

NIH Fellows Committee Agenda
Thursday, June 5, 2014
Wilson Hall Third Floor, Building 1
Call-in number: 1 866 772-5230, Passcode: 8168509

- 1. Welcome New Members**
- 2. Introductions**
- 3. May minutes- approval**
 - a. Minutes approved
- 4. Remarks (10 Minutes):**
 - a. FelCom Officers: Lucie Low, Kenneth Remy, Anna Sundborger, and Joseph Tiano
 - b. Office of Intramural Training and Education (OITE): Lori Conlan and Shawn Mullen
 - c. Office of Intramural Research (OIR): Charles Dearolf
- 5. New Business**
 - a. New election announcement. FAES Liaison for July
 - b. Mini Maker Faire-Wendy Knosp
 - c. Final Thoughts-Ken Remy

6. Subcommittees and Liaison Announcements (10 Minutes)

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| a. Animal Research Advisory Committee | <i>Lara el Touny</i> |
| b. Career Development Committee | <i>Jennifer Plank & Ben Blehm</i> |
| c. Child Care Board Liaison | <i>Wendy Knosp & Anastasia Aksyuk</i> |
| d. Clinical FelCom | <i>Kenneth Remy & Sid Kerkar</i> |
| e. Committee on Scientific Conduct & Ethics Liaison | <i>Peter Winter</i> |
| f. FAES Liaison | <i>Jue Chen & Ji Yan</i> |
| g. FARE Committee | <i>Sudhir Rai & Hien Dang</i> |
| h. Graduate Medical Education Committee | <i>Dawn Ionescu & Ali Abbas Syed</i> |
| i. Human Subjects Research Advisory Committee Liaison | <i>Jeanelle Spencer</i> |
| j. IPRWH Liaison | <i>Ni Hong</i> |
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| k. Medical Executive Committee Liaison | <i>Sid Kerkar & Kenneth Remy</i> |
| l. Mentoring | <i>Jessica Pierce & Libby Barksdale</i> |
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| m. National Postdoc Association Liaison | <i>Monica Deshpande & Tara Burke</i> |
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| n. Recreation and Welfare Committee | <i>Jeanne Morin-Leisk</i> |
| o. Service Outreach Subcommittee | <i>Shu Chen</i> |
| p. Social Committee | <i>Anna Sundborger & Christiane Kuschal</i> |
| q. Training Directors Committee Liaison | <i>Andres Canela Rodriguez & Lucie Low</i> |
| r. Visiting Fellows Committee | <i>David Sanchez-Martin & Jithesh Veetil</i> |
| s. WALs Committee | <i>Shan He & James Keller</i> |
| t. Women Scientist Advisors Committee Liaison | <i>Clarisa Buckner & Ulrike Klenke</i> |
| u. AFTR Liaison | <i>Arunima Gosh & Soumya Chatterjee</i> |

7. Adjournment

Next meeting: August 7, 2014

Corrections

1. Ben Blehm replaces Elyssa Monzack as Career Development Committee co-chair
2. The training director's report has been corrected for a few incorrect statements. Please see the corrections below in red.

OITE

- Thanks to the fellows for their help with the OITE review
 - o Lori felt that the review went well and OITE feels positive about the results/recommendations
- 2014 was a banner year for the career symposium so thanks to everyone who helped put it together and everyone who attended
- OITE does not do much for postdocs over the summer in terms of offering classes and webinars but they are still available for scheduling one-on-one meetings
- Fellows appreciation day is in September
 - o OITE is looking for a task force to help organize this event.
 - o If you are interested please e-mail the Felcom membership secretary and social chair Anna. sundborgera@mail.nih.gov

OIR

- Nothing to report
- Thanks the FARE co-chairs for another successful FARE award session

Fellows

- Our wonderful Felcom co-chair (clinical) Ken is stepping down after today's meeting and will be succeeded by Natalia Chalmers
 - o He became co-chair 2 ½ years ago and left us with his grand vision of Felcom
 - Fellows are as close as it is possible to the bench (basic researchers) where research is conducted and the bedside (clinical fellows) where patients are treated and its important the we have a voice and it's important that Felcom brings us together to spread new ideas and generate collaborations.
 - o We thanks Ken for his service
- If you are not receiving emails from Felcom please let the Felcom membership secretary Anna know. sundborgera@mail.nih.gov
- There will be no meeting in July as Felcom will be on recess for summer break. The next meeting will be August 7th
- Some subcommittee and liaison chairs are not submitting their reports to the Felcom co-chairs before the meetings. Please remember to submit your report before every meeting even if you have nothing to report you must still send an email with "nothing to report"

Elections

- An election will be held at the next meeting in August for FAES liaison

Travel

- Travel with a FARE award
 - o Please use the FARE awards within the allotted time frame of one year
 - o Please tell your AO 3-4 months in advance that you will be using your FARE award
 - o The training directors are talking about ways to more easily apply the FARE travel awards without as much paperwork and delays. However, the delays in travel are not unique to the NIH and is not necessarily the fault of the NIH since the NIH must

comply with the rules set by the HHS who must comply with the rules set by Congress

- HHS recently received a new Secretary
 - Kathleen Sebelius stepped down in 2014
 - Congress approved Sylvia Burwell as Secretary on June 9th
- Everyone at the NIH should be crossing their fingers that she implements new travel rules for NIH scientists so that they can more easily travel to important meetings to share their results and form new collaborations.
 - This is unlikely to happen as she has more important matters to deal with (the ACA for example)

The Catalyst

- Felcom has ½ a page in every Catalyst issue for their use
- Please email the Felcom Child Care Board Liaison Wendy Knosp if you would like to contribute to the next issue of the Catalyst
- The deadline is in July and her email is knospwm@mail.nih.gov

Visiting Fellows

- Last meeting Felcom decided to put together a list of required paper work visiting fellows need to complete to volunteer for activities outside the NIH
- Lori and Sharon and in talks with DIS to sort out this issue. More information to follow.

Child Care Board

- NIH fellows cannot receive subsidies for child care due to a legislative issue.
- The training directors are aware of this issue and trying to resolve it. More information to follow

Tour de Cure bike ride

- The American Diabetes Association is holding a fundraising event to raise money for diabetes.
- http://tour.diabetes.org/site/PageServer?pagename=TC_homepage
- Washington DC Tour de Cure
 - When: September 27, 2014
 - Where: Freedom Plaza
 - Address: Pennsylvania Avenue NW between 13th and 14th streets
 - Registration Fee: \$25.00
 - Fundraising Minimum: \$250
 - Route Distances: 13, 33 or 50 Miles
 - E-mail Joseph Tiano. Joseph.tiano@nih.gov

FAES Insurance policy

- The new insurance policy is that when a fellow leaves the NIH their insurance will end on the day they leave and it will NOT be in effect until the end of the month as was the previous case
- Fellows can purchase Cobra insurance until they find a new job
- More information on the below

IDP

- Currently all the 27 different centers/institutions have different IDP for their fellows. The training directors are working to standardize the IDP so it is the same for every fellow that NIH
- They have completed a draft and will be sending it to the Felcom member to review and at the next meeting in August a representative will be present to obtain our feedback
- The IDP will not be mandatory

SUBCOMMITTEE & LIAISON REPORTS

Animal Research Advisory Committee

Lara el Touny

For Fellows/students looking for training/help with learning animal research techniques:

- the NIH Office of Animal Care and Use (OACU) has created a new training resources webpage with links to videos for various techniques as well as manuals for guidelines:
(http://oacu.od.nih.gov/training_resources/index.htm)
- Great Opportunity: The Rodent Hands-on Workshop is back to being offered at **no cost!**
 - The mouse hands-on workshop is held once a month in bldg 49, consisting of a PowerPoint presentation followed by demonstration as well as hands-on training of various techniques including but not limited to: proper animal handling, injections (IV, IP, IM, SC....), blood collection, etc....
 - Workshop registration will be closed two weeks prior to the course date.
 - the schedule can be found at: <http://oacu.od.nih.gov/training/TrainingSchedule.pdf>
 - the rat hands-on workshop is offered upon request
 - information about registering can be found at:
http://oacu.od.nih.gov/training_resources/index.htm or by calling: 301-496-5424

Career Development Committee

Elyssa Monzack (NIDCD) & Jennifer Plank (NIDDK)

Monthly Report: The career development subcommittee is currently on summer hiatus. We will meet again in August.

For your own records, Elyssa will be stepping down as the co-chair as of August. She will be replaced by Ben Blehm, NCI.

Childcare Board Liaison

Wendy Knosp & Anastasia Aksyuk

The NIH Child Care Board is drafting the 2013-2014 Annual Report for Dr. Collins. Wendy Knosp is a part of the subcommittee preparing the report.

There are 4 vacancies on the Child Care Board, only NIH employees can apply. If you know NIH employees (perhaps a mentor, co-mentor, staff scientist, etc.) interested in serving on the Child Care Board please encourage them to apply before the June 6th deadline.

Ground breaking ceremony for the new Northwest Child Care Center was held on Apr 29. The center is expected to open next fall. Preparations for provider selection are ongoing.

Back-up care program is now a permanent program. The new contract will be open and providers, including the current one, Bright Horizon, can apply. The board will work together with ORS to select the best provider. It means that the provider for the program can change, but the board will continue monitoring the program to ensure the best service.

The Child Care Board Legislative Change Committee is exploring an NIH partnership with community based child care centers. The goal is to have child care slots reserved specifically for NIH employees and trainees at child care centers within the community. An additional benefit will be partnering with child care centers near where NIH employees and trainees live. Anastasia Aksyuk is a part of that subcommittee.

Related to that, Dr. Gottesman's office is interested in legislative changes to **make NIH fellows eligible for the childcare subsidy**. The Childcare board and Legislative committee will be monitoring their progress and try to work with them on that issue, but **it is not currently a priority for the Childcare board. But, it is very important issue for fellows. Is anyone from Felcom involved with that issue as part of Dr. Gottesman's office efforts?**

Clinical FelCom

Kenneth E. Remy (CC) and Sid Kerkar (CC)

We held our quarterly meeting this past Monday and discussed the upcoming clinical fellows day, the grant workshop, and preliminary results from the safety survey. The baton for co-chair was passed off to Dr. Chalmers as Dr. Remy formally stepped down as co-chair after 2.5 years.

Committee on Scientific Conduct and Ethics

Peter Winter

No report submitted.

FAES Liaison

Jue Chen (NHLBI), Jia Yan (NIAAA)

No report submitted.

FARE Committee

Sudhir Rai (NICHD) & Hien Dang (NCI)

Members: Jarcho Johanna (NIMH), Jessica Mann(NIAID), Jessica Roberts(NCI), Tuan Nguyen(NIAAA), Jessica Pierce(NIDDK), Tanchun Wang(NIDDK),Jitti Chaisaingmongkoi(NCI),Zhou Bing(NINDS), Aflaki Elma(NHGRI), Steve Parker (NIGMS), Preeti Subramanian(NEI), Michael lehmann(NIMH), Dennis Watson (NICHD), Brajendra Tripathi (NCI), Hien Dan(NCI), Sudhir K Rai (NICHD).

FARE 2015 is nearly complete. With the help of 314 judges distributed among 49 study sections, the committee has identified 235 potential awardees from 923 applicants. The FARE co-chairs will present results of FARE 2015 to the Scientific Directors on June 4th and formally ask permission to notify the winners. The SDs may decide to decrease the number of FARE awards allocated for this year's competition depending on funding availability. FARE winners will be notified as soon as possible following the SD meeting.

Besides, approval and notification of winners, the committee will have a debriefing meeting to identify several areas where administrative aspects of the competition could be improved for next year. We also will prepare for the FARE 2015 awards ceremony that will occur one afternoon during the NIH Research Festival.

Graduate Medical Education Committee

Dawn Ionescu & Ali Abbas Syed

No report submitted.

Human Subjects Research Advisory Committee

Jeanelle Spencer

No report submitted.

IPRWH Liaison

Ni Hong

. No report submitted.

Medical Executive Committee

Kenneth E. Remy (CC) and Sid Kerkar (CC)

It has been announced by Dr. Collins that the third party recovery will not be occurring at the Clinical Center. Nothing else to report.

Mentoring Committee

Libby Barksdale and Jessica Pierce

No report submitted.

NPA Liaison

Monica Deshpande & Tara Burke

Nothing to Report.

Recreation and Welfare Committee

Jeanne Morin-Leisk

New(ish) R&W website: <http://www.fedesp.com/nih/> check for upcoming events.

New features in June include: Discount ticket service and ‘deals’; business card ordering; online housing and classified ads.

June 19th – Annual R&W meeting: 2pm – 1pm in Bldg. 45, Rm. A. Come and learn more about the operations of the R&W and the Employee Services provided to the NIH/NOAA communities.

Service and Outreach Subcommittee

Shu Hui Chen (NIAID) and Brian Janelsin (NIAID)

Committee Members (bold indicates present): Abramowitz, Lara (NIH/NIDDK); Adikaram, Poorni (NIH/NIDDK); Bossert, Adam (NIH/VRC); **Crotti-Espinoza, Luciana (USUHS)**; Forcinito, Patricia (NIH/NIDCR); Irvin, Veronica (NIH/OD); Knosp, Wendy (NIH/NIDCR); Negbenebor, Nicole (NIH/NHLBI); **Rosales, Tilman (NIH/NHLBI)**; Singh, Parmit (NIH/NICHD); Vrentas, Catherine (NIH/NIAID); **Williams-Bey, Yolanda (NIH/NIAID)**; Rashid Gazi; Jenny Kim; Yan, Jia (NIH/NIAAA); Lepone, Lauren (NIH/NCI); **Parrow, Nermi (NIH/NIDDK)**

Planning updates:

FAES partnership/opportunities

- Advertise teaching opportunities within FAES for fellows to have curriculum development experiences.
 - Currently there are 2 postdoc lead courses being taught in the Spring.
 - Bio236 Introduction to Forensic Science: Incriminating DNA
 - MEDI234 Introduction to Personalized Medicine: Genome and You
 - There are **opportunities for the Fall and next Spring** if there is interest in forming a new class or teaching a current one that needs an instructor

- Calling for people to take over or organize new courses
- Email shuhui.chen@nih.gov if interested in developing a special topics course or continuing the current special topics courses listed above.

North Face Endurance Challenge on behalf of the American Cancer Society/Making Strides, DC Breast Cancer Walk June 7, 2014 Algonkian Regional Park, Sterling, VA. Plan to

- 10:30 am-2:30 pm
- SignUpGenius Link: www.SignUpGenius.com/go/10C0A49AFAE2DAAF49-north
- Point of contact: Angela Rabena

Making Strides Breast Cancer Walk in Washington, DC for the American Cancer Society. (Nermi Parrow)

- The walk is scheduled to take place on Sunday, October 5 2014.
- The website is live (check it out at www.makingstrideswalk.org/washingtondc)

Food Prep DC Central Kitchen-Tilman (lead)

- Reserved 10 spots for August 9th. It is from 9-12pm. It is metro accessible
- **Time:** Saturday, August 9 meet at 8:30am - 12:00pm
- **Location:** 425 2nd Street NW, Washington DC, 20001

New Business:

Proposal for new disclaimer to include the following highlighted in yellow: Tabled until we have DIS input

This not an NIH-sponsored event, nor is it endorsed by the NIH. If you attend/volunteer for this event you are not representing the NIH and should not represent yourself as such.

Volunteering and outreach are valuable components of professional development and also help strengthen the scientific community. Fellows should weigh the importance of this specific activity in their overall career development. If the event falls on a weekday and requires you to leave the NIH during normal working hours, participation depends on permission of your supervisor. Visiting fellows should consult NIH DIS (http://dis.ors.od.nih.gov/forms/01_forms.html) for the "Request for Outside Activity" form (<http://dis.ors.od.nih.gov/forms/RequestforOutsideActivity.pdf>).

Social Committee

Anna Sundborger & Christiane Kuschal

No report submitted.

Training Directors Committee

Andres Canela Rodriguez and Lucie Low

In the last Postdoctoral Subcommittee (PS) of the Training Directors Committee (TDC) on May 14th, 2014, Dr. Lori Conlan brought a question from the last FelCom meeting about how activities outside the NIH, like teaching or volunteering, are regulated for fellows, the NIH Intramural Research Sourcebook contains these rules, but it is pretty old, needs to be outdated and more available for the fellows. Dr. Conlan offered herself volunteer to update it and submit the changes to Dr. Melissa Colbert in the Office of Intramural Research. Dr. Conlan presented the program for the 7th Annual NIH Career Symposium and asked TD volunteers to be involved in the FelCom mentoring committee and Dr. Jonathan Wiest, Dr. Jackie Lavigne and Dr. Jessica Faupel-Badger accepted to be involved. Dr. Jackie Lavigne presented the results of the survey of the Training Directors of each institute about their current Individual Development Plans (IDP), the good news is that all the Institutes are doing or planning to do IDPs. In most Institutes the IDPs are done annually, in 2 Institutes twice a year, in 2 there is no IDP and in 2 they use other type of evaluation. In most of Institutes the IDPs are facilitated by the training office and require in-person meeting with the PI, in half of the institutes

they use the IDP tool and also in half it is restricted only to postdocs. About the content of the IDPs, most of the Institutes ask for retrospective, prospective and career goals and development, but only half ask for Trainee mentoring needs and very few for both Trainee and mentor expectations and an option for follow-up. Now that it is known what is done and not the PS is going to work in a final document with the feedback of the FelCom and bring to Dr. Michael M. Gottesman the recommendations to be approved. Dr. Jackie Lavigne talked to assist with the IPD recommendation document to the July or August FelCom meeting to received their feedback.

In the last Training Directors Committee (TDC) on May 15th, 2014, Christina Farias, executive director of FAES, came to explain the changes in the insurance for the Fellows. **Currently, with the new business system in the FAES, the health coverage will end exactly the last day of employment of fellow at the NHI, instead of being extended until the end of that month as it was before. The Fellows are offered to join COBRA that gives the right to all the workers to continue the health coverage for a maximum of 18 months between transition of jobs and other life events. COBRA is eligible for 60 days after the leave and it is retroactive, fellows do not need to put money or join until they need to use it, but if they do they would have to pay the full cost themselves. The monthly cost for our fellows is between \$300 to \$400 (for a single person) depending of the administrative fees.** There was a debate, Dr. Jonathan Wiest and Dr. David Robinson pointed out that in the rest of the jobs the health coverage ends at the end of the last month and independently of how this is done in other places the NIH should be leader protecting fellows benefits as it was for postdoc stipends. **It was accepted to ask with a formal recommendation to Dr. Michael M. Gottesman, to extend the health coverage until the end of the last month changing back the business system of the FAES to make it possible.** During this TDC meeting Dr. Jessica Faupel-Badger presented the NIGMS Postdoctoral Research Associate (PRAT) Program, she gave an overview of the program, the annual symposium, the application process, statistics of the applicants, areas of research, and additional benefits. Later it was a discussion to prepare the TDC retreat. In the postdoctoral subcommittee Dr. Jackie Lavigne brought the need for clarification of outside activities rules for fellow, Dr. Lori Conlan is going to update the sourcebook, and Dr. Lavigne presented the results of the survey to Training Directors about the IDPs (described above), the next steps are sharing the report of statistics, put together the recommendations with the postdocs and present a final document to Dr. Michael M. Gottesman to approve it. The OITE presented statistics of the summer program and it was under discussion the possibility to have a third year for postbacs.

Visiting Fellows Committee

David Sanchez-Martin & Jithesh Veetil

WALS Committee

Pere Puigbo Avalos and Nermi Parrow

We are still waiting for the list of WALS nominees that FelCom will be hosting. Otherwise, nothing new to report.

Women Scientist Advisors Committee

Clarisa Buckner (NIAID) and Ulrike Klenke (NINDS)

We have nothing to report. The next WSA meeting is July 25th, 2014.

NIDA- Baltimore

Comfort Boateng

No report submitted.

NIA- Baltimore

Jennifer Illuzzi

No report submitted.

NIEHS-North Carolina

Kristin Gabor and Kym Gowdy

Scientific Careers

- New “Career Tracks” program is underway. Organized by Tammy Collins of OFCD and trainee volunteers, the goal is to put together comprehensive information about various career tracks that can be used as a resource for fellows trying to shape their career
 - o Goal is to have the first 3 done for the postdoc appreciation day in September
 - Currently working on Writing and communication, regulatory affairs, and benchtop jobs in industry
- Individual Development plans are under review from OFCD office
 - o Deputy Scientific Director wants everyone using the same form instead of branches using their own forms

Social

- New happy hour on the second Thursday of each month at Bralie’s Sports Bar.
- Next fourth Thursday meetup at Fullsteam Brewery will be held on June 26, 2014
- Durham Bulls baseball outing with EPA, NCSU and Hamner Institute postdocs on June 27th

Outreach

- (Same as last month): The Office of Science Education and Diversity is sponsoring a 2-week long summer institute for high school biology teachers. This is a professional development workshop and is scheduled from July 7-July18 at NIEHS. There is a Volunteer Teaching opportunity for those at NIEHS to participate with varying degrees of time commitment.
 - o One hour lecture, lead group discussions, working with teachers to design a study, demonstrate research methods, etc.

NCI-Frederick

Payal Khanna

No report submitted.

NCI Shady Grove

Anna Coghill

Event 1: A 2-hour mentoring workshop on June 18th. Room for this workshop is limited, but the training director for DCEG, Jackie Lavigne, is already in discussion with the Visiting Fellows about facilitating the same training for them. She is happy to speak with any other Institute's fellows about organizing a similar training for them as well. If you would like to contact her, please just email me. (anna.coghill@nih.gov)

Event 2: A half-day mini-career symposium on September 17th (9am-12pm). This workshop will take place at the Shady Grove campus, but there is a regular shuttle from the main campus, and the workshop is open to all fellows. The workshop will have 3 tracks, focused on: (a) planning for your career; (b) poster making/writing; (c) session on USAJob applications/interviewing.

NEI

Nothing to report.

Ping Cheng

FDA CBER/CDER Fellows Association

Evgeniya Volkova

Nothing to report.

PRAT Fellows

No report submitted.