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# Division of Biology & Medicine Postdoctoral Trainee Handbook



## BROWN APPRECIATES POSTDOCS

[biomed.brown.edu/grad-postdoc/](http://biomed.brown.edu/grad-postdoc/)

Office of Graduate & Postdoctoral Studies  
91 Waterman St, 2<sup>nd</sup> floor  
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## Overview

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The Division of Biology & Medicine and the Graduate School work to enhance the training environment for more than 200 postdoctoral appointees at Brown University. Both are involved in support and professional development for their respective postdoctoral researchers. At the Graduate School, the primary contact is Vanessa Ryan, Ph.D., Associate Dean of the Graduate School. In the Division of Biology & Medicine, postdocs are supported by the Office of Graduate and Postdoctoral Studies.

The Division of Biology & Medicine is composed of the Alpert Medical School and the Program in Biology. It is home to five basic biology departments and fifteen clinical departments, and is affiliated with seven diverse teaching hospitals in and around Providence. The Office of Graduate & Postdoctoral Studies, headed by Elizabeth O. Harrington, Ph.D., Associate Dean for Graduate and Postdoctoral Studies, supports all BioMed trainees.

Website: [biomed.brown.edu](http://biomed.brown.edu)

## Support

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### **Office of Graduate & Postdoctoral Studies (OGPS)**

91 Waterman St, room 219, Phone: (401) 863-3281,

E-mail: [OGPS@brown.edu](mailto:OGPS@brown.edu)

**Associate Dean**, Elizabeth O. Harrington. Ph.D.,

E-mail: [Elizabeth\\_Harrington@brown.edu](mailto:Elizabeth_Harrington@brown.edu)

**Postdoctoral Program & Data Coordinator**, Kate Duggan

Phone: (401) 863-1614, E-mail: [Kate\\_Duggan@brown.edu](mailto:Kate_Duggan@brown.edu)

**Training Grant Coordinator**, Brenda Slaney

Phone: (401) 863-2067, E-mail: [Brenda\\_Slaney@brown.edu](mailto:Brenda_Slaney@brown.edu)

OGPS oversees admissions, recruitment, tracking, professional development, and support for students in all of our graduate programs. It handles appointments, support, and professional development for postdoctoral researchers. It also facilitates individual fellowship and program/ departmental training grant applications.

Website: [biomed.brown.edu/grad-postdoc](http://biomed.brown.edu/grad-postdoc)

### **Office of Faculty Ombudsperson**

Ruthy Rosenberg

Hillel Building, corner of Brown & Angell St, 3<sup>rd</sup> floor,

Phone: (401)863-6145, E-mail: [RuthyK\\_Rosenberg@Brown.edu](mailto:RuthyK_Rosenberg@Brown.edu)

The Ombudsperson exists to promote the well-being and mission of the faculty, postdoctoral trainees, and the University; she is confidential, informal, independent, and neutral.

Website: [brown.edu/Administration/Ombudsperson](http://brown.edu/Administration/Ombudsperson)

## Diversity

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Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply to postdoctoral positions within the Division of Biology & Medicine.

### Office of Institutional Diversity (OID)

OID is headed by the Associate Provost and Director of Institutional Diversity and is committed to increasing and supporting the diverse population of Brown University students, faculty and staff. The office provides leadership for the formulation and oversight of policies related to pluralism and equity, and initiates programs and practices that promote diversity, inclusion and fair treatment of all members of the community. Brown seeks to achieve diversity in the living, learning and working environments by placing emphasis on the recruitment and retention of students, faculty and staff from a wide range of backgrounds and experiences. Brown also works to ensure diversity in the curricular and co-curricular offerings, and invests in the structural supports needed to manage a lively, provocative, and stimulating community.

Website: [brown.edu/about/administration/institutional-diversity/](http://brown.edu/about/administration/institutional-diversity/)

### The Office of Student Veterans and Commissioning Programs

The office seeks to provide student veterans and current or prospective officer commissioning program participants with the tools and resources needed to succeed at Brown.

Website: [brown.edu/campus-life/support/veterans-and-commissioning-programs](http://brown.edu/campus-life/support/veterans-and-commissioning-programs)

## Representation

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### Postdoc Advisory Panel (PAP)

This volunteer group of postdocs represents over 200 postdocs throughout Brown. Volunteers meet periodically with the Division of BioMed Associate Dean for Graduate and Postdoctoral Studies, Postdoctoral Program & Data Coordinator, and the Graduate School's

Assistant Dean of Recruiting and Professional Development with a goal to enhance the postdoctoral experience at Brown and to get involved.  
Website: [biomed.brown.edu/grad-postdoc/pd/pap](http://biomed.brown.edu/grad-postdoc/pd/pap)

### **National Postdoc Association (NPA)**

Brown University is an institutional member of the NPA. Postdocs at Brown have FREE Affiliate membership when joining with a Brown e-mail address. Follow the instructions below. Consider becoming a member of the NPA, as they provide a national voice and seek positive change for postdoctoral scholars.

1. Go to: [www.nationalpostdoc.org](http://www.nationalpostdoc.org)
2. Click on Membership --> Join the NPA --> Affiliate Member
3. Enter requested information and choose "Brown University" from the Affiliate Institution drop-down menu. MUST have and use a valid Brown e-mail address to register.

### **Criteria**

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According to the Provost Handbook of Academic Administration, Section 4.7.3 (2013), postdoc appointments must meet the following criteria:

- an appointment of at least 12 months
- hold a PhD or equivalent degree
- have fewer than 5 years postdoc experience
- be paid through Brown University or external funding

Website: [brown.edu/about/administration/dean-of-faculty/handbook-academic-administration](http://brown.edu/about/administration/dean-of-faculty/handbook-academic-administration)

### **Classification of Titles**

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The Division of Biology & Medicine offers two postdoc trainee titles: **Postdoctoral Research Associate** is an employees of the University; receiving a salary and employee benefits for which they are eligible. Individuals are appointed on an annual basis, for a maximum term of five years.

**Postdoctoral Research Fellow:** individuals who conduct research supported by fellowships or training grants and are paid stipends. Postdoc Research Fellows are not considered Brown University employees, but are eligible to participate in a University health and dental plan, receive vacation and sick time, maternity & medical leave, and backup care. Individuals are appointed on an annual basis, for a

maximum term of five years.

\*See chart at end of handbook for a comparison of titles.

## Policies

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### Salaries & Stipends

It is the policy of the Division of Biology & Medicine that both Postdoctoral Research Associate and Fellow support be commensurate with the NIH postdoctoral fellow scale as defined by the NIH Notice Number: NOT- OD-14-046. All new Brown paid postdoctoral appointments and reappointments within the Division should utilize the most updated NIH scale as the expected salary minimum, noting that all compensation is based on availability of funding and satisfactory job performance.

### Appointment Letter Enclosures

[Conflict of Interest Policy](#)

[Patent Policy](#)

[Harassment Policy](#)

[Postdoc FY2014 step levels](#)

Website: [biomed.brown.edu/grad-postdoc/pd/policies](http://biomed.brown.edu/grad-postdoc/pd/policies)

## What to do on the first day at Brown

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Postdocs hired in the Division of Biology & Medicine will be contacted by the OGPS Postdoctoral Program & Data Coordinator to schedule an orientation for the first day at Brown. After a 30 minute orientation, postdocs are advised how to complete the I-9 process, complete payroll tax documents, arrange for automatic paycheck deposit, obtain a Brown ID, activate a Brown e-mail account, & register at the Office of International Students and Scholar Services (OISSS).

Website: [biomed.brown.edu/grad-postdoc/admin/pd\\_forms/1st\\_Day\\_Visa.PDF](http://biomed.brown.edu/grad-postdoc/admin/pd_forms/1st_Day_Visa.PDF) or [biomed.brown.edu/grad-postdoc/admin/pd\\_forms/1st\\_Day\\_US.PDF](http://biomed.brown.edu/grad-postdoc/admin/pd_forms/1st_Day_US.PDF)

## Benefits

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Postdocs have 31 days from the first day of employment to elect Health and Dental Insurance benefits. Postdocs are eligible for:

- **Health Insurance**
- **Dental Insurance**
- **Vacation Time:** 10 paid vacation days per year.
- **Sick Time:** 12 paid sick days per year.
- **Maternity and Medical Leave**

6 weeks of pay (funding will be determined by the department depending on grant or contract funding source/availability). Postdoctoral Research Associates may be eligible for Temporary Disability Insurance payments for up to 60% of pay through the state of Rhode Island.

Website: [brown.edu/about/administration/human-resources/protected/benefits/benefits-screencasts](https://brown.edu/about/administration/human-resources/protected/benefits/benefits-screencasts)

#### • Backup Care

Managed by Brown University's Benefits Office, Backup Care provides eligible employees with access to back-up care when they experience a temporary breakdown in their normal care arrangements.

Employees will be able to schedule care for self, a child and/or an adult when needed. This program will help employees get to work with confidence, knowing that their loved ones are in skilled hands. The back-up care program covers both planned and unplanned care needs, at low cost to employees, with 24/7 access to experienced back-up care specialists. These specialists find and schedule licensed, qualified care on the employee's behalf, any time an employee's usual provider cannot be there.

Website: [brown.edu/about/administration/human-resources/benefits/child-care/back-care](https://brown.edu/about/administration/human-resources/benefits/child-care/back-care)

## Workday

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Workday is Brown's integrated administrative information system for human resources. Log into Workday before coming to campus to complete your employment record and enroll in benefits. Once you've activated your electronic account services, you'll be able to use the user name and password you establish to log in to Workday.

**Log in to Workday at** [wd5.myworkday.com/brown/login.flex](https://wd5.myworkday.com/brown/login.flex)

For an introduction to navigating the Workday system, visit the [Workday Project Training Page](#), which includes screencasts and How-To documents for getting familiar with the system and performing tasks. You will receive the following tasks in your Workday inbox to complete on or around your first day of work:

1. Complete personal information
2. New hire next steps
3. New hire benefits elections

Website: <http://brown.edu/about/administration/workday/training/employee-self-serve-training-screencasts/employee-and-manager-self-service-workday-screencasts>

You will also want to do the following to ensure your records are complete in Workday:

1. Add Emergency Contacts and View and/or Edit Contact Information  
[clpd.viewscreeencasts.com/embed/b16b04fb467342caa63f2e0d1e82f4b4](http://clpd.viewscreeencasts.com/embed/b16b04fb467342caa63f2e0d1e82f4b4)
2. Complete Federal Withholding Elections  
[clpd.viewscreeencasts.com/embed/81c6729974aa4ed99f165a91d488ffd3](http://clpd.viewscreeencasts.com/embed/81c6729974aa4ed99f165a91d488ffd3)
3. Complete Payment Elections (Direct Deposit)  
[clpd.viewscreeencasts.com/embed/b8cfc44b69be4b1e8496f2eb6b8c95c9](http://clpd.viewscreeencasts.com/embed/b8cfc44b69be4b1e8496f2eb6b8c95c9)

## Communication

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OGPS offers several means of communication with and between postdocs. Postdocs will immediately connect with Brown University and other postdocs through:

- **Weekly Update**- Every Friday, OGPS sends an e-mail highlighting professional development events, conferences, important notices, and information regarding funding opportunities.
- **Listserv** – Postdocs have access to a listserv to facilitate communication among all postdocs campus-wide. All new postdocs are automatically added to this listserv.  
Website: [listserv.brown.edu](http://listserv.brown.edu) and search for POSTDOCBB.
- **Facebook**- In response to interest in bringing together members of the postdoc community with similar interests, the Postdoc Advisory Panel has established Postdocs in Providence Facebook page.
- **LinkedIn**- Keep in touch and identify interest groups with similar research interests on Brown University BioMed Postdocs LinkedIn Group. OGPS uses this professional online resource to communicate professional development information, including open positions of interest to the BioMed postdoc community.  
Website: [linkedin.com](http://linkedin.com) then search for the Brown University BioMed Postdocs group

## Evaluation

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An individual development plan (IDP) is used as a means to open the discussion between mentor and mentee regarding accomplishments and areas of concern in the trainee's development. This process

includes a written self-assessment and an ensuing meeting to set goals for the next year. To facilitate this self-reflection and subsequent conversations, all postdoctoral trainees must complete and submit an IDP to both their mentor and the OGPS at the time of their initial appointment, or upon their next re-appointment; once completed, postdoctoral trainees will be required to submit an updated IDP to their mentors and OGPS every 4 years, if not sooner. This information is tracked in our database.

Website: [brown.edu/...biomed/graduate-postdoctoral-studies/individual-development-plan](http://brown.edu/...biomed/graduate-postdoctoral-studies/individual-development-plan)

## **Professional Development**

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Professional development for postdoctoral research trainees within the Division is supported by numerous events and activities throughout the year, offered both by OGPS and with partner Departments/ Centers. Professional development events include Navigating the Publication Process, Communicating Your Science, How to Negotiate an Academic Job Offer, Financial Stewardship, Grantsmanship, Conflict Management, Negotiation Skills, and Career Panels.

Website: [biomed.brown.edu/grad-postdoc/events](http://biomed.brown.edu/grad-postdoc/events)

## **Versatile PhD**

Versatile PhD is a web-based community that demystifies nonacademic careers and provides peer and professional support for advanced graduate students and PhDs interested in careers beyond the academy. Supported by subscriptions from member institutions, Versatile PhD allows you to network with "Versatile PhDs" in and out of the academy through web chat, career panel discussions, and related events. Learn how others have leveraged their graduate education for professional success! Access to Versatile PhD is password protected for members of the Brown University community.

Website: [vphd.info/brown\\_go](http://vphd.info/brown_go)

## **The Harriet W. Sheridan Center for Teaching and Learning**

96 Waterman Street, Phone: (401) 863-1219

E-mail: [Sheridan\\_Center@Brown.edu](mailto:Sheridan_Center@Brown.edu)

The Sheridan Center offers postdocs and junior faculty four (4) year-long Teaching Certificate programs designed to help participants develop a reflective teaching practice, improve their effectiveness as an instructor and prepare for careers in higher education. In addition

to these programs, the Center offers the following free, confidential consultations for members of the Brown teaching community:

- Teaching Observations
- Departmental Micro-Teaching
- Course Consultations
- Student Evaluations Consultation
- Presentation Consultations: Conferences & Poster Sessions

Grants: Educational Components

- Preparing for the Academic Job Market

Website: [brown.edu/about/administration/sheridan-center/gateway/for-postdocs](http://brown.edu/about/administration/sheridan-center/gateway/for-postdocs)

### **CareerLAB**

167 Angell Street, Phone: (401) 863-3326

E-mail: [careerlab@brown.edu](mailto:careerlab@brown.edu)

CareerLAB welcomes postdocs to attend their many programs. In collaboration with the Sheridan Center, the Academic Job Search Series covers the process, resources and timelines of conducting an effective job search for tenure track or other research positions in higher education. CareerLAB also offers programming related to career options beyond academia in business, government, non-profits and research settings. The graduate student sections on the CareerLAB website will be helpful for post-docs seeking either academic or non-academic jobs.

Website: [brown.edu/campus-life/support/careerlab](http://brown.edu/campus-life/support/careerlab)

### **Initiative to Maximize Student Development (IMSD) Program**

The IMSD Program, funded from an NIH grant, provides complementary training support for graduate students in underrepresented groups to significantly increase the participation of these groups within the fields of biomedical and behavioral research. The Program includes a “menu” of skill-based training modules. The IMSD Program also offers a unique seminar series which showcases cutting edge scientific research of guest lecturers with interactive seminars focusing on career issues of scientists, such as non-traditional career paths, conflict resolution, ethics, and effective leadership and management. While the modules were originally developed with pre-doctoral trainees in mind, postdocs are welcome to attend the Program’s modules and seminar series as they share the need for professional development and progression of many of the same skills.

Website: [biomed.brown.edu/imsd](http://biomed.brown.edu/imsd)

### **Center for Computation and Visualization (CCV)**

94 Waterman Street, Phone: (401) 863-7557

CCV offers three levels of Certificates in High-Performance Computing (HPC) for Brown postdoctoral researchers who complete workshops in topics ranging from basic to advanced. The goal of this program is to help train participants with diverse backgrounds to use computing more effectively in their research at Brown and beyond. The program's focus is on practical and timely knowledge that participants can apply immediately to their own research and that, in the long term, will broaden their career options in both academia and industry.

Website: [brown.edu/Departments/CCV/hpc-cert](http://brown.edu/Departments/CCV/hpc-cert)

### **Continuing Education (CE)**

200 Dyer Street, Phone: (401) 863-7900

CE offers postdocs the paid experience of teaching a course of their own choosing for 1 to 7 weeks as part of the Summer@Brown program. These courses, around the 300 level are for talented pre-college students from all around the world wishing to obtain a college experience. Brown postdocs are encouraged to submit proposals by November 1.

Website: [brown.edu/ce/faculty/course-proposal.php](http://brown.edu/ce/faculty/course-proposal.php)

## **Ethics Training**

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### **Responsible Conduct in Research (RCR)**

Ethics in research is addressed through an annual RCR series offered in the fall. The 7-week series is coordinated by the Associate Dean for Graduate and Postdoctoral Studies and covers a range of topics essential to ethical research practices including data acquisition, storage, and privacy; intellectual property, legal and ethical concerns regarding animal and human-subjects research; peer review; the publication process; conflicts of interest; research misconduct; mentoring relationships, and research collaborations. Invited speakers make presentations and small group discussion of case studies takes place with participation of trainees and faculty. Postdoctoral researchers with career development grants are welcome to participate by making a request to Tracey\_Cronin@brown.edu no later than September 1. This training satisfies NIH requirements.

Website: [brown.edu...biomed/graduate-postdoctoral-studies/responsible-conduct-research-rcr](http://brown.edu...biomed/graduate-postdoctoral-studies/responsible-conduct-research-rcr)

### **Office of Vice President for Research (OVPR)**

OVPR advances the research enterprise at Brown by supporting our faculty and students in all aspects of their research activities from the conception of new ideas through the dissemination of the knowledge they create. OVPR includes:

- International Research Administration
- Research Initiatives Office
- Office of Research Opportunities
- Office of Sponsored Projects
- Research Protections Office
- Technology Ventures Office

Website: [brown.edu/research](http://brown.edu/research)

### **Core Facilities**

In addition to the mentor's lab, Brown's research network features many BioMed Core Facilities, advanced facilities situated on-campus and at partner institutions throughout the state. Available to faculty and students alike, these facilities encourage discovery and innovation by providing state-of-the-art equipment and resources.

Website: [biomed.brown.edu/research/facilities](http://biomed.brown.edu/research/facilities)

### **Researchers@Brown**

Researchers@Brown brings together, in one site, publicly available information on the people, departments, and activities that collectively make up research and scholarship in all disciplines at Brown University. Postdocs can edit their Researchers@Brown profiles by logging in.

Website: [vivo.brown.edu/php](http://vivo.brown.edu/php)

### **BioMed Faculty Directory**

Biomed faculty are organized into one or more of fourteen clinical departments at Brown's affiliated hospitals, five basic science departments on the University campus, and two hybrid departments (which include both clinical and basic sciences faculty). Browse the directory by faculty member's last name or department.

Website: [biomed.brown.edu/research/directory](http://biomed.brown.edu/research/directory)

## Library Research

The Brown University Library system is made up of six individual libraries, each of which has a specific function:

Individual libraries:

- John D. Rockefeller, Jr. Library (humanities and social science)
- Sciences Library (physical and biological sciences, and maps)
- Orwig Music Library
- Art Slide Library
- John Hay Library (special collections)
- Annmary Brown Memorial Library

Independent libraries:

- John Carter Brown Library (history and humanities)

Website: [library.brown.edu](http://library.brown.edu)

## Funding Opportunities

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While a **mentor** is the best resource for finding funding opportunities, there are others in the BioMed Division available to support postdoc efforts in finding and applying for grants.

### **Training Grant Coordinator (TGC), Brenda Slaney**

Phone: (401) 863-2067, E-mail: [Brenda\\_Slaney@brown.edu](mailto:Brenda_Slaney@brown.edu)

The TGC offers workshops throughout the year during which postdocs learn how to search for and identify funding opportunities.

Workshops are advertised in our Weekly Update. OGPS also hosts a webpage dedicated to postdoc funding opportunities with listings by due date and type of funding mechanism.

Website: [biomed.brown.edu/grad-postdoc/funding/pd](http://biomed.brown.edu/grad-postdoc/funding/pd)

### **BioMed Research Administration (BMRA)**

BMRA website is a valuable resource for the Division of Biology & Medicine faculty. Find opportunities listed by Search Engines, Federal Links, Fellowships and Private Links.

Website: [biomed.brown.edu/bmra/funding](http://biomed.brown.edu/bmra/funding)

### **The Graduate School External Funding Webpage**

The Graduate School hosts a webpage dedicated to external funding opportunities. This webpage is organized by many different categories such as discipline, demographics, international, user defined, and funding source.

Website: [brown.edu/academics/gradschool/external-funding](http://brown.edu/academics/gradschool/external-funding)

## Brown Card Office

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69 Brown Street, J. Walter Wilson 5th floor, Room 511, Phone: (401) 863-2273, E-mail: [Brown-Card-Office@brown.edu](mailto:Brown-Card-Office@brown.edu)

The Brown Card Office is responsible for issuance and administration of the Brown University ID Card. The Brown ID Card is the official Brown University identification card. All faculty, staff, students and visitors are required to obtain a Brown ID Card. You will need it for identification, security and access to University buildings and services. Brown ID provides:

- Access to appropriate buildings
- Access to University libraries
- RIPTA U-PASS – ride the bus and trolley for free: [ripta.com](http://ripta.com)
- Access to all Brown’s SafeRIDE shuttle systems
- Based on an agreement between Brown University and RISD, ride on RISD Rides Route 1 & 2.

Website: [brown.edu/about/administration/brown-card/](http://brown.edu/about/administration/brown-card/)

## Transportation

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### Transportation Office

JW Wilson, 69 Brown St, 5th Fl - Suite 511, Box 1865

Phone: (401) 863-3157, E-mail: [transportation@brown.edu](mailto:transportation@brown.edu)

Brown’s Transportation Office provides resources and information that promote convenient, safe, and environmentally friendly ways to move around the campus, travel to and from Brown, and reduce traffic congestion on College Hill. The office manages all aspects related to parking on campus including traffic demand management, parking lot maintenance, permit issuance, service of parking equipment, and parking enforcement.

Website: [brown.edu/about/administration/transportation/](http://brown.edu/about/administration/transportation/)

### Brown University Shuttles (BUS)

The Brown University Shuttle system features professionally licensed chauffeurs who have passed extensive background checks and have received, in addition to driver training, Brown University’s sexual harassment, diversity, and crime-prevention training. BUS drivers are uniformed and wear a photo badge. This system includes:

### **Brown Campus Shuttle**

A scheduled fixed-route evening service around the Brown campus.

### **South Main Street Express Shuttle**

A daytime express service between the Alpert Medical School and 121 South Main Street.

### **RISD Rides Route 1 and RISD Rides Route 2**

Based on an agreement between Brown University and RISD, students may ride on either school's shuttles with a proper Brown or RISD ID.

### **Brown onCall**

Arranges rides for Brown ID holders from a Brown University campus building to a rider's registered off-campus residence within the Brown onCall coverage area, or vice versa.

### **SEAS onCall**

A reservation-based transport for members of the Brown community who have disabilities and need assistance getting around campus.

Website: [brown.edu/about/administration/transportation/brown-university-shuttle](http://brown.edu/about/administration/transportation/brown-university-shuttle)

### **Zipcar**

Brown University has partnered with Zipcar to offer Brown community members an alternative to driving or bringing a car to campus. Zipcar is an internet-based service that allows hourly and daily rentals. It is a turnkey program that includes everything – vehicles are parked on campus, on-line reservation system, gasoline, insurance, and billing.

Website: [brown.edu/about/administration/transportation/zipcar](http://brown.edu/about/administration/transportation/zipcar)

## **Housing**

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The most popular neighborhoods in which postdocs live include, in descending order, College Hill (02906), Downtown/ Federal Hill/ Jewelry District (02903), and Pawtucket/ adjacent to College Hill (02860). These neighborhoods are convenient for those using RIPTA & trolleys, Brown Shuttles, biking, driving (car or motorcycle) and walking to campus. Depending on living arrangements, location, and number of people, postdocs report paying between \$500 and \$1,500 per month in rent/ mortgage to live in these areas. Postdocs have identified the following resources as the most valuable in finding affordable, convenient and safe housing:

## **Auxiliary Housing Office**

South Wayland House, corner of Brown and George Streets,  
Phone:(401) 863-2541

The Auxiliary Housing Office at Brown University offers information and postings about housing on campus and in the community.

Website: [brown.edu/Administration/Auxiliary\\_Housing/](http://brown.edu/Administration/Auxiliary_Housing/)

Craigslist: [providence.craigslist.org](http://providence.craigslist.org)

Brown's postdoc listserv: [listserv.brown.edu](mailto:listserv.brown.edu) and search for POSTDOCBB

Local realtors: [realtor.com](http://realtor.com)

Department leads (asking department contacts about housing leads)

Website: [neighborhoodlink.com/zip/state/Rhode%20Island](http://neighborhoodlink.com/zip/state/Rhode%20Island)

## **Family Resources**

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### **Graduate Student & Postgraduate Parent Resource**

A website established in 2009 in response to the needs and interest of Graduate Students and Postgraduates who are parents. This site is available to all graduate, postgraduate and house staff parents affiliated or collaborating with Brown University.

Website: [brown.edu/academics/gradschool/family-resources](http://brown.edu/academics/gradschool/family-resources)

Brown University has a Breast Feeding policy and lactation rooms are available around campus.

Website: [brown.edu/about/administration/human-resources/benefits/privacy-lactation-rooms](http://brown.edu/about/administration/human-resources/benefits/privacy-lactation-rooms)

### **Sarah Doyle Women's Center and LGBTQ Center**

26 Benevolent Street, Phone: (401) 863-2189

E-mail: [sdwc@brown.edu](mailto:sdwc@brown.edu)

The centers share staff and resources to support students around issues of gender and sexuality. They host children's playgroups.

Website: [brown.edu/campus-life/support/sarah-doyle-center/](http://brown.edu/campus-life/support/sarah-doyle-center/)

## **Accessibility Services**

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20 Benevolent Street, Phone: (401) 863-9588 (V/TTY),

E-mail: [SEAS@brown.edu](mailto:SEAS@brown.edu)

Student and Employee Accessibility Services (SEAS) (formerly Disability Support Services) coordinates and facilitates services for the Brown community with physical, psychological, and learning disabilities.

Those who may need accommodations or services due to a disability or medical condition should contact Student and Employee Accessibility Services to discuss their needs and begin the registration process. Disability-related requests for accommodations and services are evaluated individually, based on documentation and completion of the registration process.

Website: [brown.edu/campus-life/support/accessibility-services/](http://brown.edu/campus-life/support/accessibility-services/)

## **International Postdocs**

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### **Office of International Student and Scholar Services (OISSS)**

J. Walter Wilson, 69 Brown Street, Suite 510, Box 1906

Phone: (401) 863-2427, E-mail: [oisss@brown.edu](mailto:oisss@brown.edu)

OISSS supports the University's internationalization and facilitates the integration of international students and scholars into the Brown community. In that, OISSS serves as a resource to admitted international researchers and their families as well as academic departments, and other administrative offices on and off campus. OISSS provides advising services with respect to immigration and visa matters, work permission, orientation, cultural adjustment and personal concerns. Their website also offers a handbook containing valuable information for internationals transitioning to Brown's community.

Website: [brown.edu/Administration/OISSS](http://brown.edu/Administration/OISSS)

### **Brown International Organization (BRIO)**

BRIO originated in 1983 as a peer support group for foreign students. Since then it has evolved into a cultural organization open to any person in the Brown Community, and hosts multiple events throughout the year, each with an international focus.

Website: [mygroups.brown.edu/organization/internationalorganizationbrown](http://mygroups.brown.edu/organization/internationalorganizationbrown)

### **International House of RI**

8 Stimson Avenue, Phone: (401) 421-7181

E-mail: [mvk@ihouse.necoxmail.com](mailto:mvk@ihouse.necoxmail.com)

International House is a non-profit, community based multicultural center supported by membership fees, individual contributions, class fees, and fundraising projects. They provide English as a Second Language Classes, international events and manage a unique Friendship Program, pairing international students interested in socializing with an American host family.

Website: [internationalhouseofri.org](http://internationalhouseofri.org)

### **Center for Language Studies**

195 Angell St, 2nd floor, Phone: (401) 863-3043

E-mail: [Language\\_studies@brown.edu](mailto:Language_studies@brown.edu)

The Center offers courses and events which support second language learning at Brown University. Note the Language Partners program and the English for International courses.

Website: [brown.edu/Departments/CLS](http://brown.edu/Departments/CLS)

### **National Postdoc Association (NPA)**

The NPA provides members with a Quick Guide to Visas and an International Postdoc Survival Guide.

Website: [nationalpostdoc.org/international-issues](http://nationalpostdoc.org/international-issues)

### **Other International Resources at Brown**

Postdocs can engage in activities ranging from the Brown Ballroom Dance Club to volunteering in the local community through the Swearer Center. Most international student groups are geared toward undergraduates, but many host fun events and interesting activities open to postdocs, as well as to the larger Brown community and the public.

Many of Brown's academic centers, departments, and faculty greatly enrich both Brown's international community and the greater Brown community, providing opportunities to learn about different cultures, languages, politics, and issues of the day. Check out events hosted by the departments of [Africana Studies](#), [East Asian Studies](#), [French Studies](#), [German Studies](#), [Hispanic Studies](#), [Italian Studies](#), [Judaic Studies](#), and [Portuguese and Brazilian Studies](#), [Slavic Languages](#), just to name a few. [The Watson Institute for International Studies Office of Global Engagement](#), [Third World Center](#), [Center for Latin American and Caribbean Studies](#), [John Nicholas Brown Center for Public Humanities & Cultural Heritage](#) offer events and opportunities as well.

Website: [events.brown.edu](http://events.brown.edu) and [mygroups.brown.edu](http://mygroups.brown.edu)

### **Exiting Brown**

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When postdocs leave their postdoc position, they should provide to their mentor a dated and signed resignation letter indicating their next position (title and institution/company) as well as last day of work at Brown University. OGPS will prompt postdocs to update their LinkedIn profile to represent their new position and will send them an

anonymous online Exit Survey created by their Postdoc Advisory Panel. OGPS also issues an official letter acknowledging the end of the postdoc appointment.

## **Forms**

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**[Evaluation Template](#)**

**[IRS tax letter \(501c and 509a\)](#)**

**[NIH LRP FAQ](#)**

**[Postdoc 1st Day- US Citizen](#)**

**[Postdoc 1st Day- Visa](#)**

**[Resignation Letter Template](#)**

Website: [biomed.brown.edu/grad-postdoc/admin/pd\\_forms](http://biomed.brown.edu/grad-postdoc/admin/pd_forms)

| <b>Comparison of Postdoctoral Research Associate versus Postdoctoral Research Fellow Title</b> |  |   |
|--|--|---|
|  | <b>Postdoctoral Research Associate</b>     | <b>Postdoctoral Research Fellow</b>         |
|  | <b>Appointment</b>                         |   |
| <b>Status</b>  | Employee                                   | Non-employee                                |
| <b>Compensation</b>  | Salary                                     | Stipend                                     |
| <b>Support from</b>  | Research Grant, Brown or Department Funds  | Training Grant, Individual Fellowship       |
| <b>Taxation</b>  |  |   |
| <b>Federal Taxes</b>   | Withheld                                   | Withheld                                    |
| <b>State Taxes</b>   | Withheld                                   | Withheld                                    |
| <b>Social Security &amp; Medicare</b>  | Withheld                                   | Not subject to or eligible for              |
| <b>TDI</b>   | Withheld                                   | Not subject to or eligible for              |
| <b>Worker's Compensation</b>   | Covered                                    | Not covered                                 |
| <b>Tax document issued</b>   | W-2  | W-2: fellowship/medical supplement in box 1 |
| <b>Brown's contribution for medical/dental insurance</b>                                       | Not taxable income                         | Taxable income                              |
| <b>Postdoc contribution for medical/dental insurance</b>                                       | Pre-tax deduction                          | Post-tax deduction                          |
| <b>Benefits</b>  |  |   |
| <b>Medical Insurance</b>   | Eligible (Blue Cross or United Healthcare) | Eligible (Blue Cross)                       |
| <b>Dental Insurance</b>  | Eligible                                   | Eligible                                    |
| <b>Paid vacation days</b>  | 10 days/year                               | 10 days/year                                |
| <b>Paid sick days</b>  | 12 days/year                               | 12 days/year                                |
| <b>Maternity/Sick leave</b>  | 6 weeks/year                               | 6 weeks/year                                |
| <b>Backup Care</b>   | Eligible                                   | Eligible                                    |
| <b>Long Term Disability</b>  | Eligible                                   | Not eligible                                |
| <b>Retirement Plan</b>   | Eligible                                   | Not eligible                                |
| <b>Life Insurance</b>  | Eligible                                   | Not eligible                                |