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1. Welcome

Welcome to the Icahn School of Medicine at Mount Sinai.

The Postdoctoral Handbook was created specifically for postdoctoral fellows as a resource for information on important topics such as recruitment and termination policies, vacation days, conflict resolution, and procedures for grant submissions.

As a postdoctoral fellow, you will play a critical role in generating and fostering a cutting-edge, interdisciplinary research environment that serves to advance medical knowledge daily. Excellence in research, education, and patient care form the foundation that makes the Icahn School of Medicine in New York City a world-renowned center for medical and scientific training.

Mount Sinai’s education philosophy reflects the ever-changing face of contemporary science, and the most important thing a postdoctoral fellow can learn is how to continue learning.

Postdoctoral fellows gain research experience by working side-by-side with world-renowned physicians and scientists who are answering fundamental questions related to human conditions, disorders and disease. The Graduate School, Medical School, and Hospital are interlaced physically, making Mount Sinai a unique environment for postdoctoral fellows to have a truly translational education. Laboratories often train graduate students, medical students, postdoctoral fellows, and clinical fellows simultaneously, facilitating the rapid transfer of research developments to patient care and clinical insights back to the bench for further investigation.

Disclaimer: This Handbook is subject to change from time to time at Mount Sinai’s discretion and does not constitute a contract.

2. Mission of the Office of Postdoctoral Affairs
The Office of Postdoctoral Affairs was established February 1, 2000 to serve as a dedicated resource for postdoctoral fellows, faculty, and administrators. It is located within and supported by the Graduate School of Biological Sciences. The Office works to support and enhance the outstanding scientific training available to all postdoctoral investigators. The Office is also responsible for processing the recruitment and termination of postdoctoral fellows and provides a mechanism for conflict resolution if such a need arises.

Our primary mission is to maintain a productive and welcoming environment so that postdoctoral fellows can make the most of their training. Although the burden for career advancement is ultimately on the shoulders of each postdoctoral fellow, our mission is to facilitate this responsibility by developing seminars, workshops and other resources that provide information for career development, grant writing, communication skills, conflict resolution, and responsible conduct in research. Importantly, the Office of Postdoctoral Affairs provides a voice for all postdoctoral fellows, and creates a sense of family while at Mount Sinai.

We also address "quality of life" issues with our services and programs. The Office assists in finding convenient, affordable housing. We organize a variety of social and networking activities, including lunches, social evenings, and roundtables on significant professional issues. In addition, the Office encourages and supports postdoc-initiated activities and endeavors.

The ultimate goal of the Office is to provide an excellent supportive environment to facilitate the best possible postdoctoral experience at Mount Sinai School of Medicine.
3. Who we are

Leadership

The Office of Postdoctoral Affairs sits within the Graduate School of Biological Sciences and serves under the leadership of the Dean of the Basic Sciences and of the Associate Dean of Academic Mentoring and Enhancement. It is managed by a full-time Program Manager and is overseen by a Director, a senior member of the faculty at the Icahn School of Medicine at Mount Sinai. A Postdoctoral Advisory Committee that is made up of faculty, postdocs and the leadership of the Postdoctoral Executive Committee meets monthly to ensure that the Office is meeting the needs of Postdocs and to help set in motion new plans and ideas that will facilitate and enhance postdoctoral training.

4. How to find us

Office Location
   Annenberg Building
   Room 5-206

Mailing Address
   Office of Postdoctoral Affairs
   Mount Sinai School of Medicine
   One Gustave L. Levy Place
   Box 1022
   New York, NY 10029-6574

Tel: (212) 241-0380
Fax: (212) 876-4978
e-mail: pao@mssm.edu
website: http://www.mssm.edu/education/postdoctoral-training/office-of-postdoctoral-training

5. Appointment

Diversity at Mount Sinai
It is widely recognized that a research environment that is diverse and includes a broad variety of people having different racial, ethnic, cultural and economic backgrounds enhances the learning experience of all trainees and the biomedical research enterprise in general. Mount Sinai is committed to promoting diversity and inclusion in research, in clinics, and in education as well as to increasing the representation of individuals who are members of groups that are underrepresented in science and medicine at all ranks and levels.

Qualifications to be a Postdoctoral Fellow
Appointment as a postdoctoral fellow at Mount Sinai School of Medicine is offered only to individuals with doctoral degrees who seek to enhance their research experience under the mentorship of a faculty member (Principal Investigator, PI). This is a "trainee" position, and is not a faculty position.

It is the responsibility of the postdoctoral fellow to provide original transcripts and documentation that certify
that his/her advanced degree has been received, and it is the responsibility of the PI to confirm that the documentation is satisfactory. In the event that an advanced degree has not yet been awarded, a letter from the granting institution certifying that all requirements for the degree have been fulfilled can be substituted. A copy of these documents will be maintained with a copy of the letter of appointment in the postdoctoral fellow’s file in the Office of Postdoctoral Affairs. An individual cannot be appointed as a postdoctoral fellow if this documentation has not been presented to the Office.

**Term of Appointment**

Postdoctoral candidates are appointed for successive one-year terms not to exceed six years, but initial appointment terms for a postdoctoral fellow can be made for longer terms at the discretion of the PI. A letter of appointment signed by the PI should state the initial term of appointment and stipend, which is regular pay similar to a salary, but reflects the temporary nature of Postdoctoral training.

Since postdoctoral fellows work with particular PIs, such PIs have the responsibility to evaluate them on their progress, and will make decisions regarding the duration of the total training period.

**A Postdoctoral Fellow’s Rights and Responsibilities**

Having a postdoctoral fellow in the laboratory is considered a privilege for PIs at Mount Sinai. Mount Sinai recognizes that each postdoctoral fellow has the right to be treated respectfully by PIs and to work in a productive training environment that benefits the trainee’s career. Likewise, working in a laboratory is considered a privilege for postdoctoral fellows and with this privilege comes the responsibility to treat PIs and colleagues respectfully and to abide by institutional rules of conduct.

**6. Financial Support**

**Stipends**

Mount Sinai requires all principal investigators to adhere to, as a minimum, the current NIH Postdoctoral Stipend levels. In the event that a postdoctoral fellow receives support from abroad (e.g. stipend from another country), that stipend will be supplemented, if necessary, to reach the minimum levels delineated by NIH (National Institutes of Health) (http://grants.nih.gov/training/nrsa.htm). These minimum levels increase with each year of experience, but increases in stipends are not handled automatically, and it is important for postdocs to remind their mentors and department administrators so that stipend increases occur annually. Faculty are strongly encouraged to supplement stipends above the NIH minimum if possible to help compensate for the cost of living in New York.

When NIH raises stipend levels, it is expected that stipends for ISMMS postdoctoral fellows will be raised to match the new levels as soon as possible. There may be a delay in the raise depending on the funding source. The following is taken from the NIH website:

“Postdoctoral: for institutional training grants (T32, T90) and individual fellowships (F32): The stipend level for the entire first year of support is determined by the number of full years of relevant postdoctoral experience when the award is issued. Relevant experience may include research experience (including industrial), teaching assistantship, internship, residency, clinical duties, or other time spent in a health-related field beyond that of the qualifying doctoral degree. Once the appropriate stipend level has been determined, the fellow must be paid at that level for the entire grant year. The stipend for each additional year of Kirschstein-NRSA support is the next level in the stipend structure and does not change mid-year.” This applies to all NIH-based training grants and increases will occur after the training grant anniversary and based on the timing that the postdoc was added.
7. Policies and Procedures

Vacation Days
Postdoctoral fellows are entitled to a minimum of fifteen (15) paid vacation days each year. Vacation days may not be carried over to the following year, and there is no compensation for vacation time not taken. Mentors should be advised in advance as to the postdoctoral fellows’ vacation plans and should approve the vacation time off.

Holidays
Mount Sinai observes the following eight (8) holidays per year that postdoctoral fellows are entitled to: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day.

Sick Days
Postdoctoral fellows are eligible to accrue paid sick days at a rate of one (1) day per month retroactive to date of hire, to a maximum of twelve (12) paid sick days per year. Unused sick days may be carried over from year to year cumulative to a maximum of sixty (60) days.

Leave of Absence
Postdoctoral fellows may need to take time away from Mount Sinai for an extended period of time to attend to personal matters. A "Leave of Absence" may be available to provide the flexibility needed to maintain a relationship with Mount Sinai while taking care of these personal concerns. Postdoctoral fellows may be eligible for leaves for a specific time period, and such leave may be either paid or unpaid. Failure to comply with Mount Sinai’s leave policies and procedures (outlined below) may result in the delay or denial of the postdoctoral fellow’s request for leave and in disciplinary action.

A. Overview
In the event that a postdoctoral fellow needs to take a leave of absence, up to twelve (12) weeks of leave time is allowed for any of the following: (1) due to the birth, adoption, care for a newborn, or placement of a child; (2) in order to care for a child, parent, or spouse with a serious health condition; or (3) because of the postdoctoral fellow’s own serious health condition. When the need for leave is foreseeable, the postdoctoral fellow must provide at least 30 days written notice to the PI and department administrator explaining the reason for the leave and the leave’s anticipated duration. When leave is not foreseeable, notice must be given within two working days of learning of the need for leave, except in extraordinary circumstances. Earned vacation, holidays, free days, and sick time (if personal illness) will be used first during this leave.

The Office of International Personnel must be notified immediately when any Foreign National is interested in taking a leave of absence for any reason.

Human Resources at Mount Sinai may contact a postdoctoral fellow’s healthcare provider directly to get clarification and authentication of a medical certification. If the postdoctoral fellow chooses not to provide Mount Sinai with a HIPAA-authorized release allowing clarification, and the postdoctoral fellow does not otherwise clarify the medical certification,
the leave may be denied. Mount Sinai may also require the postdoctoral fellow to obtain a second opinion by an independent Medical Center that is designated by Mount Sinai at Mount Sinai’s expense.

If, due to the operational impact on the lab or department, the postdoctoral fellow’s position cannot be held open pending his/her return, he/she should be informed as soon as possible. Upon readiness to return to work, the postdoctoral fellow should report to the Office of the Postdoctoral Affairs to seek other opportunities, commensurate with the postdoctoral fellow’s skills.

B. Types of Leave

1. **Short Term Disability Leave** - Granted to those who are eligible (one becomes “eligible” after four consecutive weeks as a Postdoctoral Fellow at Mount Sinai, per New York State guidelines) who are absent from work due to a non-job related illness (including pregnancy-related disability) or an off-the-job injury, subject to the limits set forth in Human Resources Policy Manual section 7.7 (can be found on Mount Sinai Intranet).

2. **Worker’s Compensation Leave** - Granted to eligible postdoctoral fellows who are absent from work due to job-related illness and/or job related accidental injury within the limits set forth in Human Resources Policy Manual section 7.7 (can be found on Mount Sinai Intranet) and subject to the following provisions:

Postdoctoral fellows returning from work following a medical leave of absence must submit to their PI clearance to return to full duty by their primary care physician.

3. **Unpaid Leave of Absence**
   a. Granted at the discretion of PI as an unpaid leave for educational or personal reasons.
   b. **Not** applicable to foreign nationals on visas.
   c. Must contact Office of Postdoctoral Affairs and Human Resources prior to placing a postdoctoral fellow on a Leave of Absence.

4. **Military Leave**

Grant to postdoctoral fellows who perform either voluntary or involuntary duty in the uniformed services, including active duty, active duty training, inactive duty training, full-time National Guard duty and Reserve personnel, and includes time to undergo examination to determine fitness to perform such duty. The time off is granted without pay, but may be charged against available vacation.

Postdoctoral fellows returning from extended military duty will be reinstated to their former position(s) or to position(s) of like status and stipend, provided that such postdoctoral fellows apply for reinstatement within ninety (90) days from their date of honorable discharge from military service.

Mount Sinai follows the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding military leave and endorses the “Statement of Support for the Guard and Reserve” from the United States Department of Defense.
**Transfers**
When a postdoctoral fellow is interested in transferring to another laboratory or department he/she must notify the Office of the Postdoctoral Affairs. Foreign Nationals must also notify International Personnel.

The department receiving the transferring postdoctoral fellow should review the personnel file and performance appraisals of the fellow. The receiving department should be aware of any disciplinary action issued to the postdoctoral fellow.

A postdoctoral fellow must have a positive record for at least a year prior to transferring to another laboratory. Any exceptions must be granted through the Office of Postdoctoral Affairs in consultation with Human Resources.

**Termination**
Appointment as a postdoctoral fellow will terminate upon completion of training, as determined by the PI. PI must give a formal notice of termination to the postdoctoral fellow three (3) months in advance of the termination date (unless terminated for cause), subject to funding availability. Termination for cause will follow the guidelines established in the Human Resources policy manual section 13.2.26 (can be found on Mount Sinai Intranet).

Limited exceptions apply to the notice requirement: Either a PI or a Postdoctoral fellow may terminate an appointment with less than required notice when: 1) the PI produces evidence of performance deficiencies and prior counseling about those deficiencies; or 2) either the PI or the fellow has violated Medical Center policy or ethical standards in a manner that warrants immediate dismissal. These exceptions require notification of the Office of Postdoctoral Affairs, the Department of Human Resources, International Personnel (if relevant) and must involve the relevant Chair, Director or Dean, as appropriate to the situation.

A postdoctoral fellow may resign from their appointment by providing a written letter to their PI and Department Administrator. Postdoctoral fellows must give their PI written notice of at least two weeks prior to their termination date.

If the postdoctoral fellow is a foreign national, International Personnel must also be informed (212 731-7744), and it is the responsibility of the postdoctoral fellow to communicate this information.

*All postdoctoral fellows are required to complete an exit interview with the Office of Postdoctoral Affairs.*

**Foreign Nationals**
Absent exigent circumstances, postdoctoral fellows who are foreign nationals will be offered a J-1 Research Scholar visa. The J-1 Research Scholar visa is the most appropriate visa for Postdoctoral training since the primary purpose is to conduct research. Family members (spouse and unmarried children under the age of 21) will be offered a derivative J-2 visa.

Postdoctoral fellows in initial J-1 visa status may enter the United States 30 days prior to their start date and will have 30 days grace period upon completion of their training program before they must depart the United States. Postdoctoral fellows are required to report to International Personnel within 30 days of entry to the United States and prior to the beginning of their program.

Dependent upon the postdoctoral fellow's country of origin, a two year home residency requirement may
apply subjecting the postdoctoral fellow to a mandatory two years physical presence in the home country pursuant to Section 212(e) of the Immigration and Nationality Act. The Department of State maintains a Skills List indicating which skills and countries are subject to this requirement. See http://travel.state.gov/visa/temp/types/types_4514.html for additional information.

If a postdoctoral fellow obtains a J-1 waiver prior to the completion of their program, International Personnel will continue to extend the J-1 visa until the end of the J-1 program.

Postdoctoral fellows are not eligible for Mount Sinai sponsored employment-based green cards as they are still considered to be in training and postdoctoral fellows are cautioned on applying for self-petitions for the same reason. If a postdoctoral fellow is promoted to a faculty position, they are no longer eligible for a J-1 visa and the International Personnel must be notified immediately to facilitate the filing of an H-1B visa. A change of status cannot be filed until the Faculty Appointment is finalized.

Postdoctoral fellows must update International Personnel of any change in contact information including phone numbers, address, or immigration status. The immigration service requires most non-US Citizens to file a change of address form within ten (10) days of moving within the United States. To report a change of address, Form AR-11 must be submitted to United States Citizenship and Immigration Services (USCIS). This form may be submitted electronically at https://egov.uscis.gov/crisgwi/go?action=coa.Terms.

Tax liability is determined by several variables including (but not limited to) the source of your financial support, your immigration status and your country of tax residency. Postdoctoral fellows will meet with a tax treaty specialist in the International Personnel office and be subject to tax treaty analysis as determined by Windstar Tax Navigator software. International Personnel must abide by federal regulations and cannot make exceptions to the application of tax treaties.

The J-1 Research Scholar visa is specific to Mount Sinai and postdoctoral fellows may not engage in research activity elsewhere without making arrangements with International Personnel. Any postdoctoral fellow who works outside of Mount Sinai without the express permission of International Personnel is subject to J-1 visa revocation. If a postdoctoral fellow is changing departments or participating in research activity outside of the United States for an extended amount of time, International Personnel must be notified.

If a postdoctoral fellow is transferring to another program at another institution, notify International Personnel as soon as possible to help initiate J-1 visa transfer.

If appearing at a United States consulate for visa issuance, postdoctoral fellows must contact International Personnel for a consular package at least one month prior to international travel. Postdoctoral fellows must obtain travel validation on their Form DS-2019 prior to departing the United States and provide International Personnel a copy of their new visa and Form I-94 Arrival/Departure card upon re-entry to the United States. In the event the US consulate delays a postdoctoral fellow’s visa issuance, the postdoctoral fellow must notify International Personnel immediately. International Personnel will work closely with the Department of State and other relevant government agencies to resolve visa issuance delays. Postdoctoral fellow must also notify their PI of potential visa issuance delays prior to departing the United States and make proper arrangements so as not to disturb research activity. If the postdoctoral fellow has exhausted any available PTO time during visa issuance delay in their home country, the postdoctoral fellow will be placed on an unpaid leave of absence unless research arrangements can be made overseas.
8. Postdoc Services

International Personnel
All postdoctoral fellows who are foreign nationals are offered visas through and must maintain contact with International Personnel (see Section 7). International Personnel also maintains up to date information on tax treaties and offers a variety of educational seminars and workshops designed to enhance training and promote career advancement. Human Resources, Box 1514, phone: (212) 731-7744, fax: (212) 731-7744.

Benefits
Postdoctoral fellows are eligible for benefits, including plans for medical, dental and vision coverage as well as plans for life insurance and disability coverage for themselves, and if needed, for a spouse and dependent children. Since coverage needs vary depending on lifestyle and family situation, Mount Sinai's BeneFlex Program permits postdoctoral fellows to tailor their benefits to best suit their needs. Costs vary based upon specific circumstances and choices. Full policy descriptions are available on the intranet (on campus): intranet1.mountsinai.org/HumanResources/ Benefits begin the first of the following month in which you were appointed. If coverage is desired for the intervening time period, it can be purchased by outside providers. Please see website for available plans.

Health Services
Employee Health Services (EHS) provide occupational health services to postdoctoral fellows. This service ensures: (1) that postdoctoral fellows are properly protected from and receive immediate attention for job-related illnesses, injuries and exposures; and (2) that postdoctoral fellows are free from health impairments that pose potential risks to patients or personnel, or that may interfere with the performance of duties. Health Services is located at 17 East 102nd Street, 2nd Floor.

Mental Health Program
The Department of Psychiatry provides initial consultations, ongoing psychotherapy and medication management for postdoctoral fellows in need of mental health services. The program consists of one psychiatrist and two PhD psychologists as well as other full-time and voluntary faculty members who can see postdoctoral fellows either on or off campus. Referrals will be made if necessary. The postdoctoral fellow’s insurance will be billed for all services and the postdoctoral fellow will be responsible for any co-pay. To make an appointment for an initial consultation, please call 212-659-8886.

Postdoc Lstsrv
New postdoctoral fellows are subscribed automatically to the postdoc e-mail list maintained by the Office of Postdoctoral Affairs. Emails from the Office of Postdoctoral Affairs are used to keep postdoctoral fellows informed of upcoming seminars and events important to all trainees. Additional information and a schedule of events is maintained on the website. If you are not receiving emails from the Office on a regular basis within two weeks of your arrival or if you cease receiving emails from the Office contact The Office of Postdoctoral Affairs at POA@mssm.edu to subscribe or reinstate your subscription.

Conflict Resolution
On occasion conflicts arise between postdoctoral fellows and his/her PI or other colleagues in the lab. Every effort should be made by a postdoctoral fellow and his/her PI to resolve complaints/issues informally. If necessary a more formal discussion with PI should take place with the Department Administrator or Chair. When conflicts are not easily resolved or if the postdoctoral fellow needs advice on how to proceed, postdoctoral fellows are strongly encouraged to contact the Office of Postdoctoral Affairs or one of the
resources. The Office has developed strategies and has access to resources that can help (see below).

Under rare circumstances, it is best for a postdoctoral fellow and a PI to sever their relationship. Prior to doing so, postdoctoral fellows are encouraged to proceed with protocol (see Termination) and can be assisted in this by the Office of Postdoctoral Affairs. If initiated by a PI, the PI must give notice as outlined above (see Termination). Limited exceptions apply to the notice requirement (see Termination).

Additional Conflict Resolution Resources

Office of the Ombudsperson
The Ombuds Office serves as a neutral, confidential, and safe place where postdoctoral fellows may bring their concerns. The Ombudsperson handles complaints and attempts to resolve conflicts, with the aim of ensuring that all individuals are treated fairly. Any issue is open for discussion and can be brought to the table. All such discussions are strictly confidential. No meeting records are maintained. The Ombudsperson has broad powers of inquiry to undertake conflict resolution, remediation, formal third-party intervention, or diplomacy as needed.

The office supplements, but does not replace current resources for conflict resolution and existing standing committees. The aim is to resolve issues before formal action is pursued.

The office is available to assist you when an awkward situation at work is bothering you; when you wish to resolve a problem through an intermediary; when you think you have been treated unfairly, harassed, or discriminated against; when you think someone else has engaged in misconduct or believe that there has been an ethical violation; when you need help in clarifying or resolving conflict; or when you just need to talk and want someone to listen. Please feel free to contact: Barry D. Stimmel, M.D., Ombudsperson, Dean Emeritus, Medical Education, Annenberg 5th floor, (212) 241-3066, e-mail: barry.stimmel@mssm.edu.

Human Resources
The Human Resources department is available to any postdoctoral fellow seeking advice on institutional policies regarding disciplinary action, conflicts, harassment, etc. Annenberg 21-261, (212) 241-4097.

Postdoctoral Advisory Committee
Postdoctoral fellows should feel free to discuss any situation they have encountered with any member of the Postdoctoral Advisory Committee. Please visit our website for current members: http://www.mssm.edu/education/postdoctoral-training/directory

9. Institutional Services

Grants and Contracts (GCO)
The GCO oversees research grant application and award processes and provides support to all Sinai investigators submitting grants and fellowships. It establishes and implements internal policies and ensures that activities conform to external guidelines and regulatory policies. It provides current information regarding
sponsorship, policy changes, and funding opportunities, and generally assists in all aspects of the pre- and post-award administration and management. http://www.mssm.edu/research/resources/grants-and-contract-office.

Additional grantwriting resources can be found here: http://icahn.mssm.edu/research/grant-application-resource-center/boilerplate-language

And a list of fellowship opportunities can be found here: https://docs.google.com/spreadsheet/ccc?key=0AnOx9af1WFlodEk3VnAtZEIZdkhFMTNYX2ZEdVvaS3c#gid=0

**Institutional Animal Care and Use Committee (IACUC)**

A critical mandate of IACUC is to ensure that all vertebrate animal studies at Icahn School of Medicine at Mount Sinai are conducted in accordance with Animal Welfare Act regulations and Public Health Service policies. To ensure that these policies are carried out, all studies involving vertebrate animals, including pilot studies and intramural projects, must be reviewed and approved by the IACUC. Additionally all labs participating in animal research are inspected semiannually. All personnel working with animals are required to take training courses offered by IACUC prior to engaging in animal research. Annenberg Building 26–10, (212) 241–8955.

**Program for the Protection of Human Subjects (PPHS)**

All research involving human subjects at Icahn School of Medicine at Mount Sinai must be reviewed by the Institutional Review Board (IRB). No research in human subjects can be initiated without IRB approval (unless specifically categorized as exempt from IRB review). 3 East 101st street, (212) 824-8200.

**Computer Services**

Located in the Levy Library, Computer Services fulfills a variety of needs for postdoctoral fellows including account administration, instructional courses, software and licensing, and videoconference services. Questions or problems can be referred to the Help Desk at (212) 241-7091.

**Levy Library**

The Gustave L. and Janet W. Levy Library houses approximately 150,000 volumes and 2,500 audiovisual programs in the biomedical sciences and currently subscribes to over 1,900 print and electronic journals. Access to content is via online catalog and indexes or via print indexes on site. Materials needed that are outside of the collection can usually be obtained through an interlibrary loan. In addition to volumes and journals, the library website provides access to numerous databases and web resources, outlines available library programs and services and has a schedule of classes offered. Classes cover a variety of topics ranging from data management to figure preparation for publication. On site, the library provides study areas, multidisciplinary laboratories, group study rooms, computers and printers. The library is located on the 10th and 11th floors of the Annenberg Building. The entrance is next to the elevator on the 11th floor. Mobility impaired persons who wish access to the 10th floor of the Library should make arrangements with the Library Circulation Supervisor (212)-241-7791. Information about library hours is available by calling (212) 241-7793.

**Mount Sinai Innovation Partners**

They encourage the development of new technologies on campus and facilitate the transfer of scientific discoveries and medical breakthroughs to the public through commercial channels. Their activities include managing patent applications, negotiating license and material transfer (MTA) agreements and executing confidentiality agreements. MSIP welcomes inquiries and postdocs are encouraged to seek information on the website (http://www.ip.mountsinai.org/) or to contact the office directly. All discoveries do not need patents, but early evaluation of an idea by MSIP is important as patents need to be filed prior to the public presentation of an idea. Commercializing an idea can have major benefits including a more streamlined
process of bringing an idea to the public and revenue to support research. As a consequence of your appointment to Mount Sinai, you must abide by certain policies and procedures related to the ownership and commercialization of intellectual property. Please contact MSIP for details: (212)-659-9680

**Institutional Biosafety Program**
Mount Sinai’s Institutional Biosafety Program is responsible for ensuring that use of all biohazardous materials on campus meets guidelines established by the National Institutes of Health and Centers for Disease Control and Prevention. The Biosafety Program monitors laboratory activities involving all biohazards, including infectious or biologically derived materials, toxins and other agents that present a risk or potential risk of injury to humans or animals. The Institutional Biosafety Officer prepares and maintains records required for government regulations and evaluates research projects for risks and hazards. If you have questions about potential risk or about disposal procedures please contact the Office for details (212)-241-5169.

**Institutional and Departmental Core Facilities**
Mount Sinai has several Core Facilities. Such Cores permit postdoctoral fellows to utilize state of the art instrumentation and methodologies that have become crucial for modern biomedical research, but are often technically or monetarily beyond the limits of individual labs. The facilities are staffed by experts who not only provide research services, but also offer instruction and training. In this way the facilities constitute major educational resources for those wishing to diversify or explore new avenues of research. Shared resources include (but are not limited to) microscopy, mouse genetics, qRT-PCR, engineering and flow cytometry. See website for further details: http://www.mssm.edu/research/resources/shared-resource-facilities. SRFs are administered through the Office of the Dean and partially subsidized by institutional funds. There are additional cores run by individual departments. Information can be found on the web: http://www.mssm.edu/research/resources/departmental-cores.

10. **Responsible Conduct in Research (RCR)**

Postdoctoral fellows are expected to maintain a high standard of ethical and personal conduct essential to a productive research environment. Plagiarism, cheating and data fabrication are considered very serious offenses and will be treated as such. Postdoctoral fellows who believe that scientific misconduct has occurred should report the matter to the Dean of the Graduate School immediately. All reports will be subject to review in accord with institutional policy.

All postdoctoral fellows are required to attend an RCR course (8 hours) within their first year of training at Mount Sinai. This serves to educate postdoctoral fellows on the standards expected. The course fulfills an Institutional requirement and also fulfills requirements established by federal funding agencies (NIH and NSF) in order to receive federal funding. Two courses are offered every year by the Office of Postdoctoral Affairs. Sign-in is required and tardiness is not tolerated.

**Guidelines for Handling Misconduct in Research**
The guidelines outlined below are Mount Sinai Policy; they apply to all Mount Sinai personnel, including postdoctoral fellows.

1. **Introduction**
The school hereby affirms its commitment to the highest ethical standards in the conduct of scientific research, the promotion of original research of high quality, and the importance of academic freedom. It also
acknowledges that misconduct in research is extremely serious, threatens these principles and is "grave misconduct". The School is therefore, committed to preventing misconduct in research from occurring and should it occur, to dealing with it swiftly, fairly and thoroughly.

2. Definitions

A. "Research” as it is used in these guidelines is defined as anything that is or purports to be “a systematic investigation including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge”. [Federal Policy 102Cd].

B. "Misconduct in research" as it is used in these guidelines refers to the intentional or reckless disregard for ethical practices in the conduct of research. Examples of misconduct in research shall include, but are not limited to: activities that compromise the integrity of the research results such as the fabrication, falsification or wrongful manipulation of data or results; plagiarism; failure to comply with the guidelines for handling misconduct in research; seriously deviating from the School of Medicine's policies concerning human or animal research subjects; or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. The guidelines apply to all research conducted under the auspices of the School of Medicine and to anyone who participates in such research regardless of position, including all members of the faculty (full-time, part-time and voluntary), house staff, fellows, students, postdocs, guests, volunteers and technical support staff. These guidelines also apply to all research, whether under the auspices of the School of Medicine or not, which is conducted by members of the School’s faculty (whether full-time, part-time or voluntary).

3. Responsibilities

A. The maintenance of high standards in the conduct of research is the responsibility of each postdoctoral fellow member.

B. Postdoctoral fellows - as part of their formal responsibilities, should:

1. Strongly urge their colleagues to publish original work only in peer-reviewed journals
2. Insist on the regular presentation of scientific work to faculty and other peer groups
3. Encourage scientists to be forthright in the criticism of their peers
4. Emphasize that the quality of research produced is of paramount importance
5. Emphasize the importance of honesty in scientific research.

C. Only those individuals who actively participate in the preparation of the work should be named as authors. Active participants include those who, for example, design the study, gather or interpret the data and those who write the paper. All authors are responsible for the work that is contained in the publication. All authors should review the manuscripts before their submission for publication as well as, whenever possible, the raw data on which the manuscript is based and any comments received or revisions made as a result of the editorial review. The primary author is responsible for making certain that all other authors receive a copy of the manuscript before its submission. Authors are responsible for the correct acknowledgment of any supporting agency or people.

D. Every postdoctoral fellow engaged in research must maintain accurate and complete records. All notebooks produced at the School of Medicine are subject to review by the Dean or his designee in the event an investigation has been undertaken in the response to an allegation of misconduct in research. After the faculty leaves the School of Medicine, records produced at the School of Medicine remain
4. Procedures for Handling Allegations of Misconduct in Research

A. Introduction: The following procedures are meant to establish fair and reasonable guidelines to be followed in the investigation of an allegation of misconduct in research. Breaches of these rules shall not be grounds for a new investigation. In implementing the following procedures, which are to be employed upon receipt of an allegation of misconduct in research, the School affirms its commitment to:

1. The faculty, the scientific community, the sponsoring agency and the public.
2. Make diligent efforts to protect the rights and reputations of all involved, including the rights of the individual accused of misconduct and the rights of the individual who makes an allegation.
3. Make diligent efforts to maintain the confidentiality of the proceedings.
4. Conduct a prompt, thorough and fair investigation carried out with objectivity. In order to achieve this goal, the members of any of the committees must immediately disclose any Conflict of Interest to the Dean. (Examples of a conflict of interest include collaborating with the individual under investigation, having worked on the project in question, engaging in directly competing scientific research, etc.). The Dean shall then make a determination whether the individual may serve on the committee.

B. The Inquiry:

1. An allegation of misconduct in research should be reported immediately to the relevant Chairperson of the Department, or Center Director, or to the Dean of the School of Medicine (the "Dean"). In the event the Department Chairperson is alleged to have personal involvement, the matter should be reported directly to the Dean.
2. Unless a Chair or Center Director concludes that an allegation is blatantly frivolous, the Chair or Center Director shall report it to the Dean immediately. This low threshold at the initial review is to ensure that the departmental/center review is swift, and that any allegation requiring further review is appropriately forwarded to the Dean's Office.
3. If the Dean concludes that the matter requires further review, the Dean shall refer the matter immediately to the Chairperson of the Committee on Ethical Practices in Research established as provided in paragraph 4, below. The Committee on Ethical Practices in Research, a subcommittee of the Research and Education Policy Committee of the Board of Trustees, is referred to hereafter as the "Committee".
4. The Committee shall be comprised of twelve faculty selected by the Dean, at least five of whom have their primary appointment in a basic science department or center, and at least five of whom have their primary appointment in a clinical department. The Committee shall have at least five full professors, one of whom shall be appointed Chairperson by the Dean, at least two associate professors, and no more than two assistant professors. The Committee members shall be appointed by the Dean to staggered 5 year renewable terms. Upon notification by the Dean of a matter requiring review, the Chairperson of the Committee shall select a panel from the Committee to conduct an inquiry (the "Panel"). The Panel shall consist of no fewer than three faculty members and shall be staffed by the Dean's Office. Any committee member who has any involvement in the alleged wrongdoing must be excluded from any involvement in the conduct of the inquiry. Further, if the inquiry is into activities of specific faculty members, the
members of the Panel shall be of an equal or greater rank than the most senior individual being investigated at the time the Panel is initially selected. A faculty member may make an objection to the composition of the Panel, in writing, to the Dean. The decision of the Dean to change or not change the composition of the Panel is final. The Panel may be advised by the General Counsel's Office. The School will supply such staff to the Panel as may be necessary.
5. The Panel will conduct an initial inquiry into the alleged wrongdoing for the purpose of determining whether a full-scale investigation should be initiated.
6. The Panel must immediately inquire into allegations and must complete its inquiry within 60 calendar days, unless circumstances clearly warrant a longer period, in which case the record of the Panel shall include documentation of the reasons for extending the 60 day period.
7. If the Panel finds sufficient evidence to warrant an investigation, the Panel must then recommend to the Dean that a thorough investigation be undertaken. The Panel shall issue a written report. The report shall include a summary of the evidence reviewed, the individuals interviewed and the conclusions of the Panel. Copies must be provided to the Dean and to any individual who has been a subject of the inquiry. Such subject must be given an opportunity to comment on the allegations and conclusions of the Panel and any written comments shall be made part of the record. If the Dean does not concur with the Panel, the Dean may send the inquiry back to the Panel for further consideration. All documentation shall be maintained for at least three years.

C. The Investigation:
1. In the event the Panel determines that a further investigation should be conducted, and the Dean concurs, the Dean shall appoint an Ad Hoc Committee (the "Ad Hoc Committee") for the purpose of conducting a fact finding review. To ensure appropriate peer review, the Ad Hoc Committee will be composed of a sufficient number of research scientists, at least one of whom shall have expertise in the subject matter of the investigation, and, if appropriate, other experts, such as an attorney or an expert in ethics in science. All faculty members of the Ad Hoc Committee shall be of a rank equal to or higher than the most senior of any faculty members accused of misconduct at the time the investigation is initiated. The Dean may, however, in his sole discretion, appoint more junior faculty to the committee when such appointment will help ensure a thorough and fair investigation (e.g., if a junior faculty member has the appropriate expertise in the subject matter under consideration). The Dean may also appoint others, such as individuals from outside of the institution, to serve on the Ad Hoc Committee. The Ad Hoc Committee may be advised by the General Counsel's office. The School will supply such staff and other resources to the Ad Hoc Committee as may be necessary. In no event may any individual who is selected to serve on the Ad Hoc Committee have any prior involvement in the research project that is the subject of the inquiry.
2. At the same time, the Dean shall inform any individuals under investigation and their Department Chairs or Center Directors of the investigation and its subject.
3. Any individual against whom an allegation is made shall have the right to know who is on the Ad Hoc Committee and may object to any member of the Ad Hoc Committee. The objection should be made in writing to the Dean and must state the reasons for the objection. The dean will make the final decision and any such decision shall be final.
4. The Ad Hoc Committee should conduct a thorough investigation. It must be undertaken within 30 days of a determination by the Panel that such an investigation should be conducted, and it should be completed within 120 days. To that end, the Ad Hoc Committee may promulgate those rules and procedures that it deems necessary for the conduct of the investigation, including, for example, transcription of its interviews. Prior to initiating its
investigation, the Ad Hoc Committee must establish the procedure by which it will make its final determination, but in no event shall any determination by the Ad Hoc Committee be by less than a majority. The review should not be limited in scope to the contents of the initial allegation and, depending on its findings, the Ad Hoc Committee should consider reviewing all of the research in which the accused individual was involved. The investigation will include review of all documentation and interviews with all involved individuals. Summaries or transcriptions of all interviews will be prepared and made part of the record.

5. During the conduct of its investigation, the Ad Hoc Committee should give a researcher under investigation and any collaborators and supervisors who may be involved an opportunity to meet with the Ad Hoc Committee and provide the Ad Hoc Committee with information and data.

6. The Ad Hoc Committee must issue a written report to the Dean outlining its conclusions and recommendations and setting forth in detail the basis for them. Before it is finalized, a draft of the report, or relevant portions of it, will be sent to each researcher accused of misconduct in research and to any collaborators or supervisors who may have been involved. These individuals will be given an opportunity to comment on the report and their comments will be considered in preparing the report for presentation to the Dean and shall be made a permanent part of the record.

D. The Review Process:

1. The Dean, in consultation with the President, may decide to accept the report of the Ad Hoc Committee as the Final Report. In the alternative, the Dean may establish a review committee composed primarily of outside experts and trustees (the "Review Committee") to review the conduct of the investigation and the report prepared by the Ad Hoc Committee.

2. In the event that a Review Committee is established, the Review Committee may then recommend that the Dean:
   a. endorse the Ad Hoc Committee's report and the Ad Hoc Committee's report, if accepted, will then become the Final Report.
   b. issue a separate Dean's report in conjunction with the Ad Hoc Committee's report, which will be the Final Report.
   c. request that the Ad Hoc Committee reopen its investigation and report again to the Dean.

E. Action Following a Completed Investigation:

1. After receiving the Final Report, the Dean, in consultation with the President, shall make a report to the Board of Trustees. Such report shall include a review of the findings and a discussion of any actions to be taken.

2. The Final Report shall constitute prima facie evidence of the facts contained therein in any subsequent adjudicatory proceeding held under the Medical Staff By laws, the Faculty Handbook or the Mount Sinai Personnel Policy.

3. The Dean shall, if appropriate, provide copies of the Final Report, or relevant sections of it to:
   a. the accused individual, his/her Department Chair or Center Director, any involved collaborators, and others;
   b. the Chairperson of the Board of Trustees;
   c. the Research and Education Policy Committee of the Board of Trustees;
   d. the President; and
   e. the sponsoring agency, if any.
4. If misconduct is substantiated, at an appropriate time and upon a written report and recommendation of the Ad Hoc Committee (which, in extraordinary circumstances, may be prior to the completion of the entire investigation) and with notice to the involved individuals, the Dean shall be responsible for carrying out the following (which are not meant to substitute for any actions recommended by a Disciplinary Tribunal):
   a. withdrawing any pending abstracts or papers containing false information and notifying the co-authors;
   b. if there are published papers or abstracts containing false information, notifying the editors of the journals in which abstracts and papers appeared and notifying all co-authors and giving them the opportunity to retract their names from the publication and;
   c. if there is reason to question the validity of previous research, notifying any institution or sponsoring agency with which the individual is or has been affiliated, and any other co-authors;
   d. instructing the General Counsel's office to take appropriate action concerning any pending or issued patents; and
   e. taking other appropriate action concerning the Final Report including disciplinary action against those individuals who engaged in misconduct in research.

5. If the alleged misconduct in research is not substantiated, the Dean shall be responsible for:
   a. making diligent efforts to restore fully the reputation of the researcher and any others whose reputation may have been injured. Specifically, any agency or individual informed of the investigation will be notified that the allegations have been reviewed and not substantiated;
   b. taking appropriate action against any parties whose involvement in leveling unfounded charges was demonstrated to have been intentionally dishonest.

F. Notification to the Office of Research Integrity (ORI):
   1. The School shall comply with all requirements for providing assurances and all other reporting requirements of the ORI.

   2. In the event of a reportable allegation, ORI will be notified:
      If the Committee on Ethical Practices in Research determines after preliminary investigation that a full scale investigation is warranted;
      a. within 24 hours of the School obtaining any reasonable indication of a possible criminal violation;
      b. of the outcome of any Ad Hoc Committee investigation;
      c. of developments in the course of any investigation that disclose facts which may affect any current or potential funding of the individuals under investigation or that the Public Health Service needs to know to ensure appropriate use of federal funds;
      d. if there is an immediate health hazard;
      e. if there is an immediate need to protect federal funds or equipment;
      f. if there is an immediate need to protect the individual making the allegation, the individual who is accused of the allegation or his or her investigators; or (h) if it is probable that there will be a public report of the allegations.
G. Record Retention:
All documents relating to the investigation and conclusions of the Committee on Ethical Practices in Research and the Ad Hoc Committee shall be maintained for at least three years after the final conclusion of an investigation and shall be made available upon request to authorized HHS personnel.

11. Awards and Honors

Robin Chemers Neustein Postdoctoral Fellowship: The Robin Chemers Neustein Postdoctoral Fellowship is a highly competitive award that is intended to encourage women to pursue careers in scientific research. Applicants should be senior postdoctoral scientists who intend to complete their training within one to two years, and have a track record of high impact, important and quality research in the life sciences and the potential for an independent scientific career. An individual may receive this fellowship for only one year and only female postdoctoral research scientists are eligible to apply. A call for applications is sent in the winter of each year.

Travel Awards: These awards offer support for postdoctoral fellows unable to find sufficient funding through his/her PI or department to attend a conference specific to their area of study or a relevant interdisciplinary conference. Several awards of $500 each will be given two times a year. The first cycle covers conferences occurring between January and June and the Cycle 1 deadline is February 15 (accounts can be re-imbursed for travel occurring prior to the deadline). The second cycle covers conferences occurring between July and December and Cycle 2 deadline is August 15. Applications will be accepted at any time before the due date and must include: 1. Name, PI lab, department, dates and location of conference, 2. Title and abstract, 3. Tell us why you need to go to this conference (no more than ½ page), 4. 2 page CV, 5. Talk or poster? Please send by email to the Office of Postdoctoral Affairs theresa.scarabino@mssm.edu . Postdocs are eligible for only one award per year and award recipients must fill out a travel request form PRIOR to travel in SinaiCentral.

Basic Science Awards: Each year one or two postdoctoral fellows receive a Basic Science Award for the Best Publication/s of the year. To qualify nominees must be current postdoctoral fellows and first author on the publication, and the paper being submitted for consideration must have been published in the last year. Postdoctoral nominations must be submitted by Department Chairs, and it is anticipated that Chairs will work closely with PIs to identify the most promising postdoctoral candidates. Self-nominations are not accepted. Awards are $500. All nominations must be received in The Office of Postdoctoral Affairs by March 31.

Postdoc Recognition Awards: Piloted in 2013, these awards serve to recognize and award Postdocs that submit and receive significant national or internationally competitive fellowship awards during their tenure at Mount Sinai. Recipients are identified by the Grants and Contracts office as having received new fellowships during the calendar year and awards are given at year’s end.

Career Development Awards and Workshop Scholarships: The office provides scholarships to help defray costs for postdocs attending certain NYAS workshops that help to prepare postdocs for their post-Sinai careers, such as the Non-Academic Career Bootcamp. Announcements are sent by email and are posted in the calendar.

12. Postdoc Life

Postdoc Advisory Committee (see Section 3)
Postdoc Executive Committee: The Executive Committee is led by two Co-Chairs and is comprised solely of postdoctoral fellows. The Committee listens to postdoc concerns and formulates and plans activities and events to benefit postdocs. Postdocs interested in serving should contact the co-Chairs (see Postdoc website).

Postdoc Housing Committee: The Postdoc Housing Committee meets quarterly with the Real Estate Department to discuss postdoc housing issues. The committee is composed of the leadership of the Postdoc Office and the Postdoc Executive Committee.

Postdoc Writing Group: The Mount Sinai Postdoc Writing Group meets on a biweekly basis and aims to provide a resource for postdocs to get feedback and support around their writing. Postdocs are encouraged to bring their works in progress to the meetings, including grants, manuscripts, abstracts and posters. The group also organizes regular seminars by experts in writing and editing. Or to sign up for the emails visit: http://mailman.mssm.edu/mailman/admin/postdoc-writing

Postdoc Periodical: By postdocs, about postdocs and for postdocs. The newsletter comes out monthly and reports on items of interest for all postdocs in addition to features on postdoc publications and awards.

Postdoc Alumni Group: The Postdoctoral Chapter of the Mount Sinai Alumni provides advice to postdoctoral researchers on career development, brings together scientists working in academia and the life science industries, and encourages and facilitates collaboration. Go to: http://www.mountsinaiconnections.com/?page=PostDoc

Career Development Seminars and Workshops: Once every month, most commonly on the third Wednesday of every month, there are seminars or workshops on a wide range of topics from grant writing to entrepreneurship. See the Postdoc Calendar for upcoming events.

Annual Postdoc Symposium: An annual one-day event, the Postdoc Symposium is part of Postdoc Week in September. It is run entirely by the Postdoc Executive Committee and features a prominent speaker, workshops and activities that promote postdoc training endeavors and postdoc seminars. Past speakers include Harold Varmus, former director of NIH and current director of NCI, Shirley Tilghman, President of Princeton University and a leader in the field of molecular biology, Marc Tessier-Lavigne, President of Rockefeller University and former Chief Scientific Officer of Genentech, and Alan Leshner, CEO of the American Association for the Advancement of Science.

Postdoc Social Fridays: Typically the last Friday of every month, these occasions offer postdoctoral fellows the chance to interact, network, and exchange ideas with one another and invited guests. Such casual interactions offer important opportunities to collaborate across departments and to build a network of contacts outside of the lab.

Basic Science Forum: The Graduate School and the Basic Science Divisions offer a happy hour with free food and beverages bi-annually in the Student Lounge located on the first floor of the Annenberg Building. This social event offers an excellent opportunity to mingle and exchange ideas with graduate students, postdoctoral fellows, and PIs.

Mount Sinai Housing: All postdoctoral fellows are eligible to obtain Mount Sinai housing, which offers subsidized, unfurnished apartments in Manhattan. Applications for housing along with maps to various buildings having Mount Sinai apartments can be found on the Office of Postdoctoral Affairs Website. If a
postdoctoral fellow rejects the initial offer of housing, but later decides to enter Mount Sinai housing, they will no longer have preference and will be placed on a waiting list. The Real Estate Division is located on the 1st floor of 1249 Park Avenue. Please contact the housing manager for more information (212) 410-0307.

Y-Pass: The Postdoc Office and Graduate School have arranged to have free one-day passes to the 92nd street Y—an outstanding health/fitness/sports facility located at 92nd street and Lexington Avenue. Passes are available every day on a first come, first served basis. Go to: http://gradschool.mssm.edu/currentstudent/ and register with your mssm ID and email.

Bicycles: Bicycle racks are provided for daily use and are located in parking structures (e.g. Icahn Building parking garage), parking lots (e.g. 103rd street between Madison and 5th), on sidewalks in front of some of the buildings and in the basement of the Hess Building (ask Security for directions). All bicycle parking is at the owner's risk. Owners must provide a lock and/or chain to secure bicycles to the racks. Bicycles are not permitted in most Mount Sinai buildings, but exceptions are made for certain folding bicycles and for certain buildings. Bicycles cannot be kept overnight in parking garages or lots.

Child Care: Imagine Early Learning Center provides a safe and interactive environment for learning and play for infant, toddler and pre-K children of Postdoctoral Fellows at Mount Sinai. If you are interested in placing your child/ren here, contact the director as soon as possible as the Center is in high demand. 212 410-2077. www.imagineeelc.com. Additional information is provided by the Mount Sinai Parent program run by the Division of Training and Education, (212) 241-1944, http://www.facebook.com/groups/229305823848699/ and by the Employee Assistance Program (212) 241-8937.

Lactation Room: The room is located on the MC level Room 234 in the same hallway as the employee pharmacy. There are 4 hospital grade pumps, each with a private pumping area, available around the clock for all Mount Sinai Postdoctoral Fellows. Anyone who would like access to the room can contact Nicole Musumeci: nicole.musumeci@mountsinai.org. Additional information is provided by the Mount Sinai Parent program run by the Division of Training and Education, (212) 241-1944, http://www.facebook.com/groups/229305823848699/.

Buses – Shuttle Service: Mount Sinai provides a shuttle bus service for the Bronx V.A.; Elmhurst and Mount Sinai of Queens; 320 East 94th Street (Adolescent Health Center, Kidney Center, and Human Resources); Saint Barnabas Health Care System, Englewood Hospital; and the 125 Street Metro North Train Station; 345 East 102nd Street. Schedules are available on the intranet or call (212) 241-0795 (8am – 5pm) and (212) 241-6068 (after hours).

Food Service: The Plaza Cafeteria, located on the Atrium level of the Guggenheim Pavilion, offers a variety of selections for breakfast, lunch, and dinner and is open M-F, 6:30 - 7:30 with more limited hours on the weekend. Vending machines offer a variety of hot and cold foods and are available for use 24 hours a day, every day of the week throughout the campus.

The Starbucks coffee kiosk offers take-out food and is located in the Annenberg Building west lobby. It is open weekdays, excluding major holidays from 6:45 A.M. to 4:30 P.M and more limited hours on weekends. Seating is in the surrounding Atrium.

A take-out food service area is also located in the first floor lobby of the Icahn Building. It serves coffee and light breakfast items, and offers a salad service and light lunches from 7:30 am to 2:30pm (no weekends). No seating.

A similar food service area is located in the first floor lobby of the Hess Building over the same hours. Adjacent seating is available.
Lost and Found: Lost property should be reported to the Security Control Center (Annenberg B1-70) or by calling (212) 241-6066. Recovered items should be brought to the same place.

Parking: On-campus parking is extremely limited and ordinarily not available. Since there is no overnight parking permitted, all cars must be removed prior to the closing of the parking garage each morning at 1:00 A.M. The Security Department maintains information on neighborhood garages offering daily and monthly rates. This information can be picked up from the Security Office, 19 East 101st Street, first floor. You may receive information by calling 212 241-6089.

Recreation Office: The Recreation Office is a great resource for Mount Sinai postdoctoral fellows. It offers discount tickets to Broadway and off-Broadway shows, concerts, operas, sporting events and other events in New York City. Discounts are available for health clubs, spas and for tourist activities like Circle Line cruises and amusement parks. Discounts are also available for certain hotels, restaurants, car rental services, travel packages, magazines, and many other items. The Recreation Office also maintains listings of city recreational facilities that are available (ice skating, swimming pools, tennis courts, handball courts, and so on). You can also find out what the office currently offers using links from their website: www.mssm.edu/recreation/ or by stopping at 19 East 98 Street, Room 2F. Hours: M - F, 12:00pm - 5:15pm and Wed, 8:00am - 9:00am (212) 241-6660.

Security Department: The goal of the security department is to provide a secure environment for all who use its facilities. The Department enforces the Mount Sinai policy that requires all postdoctoral fellows to wear Mount Sinai identification within the complex. ID cards must be displayed upon entering all buildings and worn while on the premises. The Main Security Office is located at 19 East 101st Street, first floor, and Security Guard stations are located at the entrance to all buildings on the campus. Your personal security is of paramount importance. For this reason Security will, upon request, provide escorts within Mount Sinai and to on-campus residences. Call X46068/9 approximately 10 to 15 minutes prior to departure.

It is the policy of Mount Sinai that no Mount Sinai equipment or property of whatever nature (including but not limited to microscopes, slide boxes, and so on) may be removed from the premises without a Mount Sinai Property Pass. Property passes are available from your Department Administrative Office. Personal property is often the object of theft and for that reason you may also be required to obtain a Personal Property Pass to leave with computers or cameras or other personal items belonging to you. Packages will be inspected by security officers at entrances and exits.

Security is a function that requires the cooperation of everyone at Mount Sinai. Postdoctoral fellows are requested to dial "60" on any phone in the event of any emergency or when suspicious activities are observed. All other times, when the assistance of the Security Department is needed, dial X46068/9.

Information concerning the regulations and Mount Sinai crime statistic information is available through the U.S. Department of Education web site for campus crime statistics (www.ope.ed.gov/security).

Banking: ATM – Located in Guggenheim Pavilion across from the Cashier.

Business Cards: Please contact The Office of Postdoctoral Affairs at POA@mssm.edu if you would like to obtain business cards.

13. Institutional Policies
The following are Mount Sinai Policies. They were not developed uniquely for postdoctoral fellows and apply to all personnel

**C-14 Training and Certification:**
The New York City Fire Department (FDNY) requires that a person having C-14 certification be in the lab at all times that the lab is operational. Since postdocs can often be the only person in a lab, this training is essential. One can obtain certification by attending a training session covering FDNY-approved laboratory safety procedures (offered on the premises by Mount Sinai Environmental Health and Safety office (EnvHS) and submitting several documents (see below). This training is mandatory for all ISMMS postdocs, graduate students and technicians working in wet labs (i.e. those not working in wet labs are exempt) and should be completed as rapidly as possible. Failure to complete the certification can result in fines for your lab and for ISMMS. Any questions that arise about the process should be directed to EnvHS: Sal Tranchina, Senior Director 212-659-9045 or Hector Maldonado, Program Manager, 212-241-4132.

The process:
1. C-14 classes are held periodically and are announced by email. In addition to providing information on the training session, the email announcements will have several attached forms/documents that must be read and/or completed prior to attending a class. Alternatively, your department administrator will have the necessary documents.

2. The C-14 Study Material. This is the material that the class will cover.

2. A notarized* letter from the Postdoc’s Supervisor / PI stating that the Postdoc has a reasonable understanding of the mandatory FDNY Laboratory Safety training manual. Examples are provided.

3. A notarized* statement from the Postdoc stating that he/she is being issued a C–14 Certificate of Fitness for The Supervision of Chemical Laboratories by the FDNY on the basis of his/her experience, education, and understanding of the specific facilities’ requirements governing the operation of chemical laboratories.

4. Postdocs must present evidence of academic degree(s) indicating specific course of study and/or transcript to verify college science courses. Degrees issued from outside the United States shall be evaluated by FDNY.

5. A Certificate of Fitness Application. Each postdoc must attest that he / she has studied the C-14 materials (the C-14 Study Material) prior to attending the mandatory training class. Due to “FDNY affirmation” requirements it is essential that all applicants review the material prior to attending the on campus training.

6. Attend the class and take the quiz.

7. Documents are deposited at the end of the training session and EnvHS will submit to FDNY.

8. $25.00 made payable to the FDNY must accompany each Postdoc’s application. The fee will be paid by individual department purchase orders (NOT by postdocs). Your department administrators will be able to help you with this and with questions about the documentation that is needed.

9. Your picture is required on the certificate. At the training class, EnvHS will take your picture and submit a 2x2 color photo of each Postdoc along with the other documentation.

*Ask your department administrator to find out who in your department is a notary or where you should go to
have your documents notarized.

**Affirmative Action Policy (June 2011)**

It is the policy of the Mount Sinai School of Medicine that all decisions regarding educational and employment opportunities and performance are made on the basis of merit and without discrimination because of race, gender, color, creed, age, religion, national origin, citizenship, disability, veteran status, marital status, sexual orientation, genetic predisposition, or any other characteristic protected by law.

In keeping with our continuing efforts to achieve a broadening of the representation of women and minority groups throughout the medical school, we have:

A. Developed an Affirmative Action Program that details actions designed to realize the School's commitment to equal educational and employment opportunities.

B. Insured our compliance with Federal, State and Local laws and regulations implementing equal opportunity objectives by meeting the spirit as well as the letter of the law and contractual requirements.

We cannot over-emphasize our commitment to the realization of these goals. Every decision affecting faculty, house staff, postdoctoral fellows, graduate students, employees, and medical students and other members of the medical school community rests solely on demonstrably valid criteria of merit, competence and experience. Additional information concerning Mount Sinai's Affirmative Action Program, its interpretation and/or application may be obtained from the Affirmative Action Office located at 1245 Park Avenue, Ground Floor.

**Harassment Policy (June 2011)**

**Statement of Purpose**

Harassment has become an increasingly prominent national concern in the workplace and in academic institutions. Icahn School of Medicine at Mount Sinai (ISMMS) regards any behavior that is harassing, discriminatory, or abusive as a violation of the standards of conduct required of all persons associated with the academic mission of the institution. The ideal of American medical, graduate and postgraduate education is to create an environment that nurtures respect and collegiality between educator and student. In the teacher-student relationship, each party has certain legitimate expectations of the other. For example, the learner can expect that the teacher will provide instruction, guidance, inspiration, and leadership in learning. The teacher expects the learner to make an appropriate professional investment of energy and intellect to acquire the knowledge and skills necessary to become an effective physician or scientist. The social relationships required in the achievement of this academic ideal – mentor, peer, professional, staff – require the active trust of partnership, not the dependence of authoritarian dominance and submission.

ISMMS is responsible for providing a work and academic environment free of sexual and other forms of harassment. The institution may pursue any complaint of harassment known to it in order to achieve this goal. A Grievance Committee (the “Committee”) was established in 1992 to serve as an educational resource to the medical school community on issues relevant to harassment and to address complaints of sexual harassment and other forms of harassment and abuse as defined below. Complaints about implementation of school policies concerning appointment, promotion, and distribution of resources, including notification requirements associated with these policies, will not be addressed by this Committee unless they involve, in addition to those complaints, an allegation of harassment or abuse as defined below. The Committee (and an appointed Investigative and Hearing Board (the “Board”) under Paragraph IV.C.2. below, if any) may only consider complaints of harassment and abuse brought by any faculty member, medical or graduate student,
house staff or postdoctoral fellow against any other such member of the School community. Complaints by and against other employees of ISMMS will be handled by other appropriate existing grievance mechanisms (e.g., those available through Human Resources). The Committee may act (at the Committee’s discretion) before or after other action(s) an individual may take to exercise his/her rights both within and outside the institution.

The Committee will attempt, whenever possible, to emphasize mediation and conciliation. It will rely on discreet inquiry and trust in dealing with complaints that are brought for its consideration. Confidentiality will be maintained to the maximum extent possible consistent with the need to investigate complaints and with the requirements of the law. Full cooperation with the Committee and an appointed Board, if any, is required of all members of the community.

To ensure an environment in which education, work, research, and discussion are not corrupted by abuse, discrimination and harassment, the following statement has been created to educate members of the academic community about what constitutes harassment and about the mechanism for the receipt, consideration, and resolution of complaints.

**Definitions of Unacceptable Behavior**

Certain behaviors are inherently destructive to the relationships that are required in a community organized to provide medical and graduate education. Behaviors such as violence, sexual and other harassment, abuses of power and discrimination (based on race, color, religion, national origin, gender, sexual orientation, veteran status, age, disability, citizenship, marital status, genetic predisposition or any other characteristic protected by law) will not be tolerated.

A. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Sexual harassment is a violation of institutional policy and of city, state, and federal laws. Sexual harassment need not be intentional to violate this policy.

Examples of sexual harassment include, but are not limited to:
- sexual assault
- inappropriate sexual advances, propositions, or demands
- unwelcome physical contact
- inappropriate persistent public statements or displays of sexually explicit or offensive material which is not legitimately related to employment duties, course content, or research
- threats or insinuations which lead the victim to believe that acceptance or refusal of sexual favors will affect his/her reputation, education, employment, or advancement
- derogatory comments relating to gender or sexual orientation
In general, though not always, sexual harassment occurs in circumstances where the harasser has some form of power or authority over the life of the harassed. As such, sexual harassment does not fall within the range of personal private relationships. Although a variety of consensual sexual relationships are possible between medical supervisors and trainees, such relationships raise ethical concerns because of inherent inequalities in the status and power that supervisors wield in relation to trainees. Despite the consensual nature of the relationship, the potential for sexual exploitation exists. Even if no professional relationship currently exists between a supervisor and a trainee, entering into such a relationship could become problematic in light of the future possibility that the supervisor may unexpectedly assume a position of responsibility for the trainee.

B. Discrimination is defined as actions on the part of an individual, group or institution that treat another individual or group differently because of race, color, national origin, gender, sexual orientation, religion, veteran status, age, disability, citizenship, marital status, genetic predisposition, or any other characteristic protected by law. Discrimination or harassment on the basis of these characteristics violates federal, state, and city laws and is prohibited and covered by this policy.

C. Abuse is defined, for purposes of this policy, as behavior that is viewed by society and by the academic community as exploitative or punishing without appropriate cause. It is particularly objectionable when it involves the abuse of authority.

Examples of behavior that may be abusive include, but are not limited to:
- habitual conduct or speech that creates an intimidating, demeaning, degrading, hostile, or otherwise seriously offensive working or educational environment
- physical punishment
- repeated episodes of verbal punishment (e.g. public humiliation, threats, and intimidation)
- removal of privileges without appropriate cause
- grading or evaluations used to punish rather than to evaluate objective performance
- assigning tasks solely for punishment rather than educational purposes
- repeated demands to perform personal services outside job description
- intentional neglect or intentional lack of communication
- requirements of individuals to perform unpleasant tasks that are entirely irrelevant to their education and employment that others are not also asked to perform

Constructive criticism, as part of the learning process, does not constitute harassment. To be most effective, negative feedback should be delivered in a private setting that fosters free discussion and behavioral change.

**Grievance Committee**

A. Purpose. The Committee addressess any complaint of harassment or abuse brought by a member of the faculty, medical or graduate student, house staff officer or postdoctoral fellow against any other such member of the school community.

B. Composition of the Committee. The Committee will consist of 22 members. Among these will be two (2) with counseling experience, two (2) medical students, two (2) graduate students, two (2) house staff, two (2) faculty with administrative appointments, and two (2) research postdoctoral fellows. Faculty members of the Committee will be representative of both basic science and clinical, junior and senior faculty. Every effort will be made to have the Committee reflect the full diversity of the medical school population. The Chairperson of the Committee (the “Chairperson”) shall be a faculty member with experience in counseling and who does not have an administrative appointment. All members of
the Committee, including the Chairperson, will be appointed by the Dean after consultation with relevant groups in the school. Faculty will serve staggered three-year renewable terms; students, postdoctoral fellows, and house officers will serve renewable one-year terms.

Grievance Procedures

A. Any member of the faculty, any medical or graduate student, house officer, or postdoctoral research fellow who believes that he or she has been harassed or abused by any other such member of the School community may contact any member of the Committee or the Chairperson to seek advice, or may submit a written complaint to the Committee. The Committee member contacted can discuss the matter with the complainant, advise the complainant of his/her alternatives in pursuing the complaint, including, if the complainant agrees (and where permitted by law), helping the complainant to resolve the complaint informally without revealing the complainant’s name. Such help may include, but is not limited to, assisting the complainant in drafting a letter to the alleged offender asking that he/she stop the behavior, or coaching the complainant in preparation for a conversation with the alleged offender. The complainant may ask the Committee member to meet directly with the person accused to seek a resolution. If the complaint includes an alleged violation of law, the Committee member initially contacted must bring the complaint to the full Committee, the complaint must be fully documented and investigated, and a report made to the Dean.

B. Upon request of the complainant to the Committee member originally contacted, or upon receipt of written complaints to the Committee, or when required by law, the complaint, with the names of the complainant, respondent and department withheld, will be discussed by the Committee at its next regular meeting.

C. Following discussion of the complaint, the Committee has two options:
   1. It can decide that even if the allegation is true, it does not constitute harassment or abuse. The complainant will be notified of the finding and can be offered guidance and/or assistance in resolving the matter, or be referred to another, more appropriate, venue such as the Human Resources, the Faculty Relations Committee or a Tenure Review Committee to pursue the complaint.

   2. It can decide that the allegation is sufficiently serious to warrant further investigation. Unless previously submitted, the complainant will be requested to submit a full written account of the complaint. Upon receipt of the written complaint, the Chairperson will appoint a five-member Board and two alternates.

The Chairperson will serve as chair of the Board (or, in case of conflict of interest or other inability to serve, appoint another Committee member) and will appoint at least four (4) additional individuals and at least 2 alternates to consider the complaint. Students, postdoctoral fellows, and house staff members are to be excluded from the Board in cases involving a faculty member alleging harassment by another faculty member. In cases involving a student, postdoctoral fellow, or house staff member (either as an accuser or accused), at least one of the members of the Board will be from the same group. Each Board will have at least one member with experience in counseling, and at least three (3) faculty.

D. Upon selection of the Board, the complainant will be notified of the names of Board members, and will have 48 hours from receipt of such notification to challenge, in writing, any member for cause. The
The respondent will be notified that a complaint has been brought against him/her, the name of the complainant, the nature of the complaint and the names of the members of the Board. The respondent shall also have 48 hours from receipt of notification to challenge, in writing, any member of the Investigative Board for cause. In the event of a challenge, the Chairperson will decide on the merits and replace Board members if necessary. In the event that the Chairperson is unable to appoint a sufficient number of members not disqualified for cause, the Dean will appoint additional members.

E. Investigative and Hearing Board Procedures: The preliminary stages of the investigation will consist of meetings of one or more members of the Board with the complainant, respondent, and other members of the community who might have relevant information. In the event that preliminary meetings have been held, all information obtained in these meetings will be shared with the entire Board. In all meetings, confidentiality will be stressed.

The respondent will receive the full written complaint with the supporting documentation provided by the complainant to the Board and will be afforded two weeks to provide a written response. This response will be distributed to the Board and provided to the complainant. The Board will then hold one or more hearings, which the complainant and respondent will attend, either individually or together, along with any other witnesses the Board deems relevant to the complaint. At the hearing, each of the parties may be accompanied by an advisor, who is a member of the Mount Sinai community, but who is not a lawyer, and who will not function as an advocate during the hearing.

At the close of the hearing(s), the Board will deliberate the findings without the presence of either the complainant or the respondent.

Upon concluding its deliberations, the Board will vote on whether or not there has been a violation of this policy based on a majority vote. Recommendations for remedial actions will be discussed. A full report will be drafted, including the findings, vote and recommendations of the majority. It will then be submitted to the Dean.

The Board’s written report will include:
1. a determination that a violation of this policy did or did not take place
2. a listing of its findings of fact
3. a summary of the written submissions of the parties
4. a summary of testimony at the hearing
5. a summary of evidence gathered during the investigation
6. the conclusions it has drawn from this material
7. its recommendation for action to be taken by the Dean.

The Board may recommend sanctions based on the severity of the offense. Sanctions may include, but are not limited to, verbal reprimand, written reprimand, changes in job responsibilities, suspension, discharge, and expulsion.

F. Dean’s Review: The Dean may accept or reject conclusions and/or recommendations of the Board. However, in the event the Dean does not accept either the Board’s conclusions or its recommendations, he/she will meet with the Board to discuss the reasons for the rejection before recording a final decision on the matter.

The Dean will convey his/her decision in writing to the complainant, respondent, and the Board.
Protection from Retaliation
All individuals involved in registering a complaint, serving as representatives for the complainant or respondent, as witnesses, or on the Committee will be free from any and all retaliation or reprisal or threats thereof. This principle applies with equal force after a complaint has been adjudicated. Upon submission of a complaint or threat of retaliation, the Committee will review the facts and recommend appropriate action.

The Office of the Ombudsperson is available as a confidential resource.

Reevaluation of Procedures
The Committee will review the grievance procedures periodically. Proposed changes, approved by a majority of the Committee, must be reviewed and approved by the Office of the General Counsel before being implemented.