

## **Email Lists**

The easiest way to remain informed of news and events of interest to postdocs is by subscribing to email listserves.

International postdocs should sign up for the OISS listserv to get frequent updates on immigration matters and other international issues. Subscribe by going to <http://www.oiss.yale.edu/about/oiss-l.htm>.

There are two postdoctoral office listserves, one for the Central Campus and one for the School of Medicine. If you have a *yale.edu* email account, you will automatically be added to the appropriate listserv. If you do not have a *yale.edu* account, send your name and email address to the postdoctoral office nearest you.

Postdocs should also be aware of the national Postdoc Network, which has its own listserv. Go to <http://nextwAvenuesciencemag.org/pdn/> for more information.

## **Tax Resources**

All international postdoctoral appointees are strongly encouraged to visit the International Tax Office (<http://www.yale.edu/tax/int/>) for all matters related to taxation of income. In addition, OISS has several important tax links as well as non-resident tax return software on its website (<http://www.oiss.yale.edu/tax/tax.htm>). Please review the OISS online information carefully.

Yale withholds taxes from the salaries of postdoctoral associates and will issue a W2 form at the end of each calendar year. Associates are required to file annual federal and CT state tax returns to report their income and tax payments.

Yale is not required to withhold taxes from fellowships, but it *does* report this income to the IRS! Postdoctoral fellows who receive paychecks from which no taxes have been withheld are still required by law to pay taxes on their income. In most cases, fellows should file quarterly estimated taxes via IRS Form 104ES.

For further assistance, fellows and associates can contact the Yale Tax Department at 432-5530, or visit them online at <http://www.yale.edu/tax/>.

## **Career Services**

<http://www.yale.edu/graduateschool/careers/index>.

## **RESOURCES**

### **Postdoc Career Development Lecture Series**

This monthly event features workshops and panel discussions on topics relevant to postdoctoral career and professional development. Past topics included The Academic Job Search, Writing your First Grant, and Postdocs and Teaching. The series usually runs in late afternoon and is accompanied by light refreshments. Details about each month's event are sent by email to all postdocs.

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Part of the McDougal Center, Graduate Career Services (GCS) is a comprehensive career center for students and alumni/ae of Yale's Graduate School of Arts and Sciences. Note that GCS seminars and workshops are available to postdocs, too! The director and associate director of Postdoctoral Affairs are also available by appointment for individual review of CVs, cover letters, and research statements for job applications.

Additional online career resources for postdocs in the sciences include the following:

- Science Nextwave

<http://nextwAvenuesciencemag.org/>

- Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty

<http://www.hhmi.org/grants/office/scimgmt.html>

- The National Postdoc Association

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

The Office for Postdoctoral Affairs has paid for free Affiliate Membership for all Yale postdocs in the National Postdoctoral Association. The site provides career development tools useful to postdocs in all disciplines. To sign up as an affiliate member, please go to the link below and choose "Affiliate membership". You MUST have a valid Yale e-mail address to sign up. [http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.1500719/k.974D/Join\\_the\\_NPA.htm](http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.1500719/k.974D/Join_the_NPA.htm)

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- Postdoc Jobs

<http://www.postdocjobs.com/jobseekers/>

- Bionet Jobs

<http://www.bio.net/hypermail/biojobs/>

## **Graduate Teaching Center**

[www.yale.edu/teach](http://www.yale.edu/teach)

Do you want to enhance your teaching skills or perhaps find a way to teach while you are at Yale? The mission of the Graduate Teaching Center (GTC) is to enhance teaching and learning across the campus by providing programs, workshops, and consultations to graduate teaching fellows, postdoctoral scholars, and anyone at Yale who wishes to cultivate excellent teaching. We provide support for first-time and advanced teachers and those preparing for the aca-

ademic job market. GTC programs provide training in fundamental teaching skills and advanced pedagogy, as well as sessions to help you design your own syllabus or teach an interview class. Many GTC workshops are offered on science hill or at the medical school. You may also choose to receive announcements and schedules of GTC programs through our email list. Contact Associate Director Jennifer Frederick to learn more about teaching-related activities for postdocs at Yale and how you can get involved ([jennifer.frederick@yale.edu](mailto:jennifer.frederick@yale.edu); 432-1198). The professional staff of the GTC is available by appointment for individual review of teaching statements for job applications.

## **Writing Grants**

[www.yale.edu/grants](http://www.yale.edu/grants)

Grant and Contract Administration and the Office of Scientific Affairs function together to support the research and training programs of the Yale School of Medicine and Central Campus. G&C Administration provides all of the essential services below for researchers in many different fields:

- reviews all outgoing grant applications for compliance with the policies of the granting agency and Yale, and signs on behalf of the institution. All fellowship applications (including postdoctoral fellowship applications) must be reviewed and signed by the office.
- has a funding resource center which maintains searchable databases listing funding opportunities. These include funding for postdoctoral fellowships and postdoc-faculty transition grants, as well as standard research grants for faculty. The office also offers programs to train investigators in the use of these resources and can also help with searches.
- has a website which contains links to funding agencies, information on internal grant competitions, information on grant preparation and review, links to Yale policies, and links to resources for seeking funding.
- offers frequent workshops on grant writing, CV preparation, etc, working with the Office of Scientific Affairs and the Office for Academic Development. At least one of these each year is aimed at preparation of postdoctoral fellowship applications and sources of funding for postdocs.
- answers questions concerning the preparation

of grant and fellowship applications and helps new investigators during this process. You can also make an appointment to discuss grants for which you are eligible.

- handles contracts, material transfer agreements, and other contractual agreements.

An additional resource for postdocs who are looking for grant opportunities is the GrantsNet website at <http://www.grantsnet.net/>.

## **The Yale Biotechnology & Pharmaceutical Society Group**

<http://www.yale.edu/ybps>

The Biotechnology & Pharmaceutical Society brings together graduate students and postdocs in the biomedical sciences, business, medicine, public health, and law for educational and career-related opportunities in the biotechnology and pharmaceutical industries. The group has over 750 members, including approximately 500 graduate students and post-doctoral fellows from the full breadth of professional schools and departments that comprise Yale's life science community.

The YBPS organizes several types of projects: 1) pro-bono consulting with local biotechnology companies; 2) investment analysis; 3) life sciences career fair; 4) seminar series on the private research sector. Topics of seminars and "biotech chats" range from patent law, drug regulation, venture capital, technological advances and consulting to concerns of entrepreneurs. The YBPS interacts with companies of all sizes, from five person start-ups to large pharmaceutical companies.

The YBPS offers postdocs valuable experience, whether you plan a career in academia (how will you patent or develop a new technology?), as a researcher in industry (where can you make the best contributions to medical advances? what type of company fits your personality? how can you meet people who will hire you?), or in another role within industry (e.g., patent law, regulation, marketing, business development).

For more information, and to sign up for weekly email announcements, visit the YBPS website.

## **Sterling Memorial Library**

Sterling Memorial Library at 120 High Street houses approximately 4 million volumes and is the largest of Yale's 22 libraries (<http://www.library.yale.edu/libraries/>). Sterling is made up of fifteen stack levels and eight floors of reading rooms, offices, and work areas. The collections, devoted primarily to the humanities and social sciences, are housed mainly in the bookstacks, which are open to those with a valid Yale picture identification card or a special visitor's access pass. Sterling's main public services and reading rooms are on the first and basement floors. Also on the basement level are a lounge and the entrance to the tunnel that connects Sterling to the Bass Library.

## **Harvey Cushing/John Hay Whitney Medical Library**

[www.med.yale.edu/library](http://www.med.yale.edu/library)

Located in the Sterling Hall of Medicine, the Medical Library is a comprehensive resource for research, patient care, and education materials. The library's Web site serves as a gateway to a virtual collection of more than 6,879 electronic journals and 3,327 electronic books as well as databases, clinical and basic science reference tools in support of researchers in medicine, health care, and the biosciences. The physical collection includes over 459,000 volumes and approximately 1,300 current print journal subscriptions.

All libraries and their collections are directly accessible with a Yale University I.D. card. It is also possible to use the Eli Express service ([www.med.yale.edu/library/books/request.html](http://www.med.yale.edu/library/books/request.html)) to request the delivery of books between libraries. Books and journals not available within the Yale library system may be obtained through the Document Delivery office ([www.med.yale.edu/library/docdelivery/](http://www.med.yale.edu/library/docdelivery/)).

Medical librarians provide reference assistance and in-depth consultation, conduct tours, and teach classes. The Library Liaison Program ([www.med.yale.edu/library/liaisons/welcome.php](http://www.med.yale.edu/library/liaisons/welcome.php)) assigns a librarian to each department, providing a convenient contact for any questions on library resources or services including searching the literature, use of databases and electronic resources, and remote access to the library. Classes are offered on a variety of topics including database searching and using RefWorks or EndNote to manage references for your research. A schedule

of classes ([www.med.yale.edu/library/reference/training/](http://www.med.yale.edu/library/reference/training/)) is available online.

The Medical Library is a dynamic and busy place with computing clusters in the Information Room and the Computer Resource Laboratory (CRL). The Macintosh and Windows workstations provide access to electronic resources, e-mail, word processing, the Internet, and printing. The Computer Resource Laboratory (CRL) is located on the basement level of the Medical Library. Access is provided twenty-four hours a day with a Yale I.D. Users need an activated NetID (see Page 3 of this guide) to log onto productivity computers in the Library. The CRL's Digital Imaging Center includes scanners and desktop publishing software; the CRL computers also provide several statistical software packages.

## **Core Research Facilities**

### **Animal Resource Center**

<http://info.med.yale.edu/yarc/index.htm>

The Yale Animal Resource Center (YARC) is a full-service animal care facility that provides expertise in breeding, veterinary services, transgenics, and gene targeting. YARC is centered at the School of Medicine but provides services at locations throughout the university.

### **Becton Cleanroom at the Center for Microelectric materials and Structures ( $\mu$ ELM)**

<http://www.eng.yale.edu/uelm/cleanroom.html>

### **Center for Cell Imaging**

<http://info.med.yale.edu/celling/>

Found in the Sterling Hall of Medicine Rm E-25, CCI provides confocal microscopy, multiphoton microscopy, and computer workstations for image analysis.

### **Center for Structural Biology**

<http://www.csb.yale.edu/>

Located on the third floor of the J.W. Gibbs Building on Science Hill, CSB houses X-ray equipment and computational resources for macromolecular structure determination. Also available are numerous databases and software applications for the analysis of bioinformatics and structural data.

### **Chemistry Glass Blowing Shop**

<http://www.chem.yale.edu/facilities/glassshop.html>

This fully equipped glass shop is located in Sterling Chemistry Lab, 225 Prospect St., Room 014.

### **Chemistry Instrumentation Center**

<http://cic.chem.yale.edu/>

The Yale Chemical Instrumentation Center is a collection of instruments for molecular structure determination supervised by a professional staff. They are located in Sterling Chemistry Laboratory and in the Chemical Research Building. They are open to all researchers in the Yale community. However, a student or postdoc who wishes to operate instruments in the Center must first obtain approval from his or her research supervisor.

### **Coli Genetic Stock Center**

<http://cgsc.biology.yale.edu/>

This collection includes only non-pathogenic strains of Escherichia coli: predominantly K-12 derivatives, but a few B strains. It includes cultures of wild-type contributed from a number of laboratories and a few thousand derivatives carrying one or up to 29 mutations from among 3500 mutations in (or included in deletions spanning) more than 1300 different loci. Please see the website for more information. The Center is located at 266 Whitney Ave, Kline Biology Tower (KBT), room 830 in the Department of Molecular, Cellular, and Developmental Biology.

### **DNA Analysis Facility on Science Hill**

[http://research.yale.edu/dna\\_analysis/](http://research.yale.edu/dna_analysis/)

The DNA Analysis Facility was founded in 2003 to serve the diverse needs of molecular biologists. The Facility is equipped with an Applied Biosystems 3730, 48-Capillary, Genetic Analyzer. They run a variety of applications including: DNA Sequencing, Fragment Analysis of microsatellites and AFLP's and Applied Biosystems SNPlex genotyping system. The Facility is located at 21 Sachem Street, Environmental Sciences Center (ESC) Room 150.

### **HHMI-Biopolymer - Keck Foundation Biotechnology Resource Laboratory**

<http://info.med.yale.edu/wmkeck/>

The Keck Facility, located in the Boyer Center for Molecular Medicine at the School of Medicine, offers all of the following services to the bioscience community:

- Biostatistics
- DNA microarrays

- DNA sequencing
- Oligonucleotide synthesis
- SNP genotyping
- Protein sequencing
- Protein identification
- Peptide synthesis
- Amino acid analysis
- Mass spectrometry

### **NMR Facilities**

[http://www.mbb.yale.edu/rf/rf\\_02.htm](http://www.mbb.yale.edu/rf/rf_02.htm)

High-field NMR spectrometers are located in the Bass Center on Science Hill and may be used for both liquid and solid-state applications. NMR spectrometers for *in vivo* metabolic studies are available at the School of Medicine (<http://info.med.yale.edu/mrc/>).

### **Yale Center for Genomics and Proteomics**

<http://cgp.yale.edu/>

The Yale University Center for Genomics and Proteomics is a focal point for the research and teaching of genomics, proteomics, ribonomics and bioinformatics, including the areas of chemical genomics, comparative genomics, structural genomics, technology development and bioengineering. The Center has several locations on campus. Please consult the website for more information.

### **Yale Institute for Biospheric Studies (YIBS): Earth Systems Center for Stable Isotopic Studies**

<http://earth.geology.yale.edu/escsis/>

The YIBS Earth System Center for Stable Isotope Studies was established with the completion of the stable isotope facility in the Environmental Sciences Center (ESC) at 21 Sachem St. The Center is devoted to the study of the environment using the latest technology and ideas in light stable isotope research, and serves as a meeting point for both Yale and external scientists to exchange ideas and develop new approaches to the study of the environment.

### **Environmental Health and Safety**

<http://www.yale.edu/oehs>

The Office of Environmental Health & Safety (OEHS) has responsibility for promoting a safe and healthy campus environment. The office provides safety information and training, performs regular safety surveys and exposure monitoring, develops guidelines and recommendations for improvement,

responds to safety concerns, manages special waste materials, and coordinates activities from the various on-campus safety committees.

Postdocs who work with hazardous chemicals, radioactivity, animals, infectious agents, and other biohazards must take OEHS safety training courses. Visit their website for training schedules, or contact them directly:

135 College St., 1st Floor, 785-3550

[oehs@yale.edu](mailto:oehs@yale.edu)

Please note that everyone at the School of Medicine and all others who work with human subjects are also required to comply with the Health Insurance Portability and Accountability Act (HIPAA). Please see <http://hipaa.yale.edu/> for more details.

### **Responsible Conduct of Research**

Postdoctoral appointees who are paid from NIH training grants are required to receive training in the responsible conduct of research (RCR). Many departments and programs require that all of their postdoctoral scholars receive this training and offer their own curriculum for teaching the responsible conduct of research. These sessions are often attended by both postdocs and graduate students. In some instances, postdocs from other departments and programs are allowed to participate.

The Office for Postdoctoral Affairs sponsors an annual 6-8 week RCR course that is exclusively for postdocs. Contact the Office for more details.