admission: Free
Metro: Orange Line, Farragut West; Red Line, Farragut North
Comments: A collection of contemporary craft and decorative art.

The Textile Museum
2320 S Street NW
Washington, DC 20008
202-667-0441
https://museum.gwu.edu/
Admission: Free (suggested contribution of $8)
Metro: Red Line, Dupont Circle

United States Botanic Garden
100 Maryland Avenue SW
Washington, DC 20001
202-225-8333
https://www.usbg.gov/
Admission: Free
Metro: Blue/Orange Lines, Federal Center SW or Capital South

United States Holocaust Memorial Museum
100 Raoul Wallenberg Place SW
(14th Street & Independence Avenue)
Washington, DC 20024
202-488-0400
https://www.ushmm.org/
Admission: Free, but requires advance time-entry pass.
Metro: Blue/Orange Lines, Smithsonian

United States National Arboretum
3501 New York Avenue NE
Washington, DC 20002
202-245-2726
https://usna.usda.gov/
Admission: Free

NATIONAL/STATE PARKS AND HISTORIC SITES

Ford's Theatre National Historic Site
511 10th Street NW
Washington, DC 20004
202-347-4833
https://www.nps.gov/foth/index.htm
Admission: Free. Admission to theatrical performances is by paid ticket only.

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

Franklin Delano Roosevelt Memorial
1850 West Basin Drive SW
Washington, DC 20024
202-376-6704
https://www.nps.gov/frde/index.htm
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Frederick Douglass National Historic Site
1411 W Street SE
Washington, DC 20020
202-426-5961
https://www.nps.gov/frdo/index.htm
Admission: Admission is charged. Reservation required.
Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)
Comments: Frederick Douglass lived at Cedar Hill from 1877 until 1895. His fully restored Victorian home on the heights overlooking Anacostia offers a panoramic view of the US Capitol, the Washington Monument, and the city of Washington.

C&O Canal National Historical Park
Great Falls Tavern Visitor Center
11710 MacArthur Boulevard
Potomac, MD 20854
301-767-3714
https://www.nps.gov/choh/index.htm
Admission: Admission is charged.
Comments: About 15 miles from the Mall, at the end of MacArthur Boulevard, are the Great Falls of the Potomac. A restored 19th century tavern was an important stopping point on the C&O Canal and is now a museum. Woodland paths and picnic areas are further features of the park, which is also a good starting point for hiking or cycling along the towpath. Great Falls is part of the larger Chesapeake and Ohio Canal National Historic Park, which runs for 184.5 miles from Georgetown to Cumberland, MD.

Great Falls Park, Virginia
9200 Old Dominion Drive
McLean, VA 22102
703-285-2965
https://www.nps.gov/grfa/index.htm
Admission: Admission is charged.
Comments: Excellent views of the cascading Potomac. The park has a snack bar, restrooms, visitor center, picnic facilities, and hiking trails. Fishing is permitted, but swimming and wading are not.

Korean War Veterans Memorial
10 Daniel French Drive SW
Washington, DC 20001
202-426-6841
https://www.nps.gov/kowa/index.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom

Lincoln Memorial
2 Lincoln Memorial Circle
Washington, DC 20037
202-426-6841
https://www.nps.gov/linc/index.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom

Martin Luther King Jr. Memorial
1964 Independence Ave SW
Washington, DC 20024
202-426-6841
https://www.nps.gov/mlkm/index.htm
Admission: Free
Metro: Blue/Orange Lines, Smithsonian

Mary Mcleod Bethune Council House National Historic Site
1318 Vermont Avenue, NW
Washington, DC 20005
202-673-2402
https://www.nps.gov/mamc/index.htm
Admission: Free
Metro: Blue/Orange Lines, McPherson Square
Comments: The Site houses the Bethune Museum and Archives, Inc., and is dedicated to the collection, preservation, and interpretation of African American women's history.

National Aquarium in Baltimore, MD
Pier 3, 501 East Pratt Street
Baltimore, MD 21202
410-576-3800
http://www.aqua.org/
Admission: Admission is charged.
Comments: The lightship Chesapeake is docked nearby.

National Mall
Washington, DC
https://www.nps.gov/nr/travel/wash/dc70.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian
Comments: The Mall extends from the Capitol to the Washington Monument between Independence and Constitution Avenues. Footpaths, bikeways, information and map kiosks, and refreshment stands adorn the Mall.

Bordering the Mall are the Department of Agriculture, the National Gallery of Art, and many of the Smithsonian Institution museums: Freer Gallery, Sackler Gallery, African Art, Arts and Industries, Hirshhorn Museum and Sculpture Garden, Air and Space, American History, and the central Smithsonian Institution building.

National World War II Memorial
17th Street between Constitution and Independence Avenues
Washington, DC
202-426-6841
https://www.nps.gov/wwii/index.htm
Admission: Free, Permits are required for special events and First Amendment Activities.
Metro: Blue/Orange Lines, Smithsonian

National Zoo
3001 Connecticut Avenue, NW
Washington, DC 20008
202-633-2614 General Information
202-633-4111 Zoo Park Police (In stormy weather, call here to see if the zoo is open).
https://nationalzoo.si.edu
Admission: Free, but there is a charge for parking.
Metro: Red Line, Woodley Park/Zoo or Cleveland Park
Bus: L1, L2, and L4 buses at the Connecticut Avenue entrance; H4 bus at Harvard Street
Car: Parking is very limited. From May to September, lots may be filled by 10:30 am

Rock Creek Park
3545 Williamsburg Lane, NW
Washington, DC 20008
202-895-6070
https://www.nps.gov/rocr/index.htm
Admission: Free
Comments: Established in 1890, Rock Creek Park offers 29 miles of hiking trails, 11 miles of bridle trails, tennis courts, athletic fields, and dozens of picnic areas. Rock Creek Horse Centre on Glover Road offers horse rentals and riding instruction. There is an 18-hole golf course with golf cart and club rental at 16th and Rittenhouse Streets. Reservations are required for the tennis courts. The Rock Creek Nature Center gives guided nature walks daily and has nature exhibits and planetarium shows. Demonstrations at Pierce Mill illustrate the working of a 19th century gristmill. Tours are given of the Old Stone House, the oldest dwelling in Washington.

Belmont-Paul Women's Equality National Monument
144 Constitution Avenue, NE
Washington, DC 20002
202-546-1210
https://www.nps.gov/bepa/index.htm
Admission: Free
Metro: Red Line, Union Station

Shenandoah National Park, Virginia
80 miles southwest of Washington via I-66 and US 340 or via I-66 and US 211
540-999-3500
https://www.nps.gov/shen/index.htm
Admission: Admission is charged.
Comments: Skyline Drive threads for 105 miles through the Blue Ridge Mountains. The park has campgrounds, mountain cottages, lodges, fishing, horse rentals, picnic spots, 94 miles of the Appalachian Trail, and 200 miles of park trails.

Theodore Roosevelt Island
c/o Turkey Run Park
George Washington Memorial Parkway
McLean, VA 22101
703-289-2500
https://www.nps.gov/this/index.htm
Admission: Free. Fishing permits are required for persons older than 16. Vehicles are not permitted on the island.
Metro: Blue/Orange Lines, Rosslyn
Comments: The parking area is accessible from the northbound lane of the George Washington Memorial Parkway on the Virginia side of the Potomac River. A footbridge connects the island to the Virginia shore. The island is also accessible to pedestrians via the Metro station at Rosslyn and a 20-minute walk following city streets to the Key Bridge, where the Mount Vernon Trail begins. Follow the trail to the island entrance.

Thomas Jefferson Memorial
900 Ohio Drive SW
Washington, DC 20242
202-426-6841
https://www.nps.gov/thje/index.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian

United States Capitol
Capitol Hill, east end of the National Mall
Washington, DC
202-226-8000
http://www.visitthecapitol.gov
Admission: Free. The Capitol is open for public tours, but a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.
Metro: Red Line, Union Station
Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.

United States Navy Memorial
701 Pennsylvania Avenue NW
Washington, DC 20004
202-737-2300
https://www.navymemorial.org
Admission: Free
Metro: Green/Yellow Lines, Archives

Vietnam Veterans Memorial
5 Henry Bacon Drive NW
Washington, DC 20242
202-426-6841
https://www.nps.gov/vive/index.htm
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom
Comments: The Memorial also includes the Three Servicemen Statue and the Vietnam Women's Memorial.

Washington Monument
Constitution Avenue at 15th Street NW
Washington, DC 20001
(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)
202-426-6841
https://www.nps.gov/wamo/index.htm
Metro: Blue/Orange Lines, Smithsonian
Comments: an elevator takes visitors to the 500-foot level. Return is by elevator as well. If you wish to walk down, you must make arrangements beforehand with the staff.

White House
1600 Pennsylvania Avenue NW
Washington, DC 20005
202-456-7041
https://www.whitehouse.gov
Note: Public tours must be requested through your state representative in Congress.
Visit **https://www.whitehouse.gov/about-the-white-house/tours-events/** or call the number above for updates.
Metro: Blue/Orange Lines, Federal Triangle; Blue/Orange/Red Lines, Metro Center
Comments: Now anyone, anywhere, can experience the history and art of the White House via their computer. Take the virtual tour at **https://artsandculture.google.com/partner/the-white-house**.

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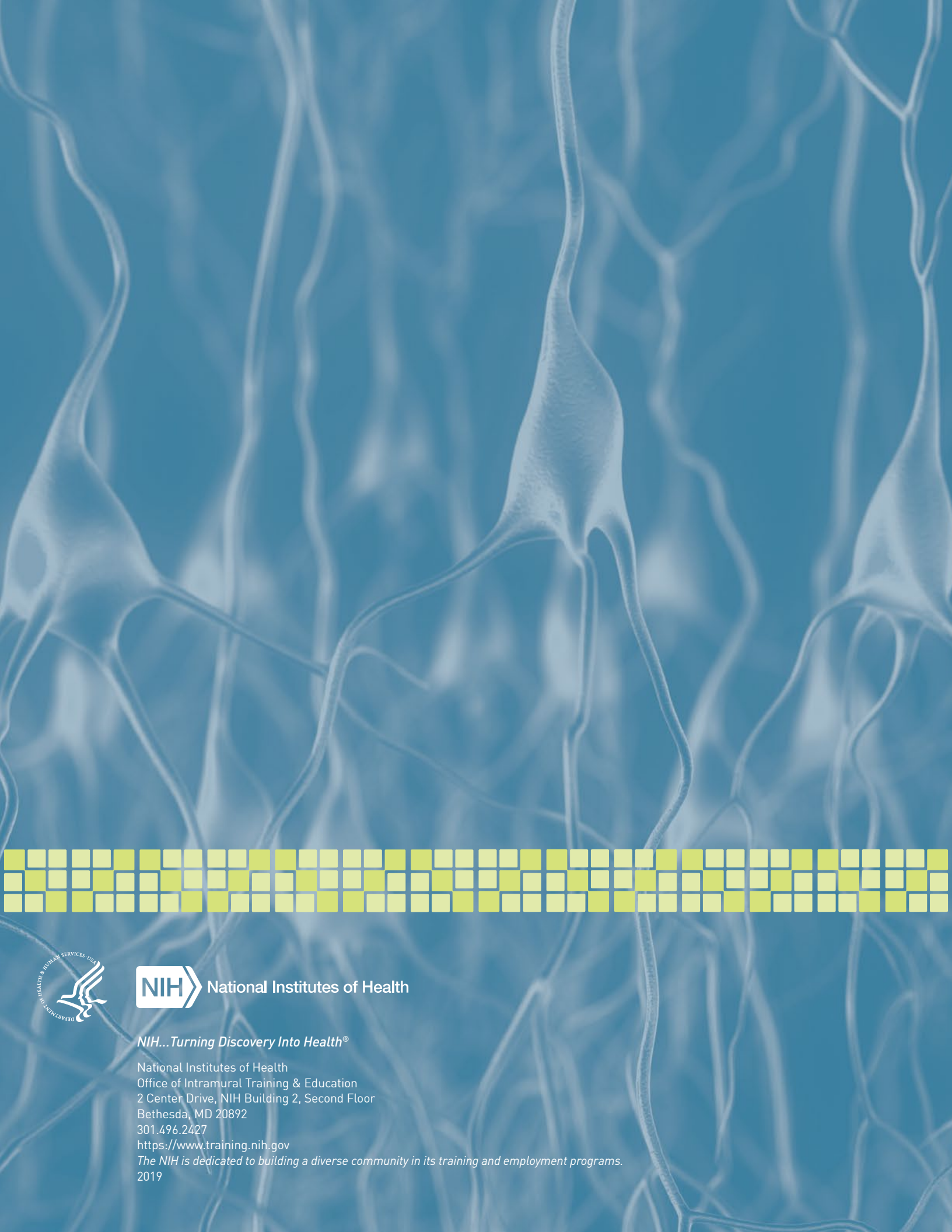

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