

NIH POSTBAC HANDBOOK **2015**



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Dear NIH Postbac:

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

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

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

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

Sincerely,

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WHAT IS A POSTBAC, ANYWAY?

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

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

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

OITE — THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

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

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

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

Specifically, we encourage you to

- take part in orientation sessions when you arrive at the NIH to make certain you get off to a good start;
- make certain that you are included on the official OITE mailing list OITE-POSTBACS;
- subscribe to one or more voluntary electronic mailing lists (e.g., Postbacc-L and Club PCR listserv) to keep aware of ongoing activities and job opportunities;
- visit the OITE Web site, <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 pod-casts of many of them on the OITE Web site at https://www.training.nih.gov/oite_videocasts;
- create an “NIH Trainee/Fellow” account for yourself (https://www.training.nih.gov/oite_accounts_-_other_programs) on the OITE Web site so that you can register for events with a single click of your mouse, make appointments with career counselors, and access the Alumni Database;

- visit the Postbac Compiled page, <https://www.training.nih.gov/compiledpostbacs>, weekly to see events and news especially relevant to you;
- check out our new online resources (https://www.training.nih.gov/nih_resources) for help with things like keeping a lab notebook, attending a scientific meeting, writing professional e-mail, and mastering lab math;
- 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” Web site, <http://calendar.nih.gov>;
- participate in at least one Scientific Interest Group;
- join the Postbac Committee and help plan and implement activities for trainees;
- participate in Postbac Poster Day and share your research with the NIH community;
- take part in career and professional development workshops;
- visit our Career Services Center 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 Science Group to network and share ideas;
- visit the OITE Careers Blog, <http://oitecareersblog.wordpress.com>;
- 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. We maintain an open-door policy and encourage you to drop by anytime.

THE OITE WEB SITE: <https://www.training.nih.gov>

The OITE Web site can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the home page. 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 WEB SITE

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

Please follow these directions to create an account:

- Go to the OITE Web site: <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 registration form, which begins with the "User Type" field.)
- Select "NIH Trainee/Fellow" as your User Type.
- When asked for your e-mail address, enter a functional e-mail address ending in "nih.gov"
- Complete and submit the registration form.
- Click on the link in your registration confirmation e-mail to activate your account.

IMPORTANT NOTE: your confirmation e-mail will be sent to your NIH e-mail 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 e-mail.

POSTBAC ORIENTATION: GETTING WHAT YOU CAME FOR!

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

THE OITE CAREER SERVICES CENTER

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

individual appointments open to all. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- career counselors, who can assist you with analyzing your strengths, weaknesses, and values; help you write resumes and CVs; provide information on career options; and coach you through the job search process;
- counselors 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 more personal issues; and
- pre-professional advisors, who can talk with you about the decision to go to graduate or medical school, choosing schools and programs, strategies for taking the MCAT or GRE exam successfully, filling in gaps in your credentials, writing personal statements, and interviewing.

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

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. 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 has virtual resources available on the NIEHS Intranet.

THE OITE CAREERS BLOG

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

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.

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.

For the contact information of our OITE programs refer to:

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

To find the current contact information of specific staff members visit: <https://www.training.nih.gov/staff>

WHAT IS THE NIH?

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

- drive fundamental discoveries, innovative research strategies, and their applications as a basis to advance the Nation's capacity to protect and improve 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.
- 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.
- collection, dissemination, and exchange of information in medicine and health.

INSTITUTES AND CENTERS (ICS) OF THE NIH

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

CC—NIH Clinical Center

CIT—Center for Information Technology

CSR—Center for Scientific Review

FIC—John E. Fogarty International Center

NCATS—National Center for Advancing Translational Sciences

NCCIH—National Center for Complementary and Integrative Health

NCI—National Cancer Institute

NEI—National Eye Institute

NHGRI—National Human Genome Research Institute

NHLBI—National Heart, Lung, and Blood Institute

NIA—National Institute on Aging

NIAAA—National Institute on Alcohol Abuse and Alcoholism

NIAID—National Institute of Allergy and Infectious Diseases

NIAMS—National Institute of Arthritis and Musculoskeletal and Skin Diseases

NIBIB—National Institute of Biomedical Imaging and Bioengineering

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

NIDA—National Institute on Drug Abuse

NIDCD—National Institute on Deafness and Other Communication Disorders

NIDCR—National Institute of Dental and Craniofacial Research

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases

NIEHS—National Institute of Environmental Health Sciences

NIGMS—National Institute of General Medical Sciences

NIMH—National Institute of Mental Health

NIMHD—National Institute on Minority Health and Health Disparities

NINDS—National Institute of Neurological Disorders and Stroke

NINR—National Institute of Nursing Research

NLM—National Library of Medicine

OD—Office of the Director

ACRONYMS

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

ACUC—Animal Care and Use Committee

AO—Administrative Officer

CAN—Common Accounting Number

CCSEP—Community College Summer Enrichment Program

CIT—Center for Information Technology

CRTA—Cancer Research Training Award

CV—Curriculum Vitae

DDIR—Deputy Director for Intramural Research

DHHS—Department of Health and Human Services

EAP—Employee Assistance Program

EDI—Office of Equity, Diversity, and Inclusion

EEO—Equal Employment Opportunity

FAES—Foundation for Advanced Education in the Sciences

FNIH—Foundation for NIH

FTE—Full-Time Equivalent

FY—Fiscal Year

IC—Institute/Center

IRTA—Intramural Research Training Award

NED—NIH Enterprise Directory

NRC—National Research Council

NSF—National Science Foundation

OHR—Office of Human Resources

OHSR—Office of Human Subjects Research

OIR—Office of Intramural Research, OD, NIH

OITE—Office of Intramural Training & Education

OMS—Occupational Medical Service

OPM—Office of Personnel Management

ORS—Office of Research Services

ORWH—Office of Research on Women's Health

PI—Principal Investigator

SD—Scientific Director

SEEP—Student Educational Employment Program

SIP—Summer Internship Program

TSP—Thrift Savings Plan

VF—Visiting Fellow

WALS—Wednesday Afternoon Lecture Series

For a comprehensive list, see:

<http://www.nih.gov/employee/acronym.html/>

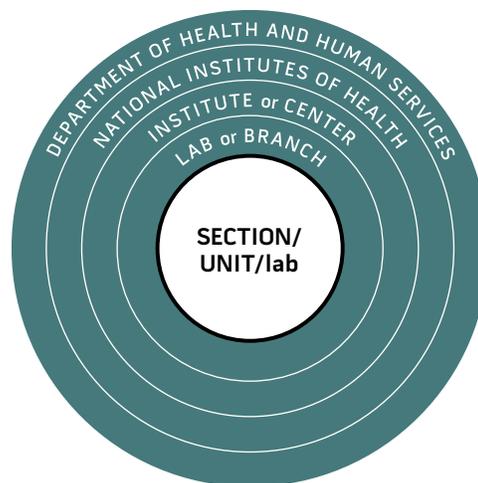
UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

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

Most IC intramural programs are organized into **Laboratories** and **Branches**. Originally the distinction was that Branches had at least one clinical investigator, while Labs contained only basic scientists—this distinction has somewhat fallen by the wayside. Labs and Branches are headed by Lab/Branch Chiefs (who also run their own research groups) and consist of two or more sections (headed by other tenured Senior Investigators) and possibly one or more units (headed by Tenure-track Investigators). Both Senior Investigators and Tenure-track Investigators are referred to as **Principal Investigators or PIs**. Large Labs and Branches may include 10 to 12 PIs, but in general a Lab or Branch consists of four to eight PIs. Each PI is responsible for a group of postbacs, graduate students, postdocs, technicians, staff scientists, clinical fellows, and administrative support personnel. You should make an effort to meet the trainees, administrators, and other scientists in your Lab/Branch and in your IC; they can be important resources. [Please note the distinction between a Lab (upper case “L”), which is overseen by a Lab Chief and includes multiple PIs, and a lab (lower case “l” or research group), which is the responsibility of a single PI.]

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, e-mail, etc.), so it is important that you meet these individuals as soon as possible. Some of these key personnel are listed below.

SCIENTIFIC DIRECTOR (SD): The SD is the head of the Intramural Research Program of the IC; the Deputy 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 Directors,



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 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 iPods 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.

Staff Scientists: Staff scientists generally hold a doctoral degree. Although they are not principal investigators, they are extremely 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.

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 about 300 Clinical Fellows at any one time.

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

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

Medical Students: Medical students who have a strong research interest 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 initial clinical rotations but does not exclude students with strong research interests from applying prior to

having completed their clinical rotations. A total of about 70 students participate in this program each year. Medical students can also complete clinical electives at the NIH.

Postbaccalaureate (Postbac) Trainees: This group includes you! The NIH IRP hosts about 900 postbacs.

Summer Interns: Each summer about 1,100 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 16 years of age and U.S. citizens or permanent residents.



UPON YOUR ARRIVAL

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

- obtaining your NIH ID badge,
- obtaining security clearance,
- setting up your e-mail 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, and
- enrolling in necessary training courses.

NIH ENTERPRISE DIRECTORY (NED) AND NIH ID BADGES

<http://ned.nih.gov>

When you complete your appointment paperwork you will be entered into a system called the NIH Enterprise Directory (NED). This is an online, searchable database containing information on all individuals who work at the NIH. Your entry is your official “identity” at the NIH. You should periodically update your contact information in NED; this is easily done online.

When you are first entered into NED (by an AO in your IC), you will receive an individual NIH ID number; this allows you to obtain an NIH e-mail 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 your NIH ID badge. You can obtain this number from your NIH AO even before an ID badge has been generated for you.

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

SECURITY CLEARANCE

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 Visitors. Trainees must undergo a security investigation that includes fingerprinting prior to issuance of their NIH ID badges. The Division of Personnel Security and Access Control (DPSAC) is the principal component within NIH responsible for managing access onto campus.

For up-to-date information on the process for obtaining an NIH ID badge, please visit <http://idbadge.nih.gov>.

NIH E-MAIL ACCOUNTS

When your appointment to NIH has been finalized, your AO will make a request to the Center for Information Technology (CIT) to generate an NIH e-mail account for you. (NIH supports Outlook on the PC and Entourage on the Mac.) OITE, your group, and others at the NIH will use this e-mail account to communicate with you. Monitor your NIH e-mail 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 (<http://mail.nih.gov>).

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

NIH Global Address List (GAL or “the Global”) is the database of e-mail 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 e-mail inbox to find an e-mail address for anyone working at the NIH. You should periodically check your information in the Global to ensure that it is correct.

You will also be able to sign up for many of the listservs for NIH fellows and employees. A listserv is a communication tool used to disseminate information to individuals with similar interests. You can search the listservs available

publicly at <http://list.nih.gov>. Some listservs are limited to specific groups or individuals. Scientific Interest Groups, which will be described in more detail later, commonly use listservs to communicate with their members.

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

SETTING UP YOUR COMPUTER AND WORK STATION

Your AO plays an important role in helping you to access computing and technical support services at the NIH. Make sure you communicate with him/her 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, e-mail (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.

Complete directions for obtaining phone service can be found at <http://tsr.cit.nih.gov>

To get access to the NIH Network you must first complete the Entire NIH Information Safety Awareness Course. The course can be found at <http://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 "Entire NIH Information Safety 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 VPN (a Virtual Private Network that ensures encrypted communication between remote NIH users and NIH computers) and remote access to the NIH network can be found at <http://go.usa.gov/GDG>. You will require approval from your PI to obtain remote access to

the NIH network. You will also need to complete a second component of the NIH Information Security and Privacy Awareness Training. Go to <http://irtsectraining.nih.gov> and select "Securing Remote Computers (SRC)".

When you have a problem with your computer, VPN, etc. the NIH Help Desk (<http://ithelpdesk.nih.gov/support>) will come to your rescue. You can fill out the Web form or call 301-496-HELP 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

<http://dtts.ors.od.nih.gov>

You can commute to the NIH in several ways.

TRANSHARE

Transhare is a Federal system designed to increase the use of public transportation. Individuals who live in the National Capital Region and agree to use mass transport to the NIH are eligible for up to \$130 per month to cover the actual cost of the commute. Complete information on the program can be found at <http://www.ors.od.nih.gov/pes/dats/transhare/Pages/transhare.aspx>.

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

To apply for the NIH Transhare Program, you must fill out a "NIH Transhare Program Application" form in the Employee Transportation Services Office (ETSO), commonly known as the NIH Parking Office (Building 31, Room B3B04).

The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit. Misrepresentation on your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services (DATS) uses the WMATA (Metro) Trip Planner found at <http://wmata.com>. If you own a SmarTrip card, simply provide your card number; the card number will become your Transhare benefit account, and monthly subsidies will be deposited directly into this account. If you plan on using Smart-Benefits, you must

purchase a SmarTrip card from a Metro station AND register it online at <http://www.smartrip.com> before applying for the NIH Transhare Program.

The DATS determines qualification for the SmartBenefits program after review of the application; qualification depends on the mode of transportation accepting SmarTrip.

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

- Buses, Montgomery County (see also MTA and METRO): <http://go.usa.gov/GDs>
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): <http://www.commuterpage.com/rail.htm>
- METRO, the DC Bus and Subway System: <http://www.wmata.com/>
- MetroAccess, curb-to-curb service for those unable to use public transportation: http://www.wmata.com/accessibility/metroaccess_service
- MTA (Maryland Transit Authority), subway, bus, and train systems in Maryland: <http://www.mtmaryland.com>

PARKING

You can obtain a parking permit at the Parking Office, located in Building 31, Room B3B04. 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.

Each vehicle parking on the NIH campus, excluding visitors' vehicles, must display an NIH Parking Permit. This mirror hanger 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 9:30 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 1-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.

Satellite Parking Permits are issued to employees who are participating in the NIH Transhare Program. To obtain this permit, you must agree not to request (or you must surrender) all other types of NIH parking hangers. The Satellite Parking Hanger is valid at the New Carrollton East Parking Lot. It is not valid for parking at the Montrose Parking Lot: <http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx>. (Individuals with General Permits may use them to park at Montrose.)

SHUTTLES

The NIH runs several shuttle lines. 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://www.ncifcrf.gov/about/shuttle.asp>.

BICYCLING

If you plan to bicycle to the NIH, the following link, which lists locker and shower facilities, may be of interest: <http://go.usa.gov/GDL>. You may also wish to contact the NIH Bicycle Commuter Club (<http://www.nihbike.com>).

GETTING A DRIVER'S LICENSE

Information on applying for a Maryland driver's license can be found at <http://www.marylandmva.com/DriverServ/Apply/apply.htm>. You are expected to obtain a Maryland license within 60 days of moving to the state. If you are living in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process is found at <http://www.dmv.state.va.us/webdoc/citizen/drivers/applying.asp>. If you are living in DC, you have only 30 days after your arrival to obtain a DC driver's license. Information on applying is located at <http://dmv.dc.gov/node/152962>.

FAES HEALTH INSURANCE PROGRAMS

http://faes.org/health_insurance
<https://member.carefirst.com/individuals/home.page>

The health insurance offered to NIH trainees (IRTAs, CRTAs) by FAES is a CareFirst Blue Cross/Blue Shield 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 CareFirst preferred providers when selecting a doctor. A voluntary dental insurance policy offered by Cigna, for which you will pay the premiums, is also available.

All NIH trainees must carry health insurance. You may continue on a policy you already have or enroll in the program offered by FAES. If you elect FAES health insurance, you have 30 days from the date of your entry on duty at the NIH to sign up. Your health insurance coverage will begin on the date you complete the required paperwork and submit it to the FAES. The FAES office is located in Building 10 (South Side), Room 1N241. You should receive an insurance card and a description of your coverage from CareFirst.

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 Web site.

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

PREPLACEMENT MEDICAL EVALUATION

Trainees are required to complete a preplacement medical evaluation before beginning laboratory work if they will be working

- in areas frequented by patients at the Clinical Center (i.e., in the Ambulatory Care Research Facility or the Hatfield Clinical Research Center);
- with human blood, body fluids, or tissues;
- with human pathogens (infectious agents);
- with patients;
- with hazardous chemicals; or
- with animals (specifically, live vertebrates).

Preplacement medical evaluations are provided by the Occupational Medical Service (OMS). OMS is also where

you would go if you had a work-related health emergency while at the NIH. Appointments for these 20-minute evaluations must be made in advance. Walk-ins will not be accommodated. If possible, schedule your evaluation well in advance of your anticipated start date. To schedule an appointment, call 301-496-4411.

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

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

REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

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

- Responsible Conduct of Research: <http://researchethics.od.nih.gov>
- Technology Transfer: <http://tttraining.od.nih.gov>
- Ethics Training: <http://ethics.od.nih.gov/training.htm>
- Protecting Human Subjects: <https://federation.nih.gov/ohsr/nih/investigator-training.php>
- NIH Computer Security Awareness: <http://irtsectraining.nih.gov>
- Prevention of Sexual Harassment: <http://lms.learning.hhs.gov>

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

LABORATORY SAFETY

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

INTRODUCTION TO LABORATORY SAFETY COMPUTER-BASED TRAINING COURSE

The introductory course in laboratory safety is mandatory for all new laboratory research trainees. It must be completed prior to attending any other courses. 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 <http://www.safetytraining.nih.gov>.

LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based Introduction to Laboratory Safety, new trainees are required to complete a classroom course entitled Laboratory Safety at the NIH. This course provides training on the recognition and control of common physical, chemical, and biological hazards found in NIH research laboratories. It includes required information on NIH policies and procedures for working safely in the research laboratory as well as methods for hazardous waste minimization. The course also covers engineering controls and personal protective equipment as well as the NIH medical surveillance program available through the Division of Occupational Health and Safety, Occupational Medical Service. 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.

The schedule for Laboratory Safety at the NIH can be found at <http://www.safetytraining.nih.gov>. NOTE: Credit for attendance will not be given to late arrivals. Individuals who arrive late will be asked to reschedule.

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

BLOODBORNE PATHOGEN TRAINING

WORKING SAFELY WITH HIV AND OTHER BLOODBORNE PATHOGENS IN THE RESEARCH LABORATORY

This 2-hour 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 Safety Level 2 and 3 laboratories, common causes of exposure, and the use of controls to prevent exposure. The course outlines steps to take in case of a potential exposure and reviews medical pathological waste disposal procedures. Attendance at this program is mandatory for research personnel who work with or who may be exposed to

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

This training is required **BEFORE** working with bloodborne pathogens. NOTE: Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule.

BLOODBORNE PATHOGEN REFRESHER COURSE

This Web 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 attended Working Safely with HIV and Other Bloodborne Pathogens. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. 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 attending a classroom bloodborne pathogen course. Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens.

To register for these laboratory safety courses, utilize the online registration program available at <http://www.safetytraining.nih.gov>. If you are unable to register online, print out the fax registration form located at the Web site 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 http://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 at <http://drs.ors.od.nih.gov/Pages/forms.aspx> under the Division of Radiation Safety FORMS quick link.

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 <http://oacu.od.nih.gov/training> 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 90-minute lecture and in an online, Web-based format. It describes proper care and use of animals in a research laboratory. Additional discussion of animal handling and restraint is presented to 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 <http://go.usa.gov/GDz>.

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 Web site: <http://go.usa.gov/GDu>.

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 Web site. 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 Web site under "optional courses":

<http://go.usa.gov/GDJ>.

The full OACU schedule is available at <http://go.usa.gov/GDS>.



ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

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

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

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

have IDPs. As a postbac you may have to initiate this process, depending on your supervisor and IC.

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

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

Finally, finding mentors and learning all you can from them is another key to career success. Mentors can assist you with learning the unwritten rules of the scientific enterprise. The best mentors 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.

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

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

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

IF PROBLEMS ARISE

Where there are people, there can be conflict. Some conflicts are minor irritations quickly forgotten. Others are more serious, requiring you to talk to and negotiate outcomes with your coworkers and/or mentor. We hope that the conflict 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 come up.

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 (<http://www.ors.od.nih.gov/sr/dohs/EAP/>) and the Office of the Ombudsman (<http://ombudsman.nih.gov>).

GETTING SETTLED IN YOUR NEW RESEARCH GROUP

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

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

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

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

INTERVIEWING FOR GRADUATE OR PROFESSIONAL SCHOOL

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



BUILDING SUCCESS OUTSIDE YOUR RESEARCH GROUP: CAREER DEVELOPMENT OPPORTUNITIES

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

OITE WORKSHOPS FOR POSTBACS

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

- Creating and Presenting Dynamic Posters;
- Getting to Graduate School: a series of workshops including Preparing for the GRE, Choosing and Applying to a Graduate School/Graduate Program, Interviewing for Graduate School, Writing Personal Statements for Graduate School, and Succeeding in Graduate School;
- Getting to Professional (Medical/Dental) School: a series of workshops including Preparing for the MCAT, Tips on Filling Out Your AMCAS Application, Choosing and Applying to Medical School, Writing Personal Statements for Professional School, and Interviewing for Professional School;
- Planning for Career Satisfaction and Success;
- Improving Mentoring Relationships;
- Tips on Applying for an NSF Graduate Research Fellowship;
- Grant Writing for Current and Future Graduate Students;
- Workplace Dynamics. The Workplace Dynamics series aims to train fellows to lead, deal with conflict, and thrive in a team environment, using examples taken straight from the laboratory or research group. The series begins with the Myers-Briggs Type Indicator

assessment, which is used to enhance self-awareness and understanding of others; moves to communication and learning styles; builds to managing conflict and providing feedback; explores team skills; and finishes with diversity issues in a multicultural society.

- Writing and Publishing a Scientific Paper;

You can find podcasts and videocasts of many earlier presentations at https://www.training.nih.gov/oite_videocasts.

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

THE NIH ACADEMY

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

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

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

THE NIH POSTBAC COMMITTEE

www.training.nih.gov/postbac_committee

The Postbac Committee includes postbacs from across the NIH. The committee presents you with an opportunity to provide input on activities that will be of value to postbacs, contribute to improving the postbac training environment at the NIH, meet and work with other postbacs, interact with NIH administrators, and acquire leadership experience. The committee also focuses on social and community service events to enhance the postbac experience at the NIH. To discuss joining, contact Dr. Yewon Cheon (cheony@mail.nih.gov or 301.451.2018).

THE POSTBAC SEMINAR SERIES: Held monthly, the seminar series offers postbacs the opportunity to gain experience in scientific public speaking by presenting a seminar to their peers. Seminars are listed on the OITE Web page under "Upcoming Events" (<https://www.training.nih.gov/events/upcoming>).

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

CLUB-PCR: Club PCR is for young scientists in the Bethesda area; to join send an email to clubpcr-subscribe@yahoogroups.com. You can use this listserv to find housing, sell items, arrange carpooling, or gather information. This Listserv is not associated with the NIH, and you should use an e-mail address other than your NIH e-mail address to subscribe. Starting May 1, 2015, all social postings on this listserv will be rejected and redirected to the MEDICALmysterion Google Group (see below). **Join Club-PCR**

MEDICALmysterion Google Group: This is a forum for young scientists in the Bethesda area to meet up for social events, volunteering, learning, playing sports, and having fun. Do not use this group to sell items, find housing, arrange carpools, or gather information. Again, this is not an official NIH Listserv. Use a personal e-mail to subscribe. **Join MEDICALmysterion**

POSTBAC POSTER DAY

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

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

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

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

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

Are you uncertain what scientists mean when they talk about presenting a poster? OITE will schedule a workshop covering poster design. You can also visit the OITE Poster Viewing to view and discuss posters that were presented recently by NIH trainees.

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

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

- See if your Institute or Center has a poster printer that you can use.
- You can also make an appointment with the Information Technology Center (ITC) to print your poster. Do this early! The ITC and its programs are described at <http://www.cc.nih.gov/dcri/itc.html>. The ITC is located in Building 10, Room 1C282: 301-402-6301.
- NIH Medical Arts and Printing Services (<http://www.ors.od.nih.gov/pes/dma>) will print posters, but your laboratory will have to pay. Make certain in advance that they are willing to cover the cost. Medical Arts is located in Building 10, Room B2L103: 301-496-3221. Office hours are 9:00 a.m. to 5:00 p.m. daily.

GRADUATE & PROFESSIONAL SCHOOL FAIR

The NIH Graduate & Professional School Fair, which, since 2008, has been scheduled for July on the Bethesda campus of the NIH, provides an opportunity for NIH summer interns (especially those in college) and NIH postbacs, as well as other college students in the DC area, to prepare for the next step in their careers by exploring educational programs leading to the PhD, MD, DDS, MD/PhD, and other graduate and professional degrees. More than 150 outstanding colleges and universities from across the U.S. send representatives of their graduate schools, medical and dental schools, schools of public health, and other biomedically relevant programs to the Fair in the hopes of recruiting NIH trainees. The day also includes workshops on getting to graduate and professional school, MD/PhD programs, interviewing for professional school, and careers in public health, psychology, and dentistry.



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 Internet 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 Web site: <https://www.nihfcu.org>

GETTING PAID AND PAYING TAXES ON YOUR INCOME

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

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

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

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

- your "income" is reported on a Form 1099G as a **taxable grant**,
- you must report the income shown on your 1099G on Form 1040 on line 21, "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 Web site: <http://www.irs.ustreas.gov/formspubs>. State forms can be obtained from state tax Web sites.

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

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

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635. If you are paid by the NIH via some other mechanism or by some other agency, please contact the AO at the NIH responsible for your laboratory or the responsible administrator at the agency for tax information. It is best to do this before you leave the NIH. Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. The Federal government will know that you owe it taxes.

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

REMINDER: TAX DAY IN THE U.S. IS APRIL 15.

EDUCATIONAL LOAN DEFERMENTS

https://www.training.nih.gov/resources/loan_deferments

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

(1) The deferment form from the lending institution. (This form is not provided by 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 Education Related Deferment form. You should check that you are "in a full-time course of study in a GRADUATE FELLOWSHIP program." We recommend that you bring the forms to the office in person, if they include your social security number. If you submit them by e-mail DO NOT include your SSN as it is Personally Identifiable Information (PII) and e-mail is not a secure way to send this information.

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

The Office of Intramural Training & Education 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 e-mail containing PDF copies of the document(s). Please keep this information for your records. Questions: 301.496.2555.

RESIDENCY CONSIDERATIONS

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



SECURITY INFORMATION

SECURITY

<http://security.nih.gov>

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

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

ALERTNIH

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

EMERGENCY PHONE NUMBERS

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

- to authorities on the NIH campus, dial **911**.
- to authorities outside the NIH campus, dial **9-911**
- 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

<http://www.opm.gov/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 Web site (above). The information posted on the Web site is updated immediately upon a determination that operating status is anything other than OPEN. For information on Operating Status by telephone call 202-606-1900. Hearing impaired users may utilize 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 <http://www.frso.us>. This service is similar to the Federal Relay Service but does not require a TTY.

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 <http://go.usa.gov/GWw>. 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: <http://oma1.od.nih.gov/manualchapters/person/2300-320-7/>
- CRTAs: <http://intranet.cancer.gov/admin/crta>

VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

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

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

Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director. For more information about trainee vacation policies please visit sections Y and Z of chapter 2300-320-7 of the NIH Policy Manual at <http://oma1.od.nih.gov/manualchapters/person/2300-320-7/>.

FEDERAL HOLIDAYS

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

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

OUTSIDE ACTIVITIES

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

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

PUBLICATION AND ABSTRACT CLEARANCE

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

TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support will generally come from your PI's budget. You must, therefore, work with him/her to determine whether you can attend a meeting and the approval processes 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. She/he will also make your transportation and hotel reservations or ask the government travel agent to do so. There are pre-determined maximum allowances for 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 some 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 U.S. 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 he/she has 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 <http://go.usa.gov/GWA>. The U.S. General Services Administration Web site, <http://go.usa.gov/GWo>, 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 U.S. contract carriers for various city pairs.



EDUCATIONAL AND TRAINING OPPORTUNITIES

The NIH provides many opportunities for you to continue your scientific education. You should pay particular attention to WALs, the NIH Director's Wednesday Afternoon Lecture Series. Each Wednesday afternoon at 3:00 in Masur Auditorium, Building 10, an outstanding biomedical researcher discusses his or her work. Invitees know that they will be addressing an NIH-wide audience, so their talks are generally jargon-free and comprehensible in addition to often being inspired. WALs is a big educational event at the NIH. We have also listed below many other, smaller, but no less valuable, experiences that are open to all.

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

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

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

CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM

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

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

facilities. Additional computer courses are available through the NIH Training Center, HHS University, and the NIH Library.

The program includes classroom courses and seminars. Interactive online class attendance is often available for students in off-site locations. Descriptions of courses as well as information on the intended audience can be found at <http://training.cit.nih.gov/>. Online training is accessed via the same site.

CLINICAL CENTER GRAND ROUNDS

<http://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 on the Internet (<http://videocast.nih.gov>).

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

<http://www.faes.org>

Building 10, Room 1N241

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

FAES currently offers over 180 classes, the majority of which are the biomedical field. However, there is strong

representation in the physical and behavioral sciences as well as in English and foreign language studies.

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

FAES BOOKSTORE

<http://faes.org/store>

Building 10, first floor, near Masur Auditorium

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.

HHS UNIVERSITY

<http://learning.hhs.gov/about.asp>

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

NATIONAL LIBRARY OF MEDICINE EXHIBITION PROGRAM

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

301-496-5963

The Exhibition Program at the National Library of Medicine (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

DEMISTIFYING MEDICINE

<http://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, liver cancer, and many more. 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

<http://ccr.cancer.gov/careers/courses>

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 Web site could prove well worth your while.

BIOMEDICAL BUSINESS DEVELOPMENT FOR SCIENTISTS

<http://www.faes.org>

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

FAES BIO-TRAC

<http://www.biotrac.com>

Bio-Trac is an extensive series of post-graduate level "hands-on" biotechnology training courses offered by FAES. Intensive 3-, 4-, and 5-day courses are taught by active researchers; they combine lectures with hands-on laboratory work. Recent examples of Bio-Trac 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.

NIH LIBRARY

<http://nihlibrary.nih.gov>

The NIH Library is located on the first floor of Building 10 near the South Entrance. It provides print and online resources to support the work of the NIH community as well as an extensive and comprehensive range of scientific, medical, social science, and administrative information and services. Whatever your information needs, the NIH Library staff can support your research requirements and save you time.

The NIH Library provides

- access to 9,000+ full text online journals, 4,000+ online books, 50 databases, 1,000+ Internet resources and a collection of over 60,000 printed books (open stacks).
- document delivery (journal articles, books, book chapters, dissertations, slides, etc.).
- reference and research assistance.
- expert literature searches.
- editing services.
- translation services.
- photocopying.
- resource and database training (online, tutorials, and group or individual classes; <http://go.usa.gov/GW6>).
- bioinformatics Support Program (<http://go.usa.gov/GWF>)
- journal and research alert services.
- a spacious, redesigned reading room and 2-level library facility with computer and wireless access, comfortable seating, private study carrels, and quiet study space.
- daily newspapers: *New York Times*, *The Washington Post*, *USA Today*, and *Wall Street Journal*.

Of particular note, the library has opened a Writing Center, <http://nihlibrary.campusguides.com/WritingCenter>. 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.

Finally, the NIH Library subscribes to a variety of databases that may be useful in researching specific career and employer information. To access them, mouse over Research Tools on the menu bar and click on Databases from the drop-down menu. A reference librarian can help you to research company information for US and international organizations.

NIH PUBLICATIONS

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

<http://www.nih.gov/ddir/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

<http://calendar.nih.gov>

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

THE NIH CATALYST

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

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 Web site.

THE NIH RECORD

<http://nihrecord.od.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 payday Fridays.

NIH VIDEOCASTS

<http://videocast.nih.gov>

Rebroadcasts of NIH lectures and conferences.

THE NIH RESEARCH FESTIVAL

<http://researchfestival.nih.gov>

The NIH Research Festival, which is held each fall in 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

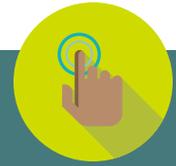
<http://www.nih.gov/sigs>

About 90 NIH inter-Institute Scientific Interest Groups operate under the auspices of the Office of Intramural Research. They sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; and share the latest techniques and information. Additionally, these groups assist with the annual NIH Research Festival and serve as hosts for the Wednesday Afternoon Lecture Series.

WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

<http://wals.od.nih.gov>

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



WELLNESS RESOURCES AT THE NIH

GETTING SUPPORT WHEN YOU NEED IT

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

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

Here are some NIH resources that can help you identify opportunities for interesting experiences outside the lab, exercise, and deal with issues and conflicts that may arise.

CIVIL
301-402-4845
<http://civil.nih.gov>

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

<http://www.fedesp.com/nih/rw-services/fitness-centers/>

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in

- Building 31C, Room B4 C18, 301.496.8746
- Rockledge I, Room 5070, 301.435.0038

Students are eligible for a reduced rate: \$20 per month. See <http://www.fedesp.com/nih/rw-services/fitness-centers/fitness-membership/>.

NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)
Building 31, B2B57
301-496-3164
<http://www.ors.od.nih.gov/sr/dohs/EAP>

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

NIH RECREATION & WELFARE ASSOCIATION (R&W)
<http://www.fedesp.com/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. It also focuses on building an NIH sense of community and charitable outreach (see, for example, the R&W camps listed under Volunteering). R&W publishes a monthly newsletter describing services on campus and also offers planned excursions and discounted tickets to various activities and events. Additionally, the Association runs fitness centers and gift shops located throughout campus. To join R&W you must pay an annual membership fee of \$7.00.

OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306

301-496-4411

<http://go.usa.gov/GWL>

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

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

Building 31, Room 2B63

301-594-7231

<http://ombudsman.nih.gov>

The NIH Office of the Ombudsman, Center for Cooperative Resolution (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, 8:30 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 PhysicianMatch 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 CareFirst 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?

http://www.ors.od.nih.gov/sr/dohs/EAP/Pages/eap_contact.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. 211 is also a number you can call 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.



ETHICS ISSUES

RESEARCH CONDUCT

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

REPORTING RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest difference of opinions. (The DHHS Office of Research Integrity has posted a wealth of information on this subject at <http://ori.dhhs.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. Melissa Colbert (colbertmc@mail.nih.gov or 301-827-7745).

NIH ETHICS OFFICE

<http://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 Web site, 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. U.S. laws protect individuals from discrimination based race, religion, color, national origin, age (40 or older), physical or mental disability, sex (which includes transgender status, sex stereotyping, pregnancy, and equal pay), genetic information, or reprisal for opposition to discriminatory practices or participation in the Equal Employment Opportunity (EEO) process. Please note that sexual orientation and gender identity are protected by the Department of Health and Human Services (HHS) policy and individuals who feel they have been subjected to discrimination on the bases of sexual orientation and/or gender identity have a right to file an EEO complaint to seek redress. For further information regarding the EEO process, contact the NIH Office of Equity, Diversity, and Inclusion (EDI) at 301-496-6301. For information about EDI visit us at <http://edi.nih.gov>.

POLITICAL ACTIVITIES

Restrictions on the political activity of NIH employees are described at <http://go.usa.gov/GZq>.

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

<http://www.oge.gov/DisplayTemplates/SiteIndex.aspx>

This 82-page publication lays out guidelines concerning gifts, financial conflicts of interest, seeking other employment, outside activities, and misuse of position, among other things.



SCIENTIFIC RESOURCES AT THE NIH

DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

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

The Department of Clinical Research Informatics, Clinical Center Information Technology Center (ITC) provides a free poster-printing service to all NIH employees and trainees. They are located in Building 10, Room 1C282. The phone number is 301-402-6301. Call in advance for an appointment.

DIVISION OF RADIATION SAFETY

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

The Division of Radiation Safety 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)

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

The Division of Scientific Equipment and Instrumentation Services (DSEIS) 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)

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

The Division of Veterinary Resources 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

Building 10, Room B2L103

<http://www.ors.od.nih.gov/pes/dma>

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

Medical Arts' 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, exhibit, and environmental graphic design
- Electronic Media—animation, presentation design
- Digital printing
- Medical Illustration—2D & 3D, figures, journal covers, scientific poster figures, and design
- Production services— aerial prints, awards, certificates, framing, mounting

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

NATIONAL CENTER FOR BIOTECHNOLOGY INFORMATION (NCBI)

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

This division of the National Library of Medicine created and operates various bioinformatics Web tools that you use regularly including PubMed, Entrez, Genbank, and BLAST searches. They have a very 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 EVENTS MANAGEMENT

<http://www.ors.od.nih.gov/pes/dma/events/Pages/index.aspx>

NIH Events Management 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
- Studio photography—portraits, passport photos

For questions regarding video services e-mail: nihvideo-l@mail.nih.gov

For questions regarding photography call: 301-496-9993

OFFICE OF ANIMAL CARE AND USE (OACU)

<http://oacu.od.nih.gov>

The Office of Animal Care and Use (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 the Web-based courses online at the OACU training Web site.

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 Web site 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. Guidelines for completing an animal study proposal can be found at <http://go.usa.gov/GZC>. Animal Research Advisory Committee Guidelines on other aspects of animal care and use can be found on the same Web site.

OFFICE OF HUMAN SUBJECTS RESEARCH (OHSR)

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

The Office of Human Subjects Research (OHSR) was established in 1991 to support the NIH commitment to conduct innovative human subjects research 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 of 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 <http://go.usa.gov/GZ1>.

OFFICE OF INTRAMURAL RESEARCH (OIR)

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

The Office of Intramural Research (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 Bulletin 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

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

The Office of NIH History (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)

<http://ott.od.nih.gov>

The Office of Technology Transfer (OTT) helps translate the discoveries made at the NIH and FDA into useful biomedical products. This is achieved by evaluating the commercial potential of the 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 or FDA. 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 new "Technology Transfer Certificate Program", see <http://www.faes.org>.



OTHER NIH RESOURCES AND SERVICES

CAFETERIAS

<http://go.usa.gov/GZY>

- Building 10, Ambulatory Care Research Facility, Second Floor
- Building 10, Clinical Research Center (Au Bon Pain), First Floor, north entrance to CRC (only soups, salads, sandwiches, wraps, coffee, snacks)
- Building 10, B1-Level
- Building 12B, First Floor
- Building 31, First Floor
- Building 35, First Floor
- Building 38A (Lister Hill), B1 Level
- Building 45 (Natcher Conference Center), First Floor
- Rockledge Two, Ninth Floor
- Bayview, Ground Floor

COFFEE BARS

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

- Building 1, 3rd Floor, 301-451-0093
- Building 10 FAES, 301-594-9013
- Building 10 CRC, 301-451-7709
- Building 35, 301-594-8438
- Building 50, 301-402-0594
- Fishers Lane, 301-770-8901

CONVENIENCE STORES

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

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

CHILD CARE

<http://go.usa.gov/GZ4>

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 <http://www.ors.od.nih.gov/pes/dats/childcare/Pages/resourceReferral.aspx>.

BACK-UP CARE PROGRAM

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

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

R&W GIFT SHOPS

<http://www.fedesp.com/nih/rw-services/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 1W08, 301-496-2670
- Rockledge I, Room 4202, 301-435-0043

INTERPRETING SERVICES

<http://go.usa.gov/GZT>

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 TTY; 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 and/or other accommodation, please contact NIH Interpreting Services by phone at 301-402-8180, by submitting a request online at <http://portal.ainterpreting.com>, or by using the Federal Relay Service at 1-800-877-8339. Requests should be made at least 5 days in advance of the event.

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 e-mail 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, 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.

MAIL

<http://www.ors.od.nih.gov/pes/dmms>

Mail is picked up 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

<http://www.fedesp.com/nih/rw-services/resources/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 call 301-496-6061. You can also ask in your AO's office if anyone is able to provide this service.

NIH SUPPLY CENTER (SELF-SERVICE STORES)

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. 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 and a link to the online NIH Stock Supply Catalog, a current listing of NIH centrally stored items, can be found at <http://nihsc1.od.nih.gov/>.



USEFUL WEB SITES

The Office of Intramural Training & Education (OITE)	https://www.training.nih.gov
NIH RESOURCES	
The main NIH Web site	http://www.nih.gov
A quick way to find answers to your questions about the NIH	http://jumpstart.nih.gov
NIH Frequently Asked Questions	http://www.nih.gov/about/FAQ.htm
The NIH Enterprise Directory (NED)	http://ned.nih.gov/search
NIH Online Orientation	http://lms.learning.hhs.gov
NIH Security Information	http://security.nih.gov
NIH RESEARCH & TRAINING RESOURCES	
NIH Intramural Research Program	http://irp.nih.gov
NIH Intramural Research—Scientific Focus Areas	http://irp.nih.gov/our-research/scientific-focus-areas
NIH Intramural Database (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	http://intramural.nih.gov/search
<i>Guidelines for the Conduct of Research at the NIH</i>	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research-6_11_07.pdf
<i>Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH</i>	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-scientific_recordkeeping.pdf
<i>A Guide to Training and Mentoring in the Intramural Research Program at NIH</i>	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/mentoring/guide-training_and_mentoring-10-08.pdf
NIH Scientific Interest Groups	http://www.nih.gov/sigs/sigs.html
NIH VideoCasting and Podcasting	http://videocast.nih.gov
NIH Laboratory Safety Training	http://www.safetytraining.nih.gov
Occupational Medical Service	http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx

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



RESOURCES FOR 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.

ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

<http://www.awisbethesda.org>

<http://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 Web sites 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.

INTERNATIONAL WOMEN'S GROUP (IWG)

<http://www.internationalwomensgroup.org>

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

NATIVE SCHOLARS AT THE NIH

Our mission is to educate, support, and encourage Native American and Alaskan Native Scholars on the NIH campus as they strive toward careers that improve the health and wellbeing of Native peoples. We actively pursue mentorship and career development opportunities from colleagues both within and outside of the NIH. Our aim is to create an environment that promotes social integration with peers and faculty in order to improve success, with an overall goal of decreasing attrition rates for AI/AN trainees and fellows in STEM. In addition, we share concerns regarding and generate creative solutions to the barriers we see preventing our community from succeeding and being heard on campus and around the country. We meet once a month to discuss issues of concern and to network with guests who share our goals. We highly encourage Native American and Alaskan Native trainees to join both our group and SACNAS. We are currently establishing a listserv for the Native Scholars. In the meantime, please contact **Dr. Natasha Lugo-Escobar**, the Native Scholars contact in the OITE, with any questions.

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 Roland Owens (owensrol@mail.nih.gov).

NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)

<http://heo.nih.gov>

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

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

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

LGBT-FF helps its members thrive in their professional and personal lives by addressing issues unique to the LGBT community. LGBT-FF organizes seminars and workshops to educate the general public on LGBT issues, provides professional development opportunities, and offers social and networking events to develop professional and personal networks. LGBT-FF is open to straight and LGBT identified NIH fellows, from postdocs to graduate students, postbacs, and summer interns. If you would like more information about LGBT-FF, contact Dr. Shauna Clark, the OITE advisor for LGBT-FF, at 301-594-3753 or clarkshauna@od.nih.gov. Join the LGBT-FF listserv at <https://list.nih.gov> to learn about up-coming 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>. If you have additional questions, contact Erika Barr at 301-451-2164 or barrel@mail.nih.gov.

NIH WOMEN SCIENTIST ADVISORS

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

OFFICE OF EQUITY, DIVERSITY AND INCLUSION

<http://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 the Office of Equity, Diversity, and Inclusion (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 Institutes and Centers to make NIH the premier place for diverse talent to work and discover. For

more information about EDI visit us at www.edi.nih.gov.

SALUTARIS

<http://www.salutaris.org/Salutaris/Home.html>

"Salutaris" is Latin for "health". The purpose of Salutaris is to represent gay, lesbian, bisexual, and transgendered employees; to coordinate meetings, organize social activities, and sponsor educational programs open to all members of the NIH community; to be available as a resource on LGBT issues to the NIH community at large; to provide guidance and recommendations to the NIH OEDI on matters affecting the welfare of LGBT employees; and to assist the OEDI in fostering a workplace environment that is accepting and supportive of LGBT employees.

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

<http://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 **list-serv** (NIH-SACNAS). You may also want to join our **LinkedIn group** (The NIH SACNAS Chapter). For more information contact **Elena Hernandez-Ramon**, the OITE advisor for the NIH-SACNAS Chapter.

RELIGIOUS AND SPIRITUAL RESOURCES

http://clinicalcenter.nih.gov/participate/patientinfo/chapel_schedule.shtml

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

CLINICAL CENTER WEEKLY CHAPEL SCHEDULE

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

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

Prayer mats are also available for use.

WOMEN OF COLOR RESEARCH NETWORK

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 new social media site is for women of color and everybody interested in diversity in the scientific workforce. Visit the **Web site** to join.



THINK ABOUT THE FUTURE

IMPORTANT PAPERWORK

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

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

JOIN THE ALUMNI DATABASE

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

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

- First, what's in it for YOU? Networking! You will be helping to create a searchable database of potential colleagues that you can mine to meet your own needs and those of your students and friends.
- The OITE invites former NIH trainees to speak at events like the Career Symposium and the National Graduate Student Research Conference. 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 postbacs go to graduate or professional school? Where do NIH postdocs find jobs? You can help us provide those data.
- If you wish, you can become part of a worldwide network of NIH alumni who are willing to answer current trainees' questions about schools and jobs.

How does the database work?

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

AFTER YOUR POSTBAC: COMING BACK TO THE NIH

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

THE GRADUATE PARTNERSHIPS PROGRAM (GPP)

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

university partnerships. Finally, students of any nationality who have passed their qualifying examinations in a university PhD program anywhere in the world may create individualized collaborations between an NIH investigator and their university research mentor.

In addition to administering multiple institutional partnerships, the GPP helps prepare all NIH graduate students to become innovative and creative leaders in the scientific research community. The GPP provides programs, services, individual assistance, and resources to enhance the academic, professional, and career development of the more than 400 graduate students who work and study at the NIH. For more information, visit <http://go.usa.gov/72J>.

THE MEDICAL RESEARCH SCHOLARS PROGRAM

The National Institutes of Health (NIH) Medical Research Scholars Program (MRSP) (<http://www.cc.nih.gov/training/mrsp/index.html>) is a comprehensive, year-long research enrichment program designed to attract the most creative, research-oriented medical, dental, and veterinary students to the intramural campus of the NIH in Bethesda, MD. Student scholars engage in a mentored basic, clinical, or translational research project that matches their research interests and career goals, on the main NIH campus in Bethesda, or at close by NIH facilities. The MRSP is designed for students who have completed their core clinical rotations but does not exclude students with strong research interests from applying prior to having completed their clinical rotations.

THE NIH CLINICAL ELECTIVES PROGRAM (CEP)

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

GRADUATE MEDICAL EDUCATION PROGRAMS (GME)

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

GME Programs provide training experiences principally within the NIH Clinical Center, a 240 bed clinical research hospital, located on the Bethesda campus. The Clinical Center supports approximately 1,570 active investigational protocols and provides care to more than 5,800 inpatients and 102,000 outpatients enrolled in these protocols each year. It is the academic "home" to more than 270 residents and clinical fellows who participate in its accredited training programs and other unique graduate medical education programs. More information about NIH Graduate Medical Education programs is available online at <http://www.cc.nih.gov/training/gme.html>.

NIH LOAN REPAYMENT PROGRAMS

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

nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from Disadvantaged Backgrounds, which is designed to recruit highly qualified physicians, nurses, and scientists from disadvantaged backgrounds to serve as clinical researchers; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, which is available to fellows employed by NIH in subspecialty and residency training programs accredited by ACGME. For further information please visit <http://www.lrp.nih.gov/index.aspx>.



VOLUNTEERING

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

OPPORTUNITIES AT THE NIH

THE NIH CLINICAL CENTER

<http://www.cc.nih.gov/about/jobs/volunteering.shtml/>

Participate in clinical trials as a healthy volunteer <http://go.usa.gov/GZf> or as a patient <http://clinicalstudies.info.nih.gov>

To volunteer to help out around the hospital call the Volunteer Office at 301-496-1807.

NIH BLOODBANK

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

CHILDREN'S INN AT NIH

<http://bit.ly/NIHchildrensINNvolunteer>

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

<http://www.speciallove.org>

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

OTHER OPPORTUNITIES

BETHESDA URBAN PARTNERSHIP

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

Help the Bethesda Urban Partnership create memorable events.

SMITHSONIAN ZOOLOGICAL PARK (AKA THE NATIONAL ZOO)

<http://nationalzoo.si.edu/Support/Volunteer>

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

MONTGOMERY COUNTY VOLUNTEER CENTER

Rockville, MD
240-777-2600

<http://www.montgomeryserves.org>

Online database of more than 2,000 volunteer opportunities in a variety of community service

SINGLE VOLUNTEERS

<http://www.svdc.org>

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

BURGUNDY CRESCENT VOLUNTEERS

<http://www.burgundycrescent.org>

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

LEARNING ALLY

202-244-8990

<http://www.learningally.org>

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

CRISILINK

<http://www.crisislink.org/volunteer/volunteer-opportunities>

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

VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM

Montgomery County

<http://go.usa.gov/GZM>

INTERNATIONAL RESCUE COMMITTEE

Silver Spring

http://www.theirc.org/where/united_states_washington_dc

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

HIGHER ACHIEVEMENT

Washington, D.C.

<http://www.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.



WASHINGTON METROPOLITAN AREA ACTIVITIES

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

In addition to providing NIH staff and trainees with fitness facilities, stores, and other benefits, the NIH/NOAA 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 light side, go to <http://www.fedesp.com/nih/rw-services/clubs-organizations/>.

MANCHESTER STRING QUARTET AT NIH

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

NIH COMMUNITY ORCHESTRA

<http://www.nihco.org>

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

NIH PHILHARMONIA

<http://www.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 Web site at: <http://www.nihphil.org>

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 performs two series of concerts each year for NIH patients and staff and the community at large. The NIH Chamber Singers is open to all NIH community members.

WASHINGTON METROPOLITAN AREA ACTIVITIES

While most of your time this year will be occupied with research, a stay in the Washington, D.C. area would not be complete without experiencing the sights of the city. The national capital is well known for its role as the seat of the US government, but it also has much to offer in the way of culture, history, and entertainment. Whether you are looking for art, music, nightlife, good food, or natural beauty,

the choices in the DC metro area abound. The museums, parks, and historical sites listed here are just a sampling of the interesting places and events you can find around town. The Internet is also an excellent resource for learning more about local points of interest and goings-on. The following online guides are especially useful:

<http://www.washington.org>
<http://www.washingtonpost.com/gog>
<http://ticketplace.org>

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

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>.

MUSEUMS

B'nai B'rith Klutznick National Jewish Museum

2020 K Street NW
Washington, DC 20006
202.857.6583

<http://www.bnaibrith.org/museum-and-archives.html>

Admission: Free
Metro: Red Line, Farragut North, Blue/Orange Lines, Farragut West

Charles Sumner School Museum & Archives

1201 17th Street NW
Washington, DC 20036
202.730.0478

<http://www.nps.gov/history/nr/travel/wash/dc58.htm>

Admission: Free
Metro: Red Line, Farragut North

Constitution Gardens

900 Ohio Drive SW
Washington, DC 20242
202.426.6841

<http://www.nps.gov/coga/>

Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian

The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

Corcoran Gallery of Art

500 17th Street NW
Washington, DC 20006
202.639.1700

<http://www.corcoran.org/>

The Corcoran Gallery is being renovated and will become part of the National Gallery of Art. Check <http://www.nga.gov/visit> for the re-opening date in 2015.

DAR Museum

1776 D Street NW
Washington, DC 20006
202.628.1776

<http://www.dar.org/museum/>

Admission: Free
Metro: Blue/Orange Lines, Farragut West

Decatur House Museum

1610 H Street NW
Washington, DC 20006
202.218.4300

<http://www.decaurhouse.org/>

Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

Folger Shakespeare Library

201 East Capitol Street SE
Washington, DC 20003
202.544.4600

<http://www.folger.edu/>

Admission: Free; tours at 11:00 am
Metro: Blue/Orange Lines, Capitol South

Fort Ward Museum

4301 West Braddock Road
Alexandria, VA 22304
703.746.4848

<http://oha.alexandriava.gov/fortward/>

Admission: Free
Metro: Yellow Line, King Street; DASH bus A-T5

International Spy Museum

800 F Street NW
Washington, DC 20004
202.393.7798

<http://www.spymuseum.org/>

Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

Library of Congress

101 Independence Avenue SE
Washington, DC 20540
202.707.5000

<http://www.loc.gov/>

Admission: Free
Metro: Blue/Orange Lines, Capitol South

Lillian and Albert Small Jewish Museum
3rd & G Streets NW, Washington, DC 20001
202.789.0900
<http://www.jhsgw.org/>
Admission: Free
Metro: Red Line, Judiciary Square

Lyceum
201 South Washington Street
Alexandria, VA 22314
703.746.4994
<http://oha.alexandriava.gov/lyceum/>
Admission: Admission is charged.
Metro: Yellow Line, King Street

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

Marian Koshland Science Museum
The National Academies
525 E Street NW, Washington, DC 20001
202.334.1201
<http://www.koshland-science-museum.org/>
Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

National Archives
700 Pennsylvania Avenue NW, Washington, DC 20408
866.272.6272
<http://www.archives.gov/>
Admission: Free
Metro: Green/Yellow Lines, Archives

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740
301.837.2000
<http://www.archives.gov/dc-metro/college-park/>
Admission: Free

National Building Museum
401 F Street NW, Washington, DC 20001
202.272.2448
<http://www.nbm.org/>
Admission: Admission is charged.
Metro: Red Line, Judiciary Square

National Gallery of Art
4th Street & Constitution Avenue NW
Washington, DC 20565
202.737.4215
<http://www.nga.gov/>
Admission: Free
Metro: Red Line, Judiciary Square

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

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

National Museum of Health & Medicine
2500 Linden Lane
Silver Spring, MD 20910
301.319.3300
<http://www.medicalmuseum.mil>
Admission: Free
Metro: Red Line, Forest Glen/Silver Spring

National Museum of Women in the Arts
1250 New York Avenue NW
Washington, DC 20005
202.783.5000
<http://www.nmwa.org/>
Admission: Admission is charged.
Metro: Blue/Orange/Red Lines, Metro Center

The Newseum
555 Pennsylvania Avenue NW
Washington, DC 20001
888.639.7386
<http://www.newseum.org>
Admission: Admission is charged
Metro: Red Line, Judiciary Square; Green/Yellow Lines, Navy Memorial-Penn Quarter

The Octagon House
1799 New York Avenue NW
Washington, DC 20006
202.626.7439
<http://www.aia.org/conferences/green/AIAB082816>
Admission: Admission is charged.
Metro: Red Line, Farragut North

The Phillips Collection
1600 21st Street NW
Washington, DC 20009
202.387.2151
<http://www.phillipscollection.org/>
Admission: Admission to the permanent collection is free on weekdays (Tuesday-Friday).
Metro: Red Line, Dupont Circle

SMITHSONIAN

Smithsonian - African Art Museum

950 Independence Avenue SW
Washington, DC 20560
202.633.4600

Comments: Ancient African Art to 20th century artifacts.

<http://www.nmafa.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - Air & Space Museum

6th Street & Independence Avenue SW
Washington, DC 20560
202.633.2214

Comments: Spaceships and aircraft plus an IMAX Theater.

<http://www.nasm.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - Air & Space Museum, Udvar-Hazy Center

Steven F. Udvar-Hazy Center
14390 Air & Space Museum Parkway,
Chantilly, VA, 20151
703.572.4118

Comments: Located near Dulles Airport in the Virginia countryside. Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Concorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

<http://www.nasm.si.edu/udvarhazy/>

Admission: Free, but a parking fee is charged

Smithsonian - American Art Museum

8th & F Streets NW
Washington, DC 20001
202.633.7970 or 202.633.1000

Comments: In the same building as the Portrait Gallery

<http://www.americanart.si.edu/>

Admission: Free

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

Smithsonian - American History Museum

14th Street & Constitution Avenue NW
Washington, DC 20001
202.633.1000

Comments: Items from 200 years of American existence; railroad engines to computers to WWII and much more including the art of each period.

<http://www.americanhistory.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - American Indian Museum

4th Street and Independence Avenue SW
Washington, DC 20560
202.633.1000

<http://www.nmai.si.edu/>

Admission: Free

Metro: All lines except Red, L'Enfant Plaza

Smithsonian - Anacostia Community Museum

1901 Fort Place SE
Washington, DC 20020
202.633.4820

Comments: Has one of the city's finest collections of African-American art.

<http://www.anacostia.si.edu/>

Admission: Free

Metro: Green Line, Anacostia, then W2 or W3 bus

Smithsonian - Arts & Industries Building

900 Jefferson Drive SW
Washington, DC 20013
202.633.1000

<http://si.edu/museums/arts-and-industries-building>

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - Freer Gallery of Art

12th Street & Jefferson Drive SW
Washington, DC 20013
202.633.1000

Comments: This building, physically connected to the Sackler Gallery, specializes in Japanese artifacts.

<http://www.asia.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - Hirshhorn Museum & Sculpture Garden

7th Street & Independence Avenue SW
Washington, DC 20013
202.633.4674

Comments: An impressive collection of sculpture, classic, and modern, plus contemporary art.

<http://www.hirshhorn.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - National Portrait Gallery

8th & F Streets NW
Washington, DC 20001
202.633.1000

Comments: In the same building as the American Art Museum.

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

Admission: Free

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

Smithsonian - National Postal Museum

2 Massachusetts Avenue NE
Washington, DC 20002
202.633.5555

Comments: Washington's first post office, now an active historic site providing exhibits, lectures, and special family events.

<http://www.npm.si.edu/>

Admission: Free

Metro: Red Line, Union Station

Smithsonian - Natural History Museum

10th Street & Constitution Avenue NW
Washington, DC 20013
202.633.1000

<http://www.mnh.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Smithsonian - Renwick Gallery

17th Street & Pennsylvania Avenue NW
Washington, DC 20006
202.633.7970 or 202.633.1000

<http://www.americanart.si.edu/renwick/>

Renwick Gallery is currently closed for renovation until 2016.

Smithsonian - Sackler Gallery

1050 Independence Avenue SW
Washington, DC 20013
202.633.1000

Comments: Specializes in Asian art.

<http://www.asia.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

The Textile Museum

2320 S Street NW
Washington, DC 20008
202.667.0441

<http://www.textilemuseum.org/>

Admission: Free (suggested contribution of \$8)

Metro: Red Line, Dupont Circle

United States Botanic Garden

100 Maryland Avenue SW
Washington, DC 20001
202.225.8333

<http://www.usbg.gov/>

Admission: Free

Metro: Blue/Orange Lines, Federal Center SW or Capital South

United States Holocaust Memorial Museum

100 Raoul Wallenberg Place SW
(14th Street & Independence Avenue)
Washington, DC 20024
202.488.0400

<http://www.ushmm.org/>

Admission: Free, but requires advance time-entry pass.

Metro: Blue/Orange Lines, Smithsonian

United States National Arboretum

3501 New York Avenue NE
Washington, DC 20002
202.245.2726

<http://www.usna.usda.gov/index.html>

Admission: Free

NATIONAL/STATE PARKS AND HISTORIC SITES**Ford's Theatre National Historic Site**

511 10th Street NW
Washington, DC 20004
202.347.4833

<http://www.nps.gov/foth/>

Admission: Free. Admission to theatrical performances is by paid ticket only.

Metro: Blue/Orange/Red Lines, Metro Center, Green/Red/Yellow Lines, Gallery Place/Chinatown

Comments: The theater where President Abraham Lincoln was shot and the house across the street where he died early the next day are preserved as Ford's Theater National Historic Site.

Franklin Delano Roosevelt Memorial

1850 West Basin Drive SW
Washington, DC 20024
202.376.6704

<http://www.nps.gov/fdrm/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Frederick Douglass National Historic Site

1411 W Street SE
Washington, DC 20020
202.426.5961

<http://www.nps.gov/frdo/>

Admission: Admission is charged. Reservation required.

Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)

Comments: Frederick Douglass lived at Cedar Hill from 1877 until 1895. His fully restored Victorian home on the heights overlooking Anacostia offers a panoramic view of the U.S. Capitol, the Washington Monument, and the city of Washington.

C & O Canal National Historical Park

Great Falls Tavern Visitor Center
11710 MacArthur Boulevard
Potomac, MD 20854
301.767.3714

<http://www.nps.gov/choh/>

Admission: Admission is charged.

Comments: About 15 miles from the Mall, at the end of MacArthur Boulevard, are the Great Falls of the Potomac. A restored 19th century tavern was an important stopping point on the C&O Canal and is now a museum. Woodland paths and picnic areas are further features of the park, which is also a good starting point for hiking or cycling along the towpath. Great Falls is part of the larger Chesapeake and Ohio Canal National Historic Park, which runs for 184.5 miles from Georgetown to Cumberland, MD.

Great Falls Park, Virginia

9200 Old Dominion Drive
McLean, VA 22102
703.285.2965

<http://www.nps.gov/grfa/>

Admission: Admission is charged.

Comments: Excellent views of the cascading Potomac. The park has a snack bar, restrooms, visitor center, picnic facilities, and hiking trails. Fishing is permitted, but swimming and wading are not.

Korean War Veterans Memorial

10 Daniel French Drive SW
Washington, DC 20001
202.426.6841

<http://www.nps.gov/kwvm/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

Lincoln Memorial

2 Lincoln Memorial Circle
Washington, DC 20037
202.426.6841

<http://www.nps.gov/linc/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

Martin Luther King Jr. Memorial

1964 Independence Ave SW
Washington, DC 20024
202.426.6841

<http://www.nps.gov/mlkm/index.htm>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

Mary Mcleod Bethune Council House National Historic Site

1318 Vermont Avenue, NW
Washington, DC 20005
202.673.2402

<http://www.nps.gov/mamc/>

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

Comments: The Site houses the Bethune Museum and Archives, Inc., and is dedicated to the collection, preservation, and interpretation of African American women's history.

National Aquarium in Baltimore, Maryland

Pier 3, 501 East Pratt Street
Baltimore, MD 21202
410.576.3800

<http://www.aqua.org/>

Admission: Admission is charged.

Comments: The lightship Chesapeake is docked nearby.

National Mall

Washington, DC

<http://www.nps.gov/nr/travel/wash/dc70.htm>

Admission: Free. Permits are required for special events and First Amendment activities.

National World War II Memorial

17th Street between Constitution and
Independence Avenues
Washington, DC
202.426.6841

<http://www.nps.gov/nwwm/>

Admission: Free, Permits are required for special events and First Amendment Activities.

Metro: Blue/Orange Lines, Smithsonian

National Zoo

3001 Connecticut Avenue, NW
Washington, DC 20008
202.633.2614 General Information
202.633.4111 Zoo Park Police (In stormy weather, call here to see if the zoo is open.)

<http://nationalzoo.si.edu/>

Admission: Free, but there is a charge for parking.

Metro: Red Line, Woodley Park/Zoo or Cleveland Park.

Bus: L1, L2, and L4 buses at the Connecticut Avenue entrance; H4 bus at Harvard Street.

Car: Parking is very limited. From May to September, lots may be filled by 10:30 am.

Rock Creek Park

3545 Williamsburg Lane, NW
Washington, DC 20008
202.895.6070

<http://www.nps.gov/rocr/>

Admission: Free

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

Sewall-Belmont House National Historic Site

144 Constitution Avenue, NE
Washington, DC 20002
202.546.1210

<http://www.sewallbelmont.org/>

Admission: Free

Metro: Red Line, Union Station

Shenandoah National Park, Virginia

80 miles southwest of Washington via I-66 and US 340 or via I-66 and US 211
540.999.3500

<http://www.nps.gov/shen/>

Admission: Admission is charged.

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

Theodore Roosevelt Island

c/o Turkey Run Park
George Washington Memorial Parkway
McLean, VA 22101
703.289.2500

<http://www.nps.gov/this/>

Admission: Free. Fishing permits are required for persons older than 16. Vehicles are not permitted on the island.

Metro: Blue/Orange Lines, Rosslyn

Comments: The parking area is accessible from the northbound lane of the George Washington Memorial Parkway on the Virginia side of the Potomac River. A footbridge connects the island to the Virginia shore. The island is also accessible to pedestrians via the Metro station at Rosslyn and a 20-minute walk following city streets to the Key Bridge, where the Mount Vernon Trail begins. Follow the trail to the island entrance.

Thomas Jefferson Memorial

900 Ohio Drive SW
Washington, DC 20242
202.426.6841

<http://www.nps.gov/thje/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

United States Capitol

Capitol Hill, east end of the National Mall
Washington, DC
202.226.8000

<http://www.visitthecapitol.gov>

Admission: Free. The Capitol is open for public tours, but a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.

Metro: Red Line, Union Station

Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.

Metro: Blue/Orange Lines, Smithsonian

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.

United States Navy Memorial

701 Pennsylvania Avenue NW
Washington, DC 20004
202.737.2300

<http://www.navymemorial.org>

Admission: Free

Metro: Green/Yellow Lines, Archives

Vietnam Veterans Memorial

5 Henry Bacon Drive NW
Washington, DC 20242
202.426.6841

<http://www.nps.gov/vive/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

Comments: The Memorial also includes the Three Servicemen Statue and the Vietnam Women's Memorial.

Washington Monument

Constitution Avenue at 15th Street NW

Washington, DC 20001

(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)

202.426.6841

<http://www.nps.gov/wamo/>

Metro: Blue/Orange Lines, Smithsonian

Comments: an elevator takes visitors to the 500-foot level. Return is by elevator as well. If you wish to walk down, you must make arrangements beforehand with the staff.

White House

1600 Pennsylvania Avenue NW

Washington, DC 20005

202.456.7041

<http://www.whitehouse.gov>

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

Visit <http://www.whitehouse.gov/about/tours-and-events> or call the number above for updates.

Metro: Blue/Orange Lines, Federal Triangle; Blue/Orange/Red Lines, Metro Center

Comments: Now anyone, anywhere, can experience the history and art of the White House via their computer. Take the virtual tour (<http://www.googleartproject.com/collection/the-white-house/museumview/>).

ACKNOWLEDGEMENTS

This document draws heavily on the work of others. We are grateful for permission to use (sometimes in modified form) sections from the Graduate Partnerships Program Handbook, the Postdoc Handbook, and the 2014 Summer Handbook. We have also incorporated information from organization and NIH office Web sites in an attempt to provide the most accurate information possible. Gail Seabold, PhD, contributed to the writing, organizing, and editing of the handbook.

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Revised 2015