

**NIEHS Trainees Assembly (NTA) Mission
Statement:**

**To foster the professional advancement of
postdoctoral, visiting, and pre-doctoral fellows and
other non-tenured, non-permanent scientists training
at the National Institute of Environmental Health
Sciences.**

<http://www.niehs.nih.gov/nta/>

nta@niehs.nih.gov

**The NIEHS Trainees Assembly has organized this
booklet to help you in your first days at NIEHS.
Please send comments to anyone on the steering
committee of the NTA (see the website or bulletin
board for current information on the NTA to contact
them) regarding the information in this booklet. If
we left something out, or if our information needs to
be updated, we need to know.**

NIEHS TRAINEES AND VISITING SCIENTIST ORIENTATION HANDBOOK

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I. A RELOCATION GUIDE FOR NEW TRAINEES TO NIEHS

INTRODUCTION

Dear Fellows,

Welcome to the National Institute of Environmental Health Sciences and welcome to the Triangle (Raleigh, Durham, and Chapel Hill)!

This Orientation Handbook is meant to make the transition to the NIEHS and North Carolina as easy as possible. The first section of this handbook deals with relocating to the Triangle area, and is specially designed to help fellows moving here from other countries. Hopefully, the experience from post-docs at NIEHS gathered here will be of help to you.

Visiting fellows, we also would like to refer you to the Handbook which was sent to you by the Fogarty International Center at NIH. In this part of the NIEHS Orientation Handbook, you will find important things you will have to deal with after arrival in North Carolina. We recommend that you invest a week, maybe two, to get settled. Also, be aware that this process will cost money and we hope to inform you on any potential costs as accurately as possible.

If you have any additional questions, please ask. There are lots of people here, including the NIEHS Trainees Assembly, to help you out. You may contact the NTA at nta@niehs.nih.gov. From talking to colleagues or fellow countrymen (we've got people here from all over the globe at NIEHS) you also might be able to get some crucial information on how to, or in some cases how not to do things. And again, enjoy your stay.

HOW MUCH MONEY SHOULD YOU BRING?

The expenses of moving add up quickly: car, insurance, apartment, deposits, pots, pans, bed, sofa, food etc. Keep in mind that it might take 2 weeks (or maybe a month) before you receive your first paycheck. As an estimate, you will need access to \$4000 to \$6000 dollars, but this depends on your personal situation.

The RTP Federal Credit Union offers short-term loans for foreign visitors coming to NIEHS who need financial assistance for housing deposits, etc. Even if no social security number is available, arrangements can be made. The foreign visitor should be accompanied by a RTP Federal Credit Union member to sponsor the application (this does not involve co-signing the loan). The RTP Federal Credit Union phone number is 941-5700.

ACCOMMODATIONS

Where to live:

The Triangle area consists of three counties in central North Carolina: Wake County (Raleigh and Cary), Durham County (Durham and Research Triangle Park) and Orange County (Chapel Hill, Carrboro and Hillsborough). In principle, finding a place to live will be no problem.

Housing/Apartments.

The enormous availability of apartment complexes in this area will provide enough variety to choose from. Lists of apartment complexes can be found in apartment guide books which are available for free in book stores and supermarkets. Usually, you will find both 1 bathroom/ 1 bedroom apartments and 2 bathroom/ 2 bedroom apartments in the same complex.

Where you want to live is, of course, based on your own personal choice. The cheapest complex may not necessarily be the best and safest choice. Keep your eyes open when you get a guided tour through the complex, ask questions, look at the maintenance of the apartments. Is the property itself well-taken care of, will you get the apartment you have just been shown, is the complex quiet, is the noisy condenser of the air-conditioning right under my bedroom window, etc.? You may want to consider the local rush hour traffic when choosing an apartment.

Apartment Rental Rates

The rents of apartments are in the range of \$450-\$900 and are non-negotiable. Most places offer a 12 month lease, and in some cases a 6 month lease. A six month lease gives you the possibility to leave quickly if you don't like the complex, but the availability of short term leases depends on the market. Upon signing the lease you will be asked for a refundable fee of at least one month's lease, and a security deposit to insure against any damages that may occur while you are living there. Understand that this may require you to give them \$1500-2000 before you move in. If you need to move, you can always break your lease and the minimum penalty usually is a month's lease. This is something to keep an eye on when signing the lease. Remember that co-workers and fellow post-docs can give you valuable information when you're looking

for a good place to live. When signing your first lease in the US, ask someone to accompany you for translation, etc..

Note that most apartments are rented unfurnished. Some closet space will be available in the bedroom(s), bathroom and kitchen and the latter will also have a fridge, dishwasher and a stove. Some apartments come with a full washer/dryer. Other complexes have laundry facilities on-site and you may want to check the sanitary conditions of the facilities. You can either buy new furniture or, alternatively, buy used furniture. These can be found through advertisements in local newspapers, certain furniture stores, or posted notices here at NIEHS (the "Trading Post" on your Outlook server). Many 'yard sales' held at private houses on weekends are a good source of household items at cheap prices (but be there as early as possible).

A cheaper alternative for accommodation is to share an apartment with a roommate. Roommates can be found either through advertisements in local newspapers, or through notices posted here at the NIEHS.

Utilities

Usually, the costs for water and sewage are included in your rent. You are required to make arrangements to pay directly for power (electricity and sometimes gas, if available) yourself. You may also be required to give the utility company a deposit, especially if you have not established credit in the United States. The power voltage is **110 V**. These utilities are provided by local companies and the management of the apartment complex will provide you with the addresses and phone numbers of these companies. The utility companies will send you a bill of service every month, which you can pay in person at the company's office location or by mailing in a check.

Every apartment will have a connection for cable TV. Cable services are arranged by calling your local cable service provider and installment costs for a decoder is approximately \$45. The monthly cost of cable services, paid by mailing in a check, depends on the number and types of channels that you have chosen. Keep in mind that the major networks such as ABC, NBC, CBS, Fox, etc. can be received with a simple \$30 antenna.

TRANSPORTATION

A car is an **absolute necessity** for everyday life in this area of North Carolina. You will need a car to get to work, do shopping, etc.. Public transport to and from Research Triangle Park does exist, but with very restricted service. Cycling is an option, though not very safe due to very busy traffic and a lack of specific bicycle lanes, and it can get cold and rainy in the winter.

On arriving in the area, you may want to rent a car for a short term until it is possible to purchase your own transportation. There are many car rental places, but you may want to ask other Visiting Fellows for information on where to best obtain a long-term rental.

Buying a car

You can buy a car from two sources: you can buy cars from Dealerships that specialize in selling new and used cars or you can buy a used car directly from the current private owner. Generally speaking, you will always save money by buying from a private owner, but it will entail more and persistent effort. The kind of car you want to buy is a personal choice. At the most inexpensive end of the spectrum, you can expect to pay ~\$1500-\$2000 for a used car that is 8+ years old. Of course an older car may be cheaper, but may require costly repairs.

There are many consumer guides (available in any library, and here at NIEHS) which will describe the different types of cars available, their repair and performance history, and the prices you can expect to pay for new and used cars. They also provide very good guidance on the whole process of buying a car, and what to expect.

Please Note: Before you buy a used car, you should have the car inspected by an independent garage to inform you about any potential problems and repair costs. This inspection will cost you about \$25-50, and is a good investment that can save you from a lot of trouble. The most important thing to bear in mind is that you should feel confident about your car purchase. If you have any doubts about the car or its source, don't buy it.

Also, after buying a car, you must register your car with the Division of Motor Vehicles at any of the following offices:

License Plate Agency: 1920 Hwy 54, Durham, phone # 544-6607
 Northgate Shopping Mall, Durham, phone # 286-4908
 University Mall, Chapel Hill.

Registration will cost at least \$35, and there is a one time 3% tax charge on the value of the car. If you already own a car, and are moving from out-of-state, you have 30 days to register your car in North Carolina.

Car Loans

In the likely case that you will need to borrow money to buy a car, you can either go to a commercial bank or the Federal Credit Union (which is for federal employees only). From past experience, the Federal Credit Union's interest rates have proven to be the most competitive. Critical to qualifying for a loan at any bank is having a credit history in the US. In the absence of a credit history, a letter from your bank in your home country may help in this process (see "Banks" below).

INSURANCE

Car Insurance

With a car, you will need **car insurance**. The insurance company wants to know what type of car you will be driving, where you live, and which family members will drive the car because the premium will depend on all of this information. Shop around for the lowest rates and/or ask your colleagues where they have insured their car. A rough estimate for insurance rates can range from ~\$200 to ~\$600 per 6 months, depending on the extent of coverage.

If you have car insurance in your home country, it would be useful to bring a letter of recommendation (in English) from that insurance company, stating that you have been a

safe driver and had no accidents, and your driver's license. This may help in obtaining a lower insurance premium.

While in the US, any traffic violation, including speeding tickets, will result in points being added to your driving record and they will be reported to your insurance company. **This will result in a serious price increase in your insurance premium for a period of three years per violation.**

Renter's Insurance

Insuring the contents of your rental apartment against fire and theft is a necessity. This insurance can be obtained from the same insurance agent that provided you with car insurance, and will cost ~\$100 per year. This insurance will provide short-term housing if your apartment is damaged by fire or flood, and will give you money to replace personal items and furniture that are destroyed or stolen.

Health Insurance

NIEHS provides you with a standard health insurance package. Information will be provided upon arrival by the Human Resources Department. See also the Insurance paragraph on page 8 of the Handbook.

DRIVER'S LICENSE

It is required by the State of North Carolina that you obtain a North Carolina driver's license (or convert an out-of-state license) within 30 days. A list of Driving License Offices is given below. You will need to bring two proofs of identification (passport, international driver's license, social security card). The driving test consists of three parts: a written test (multiple choice), an eye test, and a driving test. Information for the written test is provided in a small textbook obtained from any NC Division of Motor Vehicles (DMV) office. These books will provide you with all the rules and road signs you need to know for driving in the US. A driver's license costs \$20. Note that you will need car insurance before you can take the test. A Division of Motor Vehicles guide for newcomers to North Carolina can also be found at this website:
<http://www.dmv.dot.state.nc.us/Newcomersguide/>

A change of address needs to be reported to the DMV immediately (and you will have to spend another 10 dollars for a new license). This is for tax purposes (county tax on your car will be about \$125 dollars per year) and to be able to notify you on the renewal of your tag registration (the colored sticker on your license plate) which costs about \$25 per year. In addition to renewing your registration yearly, you will need a safety and emissions inspection for your car, which costs around \$17.50.

Please Note: The license is also a *VERY IMPORTANT* means of identification. Whether writing checks, filing official documents, or buying alcoholic beverages (in bars, restaurants and supermarkets) you will most likely be asked to show your driver's license.

What if you have never driven a car before?

If you do not drive, it may be a good idea to start taking lessons as soon as possible, even in your own country. Driving lessons are available in North Carolina, but can be expensive.

In order to start taking lessons, you need to have a learner's permit, which can be obtained on completion of the written test and the eye test described above at the DMV office.

Office locations (license services):

Homestead Market, NC 54, Durham (this office is 5 min away from NIEHS) , phone #560-3378, or 560-3379
1100 New Bern Av, Raleigh, phone # 715-7000
North Hills Shopping Plaza, Raleigh, phone # 781-4967
South Hills Shopping Center, Raleigh, phone # 469-1444

License Plate Agency: 1920 Hwy 54 Durham, phone # 544-6607
Northgate Shopping Mall, Durham, phone # 286-4908
University Mall, Chapel Hill, phone # 967-7059

BANKING

Opening a bank account in the US is a straightforward process and should occur at no charge. A letter of recommendation from your current bank in your home country can help in some circumstances, for example if you want to apply for a car loan or open a line of credit. If you are new to the US, it is likely that you do not have a credit history, and without credit you will find it difficult to obtain either a credit card or a loan initially. If you open a regular checking and savings account, you will obtain a debit card with a personal identification number that you can use to purchase groceries, gas, etc. The Research Triangle Park Federal Credit Union recognizes that foreign postdocs will need some start-up money and will provide you with a loan to do so.

SOCIAL SECURITY NUMBER

Your social security number is an identification number that you will need to provide on numerous occasions, such as filing tax forms, opening a bank account, renting an apartment, requesting telephone service, testing for your driver's license, etc. Obtain your social security number as soon as possible on arriving in the US. A list of Social Security Offices is given below (note that government related addresses and phone numbers can be obtained from the Blue Pages in your local phone book). It will take two weeks before you will receive your social security card by mail. However, your appointed social security number can be obtained within a few days by dialing a toll-free 1-800 number.

Note: While waiting for your social security number, you can also write “**Applied For**” in the appropriate box on the form you need to fill in.

Office locations: 3308 Chapel Hill Blvd, Durham, phone # 541-5443
4405 Bland Rd, Raleigh, phone # 790-2782

TAXES

Most people working in North Carolina are required to pay both North Carolina State and Federal Taxes. However, due to Tax Treaties, these requirements may vary according to your home country. Please check with the Human Resource Department on your particular situation.

NIEHS does provide an informative seminar on filing tax forms in February/March, just prior to the deadline for filing tax forms on April 15.

A General Guide to Visiting Fellows who may need to pay taxes

Federal Tax: For Visiting Fellows, Federal Tax will be directly taken out of his or her paycheck. You will have to file a tax return (Form 1040-NR) *whether or not* you are required to pay Federal Taxes. If you are exempt from paying taxes as a result of a tax treaty, filing tax forms is required to prove your tax-exempt status. For IRTA fellows, you will be required to pay quarterly taxes. You will receive a worksheet to help estimate your payments, and the forms to mail in with your payments from Human Resources.

State Taxes need to be paid directly by the Visiting Fellow, usually in quarterly amounts (April, June, September and January of the following calendar year). Payments can be made by mailing a check to the North Carolina Department of Revenue, PO Box 25000, Raleigh, NC 27640. For more information go to the web at <http://www.dor.state.nc.us/> or contact Human Resources at NIEHS.

The total amount of State tax is approximately 6% to 7% of the total stipend (which *includes* the already taken-out Federal taxes). So be prepared to write out a check of approximately \$400 every three months. You can estimate the State tax by filling in form NC-40, available at the Post Office or library. Keep in mind that this is an **estimated** amount of tax. Before April 15, you will have to calculate the exact amount of the tax you owe the State of North Carolina by completing Form D-400.

On your tax forms, you need to fill in your J1-visa number. This is the red number on your visa in your passport.

TELEPHONES

Local Service

Depending on where you live, local telephone services are provided either by Bell South or Verizon. These services are easily set up by calling the phone company directly.

The companies will inform you about the many optional services they can provide, such as voice mail and insurance for in-house repairs (this is sometimes covered by the apartment complex you live at, so check it out. Some apartment complexes require that you take this option). Only take the options that you feel will need---your monthly bill can get expensive. In any case, these options can be included or cancelled at anytime. Also, check your phone bill regularly for any mistakes or unwanted changes.

As with the utility companies, having a colleague co-sign for the service will void the requirement of a deposit charge.

Long Distance Service

In order to be able to make long distance phone calls, you need to select a *long distance phone service*. A long distance call involves any calls not covered by your local service, as well as calls made to outside the USA.

There are several long distance phone companies, amongst which there exists intense competition, and thus lots of discounts are offered. Be aware that a company which offers a good deal on domestic (within the US) long distance phone calls, may not offer the best deal on international calls. However, you can only have one company providing you with long distance service. Shop around and decide which type of phone calls are more important to you. Also, be aware that you can always freely switch from one company to another.

You will be billed for your long-distance phone calls through your local service provider. Regularly check your phone bill for any billing mistakes concerning your discount plan or a sudden change of long distance company without your request. Also, be extremely cautious what you say (in principle never say “yes”) when you receive a phone call from a competing company, offering you their long distance service.

CLIMATE

North Carolina is situated in the Southeast of the US. The summers in North Carolina, as in most of the southern states, are hot and humid. Daytime highs are in the eighties or nineties (28-35 degrees Celsius) and the humidity (80% +) can make you feel really uncomfortable. During the night, both temperature and humidity hardly drop at this time of the year. Fortunately, every building, apartment and car is (should be) equipped with air conditioning. Local thunderstorms, sweeping the state from west to east, can be very violent in spring and summer. The weather service on TV will issue warnings in such cases. Spring and fall in NC are beautiful and pleasant. Temperatures will vary between 60 and 80 F and the humidity is low. The winters are mild. There are no periods of long-lasting frost; the temperature will rarely get below 32 F (0° C) during the daytime. Don't be surprised if you will find yourself at the swimming pool in January. An occasional hurricane may find its way inland, like Fran in September 1996 or Floyd in 1999 which resulted in considerable wind and flooding damage in Eastern North Carolina. Just be prepared for all weather conditions; bring T-shirts, shorts, and a winter coat.

ENGLISH AS A SECOND LANGUAGE (ESL)

If you are not a native English speaker and would like some help with the language, it is easy to find local courses. English as a Second Language (ESL) courses are offered by both Wake Technical Community College at a number of sites around Wake County, and by Durham Technical Community College in both Durham and Chapel Hill. Courses are usually free, and are offered in the evening for non-native speakers of English at all levels of proficiency. For more information, call Durham Tech, or check out the Wake Tech web site.

Ray Bernard, Program Director - ESL
Durham Technical Community College
Basic Skills Center
1628 Lawson Street

Durham, NC 27703

Office: (919) 686-3357

Fax: (919) 686-3469

Email: bernardr@gwmail.dtcc.cc.nc.us

Wake Tech website:

<http://www.wake.tec.nc.us/conted/schedules/esl.html>

II. GENERAL INFORMATION ABOUT NIEHS

EMERGENCY NUMBERS

ALL EMERGENCIES AT NIEHS.....	phone 1-2800
ALL EMERGENCIES outside of NIEHS.....	phone 911
Chemical/Radioactive Spills.....	phone 1-5010
Facilities Engineering Branch.....	phone 1-3311
after hours.....	phone 1-7515
Security Guard(routine business).....	phone 1-7515

Do you know what to do if someone needs medical assistance while at the Institute? NIEHS procedures for summoning medical assistance are posted at all elevators and emergency phone numbers are posted on most telephones (see Safety Notes on the Health and Safety Branch (HSB) web page at <http://www.niehs.nih.gov/odhsb/notes/note12.htm>).

Please take a moment and review these procedures. Knowing what to do when you recognize an emergency situation can save precious time in getting emergency personnel to the scene.

1. Immediately call Security at Ext. 1-2800 and give information on the nature of the emergency and the exact location.

Security will page the NIEHS First Responder Team and contact the local Emergency Medical Service (EMS) if the nature of the emergency deems it necessary. The NIEHS First Responder Team will respond to the scene and provide immediate care. This team receives ongoing training in first aid, CPR, oxygen administration, and automated external defibrillation.

If a co-worker or visitor calls 911 for assistance, make sure Security is immediately notified so that the EMS units can be escorted directly to the scene.

2. If someone nearby has received First Aid/CPR training, contact them to give assistance. A current list of personnel who have received First Aid/CPR training is posted on the health & safety bulletin boards located throughout the building. HSB offers this training to all employees periodically during the year.

3. Stay with the ill/injured person and do what you can until medical assistance arrives. Do not attempt to move or transport the ill/injured person unless the area is immediately dangerous to life or health.

IMPORTANT TIPS

Before you come to NIEHS and when you first get here, the secretary of the particular laboratory or branch you are working in will be your best source of help. Therefore, be very nice to them, but be aware of the fact that they work for everybody in the branch, not just you. They will help you get your employee badge, e-mail account and many other countless things that you will need when you first get here. Your advisor or preceptor can guide you, too. The other people who are especially helpful are technicians or senior postdoctoral fellows in your lab.

NIEHS TRAINEES ASSEMBLY

The NIEHS Trainees Assembly (NTA) consists of non-tenured and non-tenure track M.D.s, Ph.D.s, D.V.M.s or equivalents and predoctoral intramural scientists organized to foster the professional advancement of its member scientists at NIEHS. The NTA organizes and promotes educational activities including training courses and seminars, identifies potential employment opportunities in both traditional and non-traditional career paths, assists in the orientation of new trainees and provides an atmosphere of intercommunication among members. The NTA is organized into a steering committee and subcommittees.

To keep NIEHS trainees informed of the NTA's activities, the NTA maintains a database of e-mail addresses of all current trainees. You will automatically be e-mailed when an event is planned. To send an e-mail message to all trainees, either type in "niehsfellows@niehs.nih.gov" or use the pulldown address book on Microsoft Outlook and select **NIEHSFellows**.

The NTA also has a webpage at <http://www.niehs.nih.gov/nta> and can be contacted by e-mail at **nta@niehs.nih.gov**.

The NTA also interacts with NIH Fellows Committee (FelCom) in Bethesda. The NIH Fellows Committee consists of representatives from NIH institutes in Bethesda. They work to enhance the intramural training program, foster communication among fellows and the NIH community, and serve as a liaison to administration programs affecting the training experience. It was formed in 1994 by expanding the Clinical Associates Committee. While some aspects of the Fellows Committee do not affect us at NIEHS, many do. Our main link to the NIH Fellows committee is via the web. Information about the NIH Fellows Committee and their events can be found at their website <http://felcom.nih.gov/>. Also, follow their useful links to see the NIH Fellows Handbook at <http://www.training.nih.gov/handbook/>; it contains a lot of useful information.

RENEWAL OF IRTA FELLOWSHIPS

Most initial IRTA appointments are for two years. Subsequently, your fellowship must be renewed yearly. In most cases this requires that you contact the laboratory secretary at least two months prior to the end of the calendar date that you started at NIEHS. This will insure that your monthly paycheck is continued. Do not assume that your fellowship will be renewed automatically.

COMPUTING AT NIEHS

While you are waiting to get a computer and an e-mail account, you may use the computers in the library (located in the basement underneath the cafeteria). The person who can help you get set up with site licensed software is your Computer Support Person (CSP). See the NIEHS telephone directory yellow pages and look under

computer problems or the check the computer support website for your CSP. It will depend on which module your lab is in and what type of computer you use. Anything related to your computer, including setting up an e-mail account is done through your Computer Support Person (CSP). To find out who your CSP is, go to http://www.niehs.nih.gov/lsp/lspguide/1_chart.htm

Many services are available through the Junction Homepage such as the Yellow Pages, the Institute's People Locator, and Library Resources (including MEDLINE, TOXLINE, and ordering copies from journals not available in the library). The Junction Homepage will also provide you access to NIEHS policies, Organizational Divisions, a schedule of the events at NIEHS, Computing Resources, etc.

Be careful with the use of e-mail. The e-mail messages that you send out (not the ones that you receive) are stored and are available to the public. On this website-<http://www.niehs.nih.gov/compuref/policy.htm>- you will find the NIEHS policy on the use of internet and e-mail.

In the Public Folder in your (e-)mailbox you will find information on for example employment opportunities and a folder called Personal Items were NIEHS personnel can place little ads to sell cars, furniture, game tickets etc.

PARKING AT NIEHS

Complete information on Parking at NIEHS is available on the web. The website is: <http://www.niehs.nih.gov/omfeb/parking.htm>. You must obtain a parking hangtag for your vehicle from security; bring your NIEHS I.D., driver's license, and vehicle registration. This permit must be displayed hanging from the rearview mirror.

A condensed summary of the parking policy at NIEHS is that parking will be allowed in marked, delineated spaces only. Parking along curbs, at docks, on unpaved, and other unmarked areas will not be tolerated (dock and service entrances are available for courier and package delivery services). Voluntary compliance is the key to making this policy work for the benefit of the Institute. Your cooperation is requested. This Parking Policy will be enforced. **The bottom line:** Stay out of the designated parking spaces during normal work days (Monday through Friday) from 6:30am to 5:00pm. Park in the 3 main lots.

The following designated spaces are reserved all the time:

Handicapped spaces are reserved for vehicles of handicapped individuals when displaying a permit (license plate, placard, etc.) issued through the NC Department of Motor Vehicles or authorized agencies of other states **24 hours/day 7 days/week. Subject to fine by state/local authorities.** Note: If you are handicapped and have a State issued Handicapped Parking Permit and a designated space is not available, you may park in a Service Vehicle space. You must then inform security that you have parked there by calling 1-7515. NIEHS SECURITY STAFF WILL ENFORCE PARKING REGULATIONS IN THESE SPACES.

Reserved Director NIEHS, 24 Hours: Reserved for personal vehicle of the Director of NIEHS, 7 days/week.

Reserved Scientific Director NIEHS, 24 Hours: Reserved for personal vehicle of the Scientific Director NIEHS: 24 hours/day, 7 days/week.

Security Vehicles: Reserved for NIEHS security contractor, 24 hours/day, 7 days/week.

Temp Parking 15 minutes: Not restricted except for time limit.

Visitor's Parking NTE (not to exceed) 2 Hours: Reserved for short term "visitors". (Government or private vehicles). (Must sign in with receptionist). Restricted to vehicles

driven by an operator not assigned a work station in Building 101. Available to all after hours.

Miscellaneous Parking Information:

Bicycles: Bicycle racks are provided. Bicycles are not to be left on the docks or secured to light poles or other structures on the campus. Bicycles are not allowed in buildings. Racks are located in grassy areas near A-dock, E-dock and F-dock.

Motorcycles: Motorcycles are considered the same as four wheeled vehicles with respect to this policy. NOTE: There is a metal plate in the northwest corner of parking lot "S" and in the northeast corner of parking lot "N" to keep "kick stands" from sinking into the pavement during warm weather.

Temporary Handicapped Parking Requirements: NIEHS cannot issue Temporary Handicapped Parking Permits to allow persons to park in Handicapped Spaces. However, persons with a medically supported short-term disability can obtain a temporary Handicapped Parking Permit through the North Carolina Department of Motor Vehicles (NCDMV). Call FEB at 1-3311 for information and forms.

TAXES, SOCIAL SECURITY AND MEDICARE DEDUCTIONS

Note: save any receipts for moving expenses since these may be tax deductible.

IRTA Fellowships are subject to Federal, State and local income taxes. Because of the category of the training grant used to fund these fellowships, the NIH does not withhold Federal taxes from the stipends of IRTA fellows. For some foreign fellows, payment of taxes is not required due to various tax treaties established between the United States and these countries. However, the appropriate forms must still be filed to state these conditions.

IRTA fellows who are citizens of the United States are required to pay quarterly Federal and State estimated income taxes. For IRTA fellows who are paid more than \$600 in a calendar year, the form for estimating Federal taxes is Form IRS 1040-ES. The form for estimating taxes owed to the State of North Carolina is Form NC40. Both forms are available at the Post Office or the library. For an IRTA fellow without any form of outside income, expect to pay approximately 6-8% of your stipend in Federal taxes for each quarterly payment, and approximately 7-8% of your stipend in State taxes each quarter. These estimated tax payments are due in April, June, September and January of the following year.

IRTA fellows must file Federal tax form IRS 1040 and State tax form D-400. These must be filed by April 15th for each tax year. Note that a quarterly estimated tax payment is due at the same time - plan your tax payments carefully!

Interpretation and implementation of the tax laws are the domain of the IRS and the courts. IRTA fellows should consult their local IRS office about the applicability of the current tax code to their own situations, and for information about tax code changes, taxability of fellowship stipends, and the proper steps to be taken regarding their tax obligations.

Additional tax information may be obtained from the following offices:

Federal taxes: Internal Revenue Services (IRS)

For general information call 1-800-829-1040

To order forms call 1-800-829-3676

Website: <http://www.irs.gov/>.

To pay estimated federal taxes, order the IRS form "1040 ES " and pay by the following deadlines: Jan 15, April 15, June 15, Sept 15

State Taxes: NC Dept. of Revenue

To order tax forms phone (919) 715-0397

Website: <http://www.dor.state.nc.us/>

To pay estimated state taxes (due roughly each quarter), order the form "NC40" Payments are due on Jan 15, April 15, June 15, Sept 15.

Social Security & Medicare: IRTA Fellowships are considered awards for training and neither Social Security nor Medicare are deducted from stipends. Definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service. Nevertheless, it is the opinion of the NIH Legal Advisor that IRTAs are not considered self-employed for purposes of Social Security Act coverage, and therefore need not make Social Security or Medicare payments on their own behalf.

Individual Retirement Account (IRA) deductions: Contact a tax advisor for advice on your eligibility.

INSURANCE

The Foundation for the Advancement of Science (FAES) provides insurance for predoctoral and postdoctoral fellows at NIH. This insurance is through Blue Cross and Blue Shield of the National Capitol Area. Specific information about the provisions of the insurance can be found in the Blue Cross and Blue Shield booklet. We have recently obtained voluntary dental coverage, available for a yearly fee of approximately \$110 for individual coverage, \$256 for family. Open season for signing up for insurance (if you did not do so when you checked in) is in November; payment for dental insurance is also due by the end of November. If you need further information on coverage in the North Carolina area, please call the FAES office at (301) 496-8064 or see http://www.faes.org/health_insurance3.htm.

In the Appendix, you will find a copy of the list of Preferred Providers in Blue Cross Blue Shield of *North Carolina*. You may use this list as a guide to select a physician. Please refer to your plan book for details on deductibles and instructions for choosing a primary care physician. The "Select Preferred Provider List" is given in the appendix together with an overview of FAQ's on the FAES Health Insurance Plan, and information on dental coverage.

EXPERIMENTS USING RADIOACTIVE OR HAZARDOUS AGENTS

Any questions should be directed to Bill Fitzgerald for radiation safety (541-0325) or Chris Hunt for chemical safety (1-3384). They are in the Health and Safety branch. Their website is at <http://www.niehs.nih.gov/odhsb/> where there is more detailed information. Consultation with them in advance of using anything hazardous is advised. They will let you know everything you need to know about disposal, care in use of radioactive or hazardous agents. More details concerning the Health and Safety Branch are also found at the end of this document.

To use hazardous agents at the NIEHS you need to prove that you have experience doing this kind of work. This requires submission of a form indicating that you have appropriate experience and/or have taken some kind of course. You will need to submit a form named "Training Statement-Agents." This form is available on the Mac DIR server in "NIEHS Forms/letterheads:Forms:Training Statement-Agents or at <http://www.niehs.nih.gov/odhsb/forms/training.htm>.

In addition, you will have to apply for radiation monitoring. This form is also available at <http://www.niehs.nih.gov/odhsb/forms/forms.htm>, or from Health and Safety Sign up for the NIEHS radiation safety course as soon as possible. Without

taking this course you will not be able to use radioactive materials. Even if you have taken a radiation course elsewhere you will be expected to take this course as soon as possible. Contact Bill Fitzgerald (1-0325) to see when the next course is offered.

To use radioactive/hazardous agents at the NIEHS you need to have a specific protocol for use of that agent. These are detailed and quite specific about use and are submitted by Principal Investigators. To see the form go to:

<http://www.niehs.nih.gov/odhsb/forms/forms.htm>. Determine if your lab has an approved protocol for use of a specific radioisotope or hazardous compound as part of your experimental design. If the lab has an approved protocol, have your name added to this protocol. This requires submission of an amendment to the protocol. This form is also available from Health and Safety or at:

<http://www.niehs.nih.gov/odhsb/forms/forms.htm>.

If you do not have a protocol, find someone in your lab who does and will let you work under their protocol. Have your name added to the protocol. If no protocol is available, you are out of luck and one will have to be written. Go see Health and Safety for help with this.

If you are **pregnant** and plan to use hazardous agents it is strongly recommended that you report this to Health and Safety using the form found at:

<http://www.niehs.nih.gov/odhsb/forms/forms.htm>. This is to increase radioactive monitoring to minimize potential risk to the fetus.

EXPERIMENTS USING ANIMALS

NIEHS requires everybody who will be using animals in research to take the course entitled "The Humane Care and Use of Animals in Research" which is taught by the Comparative Medicine Branch (CMB) 3-4 times per year (see below regarding what should be done while waiting to take the course). Your lab must also have an Animal Study Proposal that has been approved by the Animal Care and Use Committee (ACUC) at NIEHS. Because you will be held responsible for conducting research with animals according to the proposal, it is important that you have a copy of each proposal on which you are included and that you know exactly what procedures are approved. Working without an approved proposal can lead to suspension of your animal use privilege and even delay or prevent publication of your results. Check with your mentor to see if one is available.

Your name must be added to the appropriate Animal Study Proposal(s) by the submission and approval of an amendment (get the document 'Amendment to NIEHS Animal Study Proposal') or by the submission and approval of a new proposal. With this amendment or new proposal a form called "Statement of Training and Experience for the Use of Experimental Animals" must also be submitted. It is important that you fill this form out completely as the CMB will use this information to assess your experience. While you are waiting for the above mentioned course to be taught, you must work under the supervision of somebody who has already taken the course.

Any changes in animal procedures, number of animals used, doses or species also require amendments. If in doubt, consult the CMB Office. Additionally, when adding a new hazardous agent or chemical to an existing animal study proposal, or when writing a new animal study proposal, a safety protocol must be submitted to the Health and Safety Branch. Consult with the Health and Safety Branch whether a safety protocol is required since not all chemicals are considered to be hazardous agents.

Forms for amendments may be found on the DIR server under NIEHS forms. A paper copy can be obtained from the Comparative Medicine Branch in room C-159. There are detailed instructions on how to complete the animal study proposal and it is highly recommended that these be read prior to completing the proposal form. The deadline for receipt of amendments or new proposals is the 1st of each month in order

for the proposal to be reviewed the same month (to allow time for corrections and queries before the ACUC meeting). The ACUC meets on the 3rd Thursday each month when protocols and amendments are considered for approval. A letter will be sent to the Principal Investigator regarding the approval or disapproval of the proposal within one week after the ACUC meeting. Assistance with any of these items can be obtained from the CMB office or any members of the ACUC. If you have any questions consult Geri Lewis (1-3290). She is the contact person for the ACUC and is located in the CMB office in C161. The people in the Office of the Comparative Medicine Branch [<http://dir.niehs.nih.gov/dircmb/home.htm>] are an invaluable resource, so consult with them well in advance of any planned experiments with animals.

Space for animal housing is often an issue and you may have to wait for space to become available. Consult Kathy Feola (1-4433) regarding space availability, especially if special housing requirements are needed. Even if you have space, it takes about two weeks from when animals are ordered before you can use them. Please notify Dr. Mary Grant (x1100) during the planning stages of a project in which animal breeding space is needed.

ORDERING SUPPLIES

A. Choosing the Vendor: Check the NIEHS Supply Catalog to see if the items you want are available in the self-service store or NIEHS warehouse. (Case quantities are obtained from the warehouse). You must be added to the authorized users list under an appropriate CAN number to purchase from the self-service store. If items are not in this catalog, find another source by consulting various catalogs, try to find the cheapest source and make sure that source appears on the NIEHS BPA (blanket purchase agreement) list. If ordering equipment on a BPA, check to make sure it is okay to order equipment from that vendor (see specifications in the NIEHS BPA List). If source is not on BPA List or if order total exceeds \$2500, then the order must be justified (see your preceptor or the secretary).

B. Submit the order form to your contact person.

C. Receive the Package: After all the items on the order have been delivered to you, notify your contact person and follow their preferred system of recording the order. (Usually you will send the BPA form that you signed or a copy of the packing slip to them). If there is an ink stamp with inventory numbers or an NIH bar-code on the packing slips (or packages), a copy of this stamped sheet must be given to property management.

In the Mall in C-Module you will find the Self Service Store which offers many office supplies and some basic chemicals. You need to be added to your laboratory's CAN account before you can use the Store's services.

ORDERING MEDIA

Media can be ordered from the Glassware and Media Unit via a computerized system called MOATS on the web at <http://www.niehs.nih.gov/media/order/>.

VEHICLE REGISTRATION AND DRIVING LICENSES

You technically have 30 days to register your car with the NC Department of Transportation's Division of Motor Vehicles (DMV) License Plate Agency. The office that is closest to NIEHS is on highway 55 near its intersection with highway 54. The phone number of this office is 544-6607. You will need proof of insurance in NC (the name of the insurance company and policy number; form FS-1 will be issued from the

company and contains this information), date of liens on your car & the complete mailing address of any lien holder, the vehicle title, a NC driver's license or photo identification. If the car is co-owned both parties must come. Pay by cash or by check imprinted with your address (not a starter check).

To get your driver's license go to the DMV's Driver's License Office. The closest office is in the Homestead Market on Highway 54, phone #560-3378. Hint: do not try to take the test without first looking at the sample test in the booklet they give out. There are many detailed questions on the written test.

SPA HEALTH CLUB MEMBERSHIP

NIEHS will pay half of our costs if there are slots available at the Spa Health Club. This does also apply to visiting fellows. For more information, you can contact the project officer Dee Wallace at 1-3383.

MEDICAL CHECK-UP

Upon arrival at NIEHS, the Occupational Health Services (OHS) will conduct a medical check-up which will be repeated every year. The test results will be reviewed by a physician. OHS will contact you to make the appointments.

OMBUDSMAN

The keystone of the NIH Center for Cooperative Resolution (CCR) is the Ombudsman, who works with the NIH community to resolve disputes, to anticipate where disputes may arise, and to recommend changes to promote a positive work environment for NIH employees. As the Center Director, the Ombudsman is a facilitator rather than a decision-maker. The Center operates under four cornerstone principals of alternative dispute resolution (ADR). CCR services are confidential, neutral, voluntary, and informal. The ombudsman is also available for IRTA's and Visiting Fellows at NIEHS.

Dr. Howard Gadlin (NIH Ombudsman)
(301) 496-1601
(301) 594-7231
dlr@lsr.nei.nih.gov
robinsod@od31em1.od.nih.gov

Center for Cooperative Resolution
Bldg. 10, Rm 1C119
NIH
Bethesda, MD 20892

Before you contact the NIH Ombudsman, you may want to discuss any work-related issues at NIEHS with Steve Akiyama (1-3467). This will also be strictly confidential and is in no way meant as a barrier to seeking guidance from the Ombudsman.

SECURITY BADGE

A security badge is necessary to enter the building during and after work hours. A badge can be obtained at the Security Office next to the main entrance of Building 101. The security badge must be worn at all times. If the badge is stolen or lost, report this immediately at the Security Office.

INCLEMENT WEATHER POLICY

The basic policy of the Institute is to remain open whenever possible. At the same time Institute policy considers highly the safety and well-being of staff. Decisions on closures and delayed openings are made based upon the conditions as they exist in the immediate Research Triangle Park (RTP) area. However, liberal leave procedures allow employees, based on weather conditions where they reside which a reasonable person would consider to be hazardous, to use annual leave or leave without pay (LWOP) at their discretion. The NIEHS Voice Response System is the preferred method for obtaining information on the possible closure or delayed opening of the Institute. Please note that you must have a Touch-Tone phone to use this method. Provided you have such a phone the process of obtaining information will take less than 10 seconds and can be done at your convenience.

Here is how it works:

Step 1 -- Dial 541-1919

Step 2 -- When the system answers the voice will begin, "Thank you for calling the National Institute of ..." As soon as that statement starts press 1.

Step 3 -- The system will then say, "If you know the extension ..." As soon as that statements starts press 7. The business hours in effect for that day will follow.

If you do not have a Touch-Tone phone, the NIEHS Hotline, 541-7916, can be used to obtain the same information.

We also will again make announcements on the radio stations WPTF 680 AM; WDNC 620 AM and television stations WTVD Channel 11 and WRAL Channel 5.

Any decisions to allow employees to leave early after the workday has begun will be made through the public address system in Building 101 and by phone to key supervision personnel in other locations

OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL PROTECTION PROGRAMS AT NIEHS

The Health and Safety Branch (HSB) coordinates and conducts programs to create and maintain a safe and healthful environment for employees and visitors at NIEHS. A variety of Institute-wide services and resources are provided in the areas of chemical, biological, radiation, and physical safety; fire protection; emergency preparedness; environmental protection; hazardous waste management; and worker's compensation.

The Institute's safety and health policies, instructions, and procedures are contained in two documents -- *NIEHS Health and Safety Manual* and the *Radiation Safety Guide*. Copies of these documents are distributed throughout the Institute and are also available from the HSB. Information on employee health and safety can also be found at an NIEHS Web site [\[http://www.niehs.nih.gov/odhsb/\]](http://www.niehs.nih.gov/odhsb/).

Use of Hazardous Chemicals and Biological Agents. The use of hazardous chemical or biological agents, human blood, tissues, organs and body fluids must be approved prior to the start of the project. The person in charge of a proposed project (i.e., the "principal user") must submit to the HSB the appropriate protocol detailing proposed precautions for safe storage and handling of the hazardous material. Participants in the project must meet specific training requirements in laboratory safety, hazard

communication and blood borne pathogens. Containment laboratories are available for use in the event specialized containment is required for a specific procedure or project.

Workplace air samples can be obtained for evaluating potential employee exposure to a variety of airborne contaminants. Other types of surveys can also be conducted, such as noise, lighting, indoor air quality, reproductive hazard assessments, and ergonomic evaluations. These services can be requested by contacting the HSB.

Personal protective devices, such as respirators, hearing protection, eye/face protection, and specialized hand protection are available upon consultation with the Branch. Employees needing prescription safety glasses should submit a copy of their current prescription to the HSB.

The HSB has several safety and health information resources and reference materials available for your use including some material safety data sheets.

Use of Radioactive Material. NIEHS is licensed by the Nuclear Regulatory Commission to use radioactive materials primarily as tracers in biological experiments. All uses of radioactive material must be approved of in advance by the NIEHS Radiation Safety Committee. The principal user must submit a protocol of the proposed project for review listing all people who will participate in the project. All those who will work with radioactive material must have approved radiation safety training before beginning work with radioactively labeled material. The principal user must have an equivalent of 40 hours of approved training. Others must have had at least an introductory course in the safe use of radioactive material. If you are beginning work in a laboratory that presently uses radioactive material and plan to participate in experiments that use radioactive material, the principal user must request an **amendment** to the protocol to include you and must submit a completed training form giving your training and experience in the use of radioactive material. Introductory courses are given three times a year. Refresher training is also given. No one can participate in radiation work without having had training or refresher training at NIEHS within the last two years.

The HSB provides monitoring services for those who work with certain isotopes or amounts of radioactive material. **Badges** containing dosimeters are required for those working with gamma or high energy beta radiation. Urine assays and thyroid monitoring are required for those working with large amounts of radioactive material. Requests for these services are made at the time protocols are amended.

NIEHS must keep strict control of all radioactive material coming to or leaving the Institute. Therefore, all radioactive material must come through the HSB's Radiation Safety Office before being delivered to the various investigators. All transfers of radioactive material between investigators within or outside the Institute must be made through the Radiation Safety Office.

The NIEHS *Radiation Safety Guide* contains policies and procedures for the use of radioactive material at NIEHS. A copy should be available in your laboratory. Contact the HSB - Radiation Safety Office if your laboratory does not have a copy, or if you have any questions about the proper procedures and safe use of radioactive material.

Hazardous Waste Management The HSB picks up from laboratories and other NIEHS work locations all unwanted, discarded, or surplus hazardous materials. Hazardous materials include chemicals, radioactive materials, biological agents, and items contaminated with these hazardous materials. Under **no** circumstances should Institute employees or contractors dispose of hazardous material by pouring them down drains,

into storm sewers, or by any other method that releases the material into the environment.

You can request a waste pickup by submitting a completed waste/surplus material pickup request form. Requests can also be electronically submitted by using HSB's computerized waste pickup system; forms are filled out at the website <http://www.niehs.nih.gov/odhsb/forms/hazwst/pickup.htm>. Waste pickup forms and instructions for using the computerized system are available from the HSB. Normally, waste materials are collected within 24 hours after requests are submitted.

Before the HSB can accept waste or surplus materials, they must be properly identified, packaged, and labeled. Detailed instructions on how to separate, package and label materials for pickup are described in the "*NIEHS Waste Manual*". For some research activities, the hazardous agent experimental protocol may list additional, specific waste preparation procedures. Waste collection and packaging supplies (e.g., yellow plastic bags/liners, waste identification labels, 1-gallon plastic jugs, etc.) are available at various locations throughout the Institute.

III. APPENDIX

GLOSSARY & LIST OF ABBREVIATIONS

ACUC, Animal Care and Use Committee
BPA, Blanket Purchase Agreement
CAN Number
CMB, Comparative Medicine Branch
CSP, Computer Support Person
DIR, Division of Intramural Research
FEB, Facilities Engineering Branch
HSB, Health and Safety Branch
NTA, NIEHS Trainees Assembly

MENTOR RESPONSIBILITIES

The training of a scientist is a multi-faceted process in which both the trainee and the trainee's research supervisor must play an active role. The points outlined below represent aspects of training that would enable principal investigators at NIEHS to foster the careers of their trainees. All trainees at the Institute are members of the NTA. One major objective of the NTA is to work closely with principal investigators to provide the necessary support, resources, and training mechanisms for trainees. It is our hope that this interaction will continue to grow and will be maintained through the Office of Research and Training.

Educate:

- attend FRONTLINE Seminars
 - series designed to stimulate interaction between trainees and principal investigators
 - opportunity for principal investigators to share their knowledge and experiences with trainees
- encourage trainees to give/participate in FRONTLINE Seminars
- provide opportunities for trainees to review papers
- encourage trainees to participate in career development seminars/activities
- be willing to refer trainees to someone else for help/information

Promote:

- support/encourage trainees to present their work at both local and national meetings
- introduce trainees to colleagues
- promote and encourage trainees to take advantage of opportunities that arise for giving seminars/talks
- consider trainees as co-authors for invited book reviews, review articles, etc.
- play an active role in trainee's interviewing process
 - make calls to appropriate individuals

Research Support:

- scientific discussions within lab meeting and/or on an individual basis
- inform trainees of available resources, examples include:
 - individuals with certain knowledge or expertise
 - adequate financial support for trainees

- core facilities
 - availability of transgenic mice
 - scientific knowledge base
 - provide knowledge of human resource support availability
 - knowledge of Ombudsman
-
- establish appropriate interaction between trainee and technical support staff
 - offer opportunity for trainees to develop supervisory skills through training stay-in-school or summer students
 - involve trainees in establishing successful collaborations

Evaluate:

- maintain open communication with trainees regarding career goals and options
- offer frank and candid assessment of trainee's potential to become an independent scientific investigator or offer other suggestions and possibilities

TRAINEE'S RESPONSIBILITIES

The training of a scientist is a multi-faceted process in which both the trainee and the trainees research supervisor must play an active role. The points outlined below represent aspects of training that would enable trainees at NIEHS to foster and to promote their own careers. All trainees at the institute are members of the NTA. One major objective of the NTA is to work closely with the trainees to identify training needs and to provide the necessary support and resources for trainees. It is our hope that this interaction will continue to grow and will be maintained through the Office of Research and Training.

Educate:

- participate in and suggest topics for FRONTLINE Forum
 - series designed to stimulate interaction between trainees and principal investigators
 - opportunity for principal investigators to share their knowledge and experiences with trainees
- give FRONTLINE Seminar presentation and encourage feedback
- seek opportunities to review papers
- participate in career development seminars/activities
- be willing to ask questions and to seek help/information from someone other than your research supervisor

Promote:

- present work at both local and national meetings
- follow-up with contacts initiated by yourself or others
- take advantage of opportunities that arise for giving seminars/talks
- be proactive in seeking opportunities for experience and advancement

Research Support:

- initiate scientific discussions within lab meeting and/or on an individual basis
- be aware of and utilize available resources, examples include:
 - individuals with certain knowledge or expertise
 - adequate financial support for trainees
 - core facilities
 - availability of transgenic mice
 - scientific knowledge base
 - knowledge of human resource support availability
 - knowledge of ombudsman
- maintain appropriate interaction between trainee and technical support staff
- develop supervisory skills through training stay-in-school or summer students

Evaluate:

- maintain open communication with research supervisor regarding career goals and options
- be realistic about goals to become an independent scientific investigator
- consider career opportunities and options
- formulate one-year and five-year career plans

USEFUL WEBSITES FROM NIH

Fellows Committee Web Page- <http://felcom.nih.gov/>

- Information about Fellows Award for Research Excellence (FARE)- a \$1000 award for travel expenses.
- Information about income taxes- all fellows, IRTA or other fellowships, do not have taxes taken out of their pay and thus must pay taxes every 3 months by filing an estimated tax form for both Federal and State.
- Information about Job-Fairs
- And other relevant information

Fellows Committee Representative - <http://felcom.nih.gov/About/ reps.html>

- The committee organizes events designed for Postdoctoral Fellows such as CV/Resume writing workshops, Job survival Skills Workshops, Recruitment Seminars, etc.
- Find out the name of your institute's representative to the committee.

Fellows E-Mail List (Fellow-L)

This and the NIH Calendar of Events sheet are the only places where non-NIH sponsored events can be advertised. Find out information about:

- job opportunities
- seminars
- workshops

Post a note to Fellow-L and your message will go to over 800 other fellows/staff scientists.

- Need a roommate for an upcoming conference?
- Need information on a cell line or method?
- Run out of a critical component for your experiment?

To become a subscriber to Fellow-L send an e-mail to listserv@list.nih.gov and write 'Subscribe FELLOW-L' in the body of the message. To post a message to Fellow-L, send an e-mail to Fellow-L@list.nih.gov

Fellows Handbook- <http://www.training.nih.gov/handbook>.

- Are you curious about acronyms used at the NIH?
- Want to know about NIH's annual leave policy?
- Interested in learning about Standard of Ethical Conduct?
- Check out the NIH Fellows Handbook. It answers these and other questions. Hard copies also available at the NIH office of Education- Bld10/Rm 1C-129.

Teaching Opportunities at NIH

- Foundation for Advanced Education in the Sciences Inc. (FAES), graduate and undergraduate courses. Director- Paul Torrance, Ph.D.
- You can teach one lecture or a whole course, for more information check out the FAES catalog on the web at <http://www.nih.gov/employee> or e-mail the director of FAES, Paul Torrance at torrence@helix.nih.gov.

General NIH Info - <http://www.nih.gov/>

- Find an e-mail address for a NIH employee
- Find out the latest news and events
- Find out the upcoming NIH Director's Wednesday Afternoon Seminars (WALS)
- Find scientific resources and more

The Guidelines for the Conduct of Research: <http://www.nih.gov/news/irnews/guidelines.htm>

The Guidelines for Training and Mentoring: <http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/mentor-guide.htm>

From the menu, choose Review and Oversight of Intramural Research. The guide is in the section of ethical conduct.

The NIH Ombudsman (1999): <http://www4.od.nih.gov/ccr/>

Howard Gadlin; Bldg 31/Rm 1B37, Center for Conflict Resolution.

The DDIR's Bulletin Board: <http://eos1.dcert.nih.gov/ddir/>

Available on the web at or by e-mail, to subscribe, send and e-mail message to Listserv@list.nih.gov.

The body of your message should read: Subscribe DDIRBB-L "your name".

- Find out about job openings
- Find out about current seminars and workshops

The NIH Catalyst: <http://catalyst.cit.nih.gov/catalyst/>

- Receive it by e-mail, send an e-mail request to: Catalyst@nih.gov

- Also available in distribution boxes at NIH cafeterias

The National Academy of Science Mentoring Booklet: <http://www.nap.edu/readingroom/books/mentor>

Advisor, teaching, role model, friend: On being a mentor to students in science and engineering.

The Inter-Institute Interest Groups: <http://www.nih.gov/sigs/sigs.html>

The NIH Research Festival: <http://silk.nih.gov/silk/festival/home.html>

- Job fair before the festival
- Festival with posters and talks by researchers from NIH.

The Office of Education: <http://www.training.nih.gov/>

- Job listings
- Links to other important sites
- Information about NIH Summer Student Program

The Intramural Research Sourcebook: <http://www1.od.nih.gov/oir/sourcebook/>

- Full of information for all intramural NIH scientists, including "The Guidelines for Training and Mentoring"
- The site is maintained by the Office of Intramural Research (OIR)

The NIH Manual Chapters and Delegations of Authority:

<http://www1.od.nih.gov/oma/manualchapters/>

- NIH Manual Chapters – The official mechanism for issuing NIH policy and procedures
- Delegations of Authority – The formal assignment or commitment of legal power, usually to a subordinate official, to make certain decisions and take certain actions that have legal significance
- Links to other chapters, including employee suggestion program, reporting allegations of criminal offenses, etc.

The Association for Women in Science: <http://www.awis.org/>

Job Resources on the Internet

a) The Science Next Wave page: <http://nextwave.sciencemag.org>

Information concerning alternative careers

Designed for young scientists: graduate students, postdocs, and junior faculty

Weekly columns – “Are there too many Ph.D.s?” “Career Advice,” etc.

Monthly information: Grants Net, Family and Career issues, Women in Science, Job Net, Career and Job Hunting Advice, Career Transitions

Links to other job databases: *Nature*, *The Chronicle of Higher Education*, etc.

b) The BioMedNet Job exchange: <http://biomednet.com>

Can post resumes; Search job by type, position, scientific discipline, location and salary range

c) Employment Links for Biomedical Scientists: <http://www.his.com/~graeme/employ.html>

Job database; Career fair guides; Advice on interviewing

d) SciWeb: <http://www.sciweb.com>

Specific focus on industry (non-research) jobs in life sciences

Information on needs of professionals working in biotechnology, pharmaceuticals, etc.

e) Nature International Science Jobs: <http://www.nature.com/nature/>

Search journal’s classified ads; Has recent articles about employment in science

f) Cell Press-Positions Available and Recruitment Database: <http://www.cellpress.com>

The job databases from last two issues of *Cell*, *Immunity* and *Neuron*

Searchable by field, position level, and location

g) The big NIHJOBS-L Archive: <http://list.nih.gov/archives/nihjobs-l.html>