

Postdoc Handbook

Department of Microbiology & Immunology

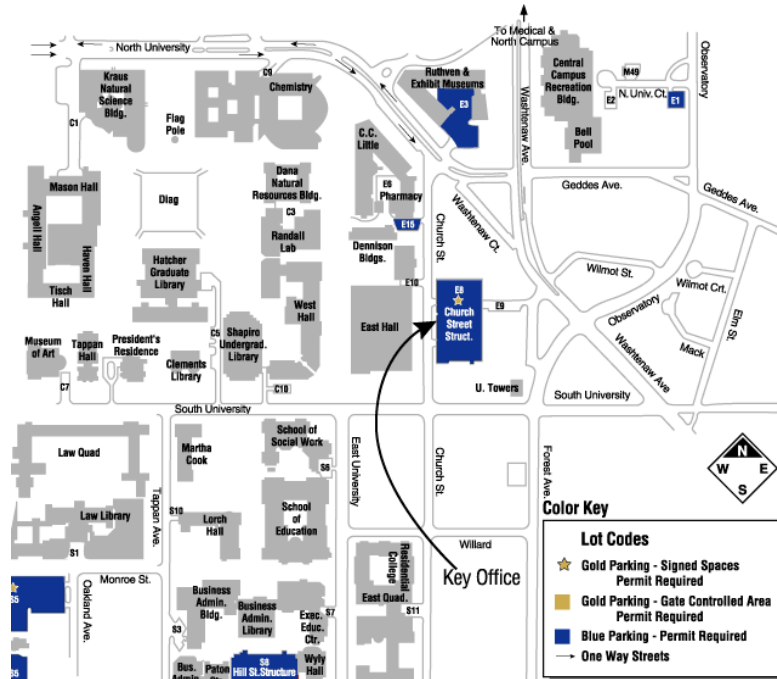
University of Michigan

Revised September 2020

Arrival Checklist

Welcome to the University of Michigan! During your first few days on campus, you will need to complete the following tasks in order to complete your hire, register for benefits and obtain access to buildings.

- Make arrangements to meet with your research advisor/Principal Investigator (PI) and other colleagues to learn the specific information needed about your lab and other work areas.
- Fill out paperwork with departmental office staff. Ask your PI to introduce you to the office staff. The first step is to complete employment paperwork with Carol Solomon (this may have been completed prior to you arriving on campus) and one of the designated I-9 Centers. To do this you will need your passport or driver's license and social security card (the I-9 Center must see the actual social security card).
- Obtain paperwork authorizing you to pick up keys from Carol Solomon or Bonnie Krey. Once you have completed the paperwork, you will pick up keys at the key office at 525 Church Street. Map to the key office:



It is located on the sidewalk level of the Church Street Parking Structure.:

Mon: 7:30 a.m. - 12:00 p.m. &

12:30 p.m. - 3:45 p.m

Tue: 7:30 a.m. - 11:30 a.m. &

1:00 p.m. - 3:45 p.m

Wed: 7:30 a.m. - 12:00 p.m. &

12:30 p.m. - 3:45 p.m

Thurs: 7:30 a.m. - 12:00 p.m. &

- Once your employee appointment has gone through the university system, you will be assigned a username and identification number. You can find your assigned username by searching for your name at <https://mcommunity.umich.edu/#>
- Once your UM username and identification number have been assigned you need to set your Level 1 (Kerberos) and Level 2 passwords in order to access university systems including your email. You will need to be sponsored by Carol Solomon in the office in order to obtain your level 2 password. You will need to contact Carol asking for sponsorship. Once she has obtained your sponsorship she will be able to email you the information to setup your Level 2 password. You can then use your Level 2 credentials to set up a Level 1 password.
 - Note: Your level 2 password can be used to access your Microsoft Outlook (@med.umich.edu), and your level 1 password is for the Gmail account (@umich.edu). **All emails sent to @umich.edu will go to both accounts, but only @med.umich.edu will go to the Outlook account.** Plan accordingly when you initially join departmental listservs.
- Obtain paperwork for your MCard ID from Carol Solomon or Bonnie Krey. Once you have completed the paperwork for your MCard ID, you should go to the UM ID office at the Med Inn to obtain your physical MCard.
 - Directions to Med Inn from department office: Take the double elevators in Med Sci I Bldg to 3rd floor. Upon exiting the elevator go left and following the hallway through to window tunnels, past the coffee shop into the University Hospital. Once in the hospital, there will be a hallway on your right. It is posted with Med Inn. Take this hallway to the elevators just past the dental office and go to the first floor. Follow signs to the Key and ID Office.
- Register to attend the University of Michigan Postdoc Orientation at <https://secure.rackham.umich.edu/postdoc-orientation/> Here you will learn more about the University of Michigan Postdoc Association and the resources they offer.
- Enroll in one of the university benefits plans available to you.
 - This must be completed within 30 days of your start date.
 - Registration is done online through Wolverine Access.
 - All questions should be referred to the benefits office at 734-615-2000.
 - You can find more information on benefit plans and holiday, vacation, and sick days at <https://hr.umich.edu/working-u-m/my-employment/faculty-human-resources-services/benefits-postdoctoral-research-fellows> and in the UM Postdoc Handbook at <http://www.rackham.umich.edu/downloads/PostdocHandbook.pdf>
- Setup tax withholding from your paycheck.
 - All tax information can be found on Wolverine Access, Employee Business and can be changed at any time.

- The International Center assists international students/staff with filing taxes, and also conducts Federal and State tax information sessions. The GLACIER Tax Prep software is a tax return preparation software program that is available free of charge if you have a U-M username and password.
- Review University policies and resources:
 - The university's Standard Practice Guide contains the university policies. To make certain you understand the policies regarding Postdoctoral Research Fellows, read carefully through <http://spg.umich.edu/policy/201.19>
 - [Rackham Postdoc Page](#) including a [Handbook for Postdocs](#)
 - [Michigan Medicine Postdoc Page](#)
- Review the website for Parking and Transportation Services, <http://pts.umich.edu/> for complete information about bus schedules and routes, parking permits, maps, disability services and more.
- If you are an international postdoc, go to the International Center and see the section for international postdoc towards the end of this packet.

WHO DO I ASK ABOUT...?

Paychecks	Kathleen Olbrich, Susan Agnew
Problems with email, internet access	http://its.umich.edu/help/ Location: Ground floor of Taubman Health Sciences Library, across from coffee shop Email: 4HELP@umich.edu
Keys, building access	Bonnie Krey
Reimbursements (travel, entertainment)	Bonnie Krey, Sheryl Smith
Scheduling meeting rooms	Bonnie Krey, Sheryl Smith
Issues with personal computer for research activities	msishelp@umich.edu http://hits.medicine.umich.edu

Departmental Information

As you get established on campus and in your lab, you may be interested in the following department events and resources:

- Once your email is setup, you may be interested in joining the following listservs:
 - microbiology@umich.edu (email unickname to sherylhs@umich.edu)
 - Departmental Postdoc Listserv micropds@umich.edu (email unickname to blcl@umich.edu)
 - University of Michigan Postdoc Association (UMPDA)- You should be added to the listserv after attending orientation
 - Bacterial Pathogenesis Journal Club- email Allyson Shea (shallyso@umich.edu) or Arwen Frick-Cheng (arwenf@umich.edu) to sign up
 - Virology Journal Club- email Christiane Wobus (cwobus@umich.edu) to sign up
 - Host Microbiome Initiative- Microbiome Group- email Michael Dority (midority@umich.edu) to sign up. Emails include microbiome related seminars as well as funding opportunities.
- Department Website- Postdocs are featured on the departmental website at <https://medicine.umich.edu/dept/microbiology-immunology/faculty/postdoctoral-fellows>
To be included please email a headshot and short blurb about yourself to Carol (carolyn@med.umich.edu). We also encourage your PI to send this information with a picture out to the entire department. Please include whatever personal information you are comfortable sharing as we want to get to know you!
- Microbiology & Immunology Postdoc Association
 - See next section
 - To join the M&I Postdoc listserv email your unickname to Bonnie at blcl@umich.edu
- Microbiology & Immunology Diversity, Equity & Inclusion (DEI) Committee
 - Open to all members of the department.
 - Committee members regularly meet to plan activities and develop policies to foster DEI in the department.
 - For more information on events and DEI resources:
<https://medicine.umich.edu/dept/microbiology-immunology/about-us/diversity-equity-inclusion>
 - If you would like to join the committee, please email Akira Ono (akiraono@umich.edu) to have your email added to the mailing list.

- You may wish to have business mail sent to the department rather than your personal address:
 - University of Michigan Medical School, 1150 West Medical Center Drive, 5641 Medical Science II, Ann Arbor MI 48109-5620
 - Your mail will be placed in your PI's mailbox, located in the mailroom of the main office.

- Micro812- Trainee seminars are presented Fridays from 12-1 pm in Med Sci II, room 5623. Second, third, and fourth year graduate students present seminars on their own research and additional slots may be filled by postdocs. Assignments are made during the summer for the following academic year, you should receive an email to sign up in late June. At least two days prior to seminar the presenters should send out an email to the department with their name, mentor's name, title of abstract, and abstract. Contact Heidi Thompson for scheduling.

- Departmental Seminars- Microbiology & Immunology seminars normally start at 12:00 noon on Thursdays. For your own professional development and as a courtesy to the speakers and hosts please make it a habit to attend the seminars. The schedule is listed on the departmental website <https://medicine.umich.edu/dept/microbiology-immunology/seminars>. Reminders as well as opportunities to meet with some speakers will be emailed out to the department. The postdoc association hosts two speakers each academic year that are chosen by the M&I PDA. All interactions with invited speakers are hosted and include postdoctoral trainees, typically spearheaded by the president.

- Teaching opportunities:
 - Bacterial Pathogenesis Journal Club. Contact [Joyce Wang](mailto:Joyce.Wang@umich.edu) Arwen Frick-Cheng arwenf@umich.edu , or Allyson Shea shallyso@med.umich.edu for additional info.
 - Host-Defense Journal Club. Contact Beth Moore bmoore@umich.edu
 - Methods in Microbiology & Immunology Course. Contact Nicole Koropatkin nkoropat@umich.edu.
 - U-M Software Carpentry: offers two-day Software Carpentry and Data Carpentry workshops. <https://umswc.github.io/>. Join the listserv: swcarpentry-requests@umich.edu.

- Department Retreat- The department retreat is held once every two years at an off-campus location. The next retreat will likely be held in October 2020.

- If your funding mechanism requires you to take an ethics training, you may want to enroll in the Research Responsibilities and Ethics (PIBS 503) course. You can do this by contacting Michelle DiMondo, the course administrator, at mdimondo@med.umich.edu to enroll for the Fall Semester.

- Twice weekly tea time at 3pm every Tue and Thu during winter months. Reminders will be sent out to the department by the host lab.

M&I Postdoctoral Association

The Postdoc Association for our department currently serves over 40 fellows in the Microbiology & Immunology department. Our faculty affiliate is Dr. Michele Swanson, who serves as the Director of Postdoctoral Studies for the University of Michigan. As a group, we are here to support one another and make the transition to the University of Michigan as smooth as possible. We are a diverse group of researchers whom promote a collaborative, cohesive, inclusive, and friendly culture for our department and we **welcome** you!

As a cohort, we meet monthly to discuss issues, events, and opportunities that pertain to the postdoctoral community. Each year in the summer, we elect a president or co-presidents to serve the postdocs of M&I. The roles of the presidents are described below, certain tasks may be delegated by the president(s), but ultimately the president is responsible for the outcome.

M&I Presidential duties

- Updating the Handbook- each year the handbook must be looked over and contact information should be updated.
- Scheduling of monthly meetings- once a month a meeting must be held (in-person or virtual) this includes scheduling, reserving a room, ordering food, creating an agenda, and taking attendance. (admin contact: Bonnie Krey)
- Attending monthly faculty meetings- represent the postdoctoral community by raising concerns and issues. (faculty contact: Beth Moore)
- DEI Postdoc Representative- attend the monthly meetings. (faculty contact: Akira Ono)
- Postdoc-Invited Guest Speakers- each academic year the M&I postdocs are allowed to host two external invited guest speakers. The president must collect nominations, hold a vote, send invitations to speakers, create the itinerary, and oversee the execution of hosting the speaker. (admin contact: Bonnie Krey)
- 812 Seminar Series- serve as the contact for scheduling postdoc speaking sessions in the weekly 812 seminar series. (admin contact: Heidi Thompson)
- Electing M&I President(s)- nominations should be collected each summer and a vote should elect the president for the academic year (September-August).

Travel & Conferences

Travel Expense Reimbursement

Please check with your PI on proper reimbursement procedure for your group prior to making reimbursable purchases but most postdocs will submit travel/expense reports via Concur which can be accessed through Wolverine Access (wolverineaccess.umich.edu). Unless it is a personal expense, a short code must be provided with each receipt. No expenses will be reimbursed if submitted over 45 days after the return date.

Getting Started with Concur

Access Concur via Wolverine Access (<https://wolverineaccess.umich.edu>) – choose Finance, then choose Travel and Expense. Log on with your Level 1 password. Once you're in the system, the first step is to create a profile. At the top right of the home page, click on 'Profile'. From the list on the left, select 'Personal Information.' Your name should exactly match the photo ID that you plan to use at airport security. Fill in the required information and hit 'save'. Next; from the list to the left under 'Expense Settings', choose 'Expense Delegates'. Click 'Add Delegate', and then add Bonnie Krey (easiest to search via her unique name– blcl). Hit save. Next, choose 'Expense Approvers', and add Ann Smith (annsmith). Hit save. Lastly, under 'Other Settings', choose 'E-receipt Activation' and follow the instructions. You are now ready to submit expense reports. Following submission, reimbursement generally takes 7 days. Contact Bonnie Krey for assistance (763-3531 or blcl@umich.edu).

Travel and hosting expenses that are reimbursable include the following:

1. Airfare (or train fare). Coach fare only. Must use US airline if traveling overseas and expensing to a federal account. Original receipt/statement required indicating method of payment.
2. Lodging. Itemized hotel receipts required. Single occupancy or conference rate only.
3. Per diems (travel meals). The per diem rate is based on current IRS rates. Please visit this website for details. <http://www.gsa.gov/portal/category/21287>. (On the first and last days of travel, the per diem is 75% of the daily rate.) Although we reimburse per diems for travel meals, the department still requires receipts. It is departmental policy to reimburse travelers solely for the amount they actually spent if that amount is less than the full per diem rate. Also, the university requires that we submit the conference program from any meeting you attend. This is so that the auditors can verify that we are not asking for reimbursement for meals that were provided for you by the meeting.
4. Car Rental. Original itemized receipt/rental agreement required. In most cases, you will need to provide a memo explaining why it was more cost efficient to rent a car as opposed to taking public transportation or taxis.
5. Taxi/Shuttle. Original receipts required.
6. Hosting. Must be directly related to University business. Itemized receipts required. (No credit card authorization slips, please – must be itemized.) Maximum allowable rates are \$25 for

breakfast, \$25 for lunch and \$55 for dinner. The department does not reimburse for alcohol with the exception of rare, special events. Prior approval must be granted.

7. Other Expenses

- Registration Fees
- Personal automobile mileage. Mileage includes the cost of fuel. The amount requested for personal automobile mileage may NOT exceed the cost of coach airfare. Please provide mapquest or google map documenting the mileage.
- Fuel. Fuel is only reimbursable with rental cars.
- Parking.
- Photocopying, conference materials, etc.
- The department does NOT reimburse for alcohol with the exception of rare, special events. Prior approval must be granted.

Registration and airfare can be reimbursed prior to travel, when you incur the expense. Meals, lodging and other travel expenses will be reimbursed after completion of the trip. If you are paid via direct deposit for your payroll check, your travel reimbursement will automatically be deposited there. Reimbursement of paper Travel and Hosting Expense Reports takes approximately 6 weeks. If you have any questions about reimbursement and/or allowable expenses, please contact Bonnie Krey (763-3531 or blcl@umich.edu) or visit the University of Michigan Accounts Payable Travel and Expense website.

<http://www.procurement.umich.edu/travelexpense.html>

Other Useful Conference Information

- Poster printing:
 - LSA (Randal Hall): https://kb.lsa.umich.edu/public/index.php/Poster_Printing
 - Duderstadt Center in Pierpont Commons on North Campus: <https://its.umich.edu/computing/computers-software/campus-computing-sites/printing/poster-printing>
- Scientific Conferences commonly attended by department members:
 - Gordon Research Conferences
 - ASM General Meeting
 - ASV General Meeting
 - Cold Spring Harbor Meetings & Courses
 - Midwest Microbial Pathogenesis Conference
 - Keystone Symposia
 - FASEB Science Research Conferences

Travel Awards for Postdocs

- Applications for departmental travel awards will be emailed out twice per year- once in December for travel January- June and once in June for travel July-December. You are eligible to receive a travel award once during your tenure as a postdoc in the department and supports postdoctoral fellows whose first author abstracts are selected for oral or poster sessions at a conference or meeting. Preference will be given to those making

oral presentations and based on funding of PI. Contact Nicole Koropatkin for more information.

- UMPDA Travel Awards: <https://umpda.rackham.umich.edu/award/travel-award/#:~:text=The%20University%20of%20Michigan%20Postdoctoral,to%20attend%20conferences%20or%20meetings.&text=Travel%20to%20conferences%20held%20outside,travel%20awards%20will%20be%20granted.>
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Funding and Awards

Coordinating Applications with the Departmental Grants Team

Many fellowship applications must be reviewed by the departmental grants team and the university Office of Research and Sponsored Projects prior to submission. If you are planning to submit a funding application, please contact Cindy Shaw as soon as possible prior to the deadline to begin that process. Applications are routed through the department, Medical School, and ORSP, so must be submitted at least 10 days prior to the funder's deadline.

Resources for Finding Funding

- NIH RePORTER- <http://projectreporter.nih.gov/reporter.cfm>
- AAAS Resources for Funding- <http://www.sciencemag.org/careers/where-search-funding?CFID=1044772&CFTOKEN=75364143>
- Minority Postdoc Resources- <http://www.minoritypostdoc.org/view/resources.html#DivPD>
- University of Michigan Postdoctoral Opportunities- <http://www.rackham.umich.edu/postdoctoral/opportunities>
- Pivot Funding Search- https://pivot.cos.com/funding_main
- The Microbiome listserv sends out weekly funding announcements and job opportunities.

Internal Fellowship

- Molecular Mechanisms of Microbial Pathogenesis Training Grant
 - Recent Awardees: Arianna Miles-Jay (Snitkin Lab), Kris Blair (Sandkvist Lab), Jay Vornhagen (Bachman Lab), Charles Wang (Dawid Lab), Jacqueline Esquiaqui (Telesnitsky Lab), Kayla Peck (Lauring Lab), Geoffrey Hannigan (Schloss Lab), Geetha Kannan (Carruthers Lab)
- Immunology Training Grant
 - Recent Awardees: Andrew Diamos (Wobus Lab), Alanna Condren (Sherman and Collins Labs)
- Michigan Society of Fellows
 - <http://societyoffellows.umich.edu/>

- Postdoctoral Translational Scholars Program
 - <http://www.michr.umich.edu/education/postdoctoral/ptsp>
 - Recent awardees: Lisa Abernathy Close (Young Lab), Sarah Tomkovich (Schloss Lab), Carmen Mirabelli (Wobus Lab), Jay Vornhagen (Bachman Lab), Joyce Wang (Snitkin Lab), Matt Ostrowski (Martens Lab), Anna Seekatz (Young Lab, 2014-2016), David Hill (Young Lab, 2016-2018), and Marc Sze (Schloss Lab, 2017-2019)

Internal Awards

- Outstanding Postdoctoral Fellow Award
 - <http://www.rackham.umich.edu/postdoctoral/outstanding-postdoctoral-fellow-award>
 - Recent Awardees: Rebecca Pollet (Koropatkin Lab), Marc Sze (Schloss Lab)
 - Applications due August 2, 2020
 - \$1000 award

External Fellowships

- NIH NRSA
 - http://grants.nih.gov/training/f_files_nrsa.htm
 - Previous awardees: Allyson Shea (Mobley, 2019)
- USDA NIFA
 - <http://www.nifa.usda.gov/funding/rfas/afri.html>
- AAAS Science and Technology Policy Fellowship
- American Heart Association Postdoc Fellowship (International postdocs are eligible!)
 - Previous awardees: Darrell Cockburn (Koropatkin Lab)
- NIH Pathway to Independence (PI) Award (K99/R00)
 - **International postdocs are eligible!**
 - Previous awardees: Chelsea Armbruster (Mobley, 2015)
- Life Sciences Research Foundation <http://www.lsrp.org>
- Jane Coffins Child Memorial Fund for Medical Research <http://www.jccfund.org>
- Helen Hay Whitney Foundation <http://hhwf.org>
- The Company of Biologists' Travelling Fellowships to visit a lab for collaboration <http://www.biologists.com/travelling-fellowships/#faq>
- ASM Career Development Grants for Postdoctoral Women

Other Resources

Work-Related and Personal Issues

- Faculty and Staff Counseling and Consultation Office (FASCCO)

- <https://hr.umich.edu/benefits-wellness/health-well-being/mental-health-counseling-consultation-services/faculty-staff-counseling-consultation-office-fascco>
- FASCCO is a University of Michigan program that offers a number of services designed to help all staff, faculty, and their immediate family members with personal difficulties encountered at both work and home.
- Medical School Office of Counseling and Workplace Resilience
 - <https://hr.umich.edu/benefits-wellness/health-well-being/mental-health-counseling-consultation-services/michigan-medicine-office-counseling-workplace-resilience>
 - An additional program for those at the Medical School is the Office of Counseling and Workplace Resilience, a confidential, no cost service for faculty, staff, and their families. Their goal is to inspire ongoing individual and organizational development, while contributing to the health and well-being of the Health System community
- Work/Life Resource Center
 - <http://www.hr.umich.edu/worklife/>
 - The Center can help employees with needs related to childbirth leave, childcare, care for aging parents, and many other related issues.
- Postdoctoral Ombuds for Dispute Resolution
 - <http://www.rackham.umich.edu/current-students/policies/dispute-resolution>
 - The Postdoctoral Ombuds is a confidential, impartial, informal and independent resource for Resources information or dispute management that serves postdoctoral fellows. The Ombuds provides an environment where fellows can obtain information, review options and resolve problems. The Ombuds is not required to report the details of private conversations at any time. Contact Darlene Ray-Johnson: rayj@umich.edu or (734) 764-4400.
- Academic Human Resources Dispute Resolution Policies
 - <http://hr.umich.edu/acadhr/researchfellows/dispute.html>
 - Here you will find resources that may be of help concerning employee-related problems or conflicts. Among the topics covered here is a guide offering information about how to navigate the dispute resolution process, as well as information regarding formal dispute resolution options available within university's schools and colleges.
- The Center for the Education of Women
 - <http://www.cew.umich.edu>
 - The Center provides counseling and educational programs to women and men regarding academic, career and life issues; conducts social research on policy and gender issues; and advocates for improved policy and practice.
- Michigan Office of Research (<http://www.research.umich.edu>) and Office of Research Ethics and Compliance offers many resources on research including information on safety, conflict-of-interest, and ethics
- Office for Health Equity and Inclusion
 - med.umich.edu/ohei

- UM Compliance Hotline
 - This hotline can be used to report financial, regulatory, discrimination, and employee safety concerns or anything that seems inconsistent with the university's ethical standards.
 - <http://compliance.umich.edu/about-the-program/report-a-concern/>
- Office for Institutional Equity
 - This is the office for official complaints about office place discrimination or harassment.
 - <https://hr.umich.edu/working-u-m/workplace-improvement/office-institutional-equity>
- Training for Diversity, Equity, and Inclusion
 - Courses through Human Resources including Unconscious Bias: <https://hr.umich.edu/working-u-m/professional-development/learning-professional-development/courses/diversity-equity-inclusion>
 - Responding to Incidents of Hate Speech (Center for Research, Learning and Teaching) <http://www.crlt.umich.edu/node/93036>
 - Responding to Everyday Bigotry (Southern Poverty Law Center)- <https://www.splcenter.org/20150126/speak-responding-everyday-bigotry>
 - Techniques for intervening if you witness hate speech or harassment- http://www.huffingtonpost.com/entry/comic-islamophobia-racism-guide_us_582b6cd5e4b01d8a014aea4b

Self-Care & Support Resources

- University of Michigan Postdoctoral Association (UMPDA) Postdoc Groups
 - These groups of like-minded postdocs are formed around common life experiences (such as international postdocs) or common interests (such as the science and beer group).
 - <https://umpda.rackham.umich.edu/activities/circles/>
- MHealthy
 - <http://www.hr.umich.edu/mhealthy/>
 - Postdoctoral fellows can take advantage of the many programs and services provided by MHealthy to help meet health and wellness needs; these include physical activity, nutrition, ergonomics, tobacco treatment and alcohol management. Some activities qualify for monetary rewards.
- Recreational Facilities
 - <http://www.recsports.umich.edu/facilities>
 - Postdoctoral fellows are eligible to purchase discounted memberships for access to the university's outstanding facilities and amazing variety of recreational activities.
- Psychiatric Emergency Services (PES) at the University Hospital
 - <http://www.psych.med.umich.edu/patient-care/psychiatric-emergency-service/>
 - Crisis phone service: 734-936-5900

- PES provides emergency/urgent walk-in evaluation and crisis phone services for people of all ages and is available 24 hours a day, 7 days a week. Services include: psychiatric evaluation, treatment recommendations, crisis intervention; screening for inpatient psychiatric hospitalization and mental health and substance abuse treatment referral information.
- Psychological Clinic
 - <http://mari.umich.edu/adult-psychological-clinic>
 - Social workers, psychologists and psychiatrists offer a range of mental health services, including depression and anxiety, problems with procrastination, and problems with personal relationships.
- Sexual Assault Prevention and Awareness Center (SAPAC)
 - <http://sapac.umich.edu/>
 - This center promotes and supports survivor healing, and provides educational and supportive services for the University of Michigan community related to sexual assault, intimate partner violence, sexual harassment, and stalking.
- National Suicide Prevention Lifeline
 - suicidepreventionlifeline.org
 - 800-273-TALK (8255)
- U-M Depression Center
 - depressioncenter.org
 - 734-936-4400

International Resources

- International Postdoc Circle
 - This is a social and support group of fellow international postdocs.
 - You should be given the opportunity to join this group at orientation.
- International Center
 - <http://internationalcenter.umich.edu/>
 - The International Center provides a variety of services to researchers, scholars, faculty and staff at the university. They are a key source of assistance to international research fellows, particularly in issues related to visas, taxes and immigration.
- The English Language Institute
 - <https://www.lsa.umich.edu/eli/resources/visiting-scholar-resources>
 - The Institute provides courses and other opportunities designed especially to meet the needs of international visiting scholars and researchers across disciplines who are engaged in academic research at the university.
- Graduate Rackham International (GRIN)
 - <http://grin.rackham.umich.edu/>
 - This is a graduate student organization but is open to all UM faculty, staff, postdocs, students, etc.

Underrepresented Group Resources

- Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS) at University of Michigan
 - <https://sacnasatumich.wordpress.com>
 - <https://maizepages.umich.edu/organization/SACNASatumich>
 - This group of minority scientists meet to discuss diversity efforts on campus, further each other's careers through peer mentoring, and grow in friendship.
- Campus Disability Resource Directory
 - <http://hr.umich.edu/oie/disability.html>
 - This full resource listing is maintained by the Office of Institutional Equity. The University of Michigan promotes the full inclusion of individuals with disabilities and complies all federal and state laws that prohibit discrimination on the basis of disability. The University will provide reasonable accommodation to qualified individuals with disabilities upon request. This guide provides general accessibility information, as well as information of particular interest to students, faculty and staff. Local, state and national disability resources are also included. Relevant information about transportation will be found in this guide under "Living in Ann Arbor."
- U-M Spectrum Center
 - <https://spectrumcenter.umich.edu>
 - Resources and support for the LGBTQA community
- Multi-Ethnic Student Affairs
 - <https://mesa.umich.edu>
- Association for Women in Science at UM
 - <http://awisumichchapter.weebly.com/>

Professional Development Resources

- The Michigan Medicine Office of Graduate & Postdoctoral Studies employs several individuals focused on Career & Professional Development. These individuals should serve as resources for postdocs including their one-on-one advising appointments for postdocs in the UM Medical School. You can learn more at <https://ogps.med.umich.edu/resources/cpd/>
- The Center for Research on Learning and Teaching
 - <http://www.crlt.umich.edu/programs-services/graduate-students-post-docs>
 - CRLT offers programs and services designed to support postdoctoral fellows in all stages of their teaching careers from training for their first teaching experiences through preparation for the academic job market. CRLT's services are generally open to postdoc fellows whether or not they are teaching.
- Rackham Professional Development Calendar
 - Many of these events are targeted at graduate students but are open to and helpful for postdocs.
 - <http://www.rackham.umich.edu/students/pad>

- Rackham Professional Development Diversity, Equity, and Inclusion Certificate is a program open to graduate students and postdocs offered at least once a year: <https://rackham.umich.edu/professional-development/dei-certificate/>
- Data Analysis Networking Group (DANG!) – Networking/seminar group focused on microbial data analysis that holds monthly meetings. Join the DANG listserv: umich.dang-requests@umich.edu , website: <https://um-dang.github.io/> Follow on twitter: https://twitter.com/um_dang
- Versatile PhD- University of Michigan maintains a subscription to this site that includes resources to help you identify careers outside of academia.
 - <https://versatilephd.com/how-to-login-if-your-institution-is-subscribed/>
- National Postdoctoral Association
 - <http://www.nationalpostdoc.org>
- Office of Graduate and Postdoctoral Studies
 - <http://www.med.umich.edu/medschool/students/gradprog.html>
- Resources for Careers in the Consulting Industry
 - miLEAD Consulting- <http://www.milead.org/home.html>
 - Michigan Graduate Consulting Club (MGCC)- <http://www.michigangradconsulting.org/>
 - The Searchlite- <http://thesearchlite.com/innovators-in-residence/>
- Resources for Careers in Science Communication/Outreach
 - RELATE is a communications training and community engagement program designed to improve the dialogue between researchers and different public audiences. <https://www.learntorelate.org>
 - MISciWriters <https://misciwriters.com/>
 - Michigan DNA Day <https://maizepages.umich.edu/organization/midnaday>
 - FEMMES- <http://femmes.studentorgs.umich.edu/>
 - UM WISE- <https://lsa.umich.edu/wise>
- Resources for Careers in Industry/Commercialization
 - CALCIUM through Chemistry Department- <http://sites.lsa.umich.edu/calc-um/>
 - Fast Forward Michigan Innovation- <http://innovation.medicine.umich.edu/>
 - UM Tech Transfer- <https://techtransfer.umich.edu/students/>

Postdoc Parents

- Postpartum leave should be discussed with your PI. UM Policy does not have a “maternity leave” but details on paid and unpaid leaves can be found in the University of Michigan Standard Practice Guide at <http://spg.umich.edu>
- Join the UM Postdoctoral Family Association: <https://umpda.rackham.umich.edu/postdoctoral-family-association/>
- You can receive free prenatal vitamins at Meijer Pharmacies- https://www.meijer.com/content/content.jsp?pageName=prenatal_vitamins
- Don’t forget to enroll your child in UM benefits!
- Find a lactation room at <https://hr.umich.edu/benefits-wellness/family/work-life-resource-center/lactation-resources/lactation-room-locations-across-campus>

- Child Care Resources and Referrals <http://www.hr.umich.edu/worklife/childcare>

Other Interests

Maize Pages: UM has people from diverse backgrounds and with varied interests - you can join several social groups and volunteer for activities of your interest, by looking up organizations at <https://maizepages.umich.edu/organizations>.