



Handbook for Postdoctoral Scholars

TABLE OF CONTENTS

| | |
|---|----|
| Welcome to the UAB Office of Postdoctoral Education | 1 |
| The Postdoctoral Experience | 2 |
| APPOINTMENT INFORMATION | 3 |
| <i>Definition</i> | 3 |
| <i>Types of Appointments</i> | 4 |
| <i>The Appointment Process</i> | 5 |
| <i>Length of Appointment</i> | 6 |
| <i>Probationary Period</i> | 7 |
| <i>Re-Appointments</i> | 7 |
| <i>Change in Status</i> | 7 |
| <i>Compensation</i> | 7 |
| <i>Orientation</i> | 8 |
| <i>International Recruitment & Student Services</i> | 8 |
| <i>Postdoc Obligations</i> | 8 |
| <i>Mentor Obligations</i> | 9 |
| <i>IDP</i> | 10 |
| <i>Postdoctoral Scholar Tracking System</i> | 10 |
| <i>UAB Postdoctoral Association</i> | 10 |
| POLICIES AND PROCEDURES | 10 |
| <i>Postdoctoral Dispute Resolution Procedure</i> | 11 |
| <i>Responsible Conduct of Research Requirements</i> | 13 |
| <i>Tuition Benefit and Taking Courses Procedure</i> | 13 |
| <i>Policy for Postdoctoral Part-time Positions</i> | 13 |
| BENEFITS AND SERVICES | 14 |
| <i>Benefits</i> | 14 |
| <i>Benefits Eligibility Table</i> | 14 |
| <i>University Paid Benefits</i> | 15 |
| <i>Voluntary Employee Paid Benefits</i> | 15 |
| <i>Other Benefits</i> | 16 |
| <i>Legacy Community Federal Credit Union</i> | 16 |
| LEAVE POLICIES | 17 |
| <i>Vacation Leave</i> | 17 |
| <i>Sick Leave</i> | 17 |
| <i>Maternity/Paternity Leave</i> | 17 |
| COUNSELING | 17 |
| M.A.R.S. | 17 |
| GETTING STARTED INFORMATION | 18 |
| CAREER DEVELOPMENT OPPORTUNITIES | 19 |
| <i>OPE Courses</i> | 19 |
| <i>Professional Development Classes</i> | 19 |
| <i>MERIT Program</i> | 20 |
| <i>Business Certificate Program in Life Sciences Entrepreneurship</i> | 20 |
| OPE AWARDS | 20 |
| <i>OPE Scholars' (Grant Incentive) Award</i> | 20 |
| <i>OPE Career Enhancement Award</i> | 21 |
| <i>OPE Travel Award</i> | 22 |
| <i>OPE Internship Award</i> | 23 |
| DIRECTORY | 24 |
| IMPORTANT WEBSITES | 24 |

Welcome to the UAB Office of Postdoctoral Education!

The University of Alabama at Birmingham is committed to the development and success of outstanding Postdoctoral scientists. Here at UAB, our 250 + Postdoctoral Scholars are training currently in a variety of disciplines, including dentistry, engineering, health professions, medicine, natural sciences and mathematics, public health, optometry, and social and behavioral sciences. Career development opportunities to enhance and define the training experience are available to all Postdoctoral Scholars. Because of its commitment to the success of Postdoctoral Scholars, *UAB ranks consistently as one of the top ten locations among US universities for training Postdoctoral Scholars.*

The UAB Office of Postdoctoral Education (OPE) was established in 1999 and was one of the first Postdoctoral offices in the country. Since its inception, the OPE has been instrumental in establishing and maintaining competitive terms, benefits and training programs for all Postdoctoral Scholars. It works closely with the University's academic administration, the UAB Council on Postdoctoral Education and the UAB Postdoctoral Association to address the needs and concerns of Postdoctoral Scholars in a timely and professional manner.

The goal of the OPE is to provide Postdoctoral Scholars with the opportunities and skills they need to be successful in their chosen careers. The possibilities for academic and research-related careers are ever changing; as such, we strive to prepare Postdoctoral Scholars for these possibilities. In doing so, the OPE is dedicated to making UAB the first choice among Postdoctoral Scholars as a place to work, live and succeed!

If you are considering a Postdoctoral position here at UAB or are already in residence, we welcome your suggestions and look forward to working with you!

This Handbook is designed to provide you with information about the OPE. Postdoctoral Scholars should become familiar with the information in the Handbook but should feel free to consult with the OPE if they have any questions or concerns. Although the OPE will make its best efforts to abide by this Handbook, the OPE reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the OPE and UAB. The OPE also reserves the right to address issues not covered in this Handbook and to make changes to the policy without advance notice. Please refer to our website for the most up-to-date version. [uab.edu/postdocs] This Handbook does not constitute a contract between the Postdoctoral Scholar and the OPE.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity, and expression as well as sexual orientation.

For more information on Equal Opportunity and Affirmative Action at UAB, visit the UAB Office of Diversity, Equity and Inclusion or call (205) 934-8762. Or contact the office at 701 20th Street South, AB 336, Birmingham, AL 35294-0103.

Best regards,

Lisa M. Schwiebert, Ph.D.
Senior Associate Dean
Office of Postdoctoral Education
UAB Graduate School

THE POSTDOCTORAL EXPERIENCE

Approximately 250 Postdoctoral Scholars are on the University of Alabama at Birmingham campus. They have received their terminal degree and are pursuing further training under the direction of a faculty member (mentor). The University of Alabama at Birmingham views the Postdoctoral experience as one in which an environment is cultivated that will encourage research excellence, leadership qualities, and independent thinking.

The Office of Postdoctoral Education (OPE) was established in April 1999 to address the rising concerns of this unique and valued sector of the University's population, and falls under the stewardship of The Graduate School. Policies regarding Postdoctoral training are the responsibility of the Associate Dean of the Office of Postdoctoral Education along with the Council of Postdoctoral Education (COPE), a committee of Postdoctoral Scholars and senior and junior Faculty. Final authority for all Postdoctoral decisions rests with the Graduate School Dean. The OPE at UAB is responsible for facilitating the goals of Postdoctoral Scholars and their mentors who arrange for training and offer terms of appointment in accordance with established policies.

The OPE will strive to identify primary responsibilities and clear expectations of both the Postdoctoral Scholar and the Faculty mentor, to aid in transition to a Postdoctoral environment, and to ensure a worthwhile Postdoctoral experience that reflects the balanced interests of both Postdoctoral Scholar and faculty mentor. OPE encourages mentors to provide his or her mentee with periodic verbal and written evaluation of progress. Similarly, a major role of the OPE is to provide opportunities for identification and acquisition of skills needed for successful career development.

Lisa M. Schwiebert, Ph.D., Senior Associate Dean, (205) 934-3970; lschwieb@uab.edu

Jami K. Armbruster, MS, Program Director, Career Development, (205) 934-6809;
JamiA@uab.edu

Susan E. Eades, Program Administrator II, (205) 975-7021, sewalker@uab.edu

Benita P. James, Office Associate II, (205) 975-7020; benitapj@uab.edu

Physical address:

The University of Alabama at Birmingham
Office of Postdoctoral Education
Shelby Interdisciplinary Biomedical
Research Building, SHEL 171
1825 University Blvd.
Birmingham, Alabama 35294-2182

Mailing address:

The University of Alabama at Birmingham
SHEL 171
1720 2nd Avenue South
Birmingham, Alabama 35294-2182

APPOINTMENT INFORMATION

Definition

Because the term "fellow" is used to describe a large variety of positions, the designation of "Postdoctoral Scholar" is used at UAB to identify those individuals who have received their terminal degree (such as Ph.D., M.D., D.D.S., D.V.M., O.D.), and who have opted to pursue further mentored-training. This period of training is a standard component in the preparation of performing research in the sciences. A Postdoctoral position is a time-limited appointment, the primary purpose of which is to provide research and/or Scholarly training for an academic or research career. Postdoctoral Scholars may be funded by training grants, research grants, or institutional resources.

A Postdoctoral Scholar at UAB is expected to:

- participate in a full-time regimen of advanced training and research
- train under the supervision and direction of a faculty research Mentor who will provide the opportunity for collaborative and independent research, as well as promote publication of findings as determined by mutual agreement between the Postdoctoral Scholar and the Mentor
- training as a Postdoc includes all relevant academic activities related to the preparation for a career in research or academia. These are typically: manuscript preparation of research findings, reading broadly the literature, manuscript reviewing, presentations at meetings, attendance and presentation at seminars, organization and attendance at training related activities (including Grantsmanship workshops) and limited training in teaching related activities. All these activities should have the objective of enhancing the performance of the Postdoc in the pursuit of the research related projects from which they draw their support. In many cases the training component of a Postdoctoral fellowship may involve the joint preparation and development of proposals for extramural funding
- have a temporary appointment, usually for a period of one year with the possibility of annual re-appointment for up to an additional three years, for a total not to exceed four years unless by exception of the Associate Dean of the Office of Postdoctoral Education
- have been awarded a Fellowship or Traineeship or equivalent support for studies at the Postdoctoral level

Types of Appointments

Upon appointment, a Postdoctoral Scholar is assigned to one of two distinct categories for payroll and taxation purposes:

Status Code 20: A Postdoctoral **Trainee** is an individual who is receiving a true fellowship, as defined by the IRS, and receives an amount to aid in the pursuit of research training. This amount cannot represent payment for the performance of any past, present, or future teaching, research, or other services. Postdoctoral Trainees are provided health insurance with the opportunity to purchase dental options.

In accordance with IRS regulations, UAB does not withhold federal income taxes on status code 20 Postdoc Trainees, and the State of Alabama currently excludes fellowships from taxation in their entirety. Therefore, to the extent that a Scholarship/fellowship is federally taxable to the individual, that individual will probably have to file federal quarterly estimated income tax returns and pay quarterly taxes in order to comply with individual income tax regulations. (For specific advice on an individual tax situation, a tax professional or the IRS should be contacted. Non-resident aliens should direct their tax questions to the International Scholar and Student Services (ISSS) at (205) 934-3328. Postdoctoral Trainees receive benefits as shown under the Benefits section.

In accordance with regulations, federal and state income taxes are not withheld from stipend amount IF YOU ARE A CITIZEN OF THE UNITED STATES. You may be required to file federal quarterly estimated income tax returns and pay quarterly taxes to comply with individual income tax regulations.

It is important to consult an income tax professional or the IRS for advice on this matter.

The IRS booklet, Publication 970, Tax Benefits for Education, can be viewed on-line at: <http://www.irs.gov>. In the Search For field type: Publication 970 and in the Search Within field choose: IRS site. The booklet can be printed out or you may call (800) 829-3676 for a copy to be sent by mail. Additional publications at this site that may help you include:

Publication 421, Scholarships and Fellowship Grants
Publication 355, Estimated Tax
Publication 306, Penalty for Underpayment of Estimated Tax
Publication 505, Tax Withholding and Estimated Tax

State of Alabama income tax website - www.ador.state.al.us/incometax

Financial Affairs webpage on the UAB web site has a Scholarship & Fellowship section which is very helpful. See "Scholarship/ Fellowship Payments" at www.uab.edu/financialaffairs

Status Code 21: A Postdoctoral **Employee** is an individual who, while pursuing further training, provides services to UAB for compensation. These Postdocs receive a salary, usually as part of an NIH-funded grant. Salaries and wages are fully taxable to the individual providing the services. Postdoctoral employees receive benefits as shown under the Benefits section.

The Appointment Process

All the following steps must be completed in order for the appointment process to be finalized.

Letter of Offer

All Postdoctoral appointments and re-appointments are coordinated through the Office of Postdoctoral Education. Detailed letters of offer on OPE letterhead, signed by the Senior Associate Dean, are sent to the Mentor to be signed and forwarded to the potential Postdoc. In many cases, the Letter of Offer needs to be sent several weeks or months prior to the actual starting date (for example, to begin the Visa process) and will specify the following:

- department or division to which the Postdoc is assigned
- effective date of appointment
- duration of appointment and possibility of re-appointment
- Mentor to whom assigned
- annual award/stipend amount
- a brief description of research activities in which the Postdoc will be involved and the qualifications needed by the Postdoc to complete these activities

Mentors may agree but are not required to provide relocation support to Postdoctoral Scholars as a part of a recruitment package. If Mentors decide to support Postdoctoral Scholars by providing additional resources, the following must be stated explicitly in the position offer letter.

Postdoctoral 20 (Trainee)

“As a part of your start up package, you will receive an additional award of \$____. This additional award is subject to federal tax reporting and will be included through your next direct deposit.”

Postdoctoral 21 (Employee)

“As a part of your start up package, you will receive an incentive of \$____. This incentive is subject to tax withholdings and will be included through your next direct deposit.”

International Candidates: If the prospective Scholar will need assistance in entering the USA, the Department will contact UAB International Scholar and Student Services (ISSS) when the Letter of Offer is ready to be mailed. ISSS will process Visa information and forward to the Postdoc.

Copy of Curriculum Vitae

An up-to-date copy of the curriculum vitae is required at the time of appointment for our files.

Postdoctoral Scholar Personal Data Form

The Postdoctoral Scholar Personal Data Form should be completed within the first month after arrival of the new Postdoc. This form provides the necessary information required for the purpose of complying with federal reporting requirements and establishing averages that can be used to compare UAB standards with those on the national level. This information is confidential and will be kept in individual personnel files located in the OPE. **A new Postdoctoral Scholar Personal Data Form will need to be completed at the time of re-appointment each year to update our Postdoc database.**

Departmental Personnel Officer

The Postdoc should also contact their Departmental Personnel Officer as soon as possible after their arrival. The Departmental Personnel Officer will also need additional documents completed in order to process the Postdoc's appointment into the UAB system.

I-9 Requirements

UAB utilizes an electronic I-9/E-Verify processing for all new campus hires, to comply with federal hiring regulations. Section 1 must be completed NO LATER THAN the first day of work. Section 2 must be completed by the Dept. Representative NO LATER THAN 2 business days after the first day of work and approved/submitted by HR Records no later than 3 business days after the first day of work. Your school/unit's designated I-9/E-Verify Compliance Representative may be found [here](#).

Length of Appointment

A Postdoctoral position is a short-term, training position which should lead to a research career in academics, private industry, or government. Appointments are established for an initial period of one year, with the possibility of being re-appointed annually for an additional three years, not to exceed a total of four years. A four year time period for Postdoctoral training has become the recommended length for most universities. A time-limited appointment protects the Postdoc from an indefinite length of stay in a training position and is an adequate period for transition into full time positions with appropriate salaries and benefits.

The initial Letter of Offer specifies that the term of appointment at the University of Alabama at Birmingham as a Postdoctoral Scholar is for one year, subject to all rules and regulations. If satisfactory progress is achieved, the appointment can be renewed up to three more years (Four (4) years total). Postdoctoral Scholars must be notified by their Mentors in writing at least three months in advance that their appointment will not be renewed for the next year. Under special circumstances, Postdoctoral Scholars may be eligible for a fifth year of training. If so, a written request to the Associate Dean of the Office of Postdoctoral Education should be made before the end of the Postdoc's fourth year. Requests for a fifth year must include a mutually agreed upon and detailed career development plan for the Postdoc signed by both the Mentor and the Postdoc. In all cases, appointment as a Postdoctoral Scholar at UAB is limited to a period not to exceed five (5) years.

Probationary Period

Within the first 30 days of your appointment, you will be required to draft an [individual development plan \(IDP\)](#) together with your mentor. The IDP will state expectations for your research project as well as describe your career goals and objectives; a copy must be forwarded to the OPE for documentation. Three months following the drafting of your IDP, you will meet with your mentor to formally review your progress with regard to the research training. If your mentor determines that you require remediation and/or additional training in order to successfully perform your research project, you will undergo a three month probationary period. If research performance has not improved and/or if there is a lack of research progress as defined in the IDP following the probationary period or at any other time thereafter prior to your appointment end date, the appointment may be terminated with one month's notice. Please note that, per the [UAB Attendance Policy](#), three consecutive repeated absences without approval from your mentor at any time during your appointment may initiate the termination process. Further, if termination is based upon either academic or non-academic misconduct, advance notice of termination maybe waived. In any case of possible early termination, the case must be discussed with the Senior Associate Dean for Graduate and Postdoctoral Affairs prior to termination.

Re-Appointments

Postdoctoral Scholars are appointed for one year periods and must be re-appointed every year on their anniversary date if they continue in training. The Department Personnel Representative or Mentor will notify the OPE that a re-appointment letter must be generated through the OPE during the month prior to the yearly end date. The re-appointment letter will be signed by the Associate Dean of the Office of Postdoctoral Education, the Mentor, and the Postdoctoral Scholar. If the Mentor does not intend to re-appoint the Postdoc for another year, the Mentor must notify the Postdoc in writing three months prior to the re-appointment date. Following the first year of appointment and in subsequent years, if it is apparent that funding will no longer be available, a minimum of three months notice must be given to the Postdoc by the Mentor

Change in Status

Whenever a Postdoctoral Scholar's funding is changed requiring a change in status (21 to 20 or 20 to 21), a new Letter of Offer must be generated by the Office of Postdoctoral Education showing the new status and duties.

Compensation

All Mentors at the University of Alabama at Birmingham are strongly encouraged to follow the National Institutes of Health, National Research Service Award (NRSA) stipend level guidelines. The current ranges for years of experience can be found at the NIH Guide for Grants and Contracts.

If it is impossible to fund according to the NRSA guidelines, **the minimum starting salary at UAB is \$47,476.00 plus benefits.**

Orientation

All UAB Postdoctoral Scholars are required to attend a general UAB New Hire Orientation program conducted by Human Resource Management (HRM). This orientation is an important component of the introduction to UAB. Personnel policies and benefits are discussed and benefit enrollment forms are completed during orientation.

Once a Postdoctoral Scholar has been appointed, he/she should be scheduled to attend the next regular orientation session which are held twice a month, usually on Mondays. The appropriate department personnel can contact HRM (205)934-6272 to accomplish schedule. Further explanations of benefits and responsibilities, and to complete enrollment forms, Postdocs can go to their [UAB for Me](#) portal or contact Benefits (205)934-3458.

All new Postdocs at UAB are also required to attend a Postdoc Orientation during their first year. This Orientation is scheduled twice a year in the Spring and Fall. Communication about the dates and times will be posted on the Office of Postdoctoral Education Website and by e-mail. This Orientation introduces new Postdocs to representatives from a number of important areas but usually are not familiar with until later in their training, and also provides a Responsible Conduct of Research refresher and ensures Conflict of Interest Review Board documentation has been completed. The program is approximately 6 hours, and breakfast and lunch are provided.

International Student and Scholar Services (ISSS)

ISSS advises international Postdocs in matters of immigration, federal and state taxation, and orientation to the Birmingham community. ISSS also serves as a collaborative resource center that facilitates, promotes and strengthens international understanding on campus and throughout the Birmingham community. ISSS is located in the beautiful international center on the second floor

of Mervyn H. Sterne Library on the corner of 9th Avenue and 13th Street South. You can contact them at (205) 934-3328.

Postdoc Obligations*

- **Overall:** Acquire the experiences they need to advance their careers and contribute to the program of their Mentor through research accomplishments and interaction with others. Meeting both objectives is most likely when the Mentor and Postdoc communicate well and share similar expectations.
- **Conduct:** Participate in the research project(s) outlined in discussions with the Faculty Mentor and to regularly inform the Mentor of the research activity; to exercise ethical standards of the profession and of the University; to exhibit good laboratory practice and comply with guidelines for the use of human subjects and animals in research; to exhibit collegial conduct to his/her Mentor, coworkers, and members of the University community; and to comply with all University, School, departmental and funding agency policies and procedures.
- **Career Development:** Postdocs (with the support of their Mentors) must take ownership of their professional development. They need to learn not only the use of new research tools, but also ways to access special resources (such as national and international labs, centers, and multi-user facilities) and to keep up with the exploding streams of scientific communication.

The chances for a satisfying career can be increased through regular attendance at seminars, “getting known” through publications and meeting attendance, course work related to the area of research, integrating research into teaching experiences, developing possible collaborations, and developing skills in grant writing, reviewing, and oral and written communication. This “continuing education” can increase versatility and the change for a rewarding career.

Intrinsic to “taking ownership” of a career is the element of taking control, of making and seizing opportunities. Timidity is not productive. Rather than waiting for invitations or instructions, successful Postdocs ask for what they need, find their own new resources, meet new people, and solicit invitations to speak about their work. Developing a proactive mindset hastens the journey from student to professional. Not all advisers will welcome such initiatives. Their negative reactions can often be ameliorated by improved communication. In very difficult situations, the Postdoc may need to consider an alternative situation.

- **Communication:** Communication is an essential responsibility of both Postdoc and Mentor. Postdocs must clearly articulate the skills or training they need; Mentors must clearly explain the needs of the laboratory or institution. These needs are most likely to be met if the Postdoc steps forward with questions and if the Mentor takes the time to listen. The Postdoc must also communicate with the institution when help is required.
- **Contributing to the institution:** The more Postdocs are able to support the program of their Mentor, the greater their value as team members. This can lead to a richer research experience, the respect of other group members, and support in developing a career in the future. In addition to getting the work done, good practices include keeping up with the latest advances, communicating them to others (including the Mentor), and interacting regularly with others in both the group and the institution. Expectations about the Postdoc’s contributions to the immediate community should be discussed carefully with the Mentor and other lab members.

- **Planning for departure:** Departure should not be delayed without good reason; the Postdoc should neither be pressured to work indefinitely for the Mentor, nor become overly comfortable in what should be a finite apprenticeship. If success in the research has proved elusive, the Postdoc may be tempted to extend the stay, even indefinitely.

*From *Enhancing the Postdoctoral Experience for Scientists and Engineering, A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies*, National Academy Press, Washington, DC. For complex text see: <http://www.nap.edu/books/0309069963/html>

Mentor Obligations*

Postdoctoral research opportunities at the University of Alabama at Birmingham are intended to foster the training of basic and clinical research scientists. Included within this goal is the concept that Postdoctoral Scholars, with the guidance of their Mentors, will develop a scientific project that utilizes the creativity and independence of the Scholar. In this spirit, the Mentor will provide adequate facilities, funds and the appropriate guidance to achieve the agreed upon goals of the project. In addition, Mentors should provide guidance in critical review of scientific information, grant writing, manuscript writing and preparation and in the art of performing research. Mentors should also advise and, as possible, aid Scholars in decisions regarding future employment potential and career paths. Mentor review of Postdoctoral Scholar performance and career development should be conducted at least once per year. Unsatisfactory job performance or failure to comply with University standards of conduct should be discussed with the Postdoc and documented in writing.

*Adapted from Emory University Office of Postdoctoral Education website at <http://www.med.emory.edu/POSTDOC>

Individual Development Plan (IDP)

In July, 2013, NIH issued a notice ([NOT-OD-13-093](#)) to encourage institutions to develop IDPs for their graduate students and postdoctoral fellows. Their rationale was “It is important to assist graduate students and postdoctoral researchers to achieve their career goals and become contributing members of the biomedical research workforce.” In August, 2014, NIH issued a revised notice ([NOT-OD-14-113](#)), describing a process for monitoring compliance with this directive by PIs on research and other grants. The OPE encourages the trainees to revisit their IDP plans every 3 to 6 months. We also encouraged them to share their IDP with their mentors, their committee members, the theme directors, and anyone else who could help them develop the skills and knowledge needed to achieve their career goals. Please provide evidence that you have participated in the IDP by sending a screenshot of the myIDP *Summary Personal Information* page. Visit www.uab.edu/idp or <http://myidp.sciencecareers.org/>

Postdoctoral Scholar Tracking System

The Office of Postdoctoral Education maintains a Postdoctoral database that contains information on Postdoctoral Scholars within the UAB system. This information is obtained from the Postdoctoral Scholar Personal Data Form that is required from each postdoc upon their initial appointment and each year at their re-appointment. This information is kept in the Postdoc’s individual folder. The principal purpose for compiling the information is to comply with federal reporting requirements, but also to give the University an accurate base from which to establish standard minimum salaries, and to track appointments that involve more than one department.

UAB Postdoctoral Association

The UAB Postdoctoral Association (UAB-PDA) submitted a constitution and bylaws to the Postdoctoral community in April 2004. Ratification was given at the first UAB-PDA meeting on May 4, 2004. Executive Board and officers are listed on the Postdoctoral webpage.

POLICIES AND PROCEDURES

UAB establishes policies and procedures in order to provide an environment that is conducive to working, learning, and providing services to the public. Such policies include guidelines for employees, for the administration, for protecting employees' rights, and for providing an atmosphere in which one's best potential can be realized.

Included in the packet of information for a new postdoc is a copy of The Policy 22. Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities. It can also be found at <https://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx> . This is one of the guiding principles and core value for which Postdoctoral Scholars and all UAB researchers will adhere. Please take the time to read this policy and understand your obligation as a member of the UAB community of researchers.

In signing the Letters of Offer, the Postdoctoral Scholar agrees to abide by this policy and all UAB policies and standards of conduct. Other policies which affect a Postdoctoral Scholar can be found in published materials such as Faculty Handbook and Policies, You and UAB: Handbook for Administrative Professional and Support Personnel or the complete Policies and Procedures library at <http://www.uab.edu/policies/Pages/default> .

Postdoctoral Dispute Resolution Procedure

The Dispute Resolution Procedure for Postdoctoral Scholars of the University of Alabama at Birmingham is an internal mechanism designed to assure prompt and impartial consideration of an action or decision that has materially and/or adversely affected your employment at UAB and appears to have been reached unfairly, improperly or in violation of University policy. However, a grievance does not include or apply to the following types of actions or decisions:

- a. Appeals regarding the denial of reappointment
- b. Claims of discriminatory harassment, discrimination based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, veteran status, or genetic or family medical history, all of which are subjects of other University policies unless such policies expressly incorporate this Handbook's grievance procedures. See UAB's Equal Opportunity and Discriminatory Harassment Policy and UAB's Title IX Sexual Violence and Sexual Misconduct Policy
- c. Allegations or findings of research misconduct
- d. Dissatisfaction with existing University policies, procedures or guidelines (only misapplication of a policy, procedure or guideline as to specific individuals are grievances within this policy).
- e. Decisions made by UAB public safety officers with respect to a postdoctoral scholar

The Dispute Resolution Procedure is available to all Postdoctoral Scholars. UAB Postdoctoral Scholars may use this Procedure without penalty or fear of reprisal.

The Dispute Resolution Procedure is a two-step process. A formal grievance may be invoked only after the prospective grievant has first reported the basis for his/her dispute to the Associate Dean for Postdoctoral Education. The Associate Dean shall have a reasonable opportunity to resolve the dispute informally before a grievance can be initiated. If the Associate Dean's effort to resolve the dispute is unsuccessful, he/she will notify the Postdoctoral Scholar of his/her right to initiate a formal grievance.

In order to initiate a grievance, a Postdoctoral Scholar must provide a written statement to the Associate Dean in which he/she states specifically the facts believed to support the charge and the desired outcome no later than thirty days following notification from the Associate Dean that a formal grievance may be initiated. After having determined that the facts stated by the Postdoctoral Scholar may be grieved, the Associate Dean shall notify the responding party that a grievance has been filed, shall provide a copy of the charge, and shall allow the responding party five (5) work days in which to provide to the Associate Dean his/her response to the allegation(s) made by the grievant.

Guidelines for assessment and monitoring the performance of Postdoctoral Scholars in all aspects of their position are defined in You and UAB Handbook for Faculty and Staff. Guidelines in respect of scientific conduct are defined in Faculty Handbook. Both documents can be found at <https://www.uab.edu/humanresources/home/policies/handbook> and <https://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>

Following receipt of the statement from the responding party, the Associate Dean will select a committee of three Faculty members and two Postdoctoral Scholars to hear the grievance and shall provide to the Committee the written statements of the parties. The Faculty members chosen to serve on the Committee shall not have had prior knowledge of the issue(s) grieved. After having chosen one of their numbers to be chairperson, the Committee shall determine the date of the grievance hearing and shall notify the parties of the date and time of the hearing, which shall not be sooner than five (5) work days from the date notification is sent to the parties by the Committee.

Each party shall be required to provide to the Committee a list of potential supporting witnesses, if any, and a brief statement describing what information each witness has regarding the facts at issue. A witness should be a person with first-hand knowledge of facts pertinent to the resolution of the issue(s) grieved.

The formal grievance hearing shall not be bound by formal rules of evidence or judicial rules of procedure. The Committee may hear any testimony or receive any supporting evidence that it deems to be pertinent to the issue(s) grieved. Both the grievant and the responding party may be present throughout the hearing. The grievant may also be accompanied by an advisor of his/her choosing, however, the advisor may not participate in the hearing, other than to advise the grievant.

The grievant shall be afforded a reasonable opportunity to be heard, to question witnesses indirectly through the Committee, to rebut adverse evidence, and to make a brief closing statement. Members of the Committee may ask any questions at any time during the hearing and may elect to disallow or to curtail testimony that the Committee determines to be unnecessarily redundant or not probative of the issue(s) being heard. Throughout the hearing, all persons present shall conduct themselves in an orderly manner.

The Committee shall be responsible for the conduct of the hearing at all times. Hearings before the Committee are confidential proceeding and only those persons determined by the Committee

to have a need to be present shall be included. Except for the grievant, the responding party and the advisor of the grievant, if any, all other witnesses shall be excluded from the hearing room, except when testifying. No more than one witness shall be called to testify at a time.

All questioning of witnesses shall be by the Committee unless the Committee shall decide otherwise. Although the specific procedure for the conduct of the hearing may vary somewhat, the process shall generally include the following: (1) call to order by the Chair; (2) introduction of those present; (3) statement of the issue(s) grieved; (4) presentation of the evidence and testimony in support of the issue(s) grieved; (5) questioning of grievant's witnesses; (6) presentation of evidence and testimony in opposition to the charge; (7) questioning of responding party's witnesses; (8) closing statements.

As soon as practical following the conclusion of the hearing, the Committee shall meet in private session to consider all of the evidence presented, and shall decide on one of two outcomes. The outcome shall be determined by a "preponderance of the evidence" standard, that is, that the facts more likely than not either prove or disprove the issue(s) before the Committee. The decision of the Committee shall be that the issue(s) is either (1) proven by a preponderance of the evidence or (2) not proven by a preponderance of the evidence. Following their deliberations, the Committee shall provide a brief narrative statement explaining its finding(s) and a summary of the supporting facts. The Committee's written decision shall be transmitted to the Associate Dean for appropriate action. The Associate Dean shall notify the grievant and the responding party of the committee's decision and any action to be taken as a result of the Committee's findings.

Upon notification to the grievant of an adverse outcome, the Associate Dean shall also advise the grievant of his/her right to appeal the Committee's decision in writing to the Dean of the Graduate School. An appeal to the Graduate School Dean shall be limited to the presentation of new, previously unavailable evidence, and/or the identification of procedural error in the hearing process.

After a review of any new evidence presented on appeal and a review of the process afforded the grievant, the Graduate School Dean shall notify the grievant, the responding party and the Associate Dean of his/her decision, which shall be final.

Responsible Conduct of Research Requirement

All trainees will be are required to participate in, and satisfactorily complete Principles of Scientific Integrity (GRD 717) within the first year of training. If a Scientific Integrity course was completed within the past four (4) years, a Postdoc may submit a transcript and copy of the course syllabus to postdocs@uab.edu to determine if their requirement may be waived in lieu of prior training.

Tuition Benefit, Class Registration, Dropping Classes

The OPE provides six (6) credit hours of tuition per appointment year for each trainee. Postdocs are expected to attend all courses they register for. Postdocs are highly encourage to speak with the course instructor/ faculty prior to enrolling in a class to ensure it will provide the information needed to help take the next step in their career, and that the Postdoc is informed of the expectations of students taking the course. You will be allowed to register for classes, and drop classes until the "Last Day to Drop/Add (Without paying full Tuition & Fees)," as listed in the Academic Calendar. If a Postdoc wishes to drop a course after the Last Day to Drop/Add, they will forfeit the tuition benefit provided by the OPE for the next 12 months.

Policy for Postdoctoral Part-Time Positions

A Postdoctoral position is a full-time position of one to four years, training scientists/researchers for career advancement. Only in rare cases should a Postdoctoral position be part-time and usually for short periods of time. A Postdoc may request his/her position be changed to part-time or enter a position as part-time because of a variety of reasons including the birth of a child, care for an ill or injured family member or his/her own physical impairments. A position cannot be part-time due to lack of funds to meet the NIH minimum salary/stipend standards.

Documentation from both the Mentor and the Postdoctoral Scholar requesting a part-time position should include the reason for the request, number of hours, projected length of time, and salary. This information must be received before the Letter of Offer or Reappointment Letter will be issued.

BENEFITS AND SERVICES

Postdoc Benefits overviews and summaries can be found at:

<https://www.uab.edu/humanresources/home/benefits/employee-benefits-overview>

Benefits

Benefits to Postdoctoral Scholars vary according to the type of appointment. Due to IRS restrictions placed on non-taxed fellowships, retirement benefits are not allowed for **Postdoc Trainees (Status Code 20)**. VIVA Health Insurance coverage is provided at no cost to the Postdoc with the option of purchasing the dental and vision portion of the insurance plan. Because of their unique status as “Trainees” who do not receive a salary but rather a stipend, these Postdocs are eligible for student housing.

Postdoc Employees (Status Code 21), because of their employee-employer relationship with the University, receive a salary. They also are provided VIVA Health Insurance coverage at a reduced premium with the option of purchasing the dental and vision portion of the insurance plan. Status Code 21 postdocs are not eligible for student housing.

Benefits Eligibility Table

| Employment Category | Status Code | UAB paid Accidental Death and Dismemberment Insurance | Employee paid Accidental Death and Dismemberment Insurance | | |
|-------------------------------|-------------|---|--|-----------------------------|------------------------------------|
| Postdoctoral Scholar Trainee | 20 | Yes | Yes* | | |
| Postdoctoral Scholar Employee | 21 | Yes | Yes* | | |
| Employment Category | Status Code | TIAA-CREF Retirement | Viva Health Insurance | Dental and Vision Insurance | UAB paid Group Term Life Insurance |
| Postdoctoral Scholar Trainee | 20 | No | Yes | Yes* | Yes |
| Postdoctoral Scholar Employee | 21 | Yes Matched up to 5% of salary | Yes* | Yes* | Yes |

*Individual pays premium

Benefits

- **Viva Health Insurance** - VIVA Health is the health care plan provided for **Postdoctoral Trainees (status code 20) and Postdoctoral Employees (status code 21)**. The premium for either single or family coverage is paid by the University for **Postdoctoral Trainees**. As employees of the University, Postdoctoral Employees pay a portion of the health insurance premium. The monthly deductions for UAB Viva Health insurance may be found in the Benefits Summaries link above. Based on your coverage election, these insurance premiums will be automatically deducted from your pay each month. Coverage under UAB's group health care plan must be elected on either the first day of appointment or the first day of the month following the date of appointment. The Postdoc has **31 days from their starting date to complete hospital insurance forms** either by participating in UAB New Hire Orientation, by scheduling an appointment with the Benefits Department, or logging into the UAB for Me portal. Some form of health insurance coverage is mandatory and proof of insurance is required if the University's health insurance is not elected. VIVA Health also covers medical evacuation and repatriation of remains for International Postdoctoral Scholars.
- **Group Term Life Insurance** – Provided at no cost to the employee; varies with salary. (Sponsored)
- **Accidental Death and Dismemberment Insurance** - \$22,500.00 for accidental death; dismemberment coverage varies. Provided at no cost to the employee. (Sponsored)
- **Long Term Disability Insurance** (Salary Continuation) – After a 90-Day waiting period, 66 2/3% monthly salary (not to exceed \$10,000.00 per month) for the first 90 days of benefits. After 90 days of continued benefits, plan pays 60% monthly salary (not to exceed \$10,000.00 per month). Provided at no cost to the employee. (Sponsored)

Voluntary Employee Paid Benefits

- **Retirement** – UAB offers a voluntary 403(b) retirement plan for Status 21 postdocs. The 403(b) plan is a voluntary, defined-contribution, tax-deferred as well as Roth after-tax plan governed by Internal Revenue Code 403(b). Eligible employees can choose between both TIAA and VALIC for investments. Vesting in the 403(b) plan is immediate. The University matches the individual's contributions up to 5% of gross monthly pay.
- **Postdoctoral BCBS Dental Basic Option** - Preventive and diagnostic are covered at 90% UCR. Basic services are covered at 90% UCR subject to a \$25.00 deductible. The Postdoc will pay a monthly premium for single or family coverage.
- **Postdoctoral BCBS Dental Comprehensive Option** - In addition to the basic dental benefits, the comprehensive plan covers major services at 60% UCR subject to the deductible. Orthodontic services are covered at 50% of UCR up to a \$1,000.00 per patient lifetime maximum. The Postdoc pays the full monthly premium for single or family coverage.
- **Vision Service Plan (VSP) Vision Plan** – The VSP plan offers employees coverage for routine eye exams, lenses and frames, contacts, and discounts for LAKIK eye surgery. The Postdoc pays the full monthly premium for single or for family coverage.

- **Group Universal Life Insurance Coverage** - Maximum Coverage – Up to five times your Basic Annual Earnings, not to exceed \$1.4 million. Guaranteed Issue - Three (3) times salary, not to exceed \$500,000.00 during first 60 days of employment without evidence of insurability. Individual pays full premium. Rates vary based on age.
- **Accidental Death and Dismemberment Insurance** - Maximum Coverage – lesser of 10 times your basic annual earnings or \$500,000.00. Individual pays full premium. Rates vary based on coverage level.

Other Benefits

- **Social Security** - Taxes and benefits established by the U.S. Government
- **Unemployment Compensation Insurance** (paid by the University)
- **On-the-Job Injury/Illness Program** (paid by the University)

Legacy Community Federal Credit Union

Credit Card - Legacy Community Federal Credit Union will offer the opportunity to obtain a **credit card** to newly-arrived foreign nationals. A Postdoc should go to either of the locations near UAB – 1400 South 20th Street or 516 South 20th Street to open an account for as little as \$25.00. The application requires a social security number, the Letter of Offer showing salary and start date, and another identification such a passport, driver's license, or US government or military ID. Approval is subject to the terms and conditions of Legacy Community Federal Credit Union.

Loan - Another service that the Legacy Community Federal Credit Union can provide for Postdocs is help with unplanned cash flow shortages. A new UAB Postdoc can exhaust their available funds quickly when paying deposits on rent, utilities, etc. and may require a **small loan** to tide him or her over until they are in the UAB system and receive a paycheck. The Legacy Community Federal Credit Union again can help with this problem. Open an account with them for as little as \$25.00, provide an ID as mentioned previously, social security number, Letter of Offer, complete the application and they will begin the process.

The Legacy Community Federal Credit Union will not eliminate anyone from their services because of lack of credit history, but will need to know, as all financial institutions do, that an individual's ability to repay a loan or pay a credit card bill is not hindered from excessive debt. They will need documentation showing salary and have agreed to accept the letter of offer as proof. The application for a loan or credit card will ask about any debt amount owed. After comparison of these two figures, they will determine qualification and notify the applicant about the requested service. For a Foreign National Postdoc acquiring the necessary credit history for a credit card can sometimes take years so we believe that this is a wonderful opportunity for newly arrived Postdocs, and are very happy to present this offer to you from the Legacy Community Federal Credit Union. Approval is subject to the terms and conditions of Legacy Community Federal Credit Union.

LEAVE POLICIES

Vacation Leave - Six months after the effective appointment date, all Postdoctoral Scholars are eligible for ten (10) paid working days per year. Vacation days do not accrue and cannot be carried over from year to year. All requests for vacation leave should be made in writing and must be

approved by the direct supervisor. Postdoctoral Scholars and their supervisors are responsible for maintaining appropriate records.

Sick Leave - Ten (10) paid working days per year. Sick leave should not be used as vacation. Sick days do not accrue and cannot be carried over from year to year.

Maternity/Paternity Leave - Twenty-two (22) paid successive working days immediately following or just prior to birth or adoption of a child. If both spouses are employed as Postdoctoral Scholars, each one is eligible for a consecutive term of maternity/paternity leave. Additional, non-paid leave, following the provisions of the Family Medical Leave Act, must be requested and approved by the supervisor.

COUNSELING

Career Counseling - Jami Armbruster, MS, is available by appointment in the OPE office in Shelby 171A to meet with Postdocs and GBS students. Jami is available for one-hour, confidential, one-on-one career counseling. With individualized career counseling, she can help you:

- Clarify and define your career goals
- Research and explore career options
- Identify your strengths and weakness
- Implement a plan for skills development
- Develop an effective self-marketing campaign, including job search materials (i.e., CV, resume, cover letter)
- Prepare for upcoming interviews (academic and industry)

To schedule an appointment with Jami, please contact the UAB Office of Career and Professional Development Services, 205-934-4324 or email careerservices@uab.edu.

Health and Wellness Counseling

Employee Assistance & Counseling Center

– An Employee Assistance/Counseling Service is provided by UAB as a benefit to all employees. All Postdoctoral Scholars are eligible for this confidential service (205) 934-2281.

MOTORIST ASSISTANCE ROAD SERVICES (M.A.R.S.)

Motorist Assistance Road Services “M.A.R.S.” is a service provided by Parking Services free of charge. The service is set up to help any employee or student having car trouble on campus. Services include retrieving keys, jump starting cars, inflating tires, and assisting if you are out of gas. M.A.R.S. employees are not mechanics, but they will do their very best to assist you and get you on your way. If they are unable to provide assistance then they will help you find someone who can. Telephone number: (205) 975-MARS (975-6277)

GETTING STARTED INFORMATION

A new Postdoctoral Scholar at UAB has many resources to help in the transition to a new community and new research environment. These resources include the Mentor, fellow lab members, departmental administrators, IRSS for foreign nationals, and the Office of Postdoctoral Education. Please make use of all or as many as needed to help smooth the way.

Alabama Driver's License

Frequently asked questions at:

<http://dps.alabama.gov/Home/wfContent.aspx?ID=80&PLH1=plhDriverLicense-StarIDFAQ>

Department of Public Safety: (205) 252-7445

Open Monday - Friday, 8:00 a.m. -5:00 p.m., 908 Bankhead Highway West

Social Security Office - International Postdocs should take the following documents with them to the Social Security office: Passport, I-94 cards, Immigration Document (for example, IAP-66 or I-20) - Open Monday-Friday, 9:00 a.m. -4:00 p.m., 1-800-772-1213, 2001 12th Avenue North

Voter Registration - Packets may be obtained from: any public library, City Hall, Jefferson County Court Houses, Jefferson County Board of Registrars, (205) 325-5550, 716 21st Street North

Off Campus Housing - A variety of types of housing are available for rent. Contact leasing companies or see classified sections of local newspapers for rates, availability and leasing agreements. Birmingham News: <http://www.bhamnews.com>

Student Housing - Student Housing is available to Postdoctoral Trainees (status code 20), as they are engaging in training and are provided stipends from a fellowship (a strictly interpreted training grant). Contact Student Housing at: <https://www.uab.edu/students/housing>.

Student Housing is not available for Postdoctoral Employees (status code 21). At the current time, no facilities are available for married Postdocs.

Child Care - The following are some of the child care facilities where UAB Postdocs have placed their children. There are many more in the nearby vicinity.

- UAB Child Development Center, (205) 934-7353 or (205) 934-7353, Fax: (205) 975-7374. It is located at 1113 15th Street South.
Website: <http://www.uab.edu/humanresources/home/childdevelopmentcenter>
- South Highland Presbyterian, (205) 939-1210, 2035 Highland Avenue South near UAB
- McElwain Baptist Church, 4445 Montevallo Road, (205) 956-8790, near the Eastwood Mall/Mountain Brook area
- Jewish Community Center, 3960 Montclair Road, (205) 879-0411, in Mountain Brook
- Dawson Memorial Baptist Church, 1114 Montclair Road, (205) 871-8771, in Homewood

CAREER DEVELOPMENT COURSES

OPE Courses

Each year, the UAB Office of Postdoctoral Education sponsors courses in Lab Management (Fall), Grant Writing (Winter), Translational Science (Spring), and Job Skills (Summer). These courses are open to all UAB Postdoctoral Scholars. Please see the OPE website or contact OPE office for more detail about these courses.

- **Lab Management** (GRD 711) will introduce every aspect of laboratory management. Throughout the course, participants are expected to write and present a laboratory management plan to the class. This course is open to Postdoctoral Scholars in any discipline. In general, the class meets two hours every week from September to November. Course enrollment is limited to 25 participants.
- Grant Writing Course (GRD 709) will introduce every aspect of grant writing to Postdoctoral Scholars and will be instructed by successful grant writers. Throughout the course, participants are expected to write a grant application. All grants will be critiqued by participating Faculty in a mock study section format. This course is open to Postdoctoral Scholars in any discipline in which extramural individual fellowship funding is available. In general, the class meets for 2 hours every week over 10 weeks.
- Career Exploration Course (GRD 731) will introduce every aspect of preparing for and completing a job search, including career options, preparing CVs and resumes, and interviewing skills. This course is open to Trainees, including Postdoctoral Scholars and senior graduate students, in any discipline. Throughout the course, participants are expected to: i) attend each class; ii) participate in class discussions; and iii) develop a job search strategy. This class meets for 2 hours each week during the summer TBA. Enrollment is NOT Limited. Class topics will include: Academic and Non-academic Career Options, Preparing CVs and Resumes, and Interviewing and Negotiating Skills.

Professional Development Courses

The Office of Postdoctoral Education encourages Postdoctoral Scholars to take advantage of the many classes and seminars offered through the Professional Development Office. The OPE will pay tuition and fee costs for up to six hours of credit for a Postdoc per year. A complete listing of these courses can be found on the OPE web page at www.uab.edu/postdocs/ under Career Resources, or by going directly to the Professional Development web page at www.uab.edu/profdev. Regular credit classes as well as additional non-credit classes are available to Postdocs as long as the course will enhance career and professional development for the Postdoc.

All courses to be sponsored by the OPE must be approved prior to registration. Once a course has been decided upon, the Postdoctoral Scholar must contact our office for approval (postdocs@uab.edu). Upon approval to take the course, the Office of Postdoctoral Education will notify the Postdoc of the correct method to register for that particular class

In some cases, OPE will handle your registration. Please send your request with Course Title, Number, and CRN to postdocs@uab.edu prior to the open registration period to allow time for processing and avoid late fees. ‘

Any request to take additional hours in a calendar year must be approved by OPE prior to registration. Your request, with the rationale for this course as a benefit to your professional development, should be submitted to Dr. Lisa Schwiebert with a copy to postdocs@uab.edu.

OPE AWARDS

The OPE Scholars’ (Grant Incentive) Award The Office of Postdoctoral Education (OPE) believes that in order to insure their future success, Postdoctoral Scholars must begin an independent track record of extramural funding early in their Postdoctoral careers. Accordingly,

the OPE has established the Office of Postdoctoral Education Postdoctoral Scholars Award, which provides a financial incentive designed to encourage Scholars to apply for individual fellowships. The OPE anticipates that this award will increase the number of individual fellowships within various programs at UAB.

Award Description:

1. To qualify for this award, the Scholar must provide to the OPE a copy of the submitted grant application along with the official award notification from the granting agency.
2. If a Postdoctoral Scholar's application is funded, the Postdoctoral Scholar will receive a financial reward of **\$1,000.00** and will be designated as a recipient of The Office of Postdoctoral Education Postdoctoral Scholars Award.
3. Awarded monies may be utilized to enhance the Postdoctoral Scholar's training respective to the funded grant. Allowable expenses include internships up to a month period, attending educational workshops, visiting laboratories to perform collaborative studies, travel to national and international professional conferences to present current findings, and, in general, expand their professional horizons. Research supplies, equipment or salary support will not be allowable expenses. All award winners must submit a short written report detailing their experiences before expenses will be reimbursed. Expenses are reimbursed upon submission of appropriate receipts according to UAB expenditure guidelines.

Eligibility: This plan is available to Postdoctoral Scholars in any graduate discipline in which extramural individual fellowship funding is available. Such funding must provide more than half the Scholar's current salary. Applications for and receipt of travel and other small grants will not be eligible for this incentive plan. *Only one Office of Postdoctoral Education Postdoctoral Scholars Award will be granted per person.* An individual must apply for the award within six months of receiving the official award notification. Reimbursement must be requested immediately following the event.

The OPE Career Enhancement Award Four Career Enhancement Awards up to \$1,500.00 will be given twice a year to Postdoctoral Scholars to enhance their professional development. Allowable expenses may include: attending extramural courses (e.g. NIH, Cold Spring Harbor, Woods Hole, etc) to learn new skills and visiting laboratories to conduct collaborative studies. These funds cannot be used for the purpose of travel to scientific meetings. Previous CEA recipients are welcome to apply but should state in the application the date(s) of previous awards as well as the report of the activity. Applicants must be Postdoctoral Scholars in good standing at UAB. Interested parties should submit:

- ✓ Updated curriculum vitae
- ✓ a short description (no longer than 2 pages) of the educational activity as well as the potential benefits
- ✓ a letter from the Mentor endorsing the activity
- ✓ a letter of invitation from the collaborative research partner
- ✓ a letter of invitation from the sponsoring event (if possible)
- ✓ a budget of anticipated expenses

Deadlines for submitting applications for the twice yearly competition will be communicated by email, flyers and on the OPE website. The applications should be sent by email to the OPE and will be reviewed and ranked according to the following criteria: (1) potential impact of the education activity to the career development of the applicant and (2) research productivity of the applicant during his/her Postdoctoral training as judged by publications and presentations in national and international meetings. Successful applicants will be notified and must complete their activity within the time period allowed. All requests for reimbursement must be submitted within 30 days of the activity.

See expenditure guidelines at the UAB Financial Affairs website for all reimbursable items for Employee or Trainee travel and the appropriate procedures. Airline tickets may be provided in advance by the UAB Travel office.

Receipt of this award does not guarantee acceptance into the desired education activity; similarly, acceptance into a desired educational activity does not guarantee receipt of the Postdoctoral Career Enhancement Award.

The OPE Travel Award – Four awards of \$500.00 each will be given twice a year to Postdoctoral Scholars to enhance their professional development. Allowable expenses include travel to national or international scientific meetings for the purpose of giving an **oral presentation**. These monies are not to be used for the purpose of attending extramural courses (e.g. NIH, Cold Spring Harbor, Woods Hole, etc) or visiting laboratories to perform collaborative studies.

Applicants must be Postdoctoral Scholars in good standing at UAB. Interested parties should submit:

- ✓ An updated CV
- ✓ A short description (no longer than two pages) of the scientific meeting or conference as well as the potential benefits to his/her career plans
- ✓ A letter from the Mentor endorsing this travel
- ✓ A letter of invitation from the meeting or conference organizers to give an **oral presentation** on research-related work
- ✓ A budget of anticipated expenses

Application deadlines will be communicated by email, flyers, and OPE website. Applications must be submitted electronically. All applications will be reviewed by OPE and ranked according to the following criteria: 1) potential impact of attendance at the scientific meeting or conference to the career development of the applicant; and 2) research productivity of the applicant during his/her Postdoctoral training as judged by publication and presentations in national and international meetings.

Receipt of this award does not guarantee an oral presentation at the desired meeting; similarly, an oral presentation at a desired meeting does not guarantee receipt of the Postdoctoral Travel Award.

The OPE Internship Award In order to enhance career opportunities available to Postdoctoral Scholars at UAB, the Office of Postdoctoral Education is providing monies to assist with the funding of internships in industrial, administrative, or academic settings within UAB or the Birmingham area. Providing such opportunities will add to the development and training experience of Postdoctoral Scholars as they define their independent career paths.

Award Description:

The OPE will fund up to two awards per year in the amount of \$5,000.00 each to aid Scholars in their performance of internships within or outside of UAB. Specifically, these monies will be used to purchase a percentage of a Postdoctoral Scholar's effort from his/her Mentor for the purposes of completing an internship. Postdoctoral Scholars in their second or subsequent years of Postdoctoral training are eligible. Interested Scholars must submit:

- ✓ An updated CV
- ✓ a short description (no longer than 2 pages) of the internship as well as the potential benefits to his/her career
- ✓ a letter from the Mentor endorsing the activity
- ✓ a letter of invitation from the collaborative research Faculty or professional organization
- ✓ a description of the internship training plan and evaluation process

Following submission, applications will be reviewed and ranked according to:

- Potential impact of the education activity to the career development of the applicant
- Research productivity of the applicant during his/her Postdoctoral training as judged by publication and presentations in national and international meetings.
- Application for this award will be accepted and reviewed on a rolling receipt basis. Internships must be completed within one year of notice of award.
- Internships for a 6 week period may be performed in an industrial, administration, or academic setting. The length of the internship may be extended pending Mentor's approval and availability of supplementary funds from the internship host. These monies are not to be used for the purpose of travel to scientific meetings. Acceptance into a desired internship does not guarantee receipt of The Office of Postdoctoral Education Internship Award.
- All awardees will be required to present a summary of their internship experiences during the OPE career workshop series. In addition, awardees will be required to provide contact information upon the completion of their Postdoctoral training in order to track their career paths. All participating Mentors and internship hosts will be required to submit evaluations of the Postdoctoral interns and provide feedback regarding the benefit of the Postdoctoral internship experience to their respective laboratories/offices.

DIRECTORY

Lisa M. Schwiebert, Ph.D., Senior Associate Dean, Office of Postdoctoral Education,
(205) 934-3970, lschwieb@uab.edu

Jami K. Armbruster, Program Director, The Graduate School - Office of Postdoctoral Education
Career Development, (205) 934-6809, JamiA@uab.edu

Susan E. Eades, Program Administrator II, The Graduate School-Office of Postdoctoral Education,
(205) 975-7021, sewalker@uab.edu

Benita P. James, Office Associate II, The Graduate School-Office of Postdoctoral Education, (205)
975-7020, benitapj@uab.edu

International Recruitment & Student Services, Stern Library, (205) 934-3328, iss@uab.edu

Benefits, 701 20th Street South, 264 Administration Building, Birmingham, AL 35294-0102, (205)
934-3458 Phone, (205) 975-7402 fax, Email Benefits@uab.edu

IMPORTANT WEBSITES

Office of Postdoctoral Education – <http://www.uab.edu/postdocs/>

MERIT Program - <http://www.uab.edu/meritprogram/>

UAB Ph.D. Careers – www.uab.edu/phdcareers/

National Postdoctoral Association – www.nationalpostdoc.org