Notes for New Postdocs

**Introduction**

- Welcome to Brandeis! Please take a look at the information below.
- If something here is incorrect or you have a comment, please email Steven Karel with suggested changes.

**Seminars and Events**

**Online Listings**

Seminars and events are listed in several places, see Seminars and Events

**Automatic Reminders**

To get a daily reminder via e-mail about upcoming seminars **(highly recommended)**, subscribe to science-seminars

**Mailing Lists**

Every postdoc should subscribe to at least one of the *-postdocs lists detailed at Mailing Lists. Most labs have their own mailing lists that you should also subscribe to.

**Safety Training**

Consult with your advisor about laboratory safety, and undertake any necessary training promptly. See Lab Safety. Some parts of the safety training can be done before arriving at Brandeis if you set up a sponsored email account.

- For most labs, you will have to do the on-line chemical safety course at http://www.boston-consortium.org/professional_development/environmental_health_safety_training.asp to get a key.
- Work with human subjects, vertebrate animals, biosafety hazards, etc. will require additional training. Such training is overseen by the Office of Research Administration

The ORA Handout for New Life Science Graduate Students **(login required)** almost entirely also applies to new postdocs in the life sciences

**Responsible Conduct of Research**

We have a three-fold plan for training postdocs in the responsible conduct of research.

1. CITI Responsible Conduct of Research **Online Training**
   - must be completed within 60 days after starting
   - Life scientists should select Biomedical Responsible Conduct of Research Course. Most other scientists should select Physical Science Responsible Conduct of Research Course.
2. CONT 300B is our in-person classroom training course, and is held once yearly, usually in the winter. Postdocs are **required** to participate at their first opportunity.
   - Most postdocs are asked to participate as discussion leaders in the course
3. PIs are expected to discuss responsible conduct at lab meetings.

**Career Services for Postdocs**

- Some career services are available through GSAS Career Service
Individual Development Plans

Postdocs at Brandeis are expected to craft, in collaboration with their advisor, an **Individual Development Plan (IDP)**. This plan should be reviewed and updated annually.

Computer Help and Resources

Computer Accounts

- UNet accounts provide access to most if not all of the centralized computer services at Brandeis. You need one. Manage your account at https://identity.brandeis.edu/
  - If you're paid by HHMI or have some other outside funding, you may need a sponsored account. In any event, go fill out the form.
  - On the form, pick a sponsor who is around so that your account gets created promptly. Your advisor or department administrator are good initial choices.
- For some purposes, you might need accounts on local servers in the Life Sciences. Create your UNet account first, talk to your labmates, and then contact Steven Karel or members of the DivSci Tech Group if you need one.
- We no longer provide dial-up internet access (it's 2015). See the instructions for using Wormhole (our VPN for off-campus access)
- Your account will give you access to library resources, including journal subscriptions. These can be accessed from off-campus using the library proxy server.

Your laptop or desktop at Brandeis

If you bring a laptop or desktop computer to Brandeis, you might want to look at the following topics for advice on setting it up:

- NewMac
- NewPC
- NewLinuxBox

Software for your computer

- There are a few different software licensing programs. You **may** install Microsoft Office (and a few other MS products) on your computer. Matlab, EndNote and LabView are also site-licensed.

Getting more personalized computer help

- The Tech Desk is the recommended entry point for postdocs looking for help from LTS. Note, you will not necessarily get complete or even correct answers about Div. Science-specific computer services from them, although they are very competent and helpful.
  - **best method** is by phone: (at 781-736-HELP x64357)
  - use the Help Desk web portal
  - ask the community for help
- Consult the Div Sci Technology group.

Administrative Stuff

- Consult the Div. Science Administrative Staff

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Steven Karel - 05 Jun 2003 (modified many times, and ported from wiki to wiki, most recently updated 11 Feb 2016)