# Table of Contents

## Postdoctoral Appointments

- Postdoctoral Appointments: 5
- Initial Appointment Letters: 6
- Authorization for Employment: 6
- Social Security Numbers: 6
- Individual Taxpayer Identification Numbers: 8

## Tasks to Complete Prior to or Arriving at Columbia

- Information for International Postdocs: 8
- Completing Required Employment and Tax Forms: 11
- Obtaining a University ID Card: 11
- Activating a Columbia UNI, Email, and Domain: 12
- Enrolling in Health Benefits: 13
- Joining the Postdoc Email Listserv: 13
- Completing Required Trainings: 14
- Orientation: 13

## Living in New York City

- Neighborhoods to Live in: 15
- Safety and Security: 17
- Columbia University Campus Maps: 18
- Columbia University Housing: 20
- Off-Campus Housing: 21
- Temporary Housing: 21
- Cell Phones: 23
- Utilities (Electricity, Phone, Cable TV, Internet): 24
- Banking and Credit Cards: 24
- Transportation Options: 26
- Child Care and Schooling: 27

## Compensation, Taxes, Benefits, Discounts, and Resources

- Compensation: 31
- Taxes: 31
- Health Coverage: 36
- Mental Health and Grief Counseling: 37
- Dental Coverage: 38
- Time Off (Vacation, Sick Time, Personal Days, and University Holidays): 38
CHILD CARE (OR DEPENDENT CARE) LEAVE 39
BREASTFEEDING SUPPORT AND LACTATION ROOMS 40
ADDITIONAL BENEFITS 40
   BACK-UP CARE
   FLEXIBLE SPENDING ACCOUNTS
   RETIREMENT ACCOUNTS
   LIFE INSURANCE
   STUDENT LOAN DEFERRED
   AMERICAN LANGUAGE PROGRAM
   GYM FACILITIES
   LIBRARIES
   COLUMBIA UNIVERSITY ARTS INITIATIVE
   WORK/LIFE AT COLUMBIA UNIVERSITY
   BUSINESS CARDS

CAREER AND PROFESSIONAL DEVELOPMENT 44

OVERVIEW OF POSTDOCTORAL CAREER AND PROFESSIONAL DEVELOPMENT PROGRAM 44
COURSES, WORKSHOPS, AND SERIES 45
NETWORKING AND EMPLOYER EVENTS 45
POSTDOC RESEARCH SYMPOSIUM 45
CAREER COUNSELING SERVICES 45
COMMUNICATIONS ON OPA PROGRAMMING AND SERVICES 45
TEACHING AND INTERNSHIPS 45
ADDITIONAL RESOURCES 46

POSTDOC COMMUNITY AND AFFINITY GROUPS 46

COLUMBIA UNIVERSITY POSTDOCTORAL SOCIETY (CUPS) 46
URPOSTDOCS 46
POSTDOQS 46
POSTDOC PARENTS AND EXPECTANT PARENTS GROUP 47
COLUMBIA UNIVERSITY FAMILY SUPPORT NETWORK (CUFSN) 47
WOMEN IN SCIENCE AT COLUMBIA (WISC) 47
SOCIAL SCIENCE AND HUMANITIES POSTDOCS 47

RESEARCH OFFICES AND RESOURCES AT COLUMBIA UNIVERSITY 48

EXECUTIVE VICE PRESIDENT FOR RESEARCH 48
CLINICAL TRIALS OFFICE (CTO) 48
ENVIRONMENTAL HEALTH AND SAFETY (EH&S) 48
INSTITUTE OF COMPARATIVE MEDICINE (ICM) 49
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) 49
INSTITUTIONAL REVIEW BOARDS (IRBs) 49
OFFICE OF RESEARCH COMPLIANCE AND TRAINING (ORCT) 50
OFFICE OF RESEARCH INITIATIVES (ORI) 50
COLUMBIA TECHNOLOGY VENTURES (CTV) 50
SPONSORED PROJECTS ADMINISTRATION (SPA) 51
SPONSORED PROJECTS FINANCE (SPF) 51
TRAINING FINDER AND RASCAL 51
FINDING FUNDING AND INFOED 51

UNIVERSITY POLICIES 52

RULES OF UNIVERSITY CONDUCT 52
DISCRIMINATION AND HARASSMENT 53
PATENTS AND INVENTIONS 54
MISCONDUCT IN RESEARCH 55
ADDITIONAL COMPENSATION FOR POSTDOC PROFESSIONAL DEVELOPMENT ACTIVITIES 55
POSTDOCTORAL FELLOW HEALTH BENEFITS 56
USE OF THE UNIVERSITY’S NAME 56
SMOKING, ALCOHOL, AND DRUG USE 56
COMPLIANCE 57
PI WAIVER 59
OMBUDS OFFICE 60
GRIEVANCE PROCEDURES 61
LEAVES OF ABSENCE AND TERMINATIONS 61
Postdoctoral Appointments

Postdoctoral appointments are intended for individuals with a doctoral degree who are engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of their choosing. While rare, appointments are made to individuals of greater experience who wish to retrain themselves for careers in a new discipline or specialty. Postdocs work under the guidance of a principal investigator who may be a faculty member or an officer of research. Given the training nature of the appointment, postdocs normally remain at the University for a limited duration lasting no more than three years. Further extensions of an appointment beyond 3 years require the prior permission of the Provost (through the appropriate Chair of a Department or Director of an Institute or Center and the appropriate Dean or Vice President), which is normally granted only to complete a research project. These additional extensions may be granted on an annual basis up to a maximum of two additional years. No individual may remain in a postdoctoral appointment longer than 5 years at the University.

Postdoctoral Appointments

There are four grades of postdoctoral appointment at Columbia University. Please note that OPA does not support Postdoctoral Resident Fellows or ACGME Postdoctoral Clinical Fellows.

Postdoctoral Research Scientists/Scholars (PDRS) are recent recipients of the doctorate, or its professional equivalent, who come to the University to continue their training, or individuals of greater experience who wish to retrain themselves in a new discipline or specialty. PDRSs may be appointed for full- or part-time service for a term of up to twelve months at a time. PDRSs are paid a salary through the Office of the Controller or by an affiliated hospital or institute.

Postdoctoral Research Fellows (PDF) are recent recipients of the doctorate, or its professional equivalent, who have won fellowships, grants, or awards, usually from external agencies, to continue their training at the University, or individuals of greater experience who have won fellowships, grants, or awards permitting them to retrain themselves in a new discipline or specialty. PDFs may be appointed for full- or part-time service for a term of up to twelve months at a time. PDFs are generally not paid a salary; instead, they usually receive fellowship stipends, either through the University or directly from an external funding agency.

Postdoctoral Clinical Fellows (PCF) are recent recipients of the doctorate, who come to the University to gain additional clinical training after completing their residency, or individuals of greater experience who wish to change clinical specialties. PCFs may be appointed for full- or part-time service for a term of up to twelve months at a time. PCFs may simultaneously hold appointments as officers of instruction of the rank of “Assistant in Clinical (Department)”. Depending upon the source of funding, one of these appointments will be full-time and the other, part-time. When a PCF receives a stipend, the appointment as a postdoctoral clinical fellow is full-time and the Assistant in Clinical (Department) is part-time. The reverse is true when the individual is paid a salary.

Postdoctoral Residency Fellows (PRF) hold the doctorate of Medicine, Dental Medicine or Dental Surgery and

---

1 Definition of postdoc created by the National Postdoctoral Association (http://www.nationalpostdoc.org/) with acceptance of definition from both the NIH and NSF.
are enrolled in programs at affiliated hospitals and institutes for the purpose of obtaining additional clinical training before embarking on independent careers as physicians and dentists. They may be appointed for part-time service for a term of up to twelve months. The appointment is renewable annually so long as the PRF continues in a training program.

**Initial Appointment Letters**

All postdoc candidates should review their offer letter from their Advisor prior to their arrival on campus. The letter must clearly state the terms of the proposed future working relationship. Please be sure it includes the following information:

- Exact title of position offered and an indication of whether the appointment is full-time or part-time;
- Effective dates of appointment. If the appointment is anticipated to be for more than one year, the letter should indicate the number of years that it can be renewed. It should also state that the end date of the appointment may be affected by the individual’s visa expiration date (if any) and/or terms of a sponsored project;
- Exact amount of stipend or salary. If compensation is through a stipend, the letter must also indicate the source of funds, such as a notice of award;
- Specific role in the anticipated research project;
- Teaching responsibilities, if any;
- Any additional information pertinent to the appointment.

The letter should be signed by the postdoc’s mentor, the appropriate chair of the department or director of an institute/center and proper dean or vice president, as required.

**Authorization for Employment**

A postdoctoral research scientist/scholar is required to produce documentation that he/she is either a US citizen or authorized to be employed in the United States; this requirement is satisfied by completion of the government-issued Employment Eligibility Verification Form (I-9 Form) no later than the first day of work. This form is available from your department administrator or online (www.uscis.gov/i-9) and must be returned to him/her on or prior to your first day of work.

*Postdoctoral research fellows, clinical fellows, and residency fellows are not required to sign an I-9 form.*

**Social Security Numbers**

A social security number (SSN) is required in order to lawfully work in the United States and receive a salary. To get a SSN or a replacement card, you must prove your U.S. citizenship or immigration status, age, identity, and employment eligibility. Only certain documents are accepted as proof of U.S. citizenship. These include:

- U.S. birth certificate
- U.S. passport
- Certificate of Naturalization
If you are not a U.S. citizen, different rules apply for proving your immigration status. Under the current law, only certain documents can be accepted as proof of identity. If you do not have a SSN, the Social Security Administration’s website (www.ssa.gov) provides detailed information about the application process and acceptable proofs of identity.

Once you have applied for a SSN you will be given a receipt. Bring this receipt to your departmental administrator for his/her use in preparing the paperwork for your appointment. Once you receive your official card from Social Security Administration, give your department administrator a copy so that your records can be updated properly and the appropriate paperwork filed.

Social Security offices are located throughout the City and are open from 9:00 am to 4:00 pm, Monday through Friday except on legal holidays. You may apply at any office unless you live in Brooklyn or Queens.

The nearest Social Security Office to Columbia’s Morningside Campus is located at:

Cav Building, 6th Floor 55 West 125th Street
(Between Lenox and 5th Avenues)
New York, NY 10027
800.772.1213

The nearest Social Security Office to Columbia’s Medical Center Campus is located at:

4292 Broadway (182nd Street)
New York, NY 10033
800.772.1213

Alternate Social Security Administration Office:

237 West 48th Street, 5th Floor
(Between 8th Avenue and Broadway)
800.772.1213

Brooklyn residents must apply at:

Brooklyn Social Security Card Center
154 Pierrepont Street
Brooklyn, NY 11201
Monday to Friday, 7:00 am – 4:30 pm Thursday, 7:00 am – 7:00 pm

Queens residents must apply at:

Queens Social Security Card Center
155-10 Jamaica Avenue, 2nd floor
Jamaica, NY 11432
Monday to Friday, 7:00 am – 4:30 pm Thursday, 7:00 am – 7:00 pm

Northern NJ residents must apply at:

Continental Plz 2nd floor
401 Hackensack Ave
Hackensack, NJ 07601
Monday to Friday, 9:00 am – 4:30 pm Wednesday, 9:00 am – 12:00 pm

The employee should bring his or her passport, I-94 card, the I-797 Notice of Approval or DS-2019 (for those in J-1 status), and a letter from the hiring department to the Social Security Administration office. It will take approximately three weeks to obtain a Social Security card from Social Security Administration.

**Individual Taxpayer Identification Numbers**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service (IRS). The IRS issues ITINs to foreign nationals and others who are required to have a US taxpayer identification number for US tax returns and payment responsibilities under the Internal Revenue Code (i.e., those who are to receive stipends only), but who are not eligible for a SSN.

ITINs are for federal tax reporting only and are not intended to serve any other purpose. An ITIN does not authorize you to work in the United States or provide eligibility for Social Security benefits or the Earned Income Tax Credit.

Examples of individuals who need ITINs include:

- Non-resident alien filing a U.S. tax return and not eligible for an SSN;
- U.S. resident alien (based on days present in the United States) filing a U.S. tax return and not eligible for an SSN;
- Dependent or spouse of a U.S. citizen/resident alien;
- Dependent or spouse of a non-resident alien visa holder.

Please visit the IRS website (www.irs.gov/individuals/article/0,,id=96287,00.html) for additional information.

**Tasks to Complete Prior to or After Arriving at Columbia**

**Information for International Scholars**

The University has two offices that provide assistance to postdocs coming to Columbia from overseas. They work with more than six thousand students and scholars from more than 140 countries and are aware that adjusting to a new environment is neither easy nor the same for each person. International postdocs should contact the International Affairs Office (if will be affiliated with the medical campus) or the International Students and Scholars Office (if affiliated with the Morningside, Lamont, or other
The International Affairs Office (IAO) serves the immigration-related needs of students and scholars at the Medical Center. IAO staff members assist prospective and enrolled international scholars with initial and continuing visa documentation. Throughout the year, IAO sponsors informative programs and workshops. They broadcast monthly announcements updating scholars on immigration issues and inviting them to join programs, workshops and activities.

International Affairs Office
Black Building, 126B
650 West 168th Street,
New York, NY 10032
Kathy McVeigh, Director (kcml@columbia.edu)
212-305-8165

The International Students and Scholars Office (ISSO) assists the Morningside and Lamont campuses and offers full advisory services every day. In addition to providing immigration support, they also host workshops, programs, and social and cultural events. International students and scholars with questions or requests concerning visas, immigration, travel, employment, and/or other matters related to their stay at Columbia are welcome to walk in to speak to a Program Officer.

International Students and Scholars Office (ISSO)
Morningside: 3280 Broadway, Nash Building, 5th Floor, Room 510 · New York, NY 10027
Website: www.columbia.edu/cu/isso
Telephone: 212-854-3587
Hours: 1pm-4pm

All candidates for postdoctoral appointments who are not U.S. citizens or permanent residents must obtain a visa prior to starting their appointment at the University. Therefore, visa issues must be addressed prior to the issuance of a letter of appointment or an offer of an extension of an appointment.

ISSO and IAO assist international students and scholars with, among other things, documentation matters. ISSO’s website contains a wealth of information for international postdoctoral applicants. All non-U.S. citizen postdocs should visit its site (www.columbia.edu/cu/isso/incoming/) and follow the link to “Coming to Columbia: Essential Information for Scholars” or to “Immigration Overview for Scholars”.

Immigration documentation is handled by ISSO and IAO. If you are here on a J-1 visa with Columbia sponsorship, the name and address of the appropriate University office is on your Form DS-2019 (issued by the Department of Homeland Security/SEVIS) provided with your visa information.

Although some requests for documentation submitted to ISSO and IAO may be filled on the spot, it is prudent to allow at least five business days for processing. Please bring your passport and all relevant immigration documentation (including your Form DS-2019) with you when you go to ISSO or IAO for information or document processing.

Each postdoc is responsible for maintaining his or her appropriate status with the Department of Homeland Security (DHS) and knowing and following pertinent regulations. Postdocs should familiarize
themselves with their obligations to DHS by visiting the DHS website (www.dhs.gov). If you hold a J-1 visa, you may also visit the ISSO website: www.columbia.edu/cu/ISSO/visa/scholar/J_scholar_maintain_status

If you are uncertain about your status, check with ISSO or IAO immediately. Also, consult with ISSO or IAO before visiting the District Office of the U.S. Immigration Service.

**Visas**

It is very important to become familiar with the following terms, as they are mentioned frequently throughout an international postdocs time in the United States.

**Passport:** All postdocs must keep their passports valid at least six months into the future at all times. Extensions can be obtained through the nearest consulate or embassy of your country. The ISSO or the IAO will provide any appropriate documents that various governments may require.

**Entry Visa:** The entry visa is a machine-readable stamp in your passport issued by a U.S. consul abroad. It authorizes postdocs to apply for admission into the United States at a port of entry. All international scholars (with the exception of Canadian nationals) are required to have a valid entry visa in their passport at the time of entry into the United States. Your visa specifies the type of immigration status you will hold (H-1, J-1, etc.), the date until which you may enter the United States, and the number of entries you may make before you must apply for a new entry visa. The length of validity of each visa type is determined by an agreement between your home country and the U.S. government and is not necessarily tied to the length of your program of study.

Application for a new entry visa must be made in person at a US consulate outside the United States. The validity period of your entry visa does not determine the length of time you may remain in the United States after you enter. Your length of stay is determined by the completion date on your DS-2019 or your Form I-94 (see below) expiration date, whichever is earlier.

**Form I-94:** This is a record of your nonimmigrant status and permission to stay in the United States. The I-94 card is the most important immigration document as it establishes a postdocs’ J-1, H-1 or O-1 immigration status. The I-94 card also notes the date and port of arrival in the United States and the expiration date of the visa. The notation “D/S,” indicating “Duration of Status,” refers to the completion date on the certificate of eligibility (the DS-2019) given to those who wish to enter the United States in J-1 status. Those in H-1 or O status have a specific date by which they must either (1) leave the United States, (2) extend their status, or (3) change to another status. The Form I-94 is also called the Arrival/Departure form because each time you enter the United States you receive a new form, and each time you leave the country you surrender your I-94. Only in the case of short trips of fewer than thirty days to Canada, Mexico, and parts of the Caribbean do you keep this form. *The I-94 is an important form and it is difficult to replace; we recommend that you make a photocopy of both sides of the form to keep separately in case you need to replace it.*

**Immigration Status**

This status, e.g. H-1, J-1 or O-1, is determined at the time of entry into the United States by an immigration official and is noted on the Form I-94. Unlike your entry visa, your immigration status may be changed in the United States.
**H-1:** This visa classification applies to persons in a specialty occupation that requires the theoretical and practical application of a body of highly specialized knowledge requiring completion of a specific course of higher education. The H-1 requires a labor attestation issued by the Secretary of Labor and also applies to government-to-government research and development, or co-production projects administered by the Department of Defense. Those in H-1 status are allowed to stay a total of six years in H status, but will only be approved for a maximum of three years at a time, at that point the postdoc will have to reapply to renew his/her H-1 visa status.

**J-1:** This visa is given to individuals who take part in a wide range of exchange visitor programs sponsored by schools, businesses, and a variety of organizations and institutions. A majority of postdocs at Columbia University are on J-1 visas. A postdoc is allowed to stay for up to three consecutive years with a J-1. Postdocs and any dependents with this visa status are not allowed to return to the United States in J-1 status for twelve months if the postdoc has been in the United States for more than six months in any J-1 status category within the last year and is not “extending” his/her status or “transferring” from one program to another based on the Exchange Visitor Program’s definition of “extending” or “transferring.”

**O-1:** This visa classification applies to persons who have extraordinary ability in the sciences, arts, education, business, or athletics, or extraordinary achievements in the motion picture and television field. O status can initially be granted for three years and can be renewed indefinitely in one-year increments by application to Department of Homeland Security (DHS).

Those entering the United States to work should request the appropriate status (H-1, O-1) at the border once an I-797 approval notice has been received from DHS. Otherwise, you will be in Tourist (B-2) status and cannot be employed at Columbia. Canadians must have an I-94 card to confirm current H-1 or O-1 status, which is given by an immigration official at the time of entry into the United States. Applicants for an H-1 or O-1 visa will need their country’s passport and the original Form I-797 approval notice or a cable sent to the consulate stating that the requested status has been approved.

**Completing Required Employment and Tax Forms**

New postdocs will need to complete several employment and tax forms either prior to their start date or soon thereafter. Postdocs should consult with their faculty mentor and departmental administrator on which forms need to be completed. Depending on the postdoctoral appointment type, a postdoc may need to complete an I-9 employment verification form, a W-4 tax form, as well as one or more other tax forms [here](http://hr.columbia.edu/forms-docs/search?field_document_topic_tid%5B%5D=110). It should be noted that the I-9 employment verification form requires multiple forms of ID (e.g. driver’s license or passport). It is also typical for a postdoc to be required to sign hiring paperwork and/or return a signed copy of their official offer letter.

**Obtaining a University ID Card**

You should plan to pick up your University ID card on your first day on campus. In addition to being your official employment ID, it is also used to borrow library books, gain admittance to campus buildings, ride University inter-campus shuttle buses, and utilize the gym. Anyone obtaining a University ID card for the first time must show a valid passport or U.S. ID.
Activating a Columbia UNI, Email, and Obtaining Domain Access

Every student, faculty member, and permanent staff member is assigned a University Network ID (UNI), consisting of your initials plus an arbitrary number. Not only is your UNI your main Columbia e-mail account (i.e. uni@columbia.edu) but also allows you to access computer services and electronic resources. You will also need your UNI to gain access to restricted library information on the Web, Human Resources and other University systems.

As soon as you receive your UNI, please go online to (http://uni.columbia.edu) to activate your account and set your password.

All CU faculty, staff and students may select an email alias. A number of choices are offered based upon a person's name as it appears in the CU Human Resources system (PAC) or the University Student system (SIS). To select, change, or remove an email alias, visit the Manage My UNI page. Then click Select or Remove Email Alias.

In order to receive important postdoc information and notices about OPA events, all postdocs are automatically added to OPA’s email list. If you don’t already receive weekly emails from OPA, send a request to: postdocaffairs@columbia.edu so you can be added to our email list.

On the Medical Campus, domain accounts are used to login to a work computer that has been connected to a "domain" or network and connected resources, such as a shared drive. Access to your departmental network or server (generally the logon you will use for your work computer itself), requires that you have a Domain Account assigned to you. A Domain Account Request Form must be submitted online. Anyone requiring a Domain Account must already have a UNI account.

This request must be approved by your Departmental Administrator or other Chair. When the online form is submitted, the DA will receive an automated email requesting approval. They must reply to this email before we can process the Domain Account request.
Once your postdoc appointment ends, you may only have a limited grace period with your Columbia email account before it is closed. You may submit a request to the CUIT helpdesk to have an auto-response put into place for six months. In this case, no email is actually forwarded to your new email address but the sender will receive an auto-message telling the sender your new email address at which they can reach you.

**Enrolling in Benefits**

Enrolling in health as well as other benefits must occur within 31 days of an appointment start date at Columbia University. Please see the ‘Compensation, Taxes, Benefits…, ’Health Coverage’, section of this handbook for further information.

**Joining the Postdoc Email Listservs**

OPA maintains a central email listserv that all postdocs in the University are automatically added to within a few weeks of starting at Columbia University. OPA does not allow postdocs to be removed from this listserv, as this is the only conduit with which important announcements and policy updates can be communicated across the postdoc community. New postdocs should reach out to OPA (postdocaffairs@columbia.edu) if they are not receiving the two weekly emails from OPA so that they can be added to the listserv.

In addition to the main postdoc listserv, postdocs may wish to join one of the four following mailing lists, which will give them the ability to send and receive messages within the group:

- **postdoc_social@lists.columbia.edu**
  Share, plan and discuss social events going on at Columbia or around the city. Connect with other CU postdocs. Invite other postdocs to attend social activities and events around New York City, or alert the community when something is happening at Columbia that is not hosted by OPA.

- **postdoc_equipment@lists.columbia.edu**
  Do you have a piece of equipment that you are not using in your lab? Do you need something, but don’t know where to get it, or don’t want to spend a lot of money purchasing something? Send an email to this list to see if anyone can help you out. Of course, all exchanges should be legal and allowed by your lab or PI. OPA does not endorse selling/collecting money through these lists.

- **postdoc_families@lists.columbia.edu**
  Get in touch with other postdocs who have children and families. Learn about events and social activities for parents, and kid-friendly events for families. Exchange opinions and recommendations for babysitters, schools, after school activities, etc.

- **postdoc_housing@lists.columbia.edu**
  Are you moving? Looking for housing? Post here and see if other members of the postdoc community have any information to share!
To Sign Up for the Mailing Lists:

Visit the following link(s) corresponding to the list(s) you would like to join.
https://lists.columbia.edu/mailman/listinfo/postdoc_social
https://lists.columbia.edu/mailman/listinfo/postdoc_equipment
https://lists.columbia.edu/mailman/listinfo/postdoc_families
https://lists.columbia.edu/mailman/listinfo/postdoc_housing

Fill out the form at the website, and submit it. Subscription to these lists requires approval, and you will be notified once our office approves your subscription. If you are using a non-Columbia email address, please also send an email to postdocaffairs@columbia.edu to alert us.

Once you are member, you will receive emails from other members. To send an email to the mailing lists, simply write an email to email address (listed above).

To unsubscribe, visit the same website you used to subscribe to the mailing list. Scroll to the bottom of the page, where you will see an unsubscribe option.

Completing Required Trainings

Nearly every postdoc at Columbia will be required to undergo in person or online trainings to be in compliance with University, government, and funder regulations, particularly if they will be conducting research involving radiation, lasers, chemicals, animals, humans or human samples. Beyond required research related trainings, postdocs may need to complete University-mandated trainings, including a compliance training on sexual harassment & discrimination, called ‘Doing the Right Thing’, which can be found at Skills@Columbia: https://skillsatcolumbia.skillport.com/skillportfe/custom/login/skillsatcolumbia/login.action. Postdocs can identify which research related trainings they may be obligated to undergo by filling out the form in Training Finder: (http://www.columbia.edu/cu/compliance/docs/training/trainingfinder.html), and completing the trainings in person or through RASCAL (https://www.rascal.columbia.edu/), as indicated.

Orientation

OPA hosts postdoc orientations every 6 weeks. Orientations rotate between the Morningside and Medical Center campuses and are announced on the events calendar section of the OPA website as well as in the OPA Weekly Digest. New postdocs from any campus are welcome to attend an OPA-hosted orientation regardless of which campus affiliation they have or which campus the orientation is being held.
Living in New York City

As with any institution in the New York Metropolitan area, finding affordable housing is an on-going challenge. At Columbia, University housing is available for postdocs. However, as University-owned housing is very limited, it is not guaranteed to postdocs. The University does provide some assistance in locating off-campus housing.

Only individuals holding titles of Postdoctoral Research Scientists/Scholars and Postdoctoral Research Fellows are eligible to apply for University housing.

Rent prices can vary widely in and around NYC. As a point of reference only, a typical monthly rent cost for a Columbia University postdoc living on or off-campus without roommates in a studio apartment might be between $1300 and $1900. Postdocs living with one or more roommates in a one bedroom apartment on or off campus might typically pay as their share of monthly rent between $800 and $1700. It should be noted though that rent prices can easily exceed $2000 per month for many apartments depending on the apartment location, apartment size, and amenities. Postdocs typically live on the Upper West Side, Morningside Heights, Harlem, Hudson Heights, Washington Heights, or Inwood. A number of postdocs live in other neighborhoods of Manhattan, or commute to campus from Brooklyn, Queens, the Bronx, Westchester County, or from New Jersey.

Neighborhoods to live in

Upper West Side (UWS)
Spanning from Central Park West to the Hudson River and 60th to 96th Streets, the UWS has a distinct laid-back atmosphere attributed to the large student and artist population. Three major subway lines (1/2/3/A/C/B/D) run through the UWS making it easily accessible to the rest of the City.
Morningside Heights
Bounded by Riverside Park to the west and Morningside Park to the east, Morningside Heights runs from 110th Street to 122nd Street. Although it is inextricably linked to Columbia University, it has retained its connections to neighboring Harlem. The 1 subway line provides quick access between Columbia’s Morningside and Medical Center campuses.

Washington Heights/Inwood
Covering the entire northernmost part of Manhattan (anything north of 168th Street), Washington Heights and Inwood are two of the most affordable neighborhoods in Manhattan. They appeal to many who seek lower housing costs and beautiful parks. The A/C/1 subway lines allow reasonable commutes to lower Manhattan.

Riverdale
Over the recent years, Riverdale has attracted many families from Manhattan. It is a part of the Bronx, immediately north of Manhattan, and one can easily access the city via the 1 subway line, Metro North Rail and express buses.

Northern New Jersey
Due to the wealth of public transportation, Northern New Jersey has become a less expensive option for postdocs working at the Medical Center. Towns such as Fort Lee, Leonia, Englewood, Teaneck and Hackensack are easily accessible to the northern section of Manhattan and are quick bus ride across the George Washington Bridge. Columbia provides a shuttle bus from CUMC to Fort Lee on weekdays: [http://transportation.columbia.edu/george-washington-bridge-ft-lee#block-6](http://transportation.columbia.edu/george-washington-bridge-ft-lee#block-6)

Whichever neighborhood you decide to live in, it is imperative that you visit (or have someone visit for you) any room or apartment you are considering renting before you make any agreements or sign a lease.
Safety and Security

The University’s Office of Public Safety is responsible for maintaining campus security. Even though the precinct in which the Morningside Heights Campus is located has the second lowest crime rate in New York City, Public Safety works very hard to continually improve upon the ways in which they serve our community. Their mission is to enhance the quality of life for the entire Columbia community by maintaining a secure and open environment in which the safety of all is balanced with the rights of the individual. You are welcome to visit their website [www.columbia.edu/cu/publicsafety](http://www.columbia.edu/cu/publicsafety) for more information. Their phone number is 212.854.2797.

Emergency Notification

To reach the Department of Public Safety for a security, fire or medical emergency dial:
Morningside: On campus - 99 / Off campus - 212.854.5555
Medical Center: On campus - 7.7979 / Off campus - 212.305.8100

*To contact the New York City Police/Fire Department or Ambulance service dial 911.*

Walking Alone

The Department of Public Safety provides escorts within the University vicinity. During the academic year, the Department utilizes trained student escorts to assist with this service between the hours of 8 pm and 3 am. At all other times, Public Safety will dispatch a staff member to escort University affiliates within the designated surrounding area.

Morningside Campus: 212.854.SAFE (4-SAFE).
Medical Center Campus: 212.305.8100 (7-8100).
Columbia University Campus Maps

Morningside Campus Map
Medical Center Map

View full CUMC Map here: [http://www.cumc.columbia.edu/sites/default/files/cumcmap_0.pdf](http://www.cumc.columbia.edu/sites/default/files/cumcmap_0.pdf)
Columbia University Housing

For Postdocs based on the Morningside and Lamont campuses

UAH maintains housing for postdocs in some departments on the Morningside and Lamont campuses. Not all departments qualify for UAH Housing. Its website (www.columbia.edu/cu/ire/postdoc.html) provides access to the UAH housing application and up-to-date rent rates.

Office of University Apartment Housing (UAH)
400 West 119th Street 212.854.9300
http://facilities.columbia.edu/housing/home
uah@columbia.edu

In order to apply for UAH housing, your department must provide a username and log-in in order to access the application. UAH receives all postdoc housing applications and then forwards them to the appropriate sponsoring department for review and approval. Housing assignments for postdocs on the Morningside campus are based on the date of receipt of your housing application and the availability of housing. Housing on the Morningside campus is limited and not available to postdocs in all departments. You must get approval from your department in order to qualify. Length of postdoc housing assignments vary based on department.

For Postdocs on the Medical Campus

The Office of Housing Services (www.cumc-housing.columbia.edu) facilitates housing for all postdocs working at the Medical Center. A random ordering of applications occurs each month and a lottery is then conducted to select assignees. The number of applicants selected is based on the number of housing units available each month. Successful applicants are eligible for assignment to University accommodations on either the Morningside or Medical Center campus and may continue to remain in University housing throughout the duration of their appointment or up to five years. However, in the event that the individual’s employment status changes to part-time or to a non-postdoc eligible title he/she will be required to leave University housing within three months from when his/her status changes.

The Office of Housing Services is also a resource for owned housing that is not owned by Columbia and can put you in touch with Columbia-approved management companies and brokers.

Office of Housing Services
Bard Hall, 50 Haven Avenue
212.304.7000
cumc.housing@columbia.edu

Housing FAQs
http://www.cumc.columbia.edu/facilities-management/housing/housing-faqs

NYP Hospital Housing

CUMC Postdocs may also be eligible for New York Presbyterian Hospital (NYP) Staff and Affiliate
Housing. These housing units are located around NYP hospital and are managed independently from the CUMC Office of Housing Services. NYP housing assignments require the submission of a housing application form. Interested CUMC postdocs should contact Celine Rivera (cer9021@nyp.org) in the NYP Real Estate Office at 212-305-2014. The NYP Real Estate Office is located at 600 W. 165th Street, 1st fl., New York, NY 10032. More information about their housing units can be found at www.nyprealestate.com

Off-Campus Housing Assistance (OCHA)

West 119th Street, Lower Level  
Phone: 212.854.2773  
Website: https://ocha.facilities.columbia.edu/help/contact

OCHA helps postdocs in their search for rental housing in non- Columbia-owned buildings located in the metropolitan area. OCHA maintains a website (www.columbia.edu/cu/ire/ocha) and an online database of available housing. It also provides contact information for landlords and lower- or no-fee brokers, temporary housing resources, lease review, and information and advice for the metropolitan area. They do not operate as a real estate or rental agency and do not charge for their services. However, some of the apartments listed in the OCHA database may charge a referral fee.

In order to gain access to the OCHA housing site prior to your arrival at Columbia, please e-mail OPA (postdocaffairs@columbia.edu) for a temporary password. New Postdocs may also want to view the housing section of the postdoc affairs website for additional resources on off-campus housing, including average rental prices around the campuses: http://www.postdocs.columbia.edu/housing.html

Please note: OCHA does not screen either owners or tenants; apartments are not inspected or “approved” by Columbia or its employees. Listing of accommodations does not constitute recommendation of such facilities, nor is the accuracy of the description verified. https://ocha.facilities.columbia.edu/

Temporary Housing

It may take one or two weeks to find an apartment once you arrive in New York. Unless you have family or friends who are willing to house you while you are looking, you may need to stay in a local hotel. Rates range depending on the hotel and time of year. Additionally, new postdocs may want to explore sublets or rooms for rent through sites such as Airbnb or craigslist – OPA does not endorse any non-University website or service, but is merely providing these third party sites as examples.

Local Hotels
Columbia has secured preferred rates at a number of local hotels. When making a reservation, please specify that you are calling from Columbia University and request the University rate. The preferred rate might not be available on certain dates in the year. Please inquire for those dates with the individual hotels. Rates are current as of 2016:
http://finance.columbia.edu/files/gateway/content/purchasing/2016%20NYC%20Local%20Hotel%20Rates.pdf
## 2016 NYC Preferred Hotel Rates for Columbia University

Purchasing is pleased to announce rates for the preferred NYC hotels listed below, which are available to Columbia University faculty, staff, students, alumni, and their guests. When making reservations, please specify that you are calling from Columbia University. These rates are based on availability and do not include state, city, or occupancy taxes.

**Note:** P-Cards may only be used with the properties listed below. Please contact the P-Card team at pcard@columbia.edu to have your Departmental P-Card updated for use with these preferred hotels. This may take 3-5 business days for the restriction to be lifted. Please contact the hotel to inquire about direct billing options, should you be interested.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address, Location</th>
<th>Reservations</th>
<th>Columbia Reference</th>
<th>Payment Method</th>
<th>Columbia Rate</th>
<th>Blackout Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aloft Harlem</td>
<td>2296 Frederick Douglass Boulevard, New York, NY 10027</td>
<td>212-778-4000 or 877-462-5868</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Feb 19: $119</td>
<td>Apr 1 – Apr 30, May 1 – June 30: $139</td>
</tr>
<tr>
<td>Edge Hotel</td>
<td>114 West 16th Street, New York, NY 10011</td>
<td>212-543-6005</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – May 14: $119</td>
<td>May 15 – May 30, Jun 1 – Jun 30: $139</td>
</tr>
<tr>
<td>Excelsior Hotel NY</td>
<td>45 West 81st Street, New York, NY 10024</td>
<td>212-862-9200 or 212-586-9772 (fax)</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $115</td>
<td>Apr 1 – Jun 30: $125</td>
</tr>
<tr>
<td>Hotel Beacon NYC</td>
<td>2100 Broadway at 75th Street, New York, NY 10025</td>
<td>212-777-1100 or 800-572-4999</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $125</td>
<td>Apr 1 – Jun 30: $135</td>
</tr>
<tr>
<td>Hotel Belvedere</td>
<td>250 W. 77th Street, New York, NY 10024</td>
<td>212-687-3522</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $129</td>
<td>Apr 1 – Jun 30: $139</td>
</tr>
<tr>
<td>Hotel Newton</td>
<td>2520 Broadway at 86th Street, New York, NY 10025</td>
<td>212-643-3553</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $115</td>
<td>Apr 1 – Jun 30: $125</td>
</tr>
<tr>
<td>Hudson Hotel</td>
<td>536 West 58th Street, New York, NY 10019</td>
<td>212-554-6000 or 212-554-6017</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $119</td>
<td>Apr 1 – Jun 30: $129</td>
</tr>
<tr>
<td>Marriott Courtyard Central Park</td>
<td>1777 Broadway at 54th Street, New York, NY 10019</td>
<td>212-535-3793 or 888-203-8124</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $125</td>
<td>Apr 1 – Jun 30: $135</td>
</tr>
<tr>
<td>NYLO</td>
<td>2178 Broadway at 70th Street, New York, NY 10024</td>
<td>212-262-1100 or 800-559-7086</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $125</td>
<td>Apr 1 – Jun 30: $135</td>
</tr>
<tr>
<td>The Empire Hotel</td>
<td>44 West 63rd Street, New York, NY 10024</td>
<td>212-671-7400</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $159</td>
<td>Apr 1 – Jun 30: $169</td>
</tr>
<tr>
<td>The Lancer</td>
<td>201 West 72nd Street at Amsterdam Avenue, New York, NY 10024</td>
<td>888-492-8122</td>
<td>Request the Columbia University rate</td>
<td>P-Card accepted for direct billing</td>
<td>Jan 1 – Mar 31: $179</td>
<td>Apr 1 – Jun 30: $189</td>
</tr>
</tbody>
</table>

**Note:** Additional rates and room types are available for our preferred properties; rates listed above are the lowest rates. Please contact the hotel directly for further information.
Institutional Guest Rooms
Please note that most of the following have a maximum stay of seven nights. Room prices change seasonally so please call them directly for the most up-to-date rate information.

International House
500 Riverside Drive (at West 122nd Street)
212.316.8436
www.ihouse-nyc.org

Teachers College - New Residence Hall
1230 Amsterdam Avenue (at West 120th Street)
212.678.3235
housing@tc.edu

Union Theological Seminary - Landmark Guest Rooms
3041 Broadway (at West 121st Street)
212.280.1313
www.utsnyc.edu

Cell Phones

OPA strongly suggests getting a local cell phone number before you begin your apartment search. This will make you easy to reach and will maximize your chances of having your calls returned while looking for an apartment.

Columbia students, faculty, and staff are eligible to receive discounts from the following phone carriers. The account must be in your name to qualify. For more information, go to www.worklife.columbia.edu/discounts.

There are two types of cell phone plans currently available in the United States:

**Long-term**: Purchase a phone; select a plan; and sign a (minimum) one year contract. Credit card and social security numbers are usually required. If you do not yet have a social security number, some carriers will accept an additional deposit.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT&amp;T</td>
<td><a href="http://www.wireless.att.com">www.wireless.att.com</a></td>
<td>800.331.0500</td>
</tr>
<tr>
<td>Sprint PCS</td>
<td><a href="http://www.sprint.com">www.sprint.com</a></td>
<td>888.253.1315</td>
</tr>
<tr>
<td>T-Mobile</td>
<td><a href="http://www.t-mobile.com">www.t-mobile.com</a></td>
<td>800.866.2453</td>
</tr>
<tr>
<td>Verizon</td>
<td><a href="http://www.verizonwireless.com">www.verizonwireless.com</a></td>
<td>800.922.0204</td>
</tr>
</tbody>
</table>

**Short-term**: Purchase a pre-paid phone with no contract. You can pay monthly or buy phone cards with a certain number of minutes and reload the phone as needed.

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro-PST</td>
<td><a href="http://www.metropcs.com">www.metropcs.com</a></td>
<td>888.863.8768</td>
</tr>
<tr>
<td>AT&amp;T</td>
<td><a href="http://www.wireless.att.com">www.wireless.att.com</a></td>
<td>800.331.0500</td>
</tr>
<tr>
<td>Sprint PCS</td>
<td><a href="http://www.sprint.com">www.sprint.com</a></td>
<td>888.253.1315</td>
</tr>
<tr>
<td>T-Mobile</td>
<td><a href="http://www.t-mobile.com">www.t-mobile.com</a></td>
<td>800.866.2453</td>
</tr>
</tbody>
</table>
Utilities (Electricity, Phone, Cable TV, Internet) in Manhattan

Typically, utilities included in rent are heat and hot/cold water. Electricity, cooking gas, phone and cable services are generally not included in rent. You will have to contact the utility company yourself to activate them once you rent an apartment. Utilities usually cost between $70 – $100 total per month for a studio apartment; $75 – $125 for a one-bedroom; and $100 – $125 for a two/three bedroom. You will also need to arrange for cable services if desired. In some instances a digital TV antenna may suffice to receive a few local TV stations, though reception is usually poor in NYC.

**Electricity**

Con Edison  
Phone: 800.752.6633  
Website: www.conedison.com

**Cable/High-Speed Internet**

Time Warner Cable  
Phone: 212.358.0900  
Website: www.timewarnercable.com/nyandnj

RCN Cable  
Phone: 888.922.2539  
Website: www.rcn.com/new-york

**Banking**

The banks listed below are close to campus. The best way to get information is to visit the website or walk over in person. In order to open a bank account, please make sure you bring your Columbia ID and an official form of identification. Some banks will do limited time special discounts for the Columbia community. Please be sure to inquire when setting up an account.

**Morningside Campus:**

**Chase Manhattan**  
2875 Broadway (112th Street)  
212.866.0293  
Monday – Friday: 8 am – 6 pm Saturday: 9 am – 3 pm

Inquire about free checking for those who have direct deposit. Chase Manhattan also has an ATM at Broadway and 113th Street.
Citibank (1)
Lerner Hall, 2nd Floor
Monday – Friday: 9 am – 4 pm

Located in the back of Café (212) on the campus-entry level is a Citibank Electronic Banking Center which is staffed with a Citibank customer-service representative to assist you during regular business hours. Inquire about free checking for those who have direct deposit. There are two 24-hour ATMs.

Citibank (2)
2861 Broadway (111th Street)
212.627.3999 (automated), 212.663.5500 (direct)
Monday – Friday: 8:30 am – 6 pm, Saturday: 9 am – 3 pm

This location has 24-hour ATMs.

CUMC Campus:

Bank of America
4061 Broadway, New York, NY 10032
(917) 521-0431
Monday-Friday 9am-6p.m, Saturday 9 am – 3 pm

Chase Bank
3940 Broadway, New York, NY 10032
(212) 740-4086
Monday-Friday 8AM-6PM, Saturday 10AM-3PM.

Inquire about free checking for those who have direct deposit.

Credit Cards

It is critical in the United States to establish and maintain a good credit history. Credit scores are checked when leasing an apartment, leasing or purchasing a car, buying an apartment or house, and even when being considered for a job. It is strongly advised that international postdocs without a US credit history explore ways to establish a good US credit history while in their postdoctoral training.

Citibank offers a Citi-Secured MasterCard (secured by an 18-month Certificate of Deposit) developed to meet the needs of individuals with no established credit or with little credit history, with or without either SSNs or ITINs. A postdoc can apply for the credit card the same day he/she opens a new account. In order to apply for a credit card you must be able to provide the following information:

- SSN or ITIN (if applicable)
- copy of a passport (that indicates country of issuance, passport #, issue and expiration date)
- current and valid Columbia ID or employee verification
- proof of address (phone bill, utility bill, bank statement or letter from school which provides your current address)
- Minimum $1000 on deposit, which means that a postdoc has to have an account with Citibank.
Citibank also offers a Citi Card for Non-Permanent Resident Aliens. The underlying product is a Citi ThankYouSM Card and is specifically designed to meet the needs of Non-Permanent Resident Alien customers. This is the regular credit card that does not require the security of a CD. In order to apply for a credit card you must be able to provide the following information:

At least one ID (SSN, ITIN, Passport, National ID Card, or U.S. Driver License)
Letter verifying employment stating applicant name, established home address, phone number, title/position, date of employment, and salary

In order for the customer to be approved for the Citi Card, the customer must meet one of the following Banking Reference criteria:

- U.S. or non-U.S. Citibank or other U.S. personal bank account for at least 3 months with a current deposit balance of $1,000 or average balance of $1,000 for the past 3 months.
- Other non-U.S. personal bank account that has been open for at least 6 months with a current deposit balance of $2000.

**Transportation Options**

**Subway and Buses**

New York City is famous for having the best public transportation system in the country. It runs 24 hours a day, 7 days a week. By using the extensive subway and bus system, you have access to almost every corner of New York City and the surrounding boroughs. In 2016, the cost of a single ride on a NYC subway or bus is $2.75 using a MetroCard, and you can save money by purchasing rides in bulk or by buying 7- or 30-day unlimited ride MetroCards ($31.00 and $116.00 respectively). There is a $1.00 one-time fee for purchasing a new MetroCard. Before you arrive on campus, it might be beneficial to familiarize yourself with the public transportation system ([http://web.mta.info/maps/](http://web.mta.info/maps/)). When looking at apartments, take into consideration how far it is from the subways (1/A/C) that will get you to the Columbia campuses. A majority of postdocs live within a quick subway ride (or even walk) to campus. However, depending on where one lives in NYC, one may find their commute time can average 20-60 minutes.

**Biking and Driving**

Biking is another popular way of getting around, especially around the Morningside campus. Bike riders should always wear a helmet while riding in City traffic and securely lock their bikes in recommended bike racks with a U-lock.

Owning a car is not recommended if living in NYC, particularly Manhattan, as it is very expensive to insure a car and parking is very difficult in New York City. Most New York City residents find the mass transit options more convenient and cheaper than driving a car to meet their daily commuting needs. Those living outside of NYC will likely find that owning or leasing a car is desirable or even necessary for shopping and commuting. Depending on where a postdoc may live outside of NYC, additional mass transit options may exist, including commuter rail service from long island (LIRR), Northern suburbs of NYC (Metronorth), and NJ (NJTransit). Additionally, postdocs residing close to the Hudson river (NJ),
East River (Brooklyn/Queens), or on Staten Island, may find that ferry service is a convenient transportation option to travel to Manhattan for additional connection to bus and subways to campus. Metro-North Schedules: http://web.mta.info/mnr/html/planning/schedules/
Long Island Rail Road Schedules: http://lirr42.mta.info/
NJ Transit Schedules: www.njtransit.com/

**Columbia Shuttles**
Columbia offers five free shuttle services for anyone with a valid Columbia ID. If the bus is not filled to capacity, it will typically take anyone else traveling between campuses. Shuttle locations should also be considered when searching for an apartment as they provide transportation for a route that may not be directly along a subway or bus line. Maps and shuttle routes can be found online:

www.columbia.edu/cu/transportation/docs/shuttles

**Evening Shuttle:** Provides safe and convenient travel service in the Morningside Heights area. The evening shuttle offers a Riverside Drive route to the west of campus and a Morningside Drive route to the east of campus. After the evening shuttle hours, Columbia faculty, staff and students may request Late Night On-Call Service (212.854.SAFE (7233)) for door-to-door transportation.

**George Washington Bridge Shuttle:** Transports passengers between the Medical Center and the George Washington Bridge Port Authority Bus Terminal (179th Street and Fort Washington Avenue). The GWB/Ft. Lee shuttle runs Monday through Friday, excluding University holidays. Click for routes and schedules: http://transportation.columbia.edu/george-washington-bridge-ft-lee

**Intercampus Shuttle:** Provides service between Morningside campus, the Medical Center, Manhattanville locations and Harlem Hospital. From the Medical Center you can then transfer to the GWB Shuttle.

**Lamont Shuttle:** Transports passengers between the Morningside campus and the Lamont-Doherty Earth Observatory campus in Palisades, New York.

**Child Care and Schooling**

Types of Early Child Care (typically 6 weeks to preschool/school aged)

**Center Based Early Child Care Programs**
Center based nursery schools and pre-schools provide care in a facility designed for this purpose. Each center differs in educational philosophies, structure, goals and activities, as well as the number of children enrolled. Children are usually grouped by age and classes vary size. Many centers have year round and extended day programs at additional cost. Columbia University has ten affiliated nursery schools where Columbia University families receive priority for admissions. It is highly recommended to apply for admission as early as possible, some facilities use waiting lists for individuals who are newly expecting but know they will need child care in the future.

Private Center based care for infants – age 2 can cost approximately $3,000 per month
Private Center based care for children 2-5 can cost approximately $2,300 per month
In Home Care
Within home care, the child remains in his/her own home or that of a relative or friend. This position is typically filled by a nanny, au pair or babysitter who may live in or out of your home. In some cases, families enter a “nanny share” where the services are shared across children. This type of care allows you to be the employer and to determine the hours and the responsibilities. The best reference is from a colleague or personal friend who has used a specific nanny agency successfully or can give a personal reference for a specific person.
In home caregivers costs are approximately $600 - $700 per week ($2,800 per month)

Family and Group Family Child Care
Often less expensive than in-home care or child care centers, these programs are organized in small sized play groups (sometimes multi-age) with varying activities in a family environment. In New York City, the New York State Office of Children and Family Service (OCFS) licenses providers through the New York City Department of Health and Mental Hygiene. Family child care provides care for up to six children ages six weeks to 12 years of age (no more than two children under two years of age) in a provider’s home. Group family child care provides care for up to 12 children between the ages of 6 weeks and 12 years (no more than four children under the age of two) assisted by one or more aides.
Family Daycare is between approximately $450 - $500 per week ($2,000 per month)

For more information including tips, information and interview sheets, agency recommendations, please see http://worklife.columbia.edu/affiliated-child-care-centers/early-child-care-birth-age-five-2#section1 or contact Carolyn Singer, carolyn.singer@columbia.edu or 212-851-9184

Back-Up Care Advantage Program
Please see the Benefits, ‘Additional Benefits’, section of this handbook, for more information about this benefit.

Child Care Resources
Each year, Columbia hosts a fair for representatives of University-affiliated child care centers and other local facilities to share information and answer questions from parents living in the University’s neighboring communities. The fair is generally held in early October in Lerner Hall. For further information e-mail communityaffairs@columbia.edu.

University-Affiliated Child Care Centers: Barnard Babysitting Agency
Barnard College students offer a babysitting service. Parents must register with the program prior to posting a job.

Eligibility Requirements: Preregistration
Fee(s): $25 annual registration
Phone: 212.854.2035
Fax: 212.854.2412
E-mail: bbsitter@barnard.edu
Website: www.barnardbabysitting.com

Columbia Greenhouse Nursery School
The Columbia Greenhouse Nursery School provides early childhood programs.
Eligibility Requirements: Ages 2 to 5 years.
Fee(s): Tuition and application fees. Financial aid is available. Address: 404 West 116th Street
Phone: 212.666.476
Fax: 212.865.1294
Website: http://www.columbiagreenhouse.com/

Family Annex
The Family Annex offers full-time and part-time enrollment for child care.

Eligibility Requirements: Ages 17 months to 4.5 years
Fee(s): Tuition fee. Financial aid is available. Registration/Application Deadline: None, but students are generally admitted in September.
Address: 560 West 113th Street
Phone: 212.749.3271
Fax: 212.749.3271
E-mail: info@familyannex.org
Website: http://www.familyannex.org

Medical Center Nursery School
The Medical Center Nursery School provides early childhood education and child care services. The school is open to all Columbia University affiliates.

Eligibility Requirements: Ages 2 to 6 years
Fee(s): Application fee and tuition
Registration/Application Deadline: Applications are accepted beginning in September for the following year.
Address: 60 Haven Avenue
Phone: 212.304.7040
Fax: 212.544.4243
E-mail: information@mcns.org
Website: www.mcns.org

Bright Horizons NYC
The infant and child center is open to the community and provides child care.

Eligibility Requirements: Ages 2 months to 5 years
Address: 61 Haven Avenue
Phone: 212.927.2723
Fax: 212.740.7376
Website: http://child-care-preschool.brighthorizons.com/NY/NewYork/nypres/

Red Balloon Day Care Center
The center provides day care services.

Eligibility Requirements: Ages 2 to 5 years
Fee(s): Tuition and participation/activity fees Address: 560 Riverside Drive
Phone: 212.663.9006
Fax: 212.932.0190
The Rita Gold Early Childhood Center, Teachers College
The Rita Gold Early Childhood Center, an infant, toddler and preschool early care and education research practicum site, provides childcare to children between the ages of 2 months and 5 years.

Eligibility Requirements: Ages: 2 months to 5 years; only open to children of Teachers College, Columbia University and Barnard College faculty, staff or students.
Fee(s): Tuition fees vary depending on the child’s attendance. 25% non-refundable deposit, $75.00 application fee applies.
Registration/Application Deadline: Varies by year. Call for information.
Address: Teachers College, 525 W. 120th Street (Thordike Hall, second floor)
Phone: 212.678.3013
Fax: 212.678.3048
Website: http://www.tc.columbia.edu/ritagold/

Tompkins Hall Nursery School and Child Care Center
The Tompkins Hall Nursery School and Child Care Center provides day care services.

Eligibility Requirements: Ages 6 months to 2 years 8 months for child care center; 2 years 9 months to 4 years 8 months for preschool Fee(s): Tuition, application fees, and a nonrefundable deposit upon meeting participation requirements. Financial aid is available.
Registration/Application Deadline: Before December 31 for nursery and before January 31 for day care for the following year.
Address: 21 Claremont Avenue
Phone: 212.854-9601
E-mail: tompkinshall@columbia.edu
Website: http://www.tompkinshall.columbia.edu/

For additional lists of Early Child Care and Education Programs in the Vicinity of Columbia University Manhattan Campuses please see http://worklife.columbia.edu/affiliated-child-care-centers/early-child-care-birth-age-five-2#section1.

Postdocs are encouraged to vet these options carefully and reach out to the Office of Work Life to assist in the process. Columbia University assumes no responsibility in connection with any of these programs and recommends that information listed therein be independently verified.

School Search Service
The University’s School Search Service provides written materials and personal guidance to all members of the Columbia community to help explore educational opportunities within public, parochial, independent and special needs schools. The School Search Service arranges for individual consultations or individuals may independently use the Search Service’s web program to search for schools in any of the City’s boroughs or Westchester or Bergen Counties. Please visit their website (www.schoolsearch.columbia.edu) for additional details about their services and also an interactive map that will assist you in moving to an area that has strong schooling for your child, regardless of grade level.
Compensation, Taxes, Benefits, Discounts, and Resources

Compensation

Columbia’s Office of the Provost establishes minimum compensation (salary and stipend) levels for all postdoctoral research scientists/scholars and postdoctoral research fellows at the University on an annual basis. Please refer to the Provost’s webpage (www.columbia.edu/cu/vpaa) in order to access the most current information. You can also get the most up-to-date minimum salary levels by contacting OPA. It should be noted that Lamont postdocs have a different minimum compensation level that is greater than the levels set forth by the Provost. Lamont postdocs should consult with their departmental administrator for further information. Postdoctoral research fellows should note that if their stipend from an external fellowship is below the stipend minimum established by the Provost, they will need to receive a supplement from their host PI or department to bring their compensation level to at least the minimum level in order to be appointed at the University.

Taxes

The staffs of ISSO, IAO and OPA are neither qualified nor permitted to answer individual questions from any postdoc regarding their tax liabilities. They strongly suggest that you seek outside, professional advice when filing your tax forms.

International Scholars

During the tax year, January 1 to December 31, most individuals who are employed in the United States have taxes withheld from their earnings by their employer. By April 15th of the following year, these individuals have to file an “income tax return” with the federal tax authorities and also with the tax authorities in the state(s) in which he/she was employed. A tax return reports your income and either requests a refund if more tax was withheld than is required, or may require you to pay additional taxes that are owed. The Internal Revenue Service is the US government agency responsible for the collection of federal income taxes.

Non-immigrant scholars in J-1 status (both the principal and all dependents) who are considered “nonresidents for tax purposes” may be required to file an individual income tax form, even if he/she had no U.S.-source income of any kind, so long as they were in the United States for any part of the tax year. Generally, scholars in J-1 status are considered nonresidents for tax purposes for a period of two “tax years” and become residents for tax purposes after any parts of 2 years. If your visa status changes before July 3 in a given year, you are usually considered a dual status taxpayer and must file a dual status return (Regarding dual status – if you were a resident last year and leave the country this year, the period before you leave you continue to be a resident for any time period in the US. You would then become a non-resident with no taxable income after you leave).

A resident alien for tax purposes is someone who is a permanent resident in the United States, i.e. has a “green card”, or someone who was “substantially present” in the United States. Substantial presence is based on the number of days the person is in the United States over a period of several years.

If you do not have U.S.-source income: A J-1 scholar who is a nonresident for tax purposes with no U.S.-source income (and no dependents) must file federal Form 8843 (Statement for Exempt Individuals and
Individuals with a Medical Condition) only. Interest earned on bank accounts is NOT considered income for this purpose. Scholars complete Part I (General Information) and Part II (Teachers and Trainees) of the form.

**If you have U.S.-source income:** If you are a nonresident for tax purposes with U.S.-source income, you usually must file federal Form 1040NR or 1040NR-EZ (U.S. Nonresident Alien Income Tax Return) and Form 8843 (Statement for Exempt Individuals and Individuals with a Medical Condition). Depending on the amount of income, you may also need to file a state return. The corresponding New York State forms for nonresidents are the IT-203, the IT-203B and the IT-2. New York may consider you a resident for tax purposes and require you to file form IT-201 regardless of your federal tax status. NJ does not recognize tax treaties and considers you a resident as long as you live there.

**Dependents:** Usually, spouses of F-1 and J-1 scholars in F-2 and J-2 status must file Form 8843 (Statement for Exempt Individuals and Individuals with a Medical Condition) in all cases whether the scholar has U.S. income or not. J-2 dependents complete Part I only. Very few countries allow you to claim dependents as a non-resident including your spouse.

**Withholding:** This is the term used to describe a portion of your paycheck amount that an employer is required to pay directly to federal, state, and city taxation authorities in anticipation of your annual income tax obligations. The check you receive, therefore, is for less than you earned during the pay period. The amounts withheld are credited toward your tax bill so that most taxpayers will have to pay relatively little additional money at annual tax filing time, and many will qualify for a refund of money over-withheld.

**Tax treaties:** Currently the United States has tax treaties or agreements with roughly 55 countries and territories under which their citizens may be exempt from all or part of U.S. income tax. To see if your country is among these and how a treaty may affect your tax status, see IRS publication #901 U.S. Tax Treaties at www.irs.gov or pick up a copy at the ISSO. However, note that when you use the web-based nonresident tax preparation system CINTAX (described elsewhere), it will determine tax treaty eligibility and applicability according to your nationality and source of income. Also, you may qualify for Tax Treaty benefits even if you are a US resident for tax purposes and if you are exempt from US taxes by treaty, you may be required to file a return with your home country. Lastly, some but not all states recognize Tax Treaty benefits. Neither New Jersey nor Connecticut recognizes tax treaties.

**Tax Submission Deadline, April 15:** The last day to file an annual tax return with the IRS. Tax returns should be postmarked by this date.

**FICA:** A separate tax issue is Social Security tax, also known as FICA. Recent changes in tax regulations make most holders of J-1 Visa subject to FICA tax withholding if they are “residents for tax purposes”. In general, J-1 holders become “residents for tax purposes” after two years. H-1 and O-1 holders are almost always subject to FICA withholding.

If FICA has been withheld in error, the employer must provide a refund. The employer applies for reimbursement by filing a claim on Form 941C with IRS. If you are unable to obtain a refund in this way, you can file a claim on Form 843 and Form 8316. Send your claim to:
CINTAX

Columbia University offers the use of CINTAX, an international tax software program, to all its students and scholars. You can log-in using your UNI and password through the ISSO website (www.columbia.edu/cu/issos/tax).

Students and Scholars Who Are Residents for Tax Purposes

If you have been in the United States for more than five years as a student or two years as a scholar, you no longer qualify as a nonresident alien and may be required to file taxes as a resident alien. If so, CINTAX will let you know that you are considered a resident for tax purposes and will not complete the nonresident forms. However, you may be able to use software designed for residents for tax purposes. (In this case you may want to refer to a tax preparation site such as TurboTax or www.taxact.com).

Postdoctoral Fellows

OPA strongly suggests that postdoctoral fellows review the National Postdoc Association (NPA) page regarding tax issues for postdocs: http://www.nationalpostdoc.org/?page=TaxIssues. Postdoc fellows will find many of their tax related questions have been addressed by the information provided on the NPA site.

Estimated Tax Payments: Postdoc research fellows and clinical fellows paid through a stipend do not have taxes taken out of their stipend payments. Fellowships without automatic tax withholding are still subject to the IRS requirement that income tax be paid on a regular basis throughout the tax year and not all at once at the end of the year. Thus, postdocs without withholding may be required to make estimated tax payments each quarter in order to avoid a penalty. Use IRS Form 1040ES (http://www.irs.gov/pub/irs-pdf/f1040es.pdf) for estimated federal tax calculations and payments, and find the equivalent form for estimated state taxes (where applicable).

Postdoc Fellow Tax Filing and Imputed Income: Most Postdocs on fellowships also have to file a tax return between January 15th and April at for the previous tax year. Postdoc research and clinical fellows (paid through a stipend) may receive a W-2 or 1099-MISC form reporting their total fellowship income, or they may receive no summary form at all. In most cases, a tax return must be filed and the fellowship stipend amount should be reported as gross income. Also, please be aware that if all or a portion of your health and/or dental benefits are being paid for by your fellowship allowance, training grant related expense account, department, or P.I., this amount is considered taxable income (imputed income) per IRS regulations and will be included on your W-2 or 1099-MISC.

FICA: Stipends are not treated as wages or self-employment income and, therefore, are not subject to FICA taxes, i.e. social security and Medicare. Also, special rules regarding taxation and withholding apply to postdoctoral fellows who are in the United States as nonresident aliens.

Please note: We encourage you to consult with a personal accountant or tax advisor regarding the potential tax consequences from their receipt of stipends since Columbia and the OPA cannot provide individual tax advice.
Benefits

The University provides a number of benefits to postdocs, however, eligibility for each benefit will depend on the type of appointment the postdoc holds. The benefits overview chart below provides a summary of all the benefits available to postdocs and eligibility information. Postdocs are encouraged to attend a new employee benefits orientation and address benefits related questions to the appropriate benefits office, or to the Office of Postdoctoral Affairs. Contact information for these benefits offices have been provided below for reference.

**Columbia University Human Resources**
615 West 131st Street, MC 8703 Studebaker 4th Floor
New York, NY 10027
Phone: 212.851.7000
Fax: 212.851.7024
hrbenefits@columbia.edu
http://hr.columbia.edu/

**Medical Center Human Resources**
650 West 168th Street 101 Black Building
New York, NY 10032
Phone: 212.851.7000
Fax: 212.305.5728
http://www.cumc.columbia.edu/hr/

**Lamont Human Resources**
Administration Building, Room 205
Palisades, NY 10964
Phone: 845.365.8847
<table>
<thead>
<tr>
<th>Benefits*</th>
<th>Salaried Postdocs†</th>
<th>Stipend Postdoc‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>Yes</td>
<td>Yes, through subsidized UMC Choice 80 Blended Rate Plan</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Yes</td>
<td>Yes, but have to pay the premium rate</td>
</tr>
<tr>
<td>Short-term Disability (including Maternity Disability)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Long-term Disability</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Life Insurance Plans</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vision Care</td>
<td>Yes (included with any University UHC Choice health plan, cannot separately enroll in this benefit)</td>
<td>Yes (included with the University UHC Choice 80 Blended Rate health plan, cannot separately enroll in this benefit)</td>
</tr>
<tr>
<td>Long-term Care Insurance</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Employee Retirement Plan</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Medical/Dental Flexible Spending Account</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Dependent Care Flexible Spending Account</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Transit and Parking</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Workplace Accommodation (specific access and arrangements needed due medical condition/disability)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>Yes</td>
<td>No$</td>
</tr>
<tr>
<td>Child Care Benefit</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Primary Tuition Scholarship</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Emergency Back-Up Care Program</td>
<td>Yes</td>
<td>Yes**</td>
</tr>
<tr>
<td>FMLA</td>
<td>Yes</td>
<td>NoF</td>
</tr>
<tr>
<td>Adoption Assistance</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tuition Exemption Program (Self)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>College Tuition Assistance Program (for dependent)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>American Language Program (ALP) Tuition Exemption</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Learning and Development Courses (HR)</td>
<td>Yes (must pay fee)</td>
<td>Yes (must pay fee)</td>
</tr>
<tr>
<td>Fitness Center Discount Membership</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CUARTS Discounts</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Loan Deferment</td>
<td>No</td>
<td>Yes, but only for Postdoc Fellows at CUIMC</td>
</tr>
<tr>
<td>FICA</td>
<td>FICA taxes will be reflected on paychecks</td>
<td>No FICA taxes deducted (May incur imputed income)</td>
</tr>
<tr>
<td>Pay for Unused Vacation Days at End of Appointment</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

*Some of these benefits have additional eligibility requirements
†While FMLA does not apply to Postdoctoral Research Fellows, Fellows may be eligible for paid or unpaid child care leave, dependent on the policies of their funder. Fellows should check with their funding agency for guidance on child care leave. Additionally, Title IX protections apply to Fellows, meaning that Fellows must be provided the opportunity to complete their appointment at the University following their medical/child care leave, provided their stipend can be resumed and the continuation is in accordance with the rules of the funding agency.
‡While EAP does not apply to Postdoctoral Research Fellows, Fellows may be eligible for paid or unpaid child care leave, dependent on the policies of their funder. Fellows should check with their funding agency for guidance on child care leave. Additionally, Title IX protections apply to Fellows, meaning that Fellows must be provided the opportunity to complete their appointment at the University following their medical/child care leave, provided their stipend can be resumed and the continuation is in accordance with the rules of the funding agency.
§EPA is currently working on opening up the EAP benefit for Fellows and will announce if there is a chance in fellows’ eligibility for this benefit.
*Postdoc Clinical Fellows are not eligible.
Health Coverage

Postdoc health benefits can be determined, in large part, by his/her title.

A postdoctoral research scientist/scholar and postdoctoral clinical fellow (who is a full-time Assistant in Clinical Department), as an employee, has fringe benefit costs charged to his/her salary and is able to choose from among the various plans offered to all other officers at the University.

Columbia offers a Health Savings Plan (HSP), as well as UHC Choice 80, 90, and 100 plans. Specifics on each plan are available in the University’s “Benefits Highlights” (www.hr.columbia.edu/benefits).

Postdoctoral research fellows and postdoctoral clinical fellows paid via a stipend do not have fringe benefit costs charged to their stipend and thus are not eligible for several benefits that are offered to employees of the University. The University does offer an affordable health plan option for Fellows through a UHC Choice 80 blended rate plan. Further information about the Fellow health benefits plan and related polices can be found at http://www.columbia.edu/cu/vpaa/docs/postdoc_fellow_benefit_policy_memo_and_FAQs.pdf. Fellows are obligated to carry health insurance, either through the University-administered UHC Choice 80 plan or through an external plan of their choosing and must attest to maintaining health care coverage for the duration of their tenure at Columbia.

Please note: Postdocs in J-1 status and their dependents are required to have comprehensive medical coverage in order to fulfill U.S. government regulations governing the J Exchange Visitor status.

Columbia University Human Resources
615 West 131st Street, MC 8703 Studebaker 4th Floor
New York, NY 10027
Phone: 212.851.7000
Fax: 212.851.7024
hrbenefits@columbia.edu
http://hr.columbia.edu/

Medical Center Human Resources
650 West 168th Street 101 Black Building
New York, NY 10032
Phone: 212.851.7000
Fax: 212.305.5728
http://www.cumc.columbia.edu/hr/

Lamont Human Resources
Administration Building, Room 205
Palisades, NY 10964
Phone: 845.365.8847
**Mental Health and Grief Counseling**

**IF YOU ARE IN CRISIS, GO DIRECTLY TO THE NEAREST EMERGENCY ROOM**

National Suicide Prevention Lifeline - 1-800-273-8255
The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.

**Crisis Text Line**
Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information via the medium people already use and trust: text. Text START to 741741 from anywhere in the USA, anytime, about any type of crisis. A live, trained Crisis Counselor receives the text and responds quickly. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment

**Mental health services available at Columbia - open to Postdocs across all campuses**

NYS Psychiatric Institute Residents’ Clinic (PIRC)*
Outpatient clinical training clinic
Contact: Catherine Lowenthal (Assistant to the Director)
646-774-6705
*Must indicate you are a Postdoc at Columbia

Columbia Psychiatry Specialty Services*
Neurological Institute of New York
Contact: Sarah Anolik (Program Manager)
212-342-1424
*Must indicate you are a Postdoc at Columbia

Columbia Doctors Nurse Practitioner Group - Washington Heights (only)*
Psychiatric-mental health nurse practitioner
212-326-5705
*Must indicate you are a Postdoc at Columbia

**Mental health services available beyond Columbia – low to no cost**

William Alanson White Institute of Psychiatry, Psychoanalysis & Psychology
20 West 74th Street
New York, New York 10023
212-873-0725

Institute for Contemporary Psychotherapy
1841 Broadway (at 60th St.) 4th Floor
New York, NY 10023
212-333-3444
Employee Assistance Program (EAP)
Postdoc Research Scientists and Scholars are also eligible to for help through the EAP. The Office of Postdoctoral Affairs is actively working on expanding EAP eligibility to Postdoctoral Research Fellows, and Fellows are advised to check on the benefits section of the Office of Postdoctoral Affairs website for updates on this benefit and their eligibility: http://www.postdocs.columbia.edu/compensation.html#1. The Employee Assistance Program (EAP) provides a network of specialized services: short-term counseling to help you and your household members cope with everyday issues such as stress, work/life balance, relationships, depression, drug and alcohol addiction, wellness and the management of adult/elder care responsibilities, among others. The Office of Work/Life works with the EAP to host free workshops each semester on a variety of topics ranging from adult/elder caregiving and Medicare to stress management. http://worklife.columbia.edu/employee-assistance-program

Grief Counseling
All postdocs are eligible to receive grief counseling from the office of the University Chaplain. http://ouc.columbia.edu/

Dental Coverage
All Postdocs are eligible for Columbia dental insurance.

Aetna Columbia Dental Plan
The Aetna Columbia Dental Plan is administered through Columbia Human Resources and all full-time postdocs are eligible to sign up for this plan. The cost for the plan will vary depending on your appointment as a salaried postdoc or a stipend postdoc. For more information please visit the HR Benefits website (www.hr.columbia.edu/benefits).


Columbia Student Dental Plan
A lower cost dental plan is available through the School of Dental and Oral Surgery and is provided by dentists enrolled in a postgraduate fellowship program. It covers semi-annual oral cleanings and examinations, x-rays, and prophylaxis. There is a 25% discount on non-covered services. All postdocs are eligible to sign up for this plan. For more information, visit:


Time Off (Vacation, Sick Time, Personal Days, and University Holidays)
Postdoctoral research scientists/scholars and postdoctoral clinical fellows (who are full-time Assistants in Clinical Department), earn two days of vacation for each month of their appointment, up to a maximum of twenty-three days. These postdocs also earn either 2 or 3 personal days per year depending on which campus they are affiliated: http://hr.columbia.edu/links-especially/new-hires/employment/paid-time/holidays-and-personal-days. They also are eligible for all University holidays. See the University holiday schedule: http://hr.columbia.edu/events/holidays. Vacation time is not accrued during extended leaves approved by the University (e.g. child care leaves). Unused vacation time may be rolled over into
the next appointment year, but must be used within this next appointment year or will be forfeited. Unused vacation time cannot be translated into monetary pay except upon termination of appointment. Postdocs should consult with their departmental administrator on relevant policies around tracking time off as well as around sick time policies.

Postdoctoral research and clinical fellows are entitled to the same rights to vacation and time off as postdoctoral research scientists/scholars unless the provisions of the granting agency specify otherwise.

Leaves of Absence (Medical, Child Care (and other Dependent) Leave)

Full-time postdoc research scientists/scholars are eligible for leaves of absence for medical reasons, infant care, military service or personal leaves to care for an ill family member. Full-time postdoctoral research and clinical fellows receiving stipends are not* covered by either the University’s salary continuation plan or its long-term disability insurance. While the University grants medical leaves to these officers when they experience a disabling illness or injury, the continuation of the fellowship stipend depends on the rules of the granting agency. If these rules permit, the University will continue the stipend for as long as the granting agency permits. For more information, please see the Faculty Handbook.

Child Care Leaves

A full-time officer of research who is pregnant is entitled to a medical leave of absence, according to the policies described above and in the Faculty Handbook (http://www.columbia.edu/cu/vpaa/handbook/research.html#leaves_of_absence), for the period surrounding the birth of her child during which her doctor certifies that she is unable to work. Once this period ends (typically 6-8 weeks), the officer may take further leave to take care of the newborn child. If the officer does not perform any responsibilities during the leave, then the leave is without salary. With the approval of the principal investigator, department chair or director, dean or vice president, and the Provost, the officer may continue to perform a portion of her normal responsibilities on a leave with partial salary. The total period of medical and child care leave normally may not exceed 12 months.

Male officers of research holding full-time appointments may also take full or partial leaves for up to 12 months to care for a newborn child if they are the primary care giver. Similar privileges are given to all full-time research officers who adopt a child of less than school age, if the child is disabled or meets New York State’s legal definition of “hard-to-place,” or is less than 18 at the time the leave begins.

Full-time postdoctoral and clinical fellows may take a child care leave without stipend or with partial stipend according to the policies described above if permitted by the rules of the funding agency.

FMLA Leaves

Full- and part-time officers of research are entitled to leaves of absence under the Family and Medical Leave Act (FMLA) of 1993 if they have been employed and paid by the University for at least 12 months immediately preceding the leave and have worked for at least 1,250 hours during that period. Any compensated employment, regardless of title and including periods on the casual payroll, counts in determining if an officer meets these requirements. Postdoctoral research and clinical fellows who receive stipends as well as postdoctoral residency fellows are not eligible for this type of leave.
Officers of research who meet those requirements may take up to 12 weeks of unpaid leave in each year to care for a newborn, newly adopted, or new foster child; to care for a seriously ill family member; or as a result of a medical disability. They may take up to 26 weeks if the leave is needed to deal with a qualifying exigency, as defined by the federal Department of Labor, arising out of the military service of a spouse, child, or parent. The University’s policies governing the leaves of absence that full-time officers of research may take for these purposes are, with the exception of certain benefits provisions, more generous than the requirements of the FMLA. Consequently, the University considers the first 12 weeks of any such leave as fulfilling the requirements of the Family and Medical Leave Act, except for leaves arising from a family member’s military service, in which case it counts the first 26 weeks.

Further information on how the Family and Medical Leave Act affects officers of research may be obtained from the web page of the Office of Human Resources at http://hr.columbia.edu/policies/fmla or by contacting one of its counselors.

*Lamont-Doherty Earth Observatory (LDEO)*

LDEO offers full-time PDFs the same parental (disability) paid leave as full-time PDRSs. Typically, this is 6-8 weeks, depending on the type of delivery and medical professional certification. There is no paid paternity leave, but as Columbia University policy allows, Officers of Research can take unpaid child care leave.

**Breastfeeding Support and Lactation Rooms**

Columbia University, together with the Office of Work Life, provides breastfeeding support to all mothers. In addition to support programs, the Office of Work Life also maintains lactation rooms across all campuses. For more information, please see Lactation Rooms. It is strongly encouraged to contact the Office of Work Life well in advance of the time you need to access the rooms to determine availability.

**Additional Benefits**

**Back-Up Care Advantage Program**

Provides care for anyone you have responsibility toward, when normal arrangements are disrupted and/or when you need to provide short-term care. The program provides you up to 100 hours per year of back-up care. $2/ hour co-pay per child for childcare facilities; $6/ hour co-pay for fi 50 hours of home care, $9/hour 50-100 hours (for up to 3 dependents). There is a 4-hour minimum for this option. For more information please visit www.worklife.columbia.edu/backup-care.

**Transit/Parking Reimbursement Program (T/PRP)**

The T/PRP is a convenient way to pay commuting expenses using pre-tax dollars. You may participate in either the Transit or Parking Reimbursement Program — or both. The T/PRP allows you to set aside pre-tax dollars each paycheck to pay for commuting expenses. You choose a monthly election, which is available to you as of the first of each month. Your contributions will then be deducted in equal installments from your semi-monthly paychecks in the same month. You may enroll in the T/PRP at any time during the year. If you would like to newly enroll in or make a change to your T/PRP account, you must do so during Open Enrollment, or your election will not be in place for January 1. This benefit, however, is easy to change during the year.

For more information and examples of eligible expenses, visit: http://hr.columbia.edu/officers-
**Transitparking reimbursment program**

**Flexible Spending Accounts (FSAs)**
FSAs allow you to set aside pre-tax money to reimburse yourself for eligible healthcare and dependent day care expenses. You must enroll within 31 days of hire and you must also re-enroll during Benefits Open Enrollment each year to take advantage of FSAs.

Columbia University offers two types of FSAs that are administered by UHC:

1) Healthcare FSA for eligible healthcare expenses, including medical, prescription drug or dental copays and deductibles, as well as vision or hearing services.
2) Dependent Care FSA for eligible child or adult day care expenses for your dependents, such as licensed day care centers and nursery schools, before-school or after-school programs and home attendants. (Note: for dependents' health-related expenses, use the Healthcare FSA.)

For more information, please visit: [http://hr.columbia.edu/officers-spending-accounts](http://hr.columbia.edu/officers-spending-accounts)

**Retirement Accounts**
Postdoctoral Research Scientists and Scholars are eligible to participate in Columbia’s Voluntary Retirement Savings Program (VSRP), a defined contribution 403(b) plan that allows employees to contribute between 1% to 80% of their eligible salary through pre-tax contributions, or in the case of Roth IRAs, on a post-tax basis, in whole percentages through convenient payroll contributions.

All hires on or after July 1, 2013 will be automatically enrolled to contribute 3% of their salary on a pre-tax basis to the VSRP if they do not make a contribution election. Employees can opt out or change this automatic election at any time.

Columbia University will match pre-tax and Roth savings combined to a maximum of 3% of eligible pay, once an employee has met the eligibility requirements, including a 2 year vesting period (matching contributions are allocated to the Postdoc’s Retirement Plan).

For more information and financial planning resources, visit: [http://hr.columbia.edu/officers-retirement-financial](http://hr.columbia.edu/officers-retirement-financial)

**Life Insurance**

Life insurance can provide valuable financial protection and Columbia University offers you the choice of different levels of coverage to help meet your needs. Columbia offers two Term Life Insurance Plans: the Basic Term Life Insurance Plan and the Optional Term Life Insurance Plan.

**Basic Term Life Insurance Plan**
The Basic Term Life Insurance Plan is provided automatically to Postdoc Research Scientists and Scholars by Columbia University at no cost to you. You will automatically receive Basic Term Life Insurance of one times your Annual Benefits Salary, up to $50,000. The Life Insurance Plan pays a lump sum benefit to your beneficiary in the event of your death while actively employed by Columbia University. The Plan also can pay a living benefit. If you become terminally ill, you may elect to have the Plan pay out a benefit while you are still living. Any amount you receive will reduce the benefit paid to your beneficiary.
Optional Term Life Insurance Plan

You may elect additional amounts of coverage of one, two, three, four, five or six times your Annual Benefits Salary up to a maximum of $1,750,000, including your Basic Term Life Insurance coverage amount. The additional amounts of coverage are paid with post-tax dollars. The benefit will be determined using your Annual Benefits Salary rounded to the next highest $1,000. You will see your personal monthly premiums on the CU Benefits Enrollment System based on your age as of January 1. There, you can also add or update beneficiaries.

For more information, visit: http://hr.columbia.edu/officers-term-life-insurance

Student Loan Deferral

Currently only Postdoctoral Fellows at the Medical Center can bring their loan deferment forms to the Office of Faculty Affairs (Black Building, Room 126) for approval. However, please note that lending agencies may differ in their requirements and will make the final determination of eligibility.

American Language Program

All Post-docs are eligible for tuition exemption for one class per term through the American Language Program (excludes application fee, student tax, etc. beyond tuition). ALP course information can be found at http://sps.columbia.edu/alp and tuition exemption instructions can be found at:

http://hr.columbia.edu/officers-tuition-exemption-how-apply.

Gym Facilities

All postdocs are eligible to use the exercise facilities on either campus for a nominal fee.

Dodge Fitness Center – Morningside Campus

The Marcellus Hartley Dodge Physical Fitness Center is the most comprehensive wellness facility on the Upper West Side. It offers everything from yoga and kickboxing to kayaking and squash instruction. Dodge also has trained personal trainers on staff for individual sessions. Facilities include an indoor running track, 25-yard pool, Scandinavian sauna, multi-sport gymasia, and a tri-level fitness center with the latest cardiovascular and strength training equipment. Children of all ages and interests can now enjoy a variety of sports camps and Cubs Camp programs offered throughout the entire year.

Bard Athletic Center – Medical Center Campus

Bard Athletic Center is a comprehensive physical fitness facility that is accessible for students with disabilities. It includes a 15 yard pool, gymnasium, cardiovascular and strength/weight training equipment. Bard also has an aerobic studio, 3 squash courts and saunas. Clinical Fellows and Residency Fellows don’t qualify for the Fellow Package.

The basic membership for employees, associates, scholars, alumni and neighbors includes the usage of a temporary locker and towel service. All members may also rent a locker for the duration of membership, bring guests, or have a spouse/domestic partner or child (ages 6-18) join as a member (additional fee required). For a spouse/domestic partner membership, proof of common residence or a marriage
certificate is required. Guests and family members are provided with a temporary locker and towel service.

**Libraries**

At your disposal is a fully integrated research library. Columbia’s Libraries, with 9.5 million volumes, 117,264 current serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms and other non-print formats, ranks it as one of the top ten academic library systems in the nation. Spouses and domestic partners of postdocs may use Columbia’s libraries.

**CU Arts Initiative**

Outside the University, your ID card is your passport to New York City and can help you take advantage of all the excitement the City has to offer through certain programs and discounts. Please visit the Arts Initiative at Columbia University website [www.cuarts.com/nyc_arts/passport_to_new_york.html](http://www.cuarts.com/nyc_arts/passport_to_new_york.html) for the most up-to-date list of free museums and other cultural events.

**Work/Life at Columbia University**

The Office of Work/Life at Columbia offers a variety of programs to help you keep both your family life and your career running smoothly. The office also offers adult care and child care resources, parenting resources, a housing referral service, health and wellness resources, and information about discounts and perks available to postdocs.

Phone: 212.854.8019  
Website: [www.worklife.columbia.edu](http://www.worklife.columbia.edu)

**Business cards**

With departmental approval, all Postdocs may order business cards through Columbia Print. All orders must be placed in person at:

Morningside Campus  
106 Pulitzer Hall  
2950 Broadway  
CUMC  
Hammer Science Building  
701 West 168th Street, 2nd Fl #610

Please find the approval and order form here: [http://www.postdocs.columbia.edu/forms.html](http://www.postdocs.columbia.edu/forms.html)
Career and Professional Development

Overview of Postdoctoral Career and Professional Development Program

For the past few years The Office of Postdoctoral Affairs (OPA) has been building a highly structured postdoctoral career and professional development curriculum consisting of a variety of short courses, seminar series, intensive workshops, and individualized support. The programming is consistently run annually so that postdocs can build these programs into their training plans while at Columbia University. In addition to the more structured curriculum, OPA also organizes stand-alone workshops and events throughout each year.

The structured postdoctoral training program focuses on broad areas that align with four of the six core competencies identified by the National Postdoctoral Association (NPA) as being critical for successful postdoctoral training. The Columbia postdoctoral training program focuses on professionalism, leadership and management, communication, career management, and responsible conduct of research. Two of the six (NPA) core competencies, discipline-specific conceptual knowledge and research skill development, are largely areas that postdocs should receive training on through their PI, mentor, or on their own, and are not widely encompassed in the OPA postdoctoral training program. The OPA structured postdoctoral training program will enable postdocs to achieve the following postdoctoral training program goals:

- Recognize the significance of independent career management
- Actively participate in the postdoctoral training program for the duration of training
- Gain insights into a variety of career options available and engage in training and education activities necessary to gain employment in a preferred career track
- Receive professional and career development necessary for employment in a wide-range of sectors
- Adhere to professional and ethical codes of conduct during training at Columbia
- Hone leadership, management, and communication skills necessary for PhD level positions across a variety of career sectors
- Transition from training to independence

Courses, Workshops, and Series

OPA organizes a number of programs, short courses, series, and workshops each year as part of its structured training program. These entail an Individual Development Plan (IDP) program, a career panel series, a career advancement series, funding strategies workshops, a fundamentals of teaching course, a transitioning to research independence course, a series focused on research best practices and publishing, a communications course, a series on financial literacy and business acumen, a day long workshop on preparing for careers in industry, a leadership workshop, and a wellness series. Additional workshops are offered throughout the year as well.

There are also several courses at Columbia organized by other offices and programs that postdocs are welcome to participate in, including: a funding and grant-writing course, a responsible conduct of research (RCR) course, and an entrepreneurship course.

Information on all of OPAs programs, as well as additional programs of interest to postdocs, may be found on the OPA website: [http://www.postdocs.columbia.edu/careerdevelopment.html](http://www.postdocs.columbia.edu/careerdevelopment.html)
Networking and employer events

Beyond the courses, workshops, and series, OPA also organizes a number of networking and employer events throughout the year. These include large scale networking events with postdoc alumni twice a year (with a focus on non-academic careers), employer on-campus recruitment/info sessions, as well as employer site visits. OPA also advertises internship and employment opportunities throughout the year.

Postdoc Research Symposium

OPA organizes an annual postdoc research symposium which takes place each fall. In 2015 the symposium featured over 100 poster presentations and short talks by postdocs, a keynote talk by the founder and CSO of Regeneron Pharmaceuticals, George Yancopoulos, as well as a networking reception. The 2016 symposium will feature an elevator pitch workshop, poster presentations by up to 100 postdocs, a keynote panel of research luminaries, and an awards reception. More information about the annual research symposium can be found on the OPA website: www.postdocs.columbia.edu

Career Counseling Services

OPA provides individualized career counseling services throughout the year. Individual appointments can be scheduled for review of job documents (resumes, CVs, cover letters), mock interviews, or can focus on career exploration and career management. Appointment must be scheduled using the following link: https://cu-postdoc-career-counseling.acuityscheduling.com/.

Communications on OPA Programming and Services

Announcements about all OPA organized programming are sent to postdocs through the postdoc mailing list every Tuesday in the ‘weekly digest’. Programs are advertised several weeks in advance to provide ample time to register. These events and programs are also posted on the OPA events calendar (http://vesta.cumc.columbia.edu/postdoc/calendar/index.php). There are also a large number of events and programs that occur throughout the year that are not organized by OPA, but are of interest to postdocs. We advertise these events in the ‘weekly listings’ and send this out to postdocs every Thursday. Postdocs should receive these weekly emails and should contact OPA (postdocaffairs@columbia.edu) if not, as this likely means they are not on the postdoc email listserv.

Teaching and Internships

With the proper approvals, postdocs are allowed to engage in limited teaching and other career development activities (e.g. limited internship opportunities) that merit additional compensation. A new policy supporting engagement in these activities along with an approval process was established in 2016 and can be viewed here: http://evpr.columbia.edu/files/evpr/pdf/Guidelines%20for%20Incidental%20Career%20Development%20Activities%20for%20Postdocs_2.pdf.

Postdocs should address any questions related to these policies to the Office of Postdoctoral Affairs prior to engaging in any career development activity that merits additional compensation.
Additional Resources

OPA has a wealth of additional career related information on its website including listings of various groups at Columbia and beyond that postdocs might consider joining, opportunities for building experience to be competitive for a specific career path of interest, and job boards for both general and targeted job searches. This information can be found at http://www.postdocs.columbia.edu/careerdevelopment.html#3

Postdoc Community and Affinity Groups

Columbia University Postdoctoral Society (CUPS)

The mission of the Columbia University Postdoc Society (CUPS) is to facilitate a constructive and positive experience for postdocs that will benefit postdoctoral professionals and Columbia University. CUPS is a society run by postdocs for postdocs. CUPS represents all postdocs in the Columbia community and welcomes any postdoc to join their activities. CUPS activities include social events, such as happy hours, networking events, career and professional development events, and advocacy efforts.

CUPS holds meetings the third Tuesday of every month on both the Morningside and CUMC campuses.

To join CUPS, please send an email request to CUPS_Executive@columbia.edu

URPostdocs

Established in 2016, Columbia URPostdocs seeks to unite underrepresented (UR) postdocs and individuals who support the cause and inclusion. The mission of the group is to form a cohesive network that will work together to highlight URPostdocs distinct contributions, promote awareness of issues that are important to all URPostdocs and encourage participation and recruitment of new members. The group is committed to advocate and find means to improve recruitment, retention, and mentoring of URPostdocs to aid in the development of successful careers both in academic and non-academic settings. With the same commitment that URPostdocs seeks to educate within the Columbia community, the group also seeks to educate the public through outreach activities. An important goal of the URPostdocs group is to provide a platform for the participating members to develop a variety of skills crucial in any career such as leadership, networking, and communication, among others.

URPostdocs hosts regular meetings (~once every two months), as well as organizes and co-sponsors events. Postdocs interested in joining URPostdocs should email URPostdocs@columbia.edu.

PostdoQs

Established in 2016, Columbia PostdoQs is an affinity group for LGBQTIA postdocs and allies. LGBQTIA graduate students are welcome to participate in the group as well. The group’s core values are support, inclusion, education, equality, networking, and creating safe spaces. The group is committed to these core values and to promoting these values at Columbia University. The group hosts regular meetings (~ once every two months) and organizes and co-sponsors events. Postdocs interested in joining PostdoQs should email PostdoQs@columbia.edu.
Postdoc Parents and Expectant Parents Group

This group supports all Postdoc Parents and Expectant Parents in the Columbia University Postdoc community. In addition to an active Facebook group to share resources and advertise events, the group hosts regular lunches, community outings, and on campus family activities. Postdocs are encouraged to join the group and participate in the various activities. Please contact Ericka Peterson (ep2806@columbia.edu)

Columbia University Family Support Network (CUFSN)

The Columbia University Family Support Network (CUFSN) is a student-led, university-wide organization focused on advocating for improved resources and policies to support members of the Columbia community (students, research officers, alumni, faculty and staff) with families. By voicing the issues faced by the Columbia community, advocating for (university-wide support and policies to improve resources, and connecting Columbia families with one another, CUFSN works to promote a diverse and inclusive environment of benefit to all members of the University.

Postdocs interested in CUFSN should view their website: [http://www.cufsn.org/](http://www.cufsn.org/)

Women in Science at Columbia (WISC)

Women in Science at Columbia (WISC) provides outreach, support, advancement, community, and more, for women, underrepresented minorities, and their supporters in the science, technology, engineering, and mathematical (STEM) graduate fields at Columbia. WISC is one organization made up of two chapters-one at the Morningside (116th) campus and one at the CUMC (168th) campus. The purpose of having two chapters that share a mission and have many similar events is to make it convenient for members to attend events on the campus closer to school or home. All members are welcome and encouraged to attend events on either or both campuses.

Postdocs interested in WISC should view their website: [https://womeninscienceatcolumbia.org/](https://womeninscienceatcolumbia.org/)

Social Science and Humanities Postdocs

OPA recognizes that it can be especially challenging for postdocs in the social sciences and humanities to connect with other postdocs in their fields at Columbia. With this in mind, in 2016 OPA created a Social Science and Humanities Postdocs group that will have its own dedicated email listserv, feature events especially geared for these postdocs, and serve as a means for these postdocs to connect and form a community.

Social Science and Humanities postdocs interested in joining this group should email humsspostdocs@columbia.edu to join the email listserv.
**Research Offices at Columbia University**

There are a number of administrative offices and divisions at Columbia that offer support for research.

**Executive Vice President for Research**
The Office of the Executive President for Research has overall responsibility for the University’s research enterprise. It is responsible for establishing and maintaining University-wide policies related to research. The Office also assists investigators seeking research funding, encourages interdisciplinary research, provides seed money for early-state investigations, and generally helps provide the intellectual and physical environment to maintain high quality research and maximize productivity.

[www.evpr.columbia.edu](http://www.evpr.columbia.edu)

**Clinical Trials Office (CTO)**
The mission of the Clinical Trials Office is to facilitate and enhance the timely execution of quality clinical research at the Medical Center by providing support services to investigators in connection with federal and foundation grants, industry-supported clinical trials and internally developed investigator-initiated trials. The CTO supports the effective, efficient, and reliable evaluation of new pharmaceuticals and medical devices in collaboration with sponsored organizations.

Services include: expediting study placement through trial feasibility analysis; facilitating IRB and other regulator services; comprehensive study budget preparation and contract negotiation; assistance with recruitment efforts; and providing training initiatives to ensure expert study coordination.

The CTO offers training and education designed to keep investigators and their research staffs abreast of current trends in the conduct of clinical trials with the goal of providing the relevant knowledge and skills that individuals need to conduct compliant and efficient clinical trials.

The CTO website contains an on-line submission tool, a portal for viewing the progress of pre-award negotiations and post award receipts, and other useful links.

Email: CTOInformation@columbia.edu
Website: [www.columbiaclinicaltrials.org](http://www.columbiaclinicaltrials.org)

**Environmental Health and Safety (EH&S)**
Environmental Health & Safety provides a broad range of services to promote the health and safety of all University personnel. Through cooperative relationships, EH&S actively engages the University community to ensure a safe work environment and compliance with University policies and applicable regulations. Personnel conducting laboratory research using potentially infections materials, hazardous chemicals, recombinant DNA, and/or radioactive materials must attend the relevant EH&S sponsored safety training(s). Columbia’s Institutional Biosafety Committee must approve the use of recombinant DNA, and Columbia’s Radiation Safety Committee must approve the use of radioactive materials. The EH&S website contains laboratory safety information as well as safety training schedules. Refresher safety training is also available through RASCAL.

Medical Center: 212.305.6780
Morningside: 212.854.8749
Institute of Comparative Medicine (ICM)
If you plan to conduct research with animals, your animals must be ordered through, and managed and
cared for by the Institute of Comparative Medicine. The mission of the ICM is to ensure that humane care
of animals is used in approved research and to support medical research teams working to develop
treatments for life-threatening conditions. The ICM has certified veterinary specialists who direct the care
and manage the health and welfare of research animals at Columbia. The ICM conducts a training
program for veterinary specialists, as well as training courses in animal care and handling for research
personnel.

Phone: 212.305.3837
Website: www.cumc.columbia.edu/dept/icm

Institutional Animal Care and Use Committee (IACUC)
If you plan to conduct animal-based research, your protocol must be approved by the University’s
Institutional Animal Care and Use Committee for your campus. Composed of scientists, non-scientists,
veterinarians and community representatives, IACUC reviews all animal research proposals to ensure
humane care and use of animals in all activities related to research, and to ensure compliance with all
federal and state regulations. IACUC also determines what training researchers must undergo before
research involving animals can begin.

There are separate committees for the Morningside and Medical Center campuses, with one central
administrative office. Animal protocols are prepared and administered online. *All personnel listed on a
protocol must complete an occupational health status review, species-specific training and certification course on
compliance with regulations and the basic principles underlying the humane care and use of laboratory animals.*

Website: http://cumc.columbia.edu/dept/iacuc

Institutional Review Boards (IRBs)
If you plan to conduct research that involves human subjects, including behavioral research (e.g. surveys)
and/or biomedical investigations, one of Columbia’s four Institutional Review Boards (IRBs) will help
ensure that your study complies with all applicable ethical and regulatory requirements. The University’s
IRBs are responsible for protecting human subjects in research and are made up of faculty and community
members. The IRBs are administered centrally, with offices on the Morningside and Medical Center
campuses. *All human subjects’ research conducted by Columbia faculty, staff and students must be approved by a
Columbia IRB.*

The IRBs offer a number of education and training opportunities, including: IRB 101, a comprehensive
introductory course that provides background on the regulations that govern human subjects research
and offers tips on drafting consent forms and other IRB requirements; Monthly Investigator Meetings, at
which research issues are discussed; annual educational conferences; and web-based training.

The IRB websites contain useful links and information on education and training opportunities.

Medical Center: 212.305.5883
Website: www.cumc.columbia.edu/dept/irb
Office of Research Compliance and Training (ORCT)
The Office of Research Compliance and Training helps ensure that Columbia faculty and staff are in compliance with the complex web of regulatory requirements that govern research. ORCT collaborates with other offices to foster an integrated research compliance program. ORCT administers the University’s Research Conflict of Interest review process, serves as a resource for international research compliance issues, and administers Columbia’s Standing Committee on the Conduct of Research, which addresses issues of research misconduct. ORCT works to integrate compliance education across the University and to develop new educational programming that promotes understanding of compliance issues throughout the research enterprise. The ORCT website contains useful information about compliance topics, provides links to resources and lists available trainings for researchers, postdocs and others involved in research.

Phone: (212) 851-2897
Email: research-compliance@columbia.edu
Website: www.researchcompliance.columbia.edu

Office of Research Initiatives (ORI)
The Office of Research Initiatives works across disciplines, schools and campuses to foster interdisciplinary research collaboration and supports efforts to secure funding for such collaborations. It identifies opportunities and strategies for enhancing Columbia’s research presence and its status as a prominent research institution. It also administers Columbia’s internal review and nomination processes for those funding opportunities that limit the number of proposals that any one institution is permitted to submit and works to improve Columbia’s success rate in securing such awards.

Email: researchinitiatives@columbia.edu
Website: www.researchinitiatives.columbia.edu

Columbia Technology Ventures (CTV)
Columbia University’s technology transfer organization, Columbia Technology Ventures, serves as a bridge between Columbia’s researchers and the business community. CTV’s core objective is to facilitate the transfer of inventions from academic research to outside organizations for the benefit of society on a local, national and global basis. As such, CTV’s primary mission is to identify, evaluate, protect, and license or spin out Columbia’s intellectual property. CTV also strives to increase private sector funding for ongoing research and development in Columbia’s labs.

If you believe that you have an invention or discovery that may be patentable or of interest to industry or venture capital, please contact CTV for guidance before any public disclosure. CTV also can assist researchers on material transfer agreements that may be required to send or receive certain reagents. For fastest response, email techventures@columbia.edu.

Medical Center: 212.305.5198
Morningside: 212.854.8444
Website: www.techventures.columbia.edu
Sponsored Projects Administration (SPA)
Sponsored Projects Administration is the University’s primary support office for sponsored research grants and contracts. SPA provides assistance in proposal review and submission, award acceptance, account setup, subcontract issuance, sponsor communications and non-financial award closeout. SPA is responsible for assuring compliance with regulators and other requirements that govern the grant application process and for assisting with the non-financial requirements that govern awards. Each department is served by a dedicated project officer for the pre-award process and a financial analyst for account setups and other post-award matters.

The SPA website contains a directory of these officers, information about InfoEd (the grants management IT system) and other helpful topics.

   Medical Center: 212.305.4191
   Morningside: 212.854.6851
   Website: www.spa.columbia.edu

Many of the University’s sponsored projects policies and procedures have been compiled in the Sponsored Projects Handbook, a searchable, web-based resource. Researchers are encouraged to review this resource.

Website: http://spa.columbia.edu/policies/sponsored-projects-handbook

Sponsored Projects Finance (SPF)
Sponsored Projects Finance is responsible for the financial administration and reporting of all sponsored research awards and for ensuring compliance with the regulatory and other requirements that govern the financial management of those awards.

   Email: Askrfo@columbia.edu
   Website: http://finance.columbia.edu/content/sponsored-projects-finance

Training Finder and RASCAL (Research Related Trainings)

Postdocs at Columbia are required to undergo in person or online trainings to be in compliance with University, government, and funder regulations, particularly if they will be conducting research involving radiation, lasers, chemicals, animals, humans or human samples. Postdocs can identify which research related trainings they may be obligated to undergo by filling out the form in Training Finder (http://www.columbia.edu/cu/compliance/docs/training/trainingfinder.html), and completing the trainings in person or through RASCAL (https://www.rascal.columbia.edu/), as indicated.

Finding Funding

Columbia University has a number of resources available to assist postdocs in identifying funding for research, training, and publishing.

InfoEd is a suite of applications including:

   SPIN: a searchable funding opportunities database which contains up-to-date national and international government as well as private funding sources. One can search for all types of awards (grants, fellowships,
private foundations, publication support, etc.)

SMARTS: an automatic daily alert service that notifies investigators via email of relevant new funding opportunities initiated by a keyword match, and

GENIUS: a database which stores profiles for faculty and administrators allowing searches of other investigators' work and research interests to find potential collaborators.

To access InfoEd, all you need is your UNI and password to be able to log into the system. Visit: https://www.infoed.columbia.edu/ and http://researchinitiatives.columbia.edu/files_researchinitiatives/imce_shared/InfoEd_Spin_Finding_Funding.pdf

The Office of Research Initiatives identifies limited submission funding opportunities for the Columbia Research community, and a number of these opportunities are open to Columbia postdocs. Limited submission opportunities can be viewed here: http://researchinitiatives.columbia.edu/funding/limited-submission-funding-opportunities

The Office of Postdoctoral Affairs maintains an extensive list of fellowship opportunities on its website along with an overview of funding agencies that may be of interest to postdocs: http://www.postdocs.columbia.edu/funding.html

The Office of Sponsored Projects Administration (SPA) is the grants office at the University and will be the point of contact for researchers planning on submitting grant or fellowship applications. It should be noted that most fellowship applications require a review by SPA prior to submission. SPA requires several business days to complete this review, so postdocs should consult with the department’s SPA representative several weeks prior to submitting a fellowship application to ensure they are able to adhere to both internal and external application deadlines.

University Policies

The following is a partial list of policies set by Columbia University that are applicable to postdocs. When relevant, contact information follows the policy. Please contact the appropriate office directly for clarification or questions. In general, policies pertaining to postdocs may be found in the Faculty handbook: http://www.columbia.edu/cu/vpaa/handbook/research.html

Rules of University Conduct

The University has adopted a special set of Rules of University Conduct to govern demonstrations, rallies, picketing and the circulation of petitions. These Rules, which have been incorporated into the University Statutes, protect the rights of free expression on campus while ensuring that the University continues to function properly and that all members of the Columbia community can freely use its facilities and programs. The Rules apply to all personnel at the University.

All University faculty, employees and students are responsible for compliance with the Rules of University Conduct. The Rules are available in Essential Policies for the Columbia Community and at
Discrimination and Harassment

Columbia University is committed to providing a learning, living, and working environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. The University does not tolerate any form of unlawful discrimination or harassment, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation and all such conduct is prohibited. The University strongly encourages those who have experienced, witnessed or become aware of conduct that violates University policy to come forward so that the University can take appropriate steps to prevent such conduct from occurring in the future and to ameliorate its effects. The University will protect the privacy of those who come forward to the extent possible and permissible by law.

As an equal opportunity and affirmative action employer, the University does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender, pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status. In the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other University-administered programs, it does not discriminate against any person or permit the harassment of any individual or applicant on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status. All members of the University community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination.

The University’s policy regarding discrimination and harassment can be viewed via the following link:

http://eoaa.columbia.edu/files/eoaa/content/EOAAPolicyOctober2015.final_0.pdf

The University encourages those who believe that they have experienced discrimination, harassment or other prohibited conduct to bring their concerns to the University’s attention immediately. Those who have been subjected to prohibited conduct by a University employee or a third-party should notify the University’s Equal Opportunity and Affirmative Action (EOAA) Office - see below for contact and complaint filing instructions. Those who have been subjected to gender-based misconduct by a Columbia University, Barnard College or Teachers College student should notify the University Gender Based Misconduct Office (http://studentconduct.columbia.edu/gbm.html). The University takes allegations of prohibited conduct very seriously, and will actively investigate all alleged discrimination and/or harassment, even in the absence of a complaint, and will take remedial action where appropriate.
Complaints may be submitted in writing or made orally. Complaints may be submitted to EOAA by any of the following methods:

- By phone at (212) 854-5511
- By e-mail at eoaa@columbia.edu
- By mail at 103 Low Library, MC 4333, 535 West 116th Street New York, NY 10027, or
- By hand delivery to 103 Low Library.

Complaints can also be submitted to the University’s Compliance Hotline: (866) 627-3768.

Postdocs may also wish to seek confidential counsel and advice from the University’s Ombuds Office (http://ombuds.columbia.edu/).

**Patents and Inventions**

**Assignment of Rights**
As part of its procedures for implementing its intellectual property policy and to comply with federal laws, the University requires certain categories of faculty and officers of research, including full-time postdocs, to sign an Assignment Agreement that provides that they will assign to the University their rights to any patentable invention or discovery conceived of or reduced to practice in the course of conducting research at the University. Information on the purpose of the agreement and who must complete it may be obtained from Columbia Technology Ventures (CTV), which can be reached at www.techventures.columbia.edu.

You can also contact the Assistant Provost for Academic Appointments in the Office of the Provost for Morningside appointments or the Office of Faculty Affairs in the Office of the Executive Vice President for Health and Biomedical Sciences for Medical Center appointments. For a copy of the Assignment Agreement form, please visit:

http://techventures.columbia.edu/forms/material-transfer-agreement-forms.

**Protecting Intellectual Property**
Postdocs are responsible for reporting any discoveries or inventions that may have commercial value and any work that seems likely to produce such discoveries or inventions to CTV as early as possible. In addition, postdocs should be aware that dissemination of information about an innovation outside of the University could jeopardize or limit its patentability.

If you believe that you have an invention or discovery that is or may be patentable, contact CTV for guidance on the appropriate forms and to learn more about technology transfer at Columbia. CTV serves as a bridge between Columbia’s researchers and the business community, in order to transfer inventions from academic research to outside organizations for the benefit of society on a local, national and global basis.

Columbia University is considered to have one of the most experienced and successful technology transfer offices in the world, with more than 300 invention disclosures from faculty; 70 license deals, 100 industry sponsored research agreements, and 12 new start-ups each year. CTV can also assist researchers on material transfer agreements or confidentiality agreements as needed.
Misconduct in Research

Columbia University is committed to assuring the integrity of research conducted under its auspices and has put in place policies and procedures that define misconduct, outline the process for making and investigating allegations, and explain the consequences of committing misconduct. The University’s Institutional Policy on Misconduct in Research may be found at:


The University defines research misconduct as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Fabrication means the making up of data or results and the recording or reporting thereof. Falsification means the manipulation of research materials, equipment or processes, or the change or omission of data or results such that the research is not accurately represented in the research record. Plagiarism means the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.

Research misconduct does not include honest error; differences of opinion; authorship disputes that do not involve plagiarism, such as who to list as first author on a publication; or violations of other University policies, such as the sexual harassment policy.

Additional Compensation for Professional Development Activities

Columbia University recognizes that Postdoctoral Research Scientists, Scholars and Fellows (“Postdocs”) play a unique role at the University as their activities encompass both research and professional training. This dual role has been recognized in national reports and in federal regulations. In order to facilitate career development experiences for Postdocs in compliance with applicable federal regulations, the University has established guidelines and an approval form for Postdoc incidental career development activities which may be found at http://www.postdocs.columbia.edu/forms.html. Postdocs interested in engaging in career development activities which merit additional compensation (e.g. teaching), must follow these guidelines and be granted approval using the aforementioned approval form prior to the start of the activity in question. Not all activities will be approved, particularly those that do not conform to the

2 2 CFR § 200.400(f)

3 National Institutes of Health (2012) Biomedical Research Workforce Working Group Report, National Institutes of Health, Bethesda, MD, USA

policies outlined in the guidance document and those that may significantly detract from the Postdoc’s research and scholarly efforts from which they are deriving their primary salary or stipend.

**Fellow Health Benefits**

Full-time Postdoctoral Research Fellows and Postdoctoral Clinical Fellows paid a stipend are eligible for a subsidized UHC Choice 80 blended rate plan, and have a fixed contribution for this health plan, with the remainder of the plans costs being paid for by their fellowship or training grant allowance, their department or PI. More information about this policy can be found at [http://www.postdocs.columbia.edu/compensation.html](http://www.postdocs.columbia.edu/compensation.html)

**Use of the University’s Name**

Columbia’s name and reputation are assets of both academic and economic value. The University, therefore, has a compelling interest in ensuring that its name, insignias, such as the Columbia Crown and Columbia Shield, and the emblems of individual schools are used in a manner that furthers its mission and is consistent with its institutional interests. No officer should use the official title of the University, or any of its parts, except in connection with legitimate University purposes. The name of the University, its insignias, and the emblems of its schools may not be used to advertise or recommend commercial products and services, to promote the activities of outside organizations, or to further social or political causes. Exceptions require the prior approval of the Provost. These policies also apply to the use of the University name and insignias in any electronic media, including Internet addresses, websites, and domain names. In connection with their outside activities, faculty, and other officers may identify themselves as holding appointments at Columbia by listing their University titles. They should, however, be careful not to imply that the University supports, sponsors, or endorses those activities.

**Smoking, Alcohol, and Drug Use**

**Smoking**

In recognition of the health risks associated with smoking, and in compliance with the New York City law, the University has adopted a policy that restricts the right to smoke on its premises. Smoking is not permitted in any outdoor area, outdoor eating area, and any other area with signs prohibiting smoking. This policy applies to all enclosed work areas, including private offices. There are limited exceptions to these restrictions in certain areas that are enumerated in the University’s Smoking Policy. That policy can be found in the Administrative Policy Library at [www.columbia.edu/cu/administration/policylibrary/](http://www.columbia.edu/cu/administration/policylibrary/).

**Drugs and Alcohol**

It is a violation of University policy to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance in a University workplace. Postdocs may not report to work, or remain at work, while under the influence of a controlled substance or alcohol.

Any postdoc who has been convicted of an offense under any criminal drug statute must notify the Vice President for Human Resources in writing within five days of the conviction. Within 30 days of notification, the University will determine if disciplinary action is warranted. Such action may include termination or the requirement that the individual participate in a drug assistance or rehabilitation program.
Compliance

Environmental Health & Safety
Various hazardous chemicals and biological agents are routinely used in laboratories, research facilities, and hospitals. Environmental Health & Safety is the University’s resource for expert guidance and support to recognize, evaluate and control these hazards.

The University maintains a comprehensive health and safety program to protect the health of students, faculty and staff as well as the environment. Goals of the health and safety program include:

- Minimizing risk of exposure to hazardous biological, chemical, physical or radiological agents;
- Minimizing risk of work related injury and illness;
- Attaining these goals with minimum burden on education, research and patient care activities.

All laboratory personnel are required to participate in training programs as mandated by applicable federal, state and local regulations, as well as University policy.

Education and safety training sessions for laboratory personnel include:

- Welcome and orientation: required for all new personnel within 30 days of start of employment.
- Laboratory Safety and Chemical Hygiene training provides an introduction and overview of basic laboratory safety, a summary of the OSHA Laboratory Standard and the University’s policies regarding laboratory safety and chemical hygiene, including the management of hazardous chemical waste: required for all new personnel within 30 days of start of employment.
- Bloodborne Pathogen Protection training: required for all personnel working with biological and/or bloodborne pathogens within 30 days of start of employment and on an annual basis. Refresher training is available online via RASCAL.
- Formaldehyde and Xylene training: required for all personnel working with formaldehyde and/or xylene within 30 days of start of employment and on an annual basis. Refresher training is available online via RASCAL.
- Radiation Safety training: required for all personnel using radioactive materials in their research prior to start of use of radiation. Please note the following additional administrative requirements:
  - Contact the Radiation Safety Officer to obtain an “Authorization Form” to use radioactive materials (RAM);
  - Before the new employee or user starts actual work, the laboratory must be posted for RAM and a radiation film badge (if required) issued to the new employee or user.

The OSHA bloodborne pathogen exposure control plan requires that a medical surveillance program is provided for all postdocs who perform the following tasks or procedures, and may therefore may have potential exposure to bloodborne pathogens:

- Work with the following materials:
  - Human or non-human primate blood
  - Other Potentially Infectious Materials (OPIM) - (1) The following human/ non-human primate body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or
organ (other than intact skin) from a human (living or dead); and (3) HIV containing cell
or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other
solutions; and blood, organs, or other tissues from experimental animals infected with
HIV or HBV.
  o Human or non-human primate cell lines (regardless of being declared "pathogen-free").
    Includes work with viral vectors in human/non-human primate cell lines or introduction
    of human cells or cell lines into experimental mammals.
  o Infectious agents that can cause disease in healthy human subjects

- Work with non-human primates
- Participation in human research studies that may entail blood/body fluid exposure.

The medical surveillance program is provided through the CUMC Office of Workforce Health and Safety
in the Harkness Pavilion,1 South, 176 Fort Washington Ave (212) 305-7590 and is comprised of two parts:

  1) Prior to work involving risk of exposure, vaccination for hepatitis B virus is offered and must be
     formally accepted or declined by the postdoc. For non-CUMC campuses this is done by
     completing a Hepatitis B Vaccine Notification Form in the Hazardous Materials menu in RASCAL.
     For the CUMC campus this is done during a clinic visit.
  2) Following any workplace exposure, a medical evaluation if offered and may include an offer of
     post-exposure prophylactic drugs for potential HIV infection.

Environmental Health & Safety
Morningside Campus, Manhattanville, Nevis and Lamont: 212.854.8749
Medical Center Campus: 212.305.6780
Website: www.ehs.columbia.edu

Human Subjects
Postdocs may not conduct research with human subjects without the prior approval of the University’s
Institutional Review Board (IRB). Additionally, individuals conducting research with human subjects are
required to undertake mandatory educational on-line training (via RASCAL) and to prove competency
before IRB approval will be granted. Moreover, no one may work with patient records or protected health
information without completing the University’s HIPAA training. Anyone at the Medical Center who is
present in patient care settings is subject to the University’s Medical Surveillance Policies and Procedures
for the applicable campus and if such patients are at New York Presbyterian Hospital (NYPH), the NYPH
Medical Surveillance Policies and Procedures.

Institutional Review Board
Morningside Campus: 212.851.7040
Website: www.columbia.edu/cu/irb

Medical Center Campus
Phone: 212.305.5883
Website: www.cumc.columbia.edu/dept/irb

Research Involving Animal Subjects
Research involving animal subjects is required to be reviewed and approved by the Columbia University
Institutional Animal Care and Use Committee (IACUC) prior to initiation. IACUC is a federally mandated
Committee responsible for the oversight and evaluation of the institution’s animal program, procedures,
and facilities to ensure that they are consistent with the Guide for the Care and Use of Laboratory Animals, the Animal Welfare Regulations and the Public Health Service Policy on Humane Care and Use of Laboratory Animals.

The written animal protocol describes the research activities and all personnel performing those activities. Research personnel are required to be enrolled in the University’s medical surveillance program and to complete online species-specific training. All personnel who will work with rodents must receive wet lab training before they can perform experiments on rodents.

IACUC acknowledges the extensive medical advancements that are the direct result of animal research. The Committee fully accepts its responsibilities to ensure the humane care and use of animals in all activities related to research testing and education. Research is conducted in accordance with all applicable laws, regulations, guidelines and policies governing the use of animals in research.

For detailed information on Columbia University policies pertaining to animal research, refer to the IACUC website.

Institutional Animal Care and Use Committee (IACUC)
Phone: 212.305.2404
Website: www.cumc.columbia.edu/dept/iacuc

Institute of Comparative Medicine (ICM)
Phone: 212.305.3837
Website: www.cumc.columbia.edu/dept/icm

PI Waiver

In order to maintain academic standards and in recognition of the University’s assumption of liabilities under sponsored projects, the University limits the eligibility of persons who can serve as PIs.

A PI normally must have a full-time appointment and must be an: Officer of Instruction in the rank of: Professor; Associate Professor; Assistant Professor or Instructor. They may also be an Officer of Research in the rank of: Senior Research Scientist/Scholar or Research Scientist/Scholar.

Persons with appointments carrying other instructional or research titles, including those in a visiting or adjunct grade, may act as co-PIs with officers in one of the instructional or research grades cited above. However, individuals who do not meet the above criteria may not serve as the sole PI without the approval of their department chair, director, dean or vice president and the Provost.

The Provost has delegated the authority to make such exceptions as follows:

- For officers at CUMC, the Executive Vice President for Health and Biomedical Sciences;
- For those holding appointments at the Lamont-Doherty Earth Observatory, the Director;
- For those holding appointments elsewhere in the University, the EVPR.

Officers seeking an exception to this policy should submit a request through SPA. Approval may be requested on a project-by-project basis or for all projects of the officer. The request must be countersigned.
by the appropriate chair or director and dean or vice president in order to acknowledge the financial responsibility of the department or school for the proposed project or projects. In addition, the request must include the individual’s curriculum vitae and, if it relates to a specific project, an abstract of the project.

Ombuds Office

The Ombuds Office helps to promote civility, mutual respect and ethical conduct, and to identify ways to prevent disruptive conflict by alerting the administration to policy issues and recommending changes in University practices. The Ombuds Office is designed to be an accessible entry-point for individuals at all levels of the University to bring concerns about misunderstandings, incivility or possible wrongdoing; it is intended to be a safe and open place to discuss issues without fear of retaliation. The Ombuds Office fills a need for those whose complaints do not fall within the scope of any existing policies, procedures, or jurisdictions – providing a resource for people with unusual or “grey area” concerns, or whose conflicts could not be resolved by other University processes.

The Ombuds Officers are designated neutrals who are available to provide independent, confidential, neutral and informal problem solving and conflict resolution assistance to all faculty, staff and students of the University.

The Ombuds Office is a place where members of the University community can seek guidance regarding disputes or concerns at no cost and at any stage in the resolution process, as a first step or a last resort. The Ombuds Office is a resource for information about University structure, policies, procedures, and practices; it confidentially receives concerns or complaints about allegations and perceptions of interpersonal conflicts, improprieties or unfairness, or broader systemic problems. The Ombuds Officers listen, provide information and referrals, and offer a flexible range of options for resolving a problem. The Ombuds Office supplements but does not replace the existing resources for conflict resolution and fair practice at Columbia University.

http://ombuds.columbia.edu/
Office hours: Monday – Friday, 9am-5pm
Email: ombuds@columbia.edu

Morningside
660 Schermerhorn Extension
Phone: 212.854.1234
Fax: 212.854.6046

Medical Center
154 Haven Avenue, Room 412
Phone: 212.304.7026
Fax: 212.854.6046
Grievance Procedures

Postdocs, with certain exceptions for Postdoctoral Residency Fellows, have several avenues of redress if they feel they have been treated unfairly. Postdocs who have experienced or witnessed acts of sexual harassment or discrimination should review the section on discrimination and harassment in this handbook for further reporting information. Postdocs who experience problems with their appointment, compensation, or working conditions should talk first to their principal investigator. If the problems cannot be resolved in this manner or if they feel uncomfortable approaching their principal investigator, they may seek redress from their department chair, institute or center director, or from the appropriate dean or executive vice president. Postdocs with concerns related to their appointment status (e.g. notice of termination) should consult with Pearl Spiro (ps27@columbia.edu), the Associate Provost of Academic Appointments, if they are affiliated with the Morningside campus or Anne Taylor (ataylor@columbia.edu), the Senior Vice Dean for Faculty Affairs and Career Development at CUMC, if they are affiliated with the medical campus.

Postdocs may also seek information and advice from the University Ombuds Office (http://ombuds.columbia.edu/), which will provide information and counseling on a confidential basis. With the consent of both parties, the Ombuds Office will also attempt to mediate an information resolution to their disagreement.

Postdocs dissatisfied with the outcome of the efforts within their department, school, institute or center to resolve their complaints may seek a further evaluation by the Provost. The mechanism the Provost uses to conduct that review depends on the nature of the complaint. Further information regarding grievance procedures for Officers of Research, including postdocs, can be found in the Faculty Handbook at http://www.columbia.edu/cu/vpaa/handbook/research.html#grievance_procedures.

Leaves of Absence and Terminations

Leaves of Absence
Full-time postdoc research scientists/scholars are eligible for leaves of absence for medical reasons, child care, military service or personal leaves to care for an ill family member. Full-time postdoctoral research and clinical fellows receiving stipends are not covered by either the University’s salary continuation plan or its long-term disability insurance. While the University grants medical leaves to these officers when they experience a disabling illness or injury, the continuation of the fellowship stipend depends on the rules of the granting agency. If these rules permit, the University will continue the stipend for as long as the granting agency permits. Fellows should consult with their funding agency or entity on relevant policies surrounding leaves of absence.

A leave is generally given with the expectation that the individual will return for at least one year to full-time service on its completion. However, no one is guaranteed an appointment beyond the stated term of service as a result of taking a leave, with the exception of officers who have been granted leaves for medical reasons (in which case the leave will be extended for as long as a physician indicates that the individual cannot work), child care or military service, or personal leave to care for an ill family member.

Further information surrounding leaves for child care has been addressed in the ‘Child Care Leave’ section of this handbook, and postdocs are advised to review this section for further information about these types of leaves.
All leaves for postdocs must be approved by the postdoc’s primary investigator; the appropriate chair of a department or director of an institute or center; the appropriate vice president or dean; and the Provost prior to the individual going on leave.

Postdocs are not entitled to leaves of absence in order to participate in research at another academic or research institution. They may, however, resign their appointments and be reappointed, at the University’s discretion, once they are ready to resume their responsibilities.

Postdocs should request leaves of absence well in advance of their start so that their principal investigator and chair, director, dean, or vice president can plan for their replacement. Leaves require the necessary approvals before they can begin.

Complete information on Leaves of Absence can be found in the Faculty Handbook:

http://www.columbia.edu/cu/vpaa/handbook/research.html#leaves_of_absence

Terminations
Appointments as postdocs may end as a result of any of the following actions: a decision not to reappoint, resignation, layoff or dismissal.

A primary investigator who wishes to terminate a postdoctoral research scientist/scholar prior to the end of his/her stated term of appointment must consult with the appropriate chair of a department or director of an institute or center, the appropriate dean or vice president and the Provost before taking any action or notifying the postdoc. Once the department has received the Provost’s approval to proceed with the termination, it should consult with ISSO or IAO if the postdoc is not a U.S. citizen. Federal law requires that the Department of Homeland Security be notified of the termination of a foreign postdoc and such termination may have significant immigration consequences.

Postdocs are guaranteed appointments for the duration of their stated terms, with certain exceptions for postdoc fellows. The University reserves the right to terminate the appointments of postdoc residency fellows if they cease to be enrolled in a training program at an affiliated hospital or institute or if the affiliation agreement between the University and the hospital or institute or if the affiliation agreement between the University and the hospital or institute at which they are training ends. Similarly, the University retains the option of terminating the postdoc research and clinical fellows if they lose their fellowships. In addition, these postdocs, as well as all other officers of research, may be dismissed “for cause,” as described below.

Notice of Nonrenewal
Postdoctoral appointments are not made for more than a year at a time and postdocs are not entitled to a minimum period of notice of nonrenewal. However, principal investigators are responsible for informing them in advance of a decision not to renew their appointments. The Provost may require that an appointment be extended in the absence of a compelling reason for giving less than three months’ notice.

Notice of nonrenewal must be given in writing. The Provost may require a department, school, institute or center to extend a research appointment if this obligation is not met.
**Resignation**

A resignation is defined as a voluntary separation from employment. If a postdoc wishes to resign he/she should discuss this with his/her adviser as soon as possible. In any event, a postdoc research scientist/scholar should give notice in writing to his/her adviser as early as possible, with the expectation that, when possible, at least three months notice be provided before the resignation will be effective. Postdoc research fellows must comply with the terms and conditions of the awards under which they are being supported.

**Dismissal**

Dismissal for cause is permitted only when there is clear evidence of failure to perform professional responsibilities or personal misconduct, according to the procedures described below. Postdoctoral research scientists/scholars also may be dismissed for a violation of the “Rules of University Conduct” concerning demonstrations, rallies and picketing, following a separate set of procedures. See:


A principal investigator is expected to attempt to resolve problems with the performance or behavior of a postdoc before initiating any action to suspend or dismiss. The principal investigator should meet with the postdoc to discuss the problems and ways of addressing them. If the postdoc’s performance or behavior does not improve, he/she should be given an oral warning and then a letter that clearly describes the problems, details the actions the postdoc must take to remedy them, and warns that disciplinary action, up to and including dismissal, will be taken if they are not corrected within a specified period of time. Before taking any of these steps, the principal investigator should contact the office of the applicable dean or vice president, or the Provost.

To ensure that postdocs are not subjected to arbitrary or discriminatory procedures, all terminations before the end of the stated term of appointment must be approved by the appropriate chair of a department or director of an institute or center, the appropriate dean or vice president and the Provost before the postdoc is notified, except in the case of Postdoc Residency Fellows. The Provost has delegated responsibility for reviewing requests to terminate for cause to the Senior Vice Provost for Academic Administration. A postdoc may grieve a decision of dismissal. Postdocs who elect that option may not be terminated until the investigation of their complaint is completed, and the Provost concludes that the decision to dismiss is justified. They normally continue to receive salary until the Provost reaches a decision.

In most instances, disciplinary action against postdoctoral residency fellows is initiated by the hospital or institute at which they are training. Since these fellows may be terminated only after the procedures of the hospital or institute have been followed, the University’s policies on termination and its grievance procedures do not apply to them. The University’s policies with respect to dismissal are applicable only when the action is initiated by one of its departments.