

GUIDE FOR POSTDOCS



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Introduction

Welcome to the Molecular Biology Department at Princeton University! Our Department was established in 1984 when the Biology Department was divided into what are now the Molecular Biology and the Ecology and Evolutionary Biology departments. The chairman of the Department is Lynn Enquist and the Associate Chairman is Jim Broach. Three adjacent buildings house more than 35 laboratories where technical staff, undergraduate and graduate students and more than 100 postdocs work. The areas investigated in our Department are very diverse, from virology to mammalian development. You can find a complete list of our faculty members and descriptions of their research at our departmental Web site (www.molbio.princeton.edu). In addition, our Department employs a large group of professional staff, hosts a number of on-site facilities listed in this guide, and interacts with the Lewis-Sigler Institute for Integrative Genomics (www.genomics.princeton.edu). This institute, directed by Dr. David Botstein, is housed adjacent to the Molecular Biology Department.

This guide has been designed by fellow postdocs to help you settle into our Department. We hope that this guide helps ease your move to Princeton University. Feel free to contact us using the following link [postdocguide](#)

We finally would like to thank Aviva Rosoff, Sharon Cohen, Linda Berkowitz, Terry MacFarland, and especially Elena Chiarichiaro for their help in editing this Guide.

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Administration

The Molecular Biology Department team of professional administrative staff is listed on our Departmental Web site (www.molbio.princeton.edu). Here is just a partial list of the staff members who you most likely will interact with upon your arrival.

| | |
|---------------------------------------|---|
| Chairman: | Lynn Enquist 609-258-2415 |
| Associate Chairman: | Jim Broach 609-258-2415 |
| Academic Department Manager: | Sharon Cohen 609-258-1596 |
| Academic Programs & Student Services: | Elena Chiarchiaro 609-258-2803 |
| Grants and Contracts: | Eileen Fowler 609-258-7903 |
| Fellowships: | Vesna Bacic 609-258-6285 |
| Human Resources: | Linda Berkowitz 609-258-4988 Aviva Rosoff 609-258-2352 |
| Operations and Purchasing: | Terry MacFarland 609-258-4227 |
| Computer support: | csmolbio@princeton.edu 609-258-2381 |
| Health, Safety and Keys | Michael Fredericks 609-258-1351 |

There are several administrative matters that must be taken care of when you arrive on campus to begin working. It is important that you schedule an appointment with Aviva Rosoff, Assistant Human Resources Manager, in order to get your New Hire and Benefits packet.

I-9 Form You must complete an I-9 Form (Employment Eligibility Form) within 72 hours of your start date. You are required by law to establish your eligibility for employment in the United States. U.S. Citizens should bring the appropriate original documents that establish proof of identity and authorization to work to the Office of Human Resources, One New South. Non-U.S. Citizens must go directly to the Payroll Office, Five New South Building, to complete the employment verification process and the I-9 form. See the following Web site for the types of documents that can be presented: http://gradschool.princeton.edu/about/docs/admission/I-9_Form.pdf.

ID Card & Parking While you are at the New South building, you should also go to the TigerCard Office (located on the "A" level) to obtain your University ID (TigerCard) and free parking permit. The TigerCard can be used to borrow books at the library, charge meals at Prospect House and various Dining Services eating facilities, and gain entrance to various other facilities and events. The University identification card is a photo ID and must be obtained in person. ID cards can be obtained for family members and domestic partners by completing an application at the Office of Human Resources. For information on who is eligible to receive an ID card, please visit the TigerCard Office's Web site <http://web.princeton.edu/sites/tigercard/>. For information concerning employee and visitor parking, please see the Parking Office's Web site at <http://web.princeton.edu/sites/tigercard/parking.html>.

You may also find useful information in the Office of Human Resources handbook for administrative and support staff at the University. This handbook has information regarding University-wide regulations, resources, programs, and activities at Princeton University (<http://www.princeton.edu/hr/handbook/>).

On-site Facilities

The following core facilities are housed within the Department:

- ▶ Computer Support
- ▶ Drosophila Media
- ▶ Flow Cytometry
- ▶ Health and Safety
- ▶ Macromolecular Crystallography
- ▶ Machine shop
- ▶ Microarray
- ▶ Microscopy
- ▶ Monoclonal Antibody
- ▶ Stockroom
- ▶ Synthesizing/Sequencing
- ▶ Transgenic
- ▶ Vivarium

Other resources include several libraries on campus and electronic access to a variety of scientific journals.

Departmental Events

Scientific events:

- ▶ Molecular Biology departmental seminars (outside speakers), colloquia, PhD defense presentations & other events can be viewed on the departmental calendar:
http://www.molbio.princeton.edu/index.php?option=com_wrapper&Itemid=254.
- ▶ Other departmental seminars (e.g., Ecology and Environmental Biology, Institute for Advanced Study, Council on Science and Technology lunchtime seminar series)
- ▶ Monthly Molecular Biology postdoc lunch seminars
- ▶ Annual Departmental Retreat: scientific talks and poster sessions (with some time for fun) during a weekend at venues such as Hershey (PA) or the “Jersey Shore”
- ▶ Weekly graduate student seminars
- ▶ Joint lab meetings /journal clubs. Some examples are:
 - Prokaryotic journal club: held weekly by Silhavy, Bassler, Stock and Newton labs
 - Neuroscience labs (Berry, Wang, Hopfield and Tank labs) have joint group meetings, invited speaker talks, and a seminar series. “Neurolunch”, hosted jointly with members of the Psychology Department, features speakers in neuroscience covering a broad range of topics from cellular to cognitive science
 - Princeton Area Yeast Meeting (a.k.a. PAYM): weekly research talks by members of the yeast labs (Rose, Broach, and Zakian)
 - Developmental Biology Seminars
 - Monthly Microbiology group lunch meetings

Social events:

- ▶ Annual Holiday party (hosted by 2nd year graduate students)
- ▶ University-wide staff picnic (early June)
- ▶ Departmental summer picnic
- ▶ Molecular Biology Department softball teams participate in a University-wide summer league

Fellowships for Post-doctoral Researchers

- ▶ Many sources of post-doctoral funding available can be found through grant listing services including www.grantsnet.com and http://vlib.org/Science/Cell_Biology/funding_career.shtml
- ▶ The following is a partial list of fellowships held by Princeton postdocs: NJ Commission on Cancer Research <http://www.state.nj.us/health/ccr/>
- ▶ American Cancer Society <http://www.cancer.org/docroot/home/index.asp> (click on "Professionals")
- ▶ Damon Runyon Cancer Research Fund <http://www.drcrf.org/NETCOMMUNITY/Page.aspx?pid=230&srcid=193>
- ▶ National Science Foundation <http://www.nsf.gov> (click on "Funding")
- ▶ National Cancer Institute <http://www.nci.nih.gov/>
- ▶ Howard Hughes Medical Institute <http://www.hhmi.org/grants/>
- ▶ Leukemia and Lymphoma Society http://www.leukemia-lymphoma.org/all_page?item_id=11632
- ▶ American Heart Association <http://www.americanheart.org/presenter.jhtml?identifier=9713>
- ▶ Human Frontier Science Program <http://www.hfsp.org/>
- ▶ Helen Hay Whitney Foundation <http://www.hhwf.org/>
- ▶ Life Science Research Fund <http://www.lsrp.org/welcome.htm>
- ▶ National Institutes of Health National Research Service Awards <http://grants.nih.gov/training/nrsa.htm>

Vesna Bacic (609-258-6285) will help you apply for fellowships once you arrive. The NIH salary scale is generally used for postdocs hired as Postdoctoral Research Associates or Postdoctoral Research Fellows at Princeton University.

For more information, you can refer to <http://grants2.nih.gov/grants/guide/notice-files/NOT-OD-07-057.html>

Teaching

Two undergraduate courses in the Department of Molecular Biology offer teaching opportunities specifically for postdocs. These are:

The Summer Undergraduate Research Program

Over a nine-week period in the summer, instructors are asked to meet once a week with a group of 8-10 students for 1 hour. These meetings are designed to encourage undergraduate students to develop their presentation skills while discussing their research projects. Instructors will also be asked to help the students with poster preparation, including editing abstracts.

Molecular Biology Junior Tutorials

For two 4-week sessions in the fall, instructors meet once a week with a group of 8-10 Molecular Biology juniors for 1.5 hours. The purpose of the meeting is to provide a forum for the students to read and discuss primary literature. Instructors are responsible for selecting research articles, leading the discussions, and grading papers at the end of each session.

Postdocs may also be asked to become a teaching assistant for additional courses if there is a shortage of graduate students or if a professor requests to have a postdoc teaching assistant. For more information regarding this opportunity, please contact Elena Chiarchiaro (elenach@princeton.edu).

All teaching opportunities are voluntary. Because of various funding restrictions, postdocs are compensated for their efforts with a combination of salary and/or research funds. Research funds may be used at the postdocs discretion with the departmental approval for research-related materials (books, conference travel, reagents, etc).

The Council of Science and Technology offers the Princeton University Postdoctoral Teaching Fellow Program. More information can be found at: <http://www.princeton.edu/~stcweb/html/postdoc.html>

Benefits

Your benefit eligibility will depend on your status. Postdocs with fellowships are normally categorized as Visiting Research Fellows (VRF), as their salary is paid by an outside source. Postdocs with VRF status are eligible for health care benefits and basic life insurance provided by Princeton University. Postdocs supported by faculty members are normally categorized as Research Associates or Research Staff Members. Postdocs in that category are considered “Regular Dean of Faculty” staff members and are entitled to all benefits associated with that status. You can find additional information concerning benefits at <http://www.princeton.edu/hr/newhire/index.htm>.

If you are expecting a child, it is important that you check your health insurance plan regarding adding newborns to your policy. Generally you must add the newborn to your policy within a 30-day period after the birth date. Missing the particular deadline could mean that your child will not have health insurance until the following January. NEW PARENTS Please note that you must add your newborn to your insurance policy within 31 days.

Childcare

Princeton University has partnered with the Carebridge Corporation to assist its faculty & staff with various Work/Life issues. For instance, they offer a Child Care Provider Locator service which identifies providers in your area based upon the criteria you select. Aviva Rosoff will provide further information about how to access this service when you begin employment. Additionally, the Princeton University Office of Human Resources lists local childcare facilities at <http://www.princeton.edu/hr/worklife/reslist.htm>.

Finally, there are the University League Nursery School (ULNS) and the University NOW Day Nursery (UNDN). ULNS is a parent cooperative located at 171 Broadmead. ULNS offers full day (8:30–5:30), 3/4 day (8:30–3:15), half day (until 1:00) and morning only (until 11:30) programs to 2–4 year olds. An 8:00 a.m. start time is also available for 3 and 4 year olds. Parents work with certified teachers in the morning nursery school cooperative. Programs after 11:30 are not cooperative and provide continuing quality care in the various after school programs. Scholarships are available for both all day and part day. Call (609) 924-3137 for an application and other information. For information about the University NOW Day Nursery, visit <http://www.princetonol.com/local/unow>.

NEW PARENTS Please note that you must add your newborn to your insurance policy within 31 days.

Housing

Princeton University Staff Housing is available to postdocs, but owing to a housing shortage it is difficult to obtain. It is a good idea to submit your application as soon as possible. Read a description of program at http://facilities.princeton.edu/housing/c_staff/ Forms: http://facilities.princeton.edu/housing/c_staff/forms/ Rates: http://facilities.princeton.edu/housing/c_staff/rental_rates.htm

Princeton area non-university housing information

- ▶ The Princeton University Housing Office also has listings of non-University housing available in the area. Visit the Off-Campus Housing link at <http://facilities.princeton.edu/housing/offcampus>. If you are in the Princeton area, you can stop by the housing office in person and take a look at their bulletin board for new postings that may not have been posted on the Web site.
- ▶ Princeton On-Line has a classifieds section that includes rentals in the Princeton area at <http://www.princetonol.com/cgi-bin/dcads/dcads.cgi>
- ▶ The Princeton Packet is a local paper with an on-line classifieds section. www.pacpub.com/site/news.asp?brd=1091

Housing in surrounding NJ areas

Housing can be expensive in the immediate vicinity of Princeton University (while generally less expensive than Boston or New Haven), but can be quite affordable if you are willing to commute. Princeton is in Mercer County. Housing information and apartment complex ratings can be found at www.forrent.com and www.aptratings.com

Housing in Bucks County, PA

Bucks County, PA, is a scenic rural area about 45 minutes from Princeton University. Information on housing options in Bucks County can be found on the following Web site: www.buckscounty.org

Athletics/Recreation

- ▶ Princeton University athletics <http://www.goprincetontigers.com/>
- ▶ Princeton University athletic events ticket information <http://www.princeton.edu/utickets/tixfaq.html>
- ▶ University Athletic facilities <http://www.princeton.edu/~campusre/index.html>
- ▶ Physical Educational courses (e.g., aerobics, Pilates, yoga, self-defense, racket sports, etc.) offered through the university
- ▶ Fitness classes are also offered through local community colleges and adult schools (receive catalogs in the mail)
- ▶ Molecular Biology Department softball teams participate in a University-wide summer league.
- ▶ Princeton also has a YMCA and a YWCA <http://www.ymcaprinceton.org> and a YWCA www.ywcaprinceton.org

Dining Services at Princeton University

There are several on-campus locations where postdocs can purchase food. The most convenient ones from our Department are the First Campus Center, Prospect House, and the Café in the Genomics building. For a complete list of all the dining facilities on campus, visit <http://facilities.princeton.edu/dining/>. There you can also find information about the optional Paw Points program, which allows you to deposit funds into a personal account to use as payment at dining facilities using your Princeton University ID card.

In addition, Nassau Street offers a variety of places to eat and it is only a few minutes away on foot from our department.

International Postdocs

Princeton University Office of Visa Services processes visa applications and offers information about visas and taxes to international scholars. They are located on campus, and you can visit their Web site at <http://webware.princeton.edu/Visa>.

In addition, the Princeton University International Center provides services to international scholars to help them adjust to Princeton. They also offer intercultural outreach and community building events. Helpful links can be found at their Web site <http://www.princeton.edu/~intlctr>.

You can also find useful information in the International Postdoc Survival Guide available through the National Postdoctoral Association in the Web at http://www.nationalpostdoc.org/committees/IPC_Committee/IPSurvivalGuide.

General Information about Princeton and New Jersey

For general information about entertainment, lodging, and shopping in Princeton and the surrounding area, there are many options:

- ▶ Princeton Yellow Pages <http://princetonnj.areaconnect.com>
- ▶ Guide to Princeton www.princetonol.com www.princetoninfo.com
- ▶ Princeton University site www.princeton.edu, click on “About Princeton” then “Town and local communities”
- ▶ Princeton Packet Newspaper www.pacpub.com
- ▶ Mercer County Web site (where Princeton is located) www.mercercounty.org
- ▶ Middlesex County Web site (neighboring county where many postdocs live) www.co.middlesex.nj.us

Extracurricular Activities

Lectures, art exhibits, plays, concerts, and many more events are listed in the Princeton Weekly Bulletin:
<http://www.princeton.edu/pr/pwb/index.shtml>

The Princeton University Art Museum's Web site is: <http://www.princetonartmuseum.org/>. A sculpture garden is located in nearby Hamilton, NJ (<http://www.groundsforsculpture.org/>).

Additionally, plays and musical events performed on campus are listed in the Princeton Weekly Bulletin. Of particular interest is McCarter Theater, which was the 1994 recipient of the Tony award for outstanding regional theater (<http://www.mccarter.org>). Additional Web sites that provide information regarding on-campus performances in other theaters include the Theatre InTime, http://etcweb.princeton.edu/CampusWWW/Companion/theatre_intime.html and Richardson Auditorium, <http://www.princeton.edu/richaud>.

Area movie theaters include the Garden Theater on Nassau Street and the Montgomery Theater on Route 206. For other theater information, visit <http://movies.aol.com/showtimes/princeton-nj/08540/theaters>.

Princeton has a premium location within an hour of Philadelphia and New York City. Both of these great cities are accessible by train from Princeton, and information can be found at www.nytoday.com and www.phila.org. Washington D.C. and Boston are also within one-day's drive and both are accessible by train. Beautiful beaches, mountains, and ski slopes are also not far from Princeton.

Transportation

For information about visiting Princeton University, go to <http://www.princeton.edu/main/visiting>.

Train & bus

The Amtrak station is located in Princeton Junction. A train shuttle called the “Dinky” runs between Princeton Junction and Princeton and takes 4 minutes. Amtrak information can be found at www.amtrak.com (1-800-USA-RAIL). The Dinky schedule is available on the Web at viper.Princeton.edu/~remillar/dinky.html

NJ Transit also stops at the Princeton Junction train station (Northeast Corridor) and the campus is accessible by NJTransit bus as well. NJTransit: www.njtransit.com (1-800-626-RIDE).

Car & parking

Department of Motor Vehicles (609-292-6500, 888-486-3339): www.state.nj.us/mvs. Once you become a New Jersey resident, you have 60 days or whenever your out of state license expires to get a new license (whichever comes FIRST). A vision test and written test are required. Download the manual from the Web site and study in order to pass the test.

You also have 60 days or whenever your out-of-state registration expires to register your car (whichever comes FIRST). You must have car insurance before registering your car. Because this can be a lengthy process, we advise you to arrange it ASAP. For information on car insurance, see the New Jersey Department of Banking and Insurance Web site (www.state.nj.us/dobi/).

The New Jersey Manufacturers Insurance Company was established by the New Jersey Business and Industry Association to provide insurance at advantageous rates to its members. Through the University’s affiliation with the Association, University employees are eligible to apply for automobile or homeowner’s insurance with Jersey Manufacturers Insurance Company. The University’s Association Membership Number is 36121. Employees must provide this number when calling the company’s customer service department at 1-800-232-6600.

Princeton University issues parking permits to employees at no charge. When you arrive on campus to begin working, you should visit the Tigercard & Parking Office located on the A level of New South Building to obtain a parking sticker. For additional information concerning both employee parking and visitor parking, please see the Parking Office’s Web site at <http://web.princeton.edu/sites/tigercard/parking.html>.

Air Travel

This is a list of some NJ-NY-PA airports:

- ▶ Newark Airport is 40 miles from Princeton and is accessible by NJ Transit, Amtrak, and the Airporter Shuttle. Visit <http://www.newarkairport.com/CommutingTravel/airports/html/newarkliberty.html> for more information.
- ▶ JFK airport is 70 miles from Princeton. This airport is a more complex one to use from Princeton, but it is reachable by either car or The Airporter Shuttle. See <http://www.kennedyairport.com/CommutingTravel/airports/html/kennedy.html> for more information.
- ▶ Philadelphia International Airport: www.phl.org (215-937-6937) (40 miles from Princeton; accessible by SEPTA www.septa.com)
- ▶ Trenton-Mercer Airport: www.mercercounty.org/airport/index.htm (609-882-1600)
- ▶ Princeton Airport (if you have your own plane): <http://www.princetonairport.com>
- ▶ Atlantic City Airport: www.acairport.com. There are increasingly cheaper fares from certain points.