

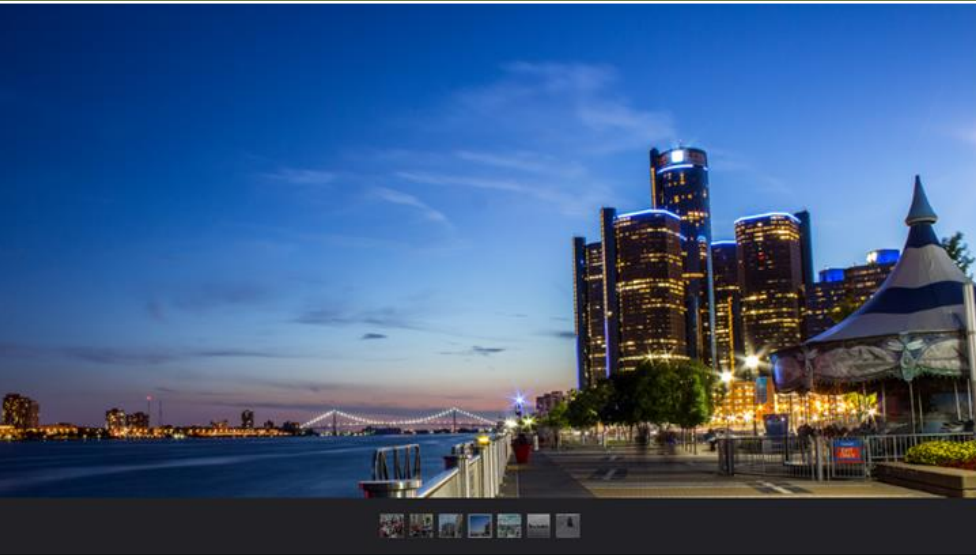


# WAYNE STATE

## Graduate School

2019

### Wayne State University Postdoctoral Handbook



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# Welcome, Postdoctoral Trainee

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## Definition of Postdoctoral Trainee at Wayne State University

(<http://policies.wayne.edu/00-2-position-definitions.php>)

A Postdoctoral Trainee, Fellow or Postdoctoral Researcher is a holder of a doctoral degree who is pursuing research in a particular academic area related to his/her research interest, and working under the supervision of a faculty mentor. A Postdoctoral Fellow may engage in a limited amount of teaching in conjunction with her/his training experience.

A Postdoctoral Fellow or Researcher must hold a doctoral degree from a college or university that is accredited by a recognized national or regional accrediting agency in the United States, or, in the case of degrees earned outside the United States, Postdoctoral Fellows must hold the equivalent of the United States' doctoral degree. For the purposes of this University Policy, a "recognized national or regional accrediting agency" shall be defined as an agency recognized by the Council on Postsecondary Accreditation.

Postdoctoral Fellowships are usually financed under a Postdoctoral Fellow Program of a granting agency outside the University (e.g., National Institutes of Health, National Science Foundation, Ford Foundation). Typically, Postdoctoral Fellows receive a stipend and may receive other benefits as well. The stipend and benefits of the Postdoctoral Fellow are determined by the granting agency. The Postdoctoral Fellow is granted library privileges (regardless of the funding source), and may be eligible for medical insurance coverage. Postdoctoral Fellows are not University employees.

A Postdoctoral Researcher is normally paid from a non-general fund, principal investigator-initiated grant or contract awarded to a faculty member. The Postdoctoral Researcher is paid through the personnel payroll system. In addition to compensation, Postdoctoral Researchers are eligible to participate in the University's medical insurance program; receive reduced tuition benefits for spouse and children (except for tuition in the Law School and School of Medicine); and are entitled to access to University Libraries, parking, and similar University services.

Postdoctoral Researcher appointments are usually for one or two years, and may be renewed for a total of up to five years since the date that the doctoral degree was awarded.

In clinical programs in the School of Medicine, resident physicians may apply for and be awarded two-year externally funded fellowships to pursue research training. These residents are known simply as Fellows. There is no requirement of service to the University, and Fellows are not employees of the University.

## Welcome from the Graduate School

This guide has been prepared to help postdoctoral trainees navigate Wayne State University and provides general information on services available. The guide is intended to serve as a checklist prior to arrival and a resource during your stay at Wayne State. A useful resource to get you started is the WSU [Campus Map](#), which will help you find your way around campus.

## Graduate School Mission

The mission of the Wayne State University Graduate School is to provide leadership in advancing graduate education and cultivate a supportive environment for research, scholarly activities and other creative endeavors

that are integral to successful graduate students, postdoctoral trainees, faculty members and programs. It assures the quality and integrity of graduate programs and monitors the academic requirements for the Ph.D. degree, specific master's degrees, and graduate certificates. The Graduate School also administers and regulates funds that support graduate studies and disseminates information related to graduate programs and policies. The university's Carnegie designation within the classification of research universities with very high research activity is reflective of a deep commitment to excellence in graduate education, relevance in academic curriculum, and leadership in research and scholarship. Accordingly, the Graduate School is committed to the highest standards of academic performance and ethical behavior.

### **Postdoctoral Office, Graduate School**

Wayne State University has a thriving academic community of approximately 150 postdoctoral trainees. We pride ourselves on recruiting highly skilled and talented scholars from around the world and would like to ensure that you receive the highest quality of training to enhance your skills and prepare you for your future careers.

As a postdoctoral trainee, you are essential to WSU's tradition of excellence in training and research programs. The knowledge and skills you have already acquired and will continually strive toward will greatly enhance the research at our institution. In order to augment the training experience for both you and your mentor, we provide resources to postdoctoral trainees for professional and career development.

# New Employee Hire Process at Wayne State University

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## **Welcome Warrior!**

We are happy that you have decided to join our team. Wayne State University has earned continuous acclaim for the high caliber of its academic programs, top-notch educators, diverse student body in excess of 28,000 individuals, and distinguished alumni.

Located on more than 200 acres in the heart of Detroit, Wayne State University has more than 100 research and educational buildings, tree-lined pedestrian malls, and a thriving campus life. In addition, its proximity to Detroit's cultural center continually reaffirms a steadfast commitment to a vibrant community. Among the university's closest neighbors are the Detroit Institute of Arts, Detroit Science Center, Museum of African-American History, the Fisher Theater, the New Center Area and Greek town, just to name a few.

Whether you are an administrator, professional employee, faculty or staff member, Wayne State University provides an environment for career growth and satisfaction. Chief among the many benefits of making the move to Wayne State is the employee benefits package (<http://www.hr.wayne.edu/tcw/benefits/index.php>) that includes the opportunity to complete or further your education with our tuition assistance program. Please check out the benefits package that is available to acquaint yourself with your many options. These will be discussed more in detail at your Employment Benefits Orientation immediately following Faculty & Staff Orientation.

## **FACULTY & STAFF ORIENTATION**

This Faculty & Staff Orientation program will take place in conference room 2A in the University Welcome Center located at the corners of West Warren and Woodward. Parking is available and validated in Parking Structure #6. The entrance to the garage is located alongside the Welcome Center on Putnam between Cass and Woodward. A continental breakfast will be provided.

The goal of Faculty & Staff Orientation is to help you become more knowledgeable about Wayne State University, and the policies and procedures that guide our operations. We will also provide an overview of the benefits offered to Wayne State employees. In addition, you will have the opportunity to obtain your employee identification card at the One Card Office and to learn more about your parking options. Please be advised that the university charges a monthly fee for parking, which is processed via bi-weekly pre-tax payroll deductions.

## **Web site Resources**

We have information on our web site which provides a complete overview of the WSU Orientation Process. Please take time to review the wealth of resources at <https://hr.wayne.edu/onboarding>. The attached New Employee Checklist is a helpful guide to use on your journey as a new employee.

- [Non-Rep Manual](#)
- [HR Client Services Website](#)

# New Hire Paperwork Checklist

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Please note, the items listed below must be completed ***before*** your start date. A delayed completion of these items could cause a delay in your start date and the receipt of your first paycheck.

## I. Items to be completed with HR Client Services:

- Schedule New Employee Orientation
- Sign and return Letter of Offer
- Sign and date CV/Resume
- Complete Background Check online within 72 Hours of receiving email from HR Client Services.  
**Background Check must clear *before you may begin your appointment* (takes approximately 5-10 days to process for US Citizens; approximately 10-30 days for Foreign Nationals)**
- Make an appointment with a Talent Management Coordinator in HR Client Services to complete New Hire Paperwork:
  - Employee Data Sheet
  - Federal W-4
  - MI W-4
  - City of Detroit Tax Form
  - OEO Disabled Persons and US Veterans Voluntary Survey
  - WSU OneCard Application
  - Parking Application (optional)
  - Complete part I of I-9 online via [www.newi9.com](http://www.newi9.com), WSU Code: 12436
  - Bring Identification Documents to Talent Management Coordinator in HR Client Services to complete part II of I-9 process, for Foreign Nationals, bring all Immigration Documents, as well.
  - Work Authorization (for Foreign Nationals only)

## II. Items to be completed with OISS before Foreign Nationals can start working:

You must go to the OISS Office (42 W. Warren, Suite 416 Welcome Center) first or the processing of other documents will be delayed (<http://oiss.wayne.edu/new-students/check-in.php>) More information about new hire process for Foreign Nationals is provided in proceeding sections of this handbook.

- Pay for AIG Educational Markets Health Insurance prior to check-In  
<https://www.studentinsurance.com/Schools/Default.aspx?ID=351>
- Complete TB Testing at the Campus Health Center Get SSN Letter from OISS and apply for SSN Card/Number at the Social Security Office (if needed)

## III. Items to be completed within 30 days of start date:

- Turn in Benefit's Paperwork to Total Compensation and Wellness, 5700 Cass Avenue, Suite 3638 A/AB or fax to 313-577-0637 (optional)
- Meet with the Associate Dean for Postdoctoral Affairs, Dr. Sokol Todi ([stopdi@wayne.edu](mailto:stopdi@wayne.edu))
- Establish a [LinkedIn](#) account and an [ORCID](#) account and share them with Dr. Todi.

## **Benefits**

WSU offers a comprehensive, competitive and valuable benefits program to our staff and faculty. As a new hire you have 30 days from your date of hire to elect to participate in the medical/vision, dental and flexible spending account programs. Coverage will start on the first day of the month following the date of hire. (If date of hire is the first of the month, benefits begin on that day). The University will request documentation verifying that any dependents added to the medical/vision and dental plans are eligible for coverage. Please see the attached Benefits Summary.

We also offer life insurance, long-term care, long-term disability, reduced tuition, tuition assistance, home and auto insurance, and a retirement savings plan. Eligibility for these programs is determined by your employer group. For more information, visit our benefits webpage at: <http://www.hr.wayne.edu/tcw/benefits/index.php>.

The Wayne State University benefit programs you receive while you are a member of our staff are administered by the Office of Compensation and Wellness. The WSU benefit programs include the following for eligible employee groups:

- [Medical Insurance](#)
- [Dental Insurance](#)
- [Vision Insurance](#)
- [Life Insurance](#)
- [Flexible Spending Accounts](#)
- [Long-Term Disability Insurance](#)
- [COBRA Benefits](#)
- [Retirement Savings Plans](#)
- [Retiring from University Service](#)
- [Tuition Assistance Programs](#)
- [Home and Auto Insurance](#)
- [Long Term Care Insurance](#)
- [Wellness Programs](#)
- [Flexible Work Arrangements](#)

## **Security and Fire Safety Report**

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually. This document is posted on the Wayne State University Police Department website, [www.police.wayne.edu/](http://www.police.wayne.edu/), on the Dean of Students Office website, [www.doso.wayne.edu/](http://www.doso.wayne.edu/), and on the Office of the General Counsel website, [www.generalcounsel.wayne.edu/](http://www.generalcounsel.wayne.edu/). It can be downloaded from any of these three sites. Please take a few moments to read it carefully. It provides an overview of Wayne State's public safety resources, policies and procedures. This report also provides information on how you can prevent crime and increase your safety and security on campus, so please take a few moments to carefully review it.

## New Postdoctoral Information – Foreign Nationals

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### Office of International Students and Scholars

The [Office of International Students and Scholars](#) is responsible for providing assistance on immigration matters and for acting as a link with the Immigration and Naturalization Service (INS) and the Department of State. Their website also lists a number of resources and comparative charts of different visa types, as well as a guide for hiring staff on different visas. Additionally, the paperwork associated with visas varies, so it is a good idea to check with the international office on current processing time for visa applications or renewals for a specific visa type from your country.

If you are planning to travel overseas for a conference or vacation, please check with these offices prior to leaving to determine what paperwork you might need in order to re-enter the United States.

### Visas

Postdoctoral visas are handled first by the department and then by the [Office of International Students and Scholars](#). If you are an international postdoctoral trainee and need to apply for or renew your visa, discuss your visa options with your mentor and provide them with all necessary documentation required for the departmental administrator to begin the visa process. Please note that it might be important to know of any tax treaties that the United States has with your home country prior to accepting your appointment and applying for a visa.

### Currency

Be realistic in determining how much money you will need to bring with you for living expenses while you are waiting to receive your first paycheck, which could take approximately four to five weeks. You will need cash for food, housing and basic necessities. You may also need to factor in car/transport fare, and entertainment and deposits for housing and utilities.

### Checklist for New International Postdoctoral Trainees

The following page provides a checklist for international Postdoctoral Trainees to plan and enter the U.S.

#### Office of International Students and Scholars

42 W. Warren, Suite 416 Welcome Center, Detroit, MI 48202

Tel: +1 (313) 577-3422 | Fax: +1 (313) 577-2962

[oismail@wayne.edu](mailto:oismail@wayne.edu) (general questions), [oissscholars@wayne.edu](mailto:oissscholars@wayne.edu) (scholar-related)

Office Hours are Monday - Thursday: 8:30 a.m. - 6:00 p.m., Friday: 8:30 a.m. - 5:00 p.m.



## Checklist for New International Postdoctoral Trainees

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### Before Entering the US

- Receive packet by mail containing WSU Offer Letter, Form I-20, and OISS Welcome Booklet.
  - Complete all documents and return all materials as requested for completion of appointment process.
  - Review Form I-20 for incorrect information. Contact OISS for corrections [oissmail@wayne.edu](mailto:oissmail@wayne.edu) .
  - Check the website of the Office of Postdoctoral Affairs at <https://gradschool.wayne.edu/postdoc> . This site will also provide a link to the Postdoctoral Association's webpage.
- Activate your Wayne State e-mail account at <https://login.wayne.edu/> and check often.
- Register for OISS New International Student Orientation at [www.oiss.wayne.edu](http://www.oiss.wayne.edu) .
- Complete Form I-901 at [www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm), pay SEVIS fee and **immediately** print out the receipt (You will not be allowed to activate your Form I-20 without this receipt.)
- Obtain appropriate visa from U.S. embassy or consulate (Canadian **citizens** do not need a visa. They will receive their non-immigrant status at the U.S. Border).
- Plan to cross the U.S. Border **no earlier than 30 days before your Form I-20 start date** (see front page).
- Make housing arrangement at [www.housing.wayne.edu](http://www.housing.wayne.edu) .
- Make currency exchange to U.S. dollars for immediate expenses. (These expenses can easily total \$2,000 for students who will live in the U.S. and \$200 for commuting Canadians).
- Make transportation arrangements from airport to WSU (see your arrival airport's website for options).

### Entering the US

- Take Form I-20, Bank Statement, Form I-901 Receipt, Passport or Canadian Citizenship card, and U.S. currency to the U.S. Border.
- Submit Form I-901 Receipt, get Form I-20 stamped, and obtain Form I-94 (small processing fee).
- Complete OISS [online check-in process](#).
  - \*\*\* Note – Once your Form I-20 has been stamped, you will be active in the U.S. Immigration system. You MUST Report to OISS immediately for processing, even if you choose not to attend WSU.\*\*\***
- Complete OISS **physical check-in process** by reporting to OISS, 416 Welcome Center
  1. Show all immigration documents and submit copies of Passport, visa, stamped I-94, proof of Canadian residency or citizenship.
  2. Postdoctoral trainees who will live in the U.S. and who are not provided with health insurance by the employer must purchase international health insurance on-line at [AETNA](#). Commuting Canadian students may choose to waive out by showing their OHIP card.
  3. Attend New International Student Orientation on your scheduled day.
- Obtain WSU ID (OneCard), 2<sup>nd</sup> floor Welcome Center.
- Meet with Research Mentor.
- Report to Human Resources (154 Lande Building) to complete appointment paperwork.
- Report to the Office of Postdoctoral Affairs (5057 Woodward, 6<sup>th</sup> floor, Detroit, MI 48202).
- Report the change of address (if any) to OISS online within 10 days of moving [www.oiss.wayne.edu](http://www.oiss.wayne.edu)

## Information for International and Out-of-State Arrivals

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### **Sending packages ahead of arrival**

Contact the department you are planning to join to obtain their mailing address for any letter or packages you might like to send ahead of arrival. Be sure to have them addressed with your name.

### **Transport**

Detroit Metropolitan Airport is located in Romulus, Michigan, about 22 miles (35km) southwest of Detroit.

Check with your mentor to see if someone is picking you up at the airport, and remember to give the name of your airline/train/bus, its number, time and place of arrival. If no one is meeting you, take a look at [DTW transportation services](#) to arrange your own transport. On average, the cost of a taxi/cab is \$40. Ride-sharing options are also available at both terminals of the Detroit Metro Airport.

### **Housing**

You will need to make housing arrangements prior to arrival.

#### ***On campus***

WSU graduate or faculty [housing](#) may be able to assist you. You may request that your mentor have someone pick up the keys and have them available for you.

#### ***Off campus***

Other resources to search for apartments

include [forrent.com](#), [rent.com](#), [apartmentlist.com](#), [www.apartments.com](#), and [detroitrent.com](#), or for houses for [rent](#).

### **Childcare**

There are many places to look for assistance in finding childcare. However, most centers run full and you might find it advantageous to place your name on a waiting list prior to arrival. Check with the center directly via email or ask your prospective department or mentor for assistance in contacting the center, at [Early Childhood Center](#)

### **Nearby Shopping**

[Detroit's historic Eastern Market](#)

[Metro Detroit shopping malls](#)

### **Public transportation**

#### ***On campus***

Wayne State University currently offers two complimentary campus shuttles that allow you to get from one side of campus to the other by simply showing your OneCard. Shuttles, 15-passenger vans, run from 7 a.m. to 9 p.m. Monday through Friday, and signs are posted at each stop. Service runs continuously in approximately 15-minute intervals and is labeled "Main Campus Shuttle." Click here for a map of [main campus shuttle route](#).

The DMC provides a continuous central campus loop shuttle transporting to central campus hospitals (south of Warren ave). The [Shuttle Service](#) operates from 5 a.m. to 9 p.m. Monday through Friday.

### ***Off campus***

[SMARTbus](#) provides regular transport.

[QLine](#) Detroit provides regular transportation from Midtown to Downtown Detroit.

[Spin](#) scooters are also available for rental to travel short distances around campus and beyond.

### **[Midtown Detroit FREE shuttle service](#)**

This shuttle service provides transportation between three of the area's biggest anchors:

- Detroit Medical Center (12,000 employees)
- Henry Ford Hospital (8,000 employees)
- Wayne State University (40,000 employees and students)

### **Parking**

Access to parking on the campus of Wayne State University is provided through [Parking and Transportation Services](#), which manages and operates a number of visitor and permit parking facilities.

### **Public safety**

[WSU Police](#) emergency number is 313-577-2222.

### **Recreation/entertainment**

[WSU Recreation and Fitness Center](#)

[Matthaei Athletic Field](#)

## Arriving at Wayne State University

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Meet your department's administrative assistant: The department you are joining will provide you with all the paperwork necessary to get into the university system, especially for payroll, benefits, etc.

For **international postdocs**, you will need to report to the [Office of International Students and Scholars](#)

### Other useful information to get started

**OneCard:** OneCard is the official Wayne State University identification card for students, faculty, staff and other members of the university community. You can use your OneCard to access or pay for [services at Wayne State](#). The OneCard Center is located at The Welcome Center, 42 W. Warren, 313-577-CARD. Your OneCard is also useful in getting [discounts](#) at a number of places in and around Detroit.

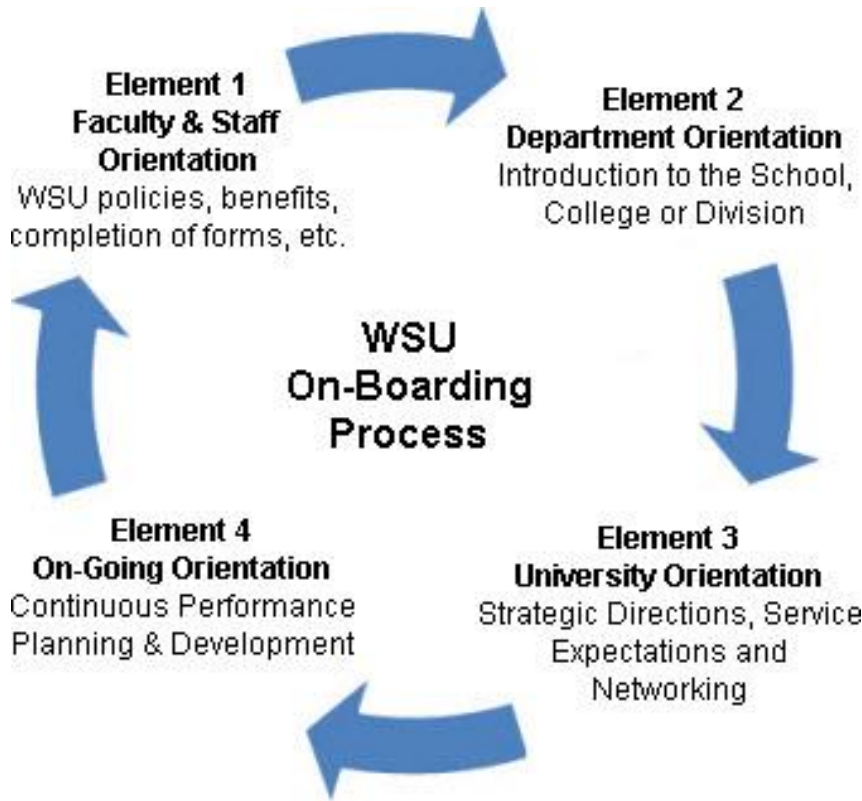
**Building access:** Entry to various research buildings requires activation of your OneCard. Access Card Application form must be completed and signed by the appropriate people in your department.

**Training modules:** Most departments require [mandatory completion](#) of radiation safety, bioethics, animal handling, health and lab safety Training programs offered by the university. Additional information can be found at the Institutional Animal Use and Care Committee ([IACUC](#)) and Human Investigation Committee ([HIC](#)) websites. You should also complete the [Responsible Conduct of Research](#) requirements.

## Wayne State University Employee Onboarding

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Employee orientation is a process that begins with an individual's first experience with Wayne State University. The WSU Employee On-Boarding Process consists of four elements (four types of orientations), and is intended to introduce, welcome, and assist new and transferring employees in becoming productive as quickly as possible in their new Wayne State University environment. The image below illustrates this process.



Visit the WSU Employee Orientation website at <https://hr.wayne.edu/oed/orientation>

### Element 1: Faculty & Staff Orientation

The Faculty/Staff Orientation is coordinated by HR Client Services (HRCS) through the hiring manager or unit. It conveys timely, necessary information regarding WSU policies, benefits, program enrollment, completion of forms, parking, OneCard, access of and use of the Academica portal, Employee Assistance Program (EAP), unions, and other important aspects of working here at WSU.

The Faculty/Staff Orientation is typically held every Monday at the Welcome Center (except for holidays and school closures). It takes approximately 4 hours and you will report to your manager or supervisor afterwards.

*Please note:* Scheduling for any new hires attending the faculty/staff orientation should be coordinated through HR Client Services to ensure that the employee's information and materials are secured. Questions? Contact HR Client Services at (313) 577-3000.

## Element 2: Department Orientation

The Departmental Orientation is hosted by your manager or supervisor. They will provide an introduction to your School, College, Division as well as outline your performance expectations. You may wish to review the WSU Organization Charts and use the Department Check List as a guide for asking questions.

Department Orientations take place at various times and locations. Ask your manager or supervisor about scheduling your Department Orientation.

### Department Check List

The following list includes, but not limited to, the kind of information your manager or supervisor may provide during your Department Orientation.

- Welcome Letter
- Copy of job description
- Statement of department goals/mission/vision
- Department member biographies/job titles
- Department phone list (“Whom to Call for What” list)
- Department organization chart
- “Buddy” name and contact numbers
- List of all current department projects
- Campus Maps
- Office supply order procedure
- Severe weather plan
- Personnel policies (No Smoking, Violence in the Workplace, Sexual Harassment, Confidentiality)
- Normal work hours/time report and procedures
- Workplace attire information
- Meal break/work break policies
- Conflict of interest and solicitation policies
- University Attendance Standards & Policies
- Safe and healthy work environment policies (Environmental Health & Safety)
- Parking procedures
- Emergency procedures
- Telephone/email policies
- WSU mementos (mug, keychain, notebook, pen, etc)
- WSU telephone directory (websites, Outlook, etc)
- Initial training (WTE, Banner Navigation, RAPP, Cognos, etc)
- Software/Hardware access (Computer, MS Office, Phone, fax, copier, etc)
- Performance appraisal process (LEADS, etc.)
- WSU publications: newsletters, newspapers, brochures (Life @ Wayne)

As you review the list, write down questions you may want to ask your manager/supervisor during your Department Orientation.

### **Element 3: University Orientation**

The University Orientation is hosted by the office of Organization & Employee development. Presenters from various departments will discuss the mission, vision and strategic priorities of the University as well as other topics of interest. Enjoy lunch and a bus campus tour as a part of this motivating day!

*Did you know that Wayne State University main campus encompasses more than 200 acres of beautifully landscaped, amazing arcades, sculpture courts, fountains, and gardens that connect more than 90 education and research buildings? You'll also notice the awe inspiring architecture of the buildings. We also have Recreation and Fitness Center in the center of the campus which is available for the enjoyment of students and faculty. Take a look around! Campus Tours are scheduled 4 times annually during the University Orientation.*

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To register for the next in-person University Orientation, please sign up through the Training, Seminars & Workshops (TCW) available in Academica. To access TSW, follow these instructions:

1. Login to Acadmica (<https://academica.wayne.edu/>) with your Access ID (a combination of two letters and four digits) and your password
2. Under the WSU RESOURCES section, select *Employee Resources*, and then *Other Resources*, and click the *Training, Seminars, Workshops* menu item to launch TSW
3. Locate the University Orientation seminar and click the Sign Up button

### **Element 4: On-Going Orientation**

On-going Orientation conveys the university's commitment to growing and developing its employees through continuous performance planning. Employees are encouraged to take advantage of training, mentoring and other professional and personal development opportunities.

Visit our Employee Training & Development page at <https://hr.wayne.edu/oed/training> for a list of training resources available across the University!

Explore the [Training Events Calendar](#) for upcoming training events and activities.

Whether you're seeking to polish your leadership skills, teaching skills or administrative skills you are encouraged to take advantage of training, mentoring and other professional and personal development opportunities. Knowledge is within proximity! We recommend you start with the [Training & Development](#) page to explore training options around the University.

# Guiding Principles between Postdoctoral Trainees and Their Mentors

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The Association of American Medical Colleges (AAMC), in collaboration with the National Postdoctoral Association (NPA), recommends a “Compact ” be fashioned between all postdoctoral fellows and their mentors at the time of hiring to discuss expectations for career development, performance, and training. They have provided a template document for this purpose, and the Wayne State University Postdoctoral Office adapted this format as a starting document for postdocs and mentors to modify as seems appropriate to the particular training experience.

**The agreed-upon version of this statement of principles must be submitted, along with a formal appointment letter, to the home academic unit at the time of hiring and to the Postdoctoral Office.**

Postdoctoral training is an integral component of the postdoctoral trainees’ preparation for career advancement. Postdoctoral trainees typically join an institution to further their training in a chosen discipline after recently obtaining their terminal degree. This training is conducted in an apprenticeship mode where (s)he works under the supervision of an investigator qualified to fulfill the responsibilities of a mentor. The postdoctoral trainee may undertake scholarship, research, service, and teaching activities that together provide a training experience essential for career advancement.

## **Quality Postdoctoral Training**

Postdoctoral trainees should be trained to independently formulate meaningful hypothesis, design and conduct interpretable experiments, adhere to good laboratory practices, analyze results critically, understand the broad significance of their research findings, and uphold the highest ethical standards in research. The development of additional skills-including oral and written communication, grant writing, and laboratory management-are considered appropriate adjuncts to this training.

## **Importance of Mentoring in Postdoctoral Training**

Effective mentoring is critical for postdoctoral training and requires that the primary mentor dedicate substantial time to ensure personal and professional development. A good mentor builds a relationship with the trainee that is characterized by mutual respect and understanding. Attributes of a good mentor include being approachable, available, and willing to share his/her knowledge; listening effectively; providing encouragement and constructive criticism; and offering expertise and guidance.

## **Foster Breadth and Flexibility in Career Choices**

Postdoctoral trainees should have access to training experiences of sufficient breadth to ensure that they are prepared to pursue a wide range of professional career options. Effective and regular career guidance is essential and should be provided by the mentor and the institution.

## **Compact**

### **Commitments of Postdoctoral Trainees**

- **I acknowledge that I have the primary responsibility for the development of my own career.** I recognize that I must take a realistic look at career opportunities and follow a path that matches my individual skills, values, and interests.



- **I will develop a mutually defined research project with my mentor that includes well-defined goals and timelines.** Ideally, this project should be outlined and agreed upon at the time of the initial appointment.
- **I will perform my research activities conscientiously, maintain good research records, and catalog and maintain all tangible research materials that result from the research project.**
- **I will respect all ethical standards when conducting my research including compliance with all institutional and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, laboratory safety, and use of radioisotopes.** I recognize that this commitment includes asking for guidance when presented with ethical or compliance uncertainties and reporting on breaches of ethical or compliance standards by me and/or others.
- **I will show respect for and will work collegially with my coworkers, supports staff, and other individuals with whom I interact.**
- **I will endeavor to assume progressive responsibility and management of my research project(s) as it matures.** I recognize that assuming responsibility for the conduct of research projects is a critical step on the path of independence.
- **I will seek regular feedback on my performance and ask for a formal evaluation at least annually through the [Individual Development Plan](#).**
- **I will have open and timely discussions with my mentor concerning the dissemination of research finding and the distribution of research materials to third parties.**
- **I recognize that I have embarked on a career requiring “lifelong learning.”** To meet this obligation I must stay abreast of the latest developments in my specialized field through reading the literature, regular attendance at relevant seminar series, and attendance at scientific meetings.
- **I will actively seek opportunities (e.g. professional development seminars and workshops in oral communication, scientific writing, and teaching) to develop the full set of professional skills necessary to be successful for my chosen career.**
- **At the end of my appointment, in accordance with institution policy, I will leave behind all original notebooks, computerized files, and tangible research materials so that other individuals can carry on related research. I will also work with my mentor to submit the research results for publication in a timely manner.** I can make copies of my notebooks and computerized files, and have access to tangible research materials, which I helped to collect during my postdoctoral appointment, according to institutional policy.

#### **Commitments of Mentors**

- **I acknowledge that the postdoctoral period is a time of advanced training intended to develop the skills needed to promote the career of the postdoctoral trainee.**

- **I will work with the postdoctoral trainee to define a set of expectations and goals at the outset of the postdoctoral training period, and I will work with the postdoctoral trainee to create an individual career development plan.**
- **I will strive to maintain a relationship with the postdoctoral trainee that is based on trust and mutual respect.** I acknowledge that open communication and periodic formal performance reviews, conducted at least annually will help ensure that the expectation so both parties are met.
- **I will promote all ethical standards for conducting research including compliance with all institutional and federal regulations as they relate to responsible conduct in research, privacy, and human subjects research, animal care and use, laboratory safety, and use of radioisotopes, and will ensure that the new trainee completes [Responsible Conduct of Research](#) training.** I will clearly define expectations for conduct of research in my research group and make myself available to discuss ethical concerns as they arise.
- **I will help provide the postdoctoral trainee with opportunities to acquire the skills necessary to become an expert in an agreed upon area of investigation.**
- **I will provide the trainee with the required guidance and mentoring, and will seek the assistance of other faculty and department/institutional resources when necessary.** Although I am expected to provide guidance and education in technical areas, I recognize that education also occurs by example. I will help provide access to formal opportunities/programs in complementary areas necessary for a successful career.
- **I will provide a training environment that is suited to the individual needs of the postdoctoral trainee in order to ensure his/her personal and professional growth.** I will encourage a progressive increase in the level of responsibility an independence to facilitate the transition to a fully independent career.
- **I will encourage the interaction of the postdoctoral trainee with fellow colleagues both here and elsewhere, when possible, and encourage the trainee's attendance at professional meetings to network and present research findings.**
- **I will ensure that the research performed by a postdoctoral trainee is submitted for publication in a timely manner and that she/he receive appropriate credit for the work she/he performs.** I will acknowledge her/his contribution to the development of any intellectual property and will clearly define future access to tangible research material according to institutional policy.
- **I recognize that there are multiple career options available for a postdoctoral trainee and will provide encouragement to explore appropriate options.** I recognize that not all postdoctoral trainees will become academic faculty. To prepare a postdoctoral trainee for other career paths, I will direct her/him to the resources that explore non-academic careers, and discuss these options, including access to the [Post-Doctoral Office](#) at the Graduate College and the [Post-Doctoral Association](#) at Wayne State.
- **I will commit to being a supportive colleague to postdoctoral trainees as they transition the next stage of their career an o the extent possible, throughout their professional life.** I recognize that the role of a mentor continues after the formal training period.

## Obligations and Responsibilities

### Obligations of Mentors

Mentors' responsibilities include:

- develop, in consultation with the Postdoctoral Trainee (PDT), a mutually satisfactory research project or scholarly program, as detailed in the Training Plan developed during the initial appointment phase;
- encourage PDTs to present their work and to publish their results in a timely fashion;
- provide guidelines on authorship expectations and responsibilities;
- encourage PDTs to acquire and enhance their knowledge and technical skills as dictated by their current and future needs;
- arrange and oversee teaching and service opportunities as appropriate to their discipline and program;
- encourage PDTs to apply for training and research support as appropriate;
- meet regularly with their PDTs to discuss progress in their research;
- provide a written annual review of performance that will be maintained in the home Department/Center/Institute as well as the Office of Postdoctoral Affairs;
- insure that PDTs are aware of University policies regarding postdoctoral training and policies of the University;
- provide career counseling

### Obligations of Postdoctoral Trainees

PDTs have certain obligations to their mentor, the group in which they are working, the Department/Center/Institute with which they are associated, the sponsor whose funds support them, and the University. These obligations include but are not limited to:

- the conscientious discharge of their research, scholarly, service and teaching responsibilities, as applicable;
- conformity with ethical standards in all aspects of training;
- compliance with good scholarly practice including the maintenance of adequate research and other relevant records;
- compliance with University policies and federal, state and local laws regarding the protection of human/animal subjects and due observation of University standards regarding use of isotopes, chemicals, infectious agents, and the like, if applicable;
- open and timely discussion with their mentor regarding possession or distribution of tangible property such as materials, reagents, and the like;
- discussion of laboratory records and other scholarly materials, if relevant;
- prior disclosure of appropriate scholarly information, findings or techniques proposed for dissemination privately, at scholarly meetings, or in publications;
- collegial conduct toward all members of the University community;
- compliance with all applicable University policies

### Research Records

Primary research records created by PDTs during the tenure of their training at the University are the property of the University and are retained by the University when the PDT leaves. Although PDTs may photocopy such records, they must first review with their mentors the records they propose to copy.

Exceptions to this practice may be granted, subject to written prior approval of the Postdoctoral Office, in fields where it can be convincingly demonstrated that there is a well-established practice

that individual scholars retain ownership of data generated through their research efforts. In such cases the PDTs will be permitted to retain notes and records associated with their research and publish their findings subsequent to leaving the University, provided an appropriate acknowledgement is made of the University's contribution to the work (e.g., Department/Center/Institute/University cited as performance site; with the written permission of the mentor; and with appropriate acknowledgement of involved personnel including mentor and source of funding. Please see University Guidelines Regarding [Data Ownership](#).

### **Proprietary Materials**

Proprietary materials developed in the course of the performance of research have intrinsic value. Third party access to these materials helps speed research by circumventing the need to re-create the technology. WSU diligently supports the dissemination of these materials to academic researchers, and strives to identify the most expeditious avenue for distribution.

Ownership of proprietary materials developed at Wayne State University is determined in accordance with WSU's Patent and Copyright [Policy](#). Technology Commercialization at WSU ([www.techtransfer.wayne.edu](http://www.techtransfer.wayne.edu)), in consultation with the Office of the General Counsel, provides guidance and assistance in determining ownership, distribution options, and drafting and negotiating material transfer agreements.

Please note that materials developed using federal funds are also subject to federal policies, principles and guidelines (see [http://grants.nih.gov/grants/intell-property\\_64FR72090.pdf](http://grants.nih.gov/grants/intell-property_64FR72090.pdf) and <https://s-edison.info.nih.gov/Edison/biological-materials.html>). Materials developed using other sources of funds or third party materials may be subject to other terms and conditions.

## **Training**

### **Orientation**

A compendium of information is provided for each PDT upon arrival at the University. This compendium is also posted on the University web site and includes:

- a copy of these guidelines
- conflict of interest and financial disclosure policies
- intellectual property policies
- procedures regarding misconduct in research
- the sexual harassment policy and nondiscrimination policies
- parking policies
- a clear statement about benefits
- information regarding taxation
- a list of sources of information within the University, including *Wayne State University Personnel Manual for All Non-Represented Employees* (Non-Rep Manual).
- information regarding the Office of the Ombudsman
- working with Information Systems, home department/center/institute will arrange e-mail accounts for their PDTs.

### **Responsible Conduct of Research**

PDTs are considered to be professionals in training. One goal of their professional experience at Wayne State University is to provide ongoing training relevant to the [responsible conduct of research](#), which every new postdoctoral fellow should complete as soon as possible upon their

arrival at Wayne State. Such training could include the following elements, as appropriate to the individual trainee:

- data management, ownership of intellectual property, tangible research materials, and other relevant material
- mentor/trainee responsibilities
- publication practices and responsible authorship
- peer review
- rights of collaborators
- human subject research
- research involving animals
- research misconduct
- conflict of interest
- compliance with existing Federal and University policies

**Career Development**

- PDTs are encouraged to explore the career development opportunities provided through the [Office of Postdoctoral Affairs](#).
- When PDTs engage in teaching, appropriate training is available from the University [Office of Teaching and Learning](#).

**Office of the Ombudsperson**

It is recognized that from time to time disagreements may arise between a PDT and a mentor. PDTs should be clearly informed by the Postdoctoral Office about the options they can exercise under such circumstances. In particular, they should be made aware of services available through any ombudsmen in individual Schools, and through the University’s Office of the Ombudsperson.

**By my signature below, I acknowledge that I have read the above Guiding Principles between Postdoctoral Trainees and Their Mentors.**

\_\_\_\_\_

Postdoctoral Trainee

\_\_\_\_\_

Date

\_\_\_\_\_

Mentor

\_\_\_\_\_

Date

## Guidelines for Research

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**All research is regulated by federal, state and local agencies. Approval is required for research involving human participants or animal subjects before research activities begin.**

**Human participant research:** Federal regulations require that all research involving human participants must be reviewed and approved by an Institutional Review Board (IRB) before research activities can begin. The WSU Institutional Review Board (IRB) is the primary IRB of record for Wayne State University and its affiliated health care institutions (Barbara Ann Karmanos Cancer Institute, Children's Hospital of Michigan, Detroit Receiving Hospital/University Health Center, Sinai-Grace Hospital, Harper Hospital, Huron Valley/Sinai Hospital, Hutzel Hospital, Rehabilitation Institute of Michigan, Oakwood Healthcare System, Michigan Orthopedic Surgery Hospital, and the John D. Dingell Veterans Administration Medical Center). The IRB has the responsibility to review all research that involves human participants and that is performed by faculty, students, or employees of WSU and its affiliated institutions. The authority of the IRB extends to biomedical research and behavioral/social science research, regardless of whether the research is being funded by a federal agency, by commercial companies, by intramural entities or supported by institutional resources. In addition, it includes research conducted on Wayne State University property or its affiliated medical institutions' property. Designation of research as exempt from IRB review requires approval of the IRB chair or their designee.

**The WSU IRB Administration Office:** The IRB Administration Office staff is ready to assist you. They offer weekly ongoing training, online training, and are available to answer your questions. The [IRB website](#) contains forms, resources and tools, including a comprehensive handbook to help researchers and their staff with the IRB application process. The WSU IRB Administration Office has a listserv for all researchers and research staff using the WSU IRB. This listserv facilitates communication between WSU researchers and the IRB. To subscribe, send a blank email to [irb-info-subscribe-request@lists.wayne.edu](mailto:irb-info-subscribe-request@lists.wayne.edu) and then confirm when you receive a reply. To unsubscribe at any time, send an email to [irb-info-signoff-request@lists.wayne.edu](mailto:irb-info-signoff-request@lists.wayne.edu). The IRB Administrative Office is located at 87 E. Canfield, second floor, Detroit, MI 48201. Phone: 313-577-1628

**Animal subject research:** Federal regulations require that all research involving animals must be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC) before research activities begin. Wayne State University has its own IACUC that reviews protocols for Wayne State University and its affiliated medical institutions (Barbara Ann Karmanos Cancer Institute, Children's Hospital of Michigan, Detroit Receiving Hospital/University Health Center, Sinai-Grace Hospital, Harper Hospital, Huron Valley/Sinai Hospital, Hutzel Hospital, Rehabilitation Institute of Michigan, and the John D. Dingell Veterans Administration Medical Center). In cooperation with research scientists and veterinarians, the IACUC ensures that all research and teaching protocols using live vertebrate animals are designed and carried out in a humane manner that complies with all applicable laws, policies and guidelines. The Division of Laboratory Animal Resources (DLAR) provides informational, species-specific and procedure-specific training sessions for researchers at various times throughout the year.

**The WSU IACUC Administration Office:** Detailed information about training and how to submit forms is located on the [IACUC website](#). The IACUC Administration Office is located at 87 E. Canfield, second floor, Detroit, MI 48201 (between John R. and Woodward). Phone: 313-577-1629.

**Henry Ford Health System (HFHS):** Please note that HFHS has its own IRB and IACUC. Wayne State University faculty and students wishing to do research in those facilities must either submit an Administrative Application to WSU IRB or IACUC after gaining approval from HFHS (if all of the research is being performed there) or submit research proposals to both WSU and HFHS (if the research is being performed in both locations). Questions regarding the type of submission required by WSU can be directed to the IRB or IACUC Office.

## Responsible Conduct of Research

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### New program in Responsible Conduct of Research for PhD students and Postdoctoral Scholars

The Graduate School is pleased to announce a new institution-wide comprehensive program to provide training in [Responsible Conduct of Research](#) (RCR) practices for PhD students and Postdoctoral Scholars. This program will be mandatory for all new PhD students and Postdoctoral Scholars. In accordance with the Higher Learning Commission's Integrity training requirements, the Graduate School has developed a program that will work with the individual departments to provide comprehensive training in responsible conduct of research practices. While the basis of integrity training rests largely with the Research Advisor, the Graduate School's goal is to assist by providing training in the Core Curriculum aspects of RCR first through a centralized university-wide process. The Research Advisor and Departments would then be expected to provide discipline-specific specialized training to students within their areas.

RCR training is delivered in part through a newly developed Graduate School course **GS0900** titled: "Essential Research Practices: Responsible Conduct of Research". This course is a zero credit hour course presented as either pass/fail, so there is no cost associated with registration for new PhD students. Postdoctoral Scholars can use the Tuition Assistance Program to cover the costs of registration, etc. associated with this course. All scholars will be required to attend a day long course on either of the two assigned Saturday dates, in the fall or winter semesters. A prerequisite for GS0900 is successful completion of Collaborative Institutional Training Initiative (CITI) basic online responsible conduct of research modules (provide URL), selected to be applicable to all students. CITI Training topics include: Authorship, Collaborative Research, Conflicts of Interest, Data Management, Financial responsibilities, Mentoring, Peer Review, Plagiarism. Through the GS0900 course, the students are provided additional training in RCR practices through the day long workshop and breakout session discussion type format. The final stage of our RCR training program is delivered by the individual departments (through programs that already have established or through newly developed initiatives, possibly linked to student orientation). Training at the Departmental level provides students and Postdocs with the focused instruction on topics specific to the student's field. There is an essay component at the end of the program that students and Postdocs will complete to receive a passing grade in GS0900.

## Individual Development Plan (IDP)

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Individual Development Plans (IDPs) are documents designed to assist doctoral students and postdoctoral trainees in developing career plans and trajectories. The IDP is designed to plan professional and career development activities as a companion to the Plan of Work, which focuses on academic coursework and program milestones. *Because of the importance of an IDP in a trainee's career development and recent mandates from federal agencies, Wayne State University will require ALL doctoral students and postdoctoral trainees across the institution to submit an IDP (with the signature of the research/dissertation advisor or PDT mentor) regardless of funding status.*

The IDP must be updated annually so that the information remains current. The Graduate School will monitor the IDP process and provide resources, including basic instructions, a template and a submission form.

The IDP is completed through an electronic system by navigating to <https://gradlifecycle.wayne.edu/>



## Funding and award opportunities for postdocs

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**Funding** is critical to research and research career development. Below is a list of funding opportunity resources for which postdoctoral fellows may be eligible.

[WSU alumni association – awards and scholarships](#)

[Locating external funding – COS](#): Wayne State University subscribes to COS Expertise and Funding Opportunities, the single most comprehensive source of funding information available. Whether your work is in the sciences or the arts, COS funding and expertise services can help support and advance your research.

### **Funding databases**

[NIH grants and funding opportunities](#)

[NIH grant website for new investigators](#)

[NSF site to funding](#)

[NIH NRSA for individual postdoctoral fellowships \(F32\)](#)

[GrantForward](#)

[AAAS Science and Technology Policy Fellowship information](#)

[Fundsnet Services](#)

[Postdoctoral Fellowships in biological sciences \(maintained by UC Berkeley\)](#)

[ScienceCareers](#) – A database of funding opportunities for all postdocs, regardless of citizenship

[NIH Pathway to Independence Award](#)

Recently, the PostDoctoral Office initiated [Awards](#) for the following categories:

### **Postdoctoral Trainee Research Award**

This award will be presented annually to four postdoctoral trainees at Wayne State University who have shown outstanding promise in scientific research. Each award comprises an award certificate and \$250 to the recipient.

**Process:** Postdoctoral trainees who have been at Wayne State University for no longer than five calendar years as of the submission of the application are welcome to self-nominate. Nominations from others are also accepted.

**Application materials due date:** January 15 of each year.

**Awards:** March of each year.

### **Required Documents:**

- 1) Cover letter including submission date, name of applicant, name of mentor, and home department, college or school.
- 2) Personal statement, not to exceed two pages, summarizing the applicant's contributions to their field of specialty. The focus should be on the postdoctoral period. The application review committee will keep in mind that postdoctoral trainees at different stages of their training will have different degrees of accomplishments and will weigh these specifics accordingly.
- 3) Letter of support from current mentor, not to exceed two pages.
- 4) Postdoctoral trainee's CV.

**Application limitations:** Each postdoctoral trainee can receive only one such award during their tenure at Wayne State. There are no limits to how many times each person can apply, as long as they have not been presented with this award before.

**Application review:** A committee consisting of Wayne State faculty from various fields of science will review each application and select the recipients.

### **Excellence in Postdoctoral Mentorship Award**

This award will be presented annually to four mentors at Wayne State University who have an excellent record in mentoring postdoctoral trainees. Each award comprises an award certificate and \$200 to the recipient.

**Process:** Nominations are required. (Self-nominations will not be accepted.) The nominee must be faculty member (tenure- or research-track) at Wayne State as of the submission date of the nomination. Mentorship need not have occurred only in the laboratory/academic setting; nominations for faculty members at Wayne State who have mentored postdoctoral trainees outside of their direct supervision are welcome.

**Application due date:** January 15 of each year.

**Award Presentation:** March of each year.

### **Required Documents:**

- 1) Cover letter, including submission date, name of mentor, name of nominator(s), and home department, college or school.
- 2) Nomination letter, not to exceed three pages, detailing the postdoctoral mentorship record of the mentor.
- 3) Mentor's CV.

**Application limitations:** Each mentor can receive this award only once every four calendar years. There are no limits to how many times each person can be nominated, as long as this award has not been presented to the mentor more than once every four years.

**Application review:** A committee consisting of faculty from Wayne State University will review each application and select the recipients.

### **Postdoctoral Trainee Service Award**

This award will be presented annually to two postdoctoral trainees at Wayne State University who have provided exceptional service to Wayne State and the surrounding community. The award comprises an Award Certificate and \$250 to the recipient.

**Process:** Postdoctoral trainees who have been at Wayne State University for no longer than five calendar years are welcome to self-nominate. Nominations from others are also accepted.

**Application due date:** January 15 of each year.

**Award presentation:** March of each year.

**Required Documents:**

- 1) Cover letter including submission date, name of applicant, name of mentor, and home department, college or school.
- 2) Personal statement, not to exceed two pages, summarizing the applicant's contributions to Wayne State and the surrounding community. The focus of the letter should be on the post-doctoral period. The application review committee will keep in mind that post-doctoral trainees at different stages of their training will have different degrees of accomplishments and will weigh these specifics accordingly.
- 3) Letter of support from current mentor, not to exceed two pages.
- 4) Postdoctoral trainee's CV.

**Application limitations:** Each postdoctoral trainee can receive only one such award during their tenure at Wayne State. There are no limits to how many times each person can apply, as long as they have not been presented with this Award before.

**Application review:** A committee comprising faculty from Wayne State University will review each application and select the recipients.

## Career Resources for Postdocs

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[Wayne State University's Online Hiring System](#)

### ***Sources for career opportunities around the nation***

Academic Keys

ACS Careers - #1 source for chemistry professionals worldwide

Bio-Online Career Center

BioSpace – a great resource for information about biotechnology

Bioview

Career.edu

Haas Biotech Club

HigherEd jobs

Institute for Broadening Participation

International Biopharmaceutical Association

LifeSciencesWorld

National Academy of Sciences

Naturejobs

Pennsylvania Bio

Postdoctorate.Net

Sciencejobs.com

The Academic Job Search handbook

The Chronicle of Higher Education

The Versatile PhD

## Graduate and Postdoctoral Professional Development

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[Graduate and Postdoctoral Professional Development](#) (GPPD) Seminar series covers a range of topics that are of interest to trainees including abstract writing, job search skills, poster presentation skills, and career opportunities. **Schedule of events is updated regularly on the link above.** New to The Graduate School is "micro-credentialing", wherein attendees earn credentials or "badges" for the knowledge and skills they acquire from the GPPDs and related activities. The micro-credentials are shareable on personal LinkedIn pages or other digital platforms to show off skills that are highly desired by employers but may not be apparent from a transcript or diploma.

### **Allowable career development activities for doctoral students and postdoctoral trainees**

*The following statements have been provided by the NIH (200.400(f)):*

The Uniform Guidance states: "For non-federal entities that educate and engage students in research, the dual role of students as both trainees and employees contributing to the completion of federal awards for research must be recognized in the application of these principles." Staff in postdoctoral positions engaged in research, while not generally pursuing an additional degree, are expected to be actively engaged in their training and career development under their research appointments as postdocs. This dual role is critical in order to provide postdocs with sufficient experience and mentoring for them to successfully pursue independent careers in research and related fields.

Does 200.400(f) require recognition of the dual role of postdoctoral staff appointed on research grants as both trainees and employees when appointed as a researcher on research grants?

Yes. The Uniform Guidance 200.400(f) requires the recognition of the dual role of all pre and postdoctoral staff who are appointed to research positions with the intent that the research experience will further their training and support the development of skills critical to pursue careers as independent investigators or other related careers. Neither predocs nor postdocs need to be specifically appointed in training positions to require recognition of this dual role. The requirements and expectations of their appointment will support recognition of this dual role, per 200.400(f).

### **Additional information**

The career outcomes of individuals supported by NRSA training programs include both research-intensive careers in academia and industry and research-related careers in various sectors (e.g., academic institutions, government agencies, for-profit businesses and private foundations). Training programs should make available structured, career-development advising and learning opportunities (e.g., workshops, discussions, Individual Development Plans). Through such opportunities, trainees would obtain a working knowledge of various potential career directions that make strong use of the knowledge and skills gained during research training and the steps required to transition successfully to the next stage of their chosen career.

The PD/PI should describe program activities intended to develop the working knowledge needed for trainees to select among and prepare for the next step in varied research-intensive and research-related career options available in the biomedical workforce. For example, programs should provide all trainees with instruction and training in oral and written presentation, leadership skills, and in skills needed to apply

for individual fellowship or grant support. All postdoctoral trainees should also be provided with instruction in laboratory and project management.

### Our mission

As an association run by postdocs for postdocs, the WSU-PDA's mission is to promote the professional development and social well-being of the postdoctoral community at Wayne State University. We aim to:

- Optimize the professional development of postdoctoral scholars at Wayne State University in order to facilitate their successful transition to a professional career
- Promote social interactions between its members by creating a forum for social gathering and discussion of issues related to the postdoctoral experience at WSU.
- Recognize outstanding postdoctoral scholars at WSU, highlight the impact of postdoctoral research within WSU and connect WSU postdoctoral scholars to regional and national postdoctoral organizations.
- Organize community outreach efforts by the postdoctoral scholars of WSU.

The WSU-PDA is run by a steering committee composed of a dedicated team of postdocs from various departments across the WSU campus. In addition to the steering committee, several standing committees have been set up to effectively carry out the mission of the WSU-PDA. These include the Professional Development, Advocacy, Media and Networking, Events and Fundraising and Publications committees.

Please read the [WSU-PDA's bylaws](#) for further information.

We are always looking for postdocs who would like to get involved. If interested, please contact Nadia Saadat [aw2490@wayne.edu](mailto:aw2490@wayne.edu) or Stefanie Baier [stefanie.baier@wayne.edu](mailto:stefanie.baier@wayne.edu).

### About the WSU-PDA

- **WSU-PDA Newsletter:** The Wayne Postdoc Connection  
The WSU-PDA newsletter is a venue for spreading the news about WSU postdoctoral scholar achievements and updating postdoc scholars on relevant local, regional, and national events.
- **WSU-PDA Meetings**  
Meetings are open to all WSU-PDA members so please join us.
- **Join the WSU-PDA** (Stefanie Baier [stefanie.baier@wayne.edu](mailto:stefanie.baier@wayne.edu))
- **Join the PDA** to get timely email alerts of all our activities and other relevant information for postdocs. You can also follow us and join our group on [Facebook](#) and [LinkedIn](#).

## Graduate and Postdoctoral Research Symposium

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[Graduate and Postdoctoral Research Symposium](#) The Graduate and Postdoctoral Research Symposium hosts more than 140 poster presentations from Postdoctoral Fellows, Doctoral and Master's students. It also features for the 3-Minute Thesis presentations which included presentations from both Doctoral and Master's students. There are more than 40 awards across disciplines. Research experience and productivity is key to their success, building new knowledge to improve science, health, and society as well as opening new doors to students through networking opportunities. The work displayed at the Symposium showcases our graduate talent and shows us why our students are so successful. **GPRS: March 5, 2019.**