

Postdoctoral Handbook

2016

UNIVERSITY
OF MIAMI



HANDBOOK AT-A-GLANCE

This handbook contains information for all fellows at all the schools and colleges of the University of Miami.

You'll find information about your program, including:

- The definition of a postdoc
- Postdoc training and mentoring resources
- Postdoc compensation and benefits
- UM orientation resources
- Postdoc rights and responsibilities
- Research resources
- Postdoc support resources

... and information on your new community:

- Places to eat at UM
- Volunteer opportunities
- Visitor centers
- Museums in Miami
- Movie theaters
- Entertainment and special events

DISCLAIMER: This handbook contains general information and guidelines, is not intended to be comprehensive, and the policies and guidance in the handbook is subject to change at any time, and with little or no warning.

CORRECTIONS: Please direct any corrections or updates to Dr. Wasif Khan and Santos Cayetano.

University of Miami's mission is to **educate and nurture students**, to **create knowledge**, and to **provide service** to our community and beyond. Committed to excellence and proud of our diversity of our University family, we strive to develop future leaders of our nation and the world.

The Leonard M. Miller School of Medicine and the University of Miami Health System strive to be the leading academic medical center in Florida by:

- Delivering high-caliber, compassionate health care;
- Leading life-changing **discoveries** and advancing patient care through **innovative research**;
- Educating the **next generation** of medical leaders; and
- Promoting the health of our **community**.

Office of Graduate & Postdoctoral Studies | University of Miami Miller School of Medicine
1600 NW 10th Avenue, RMSB 1128 (M857) | Miami, FL 33136
Telephone: 305.243.2478 | Fax: 305.243.3593

Dear Postdoctoral Fellow:

Welcome to the University of Miami and congratulations on your appointment! We are pleased you chose UM for your postdoctoral research and training and we look forward to meeting you and welcoming you in person.

The dynamic and growing postdoctoral community of more than 220 fellows at UM is contributing to research success at all three campuses--the Leonard M. Miller School of Medicine, the Rosenstiel School of Marine and Atmospheric Sciences, and the Coral Gables campus. The UM faculty and administration appreciate the vital role played by our postdoctoral fellows in our key research programs.

The Postdoctoral Programs Office (PPO) was established in 2006 to recognize and foster the success of our postdoctoral fellows. The PPO is committed to providing you with a supportive environment, resources, workshops and seminars, to enrich your training experience and facilitate personal growth and professional development for successful future careers. Our aim is to work with you to develop your postdoctoral training and to provide you with the tools and resources for your research, while highlighting opportunities to develop your communication and teaching skills for both the classroom and lab setting as well as learn about a variety of career opportunities anticipated in the future workforce.

The PPO is delighted to present to you this handbook, which provides you with key information and resources to thrive at the University of Miami during your postdoc appointment. The handbook covers a range of topics, from benefits to career development. Please contact us to let us know if any topics are not covered in the handbook. We welcome your suggestions to improve our future editions.

We wish you success during your postdoc appointment at the University of Miami!

Sincerely,

Zafar Nawaz, Ph.D.

Senior Associate Dean

Office of Graduate and Postdoctoral Studies

Wasif N. Khan, Ph.D.

Director of the Postdoctoral Programs Office

Bienvenida ▪ 歡迎 ▪ Bienvenue ▪ Boas-vindas ▪ Willkommen ▪ Hoşgeldin ▪ Benvenuta

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I. INTRODUCTION



Coral Gables Campus

The **University of Miami** was established in 1925 and is highly recognized for its significant contributions to research. Counting more than 159,000 alumni in fields spanning from architecture to marine zoology, the University of Miami is proud to have produced some of the nation's and world's most successful researchers in academia and industry. The University of Miami is engaged in \$360 million in research and sponsored programs a year with the majority housed at the **Leonard M. Miller School of Medicine**.

The School of Medicine is an academic medical center founded in 1952 with more than 1 million patient encounters annually. The **Rosenstiel School of Marine and Atmospheric Science** is one of the leading oceanographic and atmospheric research institutions in the world. The marine campus is located on Virginia Key and is part of a specially designated 65-acre marine research and education park that includes two NOAA laboratories. At the **Coral Gables** campus investigators conduct research in engineering, education, and psychology.

The Postdoctoral Programs Office

The Postdoctoral Programs Office (PPO) was established in 2006 to recognize and foster the success of our postdoctoral fellows at all three campuses. The office is under the Office of Graduate and Postdoctoral Studies (OGPS). The PPO is committed to providing you with a supportive environment, resources, workshops and seminars, to enrich the training experience and facilitate personal growth and professional development for successful future careers. Our aim is to work with you to develop your postdoctoral training and to provide you with the tools and resources for your research, while highlighting opportunities to develop your skills and provide you with professional development tools for your career in a wide array of professional scientific settings.

Contact information

Postdoctoral Programs Office
Rosenstiel Medical Sciences Building
1600 NW 10th Street, Suite 1128A
Miami, FL 33136
Telephone: (305) 243-2478
Fax: (305) 243-3593
<http://postdocs.med.miami.edu>

Wasif N. Khan, Ph.D., Director, PPO

Telephone: (305) 243-5694

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Office of Graduate and Postdoctoral Studies

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Telephone: (305) 243-2478

Email: s.cayetano@med.miami.edu

PPO Programs and Services

- Orientation for new postdocs
- Consultations on mentoring relationships, postdoc rights and responsibilities, and Individual Development Plans (IDPs)
- Professional development seminars (see Training, Mentoring and Development, see **page 13**)
- Annual events: Postdoc Research Day (see **page 14**) and Postdoc Appreciation Luncheon

Using this Handbook

This handbook is produced by the Postdoctoral Programs Office and provides you with information to prepare you for your postdoc experience and a guide to resources at the University of Miami. General topics will apply to postdocs at all three university campuses, however some information may be specific to your campus. This handbook highlights research resources at the Leonard M. Miller School of Medicine. The resources listed in this handbook are not exhaustive, and you may need to refer to University of Miami employee and student handbooks and policies. Some web links may change throughout the year. The Postdoctoral Programs Office is available to answer your questions on this handbook. Please send suggestions to improve this handbook to Dr. Wasif Khan; email: wnkhan@med.miami.edu.

Disclaimer and Policies

This handbook includes policies and guidance that will be important to you in your new position. While the handbook contains general information and guidelines, the handbook is not intended to be comprehensive and the policies and guidance in the handbook may be changed at any time. Postdoctoral Scholars and Associates are obligated to abide by all university policies, including personnel policies and procedures, university policies for students, and those that define intellectual property rights and business conduct and ethical standards. Postdoctoral scholars may also be subject to additional policies specific to their departments and schools.

HR Employee Handbook

The UM Human Resources Office website posts an employee handbook for faculty and staff. Please visit the HR website for policies and procedures for personnel, computer/network/internet, finance and treasury, and the business conduct and ethical standards handbook. Policies included in UM employee handbooks also apply to postdocs. To view the **University of Miami Employee Handbook**, go to http://www.miami.edu/index.php/hr/policies/employee_handbook/.

Handbook on Student Rights and Responsibilities

The **Handbook on Student Rights and Responsibilities**, which also applies to all postdocs at the University of Miami, includes a statement on student rights, standards of conduct, and university regulations and disciplinary procedures can be found at:

http://www.miami.edu/sa/index.php/policies_and_procedures/student_rights_responsibilities/.

Conflict Resolution Resources

Conflicts are part of daily life. Some may be minor irritations while others may be more serious situations. We hope that any conflict you may experience in your lab will be minor and that you view them as opportunities to improve your interpersonal skills. If you find yourself embroiled in complicated situations, there are campus resources to help you deal with any interpersonal issues that may come up. Remember that you are not alone.

If you encounter a difficult situation in a lab, seek advice from other mentors who can help you consider the issues from different angles as you attempt a reasonable solution. If you have concerns about your interactions with your PI, it is important to talk with someone you trust. Feel free to contact Dr. Wasif Khan to confidentially discuss any issues that come up. The **Office of the Ombudsman** is a neutral third party resource for you. Additionally, the Office of the **Vice Provost for Research** is available on issues regarding research compliance, research misconduct, conflicts of interest, and the faculty conflict disclosure process.

Contact information

John L. Bixby, Ph.D., Vice Provost for Research
Telephone: (305) 243-9635
Email: jbixby@med.miami.edu

Office of the Ombudsman at the Leonard M. Miller School of Medicine

The Office of the Ombudsman is a resource for the Faculty, medical students, graduate students, and postdoctoral fellows to assist in resolution of problems and conflicts. The Ombudsman serves as an independent, neutral and confidential resource. The Ombudsman may serve as a resource to provide information regarding university resources; offer advice; engage in fact-finding on an informal basis; and mediate conflicts. Any discussions with the Ombudsman are totally confidential, the content of which will under no circumstances be divulged without the consent of the visitor to the Office. This is an informal service designed to both address difficulties, which may occur, as well as provide advice and assistance in preventing problems. Postdocs at all the schools and colleges at the University of Miami may contact the Ombudsman at the Leonard M. Miller School of Medicine.

Contact information

Norman H. Altman, V.M.D.
Telephone: (305) 775-1925
Email: NAltman@med.miami.edu
Website: <http://ombudsman.med.miami.edu/>

University of Miami Human Resources

The University of Miami provides various resources for individuals including faculty, medical students, graduate students, and postdoctoral fellows, to address their concerns including those of equity, performance management, or employee relations. Any faculty, medical student, graduate student, postdoctoral fellow or other individual who wishes to raise a concern may file a report with the respective Human Resources Client Services Manager for their department; or contact the Human Resources Office of Workplace Equity and Performance at the Miller School of Medicine, (305) 243-7203, or at the Coral Gables campus, (305) 284-3064. In addition, Faculty may contact the Faculty Affairs Office at the Miller School of Medicine, (305) 243-6551, or at the Coral Gables campus, (305) 284-3386.

II. POSTDOCTORAL PROGRAM INFORMATION

Who is a “Postdoc” at the University of Miami?



University of Miami Postdocs

Postdoctoral Scholars and Associates are scientists in training, who carry out a research program under the guidance of a research advisor. The National Institutes of Health (NIH) and the National Science Foundation (NSF) define a postdoc as, “an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path¹.”

The Postdoctoral program is a training period for scholars to provide them with the skills necessary to become independent researchers.

Postdoctoral Classifications

There are two classifications of post doctorates at University of Miami: Postdoctoral Associates and Postdoctoral Scholars. These categories are based upon their corresponding supporting funding source, which governs benefits and manner of tax payment. Postdoctoral appointments are distinct from those of students, staff, or faculty in their scope, time limits and nature of appointment.

Postdoctoral Associates are funded by extramural federal grants awarded to Principal Investigators as well as other UM funding sources. Postdoctoral Associates are classified as employees and receive employee benefits. Postdoctoral Associates follow Track I recruitment and appointment policies.

Postdoctoral Scholars are funded by individual fellowships (NRSA) or Training Grants (T32) and receive a stipend rather than a salary. Therefore, Postdoctoral Scholars are not classified as employees. However, like Postdoctoral Associates, they receive healthcare benefits. Postdoctoral Scholars follow Track II recruitment and appointment policies.

Position Requirements and Description

1. Postdocs are persons who have earned a Ph.D., M.D., D.V.M., Ed.D. or equivalent doctoral-level degree. Postdocs must have her/his Ph.D. or equivalent, depositing the Ph.D. or defense at a later date is not sufficient. Postdoctoral candidates must provide proof of degree by a copy of the diploma or an authorized transcript showing the completion of the degree. In cases where a postdoctoral candidate has defended her/his dissertation and is waiting for proof of degree

¹ National Science Foundation, letter dated 2007.

completion, an authorized transcript and letter from the university with the date of the successful dissertation defense may serve as proof of degree completion.

2. Depending on the position, have no more than 0-3 years of previous postdoctoral experience.
3. Postdoctoral Scholars are engaged in full-time scholarly research and training under the supervision of a faculty member or senior scholar, also referred to as the Principal Investigator.
4. Postdocs participate in lab meetings, give presentations and prepare manuscripts on her/his findings for publications in close collaboration with the Principal Investigator.
5. The postdoc position is not part of a clinical training program.

Postdoctoral Recruitment

According to the HR Research policy, Postdoctoral Scholars (Track II) appointments are exempt from University recruitment and advertising procedures. However, if the Track II Postdoctoral position is posted for recruitment and advertised by the University, an adequate search must be completed.

Postdoctoral Appointments

Postdoctoral Terms

Postdoctoral appointments are temporary, fixed term, and may be renewed on an annual basis. The initial appointment is for one (1) year and may be renewed for a maximum of five (5) years. A postdoc can hold a postdoctoral position for a maximum of five (5) years. For example, if one were a postdoc at another institution for two (2) years then the maximum eligible time to be a postdoc at the University of Miami would be three (3) years. After the completion of a five-year term, a postdoc is no longer eligible for renewal and must exit his/her position. An additional year can be granted under unusual circumstances and on a case-by-case basis. Additional time to complete work is not sufficient justification for a sixth year.

Postdoctoral Appointment Letters

Your postdoctoral offer letter includes the anticipated beginning and ending dates of appointment, compensation information, and may include the title and a brief explanation of the research project. The offer letter also includes information on the New Employee Orientation and the **Compact between Postdoctoral Appointees and their Mentors**, which should be signed within 90 days of the start date.

The Principal Investigator, the Director of the Postdoctoral Programs Office and a Human Resources representative must all sign each postdoctoral appointment letter. You will need to submit your signed offer letter to the Human Resources office. Signed appointment letters are then filed with Human Resources and the Postdoctoral Programs Office. Postdoctoral Associates will be informed of the scheduled end of their appointment at least two (2) months before the end date.

Leaving the University of Miami

Resignation of a Postdoctoral Position

Postdocs who need to resign from their position must provide appropriate written notice of their intent to resign. Postdocs are required to provide notice of their resignation one (1) month prior to their departure and must present this notice to the mentor. Although the University of Miami requires that one-month written notice be given to their mentor prior to resignation from a postdoctoral position, it may be both desirable and prudent for this event to be discussed several months ahead of time with the mentor, to ensure that there is sufficient time for a smooth transition out of the laboratory.

Reasons for Separation of a Postdoctoral Associate

Separation from the University may be initiated at any time by the Postdoctoral Associate through resignation, or by the Principal Investigator (PI) through dismissal, layoff, and/or end of assignment. A Postdoctoral Associate who resigns, transfers within the University or retires is required to provide one calendar month's written notice.

Definitions

Resignation: a voluntary separation from the University initiated by the Postdoctoral Associate.

Transfer: a voluntary transfer within the University to another position, initiated by the Postdoctoral Associate and according to the University's policies on recruitment, selection, and placement.

Dismissal: an involuntary separation from the University due to unprofessional conduct, unsatisfactory work performance, and/or as a result of a University policy violation.

Layoff: an involuntary separation from the University due to the decreased need for certain services, reorganizations, unexpected loss or lack of funds, lack of work, elimination of positions, restructuring of positions, or following an extended leave of absence.

End of Assignment: a separation from the University upon completion of the training the Postdoctoral Associate was hired to complete, not to exceed a combined total of prior and proposed experience of greater than five (5) years of service, as determined by the University's Postdoctoral Program's Office.

Assignment may end based on:

- The expiration of funds on the project for which the Postdoctoral Associate was hired
- The time period outlined in letter of appointment
- Upon completion of the training/project for which the Postdoctoral Associate was hired or upon completion of the training/project subsequently assigned to the Post-Doctoral Associate after the initial training/project.

At the End of the Appointment

The following should be completed in order to end a postdoctoral appointment:

- Return UM ID, keys, passes, etc. to the appropriate office;
- Research data must be organized and left with the principal investigator, including notebooks and electronic files;
- Provide new contact information to the Postdoc Programs Office; and
- Submit an exit questionnaire.

Exit Questionnaire

The exit questionnaire is a valuable tool to evaluate and improve our services for future postdocs. Please complete our exit questionnaire prior to leaving your postdoctoral position at the University of Miami. The questionnaire will also provide us with your contact information so that we can keep you informed of events at the university and learn more about your new ventures.

Exit questionnaire: <http://fs3.formsite.com/ogps/form120/index.html>.

Training, Mentoring and Development



Postdoc Poster Session Presentations

Every year the Postdoctoral Programs Office and the UM Postdoc Association offer a range of seminars and workshops, such as:

- IBS 684 Professional Skills and Ethics II
- Grant Writing Workshop
- Job Talk and Interview Support
- Careers in Science Panel Discussion
- Postdoc-Mentor Professional Relationships
- Setting Up Your Own Lab
- Teaching Improvement Activities
- Advanced Biomedical Sciences Courses
- Bioinformatics

You can find a listing of training opportunities on the PPO website at <http://postdocs.med.miami.edu/>.

Laboratory Management

The Howard Hughes Medical Institute (HHMI) offers a guide to laboratory management titled, “Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty.” The guide is a collection of practical advice and experiences from seasoned biomedical investigators. The laboratory management guide is also available in Chinese. Visit the HHMI website to download a full PDF version, individual chapters, or to order a print copy of the guide. The HHMI website offers additional resources and educational materials for early-career scientists, such as checklists, evaluation forms, interactive exercises, and short films.

Contact information: labmgmt@hhmi.org

Website: www.hhmi.org/grants/office/graduate/labmanagement.html

Lab Safety Training

The Office of Environmental Health and Safety (EHS) provides mandatory laboratory safety training courses. For more information on Laboratory Safety:

http://www.miami.edu/finance/index.php/environmental_health_safety/

All postdocs using radioactive isotopes need to contact the Radiation Control Center:

Contact information

Radiation Control Center

Rosenstiel Medical Science Building, Suite 1081

Telephone: (305) 243-6360

General Animal Training

The Institutional Animal Care and Use Committee’s (IACUC) general animal training is mandatory for anyone working with animals. You are required to complete the following elements of the UM Lab

Animal Welfare Training Program:

- “Working With the IACUC”
- “University of Miami, OH&S and SOPs”
- Electives for the species that are most relevant to your research or teaching roles at the University. Once you register, enroll in one of the *Learner Groups* that is compatible with your interests and role in human subjects research. The computer will automatically select the modules you are required to complete. Register here: <http://www.citiprogram.org>

Mentoring

MentorNet is a non-profit mentoring network that connects mentors and mentees in engineering, science and mathematics. Membership is available on an individual basis. <http://mentornet.net>

Orientations

New postdocs at UMMSOM must attend the mandatory UM New Employee Orientation (NEO). In addition, the Postdoctoral Programs Office offers orientation sessions to familiarize postdocs with policies in this handbook and training opportunities. See the **Getting Started** section on **page 23**.

National Postdoctoral Appreciation Week

The National Postdoctoral Association (NPA) sponsors events across the country to create awareness of and recognize the contributions that postdocs make to the U.S. scientific research enterprise. During the National Postdoctoral Appreciation Week, universities hold workshops, seminars, luncheons, and social events to highlight the contributions of postdocs. This year, National Postdoctoral Appreciation Week will take place **September 19-23, 2016**. For a listing of events from prior years, go to: <http://www.nationalpostdoc.org> and select Meetings & Events.

Postdoc Rights and Responsibilities



Coral Gables Campus

Each postdoc is responsible for developing his or her own career. Postdoc mentors must acknowledge that the purpose of postdoctoral studies is to advance the skills of each postdoc in line with his/her plan for career development. Postdocs are expected to carry out research outlined with their mentor. Postdocs have a shared responsibility for making the mentoring relationship work. Postdocs are required to comply with all established policies and procedure of the research group, department and University. Postdocs should become familiar with research policies and responsible conduct of research. The National Postdoctoral Association (see **page 33**) is a resource on postdoc rights and responsibilities.

Your primary goal should be to achieve the training, experience and professional networking you need to move on to a permanent position that suits your career goals.

Postdocs should not be pressured to work indefinitely for their mentor, nor become overly comfortable in what should be a finite apprenticeship. A good rule of thumb is that the postdoc should begin a systematic job search at least a year before the end of his or her term. Expectations about a departure should be broached and discussed both upon arrival and during periodic evaluations.

Postdoc rights include:

- Clear terms of appointment.
- Research roadmap with mentor: postdocs should engage in conversations with their mentor on the extent of collaboration, obligations in the lab, goals, publications and other benchmarks.
- Mentoring: oversight, feedback, sympathetic consultation, and periodic evaluations.
- Career development opportunities: poster and paper presentations, professional meetings, and networking.

Postdoc responsibilities include:

- Postdocs must take ownership of their professional growth and career development.
- Postdocs are encouraged to learn new research tools, attend seminars, and develop collaborations and grant-writing skills.
- Postdocs should contribute their best efforts to the program in which they work, and consider themselves full members of that program as long as their appointment lasts.
- Maintain open and timely discussions with mentor regarding possession or distribution of publications, materials, reagents, or records relevant to the research project, and any proposed disclosure of findings or techniques privately or in publications.
- Publish research results and communicate research results to mentor.
- Maintain adequate records of research.
- Original data collected must be left with the principal investigator at the end of the appointment.
- Plan for departure. Your goal is not to be a postdoc anymore!

Compact between Postdoctoral Appointees and their Mentors

In order to ensure the best training environment possible, the PPO provides guidelines to enrich Postdoctoral fellow-preceptor relationships. The University of Miami has adopted *The Compact Between Postdoctoral Appointees and Their Mentors*, which is intended to initiate discussions at the local and national levels about the postdoctoral appointee-mentor relationship and the commitments necessary for a high quality postdoctoral training experience. This document will be discussed and signed by both the Postdoc and the mentor during early stages of the appointment. The Compact should be submitted to the Postdoc Office within a few months of a postdoc's appointment.

The Association of American Medical Colleges (AAMC) Group on Graduate, Research, Education, and Training (GREAT) and its Postdoctorate Committee drafted *The Compact Between Resident Physicians and Their Teachers*, available at www.aamc.org/residentcompact.

Individual Development Plan

Your postdoctoral appointment is a time to explore your career options and your short-term and long-term goals. The Individual Development Plan (IDP) is intended to be a tool in this endeavor. Your IDP serves as a functional document that identifies your annual progress, professional development needs, and career objectives. The IDP can also serve as a communication tool between postdocs and mentors to discuss shared expectations and goals for the year. The PPO recommends three formal one-on-one conversations: an initial meeting, annual meeting(s) to discuss progress, and an exit interview at the conclusion of the appointment. Both the postdoc and the mentor should sign the IDP and return to the Postdoctoral Programs Office.

Responsible Conduct of Research (RCR) and Responsible Academic Conduct (RAC)

The Office of Research facilitates the responsible conduct of research (RCR) and responsible academic conduct (RAC) in professional collaborations, authorship, peer review, mentor/trainee relationships, and data management. The office provides education and awareness against fabrication, falsification, and plagiarism, as well as offers an outlet for whistleblowing and allegations of misconduct. To view a complete listing of RCR resources, please visit: <http://uresearch.miami.edu/regulatory-compliance-services/rcr>

Collaborative Institutional Training Initiative (CITI Program)

The Collaborative Institutional Training Initiative (CITI) at the University of Miami is a web-based training program in human research subjects protections. This training is a collaboration between the University of Miami and the Fred Hutchinson Cancer Research Center.

Register for the CITI program here: <http://www.citiprogram.org/>

Contact information

Telephone: (305) 243-7970

Email: citisupport@med.miami.edu

Website: <https://www.citiprogram.org/Default.asp>

Postdoctoral Fellowships and Funding

The Postdoctoral Programs Office encourages you to apply for funding to support your research training. While not exhaustive, a list of fellowship opportunities for both U.S. and Non U.S. citizens can be found at: <http://postdocs.med.miami.edu/professional-development>.

Funding Agencies and Databases

National Institutes of Health

Search through a comprehensive list of extramural grant and cooperative agreements.

http://grants.nih.gov/grants/funding/funding_program.htm

National Science Foundation

NSF funds research and education in science and engineering, through grants, contracts, and cooperative agreements.

www.nsf.gov

Federal Register

Database of funding opportunities offered by the US Department of Agriculture, Commerce, Education, Energy, Health and Human Service. www.federalregister.gov

Pivot Community of Science

Combines the most comprehensive, editorially maintained database of funding opportunities worth an estimated \$33 billion.

1. Enter your research interests in the keyword search box.
2. Use the choices in the left column to refine your search.

http://pivot.cos.com/funding_main

SPIN Plus

Database that indexes funding programs from over 6,000 funding sources worldwide.

1. Choose "SPIN" from the top line "Client Login to:"
2. Enter your research interests in the search field
3. You can refine your search by starting with "ADVANCED" in "Search Mode" on the upper right.
4. Build your custom criteria.

<http://spin.infoedglobal.com>

Foundation Directory Online

A service of the Foundation Center, a source of philanthropy worldwide – a unique database of information on more than 108,000 foundations, corporate donors, and charities in the U.S. Free access from the University of Miami Library website:

<http://library.miami.edu>

1. Log in using your CaneID logon
2. Enter "Foundation Directory" as the keyword and click "Search"
3. Connect to "Foundation Directory Online" via the hyperlink
4. Choose "Search Grantmakers" from the menu on the top right
5. Enter your criteria or choose from "view index" for selected fields and choose "Search"

Grants & Funding

Listing of funding programs in biomedical fields posted on the Science Careers from the journal Science.

<http://sciencecareers.sciencemag.org/funding>

Other Grant Databases

The Perelman School of Medicine at the University of Pennsylvania lists funding opportunities.

<http://www.med.upenn.edu/postdoc/funding.shtml#anchor101>

NIH Career Development

Pathway to Independence Award K99-R00

Provides up to five years of support consisting of two phases.

http://grants.nih.gov/grants/new_investigators/QsandAs.htm

NIH Initiative - New and Early Stage Investigators

Resources for new investigators, including postdocs.

http://grants.nih.gov/grants/new_investigators/index.htm

NIH Career Development Awards (K Award)

<http://grants.nih.gov/training/careerdevelopmentawards.htm>

Fogarty International Center Research Grants

Supports basic, clinical and applied research and training for U.S. and foreign investigators working in the developing world.

Funding to train researchers in a variety of global health topics.

<http://www.fic.nih.gov/Programs/Pages/default.aspx>

Extramural Training Mechanisms, Ruth L. Kirshstein

National Research Service Award (NRSA)

Designed to facilitate a timely transition from a mentored postdoctoral research position to a stable independent research position at an earlier stage than is currently the norm.

<http://grants.nih.gov/training/extramural.htm>

NSF Postdoc Fellowships

Click on "For Postdoctoral Fellows" for a list of funding programs that focus on curricula development, training, and retention.

<http://www.nsf.gov/funding/index.jsp>

Postdoctoral Non-NIH Funding Opportunities

Funding opportunities available to researchers between completion and acceptance of a faculty position.

<http://www.fic.nih.gov/Programs/Pages/default.aspx>

Private Funding Opportunities

American Heart Association

Cardiovascular disease and stroke

<http://my.americanheart.org/fundingopportunities>

Burroughs Wellcome Postdoc Fellowships

Biomedical scientists at the beginning of their career

<http://www.bwfund.org>

Fred Hutchinson Cancer Research Center

Enter "Postdoc funding opportunities" in the search box

<https://www.fhcr.org>

Life Sciences Research Foundation

Support for exceptional young scientists. <http://www.lsrif.org>

Medical Faculty Association Travel Awards

The Medical Faculty Association (MFA) provides funding for travel awards for University of Miami Leonard M. Miller School of Medicine Postdocs. To be considered for the award, a postdoc must have been accepted as a presenting author of a talk or poster at a conference and must submit the accepted abstract with the application. Notices of the online award application openings are sent out by the Office of Graduate and Postdoctoral Studies (OGPS) for each funded cycle. Applications are not accepted directly by OGPS or out of cycle.

Postdoctoral Loan Deferment

Some student loans from U.S. lending institutions may be eligible for payment deferral during your postdoctoral training. Postdoctoral Fellows should contact the Postdoctoral Programs Office to request status verification and institutional signature on the required deferment form. You can obtain education related deferment forms from the National Student Loan Program website <http://www.nslp.org/>. Lending agencies may differ in their deferral requirements. The lender, not the University of Miami, will make the final determination regarding whether your loan is eligible for payment deferral.

III. COMPENSATION AND BENEFITS



Coral Gables Campus

Compensation

The Postdoctoral Programs Office requires that new postdoctoral appointees with zero or up to one-year of experience have parity with the National Institutes of Health (NIH) stipend levels zero (0). Although the NIH stipend level equivalent is encouraged, annual compensation is based upon productivity and the annual review. Postdocs receive compensation on a monthly basis. For the most current NIH stipend levels, visit <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-046.html>.

Tax Liabilities

The Internal Revenue Service (IRS) considers postdoctoral fellowship stipends as taxable income. U.S. citizens and permanent residents do not have federal tax withheld from their stipends. If one does not have significant withholdings being taken from another income source, postdoctoral fellowship recipients must make estimated quarterly tax payments, as needed, directly to the IRS. Please obtain the estimated tax publications (1040-ES) in order to assess whether or not you will

need to make estimated quarterly tax payments.

Taxes and International Scholars

Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 scholar will be subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from your paychecks. More information is available on the International Student and Scholar Services website.

Benefits

The postdoctoral benefits described below apply to full-time Postdoctoral Scholars and Associates and have a one-year appointment letter dated January 1, 2014 or later. For a summary of postdoctoral benefits, including health insurance, financial security, time off, discounts and other benefits please see: <https://umshare.miami.edu/web/wda/benefits/2013/Summaries/PostDocs.pdf>

Health and Dental Insurance

Postdocs can elect one of the following healthcare plans: Aetna Select 1, Aetna Select 2, and Choice POSII HRA. There are two dental insurance options: CIGNA DHMO and Delta Dental PPO. Postdocs and their dependents will be eligible on their start date. Enrollment must be done in Workday within 15 days from the start date. Postdocs will be able to enroll in healthcare plans during the open enrollment period, which takes place in October each year.

Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSAs) allow you to pay certain health and dependent care expenses using pre-tax dollars. WageWorks is the FSA administrator. Contact the Benefits Administration office or WageWorks for deadlines and other details.

WageWorks

Telephone: 1 (877) 924-3967

Website: www.wageworks.com

UM Benefits Administration

Telephone: (305) 284-3004

Website: www.miami.edu/benefits/ask

Vacation, Leaves, and Holidays

Vacation and Sick Leave: Postdoctoral Associates and Scholars are granted ten (10) days of vacation leave and twelve (12) days of sick leave per annual appointment. Postdocs may accrue sick time but may not carry vacation days over from one year to the next.

Leaves of Absence: A leave of absence is an approved period of time during which an employee may be absent from work for reasons other than vacation in excess of 14 days. The full policy on Leaves of Absence (D050) (administrative leave, disability leave, medical leave, maternity leave, family and medical leave, military leave, and personal leave) is posted on the HR Benefits site:

http://www.miami.edu/index.php/hr/resources/HR_FAQs/dhrs_FAQs/.

Federal Holidays: Postdocs receive all federal holidays recognized by the University of Miami. Please consult the UM holiday list for the most up-to-date listing.

Leonard M. Miller School of Medicine: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas. In addition, postdocs at the Medical Campus receive six floating holidays per calendar year.

Coral Gables and Marine Atmospheric Sciences: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year's Eve. In addition, postdocs at these campuses receive three floating holidays per calendar year.

Tuition Benefits

Postdoctoral appointees are not eligible for tuition remission or reimbursement programs.

Faculty and Staff Assistance Program (FSAP)

The Faculty and Staff Assistance Program provides free and confidential consultation and referral services to UM faculty, staff, and retirees, as well as their domestic partners, spouses and dependents.

Contact information

Miller School of Medicine FSAP

Telephone: (305) 284-6604

Coral Gables Campus FSAP

Telephone: (305) 284-6604

UM Discount Program

Postdoctoral Associates and Scholars are eligible for discounts, including the UM Public Transportation Program, hurricane supplies, athletic event tickets, wellness center services and more. For information visit the Benefit Administration website and click on Employee Discount Program.

IV. GETTING STARTED

UM Postdoctoral Handbook, Part II

Your orientation guide to the University of Miami



Leonard M. Miller School of Medicine Campus

IV. GETTING STARTED

This next section will cover topics to help you become oriented with the University of Miami.

New Postdoc Checklist

- Attend the mandatory UM orientation and complete the CBL modules (**page 22**)
- Check in with PI and meet colleagues
- Register and attend the postdoc orientation (**page 23**)
- Obtain your UM ID card (**page 23**)
- Set-up your UM email (**page 23**)
- Read your postdoc handbook and other university policies (**pages 8 & 23**)
- International postdocs should make an appointment with the International Student and Scholar Services Office, located at the Coral Gables campus to discuss any tax questions (**page 23**)
- Enroll in health benefits (**page 19**)
- Plan your commute to your campus and obtain parking pass or Metrorail pass (**pages 24-25**)
- Sign up for emergency alerts (**page 26**)
- Review hurricane preparedness information (**page 26**)
- Sign-up for the UM postdoc mailing list (**page 31**)
- Optional: Sign-up for the Health and Wellness Center (**page 27**)

UMMSOM Orientation

The Workforce Engagement and Development (WED) Office will conduct your UM Leonard M. Miller School orientation, which typically takes place on your first day at the University. The New Employee Orientation (NEO) is required for all new staff, including postdocs. The orientation covers: workplace equity and performance; obligation to report abuse; UM benefits; culture, service and performance excellence; standards of excellence and accountability; and UCARE standards of behavior.

Contact information

WED Medical Campus
 Dominion Parking Garage, Suite 155
 Telephone: (305) 243-3090

Required Online Training for Postdocs

In addition to the in-person NEO training, you are required to complete computer-based learning modules (CBLs). The modules are available on ULearn.

The following modules are required for all postdocs:

- NEO – UM Mandatory Module for Medical Campus Employees
- Initial OSHA Bloodborne Pathogens and Biomedical Waste Training
- HIPAA Privacy and Security Awareness

To access ULearn, go to: ulearn.miami.edu

For technical assistance with ULearn, email Ulearn@miami.edu

Postdoc Orientation

Following the New Employee Orientation, a separate orientation takes place with the Postdoctoral Programs Office to welcome you to your new community and to cover important topics and answer any questions. Contact the PPO office to arrange your orientation.

Getting your UM ID Card

Visit the Department of Security office for your University of Miami identification card or 'Cane Card'. Office closing times may vary, please make sure to call in advance to make sure someone is in the office to assist you. ID Cards are printed Monday through Thursday, from 8:30am- 12:00pm only. All university community members are required to display their IDs while on the Medical campus.

Department of Security, Photo ID & Access

Dominion Parking Garage
1051 NW 14th Street, Suite 145
Miami, FL 33136
Telephone: (305) 243-6280
Email: photoid@med.miami.edu
Hours: M-F 9:00am – 5:00pm

UM Email Account

You will receive your email account information and temporary password at the NEO UM orientation. You will need to change your password when you first log on to your computer. The UM Information Technology office is available to assist you setting up your UM email account. You can access the University of Miami Directory in your Outlook email.

Postdoc Handbook and University Policies

Take time your first few days to become familiar with the Postdoctoral Handbook. As a postdoc, you should become familiar with employee, student and postdoc policies. For more information on university policies, see the **Using this Handbook** section on **page 8**. If you have any questions, contact the Postdoctoral Programs Office.

International Student and Scholar Services (ISSS)

International Student and Scholar Services (ISSS) represents the needs and interests of the University of Miami international community and provides support services and programs for international students, scholars, and academic departments at UM. Every year, approximately 3,494 international students (undergraduate and graduate) and scholars (professors and researchers) from 120 countries representing every region of the world study, engage in practical training, teach, and conduct research at the University of Miami. International students and scholars face some unique challenges as well as opportunities while pursuing their academic goals at UM. The professional and dedicated ISSS staff provides expert advice, services, programs, and information aimed at supporting your educational endeavors and enriching your U.S. experience over the entire course of your stay. On the ISSS website you will find detailed information regarding each of these services and programs. Please do not hesitate to contact ISSS should you have any questions or require additional information.

Contact information

5600 Merrick Drive, Building 21-F
Coral Gables, FL 33124-5550
Telephone: (305) 284-2928

Email: iss@miami.edu
www.miami.edu/iss
Hours: Mon-Fri, 8:30am-5:00pm

The **National Postdoctoral Association** provides resources, survival guides, and other tools for international postdoctoral scholars. Visit the NPA website, www.nationalpostdoc.org and type “International Postdoc Survival Guide” in the search box. See **page 33**, for more on the NPA and free membership information.

Health Benefits

The NEO orientation will cover health benefits. See **page 19**, for more information on your health benefits.

Plan Your Commute to Campus

Whether you are driving or taking public transportation to campus, you will want to learn about your options to plan your best commute. There are a variety of public transportation options available to you at all three campuses. Below are a few resources to help you plan your commute to campus.

The University of Miami offers a discounted Miami-Dade Metropass and Tri-rail pass program. The public transportation program provides reduced rates to faculty and staff and is administered by the Security and Parking Office at the Medical Campus. For a listing of rates or to download the “Transit Pass Election Form”, please visit: security.med.miami.edu/parking-transportation/

For more on parking policies, permits, locations, fees, public transportation program, trolley services, and other transportation options, visit the Parking and Transportation Services.

Miller School of Medicine Campus

Parking and Transportation Services
Dominion Parking Garage
1051 NW 14th Street, Suite 145
Miami, FL 33136
Hours: M-F 9:00am – 5:00pm
Telephone: (305) 243-6280, ext. 2
Email: UMparking@med.miami.edu
security.med.miami.edu/parking-transportation/

Coral Gables Campus

Parking and Transportation Services
McKnight Building
5807 Ponce De Leon Blvd, Suite 100
Coral Gables, FL 33146
Hours: M-F 9:00am – 5:00pm
Telephone: (305) 284-3096
Email: Parking.Gables@miami.edu
www.miami.edu/parking

Rosenstiel School of Marine & Atmospheric Science

Temporary visitor passes can be requested by emailing campussafety@rsmas.miami.edu
Website: www.rsmas.miami.edu/resources/parking/

Public Transportation

City of Miami Trolley: A free trolley service circulates the Health and Stadium District (includes UM Leonard M. Miller School of Medicine campus) between NW 7th Avenue and NW 14th Avenue, and NW 14 Street and NW 20th Street. The service runs approximately every 15 minutes from 6:30am to 11:00pm, Monday through Saturday. For more information, visit the **City of Miami Trolley** website: www.miamigov.com/trolley.

Tri-Rail: The Tri-Rail is a commuter rail linking Miami, Ft. Lauderdale and West Palm Beach. To view the stops in your area or for more information, visit the **Tri-Rail** website: <http://www.tri-rail.com>.

Metromover:

The Metromover is a free electrically-powered mover system that connects you with the Metrorail at Government Center and Brickell stations. The system runs from 5 am to midnight seven days a week. <http://www.miamidade.gov/transit/metromover.asp>

Car Sharing**Car2Go**

Car2Go is a membership-based car sharing service with over 200 vehicles in the Miami area. Members rent compact cars, for one-way trips. You can book online 30 minutes in advance. www.car2go.com

ZipCar

The University of Miami has its own ZipCar car-sharing program. You can book online, from minutes to months in advance. www.zipcar.com/umiami

UM Campus Maps

Need to get around your new campus? Visit the University of Miami Maps page to download interactive campus maps, printable maps or a campus map app for your mobile device. Printable maps are available for the Coral Gables campus, including a Coral Gables Bike Rack Map and Coral Gables Map with Accessibility Details and a Miller School campus map.

Campus Maps: http://www.miami.edu/index.php/about_us/visit_um/maps/

Getting a Florida Driver's License

You can obtain a Florida driver's license from a Department of Motor Vehicle's office. To schedule an appointment go to the Florida Department of Motor Vehicles' online appointment service and information system (OASIS).

Website: <https://services.flhsmv.gov/Oasis/>

In Case of an Emergency

The **Office of Emergency Management (OEM)** is responsible for coordinating the University's preparation, response and recovery of any major emergency. Emergency numbers are printed on the back of all university-issued campus ID cards and badges.

The University of Miami Emergency Notification Network (ENN) quickly disseminates urgent messages. Visit the ENN website to sign-up for alerts. Download the University of Miami Emergency Guide or mobile app at www.miami.edu/mobile/emergency.

In case of a medical emergency, contact **911** or go to an emergency room, for non-emergency medical issues contact the UM Health Clinic or your primary care provider.

IMPORTANT EMERGENCY PHONE NUMBERS @ UM	
Life Threatening Emergency	911
Emergency Information Hotline	(800) 227-0354
Emergency Management & Disaster Planning	(305) 243-9466
Emergency	(305) 243-6000
UM Non-emergency	(305) 243-7233
UM Rumor Control	(305) 243-6079
UMMSOM Campus Security	(305) 243-7233
University Police Department Coral Gables Campus	(305) 284-6666
Department of Security	(305) 243-6000
Leonard M. Miller School of Medicine Campus	
Rosenstiel School of Marine & Atmospheric Science	(305) 421-4766
Campus Safety	(305) 710-7991
Report Suspicious Activity (State-Wide)	(855) 352-7233

Hurricane Preparedness

The hurricane season runs from June 1st until November 30th. Visit the Ready South Florida website at readysouthflorida.org for information on how to stay informed, develop a family emergency plan and build a disaster preparedness kit.

Health and Wellness Centers

The University of Miami has two wellness centers, the Medical Wellness Center at the Medical campus and the Herbert Wellness Center at the Coral Gables campus. Visit a Wellness Center to become a member or go to: www.wellness.med.miami.edu/about-us/Membership
Membership gives you access to both wellness centers.

The Medical Wellness Center is a 15,000 square foot fitness center with cardio and strength equipment, group fitness classes, a whirlpool, sauna, and steam room. In addition, The Medical Wellness Center offers classes such as meditation, stress management, smoking cessation, and nutrition education.

The Herbert Wellness Center consists of an 18,000 square foot center with cardio and weight equipment. It also offers three full basketball courts, jogging/walking track, a pool, spa, two saunas, racquetball and squash courts, fitness lab, instructional kitchen, and more.

Medical Campus

UM Medical Wellness Center
1120 NW 14th Street, 9th Floor
Miami, FL 33136
Telephone: (305) 243-7600
Email: medwellness@med.miami.edu
www.wellness.med.miami.edu
Hours: M – T 5:00 am – 9:00 pm
Friday, 5:00 am – 7:00 pm;
Saturday, 8:30 am – 2:00 pm
Closed on Sundays

Coral Gables Campus

Patti and Allan Herbert Wellness Center
1201 Dickinson Drive
Coral Gables, FL 33146
Telephone: (305) 284-8500
Email: wellnesscenter@miami.edu
www.miami.edu/sa/index.php/wellness_center/
Hours: M-T 6:00 am – 12:00 am
Friday 6:00 – 11:00 pm
Weekend, 8:00 am – 10:00 pm

Research Resources at the University of Miami

Once you become familiar with the campus, you will want to learn more about resources available to you for your research. The offices listed below are designed to provide you with the support you may need to excel in your new role at the University of Miami.



Libraries

The libraries of the University of Miami rank among the top research libraries in North America with a combined collection of over 3.2 million volumes, 74,000 current electronic and print serials. You will find libraries at all three campuses: Coral Gables, Rosenstiel, and Medical campuses.

Leonard M. Miller School of Medicine Louis Calder Memorial Library

1601 NW 10th Avenue
Miami, FL 33136
Telephone: (305) 243-6403
<http://calder.med.miami.edu>
General Reference Desk
Telephone: (305) 243-6648
Email: reference@med.miami.edu

University of Miami Main Library Otto G. Richter Library

1300 Memorial Drive
Coral Gables, FL 33146
Telephone: (305) 284-3233
<http://library.miami.edu>
Richter Reference Desk
Telephone: (305) 284-4722
Email: richterreference@miami.edu

In addition, you have access to discipline specific libraries, collections, repositories and archives, such as:

- Law Library
- Marta and Austin Weeks Music Library
- Mary and Edward Norton Library of Ophthalmology
- Paul Buisson Architecture Library
- Pomerance Library & Resource Center (Psychiatric & Behavioral Sciences)
- Rosenstiel School of Marine and Atmospheric Science Library (Marine Library)
- University of Miami Hospital Library, a branch of the Louis Calder Memorial Library

Office of Research

The Office of Research at the University of Miami provides an integrated network of administrative support and educational opportunities to facilitate scholarly activity, scientific discovery, and the responsible conduct of research. The Office of Research serves all University of Miami campus sites, including Coral Gables, the Leonard M. Miller School of Medicine, the Rosenstiel School of School of Marine and Atmospheric Science, and others.

Office of Core & Shared Resources (OCSR)

The University of Miami recognizes the importance of maintaining a variety of specialized facilities and instrumentation to support the growing research and education enterprise. Shared and core facilities are created and directed by UM faculty and supported by the university to facilitate interdisciplinary collaboration.

Shared resources include informal resources, shared/common equipment, formalized service centers, and core facilities.

A **core facility** is a resource that provides investigators with access to instruments, technologies, specialized services, and/or expert consultation. An open facility/resource is available to the internal and external research community. A restricted facility is a resource that is restricted to specific department, institute or center members. Visit their website to view the core facility listing or to read more about core facilities and shared resources' policies and resources.

Contact information: Telephone: (305) 243-1364; Email: OCSR@med.miami.edu
Website: uresearch.miami.edu/research-resources/core-facilities

Environmental Health and Safety, Radiation Safety, and Animal Welfare

The **Office of Environmental Health and Safety** helps the University continuously improve its compliance with health, safety, and environmental regulations. The office provides support and training in an effort to avoid occupational, biological, and chemical hazards.

Contact information: Telephone: (305) 243-3400; Email: ken.capezzuto@miami.edu
Website: www.miami.edu/finance/index.php/environmental_health_safety/

Human Use Radiation Safety Committee

The Division of Radiation Control ensures that the University of Miami and the Public Health Trust are in compliance with all regulations regarding the use of radioactive materials and radiation producing devices. Additionally, the division assures that these materials and devices are used in a manner that minimizes the radiation dose to employees, patients, and members of the general public.

Contact information: Telephone: (305) 243-6369; Email: epombier@med.miami.edu
Website: facilities.med.miami.edu/divisions/radiation-cont

The **Institutional Animal Care and Use Committee (IACUC)** is a federally mandated university committee that ensures that the care and use of animals is appropriate and humane in accordance with animal welfare regulations. The committee reviews and approves animal use protocols; trains investigators and staff; inspects all animal facilities at the university; monitors animal research project to ensure compliance; and investigates concerns raised by faculty and staff regarding care and use of laboratory animals.

Contact information: Telephone: (305) 243-2311; Email: iacusupport@med.miami.edu
Website: uresearch.miami.edu/iacuc

Human Subject Research Office

The Human Subject Research Office (HSRO) provides administrative support for the University of Miami institutional review boards (IRBs). An IRB is a group of individuals charged with reviewing proposed research involving human subjects to ensure protection of those subjects.

Contact information: Telephone: (305) 243-1790; Fax: (305) 243-3328
Website: <http://uresearch.miami.edu>

Intellectual Property and Licensing

The U Innovation office is the home of technology advancement at the University of Miami. The office is comprised of the Office of Technology Transfer (Intellectual Property Strategy and Licensing) and the Wallace H. Coulter Center for Translational Research. The Office of Technology Transfer plays a major role in protecting and preserving the intellectual property assets of the university and offers education and training for researchers on technology advancement, patents and licensing.

Contact information: Telephone: (305) 243-5689; Email: sstarkes@med.miami.edu
Website: www.miami.edu/index.php/u_innovation/

Research Listservs

The Office of Research's listservs are the primary communication tool for the research community. The listservs are resources you can use to leverage the collective knowledge of the University to help you solve problems and improve the effectiveness of your research operations:

- **Research Listserv:** Read about new funding opportunities and updates to policies and procedures from external funding agencies and the University. You may also post questions, and find collaborators and specialized resources.
- **Research Administrators Listserv:** Read about new funding opportunities and updates to policies and procedures from external funding agencies and the University. You may also post questions and connect with other research administrators.
- **Clinical Research Listserv:** Join this listserv for human subjects' researchers to learn about new policies, training and education opportunities, and process changes from the University. Share information on clinical research, and find collaborators and specialized resources.
- **International Research Listserv:** This listserv targets University faculty, staff, and students engaged in international research and permits subscribers to post questions and share information on topics of interest related to international research.

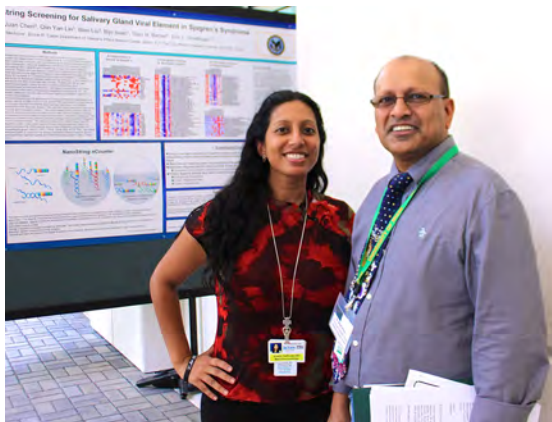
Contact information

Website: <http://uresearch.miami.edu>

Postdoc Support Resources

UM Postdoctoral Association (PDA)

The UM Postdoctoral Association is a community of postdocs stemming from all scientific disciplines and committed to providing the means and opportunities to enhance the career and scientific development of postdocs at UM.



Contact information

Faculty Liaison: Dr. Wasif Khan; Email: WNKhan@med.miami.edu
Website: <http://postdocs.med.miami.edu>

Social Media

Facebook: University of Miami Postdoctoral Association
Twitter: UM PD

Sign-up for the mailing list

The PDA invites you to become part of the association and welcome your ideas and suggestions to improve the quality of the postdoctoral experience at the University of Miami. Contact the PDA at UMPostdoctoralAssociation@gmail.com to sign-up for the postdoc mailing list.

By definition, postdoctoral positions are temporary appointments giving postdocs the opportunity to train, develop, and learn the ropes of the academic trade. During this time, postdocs not only develop additional scientific skills relative to their own fields of research, but also get first hand training in soft skills needed to run a laboratory and become professor or head of a group. Unfortunately courses focused on developing this set of skills, that range widely from time management to networking and successfully obtain extramural funds, are not formally offered as part of the postgraduate curricula of most universities. It is therefore that the University of Miami offers its postdocs the opportunity to train in a variety of topics by organizing symposiums and workshops on relevant topics (e.g. Laboratory leadership, grant writing), and throughout the year, UM hosts a number of local scientific meetings aimed to provide its postdocs with opportunities to network and nurture collaborations. It is in this context that the UM Postdoctoral Association aims to provide postdocs with help, guidance and opportunities to improve their careers. Besides providing information and advocating for postdoctoral rights, the association has regular scientific meetings where postdocs can present their work and polish their presentation skills followed by a social get-together to promote networking. With regularity, a member of the faculty is invited to these meetings to give informal talks on career advancement and answer questions that postdocs may have. There are no requirements to approach, being involved with and participate in the association.

Professional Development: Coordinates speaker seminars and assists the PPO with training workshops. Identifies teaching/lecture opportunities for undergraduate/graduate courses.

Outreach: Maintains PDA social media presence on LinkedIn, Facebook, and Twitter.

Scientific Meetings: Identifies and coordinates opportunities to help postdocs learn from and interact with their peers in the scientific community in a friendly and scientifically safe environment. Contact the Scientific Meetings Coordinator if you wish to train and/or present your research.

Networking: Coordinates social portions of postdoc talks and other networking events.

Welcoming Committee: Welcomes and meets new postdocs to help with acclimation to UM. Updates the postdoc website with information for new postdocs.

National Postdoctoral Association (NPA)

The National Postdoctoral Association is a member driven organization that seeks sustainable change and improvement for the postdoctoral experience and offers program activities focused on advocacy and education, resource development and community-building. The University of Miami is an institutional member of the National Postdoctoral Association. As a postdoc at the University of Miami, you are eligible for free membership to the National Postdoctoral Association. Please contact the UM Office of Postdoctoral Studies for more information on becoming a member.

Contact information:

1200 New York Avenue, NW, Suite 610

Washington, DC 20005

Telephone: (202) 326-6424

Website: www.nationalpostdoc.org

The National Academies Press offers complimentary PDF downloads of *“Enhancing the Postdoctoral Experience for Scientists and Engineers.”* This book is a "must-read" for postdoctoral appointees.
http://www.nap.edu/catalog.php?record_id=9831

Diversity Resources

Organizations @ The University of Miami

Black Graduate Student Association (BGSA)

Community service, social events, workshops, and seminars. All are welcome.

Woodson Williams Marshall Association (WWMA)

Group of black faculty and administrators concerned with minority student retention.

<http://www6.miami.edu/provost/wwma/>

Graduate Student Association (GSA)

GSA represents graduate students at UM. Social events for graduate students, welcomes postdocs.

<http://www6.miami.edu/gsa/>

Multicultural Student Affairs (MSA)

Serve undergrads and graduate students

<http://www.sarc.miami.edu/msa/mainsite/>

Scientists and Engineers Expanding Diversity and Success (SEEDS)

Awards, programs, mentoring, networking, lectures and resources.

<http://www.as.miami.edu/seeds/>

National Organizations

American Association of Blacks in Higher Education

<http://www.blacksinhighered.org>

Minority Postdoc

Minoritypostdoc.org is a web portal featuring news, articles, resources, and events on the minority postdoc experience. The organization promotes the recruitment, mentoring, and success of minority postdocs. www.minoritypostdoc.org

National Organization for the Professional Advancement of Black Chemists and Chemical Engineers

<http://www.nobccche.org>

Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS)

Devoted to advancing Hispanics, Chicanos & Native Americans in science.

<https://sacnas.org>

Association for Women in Science

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

Annual Biomedical Research Conference for Minority Students

<http://www.abrcms.org>

V. LIVING IN MIAMI

Places to Eat at UMMSOM

University of Miami Hospital (UMH) Cafeteria

1400 NW 12th Avenue; Miami, FL 33136
UMH 1st floor, west building, across the Civic Center metro-rail stop; **40% off with UM ID**
Continental Breakfast: 6:30-7:30am
Breakfast: 7:00-10:00am
Lunch: 11:00am-3:30pm
Dinner: 4:30-6:30pm

Starbucks @ UMH Lobby

1400 NW 12th Avenue; Miami, FL 33136
Hours: Mon-Fri 7:00am-9:00pm;
Sat: 9:00am-5:00pm

Jackson Memorial Hospital (JMH) Cafeteria

Breakfast: 6:00-10:00am
Lunch: 10:45am-3:00pm
Dinner: 4:00-8:00pm

Starbucks @ The Louis Calder Memorial Library

1601 NW 10th Avenue; Miami, FL 33136
Hours: Mon-Fri 7am-6pm; closed weekends

Dominion Tower Parking Garage

1051 NW 15th Street

Subway

Hours: Mon-Fri 7:00am-7:00pm
(305) 324-8862
www.subway.com

Chicken Kitchen

(305) 547-2442
www.chickenkitchen.com

Manger Creole

Hours: Mon-Fri 7:00am-8:00pm

Gilbert's Bakery

Shops at Civica

1050 NW 14th Street, next to the CRB

Dunkin' Donuts, Jimmy Johns, Smoothie King, 7-11, and Salsa Fiesta. Food Court on the 2nd floor.

UMMSOM Park Plaza East

Located next to Ryder Trauma Center

Au Bon Pain

Sandwiches, soups, salads, or a coffee

McDonald's and Dunkin' Donuts

Open 24 hours

Moe's Southwest Grill

901 NW 17th St, Miami, FL 33136
Hours: 10am-10:00pm

UMMSOM Park Plaza West

Located next to RMSB

Burger King, Panera Bread, Pollo Tropical, and Pizza.

Café 20/20

Located in the Bascom Palmer Eye Institute
900 NW 17th Street; Miami, FL 33136
Daily specials, sandwiches and salads

Pasha's

Medical Wellness Center

1120 NW 14th Street; 9th floor
Miami, FL 33127
(305) 243-7693
Hours: Mon-Fri 7am-7pm
Mediterranean fare: salads, wraps, and soups

Places to Eat at RSMAS

Salt Waterfront Restaurant

4600 Rickenbacker Causeway
Key Biscayne, FL 33149
www.miamisalt.com

Rusty Pelican

3201 Rickenbacker Causeway
Key Biscayne, FL 33149
(305) 361-3818
www.therustypelican.com

Places to Eat at Coral Gables

Hurricane Food Court

Lime Fresh Grill, Sebastian's Café, and more

The Rathskeller

Burgers, salads, milkshakes and more

Mahoney Pearson Dining Hall

www.dineoncampus.com

Entertainment and Special Events

Adrienne Arsht Center for the Performing Arts

1300 Biscayne Blvd.
Miami, FL 33132
(305) 949-6722
<http://www.arshtcenter.org>

American Airlines Arena

601 Biscayne Blvd.
Miami, FL 33132
(786) 777-1000
<http://www.aaarena.com>

Arts Ballet Theater of Florida

15939 Biscayne Blvd.
N. Miami Beach, FL 33160
(305) 935-3232
<http://www.artsballettheatre.org>

Gusman Center for the Performing Arts

174 E. Flagler Street
Miami, FL 33131
(305) 374-2444
www.gusmancenter.org

The James L. Knight International Center

400 SE 2nd Avenue
Miami, FL 33131
(305) 416-5970
<http://www.jlkc.com>

The Fillmore at the Jackie Gleason Theater

1700 Washington Avenue
Miami Beach, FL 33139
(305) 673-7300
www.fillmoremb.com

Miami Beach Botanical Garden

2000 Convention Center Drive
Miami Beach, FL 33139
(305) 673-7256
www.mbgarden.org
Hours: Tue-Sun 9am-5pm
Admission: Free

Miami Visitor Centers

Greater Miami Convention & Visitors Bureau

701 Brickell Avenue, Suite 2700
Miami, FL 33131
(305) 539-3000
<http://www.miamiandbeaches.com>

Miami Design Preservation League (MDPL)

Art Deco Welcome Center
1001 Ocean Drive
Miami Beach, FL 33139
(305) 672-2014
<http://www.mdpl.org>

Annual Events in Miami

Art Deco Weekend, Miami Marathon and Half Marathon, South Beach Food & Wine Festival, Calle Ocho Festival, Coral Gables Restaurant Week, Miami Book Fair International, and Ironman 70.3 Miami.

Monthly Promotions in Miami:

February: Shop Miami; March: Miami Film Month; April: Miami Golf Month; May: Miami Museum Month; June: Miami Romance Month; July and August: Miami Spa Month; August and September: Miami Spice; October: Miami Attraction Month; November: Miami Live Museum Month.

Art Festivals

Wynwood Art Walk, every second Saturday
Art Basel Miami Beach, December
Coconut Grove Arts Festival, February

Museums in Miami

Many museums participate in **Miami Museum Month** in May. Visit MiamiMuseumMonth.com for more details and participating museums.

Bass Museum of Art

2100 Collins Avenue
Miami Beach, FL 33139
(305) 673-7530
www.bassmuseum.org
Hours: Wed-Sun 12-5pm; Fri 12-9pm
Closed Mondays and Holidays
Admission: Adults \$8.00; Students w/ID \$6.00

History Miami

101 W Flagler Street
Miami, FL 33130
(305) 375-1492
<http://www.historymiami.org>
Hours: Mon-Sat 10am-5pm; Sun 12-5pm
Admission: Adults \$8.00; Students w/ID \$7.00

Holocaust Memorial of Miami Beach

1933-45 Meridian Avenue
Miami Beach, FL 33139
(305) 538-1663
<http://holocaustmemorialmiamibeach.org>
Hours: 9:30am-sunset
Admission: Free, suggested donation

Lowe Art Museum

University of Miami
1301 Stanford Drive
Coral Gables, FL 33146
www.lowemuseum.org
Hours: Tue-Sat 10am-4pm and Sun 12pm-4pm
Admission: Adults: \$10; GoMiami Card: Free

Patricia and Phillip Frost Museum of Science

3280 South Miami Avenue
Miami, FL 33129
(305) 646-4200
<https://www.miamisci.org>
Hours: 10am-6pm daily
Admission: Members: Free; Adults: \$14.95

Patricia & Phillip Frost Art Museum

Florida International University
10975 SW 17th Street, Miami
Miami, FL 33199
(305) 348-2890
<http://thefrost.fiu.edu>
Hours: Tue-Sat 10am-5pm and Sun 12-5pm
Closed on Mondays and University holidays
Admission: Free

Pérez Art Museum Miami

1103 Biscayne Blvd
Miami, FL 33132
<http://www.pamm.org>
Hours: Tue-Sun 10am-6pm and Thu 10am-9pm
Admission: Adults: \$12, Members: Free

Vizcaya Museum & Gardens

3251 South Miami Avenue
Miami, FL 33129
(305) 250-9133
<http://vizcaya.org>
Hours: Mon-Sun 9:30am-4:30pm
Admission: Adults: \$18

Wings Over Miami Air Museum

14710 SW 128 Street, Kendall-Tamiami Airport
Miami, FL 33196
(305) 233-5197
<http://www.wingsovermiami.com>
Hours: Wed-Sun 10am-5:00pm
Admission: Adults \$10.00

The Wolfsonian – FIU

1001 Washington Avenue
Miami Beach, FL 33139
(305) 531-1001
www.wolfsonian.org
Hours: Mon-Tue; Sat-Su 12-6pm; Th-Fri 12-9pm
Admission: \$5.00; Free after 6pm on Fridays

Off Campus Housing

Department of Housing and Residential Life

1211 Dickinson Drive, Room 153

Coral Gables, FL 33146

(305) 284-4505

Email: housing@miami.edu

Info: provides assistance to students, staff, and faculty with identifying off-campus housing options.

http://www.miami.edu/sa/index.php/residential_life/off_campus/

Schools and Childcare

UMiami Canterbury at Gables

1150 Stanford Drive

Coral Gables, FL 33146

(305) 284-5437

<http://child-care-preschool.brighthorizons.com>

UMiami Canterbury at the Miller School of Medicine Campus

<http://www.brighthorizons.com/locations/fl/miami.html>

The Debbie School

1601 NW 12th Avenue

Miami, FL 33136

(305) 243-6961

<http://pediatrics.med.miami.edu/debbie-school/>

Miami-Dade County Public Schools

1450 NE 2nd Street

Miami, FL 33132

(305) 995-1000

<http://www.dadeschools.net>

Movie Theaters

AMC Sunset Place 24

5701 Sunset Drive
South Miami, FL 33143
(305) 740-8904

Coral Gables Art Cinema

260 Aragon Avenue
Coral Gables, FL 33134
(786) 385-9689

Miami Beach Cinemateche

At Historic City Hall
1130 Washington Avenue
Miami Beach, 33139
(305) 673-4567

O Cinema Wynwood

90 NW 29th Street
Miami, FL 33127
(305) 571-9970

Paragon Grove 13

3015 Grand Avenue, #322
Coral Coconut Grove, FL 33133
(305) 446-6843

Tower Theater

1508 SW 8th Street
Miami, FL 33135
(305) 643-8706

The Fillmore at Jackie Gleason Theater

1700 Washington Avenue
Miami Beach, FL 33139
(305) 673-7300

Acknowledgements

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If you have any questions, comments, or suggestions contact Dr. Wasif Khan, Director of the Postdoctoral Programs Office.

Parks and Gardens

Enjoy parks and tropical gardens in South Florida: Biscayne National Park; Bayfront Park; Coconut Grove Waterfront Park; Everglades National Park; Fairchild Tropical Garden; Florida Keys; Parrot Jungle and Gardens; South Pointe Park; Tamiami Park.

Volunteer Opportunities

The Miami Foundation

200 South Biscayne Blvd, Suite 505
Miami, FL 33131
(305) 371-2711
Website: www.miamifoundation.org

South Hialeah Career Day

Contact: Janet Otano, Science Teacher
South Hialeah Elementary School
Email: jotano@dadeschools.net

Contact: Coleen Atkins, Assistant Professor
Department Neurological Surgery
Email: catkins@med.miami.edu

Undergraduate Research, Creativity, and Innovation Forum (RCIF) Science Fair

An annual event designed to motivate students to engage in peer-reviewed research. Sign-up to be a judge or simply attend the event.
Email: ugrinfo@miami.edu
Website: <http://www.rcforummiami.org/>

University of Miami

Postdoctoral Programs Office

Leonard M. Miller School of Medicine

1600 NW 10th Street

Rosenstiel Medical Sciences Building ■ Suite 1128A

Miami, Florida 33136

(305) 243-2478

www.postdocs.med.miami.edu