POSTDOCTORAL FELLOWS' MANUAL

Compiled by the HMS/HSDM Office for Postdoctoral Fellows
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Welcome to
Harvard Medical School (HMS)
and
Harvard School of Dental Medicine (HSDM)
from the

HMS/HSDM Office for Postdoctoral Fellows
Gordon Hall of Medicine
25 Shattuck Street
Boston, Massachusetts 02115
Phone: 617/432-6735
Fax: 617/432-3639
E-mail: postdoc_office@hms.harvard.edu
URL: http://www.postdoc.harvard.edu

Administration:

Judith Glaven, Ph.D., Director Basic Science Programs 617/432-3638
    Email: judith_glaven@hms.harvard.edu

Wendy Zosh-McLean, Managing Director 617/432-6735
    Email: wendy_zosh-mclean@hms.harvard.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.
Checklist for New Research Fellows

Work Related Tasks:

___Meet with your department administrator to make sure all the proper forms have been completed and submitted so that you can start your postdoctoral position at HMS/HSDM right away.

___If you are an international postdoc, register with the Harvard International Office: (p) 617/495-2789 and review their checklist closely. Among other things, there are instructions about important topics such as obtaining a social security number.

___Check with the Tax Office to find out about your tax liabilities if you are a non-US citizen/permanent resident. Stipendee postdocs should understand their tax reporting obligations. Telephone 617/496-5224.

___Register with the HMS/HSDM Office for Postdoctoral Fellows to attend the new postdoc orientation. Call 617/432-6735 or email: postdoc_office@hms.harvard.edu with your name, department, and start date.

___Sign up within 60 days of your start date for benefits. If you have not received the packet for benefits at your home mail address after a couple of weeks from arrival, call the Benefits Services Group. (p) 617/496-4001.

___Go the Harvard School of Public Health, Kresge Building 103A from Monday-Friday 10AM-2PM and to pick up an ID Application. 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.

___Once the training is complete go the Harvard School of Public Health, Kresge Building 103A from Monday-Friday 10AM-2PM and have your photo taken for your Harvard ID and receive a temporary ID. Your ID will be mailed to your work address usually within a couple of days.

___Get an email account. See: http://www.hms.harvard.edu/it/forms/email_form.html

___Get a Harvard Pin Number at http://www.pin1.harvard.edu

___Get an eCommons Password at http://ecommons.med.harvard.edu

___Familiarize yourself with Peoplesoft to view your paycheck past and present, enter or change your direct deposit, home address, or W4 information. Sign onto Peoplesoft with your Harvard PIN from the Harvard University website http://www.harvard.edu "employment" link followed by clicking on "Peoplesoft"

___Set up direct deposit online in Peoplesoft. Human resources payroll may be reached at 617/432-2035 for any questions.

___Make sure that all of your contact information in the Harvard Medical School White pages is correct. http://hms.harvard.edu/WhitePagesPublic.asp

___Email the Program in the Practice of Scientific Investigation ppsi@hms.harvard.edu to find out when the required ethics courses are going to be offered and register.

Relocation Tasks:

___Visit the Harvard Housing Office, 7 Holyoke Street, Cambridge, MA with your job offer letter to investigate housing that might be available to you. Their phone is 617/495-3377. Check the Vanderbilt Hall website for off campus housing: http://www.hms.harvard.edu/operations/vh

___Sign up online for discounted Massachusetts MBTA Passes if you will be taking public transportation and are benefits eligible for this discount. See: http://www.commuterchoice.harvard.edu

___Set up a bank account. If you are an international postdoc, a good place to start an account is through the Harvard Employee's Credit Union. There you may easily obtain a credit card. Telephone 617/495-4460

___Familiarize yourself with the shuttle schedules by visiting http://www.MASCO.com
Your Research Fellow Appointment

Postdoctoral fellows are granted the academic title of "Research Fellow" in their academic appointing department. The academic appointment and title provides you with a Harvard University ID badge and privileges associated with officers of Harvard University. Your academic appointment as a "Research Fellow" is an annual appointment that commences at the time of your arrival and is renewable on July 1st of each year to end on June 30th of the following year or until your postdoctoral training is completed.

A "Research Fellow" is described in the Purple Book (viewable online at: http://www.hms.harvard.edu/fa/handbook/purplebook/index.html) as a training status appointment under the mentorship of a faculty member. Your appointment record is maintained by the HMS Office of Human Resources (HR) in the University’s HR/Payroll/Benefits system, Peoplesoft.

PLEASE NOTE:
This appointment is merely the conveyance of an academic title. Although "Research Fellows" working in the Medical School’s affiliated hospitals and institutions may have a HMS appointment, they are generally not paid by Harvard and their salary and benefits derive and are administered through their place of work.

Harvard Medical School and the Harvard School of Dental Medicine are two of the twelve schools of Harvard University. Visit the University website at: http://www.harvard.edu. You will be among approximately 700 "Research Fellows" located in the quadrangle of Harvard Medical School in the Longwood Medical Area (LMA). A list of the affiliated hospitals and institutions can be found on the home page of the Medical School’s website: http://www.hms.harvard.edu

Getting Settled

New Postdoctoral Fellow's Research Orientation

The HMS/HSDM Office for Postdoctoral Fellows organizes periodic orientations for new fellows. Register when you arrive by calling 617-432-6735 or emailing the postdoc_office@hms.harvard.edu. Provide your name, department, start date, email address, and telephone number where you can be reached. Several offices at Harvard Medical School participate in the orientation program, which includes a review of benefits, course requirements, policies, and resources for conducting research and settling into the community.

Key Harvard Websites

Schools at Harvard http://www.harvard.edu/academics
Harvard Medical School http://hms.harvard.edu
Harvard School of Dental Medicine http://www.hsdm.harvard.edu
eCommons Intranet http://ecommons.med.harvard.edu
Harvard University PIN administration http://www.pin1.harvard.edu
About Harvard Medical School and virtual tour http://www.hms.harvard.edu/admissions
Departments and Administration at HMS http://hms.harvard.edu/hms/departments.asp
Research at Harvard http://www.researchmatters.harvard.edu/
Harvard Websites Listing http://www.harvard.edu/siteguide/listing/
Decipher those Acronyms http://www.harvard.edu/help/faq_index.html/faq113.html
Events calendar for Harvard Medical, Dental, and School of Public Health http://www.hms.harvard.edu/

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 Harvard processes your check), W4 and M4 tax withholding forms, Risk Assessment Form, and Participation Agreement, health insurance application forms, Affirmative Action Form, and Foreign National Information Form (FNIF).
How to obtain your Harvard Identification Card (ID)
1. Complete a "Harvard Longwood Campus Harvard ID Application" form available from the ID Office which is located at the Harvard School of Public Health, Kresge 103A. The office is open M-F 10AM-2PM. The office telephone is 617/432-0389. Your supervisor will complete the "Risk Assessment Form".

2. At the ID Office view the "Right to Know Video," and get a temporary 30-day ID. In the first month of arrival you must complete the required training that is checked off on your Risk Assessment Form and any additional training indicated by your supervisor.

3. Upon completion of the required training, obtain a signature or stamp on the Risk Assessment Form from your supervisor. Alternatively, you may acquire copies of training certificates to be attached to the Risk Assessment Form.

4. Upon receipt of your first paycheck, bring the ID Application and Risk Assessment Form back to the ID office to have your photograph taken. Your ID will be mailed to your University address. Harvard ID cards are not transferable to other individuals under any circumstances.

Lost or stolen ID's
Lost or stolen ID cards must be reported immediately to the main ID Card Office (Holyoke Center Room 556) either in person, mail, or via Fax at 617/495-1858. The card will be replaced immediately. Ask security at Harvard Medical School to flag the card as lost.

Termination
ID cards must be returned to your supervisor on the date coinciding with your termination from Harvard Medical School or Harvard School of Dental Medicine.

Access
Officer and staff ID cards may be used to access Masco shuttles, Harvard libraries, athletic facilities, the Faculty Club and social events requiring proof of employment. ID cards may also be used for the Harvard Cooperative Society (COOP) membership, the Harvard University Press Bookstore discount, and the Harvard University Employees Credit Union.

Getting an Email Account
Email accounts are automatically generated by the HMS Information Technology (IT) department 3 working days before the appointment start date entered into the PeopleSoft HR system. If the start date is retroactive or the individual is transferring in from another Harvard University entity, the account will be established as soon as possible upon request and usually within 2 working days. An online application form is available at: http://www.hms.harvard.edu/it/forms/email_form.html. General information on email accounts and user guides for Eudora, Outlook and Outlook Web Express can be found on the IT eCommons web site.

Offsite access to your email account is available using Outlook Web Express by going to http://webmail.med.harvard.edu/ and logging in with your eCommons username and password.

Telecommunications
Contact your department administrator to set up your voicemail and telephone directory listing. If there is no contact person assigned to your department, you can reach telecommunications at: Vanderbilt Hall Room 105, 107 Avenue Louis Pasteur, Boston, Massachusetts 02115, Telephone 617/432-1507.

Direct Depositing Your Paycheck
You are strongly encouraged to have your stipend or salary direct deposited into your bank account. Your department administrator will ask you for a blank check marked "VOID" and for you to fill out a ‘Request for Direct Deposit’ form to be included with the paperwork that will be sent to the Office of Human Resources. In addition, you may set up your own direct deposit using the Self Service feature in PeopleSoft. For questions or problems call the HMS Office of Human Resources at 617/432-2035 and ask for payroll.
Banks in the Longwood Medical Area

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone nil</th>
<th>Phone nil</th>
</tr>
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<tbody>
<tr>
<td>Citizen's Bank</td>
<td>One Brigham Circle</td>
<td>617/566-8076</td>
<td>617/566-8076</td>
</tr>
<tr>
<td>Bank of America</td>
<td>333 Longwood Ave.</td>
<td>617/739-8302</td>
<td>617/739-8302</td>
</tr>
<tr>
<td>Brookline Savings Bank</td>
<td>106 Washington Street</td>
<td>617/730-3500</td>
<td>617/730-3500</td>
</tr>
</tbody>
</table>

International postdocs visit [http://www.hio.harvard.edu/students_scholars/bank_accounts.php](http://www.hio.harvard.edu/students_scholars/bank_accounts.php) for information about opening an account.

Harvard University Employees Credit Union

<table>
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<tr>
<th>Credit Union</th>
<th>Address</th>
<th>Phone nil</th>
<th>Phone nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Employees Credit Union</td>
<td>1350 Massachusetts Ave, Suite 953</td>
<td>Main Number 617/495-4460</td>
<td>Fax 617/495-0444</td>
</tr>
<tr>
<td>Longwood Medical Area Branch</td>
<td>Kresge Building 1st floor, 677 Huntington Ave.</td>
<td>Main Number 617/495-4460</td>
<td>Fax 617/495-0444</td>
</tr>
</tbody>
</table>

Library Access

Your Harvard ID card will allow access to all Harvard Libraries. The Countway Library of Medicine is adjacent to Gordon Hall of Medicine on the HMS South quadrangle. The Countway Library website permits password protected access to the Digital Library. New users should register and obtain a password by clicking on "Countway Library" on the Harvard Medical School Home page: [http://www.hms.harvard.edu](http://www.hms.harvard.edu) and then clicking on "Digital Library" and "Login now." Entry to the Hollis catalog, the comprehensive Harvard University Library Catalog can also be accessed from the Countway Library web page top link.

Computers

Upon arrival, speak to your principal investigator and/or department administrator about access to computers in the department. HMS Wireless Network [http://it.med.harvard.edu/pg.asp?pn=network_wireless](http://it.med.harvard.edu/pg.asp?pn=network_wireless)

Information Technology in the LMA

HELP DESK Telephone: 617/432-2000

107 Avenue Louis Pasteur

Boston, MA 02115

Website: [http://hms.harvard.edu/hmsit/](http://hms.harvard.edu/hmsit/)

Technology Services

Product Pickup * Returns * Repair

219 Western Avenue

Allston, MA 02134

Phone: 617/496-4900

Hours: Monday to Friday, 8:30 a.m. to 5 p.m.

Computer Product & Repair Center

Science Center, B11 One Oxford Street

Cambridge, MA 02138

Phone: 617/495-5450

Hours: Monday thru Thursday, 11 a.m. to 7 p.m.

Friday, 9 a.m. to 5 p.m

Discount Computers. Harvard's partnership with IBM/Lenovo offers up to a 43% discount on a selection of laptop and desktop computers and deep discounts, exclusive to the Harvard community, are offered on Apple products. The web site for Harvard is accessible through [http://www.uis.harvard.edu/technology_services/](http://www.uis.harvard.edu/technology_services/)
**Computer Applications Training in the LMA** - Free to HMS and HSDM officers
Contact Lauren Kreisberg
Telephone 617/432-0321
Email: Lauren@hms.harvard.edu

**Center for Training and Development (CTD)**
124 Mt. Auburn St., 3rd floor.
Cambridge, Massachusetts 02138
Telephone 617/495-4895
Website: [http://harvie.harvard.edu/learning/cwd/](http://harvie.harvard.edu/learning/cwd/) (ID & Pin required)
These classes require a fee and are not covered by the University Tuition Assistance Plan (TAP).

**Computational Biology Initiative (CBI)**
Harvard Medical School /Systems Biology Department
Dennis P. Wall, Ph.D., Bioinformaticist, CBI
Alpert 536, Systems Biology
200 Longwood Ave.
Boston, MA 02115
Phone: 617/432-3894
Email: dennis_wall@hms.harvard.edu
Website: [http://cbi.med.harvard.edu/](http://cbi.med.harvard.edu/)

CBI provides technical help to researchers on the Harvard Medical Quadrangle regarding computing issues. Services provided by the CBI are complementary to other sources within departments and from the Information Technology Department in the Longwood Medical Area.

**Research Information Technology Group**
Marcos Athanasoulis, MPH, Dr.Phil., Director
107 Avenue Louis Pasteur, Room 105
Boston MA 02115-5701
Tel: 617/432-2185 Fax: 617/432-5962
E-mail: ritg@hms.harvard.edu or marcos@hms.harvard.edu
Website: [http://ritg.med.harvard.edu/](http://ritg.med.harvard.edu/)

**Laptop Registration**
Laptop computers can be registered online with the Harvard University Police department, which maintains a database with make, model and serial number on file. Also, The Security Tracking of Office Property (STOP) Inc. ([http://www.stoptheft.com](http://www.stoptheft.com)) provides a theft prevention and recovery system for a $10 registration fee. Your laptop will be fitted with a bar coded plate and the information entered into an international database for the life of the computer to help with recovery in case of a theft. To register with STOP take your computer to the Harvard University Police Department Office a 1033 Massachusetts Avenue, Cambridge or to 180 Longwood Avenue, Boston.

**Transportation and Safety**

**Parking Office**: [http://parking.med.harvard.edu](http://parking.med.harvard.edu)
Parking in the Longwood area is extremely difficult. The use of public transportation is recommended, if possible. Waiting lists for Harvard Medical parking lots and the under-quad garage are currently greater than one year. Passes for **after hours** parking in the under-quad garage and adjacent parking lots can be easily obtained through the Longwood Area Parking Office, 180 Longwood Avenue, Boston 02115, for a fee. An outlying parking lot at Temple Mishkan Tefila in Chesnut Hill is available for daily parking. Access to the Medical Area from this lot is by the M6 MASCO shuttle. A lot closer to Harvard Medical School is located in Kenmore Square with transportation via the MASCO M1 shuttle. There is a waiting list for use of both lots and a yearly fee. The parking waiting list signup can be done online by using the "parking" and "application" links at the website listed above. **Motorcycles** may be parked in the Courtyard at 260 Longwood Avenue.
**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.

**MASCO Shuttles** Website: [http://www.masco.org](http://www.masco.org)
A list of shuttle services can be found at the Medical Academic and Scientific Community Organization Inc. (MASCO) website. You will need your Harvard ID card to ride the shuttle buses.

**Public Transportation** Website: [http://www.mbta.com/](http://www.mbta.com/)
Massachusetts Bay Transportation Authority (MBTA). Subway, commuter rail, and entire system maps can be found online at the MBTA website.

**MBTA BUS Routes to Longwood Area**
- **8** Harbor Point/U Mass - Kenmore Station via South End Medical Area and Dudley Station
- **47** Central Sq., Cambridge - Broadway Station via South End Medical Area, Dudley Station and Longwood Medical Area
- **39** Forest Hills Station - Back Bay Station via Huntington Ave.
- **60** Chestnut Hill - Kenmore Station via Brookline Village and Cypress St.
- **65** Brighton Center - Kenmore Sta. via Washington St., Brookline Village and Brookline Ave.
- **66** Harvard Square - Dudley Station via Allston and Brookline Village
- **CT2** Ruggles Station – Fenway Station via Park Drive to Memorial Drive and Kendall Station to Union Square and Sullivan Station
- **CT3** Beth Israel Deaconess Hospital Medical Center – to Logan Airport via Andrew Station and Boston

**MBTA subway and commuter rail lines**
The Longwood Medical Area (LMA) is located a short distance from the Orange and Green MBTA subway lines. Subway lines run frequently and late into the evening. Connections to commuter rail lines surrounding Boston can be made at the North and South Stations. North Station is on the Orange subway line and South Station on the Red subway line.

**MBTA Discounted Passes** Website: [http://www.commuterchoice.harvard.edu](http://www.commuterchoice.harvard.edu)
Discounted Massachusetts Bay Transportation Authority passes are available to postdocs who are benefits eligible (Earn $15,000 per year via the Harvard payroll system or work 17.5 hours). Passes are purchased online at the website above or by paper form, through payroll deduction. Monthly passes are mailed to your home address automatically once you are enrolled. The enrollment deadline is midnight, the first day of the month prior to the month of use. For example, if you enroll on October 2, then a December pass is the first pass you can receive through the online program. You can also call 1-800-462-2235 for more information, translation assistance, or to request a paper form

**Bicycles**
Outside lockup spaces can be obtained through the Harvard University Police by registering your bicycle with them. A sticker is provided after providing the bicycle’s serial number, manufacturer, model, and color. You may register in person at 180 Longwood Avenue or register online.

Harvard University Police-Longwood Medical Area
180 Longwood Avenue
Boston, MA 02115.
Telephone 617/432-1397 or 1999
Website: [http://www.hupd.harvard.edu/](http://www.hupd.harvard.edu/)

**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: http://www.state.ma.us/rmv

- **Automobile Rental**
  You must have drivers 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 http://yp.netscape.com/.

  **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. Website: http://www.zipcar.com

- **Safety and Escort Service**
  Harvard University Police (HUPD)-Longwood Medical Area
  180 Longwood Avenue
  Boston, Massachusetts 02115.
  Telephone 617/495-1215
  Website: http://www.hupd.harvard.edu/

  Booklet "Playing it Safe" is available online through the HUPD office website. **Taxi escort service** is
available from 9:00 p.m. to 3:00 a.m., seven days a week. Present your Harvard ID to the security guard
stationed inside Vanderbilt Hall and FXB (HSPH) lobby to arrange for a taxi. Taxis will take you within one
mile of the Longwood campus. **Walking escort service** is available 24 hours a day. Call 617/432-1379
fifteen minutes ahead of time to arrange for an escort.

- **Emergency Numbers**
  Telephone Information 9-411
  Medical Emergencies 9-911
  Harvard University Police and Fire Emergency 617/432-1212
  MDC Police 617/727-5114
  State Police 617/523-1212
  University Health Service 617/495-5711
  Poison Center 617/232-2120
  Environmental Health and Safety 617/432-1720
  Facilities 617/432-1901
  Campus Security and Escort Service 617/432-1379

### Finding Housing

- **Finding Housing in Boston**
  Harvard 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 Harvard Medical School is not located near the central University campus, most postdoctoral fellows
here live in local rented apartments. Many academic departments may have information on local housing
sources.
Additional Sources of Housing Information:
Longwood Medical Area Housing Information Website: http://www.hsph.harvard.edu/housing/
Partners Housing Website: http://healthcare.partners.org/housing/housing2/housing.cfm

http://euroclub.mit.edu/
http://www.rent.com
http://www.bostonapartments.com
http://boston.com
http://www.homestore.com
http://boston.craigslist.org/

Off Campus Housing Information through Harvard University
Vanderbilt Hall / Harvard Longwood Off-Campus Housing Office
107 Avenue Louis Pasteur
Boston, MA 02115
Telephone 617/432-1629 Fax 617/731-2468
Email: Vanderbilt_hall@hms.harvard.edu Website: http://www.hms.harvard.edu/operations/vh

Vanderbilt Hall does not provide long-term housing for postdoctoral fellows but the Harvard Longwood Off-Campus Housing Office maintains a bulletin board with some apartment, sublet and roommate listings. The majority of listings are posted on the Vanderbilt Hall website above, under the "Off-Campus Housing" Bulletin Board link. Economical short-term housing can also be found through agencies, guesthouses, and hotels posted on the Vanderbilt Hall web pages. The website also has an online application form for temporary housing in Vanderbilt Hall. Such housing is a single room only and must be prepaid with no refunds.

The Harvard Housing Office
7 Holyoke Street
Cambridge, MA 02138-5013
Phone: 617/495-3377 Outside Massachusetts 1- 800- 252-5020
Fax: 617/496-0404
Email: hhousing@harvard.edu Website: http://www.hres.harvard.edu/rre.htm
Harvard University Community Listing Network (HUCLN), available through any on-campus computer only at: http://hres1.harvard.edu:7778/hpereapp/cln_public

The Harvard Housing Office maintains a board with apartment listings and real estate contacts primarily in the city of Cambridge. It is open year round on Monday, Wednesday, Thursday, and Friday from 10:00 AM to 4:00 PM, Tuesday from 10:00 AM to 6:00 PM and Saturday 10Am-1PM. Fellows must show a Harvard ID or a letter of appointment from their department and photo identification to access the services at Harvard Housing. The office also maintains a file of roommate cards for people who have apartments and are looking to share it with a roommate. Housing is generally very limited due to the number of students that live in the city, especially from September until June of each year. Therefore, it is recommended that postdoctoral fellows, both domestic and foreign, consider finding housing during the summer months, if possible.

Affiliated Housing/Harvard Real Estate Services
11 Holyoke Street
Cambridge, MA 02138
Telephone 617/495-8840 Fax 617/495-5151
Email: fres@harvard.edu Website: http://www.hres.harvard.edu/rre.htm

Affiliated Housing has Harvard owned apartments available through a waiting list to benefits-eligible postdoctoral fellows. Non-benefits-eligible postdoctoral fellows may apply for Affiliated Housing with a Harvard University Departmental Guarantee Letter. The letter and eligibility requirements may be viewed on the Affiliated Housing Website. The fall waiting list opens in October and the spring waiting list in April. Leases cannot be signed more than five months prior to starting your postdoctoral position.
Finding Services

Yellow Pages Business Telephone Directory
http:// yp.netscape.com/ This is a business telephone directory that may be used to locate services in the Boston area.

US Post Offices
1575 Tremont St, Roxbury Crossing, MA (0.67 miles away)
1313 Boylston St, Boston, MA (0.31 miles away)
11 Deerfield St, Boston, MA (0.58 miles away)

Shopping and Local Services Directory
Directory, VanderBilt Hall Operations
http:// www.hms.harvard.edu/operations/vh/directory.html
http:// boston.craigslist.org/

Furniture Exchange
http:// web.mit.edu/womensleague/fx/

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

HMS Office of Human Resources
Gordon Hall Room010
25 Shattuck Street
Boston, MA 02115
Telephone 617/432-2035 Fax 617/432-3280
Email: OHRfrontdesk@hms.harvard.edu
Website: http:// www.hms.harvard.edu/hr/

• HMS Payroll
  Telephone: 617/432-1491

• Center for Workplace Learning and Performance
  164 Longwood Avenue – First Floor
  Boston, MA 02115
  Telephone 617/432-2242
  Email: cwlp@hms.harvard.edu
  Website: http:// www.hms.harvard.edu/hr/cwlp
  Sign up for courses on their eCommons events calendar
• **Center for Training and Development**  
  124 Mt. Auburn St., 3rd floor  
  Cambridge, MA. 02138  
  Telephone 617/495-4895  
  Email: training@harvard.edu  
  Website: [http://harvie.harvard.edu/learning/ctd/index.shtml](http://harvie.harvard.edu/learning/ctd/index.shtml)

• **HMS Child Care Scholarship Fund**  
  Website: [http://www.hms.harvard.edu/hr/resources_serv/childcare.htm](http://www.hms.harvard.edu/hr/resources_serv/childcare.htm)  
  Scholarships are awarded each fiscal year (July 1-June 30). Applications are available in April and due the first part of May each year. Applications are obtainable in the human resources office. Call 617/432-2035 to inquire.

• **Parents in a Pinch Emergency Child Care:**  

• **(APSF) Child Care Scholarship Fund:** Financial assistance for full and/or part-time childcare for children up to kindergarten age, after-school care for children of kindergarten age and older, summer day camp, school vacation programs and in-home childcare. **Must be Harvard University benefits eligible postdoc working 17.5 hours per week to apply.** Application online at: [http://harvie.harvard.edu/workandlife/](http://harvie.harvard.edu/workandlife/) Contact: Barbara Wolfe for details  
  Telephone 617/432-1615  
  Email: barbara_wolf@hms.harvard.edu

### Benefits Services Group

Holyoke Center Room 664  
Cambridge, MA 02138  
Telephone 617/496-4001  
Fax 617/432-3000

### The Harvard Medical Center Office of Work and Family

164 Longwood Avenue, Room 106  
Boston, Massachusetts 02115  
Telephone 617/432-1615  
Fax 617/432-4259  
Email: barbara_wolf@hms.harvard.edu  
Website: [http://www.hms.harvard.edu/hr/owf.html](http://www.hms.harvard.edu/hr/owf.html)

- **Free publication available, The Harvard University and Affiliates Family Resource Handbook**
- **Lunchtime seminars on Child Care Issues, Elder Care Services, Public and Private School information, Summer Camps, Adoption, First Time Home Buying, Will Writing, Time Management and Balancing Work and Family.**

### Ombudsperson

Linda Wilcox  
164 Longwood Avenue  
Boston, Massachusetts 02115  
Phone: 617/432-4040 (confidential line)  
Assistant: 617/432-4041  
Fax: 617/432-0586 (confidential Fax)  
Email: Linda_Wilcox@hms.harvard.edu  
Website: [http://www.hms.harvard.edu/ombuds](http://www.hms.harvard.edu/ombuds)

Harvard is a large and complex institution. Misunderstandings and disagreements can occur. If you are faced with a difficult problem, the Ombuds Office is a place where you can confidentially sort out your situation and develop options to deal with it. Some of the areas of concern addressed in the office include career management, research-related, discrimination and sexual harassment.
The Wellness Corporation
Harvard University’s Employee Assistance Provider
Cambridge, Massachusetts 02138
Telephone 1-877-EAP-HARV
1-877-327-4278
Website: http://www.WellnessWorklife.com
A confidential counseling and referral service for personal problems and concerns.

Crimson Cash
Website http://www.cash.harvard.edu
Email: crimson_cash@harvard.edu
Add cash to your Harvard ID account online or at designated transfer stations.

The United Ministry at Harvard
The Memorial Church in Harvard Yard
Harvard University
Cambridge, MA 02138
Phone: 617/495-5529
Fax: 617/496-1133
E-mail: uministry@camail.harvard.edu
Website: http://www.ministry.harvard.edu/

The Harvard Cooperative Society (COOP)
Website: http://www.bkstore.com/harvard (See website for all COOP locations)
Longwood Medical Area Coop
333 Longwood Avenue
Boston, MA 02115
Phone: 617/499-3300
Fax: 617/277-7944
bksharvardmed@bncollege.com

Harvard University Health Services
75 Mt. Auburn Street
Cambridge MA 02138
Telephone: 617/495-2001
Telephone After Hours Urgent Care Call 911 or 9-911 (from campus) or 617/495-5711
Website: http://huhs.harvard.edu/default.htm
Hours: 8:00 am to 5:30 pm

Medical Area University Health Service
Vanderbilt Hall
275 Longwood Avenue, Boston, MA 02115
Hours: M, Th 9:00 am to 7:30 pm
T,W,F 9:00 am to 5:00 pm
Website: http://huhs.harvard.edu/MedArea/
Please visit the website and then contact the Center for Wellness at 617-495-9629 or email cwhc@huhs.harvard.edu for special health seminars and programs

Health Plan information
Plan information may be found on the website, along with claim forms.
- Harvard Student Affiliate Health Plan
- Harvard University Group Health Plan

A 20% discount is available at The Atrium Café, The Courtyard Café, Elements Café, and Sebastian’s restaurants on Crimson Cash purchases by HMS/HSDM postdocs.

Hours: Mon., Wed., Fri., 9:00-6:00, Tues., Thurs., 9:00-7:00, Sat. 11:00-5:00


**University Disability Coordinator**  
Telephone 617/495-1859; [TDD] 617/495-4801

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**Recreation**

**Harvard Neighbors**  
"Promoting a sense of community for faculty and staff at Harvard University through cultural and educational programs and events." This organization has several programs for families, and also for international postdocs and their families." Application to join, vents calendar and newsletter online.

**Loeb House**  
17 Quincy Street  
Cambridge, Massachusetts 02138  
Phone: 617/495-4313  
Fax: 617/496-1372  
Email: neighbors@harvard.edu  
Website: [http://neighbors.harvard.edu](http://neighbors.harvard.edu)

**Harvard Faculty Club**  
20 Quincy Street  
Cambridge, Massachusetts 02138  
Phone: 617/495-5758  
Fax: 617/496-8754  
Email: hfc@harvard.edu  
Website: [http://www.hfc.harvard.edu](http://www.hfc.harvard.edu)  
Officers of the University are given complimentary membership in the Faculty Club. An application must be filed.

**Harvard Club of Boston**  
374 Commonwealth Avenue  
also: One Federal Street, 38th Floor  
Boston, MA  
Main Club telephone 617-450-4409  
Website [http://www.harvardclub.com](http://www.harvardclub.com)  
Membership is open to postdoctoral fellows who have held an appointment at Harvard for at least one academic year. An online membership application can be found on the club website.

**SOCO, The HMS/HSDM Social Committee**  
Website: [http://soco.med.harvard.edu](http://soco.med.harvard.edu)  
Contact: Jason Alvarez at 617/432-3010 or jason_alvarez@hms.harvard.edu  
Website: [http://soco.med.harvard.edu](http://soco.med.harvard.edu)  
This organization organizes social activities and promotes unity amongst the members of the Harvard Medical School and Harvard School of Dental Medicine community.

**Outings and Innings**  
9 Holyoke Street,  
Cambridge, Massachusetts 02138  
Phone: 617/495-2828  
Fax: 617/496-4126  
Email: outings_innings@harvard.edu  
Website: [http://harvie.harvard.edu/perks](http://harvie.harvard.edu/perks) Users must have a valid ID and PIN.  
Contact Devorah Sperling at 617/495-2828  
O&I offers 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%. Order online anytime or visit O&I in Cambridge or at the Kresge Cafeteria (HSPH) on the 2nd and 4th Wednesday of the month from 10am-1:45pm. Onsite service at HSPH is cash only.
**Fitcorp**
Harvard Medical School NRB, 1st Floor
77 Avenue Louis Pasteur
Boston, MA.
Phone: 617/738-9229
Website: [http://www.fitcorp.com/](http://www.fitcorp.com/)

**Vanderbilt Hall** (Business Office)
107 Avenue Louis Pasteur
Boston MA 02115-5750
Phone: 617/432-1630
Fax: 617/731-2468
Email: vanderbilt_hall@hms.harvard.edu
Open Monday-Friday 8am-6pm

_Athletic Facilities_
With a valid Harvard officer ID you may register for the Vanderbilt Hall Athletic Facility at the Vanderbilt Hall Business Office. Membership fees are paid through monthly payroll deduction, paid in full annually or through automatic credit card deductions (Master card, Visa, & American Express only). All memberships are non-transferable and may only be canceled according to the terms of the contract.
As a member, you may bring a guest with you at any time. Your athletic facility ID acts as a debit card to pay for your guest's visit.
Consult the online brochure at: [http://www.hms.harvard.edu/operations/vh/athleticbrochure.html](http://www.hms.harvard.edu/operations/vh/athleticbrochure.html) for complete description of facilities, locker rentals, and court reservation policies.

**Harvard University Recreation**
Website: [http://www.hcs.harvard.edu/~recsport/rec/](http://www.hcs.harvard.edu/~recsport/rec/)

**Harvard University Athletics**
Website: [http://gocrimson.collegesports.com/](http://gocrimson.collegesports.com/)

**Longwood Symphony Orchestra**
P.O. Box 886
Brookline, MA 02446
Phone: 508/877-3928
Email: info@longwoodsymphony.org
Email for tickets: tickets@longwoodsymphony.org
Website: [http://www.longwoodsymphony.org/](http://www.longwoodsymphony.org/)

**Information for International Research Fellows**

**Registration**
International postdoctoral fellows must register with the Harvard International Office (HIO) 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.

**Harvard International Office (HIO)**
Holyoke Center Room 864
1350 Massachusetts Avenue
Cambridge, Massachusetts 02138
Phone 617/495-2789
Fax: 617/495-4088
Website: [http://www.hio.harvard.edu](http://www.hio.harvard.edu)
HIO provides or facilitates:
• Services and counseling expertise to guide foreign students and scholars through the complexities of the United States government visa regulations.
• Weekly office hours for foreign students and scholars in the Harvard Medical Area. Office hours are held in the Kresge Building at the Harvard School of Public Health, Room G-29.
• Acting as liaison and advocate with government and University offices.

[ ] United States Immigration Agency
Website: http://www.immigrationagency.org
Visit this site for comprehensive information on citizenship, green cards, visas, passports, embassy listings, and consulates among many subjects.

[ ] Taxes
Non-resident aliens who are paid by Harvard must fill out a Foreign National Information Form (FNIF). It is the information from this form that the University Tax Operations Office uses to determine if your country has a tax treaty with the United States, what administrative paperwork you will need to have filed, and the tax obligations you may incur. The Tax Operations Office can be of assistance in answering questions you may have. They also sponsor tax seminars in the Longwood Medical Area.

Tax Operations Office
Holyoke Center Room 374
1350 Massachusetts Avenue
Cambridge, MA. 02138
Phone: 617/496-5224  Fax: 617/495-3600

[ ] Social Security Numbers
Upon arrival, some foreign postdoctoral fellows with work authorization will need to apply for a Social Security Number. Proof of eligibility to work in the United States will be required. The evidence you will need to submit will depend upon the type of visa. To obtain a Social Security Number, proof of eligibility to work in the United States will be required. Your department will supply you with an I-9 form stating your eligibility. Consult your department concerning the documentation you must present for the I-9 form to be completed for you.

Social Security Offices
Locate an office by postal zip code on the website: http://www.socialsecurity.gov
Main telephone 1-800-772-1213

<table>
<thead>
<tr>
<th>10 Causeway Street, Room 148</th>
<th>240 Elm Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston, Massachusetts 02222</td>
<td>Somerville, Massachusetts 02144</td>
</tr>
</tbody>
</table>

[ ] 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: http://www.state.ma.us/rmv

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.

### English as a Second Language (ESL)

**The Harvard Institute for English Language (IEL) Programs** through the Harvard Extension School

51 Brattle Street  
Phone: 617/495-2693  
Email: iel@hudce.harvard.edu  
Website: [http://www.dce.harvard.edu/iel](http://www.dce.harvard.edu/iel)

English as a Second Language (ESL) courses are offered and are covered by the Tuition Assistance Plan (TAP) for those that are eligible for this benefit. Postdoctoral fellows may enroll for the nominal TAP fee and the cost of books and materials. TAP non-eligible postdocs may enroll for the regular tuition and registration fees.

After the registration form and fees are submitted either online or in paper form, participants are asked to take a placement test prior to being assigned to a class. An examination is generally given at the conclusion of the semester and used for placement in subsequent classes. Most classes are held at the main Harvard University Campus in Cambridge.

Tuition Assistance Plan Booklet/Forms are on the Harvie website (Requires a Harvard PIN to enter)  

**Harvard Neighbors English Conversation Practice**  
Website: [http://neighbors.harvard.edu](http://neighbors.harvard.edu)

This program brings together newly arrived international members with volunteer tutors for the period between November and May. The program is designed to give language practice and cultural enrichment for both beginner speakers and tutors. It is meant to supplement regular English-as-a-Second-Language (ESL) classes. Please note that membership in Harvard Neighbors is required. Priority will be given to beginners; placement will be made dependent on availability of volunteer tutors.

### Longwood Medical Area English as a Second Language (ESL) Classes

ESL classes have been offered in the Longwood area through various programs. Check early in August or December with the HMS/HSDM Office for Postdoctoral Fellows Office to see if there are any programs running during the upcoming semester.

Most Longwood area programs are offered during the school year. In the summer one has the option of attending the part-time evening program run through the Harvard Extension Summer School. Classes in the Longwood Medical Area are usually held in the evening twice a week for two hour sessions. There may or may not be a language lab depending on the program offered. All programs require that a student be tested for placement before class starts. Attendance is taken and it is expected that students enrolling in a class make an effort to attend most of the sessions. There is generally some out of class preparatory work.

### Cultural Groups

- **M.I.T. European Club**  
  [http://euroclub.mit.edu](http://euroclub.mit.edu)

- Biologists Network (French) Search "Harvard" to find those here now and in the past  

Student Organizations in the Graduate School of Arts and Sciences welcome postdocs as well as students to join them. Check out their organization listing at: [http://www.gsas.harvard.edu/student/organizations.html](http://www.gsas.harvard.edu/student/organizations.html)
Benefits and Taxes Overview

All HMS quadrangle-based postdoctoral fellows who receive a paycheck (salary or stipend) through Harvard University are eligible to enroll in the University Benefits Plan. The funding source, however, determines the Benefits Plan that is available to you.

• 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 pretax payroll deductions. Pre-tax payroll deductions can also be made for items such as flexible spending accounts, or payment of monthly subscriber premiums.

• 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. For US citizens neither W2 nor 1099 forms will be issued by the University, however, 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. However, the University will be able to deduct your elected health or dental insurance premiums from your stipend check.

Any University’s contribution to the stipendee’s benefit plans must be treated as taxable income to the employee, i.e., imputed income. Therefore, when stipendees prepare quarterly tax filings, they must include benefit contributions made by the University as well as their gross pay. The University intends to provide regular reports to each Stipendee reflecting the value of the imputed income.

• THOSE WHO ARE PAID DIRECTLY FROM THEIR COUNTRY/INSTITUTION OF ORIGIN, OR WHO RECEIVE FELLOWSHIP FUNDING DIRECTLY (NOT THROUGH A HARVARD CHECK) ARE CATEGORIZED AS “DIRECT PAY POSTDOCS.”

Currently, you are not eligible for the benefits plan offered to Harvard paid appointees. You may, however, purchase health coverage for you/your family through the Harvard University Health Services Affiliate plan. Questions regarding other benefit options open to you should be addressed to your department administrator.

Benefits Eligibility for Employee Postdoctoral Fellows

The University is pleased to extend the benefits (outlined below) so long as you:

• work at least 17.5 hours per week, or
• earn at least $15,000, and
• receive a University paycheck (irrespective of funding source)

These benefits will have the same tax advantages as those for other employees.

Benefits Eligibility for Stipendee Postdoctoral Fellows

The University is pleased to enable you to receive the benefits (outlined in the enclosed chart) so long as you:

• work at least 17.5 hours per week or earn at least $15,000
• perform work under the direction of a Harvard Principal Investigator, and
• receive a paycheck issued by the University (irrespective of funding source) that may not be treated as employee compensation

Because you are not an employee, you may not participate in some employee benefit programs, and the University’s share of your benefits must be treated as imputed income.
**Enrollment Information**

The entry of your appointment record into PeopleSoft triggers the Benefits Services Group (part of the Benefits Office at Harvard University) to mail you a Benefits Enrollment Packet.

You must complete an enrollment form in order to participate in many of the benefit plans. Please do so as soon as possible, but no later than 60 days from your start date. Failure to submit your benefit enrollment forms to the Benefits Services Group within 60 days of your start date will mean you will not be able to get the benefits you may need. Return your benefit materials to:

**Benefits Services Group (BSG)**  
Holyoke Center, Room 664  
1350 Massachusetts Avenue  
Cambridge MA 02138

**Benefits Telephone 617/496-4001**

<table>
<thead>
<tr>
<th>Benefit Plans for Employee and Stipendee Fellows Requiring Active Enrollment</th>
<th></th>
</tr>
</thead>
</table>
| Health insurance  
617/496-4001 | 4 HMO options  
4 POS options  
1 out of state PPO option |
| Dental insurance  
617/496-4001 | Delta Dental |
| Long-Term Care Insurance  
617/496-4001 | Eligible to purchase LTC for self and family members at employee’s expense. |
| Life Insurance  
617/496-4001 | University paid life insurance equal to ½ salary.  
Eligible to purchase additional life insurance up to 5 times salary. |
| Long Term Disability  
617/496-4001  
617/495-9054 | Eligible to purchase LTD insurance that provides partial income replacement and benefits continuation if one is unable to work for longer than six months due to a disability. |

<table>
<thead>
<tr>
<th>Benefit Plans Exclusively for Employee Fellows Requiring Active Enrollment</th>
<th></th>
</tr>
</thead>
</table>
| Dependent Care Flexible Spending Account  
617/496-4001 | Eligible to set aside up to $5,000 of salary per year on a pre-tax basis to pay for eligible expenses associated with the care of a dependent child or adult. |
| Medical Flexible Spending Account  
617/496-4001 | Eligible to set aside up to $5,000 of salary per year on a pre-tax basis to pay for medical expenses. |
| Tax Deferred Account (TDA)  
617/496-4001 | Eligible to save and invest on a pre-tax basis in multiple mutual funds. |

<table>
<thead>
<tr>
<th>Benefits Not Requiring Active Enrollment At This Time</th>
<th></th>
</tr>
</thead>
</table>
| Co-Payment Reimbursement  
617/496-4001 | Eligible for reimbursement for co-payments for doctors’ visits when the co-pay amounts have exceeded certain limits. |
| Adoption Assistance  
617/495-4100  
617/432-1615 (Medical Area)  
Email: worklife@harvard.edu | Must work at least 17.5 hours per week. Eligible for up to $5000 to cover expenses directly related to the legal adoption of a child, excluding the adoption of the child of an employee’s spouse or domestic partner. Financial need is not a factor. |
| Child-Care Scholarships  
617/495-5933  
HMS Childcare Scholarship Fund  
617/432-2040 | Must work at least 17.5 hours per week. Eligible for financial assistance for full- and/or part-time eligible child care for children up to kindergarten age and eligible after-school care for children of kindergarten age and older. |
| Emergency Back-Up Care “Parents in a Pinch”  
617/495-4100 | Eligible to purchase emergency/back-up care services for child care and adult care at discounted rates.  
http://harvie.harvard.edu/workandlife/children/emergency.shtml |
| Parental and Paternal Leave  
617/495-2786 | New parents who are primary caregivers are eligible for four weeks of paid leave.  
Non-primary caregivers are eligible for one week paid leave.  
Leave pay equals 70% of full pay for those with less than seven years of Harvard service. |
| Short-Term Disability  
617/495-9054 | Must work at least 17.5 hours per week. After a two-week period (covered by the ordinary funding source) up to six months of paid leave for documented disabilities (at 70-100% of pay depending on years of service), including up to eight weeks for maternity leave. |
| Workers’ Compensation  
617/495-9054 | Automatic coverage for work-related incidents causing injury. |
| Tuition Assistance Plan (TAP)  
617/496-4001 | Must work at least 17.5 hours per week to be eligible to take courses at most Harvard faculties and to take job-related courses at other institutions. |
**Benefits Not Requiring Active Enrollment At This Time**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training and Development Opportunities</strong></td>
<td>Eligible to take courses through the University’s Center for Training and Development. There are departmental fees for some of these courses. See: <a href="http://harvie.harvard.edu/learning/educationassistance/index.shtml">http://harvie.harvard.edu/learning/educationassistance/index.shtml</a></td>
</tr>
<tr>
<td><strong>MBTA-Discounted Passes</strong></td>
<td>Eligible for discounted MBTA passes See: <a href="http://www.commuterchoice.harvard.edu">http://www.commuterchoice.harvard.edu</a></td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Credit Union</strong></td>
<td>Access to Credit Union. See <a href="http://www.huecu.org">http://www.huecu.org</a></td>
</tr>
<tr>
<td><strong>Health and Fitness Facilities</strong></td>
<td>H.U. Athletics Department facilities See: <a href="http://gocrimson.ocsn.com">http://gocrimson.ocsn.com</a></td>
</tr>
<tr>
<td><strong>O&amp;I offers 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 &amp; services. Most offerings are discounted between 15 and 60%</strong></td>
<td><a href="http://harvie.harvard.edu/perks">http://harvie.harvard.edu/perks</a></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Eligible for discounts on home and car insurance.</td>
</tr>
</tbody>
</table>

### Additional Information

#### Annual Election Periods

Postdoctoral Fellows will have an opportunity to make changes to their benefit elections during the University’s annual open enrollment period each fall. Changes will be effective January 1. Otherwise, they may change benefit elections only if they experience a change in family status.

#### COBRA Benefits

Postdoctoral fellows should be aware that benefits are supported through both institutional contributions as well as a monthly subscriber contribution to the fringe benefits pool. The institutional contribution may be derived from your fellowship institutional allowance, from your principal investigator’s (PI’s) grant, or various fund combinations, depending on how you are paid. Depending on the dates that your fellowship and/or your principal investigator’s grant are in force, the monthly contribution for your benefits may start and end during various times of the year. You should be aware of the start and the duration of your funding and make provisions to continue coverage on your own under COBRA if funding is going to expire. Your PI or department administrator will inform you of dates for your funding. Fellows will be granted the COBRA option to continue coverage when they leave the University. A notice will be mailed to the home following separation, offering coverage.

#### Non-accrual of Vacation Time

Fellows will not be compensated at the end of the terms of their appointments for vacation days unused during those terms. Furthermore, if an appointment is renewed, unused vacation days may not ordinarily be carried forward. However, if a fellow is re-appointed to continue research that is supported by grants, contracts or stipends to which vacation days that were not taken in the previous term may be appropriately charged, the Principal Investigator may allow the fellow to carry forward a maximum of 2 additional weeks.

This summary highlights the benefit programs available to Postdoctoral Fellows. The Summary Plan Descriptions (SPDs) give more detailed descriptions of the benefits, including important limitations on benefits. The SPDs also outline participants’ rights and responsibilities. The Plan Documents are maintained in the Office of Human Resources and are available upon request. In the case of any conflict between this summary or the SPDs and the Plan, the Plan Document controls. The benefits summarized here have been adopted voluntarily by Harvard and are not intended to give rise to contractual rights and obligations. Harvard expressly reserves the right to terminate or modify any of the benefits described in this summary.
Leave Policies

Vacation Full time Research Fellows who serve on a 12-month basis are allowed 20 days of vacation per year at a time arranged with their supervisor. This time may not be accrued from year to year, as there can be no payout of unused vacation time when an appointment ends.

Sick leave Sick leave may be taken as needed. If illness extends beyond two weeks then documentation from a doctor may be required to qualify for short term disability coverage.

Maternity Leave** Harvard University allows birth mothers to take 13 weeks maternity leave. This is paid for by 8 weeks short term disability, 4 weeks parental leave and 1 week from vacation time if any. Otherwise, the 13th week is unpaid. The Harvard University policy is compliant with federal* And Massachusetts** laws. The birth mother is expected to provide two weeks prior notice of maternity leave. The birth mother cannot be required to leave her position at an arbitrary stage in her pregnancy nor can she be refused return until some arbitrarily specified time.

Parental Leaves** "Primary care" parents receive 4 weeks paid leave whether fathers or mothers, adoptive or birth parents; fathers who are not primary care parents get 1 week. Unpaid leaves of absence for purposes of child rearing can be granted for a period of up to one year for each child. Every effort will be made to reinstate the individual in the same or similar job, but it must be appreciated that because of the specialized nature of the Medical School's activities this cannot be guaranteed in every case.

Short Term Disability (STD)** Salaries of Postdoctoral Fellows who are eligible for short-term disability leave may be covered for the two-week waiting period before short-term disability benefits begin from the normal funding source for their salaries. After a two-week wait period, a disabled person gets up to six months leave. Persons must apply to the Disability Claims Unit (DCU) and have documentation from a doctor, and medical review every 30 day. Each department will be expected to treat short-term maternity leaves (for physical or mental impairment of health) identically in regard to payment of salary and reinstatement to the same or similar position. STD pays 100% for postdocs with 7 or more years at HMS, and 70% for those with less than 7 years at HMS. STD covers the disability of childbirth and may be used only in the first 8 weeks following the birth of the baby unless the birth mother has a continuing short term disability. For longer absences, the department chairperson may request the same kind of medical certification as that requested for other medical disabilities of similar length. The 2-week waiting period for STD is waived if the birth mother works until the birth. Sick leave may also be used to pay for the two weeks wait period. See "Maternity Leave" above for a description of the STD coverage within the allowed 13 week maternity leave.

LongTerm Disability (LTD) The Harvard Disability Plan provides benefits after 6 months of medically certified inability to work. There is no distinction between disabilities due to childbirth and those due to other causes. However, normal childbirth and childcare would not qualify as a chronic disability. Persons must contact the Disability Claims Unit (DCU) to apply.

Workers Compensation This insurance begins when the disability occurs at work--a fall or accident, for example. Must contact DCU to apply.

Bereavement Up to three days off are granted due to a death in your immediate family or household.

Family Illness Persons are able to use personal sick time for family illness.

Military Leave For activated military reservists, Harvard's current policy pays the difference between military salary for those not on active duty and military salary for those on active duty.

Jury duty Paid leave for jury duty is provided for the duration of the service.

Holidays Paid University holidays include:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and the following Friday, half-day Christmas eve, Christmas Day

**Please contact Patty Conde HR Program Administrator at 617/432-2040 for questions on this leave.
Family and Medical Leave Act of 1993 (FMLA) The FMLA provides for 12 weeks of unpaid job-protected leave to be used within one year of the birth or adoption of a child. Family and Medical Leave will run concurrently with the University Maternity Leave and begins with the first day absent from work. Although the FMLA has no pay provisions, employees may use University pay provisions under Maternity Leave. See: http://www.dol.gov/esa/regs/statutes/whd/fmla.htm

Massachusetts General Laws, Chapter 149, Section 105D Chapter 151B, Section 4 Massachusetts law states that an eight-week, unpaid maternity leave may be taken by a female employee who is giving birth to a child, adopting a child who is under 18 years of age, or adopting a person under the age of 23 who is mentally or physical disabled. See: http://www.mass.gov/legis/laws/mgl/149-105d.htm

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. Pretax 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: http://www.irs.gov/publications/p970/ch01.html

- **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 January 15th 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 To Order Tax Forms By Phone</th>
<th>FEDERAL FORMS</th>
<th>STATE FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800-TAX-FORM</td>
<td>1-800-392-6089</td>
<td></td>
</tr>
<tr>
<td>1-800-829-3676</td>
<td>617/887-6367</td>
<td></td>
</tr>
<tr>
<td>TDD 1-800-829-4059</td>
<td>TDD 1-800-829-4059</td>
<td></td>
</tr>
<tr>
<td>Internal Revenue Service</td>
<td>MA. Dept. of Revenue</td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>Monday-Friday</td>
<td></td>
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<tr>
<td>7am-5:30 pm</td>
<td>8:45AM-5:00PM</td>
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</table>

<table>
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<tr>
<th>Pick Up Tax Forms</th>
<th>JFK Federal Building</th>
<th>MA. Dept. of Revenue</th>
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<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>
<tr>
<td></td>
<td></td>
<td>Boston Headquarters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 Cambridge Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Boston, MA 02114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>617/626-2201</td>
</tr>
</tbody>
</table>

| Forms By Fax      | 1-703-368-9694       | 617/887-1900        |
| Customer Service  | 1-800-829-1040       | 617/887-6367        |
| Refund and Recorded Information | 1-800-829-4477 | Inquire online at [http://www.dor.state.ma.us](http://www.dor.state.ma.us) |
# Research Support Offices

Many offices exist to support the research here and it is very important that fellows are aware of their services. The chart on the next page serves as a quick reference for contacting these offices for various needs.

<table>
<thead>
<tr>
<th>Research Office/Contacts</th>
<th>Provides Help With</th>
<th>Address and Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computational Biology Initiative (CBI)</strong></td>
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</table>
| Dennis Wall 617/432-3894 | Research Computing training and development of computational tools | Computational Biology Initiative http://cbi.med.harvard.edu/training.php
Dennis Wall @hms.harvard.edu or cbi@hms.harvard.edu | | HMS Dept Systems Biology
Laksmanan Iyer 617/384-7647 | | Bauer Center for Genomics Research http://cgr.harvard.edu/cbg/
laxman@cgr.harvard.edu | | Bauer Center, H.U., Cambridge, MA |
<p>| <strong>Countway Library of Medicine</strong> | | |
| Imaging Instructors | Get Training for Research imaging <a href="mailto:RIS@hms.harvard.edu">RIS@hms.harvard.edu</a> 617/432-7472 Online reference classes Sign up on Countway's eCommons page on the events calendar | Countway Library 10 Shattuck Street Boston, MA 02115 <a href="http://www.countway.med.harvard.edu">http://www.countway.med.harvard.edu</a> |
| Beth Beighlie, 617/432-2323 | | |
| <a href="mailto:b2@hms.harvard.edu">b2@hms.harvard.edu</a> | | |
| Reference Librarian | | |
| Anna Getselman 617/432-2636 | | |
| <a href="mailto:anna_getselman@hms.harvard.edu">anna_getselman@hms.harvard.edu</a> | | |
| <strong>Environmental Health &amp; Safety (EHS)</strong> | | |
| Joanna Santos, 617/432-1720, <a href="mailto:joana_santos@harvard.edu">joana_santos@harvard.edu</a> | Getting your ID and Lab Safety Training, mandatory for all new staff working with chemicals or biological materials. Photo IDs are not issued until verification of completion of training Research using hazardous chemicals/ chemical hygiene plan, waste disposal, respirator use | HIM 4 Blackfan Street, B84 Boston, MA 02115 <a href="http://www.uos.harvard.edu/ehs">http://www.uos.harvard.edu/ehs</a> Click on &quot;Training&quot; |
| Lee Graffeo, 617/496-1209, <a href="mailto:rosalie_graffeo@harvard.edu">rosalie_graffeo@harvard.edu</a> | Research using radiation. User of all radioactive materials must be licensed by the Radiation Safety Committee and trained by the EHS Department | <a href="http://www.uos.harvard.edu/ehs">http://www.uos.harvard.edu/ehs</a> Click on &quot;training&quot; and then &quot;radiation safety&quot;. Online and class training is available. |
| <a href="mailto:radiation_protection@harvard.edu">radiation_protection@harvard.edu</a> | | |
| <strong>Information Technology Department</strong> | | |
| Research Information Technology Group (RITG) | Computer setup and problems Helpdesk 617/432-2000 | Information Technology 107 Avenue Louis Pasteur, Room 105 Boston, MA 02115 <a href="http://www.hms.harvard.edu/it">http://www.hms.harvard.edu/it</a> |
| Marcos Athanasoulis 617/432-2185 | | |
| <a href="mailto:marco@hms.harvard.edu">marco@hms.harvard.edu</a> | | |
| <strong>Office of the Dean for Academic and Clinical Programs</strong> | | |
| Stacy McGrath, 617/432-3667 <a href="mailto:stacy_mccgrath@hms.harvard.edu">stacy_mccgrath@hms.harvard.edu</a> | Redbook Invitational Fellowship Awards Apply for internally nominated fellowship positions | Harvard Medical School 25 Shattuck Street Gordon Hall, Room 101 Boston, MA 02115 |
| Erin Cromack, 617/432-3633 <a href="mailto:erin_cromack@hms.harvard.edu">erin_cromack@hms.harvard.edu</a> | | |</p>
<table>
<thead>
<tr>
<th>Research Office/Contacts</th>
<th>Provides Help With</th>
<th>Address and Website</th>
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</thead>
<tbody>
<tr>
<td><strong>Office for Research Compliance (ORC)</strong></td>
<td></td>
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</tbody>
</table>
| Peter Harrington, Director  
peter_harrington@hms.harvard.edu | Find answers to questions about research compliance, stewardship of sponsored research, and research administration  
Help line 617/432-5555 | Harvard Medical School  
25 Shattuck Street, GH312A  
Boston, MA 02115  
http://hms.harvard.edu/public/ORC/index.html |
| **Office for Research Issues (ORI)** | | |
| Margaret Dale, 617/432-2496  
margaret_dale@hms.harvard.edu | Policies on authorship, conflict of interest, data management, attribution of credit, research misconduct | http://www.hms.harvard.edu/integrity |
| **Office for Research Subject Protection (ORSP)** | | |
| Carolyn Connelly, Ph.D., Director  
617/432-0651  
Committee on Human Studies (IRB)  
Alisa Jahns, 617/432-3071  
Alisa_Jahns@hms.harvard.edu | Research involving human subjects including but not limited to records, specimens, cell lines | http://www.hms.harvard.edu/orsp/human.html |
| **HMS Standing Committee on Animals (IACUC)** | | |
| Staff Assistant, 617/432-3192  
orsp@hms.harvard.edu | Research involving animal subjects | http://www.hms.harvard.edu/orsp/animal.html |
| **Committee on Microbiological Safety (COMS)** | | |
| Ron Morales, 617/432-4727  
Francine Rogers 617/432-1671  
(NRB) Brenda Barry, 617/593-0259  
(NRB) Yu Rong Chu 617/593-0295 | Research (Clinical or Laboratory) using infectious agents, biological toxins, or recombinant DNA | http://www.hms.harvard.edu/orsp/coms/ |
| **Office of Technology Development (OTD)** | | |
| Phone: 617/432-0920  
Fax: 617/432-2788  
otd@hms.harvard.edu | Intellectual Property  
*Copyright* your documents  
*License* your inventions  
*Get Conflict of Interest* advice  
*Material Transfer Agreements*  
*Become a Consultant*  
*Patent* your invention | Harvard Medical School  
25 Shattuck Street  
Gordon Hall, Room 414  
Boston, MA 02115  
http://www.hms.harvard.edu/otl/ |
| **Program in the Practice of Scientific Investigation (PSSI)** | | |
| PPSI@hms.harvard.edu  
Phone: 617/432-2570  
Fax: 617/432-3721 | Responsible conduct of research training | Dept of Social Medicine  
Division of Medical Ethics  
641 Huntington Avenue  
Boston, MA 02115  
http://mycourses.med.harvard.edu |
| **Sponsored Programs Administration (SPA)** | | |
| Deborah Good 617/432-2911  
deborah_good@hms.harvard.edu  
Staff 617/432-1596 | Grants  
*Find out how to search* for funding  
*Get help with your Grant proposal*  
*Have a Grant proposal review*  
*Submit* your Grant application | Harvard Medical School  
25 Shattuck Street  
Gordon Hall Suite 509  
Boston, MA 02115  
http://www.hms.harvard.edu/spa/ |
General Support Offices:

<table>
<thead>
<tr>
<th>Office/Contacts</th>
<th>Provides Help With</th>
<th>Address and Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS/HSDM Office for Postdoctoral Fellows</td>
<td>Getting Settled and Postdoc Issues</td>
<td>eCommons intranet link is HMS_PDO in the organizations</td>
</tr>
<tr>
<td>Email your name, department, and start date to:</td>
<td>Register for the Postdoc Office Orientation and get an overview of all</td>
<td>list on the portal page</td>
</tr>
<tr>
<td><a href="mailto:postdoc_office@hms.harvard.edu">postdoc_office@hms.harvard.edu</a></td>
<td>local and national resources.</td>
<td><a href="http://www.postdoc.harvard.edu">http://www.postdoc.harvard.edu</a></td>
</tr>
<tr>
<td></td>
<td>Help line 617/432-6735</td>
<td></td>
</tr>
<tr>
<td>Ombuds Office</td>
<td>Become aware of available alternatives</td>
<td><a href="http://www.hms.harvard.edu/ombuds/">http://www.hms.harvard.edu/ombuds/</a></td>
</tr>
<tr>
<td>Linda Wilcox</td>
<td>for resolving work or academic-related problems. Get help in a confidential</td>
<td>164 Longwood Avenue, 1st Fl. Boston, MA 02115</td>
</tr>
<tr>
<td>Confidential line 617/432-4040</td>
<td>forum.</td>
<td></td>
</tr>
<tr>
<td>Confidential Fax 617/432-0586</td>
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</tr>
</tbody>
</table>

Policy Websites


SOME SELECTED POLICIES FROM THE MATRIX ARE LISTED BELOW.

- Office for Faculty Affairs http://www.hms.harvard.edu/fa/
- "Titles, Appointments, Criteria and Procedures for Faculty" (Purple Book) http://www.hms.harvard.edu/fa/handbook/purplebook/index.html
- "Faculty Handbook" http://www.hms.harvard.edu/fa/handbook/facultypolicies.html
  Guidelines for Conflicts of Interest
  Guidelines to Editors and Authors of Medical Textbooks
  Authorship Guidelines for Faculty of Medicine, Harvard University
  HMS/HSDM Procedures for Resolving Complaints of Discrimination, Harassment
  or Unprofessional Relationships and Abuse of Authority
  Use of Harvard Name and Insignias
  Letters of Reference
- "Attribution of Credit Guidelines" http://www.hms.harvard.edu/fa/attribution.html
- "Faculty Policies on Integrity in Science" can be found on a link within the "Office for Research Issues" web page at: http://www.hms.harvard.edu/fa/ri.html
  Guidelines for Investigators in Scientific Research
  Guidelines for Investigators in Clinical Research
  Principles and Procedures for Dealing With Allegations of Faculty Misconduct
  Faculty of Medicine Statement on Research Sponsored by Industry
  Policy on Conflicts of Interest and Commitment
  Guidelines for Editors and Authors of Medical Textbooks
  Authorship Guidelines
  Letters of Reference
Office of Technology Development  http://www.hms.harvard.edu/otl/index.html

Conflict of Interest Policy http://www.hms.harvard.edu/otl/investigators/policies/coi.html#note3

Equity Policy http://www.hms.harvard.edu/otl/investigators/policies/equity.html

Royalty Sharing http://www.hms.harvard.edu/otl/investigators/policies/royalty.html

Policy in Regard to Inventions, Patents, and Copyrights
http://www.hms.harvard.edu/otl/investigators/policies/patent_copyright.html


Consultancy Agreement http://www.hms.harvard.edu/otl/investigators/policies/consultancy.html

Participation Agreement http://www.hms.harvard.edu/spa/forms/index.htm

University Policies  http://harvie.harvard.edu/policiesandcontracts/policies.shtml

• Affirmative Action
• Discrimination Policy and Review Procedure
• Copyright and Trademark Policy
• Environmental Health and Safety
• Gifts Vs. Grant Policy
• University Policy on Sexual Harassment
• Travel Policy
• Use of the Harvard Name
• University No Smoking Policy
• University Policy on Nepotism: Employment of Members of Immediate Family or Household
• University Policy on Drugs and Alcohol in the Workplace
• Information Security and Privacy Policy
• Technology Resources Policy

Finding Research Funding

Internal Funding
There are a limited number of funds that are sponsored by Harvard's endowment monies
Visit the Postdoc Page on the Sponsored programs Administration Website for the internal funding link:
http://www.hms.harvard.edu/spa/postdoc.htm. The HMS Sponsored Programs Administration (SPA) has
representatives to help you find and prepare fellowships and grants and can be searched by departments at:
http://www.hms.harvard.edu/spa/about_spa/org.htm. The side links provide many helpful resources for
preparing and writing your fellowship or grant proposal.

Invitational Funding
Each year numerous Postdoctoral and Faculty Fellowships/Grants are available to the Harvard Medical
Community by invitation only. The private foundations that fund these grants permit a limited number of
individuals to be nominated for these awards. Individuals cannot apply for these directly, but must be
nominated by the institution. In order to choose candidates that will represent the Harvard Medical
Community in the national competitions, the HMS Faculty Fellowship Committee conducts an internal
review/selection process.

Updated information on the “Red Book” invitational fellowships/grants is available online:
http://medapps.med.harvard.edu/fellowships/pdftoc05.htm. A copy of the Red Book can be printed from the
website: http://medapps.med.harvard.edu/fellowships/
Contacts for Invitational Funding:

<table>
<thead>
<tr>
<th>Stacy McGrath, Program Administrator</th>
<th>Erin Cromack, Staff Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office for Academic and Clinical Programs</td>
<td>Office for Academic and Clinical Programs</td>
</tr>
<tr>
<td>Gordon Hall, Room 101</td>
<td>Gordon Hall, Room 109</td>
</tr>
<tr>
<td>Phone: 617/432-3667</td>
<td>Phone: 617/432-3633</td>
</tr>
<tr>
<td>Fax: 617/432-3635</td>
<td>Fax: 617/432-3635</td>
</tr>
<tr>
<td>Email: <a href="mailto:stacy_mcgrath@hms.harvard.edu">stacy_mcgrath@hms.harvard.edu</a></td>
<td>Email: <a href="mailto:erin_cromack@hms.harvard.edu">erin_cromack@hms.harvard.edu</a></td>
</tr>
</tbody>
</table>

- **External Funding**
  - Visit the HMS Sponsored Programs Administration Postdoc Page to find the external fund link: [http://www.hms.harvard.edu/spa/postdoc.htm](http://www.hms.harvard.edu/spa/postdoc.htm)
  - You may also sign up for the HMS Sponsored Programs Administration email bulletins (RAML) online at the following site: [http://www.hms.harvard.edu/spa/signup/listserve_form.htm](http://www.hms.harvard.edu/spa/signup/listserve_form.htm)

- **GrantsNet Express** - Weekly e-mail alert for private and U.S. government grant announcements in the sciences, Sign up online for GrantsNet Express: [http://www2.sciencecareers.org/promos/grantsubmit.asp](http://www2.sciencecareers.org/promos/grantsubmit.asp)

- **Funding Search Sites**
  - Foundation Center: [http://www.fdncenter.org](http://www.fdncenter.org)
  - Science.gov: [http://www.science.gov/internships/graduate.html](http://www.science.gov/internships/graduate.html)

- **Funding Information Pages**
  - All About Grants Tutorials
  - NIH Research Training Opportunities
    - [http://grants1.nih.gov/training/resources.htm](http://grants1.nih.gov/training/resources.htm)
### Non Federal Sponsor Websites-A listing of some of the major biomedical research sponsors

<table>
<thead>
<tr>
<th>Website</th>
<th>Website</th>
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<tbody>
<tr>
<td>American Association of University Women</td>
<td>Human Frontier Science Program</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td>Huntington's Disease Society of America</td>
</tr>
<tr>
<td>Arthritis Foundation</td>
<td>Immun Deficiency Foundation</td>
</tr>
<tr>
<td><a href="http://www.arthritis.org">www.arthritis.org</a></td>
<td><a href="http://www.primaryimmune.org/">http://www.primaryimmune.org/</a></td>
</tr>
<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><a href="http://www.aacr.org">http://www.aacr.org</a></td>
<td><a href="http://www.uicc.org">http://www.uicc.org</a></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 Children Foundation</td>
</tr>
<tr>
<td><a href="http://aafar.org">http://aafar.org</a></td>
<td><a href="http://www.jccfund.org">http://www.jccfund.org</a></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 Sclerosis Foundation</td>
</tr>
<tr>
<td>Cystic Fibrosis Foundation</td>
<td>NATO Science and Engineering Fellowships</td>
</tr>
<tr>
<td><a href="http://www.cff.org/home/">http://www.cff.org/home/</a></td>
<td><a href="http://www.nato.int">http://www.nato.int</a></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>
</tr>
<tr>
<td>Foundation Fighting Blindness</td>
<td>The Charles A. Dana Foundation</td>
</tr>
<tr>
<td><a href="http://www.blindness.org">http://www.blindness.org</a></td>
<td><a href="http://www.dana.org/brainweb">http://www.dana.org/brainweb</a></td>
</tr>
<tr>
<td>German Academic Service Exchange</td>
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<td><a href="http://www.heartandstroke.ca">http://www.heartandstroke.ca</a></td>
<td><a href="http://www.rockfound.org">http://www.rockfound.org</a></td>
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<tr>
<td>Small Business Administration (SBA)</td>
<td><a href="http://www.sbaonline.sba.gov">http://www.sbaonline.sba.gov</a></td>
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### Career Development Resources

**Salary Websites**


**Cost of Living Calculators**

- [http://www.hometfair.com/homefair/calc/salcalc.html](http://www.hometfair.com/homefair/calc/salcalc.html)

**International Cost of Living Calculator**

- [http://www.hometfair.com/homefair/servlet/ActionServlet?pid=500&homefair&to=ActionServlet%3Fpid%3D244%26cid%3Dhometfair&pageentry=199&internal=T](http://www.hometfair.com/homefair/servlet/ActionServlet?pid=500&homefair&to=ActionServlet%3Fpid%3D244%26cid%3Dhometfair&pageentry=199&internal=T)

**Job Search Websites**

- A job 4 Scientists: [http://www.ajob4scientists.com](http://www.ajob4scientists.com)
- Adsumo: [http://www.adsumo.com](http://www.adsumo.com)
- Bioexchange: [http://www.bioexchange.com](http://www.bioexchange.com)
- Biospace: [http://www.biospace.com](http://www.biospace.com)
- Careers in and Out of Science: [http://www.freenet.hamilton.on.ca/~ae047/escape.html](http://www.freenet.hamilton.on.ca/~ae047/escape.html)
- Federation of American Societies for Experimental Biology (FASEB): [https://ns2.faseb.org/careerweb/htmls\FCRHome.htm](https://ns2.faseb.org/careerweb/htmls\FCRHome.htm)
- Future Bio Jobs: [http://www.futurebiojobs.com](http://www.futurebiojobs.com)
- NAS Career Center: [http://www.nationalacademies.org/subjectindex/interns.html](http://www.nationalacademies.org/subjectindex/interns.html)

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Job Search Websites continued…
Pharma horizons: http://www.pharmahorizons.com
Ph.D.'s.org: http://www.phds.org/
Public Health Jobs: http://www.publichealthjobs.net
Publish and Perish: http://his.com/~graeme/employ.html Portal to hundreds of sites from job listings to career transition and interactive sites
Qa Jobs: http://www.qa-jobs.com
Research Careers.com: http://www.researchcareers.com
Recruit Tech International: http://www.recruittech.com
Science's Career Development Center: http://nextwave.sciencemag.org/cdc/index.html
Sciencejobs.com: http://www.sciencejobs.com/bio/
Science Professional Network Career Corner: http://recruit.sciencemag.org
Science NextWave: http://nextwave.sciencemag.org
Snail.com: http://www.snail.com
The National Academies: http://www.nationalacademies.org/subjectindex/car.html

Professional Groups

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

HMS/HSDM Postdoctoral Fellows Association (PDA)
To join please visit https://listserv.med.harvard.edu/archives/postdoc_association.html or email Lauren Junker if you are experiencing difficulties. Access to the PDA web site on eCommons under the "PostDoc" link.

Co-Chairs
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Emre Basar (ebasar@rics.bwh.harvard.edu), Channing Laboratory, BWH/HMS
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PDA Calendar
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Workshop Events Coordinator
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PDA Awareness, Visibility and Membership Recruitment
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Harvard GSAS Biotechnology Club
GSAS Harvard Biotechnology Club
Box 257, 423 Brookline Ave.
Boston, MA 02215
Website: http://www.thebiotechclub.org

Co-Managing Directors
Kanchan Mirchandani kanchan@thebiotechclub.org
Martin Ayree martin@thebiotechclub.org
Jess Mar jess@thebiotechclub.org

Minority Biomedical Scientists of Harvard
http://www.hms.harvard.edu/dms/diversity/MBSHMission.html
**International Science and Health Network** (At Harvard)
http://hcs.harvard.edu/~ishn/

**Graduate Women in Science (GWIS)**
(Boston/NewEngland) chapter affiliated with the national organization.
More information about GWIS is available at [www.gwis.org](http://www.gwis.org)
Local chapter web site is at: [http://www.gwisboston.org](http://www.gwisboston.org)
GWIS fellowships: [http://www.gwis.org/grants/default.htm](http://www.gwis.org/grants/default.htm)

**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
Website: [http://www.awis.org](http://www.awis.org)

**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
Website: [http://westorg.org/resources/](http://westorg.org/resources/)
This group shares expertise and experience through it's website and in monthly meetings in the Boston area.
The monthly online newsletter articles address and teach about a variety of subjects on starting a business.

**Postdoc Resources**

**Faculty Advisors at Harvard**
Visit the BCMP department website at [http://bcmp.med.harvard.edu](http://bcmp.med.harvard.edu) and click on the "Post Graduate Training" link. There you will find a list of faculty in various departments willing to help with academic and industry job searches. There is also a document online with tips for job searching in both sectors.

**FIRST** is web-based program for entering and maintaining faculty and postdoctoral fellow information. It will enable you to:
- Print/Download your curriculum vitae C.V. (in HMS format).
- Download your bibliographic citations from the National Library of Medicine (in HMS format).
- Perform searches to find HMS faculty and postdocs who have interests in specified fields.
- Generate an Annual Report of your professional activities to give to your department head.
- Generate an NIH Biosketch using C.V. information.

Login to FIRST with your eCommons username and password at: [http://ecommons.med.harvard.edu](http://ecommons.med.harvard.edu) under Applications.
An introductory guide to FIRST may be found on the eCommons Faculty Affairs website on the side links.

**Laboratory Record Keeping Procedures**
Visit the Office for Technology Development website for a list of recommended procedures for keeping your laboratory notebooks. Exact and complete records are important to document the conception and reduction to practice of your invention, especially if a US patent dispute arises.
See: [http://www.hms.harvard.edu/otl/investigators/reporting.html](http://www.hms.harvard.edu/otl/investigators/reporting.html) under the heading "Information for Investigators". Additional topics covered in this section are Inventions and Patenting, Reporting an Invention, Material Transfer, and Policies.
**Office for Research Compliance**
Website: on eCommons under organizations with "ORC" link "Resources" on the website has a page of useful grant preparation information. An example is three videos: 10/13/04 NIH Peer Review and Funding Opportunities with Dr. Anthony M. Coelho, Jr., Review Policy Officer, NIH. Part I Video: Fundamentals of the NIH Granting Process, Part II Video: NIH Scientific Peer Review Process. Part III Video: Grant Writing for Success

**Massachusetts Biotech Council**
One Cambridge Center, 9th Floor
Cambridge, MA 02142
Phone: 617/577-8198 Fax: 617/577-7860
http://www.massbio.org
- This site has links to all the biotech firms in the state that belong to the council.
- There are links to other state biotech councils
  http://www.massbio.org/directory/resources/councils.html
- There are schematics of large to small biotech firms and job descriptions for positions
- There are links to professional associations
- Links to educational programs
- Industry aids such as a purchasing consortium and many committees on industry issues

**MentorNet, the E-Mentoring Network for Engineering and Science**
Phone: 408/296-4405
Fax: 408/296-4404
Email: info@mentornet.net
Website: http://www.MentorNet.net

Harvard University is now a member of the MentorNet community. Students, postdocs and untenured faculty 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. One can become an academic mentor/mentee or an industrial mentor/mentee. Other features of joining are an E-Forum web-based discussion group, a listing of career resources, and a resume database.

**Purple Book** HMS System of Titles and Appointments, Criteria and Procedures for Making Permanent, Term and Annual Appointments can be found at: http://www.hms.harvard.edu/fa/handbook/purplebook/index.html and contains the Harvard Medical School CV format and the appointment procedures.

**Preclinical Department Journal Clubs**
Each department conducts data/journal club seminars to provide an opportunity for fellows and students to present their work. Check with your department administrator to find out when these occur. Department seminar series are also conducted. Check the department websites for listings http://www.hms.harvard.edu/bss/.

**Science Careers.org:** job search area, tools, and individualized job email alerts:
http://aaas.sciencecareers.org
Science Careers.org e-mail alert signup highlighting European opportunities:
mailto: nextwave@science-int.co.uk
Science Careers.org Forum: covering employment and career development topics in science and engineering
http://sciencecareers.scientemag.org/career_development/tools_resources/forum/home
Science Careers.org Weblog/Americas
http://sciencecareers.scientemag.org/career_development/americas/americas_weblog
ScienceCareers.org Weblog/European:
http://sciencecareers.scientemag.org/career_development/looking_for_next_wave

**Science NextWave Monthly Career Update** Email nextwave@aaas.org to subscribe.
Website: http://mailman.aaas.org/mailman/listinfo/snwreader
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