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Welcome to
Boston University School of Medicine Division of Graduate
Medical Sciences
From the

Office of Professional Development & Postdoctoral Affairs
72 East Concord Street Rm. L-317
Boston, Massachusetts 02218
Phone: 617/638-5244
Fax: 617/638-5740
E-mail: postdocs@bu.edu
URL: http://www.bumc.bu.edu/gms/gateway/post-doc/

Administration:

Linda Hyman, Ph.D., Associate Provost 617/638-5138
Email: lhyman@bu.edu

Yolanta Kovalko, M.S., Administrative Manager 617/638-5244
Email: yolanta@bu.edu

Please contact us if you have any questions getting settled or finding the resources you need. We also welcome suggestions for programs that might be of interest to you.
The Office of Professional Development & Postdoctoral Affairs (OPDPA)

Established on the Boston University medical campus, is dedicated to enhancing the quality of life and focuses on support of the postdocs, a vital part of the Boston University School of Medicine, Boston University School of Public Health, Boston University Henry M. Goldman School of Dental Medicine, and the Boston University Medical Center.

The OPDPA is housed within the Division of Graduate Medical Sciences. Our mission is to help and support postdocs by addressing their needs and providing resources across the medical campus. Our website: http://www.bumc.bu.edu/gms/gateway/post-doc/ is dedicated to postdocs throughout the Boston University medical campus and has been designed to offer a gateway for a wide range of resource information that will be of value during postdoctoral experience.

Message from the Associate Provost, Dr. Linda E. Hyman
Postdocs are a vital part of Boston University’s Medical Campus and I am delighted that you now have a place, both virtual website: http://www.bumc.bu.edu/gms/gateway/post-doc/ and physical (the office in L-317) for you to call “your own”! The OPA is the go-to place to answer any questions you may have about postdoc life, to help identifying an array of resources that will help you navigate through BU, as well as through the next phases of your professional life. Importantly, note that we consider ourselves to be your advocates and hope you’ll use in networking, not to mention a place to stop by and get a (free) cup of coffee. I encourage you to explore and utilize this website and our office to let us know of your needs. If we are unable to assist you directly, we will refer you to an office or department that can. We wish you the best and encourage you to utilize our services. We look forward to working with you.
Checklist for New Postdocs

**Work Related Tasks:**

____Meet with your department administrator to make sure all the proper forms such as BUMC Patent Policy, Conflict of Interest Disclosure Form and others have been completed and submitted so that you can start your postdoctoral position at BU right away.

____If you are an international postdoc, register with the BU Office of International Students and Scholars: (p) 617/353-3565 and review their checklist closely. Among other things, there are instructions about important topics such as obtaining a social security number.

____Check with your Tax Accountant to find out about your tax liabilities if you are a non-US citizen/permanent resident. Stipendee postdocs should understand their tax reporting obligations.

___Register with the Office for Postdoctoral Affairs to attend the new postdoc orientation. Call 617/638-5244 or email: yolanta@bu.edu with your name, department, and start date. Enter your information on the Postdoc Database.

___Sign up for benefits. (this applies only to employee postdocs) You should have received the packet for benefits at your new employee orientation, if you have any questions regarding benefits, contact HR office; e-mail hrben@bu.edu or call 617-353-4487.

___Your PI will help you complete the Risk Assessment Form to help determine what training you will need and sign up for classes through Environmental Health and Safety or the Office of Research Subject Protection.

___Get BU ID—go to the Public Safety Dept. Room 102 at 710 Albany Street. Enter the Parking and Transcomm lobby and the ID Office is the first door on the left. You may obtain a badge from Monday-Friday 7AM-3PM.

___Get an email account

___Set up direct deposit, for assistance contact BUMC Payroll @ (617-638-4596)

**Relocation Tasks:**

___Visit the BU Medical Campus Housing Office, 72 East Concord St., Room A-303, Boston, MA with your job offer letter to investigate housing that might be available to you. Their phone is 617/638-5125. Check the website for Off Campus Housing.

___Sign up online for discounted Massachusetts MBTA Passes if you will be taking public transportation and are benefits eligible for this discount.

___Set up a bank account. If you are an international postdoc, a good place to start an account is through the Metro Credit Union. There you may obtain a credit card. Telephone 617/638-1900; Branch Address: 710 Albany St., Boston, MA 02118.

___Familiarize yourself with the shuttle bus schedules.
Getting Settled

**New Postdocs Orientation and Welcoming Reception**
The Office of Postdoctoral Affairs organizes periodic orientations for new postdocs. Register when you arrive by calling 617-638-5244 or go to the OPA website. Provide your name, department, start date, email address, and telephone number where you can be reached.

**Key BUMC Websites**
- BU School of Medicine
- BU School of Medicine Division of Graduate Medical Sciences
- BU School of Public Health
- BU School of Dental Medicine
- About BU School of Medicine and virtual tour
- Departments and Administration at BUMS
- Research at BUSM
- Events calendar for BU Medical, Dental, and School of Public Health
- BUMS Office of the Communication

**Forms to Sign**
Your department administrator will assist you in filling out several forms necessary to begin your position. These are likely to include the I-9 form (if BU processes your check), W4 and M4 tax withholding forms, Risk Assessment Form, Conflict of Interest, Patent Policy, Participation Agreement, Health Insurance Application forms, Affirmative Action Form, and Foreign National Information Form (FNIF) and others.

**How to obtain your BUMC Identification Card (ID)**
Content of the text below was reproduced from the Transcomm website.
The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. For those who require access to restricted areas, a combined Photo Identification / Access Control card is issued. The Public Safety Department issues Identification / Access Control cards in room 102 at 710 Albany Street. Enter the Parking and Transcomm lobby and the ID Office is the first door on the left. You may obtain a badge Monday through Friday, 7:00 AM to 3:00 PM. The office will be closed for morning break from 9:00am-9:15am and lunch break is from 12:00pm-12:30pm. For more information, you may call (617) 638-6879.

*There is a $35.00 replacement charge for lost photo IDs/access cards. Please go to the cashier's office at 88 East Newton St. 2nd floor to make payment before reporting to the ID office for replacement ID.*
**Getting Started with E-Mail**

Content of the text below was reproduced from the BUMC IT Website.

**Find us on the Map**

- What e-mail accounts are available to me?
  - Account Overview – This page will help you navigate the different accounts at BUMC.
- How do I get a standard BU e-mail account?
  - ACS Account Request – Click here to request a BU ACS e-mail account.
  - ACS Guest Accounts – You would request a guest account if you need access to BU resources but are not a BU employee.
- Where can I request an e-mail account with more features for collaboration?
  - Domain Account Request – This is where you can request access to the shared file system and our Microsoft Exchange Email server (an ACS account is required).
- Where can I request an e-mail account for departmental uses?
  - Departmental Accounts – This is where you can request an email account for a department or group.
- What is one way I can access my BUMC Exchange account on the web?
  - OWA – Outlook Web Access(OWA) is a site where people with BUMC Exchange accounts can check their e-mail when not at the office computer.
- What if I want to access my email AND files on the “Y” drive?
  - Terminal Services (TSWEB) – Our Time Saving WEBsite is another way for those with BUMC Exchange accounts to access e-mail AND files from most computers.
- What if I want to access my e-mail on the web and do not have a BUMC Exchange account?
  - ACS Email – Horde – Horde is a great way to check your email on the web if you do have an ACS e-mail account.
- Where can I get tips to use my email more effectively and efficiently?
  - Outlook Tips offer a wealth of information on topics specific to the BUMC Exchange user community.
- Where can I get more training on how to use my email program?
  - ElementK – Visit ElementK for training on how to use your email program.
- How do I set up my mobile device (Android, iPhone, BlackBerry, Windows Mobile) to get BU e-mail?
  - Mobile Devices – Gives information on the devices we support and how to configure them.

**Direct Depositing Your Paycheck**

You are strongly encouraged to have your stipend or salary direct deposited into your bank account. Please go to the BU HR website BUworks Central portal to sign up for direct deposit electronically.

**Banks in and around the BU Medical Campus**

<table>
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<tr>
<th>Bank Name</th>
<th>Location Details</th>
<th>Alternate Location Information</th>
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</thead>
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<tr>
<td>Citizen's Bank ATM</td>
<td>Menino Pavilion (on the first floor near the Albany St. Emergency Dept. entrance)</td>
<td></td>
</tr>
<tr>
<td>Metro Credit Union ATM</td>
<td>Newton Pavilion (on the first floor in the vending area of the Emergency Department)</td>
<td></td>
</tr>
<tr>
<td>Bank of America ATM</td>
<td>Newton Pavilion (on the second floor)</td>
<td>Menino Pavilion (in the lobby of Yawkey Ambulatory Care Center)</td>
</tr>
<tr>
<td>Sovereign Bank ATM</td>
<td>Menino Pavilion (on the second floor)</td>
<td></td>
</tr>
<tr>
<td>Metro Credit Union Branch</td>
<td>Newton Pavilion (on the first floor near the Albany St. Emergency Dept. entrance)</td>
<td>Telephone 617/638-1900; Branch Address: 710 Albany St., Boston, MA 02118.</td>
</tr>
<tr>
<td>Bank of America ATM</td>
<td>Basement of “L” Building 72 East Concord St.</td>
<td></td>
</tr>
</tbody>
</table>

**Guidebook for Postdocs**
Dining Services and Eateries on BU Medical Campus

MG's
MG’s is an on-campus family-owned restaurant serving quick and delicious food. Menu selections include a variety of sandwiches, salads, and a hot daily special entrée.

Location: Doctor’s Office Building (720 Harrison), 1st Floor

Solomon Carter Fuller Cafeteria
Fuller Café is an on-campus restaurant serving quick and delicious food. Menu selections include a variety of sandwiches, salads, and a hot daily special entrée.

Location: M-Building (Solomon Carter Fuller Building), 1st Floor

Campus Convenience
Campus Convenience is a neighborhood convenience store selling a variety of ready-to-eat foods and non-food items. It also serves fresh hot pizza and made-to-order sandwiches, and it has an extensive soup and salad bar.

Location: W-building (700 Albany Street), 1st Floor

Newton Pavilion Cafeteria
Location: 88 East Newton Street (on second floor)
Monday – Friday, 6:30 am - 7 pm
Saturday & Sunday, 7 am - 7 pm

Menino Pavilion Cafeteria
Location: 840 Harrison Ave. (on the second floor)
Monday – Friday, 6:30 am - 7 pm
Saturday & Sunday, 7 am - 7 pm

Various vendors are also available on the first floor of the Yawkey Ambulatory Care Center, 850 Harrison Ave. Including Dunkin Donuts and the D’Angelo Sandwich Shop and newly opened Shapiro Café located at 725 Albany St. Additionally, there are a number of restaurants and sandwich shops in the South End neighborhood surrounding BMC.
Library Access

Your BU ID card will allow access to all BU Libraries. The Alumni Medical Library is located at 72 East Concord Street on the Boston University Medical Campus. For information on how to get to the Library, please contact The Reference Desk at (617) 638-4228 or refquest@bu.edu.

BMC Computing Accounts and E-Mail and Applying for a BU/Kerberos Password

1. Email Ron Tate (rtate@bu.edu) from a valid BMC account.
2. Include your first and last names, BMC ID number, and email address.
3. You will receive an email from "Account Manager." Open the email and follow the instructions included.
4. You will have to renew your password every year. Depending on your security status, you may have to come into the library to do this. Email Ron Tate (rtate@bu.edu) to renew your account, and he will let you know whether you need to come into the library in person or not.

Once residents or BMC staff/faculty have obtained a BU/Kerberos username and password, they may login to the Alumni Medical Library's Electronic Resources using this same access information.

For more information about options for connecting to the BU network contact the Personal Computing Support Center.

Computers
Upon arrival, speak to your principal investigator and/or department administrator about access to computers in the department.

Information Technology at BUMC
Building: Crosstown Center Building
801 Massachusetts Ave
Boston, MA 02118
Phone: 617-638-5914
Website

Technology Services
Information Technology provides central computing facilities to the faculty and staff of the Boston University Medical Campus (BUMC).

Approximately sixty centrally managed Microsoft Windows servers are functionally configured to provide development and production services for applications; centralized network log-in authentication and configuration for clients; centralized network backup; file services; database services; virtual private network (VPN) service; Terminal Services, for supporting remote clients; and various additional services.
In partnership with other groups within BUMC and at Charles River Campus, Central Services provides the back-office infrastructure that supports the more visible efforts of BUMC IT.

For more information on central services available at BUMC, e-mail bumc-it-service@bu.edu the BUMC IT Service Desk or phone 617/638-5914.

Transportation and Safety

Parking and Transportation Services
Content of the text below was reproduced from Parking and Transportation Services

The Office of Parking and Transportation Services (OPTS) is responsible for providing patients, visitors, employees and students with a variety of options for parking and transportation needs.

OPTS is located in the 1st level of the garage at 710 Albany Street, and can be reached by calling 617 638-4915 and is open between 7 AM and 5 PM, Monday thru Friday. Parking applications, parking permits, transportation options, schedules and other information can be obtained at the OPTS office.

Shuttle services are provided on the medical center and to designated off-campus buildings and parking lots. Evening shuttle services are provided to selected local MBTA stations. This is a free service. Public transportation is available during the day to local MBTA stations. An inner-campus shuttle provides transportation for patients and visitors to and from the main patient care buildings on the Medical Campus. Please click on shuttle information to get hours of operation, schedules and updated information.

OPTS manages a large and complex parking and shuttle program that includes on-site parking, valet and shuttle services 24 hours a day. Policies and procedures that define the parking program at the medical center are available by clicking the index screen for this option. Parking spaces are based on availability and are not guaranteed.

Information about carpooling, T-pass and other commuter options can be accessed by calling 617 638-7473 or visiting the TranSComm page.

Resident parking permits may be necessary in some neighborhoods in Boston, Cambridge and other surrounding communities. The Office of the Parking Clerk, Room 224, in Boston City Hall distributes Permits. A recent utility bill can be used to prove residency. Temporary permits are also available.

The BU Shuttle Bus

You will need your BU ID card to ride the shuttle buses.
There are free shuttles that service the Medical Campus Area community. See schedules listed for exact times and destinations. Schedules are subject to change. All shuttles run Monday through Friday only (no service on weekends or holidays). Please Note: travel time is approximate due to traffic, weather and construction conditions. Drivers are authorized to stop only at designated locations.

**Inner-Campus Shuttle**

**Evening Transit Shuttle**

**Boston VA Medical Campus Center Shuttle**

**BMC Healthnet Shuttles**

**BUS – BU Charles River & Medical Campus Shuttle**

The **Massachusetts Bay Transportation Authority (MBTA)** provides bus service to the Medical Center (BMC & BUMC) area. The Medical Center (BMC & BUMC) is accessible to the Red, Green, Orange, and Blue Lines. There are direct bus connections from the following subway stations: **Public Transportation**
<table>
<thead>
<tr>
<th>Transit Line</th>
<th>Station</th>
<th>Bus to BMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td>Andrew</td>
<td>10, CT3, Evening Shuttle*</td>
</tr>
<tr>
<td></td>
<td>Broadway</td>
<td>47, Evening Shuttle*</td>
</tr>
<tr>
<td></td>
<td>Central Square</td>
<td>1, 47, CT1</td>
</tr>
<tr>
<td></td>
<td>Harvard Square</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>JFK/UMass</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Park Street</td>
<td>Silverline 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Pick up across Tremont St. @ Temple Place)</td>
</tr>
<tr>
<td></td>
<td>South Station</td>
<td>Silverline 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Pick up at Essex and Atlantic St)</td>
</tr>
<tr>
<td>GREEN</td>
<td>Boylston</td>
<td>Silverline 5</td>
</tr>
<tr>
<td></td>
<td>Copley</td>
<td>10, Evening Shuttle*</td>
</tr>
<tr>
<td></td>
<td>Fenway</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>Hynes/ICA</td>
<td>1, CT1</td>
</tr>
<tr>
<td></td>
<td>Kenmore</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Longwood Medical</td>
<td>47, CT3</td>
</tr>
<tr>
<td></td>
<td>Museum (of Fine Arts)</td>
<td>8, 47, CT3</td>
</tr>
<tr>
<td></td>
<td>Symphony</td>
<td>1, CT1</td>
</tr>
<tr>
<td>ORANGE</td>
<td>Back Bay</td>
<td>10, Evening Shuttle*</td>
</tr>
<tr>
<td></td>
<td>(Commuter Rail)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chinatown</td>
<td>Silverlines 4 &amp; 5</td>
</tr>
<tr>
<td></td>
<td>Mass Ave</td>
<td>1, CT1</td>
</tr>
<tr>
<td></td>
<td>Tufts Medical Center</td>
<td>Silverlines 4 &amp; 5</td>
</tr>
<tr>
<td></td>
<td>Ruggles</td>
<td>8, 47, CT3, Evening Shuttle*</td>
</tr>
<tr>
<td></td>
<td>(Commuter Rail)</td>
<td></td>
</tr>
<tr>
<td>BLUE</td>
<td>Connects to the Green Line at Government Center</td>
<td></td>
</tr>
<tr>
<td>DUDLEY</td>
<td>Connects to the Orange Line at State Street</td>
<td></td>
</tr>
<tr>
<td>(Bus Station)</td>
<td>1, 8, 47, Silverlines 4 &amp; 5</td>
<td></td>
</tr>
</tbody>
</table>

Click here for the information on where buses go, and where one can catch them at BMC/BUMC. The MBTA Buses leave regularly from bus shelters on East Newton St., East Concord St. and Massachusetts Ave. For more information, visit the transportation kiosks or call 617-638-7473. You may also visit the MBTA’s Web page. Transportation kiosks provide free transportation information including MBTA bus and train schedules, maps, and shuttle bus schedules. These kiosks are located in the School of Medicine (adjacent to Student Affairs Office), in the lobby of the School of Dental Medicine, in the School of Public Health in the alcove in T2C. Kiosks are also located throughout the lobbies of the medical center. For more transportation information or personalized assistance with your commute, call TranSComm at 617/638-7473 or 617/638-7477.

For BMC/BUMC employees please choose the link for information on purchasing monthly MBTA passes.

BUMC employees
**Bicycles**

Around the BMC/BUMC area, there are many bike racks and two secured bike cages for all members of the medical community to use. The racks, which are accessible 24 hours a day, 7 days a week, are not reserved but are on a “first-come/first-served” basis. The cages are sheltered from the weather and are card access.

**Bike Cages and Racks Locations:**

![Map showing bike cages and racks locations](image)

The annual fee for the bike cages is $20. The map above shows the exact locations of the bike cages & racks.

**Bike racks:**
- 610 & 710 Albany Street Garages:
- BMC Menino Pavilion
- Albany St. outside the Emergency Entrance
- Boston University Medical Campus
- East Concord St. in front of the Medical School
- East Concord St. close to the Talbot building

**Bike Cages:**
- BMC East Newton St. Campus & Menino Pavilion
- East Newton St. at the Atrium Pavilion near the Dental School, “under” the Medical Center cafeteria.
- Menino Pavilion is on Harrison Ave. The cage is in front of the Menino Pavilion and the ACC building.

If you are interested in applying for the bike cage, please [click here](#).
Automobile License and Registration
Driving with a license from a foreign country is permitted in Massachusetts for a period of one year, if you come from a country that is a member of The United Nations Road Traffic Convention of 1949. The Massachusetts Motor Vehicle Registry website lists participating countries. You will also find a list of primary and secondary documents that must be presented when applying for a learner's permit, a drivers' license, or Massachusetts Identification card. Out-of-state licensed drivers, those from U.S. territories, Canada and Mexico must obtain Massachusetts driver’s licenses upon becoming residents of Massachusetts. A simple conversion may be done with a current license or one that has expired less than a year ago. Those with older licenses may need to take a written exam and/or a road test. License conversion may incur fees for application and testing.

Registry of Motor Vehicles (Main Office)
630 Washington Street
Boston, MA 02119-9100
Telephone 617/351-4500
Website

Automobile Rental
You must have driver’s license and major credit card to rent a car through commercial rental agencies. National car rental agencies are listed in the Yellow Pages telephone directory.

Zipcar is a novel program for the occasional use of a rental car. You must become a member of Zipcar to take advantage of this resource. Cars are parked throughout the city and can be reserved by members for varying lengths of time. Visit the Zipcar website for more details.

Safety and Escort Service
The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots and surrounding medical center buildings during night and weekend hours upon request. The Public Safety Department recommends that you utilize the shuttle services available to you that transport to the garages, lots, surrounding medical center buildings and authorized MBTA stops.

Emergency Numbers
Campus Security and Escort Service 617/414-4444
Medical Emergencies 9-911
Boston University Police and Fire Emergency 617/353-2121
Research Occupational Health Program (ROHP) at 617/414-7647
Boston Medical Center Emergency Department 617/414-4075 or go to the nearest hospital emergency room
MDC Police 617/727-5114
State Police 617/523-1212
Poison Center 617/232-2120
Finding Housing

Boston University supplies only a small fraction of the housing needed by its constituencies. Most graduate students, postdoctoral fellows and faculty live in housing that is not supplied by the University.

**Off Campus Housing Information through Outside Sources**

Since BU Medical School is not located near the central University campus, most postdocs live in local rented apartments.

**Additional Sources of Housing Information:**
- The Office of Housing Resources, BUSM Website: [http://www.bumc.bu.edu/ohr](http://www.bumc.bu.edu/ohr)
- The Office of Off-Campus Services website: [http://www.bu.edu/offcampus](http://www.bu.edu/offcampus)
- The Office of Rental Property Management: [http://www.bu.edu/orpm](http://www.bu.edu/orpm)
- [http://buapts.com](http://buapts.com)
- [http://www.rent.com](http://www.rent.com)
- [http://www.bostonapartments.com](http://www.bostonapartments.com)
- [http://boston.com](http://boston.com)
- [http://www.homestore.com](http://www.homestore.com)
- [http://boston.craigslist.org/](http://boston.craigslist.org/)
- [http://eprivacy.com/roommates](http://eprivacy.com/roommates)

**Off Campus Housing Information through Boston University**

Off-Campus Services maintain updated listings of available apartments and sublets in the greater Boston area. The service is free of charge to all Boston University students, faculty, staff, and alumni. Whether you are affiliated with the Charles River Campus or BU's Medical Campus, you are welcome to browse through their listing of off-campus property or advertise your own apartment for rent. In addition to postings, you will find information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, considerations before signing a lease, and other resources to help with your housing search.

**How Do I Search The Listings?**

Access to the apartment listings is restricted to the Boston University community. Please click [here](http://www.bu.edu/orpm) for instructions. **Searching the listings requires a BU Kerberos password and login. If you are a new to BUMC and need to create your Kerberos password, you can start the process by setting up your early bird account.**

If you have a visual impairment and need assistance posting or accessing our listings? Please call Off-Campus Services on 617-353-3523.

Not sure of the right questions to ask before signing a lease?

The City of Boston Rental Housing Resource Center can point you in the right direction with their “Top Ten” list of things to know about renting an apartment.
Following agencies and Boston University offices participated in Off-Campus Housing Fair:

- All-Bright Realty
- Beacon Realty Properties
- Boston Brokerage Group
- Boston Police Department
- Boston Student Realty
- BU Government & Community Affairs
- BU Medical Campus Housing Resource Office
- BU Rental Property Management
- City of Boston Inspectional Services Department
- Fisk House
- Gateway Real Estate Group
- The Harriet E. Richards Cooperative House
- Jacob Realty
- Kunevich & Lau Realty
- Modern Real Estate
- Ronco Realty
- SCS Realty Group
- Venture Real Estate Group
- Warren Rentals

Office of Housing Resources

Content of the text below was reproduced from Office of Housing Resources website.

The Office of Housing Resources (OHR) is here to help you at Boston University Medical Campus find a place to live in the Boston area. The OHR will walk you through the entire housing search process – from picking a neighborhood to finding a roommate to signing a lease. Even after you have found a place to live, the OHR can help you with any issues you may have getting settled in Boston or working through any roommate or landlord conflicts. You will find information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, considerations before signing a lease, and other resources to help with your housing search.

How to use this website?

This site is set-up to follow the logical flow of a housing search, starting with the most general information on the Boston housing market to the most specific in the first links to the right. If you are new to Boston and want to do some basic research about the city, the “Welcome” section should be your first priority. If you are looking for roommates, the “Roommates” tab on the right can give you some ideas about how to find roommates both at BU and outside of it. If you have done your background research and want to start looking for apartments, “The Search for Housing” tab is where you’ll go to find online listing services, property management firms, and real estate agents our students have used in the past. Finally, if you have questions about your lease or landlord, check out the “Leases” section.
Finding Services

**Yellow Pages Business Telephone Directory**
This is a business telephone directory that may be used to locate services in the Boston area.

**Shopping and Local Services Directory**

**Furniture Exchange**

**Garage/Yard Sales**

**Telecommunication Companies**
AT&T Telephone 1-800-222 0300  
Verizon Telephone 1-800-870-9999  
Comcast Telephone 1-800-COMCAST  
RCN cable Telephone 1-800-746 4726

**Utilities**
Keyspan Gas Telephone 617/469-2300  
NSTAR Electric Telephone 1-800-592-2000  
Boston Water and Sewer Commission Telephone 617/989-7000

**Work and Family Support Resources**

**BUMC Office of Human Resources**
801 Massachusetts Avenue  
Crosstown Center Building, Suite 400  
Boston, MA 02118  
Telephone 617/638-4610 Fax 617/638-8820  
Email: bumchr@bu.edu  
Website

**US Post Offices**
72 E. Concord St.  
985 Commonwealth Ave.  
11 Deerfield St, Boston  
1575 Tremont St, Roxbury Crossing
**Child Care and Preschool Education Programs**

*The Boston University Children’s Center* is a full-time program for children ages two to five years old. For additional information about the program and enrollment, please contact:

The Director  
Boston University Children’s Center, Inc.  
32 Harry Agganis Way  
Boston, MA 02215  
617-353-3413  
[Website](#)

*The Early Childhood Learning Lab*, a nursery school for children two years and nine months to five years old, is operated by the School of Education. Learning Lab programs run morning sessions, Monday through Friday. For additional information and application forms, please contact:

The Director  
Early Childhood Learning Lab  
Boston University School of Education  
605 Commonwealth Avenue  
Boston, MA 02215  
617-353-3410  
[Website](#)

Space in both programs is limited. If you are interested in either program, we encourage you to talk to the directors as early as possible.

*Little Sprouts*

An early-education and child care school on the ground floor of the Medical Students Residence at 815 Albany Street. The BU Medical Campus school is open from 7 a.m. – 7 p.m. Monday through Friday. Little Sprouts offers care for infants, toddlers, and preschoolers.

The Boston University [Faculty/Staff Assistance Office](#) provides confidential counseling and referral services. It is available to you and your family members if you are experiencing personal, family, or work-related problems. Services are available without charge and include:

- Consultation  
- Problem assessment  
- Short-term psychotherapy  
- Referral resource information

If you have a problem and are in doubt about the wisest course of action, we encourage you to contact the program. In response to your call, a counselor will meet with you to discuss your problems and consider
solutions. If additional specialized counseling proves necessary, a referral will be made. Inquiries are confidential; no one will know you have used the Faculty/Staff Assistance Office unless you tell them.

For additional information or to schedule an appointment, call 617-353-5381. Appointments are generally scheduled between 9 a.m. and 5 p.m., Monday through Friday. After-hours appointments may be arranged upon request.

**Office of the Ombuds**

Content of the text below was reproduced from the Office of the Ombuds website.

The Office of the Ombuds is an independent, impartial, informal problem-solving resource serving faculty, staff, and students on the Charles River and Medical Campus. The Office maintains strict confidentiality, and provides a safe place for you to have off-the-record conversations on issues related to life, work, or study at Boston University. Talking to the Ombuds can be a good first step if you have a concern and you don’t know where to turn for help. The Medical Campus office is located in the Solomon Carter Fuller building, Suite 957E. Phone 617-638-7645.

**Religious Life on Campus**

Content of the text below was reproduced chapel website.

Boston University’s many religious organizations offer you a place to worship, opportunities for friendship and personal development, and resources to learn more about your heritage. You may enjoy helping to organize programs as well as attending them. For a look at some of the religious groups on campus, check out our BU Today series, “How We Pray.”

The Office of the University Chaplain at Marsh Chapel is the center of religious life for students, faculty, staff and others at BU. It actively promotes interfaith dialogue among all faith groups. Chaplains and Chaplain Associates are available for pastoral counseling. The staff also includes students who can put you in touch with clergy and organizations in your own faith.

Below are some of the religious centers and groups on our campus. For more information, see Marsh Chapel Religious Life.
- Marsh Chapel offers Christian worship, Bible study, counseling, fellowship and educational outreach programs. Each Sunday, a Protestant Interdenominational Service of Worship is held in the morning and Catholic Masses are celebrated throughout the day.

- Newman House website is our campus Catholic Center, housing the offices of the Catholic Chaplains, a daily chapel and spaces for studying and gathering. The Newman House sponsors worship services, retreats, Bible study, prayer groups, counseling, social events and more.

- Hillel House website is the hub of Jewish life at BU. Conservative, Reform and Orthodox services are held every Friday night and Saturday, and on all religious holidays. A student-governed organization, Hillel is a center for learning, socializing and cultural activities, as well as worship. Hillel House offers a kosher dining room, resource center, library and more.

- The Hindu Student Council meets for weekly worship sessions and monthly puja. Though not affiliated with Boston University, Hindu Services are held on campus each Sunday. You can also attend lectures every Thursday evening at the Ramakrishna Vedanta Society Church.

- The Islamic Society serves the Muslim community from its office at the George Sherman Union. It holds daily prayers four times a day, and weekly Jom‘eh prayers each Friday afternoon.

Content of the text below was reproduced from Disability Services website. Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and embodies the University’s historic determination to ensure the inclusion of all members of its communities.

Our goal, at Disability Services, is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary. Although a significant degree of independence is expected of students, Disability Services is available to assist, should the need arise.

Recreation

Fitness and Recreation Center, Boston University
919 Commonwealth Avenue
Boston, MA.
The facilities include two swimming pools, 18,000 square feet of cardio and weight equipment, seven courts of gymnasia, an indoor track, climbing wall, racquetball and squash courts, dance studio, and locker rooms. A Boston University ID card is required for admission to the FitRec Center.

South End Fitness Center at Boston Medical Center
Medical Campus
South Block Building
35 Northampton Street, 4th Floor
Phone: 617 534-5822

The South End Fitness Center offers strength training (free weight equipment, dumbbells from 2-110 lbs, variable and plate loaded equipment, medicine balls and body bars, cardiovascular fitness (treadmills, elliptical trainers, Stairmasters, upright and recumbent cycles, and rowing machine), aerobics and stretching studio (group fitness classes, stability balls, heavy and speed bag), a full-sized basketball court (based on availability), and a 25 meter lap swimming pool (swim caps are required and can be purchased at the facility). South End Fitness offers personal trainers and members are entitled to a free one-time orientation with their fitness specialist. SEFC also offers locker facilities and 2-hour free validated parking in an indoor parking garage.

Information for International Postdocs from International Student and Scholars Office (ISSO)

Registration
International postdocs must register with the Boston University International Student and Scholar Office (ISSO) upon arrival at your postdoctoral position. Please visit their website for detailed information and to obtain the name of the advisor assigned to your school/department.

Boston University International Student and Scholar Office (ISSO)
Charles River Campus
888 Commonwealth Avenue, 2nd Floor
Boston, MA 02215
Phone 617/353-3565
Fax: 617/358-1170

MED Campus
Office of Human Resources
801 Massachusetts Ave., Suite 400
U.S. Immigration

Getting a Massachusetts Identification Card (ID)
The Registry of Motor Vehicles will issue an identification card to those who do not have a driver's license and wish to have an alternative form of identification. You must bring your passport with three other forms of identification (Social Security Number, birth certificate, Harvard ID, canceled bank check) to the registry. Visit the registry website to get more detailed information on primary and secondary documents that are accepted as identification.

Registry of Motor Vehicles (RMV Main Office)
630 Washington Street
Boston, Massachusetts 02119-9100
Phone: 617/351-4500
Website

NOTE: RMV satellite offices are located in a number of surrounding communities, including Cambridge and Watertown. Your photo will be taken at the registry and you will be issued a plastic Massachusetts ID card. This can be used for purposes of identification in most stores for paying by check. It will serve as an alcoholic beverage ID in some restaurants and clubs.

Social Security Offices
Locate an office by postal zip code on the website
Main telephone 1-800-772-1213
Two Locations:
10 Causeway Street, Room 148
Boston, Massachusetts 02222
240 Elm Street
Somerville, Massachusetts 02144

Benefits and Taxes Overview

All BUMC postdocs who receive a paycheck (salary through Boston University) are eligible to enroll in the University Benefits Plan. Below is a description of “Employee Postdocs:”

THOSE WHO RECEIVE FUNDING FROM A PI’S RESEARCH GRANT ARE CATEGORIZED AS “EMPLOYEE POSTDOCS.”

Employee postdocs are paid a salary. State and Federal taxes as well as Social Security and Medicare payments are withheld, and a W2 form is issued by the University each January. Benefits are viewed as part of the University’s contribution to your health and welfare. Monthly subscriber premiums are paid through pre-tax payroll deductions. Pre-tax payroll deductions can also be made for items such as flexible spending accounts, or payment of monthly subscriber premiums.

Below are types of “Employee Postdocs:”

Postdoctoral Associate An individual who has received a doctoral degree or equivalent and is engaged in a temporary and defined period of mentored scholarly development or research. Typically an entry-level postgraduate
Sr. Postdoctoral Associate
An individual who has received a doctoral degree or equivalent, must have a minimum of three years of postgraduate experience, and continues in a temporary and defined period of mentored scholarly development or research.

Research Scientist
Research Engineer
Academic Researcher
An individual who contributes to the research programs of the University under supervision of a Principal Investigator, and holds a post-graduate degree appropriate to the field of research, or an equivalent combination of education and advanced research experience as appropriate to the field of expertise.

Sr. Research Scientist
Sr. Research Engineer
Sr. Academic Researcher
An individual with the qualifications of a Research Scientist / Engineer or Academic Researcher and having prior experience of at least five years. Will have a record of demonstrated ability to develop new concepts and/or to conduct independent research as evidenced by publications, patents, or other professional accomplishments.

Benefits Eligibility for Employee Postdocs
The University is pleased to extend the benefits so long as you:
• work 75 percent or more of a full-time schedule, and have an appointment of nine months' or more.
• receive a University paycheck (irrespective of funding source)
These benefits will have the same tax advantages as those for other employees.

Please refer to the Boston University Human Resources website for all benefits related information for Employee Postdocs.

THOSE WHO RECEIVE FUNDING FROM A FELLOWSHIP OR TRAINING GRANT ARE CATEGORIZED AS “STIPENDEE POSTDOCS.”
Stipendee post docs are not considered employees and are paid a stipend. State and Federal taxes as well as Social Security and Medicare payments are NOT withheld from stipend pay. If you are a nonresident alien on a stipend you will be issued a 1042S form in March. Stipendees are expected to pay quarterly estimated State and Federal taxes. Because tax laws view benefits as expanded fellowship income the concept of pre-tax dollars does not exist for the stipendee. Thus stipendees do not have access to flexible spending accounts and do not have pre-tax dollars to use for monthly subscriber premiums. Neither W2 nor 1099 forms will be issued by the University. If you are a nonresident alien on a stipend you will be issued a 1042S form in March. Stipendees are expected to pay quarterly estimated State and Federal taxes

Below is a description of “Stipendee Postdocs:”

Postdoctoral Fellow (NON-EMPLOYEE)
An individual supported on an externally-funded training grant and engaged in a temporary and defined period of mentored advanced training and professional development following completion of a doctoral degree program. Not a BU employee.

THOSE WHO ARE PAID DIRECTLY FROM THEIR COUNTRY/INSTITUTION OF ORIGIN, OR WHO RECEIVE FELLOWSHIP FUNDING DIRECTLY (NOT THROUGH A BU CHECK) ARE CATEGORIZED AS “DIRECT PAY POSTDOCS.”
Currently, you are not eligible for the benefits plan offered to BU paid appointees.

Benefits Eligibility for Stipendee (Postdoctoral Fellows)
| Health Insurance | Benefits defined by Training Grant—example, NIH: |
$7,850 institutional allowance (use MED Harvard Pilgrim special group plan)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Insurance</td>
<td>allowable under NIH allowance</td>
</tr>
<tr>
<td>Sick time (paid)</td>
<td>as per NIH guidelines</td>
</tr>
<tr>
<td>Vacation</td>
<td>as per NIH guidelines</td>
</tr>
<tr>
<td>Leave of absence (unpaid)</td>
<td>as per NIH guidelines</td>
</tr>
<tr>
<td>Retirement benefits</td>
<td>none</td>
</tr>
<tr>
<td>Tuition Remission</td>
<td>none</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>none</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>none</td>
</tr>
</tbody>
</table>

**Services offered by the Office of Postdoctoral Affairs**
- Speaker Series, Career Development, Workshops and Lectures. Support and advocacy.

**Orientation offered by the Office of Postdoctoral Affairs**
- For new postdocs offered every 6 weeks

**Vacation**
- Although Postdoctoral Fellows, like faculty, do not record hours, they are generally entitled to 20 vacation days during their annual appointments (adjusted accordingly for appointments of less than a year) at a time or times to be agreed upon with their PI host or hosts.

**Metro Credit Union**
- 617 739-7447

**Miscellaneous Discounts**
- Tickets to the performing arts (theater, music, dance), sporting events, amusement parks, movies, museums, a wide variety of seasonal recreation and a myriad of goods & services. Most offerings are discounted between 15 and 60%. Mobile Phone discounts and deposit waiver for international postdocs. For more information, contact Office of Postdoctoral Affairs.

**Income Tax Information**

**Taxes and postdoc classification** If the type of funding you receive changes, there is the possibility your administrative classification as an "employee," "stipendee," or "direct pay" postdoc may change also. A concomitant change in tax status might occur in moving to fellowship funding from grant funding. Pre-tax contributions to flexible spending accounts and time-deferred annuities are not possible for fellows that have no taxes removed from their checks by the University ("stipendees"). Fellows moving into a "direct pay" classification would experience a change in health plan options and should inquire about this.

**Institutional allowances and taxes** You should also be aware that institutional allowances from fellowships are fully taxable for Massachusetts and Federal taxes to the postdoctoral fellow as are any department subsidies to that allowance. See Internal Revenue Site.

**Check Withholdings**

Salaried Employee Postdoc:
- Federal tax, Massachusetts tax, FICA, and Medicare withheld
- Receives a W2 form from the University

Stipendee Postdoc:
- No withholding of taxes, FICA, or Medicare
- Must file quarterly estimated state and Federal taxes on April 15th, June 15th, September 15th, and

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Guidebook for Postdocs Page 23
January 15\textsuperscript{th} on form 1040ES or 1040ES(NR) for Federal tax and Form 1-ES for the state tax.

Note: Tax treaty agreements with the U.S. will dictate tax liabilities for foreign postdocs.

<table>
<thead>
<tr>
<th>Call Toll Free</th>
<th>FEDERAL FORMS</th>
<th>STATE FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Order Tax Forms By Phone</td>
<td>1-800-TAX-FORM</td>
<td>1-800-392-6089</td>
</tr>
<tr>
<td></td>
<td>1-800-829-3676</td>
<td>617/887-6367</td>
</tr>
<tr>
<td></td>
<td>TDD 1-800-829-4059</td>
<td>TDD 617-887-6140</td>
</tr>
<tr>
<td></td>
<td>Internal Revenue Service</td>
<td>MA. Dept. of Revenue</td>
</tr>
<tr>
<td></td>
<td>Monday-Friday</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td></td>
<td>7am-5:30 pm</td>
<td>8:45AM-5:00PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pick Up Tax Forms</th>
<th>JFK Federal Building</th>
<th>MA. Dept. of Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 New Sudbury St.</td>
<td>Customer Service Bureau</td>
</tr>
<tr>
<td></td>
<td>Boston, MA 02203</td>
<td>200 Arlington Street</td>
</tr>
<tr>
<td></td>
<td>M- F 8:30 am - 4:30 pm</td>
<td>Chelsea, MA 02150</td>
</tr>
<tr>
<td></td>
<td>617/316-2850</td>
<td>617/887-6367 or 1-800-392-6089</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms By Fax</th>
<th>1-703-368-9694</th>
<th>617/887-1900</th>
</tr>
</thead>
</table>

|--------------|-----------------------------|-----------------------------|

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>1-800-829-1040</th>
<th>617/887-6367</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Refund and Recorded Information</th>
<th>1-800-829-4477</th>
<th>Inquire online</th>
</tr>
</thead>
</table>

**Research Support Offices**

Many offices exist to support the research here and it is very important that fellows are aware of their services. It is important that in order to start working in the lab, it is mandatory to attend courses from ROHP, Safety, Animal Care, Radiation, etc. The training courses are offered only on few days a month so new postdocs should register and attend these courses as soon as possible otherwise they cannot start working. ROHP may require some vaccinations (hepatitis, TB).

All Postdocs are also required to complete **Advanced RCR Training**

Advanced RCR has two components: Advanced RCR-Online Preparation (one hour) and Advanced RCR-Live (eight hours). The Office of Research Compliance and numerous faculty research mentors, from departments and centers as diverse as economics, bioinformatics, medicine, astronomy, applied linguistics, computer science, earth science, physical therapy and many others, work together to present both an online preparatory powerpoint and quiz (which provides background on RCR) and four live discussion workshops, which probe case studies in research ethics and responsibility. The program provides advice on mentorship and addresses
questions of integrity in data management, collaboration, and publication. Boston University procedures relating to scientific misconduct and conflicts of interest in research are covered. The online program (about one hour) introduces key RCR topics and provides links to valuable resources and further online educational materials. There is a short quiz. The four-two hour workshops are to be completed over not more than two years and involved small groups of students and postdoctoral researchers in facilitated discussion of cases set in diverse fields across the sciences and engineering. Recommended, but not required, additional readings include modules of an online RCR program presented by the Collaborative Institutional Training Initiative (CITI) to which Boston University subscribes. A few academic departments have created Alternative RCR Live Programs. Certificates of Completion are earned by participants and issued by the Office of Research Compliance.

To Register for Advanced RCR, complete both steps 1 and 2:

Step 1: Register for Advanced RCR-Online Preparation
Post-doctoral researchers may self-enroll in the course by visiting http://blackboard.bu.edu and searching for course ID (00cwr_adv_rcr_online_prep) or course title “Advanced Responsible Conduct of Research-Online Preparation for Graduate Students and Post-doctoral Researchers (Ongoing).” If using search terms, use “responsible conduct of research.” For more instructions on how to register for the course on blackboard please click here. Some individuals may not yet have an account with Blackboard 8. Please contact the RCR Program Coordinator if you need further help registering for the course on blackboard.

Step 2: Register for Advanced RCR-Live
Register for the core Live Workshops here. Note: Alternatively, if you are eligible, you may enroll in an approved Alternative RCR Program (CH801 or CS697) for your live instruction in RCR

Training Program Data Chart:

<table>
<thead>
<tr>
<th>Office</th>
<th>Office of Research Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Research Integrity and Assurance</td>
</tr>
<tr>
<td>Course Title</td>
<td>Advanced RCR-Online and Live</td>
</tr>
<tr>
<td>Campus in which training applies</td>
<td>BUMC &amp; CRC</td>
</tr>
<tr>
<td>Location</td>
<td>BUMC: Hiebert Lounge (School of Medicine; 14th floor)CRC: Colloquium Room (Photonics Building; 9th floor)</td>
</tr>
<tr>
<td>Audience</td>
<td>All graduate students and post-doctoral researchers in the sciences.</td>
</tr>
<tr>
<td>Duration</td>
<td>The ORC RCR program is comprised of online modules requiring a total of about one-two hours and series of four workshops, with each workshop lasting approximately two hours.</td>
</tr>
<tr>
<td>When Offered (days/times)</td>
<td>See Schedule</td>
</tr>
<tr>
<td>Teaching</td>
<td>Small group case-based learning and online powerpoints with quiz</td>
</tr>
</tbody>
</table>
**Medium**

<table>
<thead>
<tr>
<th>Pre-requisite</th>
<th>Registering individuals must be a graduate student or post-doctoral researcher in the sciences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Online (Blackboard and Course Manager)</td>
</tr>
<tr>
<td>How Often</td>
<td>Workshops are offered once on the Medical Campus and twice on the Charles River Campus during the academic year.</td>
</tr>
</tbody>
</table>

The chart on this and next pages serves as a quick reference for contacting Research offices for various needs.

<table>
<thead>
<tr>
<th>Research Office/Contacts and Address</th>
<th>Provides Help With</th>
<th>Website</th>
</tr>
</thead>
</table>
| Research Occupational Health Program (ROHP)  
Tel: 617-414-7647  
Contact us via Email: rohp@bu.edu | To respond to the growth, BU has established a comprehensive Research Occupational Health Program (ROHP). This step enhances the health and safety of our researchers which is one of our primary concerns and ensures that occupational health is an integral part of our overall health and safety programs. | Research Occupational Health |
| Medical Contacts  
Dr. Thomas Winters, Medical Director  
Sandra M. Reno, Clinical Manager, RN, Email: sareno@bu.edu  
Yolanda Rodriguez, Program Coordinator, Email: yrodrigu@bu.edu | | |
<table>
<thead>
<tr>
<th>Research Office/Contacts and Address</th>
<th>Provides Help With</th>
<th>Website</th>
</tr>
</thead>
</table>
| **Environmental Health and Safety**  
Boston University Medical Campus  
85 E. Newton Street, M-470  
Boston, MA 02118  
617-638-8830  
617-638-8822 (fax)  
Email: oehs@bu.edu | Environmental Health and Safety’s mission is to provide a safe environment for employees, faculty, and staff as well as patients and others visiting our facilities. The purpose of the established programs is not only to provide a safe environment, but also to help to ensure compliance with federal, state, and local codes and regulations. Environmental Health and Safety (EHS) provides a full range of environmental, health, and safety services to the Boston University and Boston Medical Center communities. | [Environmental Health and Safety](#) |
| **Laser Safety**  
Boston University Charles River & Medical Campus  
80 East Concord Street  
Evans Basement  
Boston, MA 02118  
617-638-7052  
617-638-7509 (fax) | | |
| **Radiation Safety and Medical**  
Physics Boston University Charles River & Medical Campus  
80 East Concord Street  
Evans Basement  
Boston, MA 02118  
617-638-7052  
617-638-7509 (fax) | | |
| **Animal Care**  
LASC-BUMC (Boston University Medical Campus)  
715 Albany Street  
W-707  
Boston, MA 02118  
Phone: 617-638-4086  
Fax: 617-638-4055  
Email: lasc@bu.edu | The Laboratory Animal Science Center is a team of administrative, managerial, technical, and professional staff committed to the advancement of science in collaboration with the research community by promoting the humane care and use of animals used in biomedical research and teaching. | [Animal Care](#) |
| **Human Subjects Protection Training**  
Director of IRB  
Mary A. Banks, RN, BS, BSN  
Director of the Office of the Institutional Review Board and Human Subjects Protection  
(617) 638-7207 | The purpose of the IRB is to protect the rights and welfare of human subjects of research and to assure that clinical research is conducted according to corresponding federal regulations, state law, and IRB policies. | [Human Subjects](#) |
<table>
<thead>
<tr>
<th>Research Office/Contacts and Address</th>
<th>Provides Help With</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office of Sponsored Programs</strong></td>
<td>OSP supports investigators who have or plan to apply for external sources of support for their research, departmental administrators who assist with proposal preparation or award administration, and department chairs and deans who supervise research-active units.</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>85 East Newton St, M-921</td>
<td></td>
<td></td>
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<tr>
<td>Boston, MA 02118-2340</td>
<td></td>
<td></td>
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<tr>
<td>Tel: 617-638-4600</td>
<td></td>
<td></td>
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<tr>
<td>Fax: 617-638-4686</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: bumc-OSPMEDFeedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email for submitting application documents: bumc-egrants</td>
<td></td>
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<tr>
<td><strong>Office of Research Compliance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Silber Way 8th Floor</td>
<td></td>
<td></td>
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<tr>
<td>Boston, MA 02215</td>
<td></td>
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<tr>
<td><strong>Department Listing</strong></td>
<td></td>
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</tr>
<tr>
<td>Associate Vice President for Research Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ara Tahmassian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mia Bott</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Administrative Assistant</td>
<td></td>
<td></td>
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<tr>
<td>Tracy Bastien</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Connell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Contact Information</td>
<td></td>
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</tr>
<tr>
<td>617-638-4214</td>
<td></td>
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</tr>
<tr>
<td><strong>Research Committees</strong></td>
<td></td>
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</tr>
<tr>
<td>Boston University and Boston Medical Center have sought to maintain the highest standards for research and have multiple research committees.</td>
<td>Research Committees</td>
<td></td>
</tr>
</tbody>
</table>
Policy Websites

SOME SELECTED POLICIES ARE LISTED BELOW:

• Office for Faculty Development and Diversity

• "Faculty Handbook"
  Guidelines for Conflicts of Interest
  Guidelines on Misconduct in Scholarship and Research
  External compensated Activity

• Research Policies

Policy on Principal Investigator (PI) Status
Principal Investigator General Policy Table
Request for Principal Investigator (PI) Status

Responsible Conduct of Research (RCR)
Responsible Conduct of Research (DOM)
Technology Development
Conflict of Interest in Research
Conflict of Interest Policy
Inventions, Patents, and Copyrights
University Policies

Employee Handbook
• Affirmative Action
• Discrimination Policy and Review Procedure
• Copyright and Trademark Policy
• Environmental Health and Safety
• Gifts Vs. Grant Policy
• University Policy on Sexual Harassment
• University No Smoking Policy
• University Policy on Drugs and Alcohol in the Workplace

Finding Research Funding

Internal Funding
Visit the Page on the Sponsored programs Administration. The Sponsored Programs Administration (SPA) has representatives to help you find and prepare fellowships and grants. The side links provide many helpful resources for preparing and writing your fellowship or grant proposal.

GrantsNet Express: Weekly e-mail alert for private and U.S. government grant announcements in the sciences, Sign up online for GrantsNet Express.

Funding Search Sites
COS
Fed Biz Opps
Foundation Center
Grants.gov
GrantsNet
Science.gov
### Funding Information Pages

All About Grants Tutorials Online printable information on writing and managing a grant.

### NIH Research Training Opportunities

#### Non Federal Sponsor Websites

A listing of some of the major biomedical research sponsors

<table>
<thead>
<tr>
<th>American Association of University Women</th>
<th>Human Frontier Science Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Cancer Society</td>
<td>Huntington’s Disease Society of America</td>
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<tr>
<td>Arthritis Foundation</td>
<td>Immune Deficiency Foundation</td>
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<tr>
<td>Associated Grantmakers of Massachusetts</td>
<td>International Research Exchanges</td>
</tr>
<tr>
<td>American Association for Cancer research</td>
<td>International Union Against Cancer</td>
</tr>
<tr>
<td>American Diabetes Association</td>
<td>Irvington Institute for Immunological Research</td>
</tr>
<tr>
<td>American Federation for Aging Research</td>
<td>Jane Coffin Childs Foundation</td>
</tr>
<tr>
<td>American Federation for AIDS Research</td>
<td>Juvenile Diabetes Foundation International</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>Leukemia and Lymphoma Society</td>
</tr>
<tr>
<td>American Institute of Biological Sciences</td>
<td>Life Sciences Research Foundation</td>
</tr>
<tr>
<td>American Society for Engineering Education</td>
<td>Lupus Foundation of America</td>
</tr>
<tr>
<td>Burroughs Wellcome Fund</td>
<td>Muscular Dystrophy Association</td>
</tr>
<tr>
<td>Cancer Research Institute</td>
<td>National Alliance for Research on Schizophrenia and Depression</td>
</tr>
<tr>
<td>Cooley's Anemia Foundation</td>
<td>National Hemophilia Foundation</td>
</tr>
<tr>
<td>CaP Cure</td>
<td>National Kidney Foundation</td>
</tr>
<tr>
<td>Council for International Scholar Exchange</td>
<td>National Multiple Schlerosis Foundation</td>
</tr>
<tr>
<td>Cystic Fibrosis Foundation</td>
<td>NATO Science and Engineering Fellowships</td>
</tr>
<tr>
<td>Damon Runyon-Walter Winchell Cancer Research</td>
<td>Parkinson’s Disease Foundation</td>
</tr>
<tr>
<td>Defense Advanced Research Projects Agency(DARPA)</td>
<td>Pediatric AIDS Foundation</td>
</tr>
<tr>
<td>European Molecular Biology Organization(EMBO)</td>
<td>Prostate Cancer Foundation</td>
</tr>
<tr>
<td>Foundation for Anesthesia Education and Research</td>
<td>Robert Wood Johnson Foundation</td>
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<tr>
<td>Foundation Fighting Blindness</td>
<td>The Charles A. Dana Foundation</td>
</tr>
<tr>
<td>German Academic Service Exchange</td>
<td>The Gerontological Society of America</td>
</tr>
<tr>
<td>Helen Hay Whitney Foundation</td>
<td>The Medical Foundation (Charles A. King Trust)</td>
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<tr>
<td>Hereditary Disease Foundation</td>
<td>Radcliffe Institute Fellowship Program</td>
</tr>
<tr>
<td>Heart and Stroke Foundation of Canada</td>
<td>The Rockefeller Foundation</td>
</tr>
<tr>
<td>Howard Hughes Medical Institute</td>
<td>The Whitaker Foundation</td>
</tr>
</tbody>
</table>
Federal Sponsor Websites - A listing of most of the Federal research sponsors

<table>
<thead>
<tr>
<th>Federal Sponsor Website</th>
<th>Inter-Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force Office of Scientific Research (AFOSR)</td>
<td>Inter-American Foundation</td>
</tr>
<tr>
<td>Agency for Health Care Policy and Research</td>
<td>National Archives and Records Administration</td>
</tr>
<tr>
<td>Centers for Disease Control and Prevention (CDC)</td>
<td>National Aeronautics and Space Administration</td>
</tr>
<tr>
<td>Department of Agriculture (USDA)</td>
<td>National Endowment for the Humanities</td>
</tr>
<tr>
<td>Department of Commerce</td>
<td>National Coordination Office for Computing, Information &amp; Communications (NCO/CIC)</td>
</tr>
<tr>
<td>Department of Defense (DoD)</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>DoD Congressionally Directed Medical Research Program</td>
<td>National Institute of Standards and Technology (NIST)</td>
</tr>
<tr>
<td>Department of Education</td>
<td>National Science Foundation (NSF)</td>
</tr>
<tr>
<td>Department of Energy</td>
<td>National Research Council</td>
</tr>
<tr>
<td>Department of Energy's Office of Fossil Energy</td>
<td>Naval Command Control &amp; Ocean Surveillance Center RDT&amp;E Division</td>
</tr>
<tr>
<td>Department of Health and Human Services (HHS)</td>
<td>Office of Naval Research (ONR)</td>
</tr>
<tr>
<td>Department of Transportation</td>
<td>Small Business Administration (SBA)</td>
</tr>
<tr>
<td>Environmental Protection Agency</td>
<td>Federal Aviation Administration</td>
</tr>
</tbody>
</table>

Professional Groups

National Postdoc Association
PO Box 631270
Baltimore, MD 21263-1270
Telephone: 202/326-6424
FAX: 202/371-9849

Graduate Women in Science (GWIS)
(Boston/New England) chapter affiliated with the national organization.

Association of Women in Science (AWIS)
Boston Chapter President: Joanne Kamens, Ph.D.
Group Leader Abbott Bioresearch Center
100 Research Drive, Worcester, MA 01605
Burlington, MA 01803
Phone: 508/849-2655
Email: joanne.niewood@abbott.com

Women Entrepreneurs in Science and Technology (WEST)
155 Seaport Boulevard, 11th Floor
Boston, MA 02210
Phone: 617/988-6120
Fax: 702/446-3160
Email: admin@WESTorg.org or info@WEST.org
This group shares expertise and experience through it's website and in monthly meetings in the Boston area.

Career Development Resources

Salary Websites
Career Journal.com - Wall Street Journal
Jobstar Salary Searches
NIH Guidelines for Salary Range

Cost of Living Calculators
**Job Search Websites**

- A Job 4 Scientists
- Adsumo
- [Academic Position Network](#) searchable database
- Academic 360
- BioCareer.com
- Bio Jobs
- Biospace.com
- Future Bio Jobs
- FASEB MARC
- Hire Bio
- NAS Career Center
- Nature Jobs
- NewScientistJobs.com
- Ph.D.'s.org
- Public Health Jobs
- Qa Jobs
- ResearchCareers.com
- Recruit Tech International
- Science's Career Development Center
- ScienceJobs.com
- Science Professional Network Career Corner
- The Chronicle of Higher Education
- The National Academies

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**Postdoc Resources**

**Massachusetts Biotech Council**
One Cambridge Center, 9th Floor
Cambridge, MA 02142
Phone: 617/577-8198 Fax: 617/577-7860

- This site has links to all the biotech firms in the state that belong to the council.
- There are links to other state biotech council.
- There are schematics of large to small biotech firms and job descriptions for positions
- There are links to professional associations
- Links to educational programs

**MassBioEd**

- Learn more about Biotech programs for teachers
- Search our professional development program listings
- Guest speakers
- View our learning resources
- Search jobs

**Massachusetts Life Sciences Center**
MassMedic
Medical Development Group
Bioscience Network
The Capital Network
TIE
The North Shore Technology Council
Women Entrepreneurs in Science and Technology
The American Society for Cell Biology
**MentorNet**, the E-Mentoring Network for Engineering and Science
Phone: 408/296-4405
Fax: 408/296-4404
Email: info@mentornet.net

Postdocs may sign up to become a mentor or a mentee. To join, go to the home page above and click on the "Join the Mentornet Community now" link at the bottom of the page.

**Propel Careers**
Propel Careers is a Boston based life sciences search and career development firm with the unique distinction of being dedicated to networking, mentoring, and career development.

**NPA Free Affiliate Membership**
BUMC postdoc who has an e-mail address with bu.edu can join the NPA for free.

**Scientific Network**
BU Medical Campus Postdoc Listserv: postdocs-list@bu.edu

**Past Workshops, Seminars, Lectures and Panel Discussions**

Past Workshops, Seminars, Lectures, and Panel Discussions sponsored by the Division of Graduate Medical Sciences, Office of Postdoctoral Affairs:

- CV/Resume and Cover Letter Writing Workshop
- Diverse Careers in Sciences
- Work Life Balance
- Teaching Opportunities at BUMC
- Industry Exploration Program
- Skills for Successful Networking to Advance Your Career

**The Division of Graduate Medical Sciences & the Office of Postdoctoral Affairs presented a Diverse Careers in Science: A Panel Discussion on Thursday, May 5, 2011**

**Linda Hyman, Ph.D.**
Associate Provost, Division of Graduate Medical Sciences

Presentation and Panel Discussion of Diverse Careers in Science

**Joanne Tornow, Ph.D.**
Executive Officer for the Biological Sciences Directorate, National Science Foundation

**Dr. Andrew Shyjan, Ph.D., J.D.**
Associate, Edwards Angell Palmer & Dodge LLP

**Dianne D. Rees, Ph.D.**
Director of Science K-12, Braintree Public Schools

**Lauren Celano, M.S., M.B.A.**
Founder and CEO, Propel Careers

**Become a MENTOR: Make a Difference**
Sponsored by the CityLab Academy

Mentoring program in CityLab Academy and how postdocs can become a mentor was held on Friday, April 29. Presented by Rachel Weiss, MS, EdD, Counseling Services & Mentor, CityLab Academy with featured speaker, and Beverly Brown, PhD, Director of Development, Center for Global Health & Development.