**MindCORE Postdoctoral Fellows Welcome Packet**

Updated December 2019



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**ARRIVAL CHECKLIST**

**Payroll:** You will be contacted by MindCORE staff for the information necessary to add you to the University payroll & benefits system called [Workday](https://www.workday.upenn.edu/). Once added, you will receive an email detailing the paperwork & IDs needed to bring to the Onboarding Center. Once in the system, you can obtain a PennCard.

**PennCard:** The PennCard is the official University of Pennsylvania identification card for students, faculty, staff, and other members of the University community used to access a myriad of [services at Penn](http://cms.business-services.upenn.edu/penncard/where-to-use-penncard/university-services.html). (Obtain a PennCard: [Instructions here](http://cms.business-services.upenn.edu/penncard/home.html))

**PennKey:** Obtain a PennKey ID and password to open emails accounts and access other University information; you will receive instructions to set up your PennKey when you obtain your PennCard.

**Email:** Once you have a PennKey, request an email account: [Instructions here](https://www.sas.upenn.edu/computing/get-started)

**Healthcare benefits:** See [Insurance & Healthcare](#insurance) for more information

**ISSS:** All international individuals are required to visit the office of [International Student and Scholar Services](https://global.upenn.edu/isss/prepare) upon arrival (See [International Student & Scholar Services](#internat_resources) for more information)

**Building Access**: Entry into most buildings and School of Medicine research buildings requires activation of your Penn ID Card. For the School of Medicine building, the [Access Key Application](https://www.med.upenn.edu/spo/documents/PerimeterForm.doc) form must be completed and signed by the appropriate people in your department and then handed in to the security office at 109 Stellar-Chance Laboratories.

**Training modules**: Make sure you are in accordance with all required research trainings ([See IRB, Ethics, & Training for further information](#irb))

**UNIVERSITY OF PENNSYLVANIA OVERVIEW**

The University of Pennsylvania (Penn or UPenn) is a private Ivy League research university in Philadelphia, Pennsylvania. It is one of the nine colonial colleges founded prior to the Declaration of Independence. Benjamin Franklin, Penn's founder and first president, advocated an educational program that trained leaders in commerce, government, and public service, similar to a modern liberal arts curriculum.

The University has four undergraduate schools which provide a combined 99 undergraduate majors in the humanities, natural sciences, social sciences, business, and engineering, as well twelve graduate and professional schools: the Perelman School of Medicine, School of Engineering and Applied Science, the Law School, School of Design, School of Dental Medicine, The Wharton School, Graduate School of Arts and Sciences, School of Veterinary Medicine, Graduate School of Education, School of Nursing, Annenberg School for Communication, and School of Social Policy and Practice.

Undergraduate admissions is highly competitive, with an acceptance rate of 7.44% for the class of 2023, and the school is ranked as the 8th best university in the United States by the U.S. News & World Report.. In athletics, the Quakers field varsity teams in 33 sports as a member of the NCAA Division I Ivy League conference and hold a total of 210 Ivy League championships as of 2017. In 2018, the university had an endowment of $13.8 billion, the seventh largest endowment of all colleges in the United States, as well as an academic research budget of $966 million.

As of 2018, distinguished alumni include 14 heads of state, 64 billionaire alumni; 3 United States Supreme Court justices; 33 United States Senators, 44 United States Governors and 159 members of the U.S. House of Representatives; 8 signers of the United States Declaration of Independence; 12 signers of the United States Constitution, 24 members of the Continental Congress, and two presidents of the United States, including the current president, Donald J. Trump. They have also founded a large number of companies worldwide.

**MINDCORE OVERVIEW**

**MindCORE is a center at Penn that focuses on Outreach, Research, and Education related to the integrative study of the mind.**

MindCORE (Mind Center for Outreach, Research, and Education) was established as one of the School of Arts and Sciences’ key endeavors under the [“Mapping the Mind”](https://www.sas.upenn.edu/strategic-plan/emerging-academic-opportunities/advancing-integrated-knowledge/mapping-mind) initiative identified in the School’s strategic plan, Foundations and Frontiers. Designed to unite researchers, programs, and initiatives involving human intelligence and behavior across the University, and with roots in the success of the former Institute for Research in Cognitive Science, MindCORE officially launched January 2018.

A main focus of our center is to catalyze new research on the mind and foster innovative collaborations between different departments and centers within Penn Arts and Sciences, as well as with other Penn schools including the Perelman School of Medicine, Wharton, Engineering, and the Annenberg School for Communication. MindCORE helps consolidate these activities within one umbrella organization and will support them strategically with resources such as seed funds, technology, staffing, and programming to make them more efficient, visible and impactful.

MindCORE participates in a variety of outreach programs, including lectures, partnerships with local museums and schools, and community science initiatives, to engage the academic community and the public.

MindCORE will also facilitate more interaction among a number of brain- and behavior-related undergraduate programs including Psychology, Biology, Linguistics, and Biological Basis of Behavior and the home to the Cognitive Science major. In addition, there will be new opportunities for undergraduate and graduate students and postdoctoral fellows to conduct research and disseminate the results.

**MISSION**

Penn MindCORE is an interdisciplinary eﬀort to understand human intelligence and behavior. Research programs in MindCORE bring together faculty with diverse approaches to the study of the mind, from disciplines in the Arts & Sciences ranging from Psychology, Biology, Cognitive Science, Neuroscience, and Physics to Economics, Linguistics, Political Science, Sociology, and Philosophy; and they bridge to centers and departments in Medicine, Wharton, Engineering, and Annenberg.  MindCORE is the home of several undergraduate and graduate programs that are educating the next generation of students of the mind.  MindCORE promotes cutting-edge research, increases the broader societal impact of new knowledge about human behavior and decision making gained from current research, and inﬂuences public policy and education through coordinated outreach programs.

**Fellows**

Andrea Beltrama (2019-present), MindCORE Fellow

[Martin Ho Kwan Ip](https://scholar.google.com/citations?user=j_pXF6MAAAAJ&hl=en) (2019-present), ILST Fellow

[Julia Leonard](http://web.sas.upenn.edu/mindcore/people/julia-leonard/) (2018-present), MindCORE Fellow

Rista Plate (arriving January 2020), MindCORE Fellow

[Kristopher Smith](https://www.kristophermsmith.com/) (2019-present), SBSI Fellow

[Colin Twomey](http://web.sas.upenn.edu/mindcore/people/colin-twomey/) (2018-present), MindCORE Fellow

Rafael Ventura (Arriving January 2020), SCEW Fellow

[Daniel Yudkin](http://www.danielyudkin.com/) (2019-present), SBSI Fellow

[Jérémy Zehr](https://sites.google.com/site/jeremyezehr/home) (2019-present), ILST Fellow

Lei Zhou (Arriving September 2019), SCEW Fellow

**MindCORE Research Initiatives**

[**Social and Behavioral Science Initiative (SBSI)**](http://web.sas.upenn.edu/penn-sbsi/)

An understanding of the human mind, both its intelligent capacities and limitations or biases, is becoming increasingly important to explaining how human social, political and economic institutions work. Social and decision sciences use contemporary theories of behavioral decision-making, neuroeconomics, networks, and social evolution to understand how individuals and groups make decisions. It considers how to address a real life problems in an array of fields, such as social and public policy, law, education, business, and medicine. Labs within this area will be co-located in Solomon Labs. Researchers will pay attention to populations who are not from Western, Educated, Industrialized, Rich, and Democratic (WEIRD) societies which are populations that are oversampled in scientific studies and could potentially skew understanding of human behavior.

[**Integrated Language Science and Technology (ILST)**](http://web.sas.upenn.edu/langscience/)

The Integrated Language Science and Technology (ILST) initiative is a research and training program that brings together members of the Penn community who are committed to the scientific study of human linguistic communication. Its primary purposes are to integrate the computational, structural, cognitive and neuroscientific study of speech, language and communication at Penn, and to channel its combined expertise to launch and facilitate the use of natural language technologies in research across the Penn community.

[**Social and Cultural Evolution Working Group (SCEW)**](https://web.sas.upenn.edu/scew/)

The Social and Cultural Evolution Working Group (SCEW) brings together researchers at the University of Pennsylvania who are interested in uniting evolutionary and social sciences to understand behavioral and social phenomena in humans and other animals.

**Locations:** [**Interactive Campus Map**](https://www.facilities.upenn.edu/maps)

**MindCORE-Affiliated Departments**

*MindCORE Office*

112 Leidy Laboratories

3740 Hamilton Walk

Philadelphia, PA 19104

*Annenberg School for Communication*

Annenberg School

3620 Walnut St

Philadelphia, PA 19104

*Biology Department*

Leidy Laboratories

3740 Hamilton Walk

Philadelphia, PA 19104

*Penn Brain Science Center*

Goddard Laboratories

3710 Hamilton Walk

Philadelphia, PA 19104

Richards Laboratories

3700 Hamilton Walk

Philadelphia, PA 19104

*Department of Computer and Information Science*

Levine Hall

3330 Walnut St

Philadelphia, PA 19104

*Department of Economics*

Ronald O. Perelman Center for Political Science & Economics

Suite 150, 133 S 36th St

Philadelphia, PA 19104

*Graduate School of Education*

3700 Walnut St

*Penn Engineering*

Skirkanich Hall

210 S 33rd St

Philadelphia, PA 19104

*Department of Linguistics*

3401-C Walnut St, Suite 300, C Wing

Philadelphia, PA 19104

*Department of Neurology*

Dulles 3rd Floor

3400 Spruce St

Philadelphia, PA 19104

*Department of Neuroscience*

Perelman School of Medicine

415 Curie Blvd

Philadelphia, PA 19104

*Department of Philosophy*

Claudia Cohen Hall

249 S. 36th St

Philadelphia, PA 19104

*Psychology Department*

Stephen A. Levin Building

425 S University Ave

Philadelphia, PA 19104

Solomon Building

3720 Walnut Street

Philadelphia, PA 19104

*The Wharton School*

Jon M. Huntsman Hall

3730 Walnut St

Philadelphia, PA 19104

Philadelphia, PA 19104

**Contacts**

**MindCORE**

Heather Calvert – Executive Director

[hcalvert@sas.upenn.edu](mailto:hcalvert@sas.upenn.edu)

Jessica Marcus – Program Manager

[jmarcus@upenn.edu](mailto:jmarcus@upenn.edu)

Michelle Johnson – Outreach Program Coordinator

[michellj@sas.upenn.edu](mailto:michellj@sas.upenn.edu)

## **Penn Important Contacts**

## **Emergency contact numbers:**

## Any Campus Phone: **Dial 511**

## Off Campus Phone: **Dial** 215-573-3333

## Anywhere: **Dial 911**

Business Office Services: [business@psych.upenn.edu](mailto:business@psych.upenn.edu)

Requests for a purchase order: [adminstaff@psych.upenn.edu](mailto:adminstaff@psych.upenn.edu)

Questions about reimbursements (including for lab supplies): [adminstaff@psych.upenn.edu](mailto:adminstaff@psych.upenn.edu)

Building & Maintenance issues: [lifesci-facilities@sas.upenn.edu](mailto:lifesci-facilities@sas.upenn.edu) (Levin, Lynch, Goddard)/ [bomento@psych.upenn.edu](mailto:bomento@psych.upenn.edu) (Solomon)

Listserv updates: [adminstaff@psych.upenn.edu](mailto:adminstaff@psych.upenn.edu)

Library Liaison (library-related questions/ research consultations): [larrivee@upenn.edu](mailto:larrivee@upenn.edu) (Anne Larrivee)

[Division of Public Safety](https://www.publicsafety.upenn.edu/)  
Please be alert and report any criminal incident, suspicious behavior or improper security activity to the Division of Public Safety.

[UPennAlert](http://www.publicsafety.upenn.edu/pennready/upennalert)  
The UPennAlert Emergency Notification System enables the University to quickly notify the Penn and surrounding Philadelphia community of critical information during a major emergency in three key ways: personal electronic devices, siren and public address systems, and digital displays. Register or update emergency contact information [here](https://www.publicsafety.upenn.edu/pennready/upennalert/).

[Counseling and Psychological Services](http://www.vpul.upenn.edu/caps/)  
CAPS offers confidential, free professional mental health care for all Penn students. For emergencies, call [215-898-7021](tel:2158987021) and press # 1.

[Employee](https://www.hr.upenn.edu/myhr/worklife) Assistance Program  
The Division of Human Resources provides free counseling, referrals, and information for Penn faculty and staff members and their immediate families regarding personal or professional concerns. Call: 1-866-799-2329, email [EAPinfo@healthadvocate.com](mailto:EAPinfo@healthadvocate.com), or visit [www.healthadvocate.com/upenn](http://www.healthadvocate.com/upenn) for more information.

[International Travel Guidance](https://global.upenn.edu/travel-guidance)  
All University travelers are urged to carefully review the information on Penn Global’s International Travel Guidance website. Resources include Penn’s Global Activities Registry, information about travel health and how to handle emergencies abroad, and more.

[International Travel Safety Advisories](http://travel.state.gov/content/passports/english/alertswarnings.html)  
All University travelers are urged to visit the U.S. State Department website for the most current travel information, including country-specific travel alerts and warnings.

[PennReady](http://www.publicsafety.upenn.edu/pennready)  
Emergency preparedness at the University of Pennsylvania is managed under the PennReady program. Being PennReady means to prevent, prepare for, respond to and recover from any and all emergencies that could affect the Penn and University City communities.

**NOTE: Calls from campus phones to numbers in the 417, 573, 746 or 898 exchanges may be dialed using only the last five digits.**

**Resources for Further Support**:

* [African-American Resource Center](http://www.upenn.edu/aarc/) (for students, staff, or faculty)
* [Lesbian Gay Bisexual Transgender Center](http://www.vpul.upenn.edu/lgbtc/) (for students, staff, or faculty)
* [Office of the Chaplain](http://www.upenn.edu/chaplain/) (for students, staff, faculty, or visitors)
* [Office of the Ombudsman](http://www.upenn.edu/ombudsman/) (for students, staff, or faculty)
* [Office of Sexual Violence Prevention and Education](https://secure.www.upenn.edu/vpul/pvp/) (for students)
* [Penn Women’s Center](http://www.vpul.upenn.edu/pwc/) (PWC; for students, staff, or faculty)
* [Special Services Department](https://www.publicsafety.upenn.edu/about/special-services/), Division of Public Safety (for students, staff, faculty, or visitors)
* [Student Health Service](http://www.vpul.upenn.edu/shs/) (for students)

**Other places to get help and information:**

* A list of [Health and Wellness Resources](https://www.collegehouses.upenn.edu/resources/wellness) at Penn
* [Career Services](http://www.vpul.upenn.edu/careerservices/) at Penn
* [Weingarten Learning Resources Center](http://www.vpul.upenn.edu/lrc/)(WLRC)
* [Life at Penn](http://www.upenn.edu/life-at-penn/)
* Penn's [Wellness Partners Directory of Referral Services](https://www.vpul.upenn.edu/uploads/Wellness_Partners_Directory_of_Referral_Services.pdf)
* [UPenn Information Systems & Computing](https://www.isc.upenn.edu/security/overview)

**Penn Postdoctoral Fellowship Policies**

**Policy for Postdoctoral Trainees at the University of Pennsylvania**

**Preamble**

Postdoctoral trainees (PDTs) come to the University for further training in their chosen discipline. An individual who has been designated as a PDT by their School receives training conducted in an apprenticeship mode under the supervision of an established faculty member who serves as a mentor. As dictated by the nature of the program, the trainee may be undertaking scholarship, research, service, and teaching activities, all of which provide training essential for career development. Because education is a pre-eminent mission of the University and because PDTs are professionals in training, it is important that PDT programs be designed to advance their careers. This policy is intended to address the distinct position of PDTs in the University community.

This policy applies to all three categories of postdoctoral trainees that are identified in the payroll system of the University, based upon funding source: postdoctoral researcher (supported from a research grant), NRSA-postdoctoral fellow (supported by an individual or institutional National Research Service Award), and postdoctoral fellow (supported by a private foundation, non-profit charitable organization, or other source). Funding sources may have their own guidelines governing participation in their programs. In instances where these guidelines differ from the University policy, the guidelines of the funding source take precedence.

**Appointment and Resignation**

**Letter of Appointment**

When a faculty member offers an appointment to a PDT candidate, a letter should be written to the candidate prior to commencement of duties.  This letter should set forth the period of appointment (dates of appointment), the stipend amount, any benefits and a statement that the candidate’s appointment is subject to all University policies. The letter must be accompanied by a copy of the University Patent Policy and the corresponding Participation Agreement. If the appointment is renewed or extended, that action should be documented by a letter, which includes the aforementioned information.

The candidate should be required to return a countersigned copy of each letter of appointment or renewal indicating acceptance of the terms set forth, as well as a signed Patent Policy Participation Agreement. The letters (countersigned copies) and signed agreement should be placed in a permanent file kept in the office of the appropriate Department. (If the faculty member is not affiliated with a specific department, the file may be kept in the office of the Institute or Center with which the faculty member is associated.) The letters of appointment and renewal should indicate whether the mentor has available funding to fulfill the terms of the appointment; if not, the letter should indicate the duration of assured funding. When the appointment is to be coterminous with external funding, research grant, contract, training grant, etc., that fact should be included in the letter of appointment, including the end date of the funding even if renewal is expected.

**Proof of Doctoral Degree**

Eligibility for appointment as a PDT requires a candidate to hold, or to have completed the requirements for, an advanced degree, e.g. PhD, MD, or equivalent.  Candidates from non-US universities must hold advanced degrees equivalent to those awarded in US institutions in order to qualify for appointment as postdoctoral fellows. It is the candidate’s responsibility to provide transcripts and/or a diploma certifying that she/he has received her/his degree, and it is the mentor’s responsibility to review this documentation and ensure that it is satisfactory and included in the candidate’s file. Candidates who have completed the requirements for an advanced degree, but not yet been awarded such degree, must be able to demonstrate in a manner verifiable by the University that such requirements have been completed. In no event shall a PDT be reappointed without the degree having been awarded.

**Duration of Appointment**

Postdoctoral appointments are for one year, and may be renewed annually based on satisfactory performance and availability of funding. Under current University policy, no person may be a PDT at Penn for more than five years.

**Termination**

Mentors may terminate a PDT *during an appointment period* for any reason on three months’ written notice. Under certain circumstances, it may be appropriate to terminate a PDT immediately.  In such event an appropriate administrative office (e.g. the Office of Biomedical Postdoctoral Programs, or the Office of the Vice Provost for Research) must be consulted and approve the termination.

**Stipend Level**

Minimum stipend levels for PDTs are set annually by the Vice Provost for Research, in consultation with the Provost’s Council on Research, representing all of the Schools of the University. If these minimum stipend levels cannot be offered, a proportional (%) appointment should be made to indicate clearly that the appointee is entitled to seek and perform additional University services (teaching, diagnostic laboratory, technical) up to the mandated annual stipend level. When a funding sponsor mandates stipend levels higher than the University minimum, mentors are obligated to pay the higher amount.

**PDT Notice of Resignation**   
PDTs are expected to provide at least one month’s notice of resignation. When appropriate to the discipline, it is the obligation of the PDT to ensure that all research materials and records are left in a state to allow continuation of the project.

**Benefits and Leave**

**Health Insurance**

PDTs are required to have health insurance. PDTs are eligible to receive single person insurance, as provided under the Basic University of Pennsylvania Postdoctoral Insurance Plan. This benefit is in addition to the stipend, and no premium should be deducted from the PDT’s stipend.  If the PDT elects family coverage, the difference between the single and family premium can be paid from one of three sources: (1) it can be deducted from the PDT’s stipend; (2) it can be paid by the funding source if it is an allowable expense; or (3) it can be paid by the unit that recruited the PDT. If the PDT elects to waive health insurance coverage through the University, she/he must certify that she/he has alternate health insurance that provides at least comparable coverage.

**Vacation and Mentor-Approved Flexibility of Observed Holidays and Winter Break**

In any appointment year, a PDT may elect to take up to ten University business days as paid vacation days, on which days the PDT will continue to receive his or her stipend. PDTs are also entitled to the eight official holidays observed by the University and are eligible to take the University’s special winter vacation, during which time the University is typically closed. If a PDT wishes to work and/or perform research during an official holiday or special winter vacation, s/he can use the equivalent time as additional paid vacation days. PDTs forfeit any unused vacation days or holidays at the end of any appointment year.  All vacation must be approved in advance by the mentor; additional vacation may be approved at the mentor’s discretion.

**Sick Leave**

PDTs may continue to receive stipends for up to 15 University business days of sick leave per year. PDTs forfeit any unused sick leave at the end of the appointment year. Under exceptional circumstances, a period of leave due to illness or incapacity may be extended at the discretion of the mentor. Mentors may request medical documentation from a health care provider for any extended absence. Additional sick leave may be approved in the discretion of the mentor.

**New Child Leave**

PDTs may continue to receive stipends for no more than 60 calendar days of leave per appointment year for adoption or birth of a child. Either parent is eligible. PDTs must discuss the use of new child leave in advance with the mentor. A mentor may not deny a request to use new child leave without the authorization of the appropriate administrative office. Unused sick leave or vacation may, with approval, be used to extend the period of new child leave. Additional new child leave may be approved at the discretion of the mentor.

**Unpaid Leave**

PDTs requesting extended periods of time away from their training experience, including leave in excess of available sick and/or parental leave, must obtain approval for a leave of absence without stipend continuation.  Approval for such leave must be requested and approved by the mentor *in* *advance*.

**Obligations and Responsibilities**

**Obligations of Mentors**

 Mentors’ responsibilities include:  (i) developing in consultation with the PDT a mutually satisfactory research project or scholarly program; (ii) encouraging PDTs to present their work and to publish their results in a timely fashion; (iii) encouraging PDTs to acquire and enhance their knowledge and technical skills as dictated by their current and future needs; (iv) arrangement and oversight of teaching opportunities as appropriate to their discipline and program; (v) encouraging PDTs to apply for training and research support as appropriate; (vi) meeting regularly with their PDTs to discuss progress in their research; (vii) providing an annual review of performance; (viii) insuring that PDTs are aware of University policies regarding postdoctoral training and are instructed about research policies of the University; (ix) providing career counseling.

**Obligations of Postdoctoral Fellows**

 PDTs have certain obligations to their mentor, the group in which they are working, the Department with which they are associated, the sponsor whose funds support them, and the University. These obligations include but are not limited to:  (i) the conscientious discharge of their research, scholarly, and teaching responsibilities, as applicable; (ii) conformity with ethical standards in research and scholarship; (iii) compliance with good scholarly practice including the maintenance of ad­equate research records; (iv) observation of appropriate guidelines regarding human subjects and due observation of University standards regarding use of isotopes, chemicals, infectious agents, animals, and the like, if applicable; (v) open and timely discussion with their mentor regarding possession or distribution of tangible property such as materials, reagents, and the like; (vi) discussion of laboratory records or scholarly materials, if relevant; (vii) prior disclosure of appropriate scholarly information, findings or techniques proposed for dissemination privately, at scholarly meetings, or in publications; (viii) collegial conduct toward all members of the University community; (ix) compliance with all applicable University policies.

**Research Records**

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

Exceptions to this practice may be granted, subject to written prior approval of the Provost’s office, in fields where it can be convincingly demonstrated that there is a well-established practice that individual scholars retain ownership of data generated through their research efforts.  In such cases the PDTs will be permitted to retain notes and records associated with their research and publish their findings subsequent to leaving the University, provided an appropriate acknowledgement is made of the University’s contribution to the work (e.g. in the form of funding).

**Training**

**Orientation**

A compendium of information should be given to each PDT upon arrival at the University.  This compendium should be available on an appropriate University website and could include a registration form to be completed by the PDT; a copy of these guidelines; conflict of interest and financial disclosure policies; intellectual property policies; Procedures Regarding Misconduct in Research; the sexual harassment policy and nondiscrimination policies; parking policies; a clear statement about benefits; information regarding taxation; a list of sources of information within the University; and information regarding the Office of the Ombudsman.  Preferably, orientation sessions should be provided for all new PDTs. The departments should arrange e-mail accounts for their PDTs.

**Training Program Elements**

PDTs are considered to be professionals in training. One goal of their professional experience at Penn is to provide training relevant to the responsible conduct of research.  Such training should include the following elements, as appropriate to the individual trainee: (i) data management, ownership of intellectual property and tangible research materials; (ii) mentor/trainee responsibilities; (iii) publication practices and responsible authorship; (iv) peer review; (v) rights of collaborators; (vi) human subject research; (vii) research involving animals; (viii) research misconduct; (ix) conflict of interest; and (x) compliance with existing Federal and University policies. When PDTs engage in teaching, appropriate training and didactic experience should also be provided.

**Application for Grants**

Each School should establish a policy, consistent with section 1.5 of the *Sponsored Projects Handbook* (online at[*www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#\_Toc84300102*](http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300102)) regarding whether PDTs may apply for grants as principal investigator. If School policy permits such applications, it is suggested that the School require approval by a knowledgeable member of the standing faculty as well as the appropriate department chair’s and dean’s endorsement and chair’s acceptance of responsibility.

**Office of the Ombudsman**

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

**RESOURCES AT PENN & IN PHILADELPHIA**

**Housing**

[Penn Home Ownership Services](http://cms.business-services.upenn.edu/homeownership/) offers extensive resources and services to eligible employees interested in moving to the greater West Philadelphia neighborhood.

The [Office of Off-Campus Living](http://www.upenn.edu/offcampusservices) has an excellent database of rental places. It is also a very useful source of information about the practical things you need to know before signing the lease.

Make sure you pay attention to lease renewal terms. Some companies expect you to renew lease up to 6 months ahead of your end of lease. Some postdocs can get special lease renewal terms at [New Horizons Housing](http://www.newhorizonshousing.com/).

[Abodo](https://www.abodo.com/)has an interactive map, so that students, faculty, and staff can easily find housing near campus. It even shows nearby grocery stores, public transportation, and other amenities. Other useful websites to check out apartment listings in the Philadelphia area are: [zumper.com](http://www.zumper.com/) [apartment.com](http://www.apartments.com/), [rent.com](http://www.rent.com/), [homestore.com](http://www.homestore.com/), & [renttoown.com](https://renttoownlabs.com/l/philadelphia-pennsylvania)

**Insurance & Healthcare**

[**Click here for the Postdoctoral Insurance Plan Portal**](https://clients.garnett-powers.com/pd/upenn/)

PDTs are required to have health insurance. PDTs are eligible to receive single person insurance, as provided under the Basic University of Pennsylvania Postdoctoral Insurance Plan. This benefit is in addition to the stipend, and no premium should be deducted from the PDT’s stipend.  If the PDT elects for family coverage, the difference between the single and family premium can be paid from one of three sources: (1) it can be deducted from the PDT’s stipend; (2) it can be paid by the funding source if it is an allowable expense; or (3) it can be paid by the unit that recruited the PDT. If the PDT elects to waive health insurance coverage through the University, she/he must certify that she/he has alternate health insurance that provides at least comparable coverage.

**Taxes**

The [Tax and International Operations Office](https://www.finance.upenn.edu/tax-international-operations/tio-home) is the University-designated expert for all tax-related issues. Foreign Nationals are encouraged to contact them directly for questions related to tax laws and treaties.

## **Taxes & Withholdings**

All post-doctoral stipends are taxable for Pennsylvania personal income tax and subject to withholding. The stipends are also taxable for Pennsylvania State Unemployment tax.

In addition, all post-doctoral stipends are subject to City of Philadelphia wage taxes and withholding. The Philadelphia Income Tax Regulations do not provide any specific exclusion from gross income for stipends or similar payments to graduate students.

Although no reporting or withholding is required for NRSA postdoctoral appointments, the individual must report and pay federal income tax on any payments in excess of tuition, fees, books, and certain other expenses. For additional information regarding an individual's responsibility for reporting such payments, please consult IRS Publication 970: Tax Benefits for Education. Further, there are special rules for nonresident aliens. For more information on tax treatment for nonresident aliens, please consult the IRS Publication 519: U.S. Tax Guide for Aliens.

[Click here for more information.](https://www.finance.upenn.edu/financial-training/guide-post-doctoral-appointments)

For local IRS Office information, click [here](https://www.irs.gov/help/contact-my-local-office-in-pennsylvania)

Please consult a tax professional if you have any questions regarding your personal tax situation. 

## **International Postdoc Resources**

### ISSS – International Student & Scholar Services

### International postdocs are required to check in with the ISSS upon arrival & visit their [website](https://global.upenn.edu/isss) to learn more about support and resources available to international students, scholars, staff, and faculty in the Penn community. ISSS serves as Penn’s immigration liaison with various U.S government agencies and provides advising on the immigration process as well as adjusting to the Philadelphia area.

### BEFORE arriving in the U.S.

**Getting your paycheck:** After filling out your paperwork at the University, it still takes anywhere from 2 weeks to one month for your name to be in the system to receive your first paycheck. Please plan for this when anticipating your initial financial costs. In most situations completing your paperwork before the 15th of the month should let you receive a paycheck at the end of that month.

**Healthcare**: The University offers certain healthcare plans. These plans and other [definitions](http://www.hr.upenn.edu/benefits/definitions.asp) of the US Healthcare system are explained at the [University Benefits website](http://www.hr.upenn.edu/benefits/default.asp)

## AFTER arriving at the University of Pennsylvania

**REQUIRED**: Check in with the [**International Student and Scholar Services**](http://global.upenn.edu/isss/)**.**

[**Office of International Programs (OIP):**](https://global.upenn.edu/)OIP Staff assist with problems related to immigration and employment status, social and personal adjustments to a new culture and practical matters related to your stay in Philadelphia. They will provide you with an orientation to the University community and the city of Philadelphia, as well as give you informational material.

INS rules for foreign visa holders are subject to change at any time so please be in regular contact with your department's business manager and [OIP](http://www.upenn.edu/oip/).

**Temporary Housing**:

If you are looking for temporary accommodations while you look for housing, there are several options such as hotels and bend-and-breakfasts in University City. Through [Office of Off-Campus Living](http://www.upenn.edu/offcampusservices) you may find some locations that are willing to rent for short periods.

**Obtaining Credit Cards:**

In the US before you can get a credit card or make large purchases, you have to demonstrate that you are a good risk before they grant you credit. The proof is in your credit record. If you've financed a car loan or other purchase, you probably have a record at a credit-reporting bureau. This credit history shows how responsible you've been in paying your bills and helps the credit card issuer decide how much credit to extend. Unfortunately, no matter how long you have had a major credit card in your country, from the point of view of American financial institutions you have no credit history!

* If you just got your Social Security Number, like most new foreign post-docs, you have no credit history associated with it. People with no credit history or bad credit history find it hard to get a US credit card or a loan.
* It is very important to start building credit to establish your credit history. If you find it difficult to obtain a traditional credit card, some options are:
  + Secured credit card: It requires that you open and maintain a bank account or other asset account at a financial institution as security for your line of credit. Your credit line will be a percentage of your deposit. Unfortunately, these cards may have high fees and carry higher interest rates.
  + Credit card issued by a local store: If these stores report to a credit bureau and if you pay your bills on time you'll establish a good credit history.
  + Usually a year after you got your first card you have enough credit history to apply for regular credit cards

**Social Security:** Opening bank accounts, paying taxes, getting a credit card or loan, driving license or ID, renting an apartment, getting your own phone number and most other official work in the US requires a [social security number](http://www.ssa.gov/ssnumber/). Most important, all foreign nationals need this card to be paid. You can apply for your card at the Social Security office located on 2nd Floor, 3901 Market Street. Tel: (215) 596-4934

**Banks**: Branches in the University area include

* [Citizens Bank](https://locations.citizensbank.com/pa/philadelphia/134-s-34th-st.html)
* [Commerce Bank](https://www.commercebank.com/)
* [Sovereign Bank](https://locations.santanderbank.com/pa/philadelphia.html)
* [PNC Bank](https://www.pnc.com/en/personal-banking/banking/student-banking/university-of-pennsylvania.html)
* [University of Pennsylvania Federal Credit Union](http://www.uofpcu.com/) (Employees)

**Understanding Visa issues:** It is useful to know more about your Visa situation, how it can affect your spouse, job hunts, application to permanent residency etc.

* The Biomedical Postdoctoral Programs and Postdoc Council organize a Visa seminar twice a year where lawyers from a Philadelphia law firm discuss current visa issues.
* The Office of International Programs ([OIP](http://www.upenn.edu/oip/)) is an excellent on campus resource for discussing personal visa issues.
* General websites of interest are the [U.S. Citizenship and Immigrations Services](http://uscis.gov/)or USCIS (formerly the INS).

**Understanding Tax issues:** Tax returns should be filed by the deadline of April 15th each year. To answer all questions about filing tax returns, international tax treaties etc., you can contact the following: [The Tax Office](http://www.finance.upenn.edu/comptroller/tax/) & the [OIP](http://www.upenn.edu/oip/).

**Help with Legal issues**: [Community Legal Services](http://www.clsphila.org/)

**Driver’s license or Pennsylvania ID card**: A driver’s license and/or ID card can be obtained from the Pennsylvania Department of Transportation ([DMV](http://www.dmv.state.pa.us/)).

**English as a Second Language (ESL**): If you or your family is not familiar with the English language, here are some local resources that can help you:

* Free ESL classes are organized by the [Lutheran Children and Family Services](http://www.lcfsinpa.org/esl.htm). Other classes offered include preparing for the driver’s license exam and English for employment.
* Free ESL classes are also available at the [I.H.M Literacy center](http://www.ihmimmaculata.org/ministries/northamerica.html#Phila)
* Courses are also taught at the [Community College of Philadelphia](http://path.ccp.edu/vpacaff/DIVESS/ESL/index_ESL.html), and the [English Language Program at UPenn.](http://www.sas.upenn.edu/elp/index.php) Please check with the respective program for fees and schedules.

**Groups and societies on campus:** If you are looking to meet or interact with people in more cultural or support related context. You may find more information on several such cultural support organizations at [The University Life Division](https://www.vpul.upenn.edu/) of Penn.

**Consulates/Embassies** nearest to Philadelphia: List of [consulates in Philadelphia](https://www.embassypages.com/city/philadelphia)

**Time Off & Leave**

**Vacation Time**

In any appointment year, a PDT may elect to take up to ten University business days as paid vacation days, on which days the PDT will continue to receive their stipend. PDTs are also entitled to the eight official holidays observed by the University and are eligible to take the University’s special winter vacation, during which time the University is typically closed. If a PDT wishes to work and/or perform research during an official holiday or special winter vacation, they can use the equivalent time as additional paid vacation days.

PDTs forfeit any unused vacation days or holidays at the end of any appointment year.  All vacation must be approved in advance by the mentor; additional vacation may be approved at the mentor’s discretion.

**Sick Leave**

PDTs may continue to receive stipends for up to 15 University business days of sick leave per year. PDTs forfeit any unused sick leave at the end of the appointment year. Under exceptional circumstances, a period of leave due to illness or incapacity may be extended at the discretion of the mentor. Mentors may request medical documentation from a health care provider for any extended absence. Additional sick leave may be approved in the discretion of the mentor.

**New Child Leave**

PDTs are entitled to receive stipends for no more than 60 calendar days of leave per appointment year for adoption or birth of a child. Either parent is eligible. PDTs must discuss the use of new child leave in advance with the mentor. A mentor may not deny a request to use new child leave without the authorization of the appropriate administrative office. Unused sick leave or vacation days may be used, with approval, to extend the period of new child leave. Additional new child leave may be approved at the discretion of the mentor.

**Unpaid Leave**

PDTs requesting extended periods of time away from their training experience, including leave in excess of available sick and/or parental leave, must obtain approval for a leave of absence without stipend continuation.  Approval for such leave must be requested and approved by the mentor in advance.

\*This information is from the [University Policy for Postdoctoral Fellows](http://www.upenn.edu/almanac/volumes/v57/n01/postdocpolicy.html" \t "_blank)

**Transportation**

**Public Transportation:**

* On Campus: Various services are provided for the transportation of employees to/from campus.
  + It includes Penn Bus, Penn Shuttle, PAT (handivan), and walking escort. Information can be found on the [Penn Transportation and Parking](http://cms.business-services.upenn.edu/transportation/) website.
  + The [LUCY](http://www.universitycity.org/getting_around/lucy) bus is a public transit bus free to PennCard holders. It is a loop service through University City, including 30th St Station.
* Off Campus: SEPTA is the network of public transportation of Philadelphia and most information can be found on their [website](http://www.septa.org/). SEPTA services include:
  + [Regional Rail](http://www.septa.org/service/rail/) service within and beyond Philadelphia
  + [Trolley service](http://www.septa.org/service/trolley/) connects to the University on Spruce Street.
  + Numerous [bus routes](http://www.septa.org/service/bus/) operate through the University City Area
  + Passes are sold in the [Penn Bookstore](https://upenn.bncollege.com/shop/upenn/home)

**Parking**: Access to parking on the campus of the University of Pennsylvania is provided through the[Penn Transportation & Parking](http://www.business-services.upenn.edu/parking/) office, which manages and operates a number of visitor and permit parking facilities.

**Childcare**

[The Family Center](https://familycenter.upenn.edu/resources-support/child-care) at Penn maintains a list of affiliated and local child care centers and schools. Families are encouraged to reach out to centers directly for information about services, enrollment, and tuition; the Family Center does not advise on those matters.

The Family Center also provides subsidized Emergency Backup Child Care for students and post-doctoral fellows at Penn. Emergency backup care is provided in your home or in a child care center during unexpected or emergency situations that would normally prevent you from completing academic work or training.

[Penn Children's Center](http://www.upenn.edu/childcare/) is a Penn-operated daycare and preschool facility on campus, located at 3160 Chestnut Street (be aware that there is a long waiting list to enroll).

[Parent Infant Center](http://www.parentinfantcenter.org/) is also located near campus.

[All child care centers near campus.](https://provost.upenn.edu/child-care-penn)

[Child care provider search database](https://www.compass.state.pa.us/compass.web/ProviderSearch/Home#/BasicSearch)

**Safety**

The University of Pennsylvania [Division of Public Safety](http://www.publicsafety.upenn.edu/) includes [Penn Police](https://www.publicsafety.upenn.edu/about/uppd/).

[Division of Public Safety](http://www.publicsafety.upenn.edu)  
A central source for information about police, fire, and emergency services, security services, including walking escorts, and special victim services. Public safety also manages the University’s extensive electronic security infrastructure.

[Safety and Security: A Shared Responsibility](https://home.www.upenn.edu/sites/default/files/dps-top-ten-2019.pdf) (PDF)  
A TOP TEN list of Penn’s safety and security services, including general public safety tips and important information about the ways Penn students can promote a safe campus

[Clery Crime Log](http://www.publicsafety.upenn.edu/clery/crimelog)  
The daily Clery crime log includes all alleged criminal incidents reported to and made known to the Division of Public Safety in the Penn Patrol Zone.

[Penn Guardian](http://www.publicsafety.upenn.edu/pennguardian)  
Penn Guardian is a free app that is available to all Penn community members. It was developed by the University’s safety partner Rave Guardian, a service utilized on college campuses across the country.

[Penn Violence Prevention](https://secure.www.upenn.edu/vpul/pvp/)  
PVP provides a wide range of confidential, safe resources and comprehensive educational programs to engage Penn community members in the prevention of sexual violence, relationship violence, and stalking on campus.

[Walking Escort Service](http://www.publicsafety.upenn.edu/security-services-2/walking-escort/)  
Information about Penn’s 24/7 walking escort service and how to request a walking escort.

[RAD](https://www.publicsafety.upenn.edu/safety-initiatives/rad-self-defense-courses/)

The Rape Aggression Defense System is a free service offered by Penn Police dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense/martial arts tactics

**Emergencies**

215-573-3333 or 511 from campus phone

**Address**

Division of Public Safety  
4040 Chestnut Street  
Philadelphia, PA 19104

**Foreign Language**

The Division of Public Safety’s PennComm operations center supports non-English speakers with the use of AT&T’s Language Line, which permits ESL speakers to contact the emergency number (215-573-3333) and communicate with an emergency dispatcher in over 120 different languages. Additionally, the Language Line can be employed by any UPPD officer in a face-to-face interaction, where the ESL speaker can request to communicate to the Penn Police in their own native language via a phone call.

**Emergency Department Phone Numbers**

* Office of the Vice President: 215-898-7515
* Finance & Administration: 215-898-6696
* Fire & Emergency Services: 215-573-7857
* Penn Police Department: 215-573-3333
* PennComm & Emergency Communications: 215-898-9441
* Special Services: 215-898-4481 (215-898-6600 off-hours)
* Security Services: 215-573-6670
* Security Technology: 215-573-6670

**Libraries & Career Services**

**[Career Services](http://www.vpul.upenn.edu/careerservices/gradstud/indexPostdocs.html)**

All current Postdocs are eligible to use the services and resources provided by Career Services. They offer events open to the Penn community as well as individual appointments.

[**Library**](http://www.library.upenn.edu/)

All Postdocs have full access to the Penn library system, databases, and other services. PennCards are needed to enter physical library locations, and PennKeys are needed to access the online system. The main library, Van Pelt Library, is located off of Locust Walk at 3420 Walnut Street, however, there are [several other libraries](http://www.library.upenn.edu/about/locations) on and off campus.

[**ScholarlyCommons**](https://repository.upenn.edu/)

ScholarlyCommons is the University of Pennsylvania's open access institutional repository for gathering, indexing, storing, and making widely available the scholarly output of the Penn community. ScholarlyCommons shares the exceptional works of Penn faculty, staff, and students with a local, national, and global audience. Access to ScholarlyCommons is free to all. ScholarlyCommons is a service of the University of Pennsylvania Libraries.

**Leisure**

[**Arts & Culture On-Campus**](https://www.upenn.edu/life-at-penn/arts)

[**Athletics & Recreation On-Campus**](https://www.upenn.edu/life-at-penn/sports)

[**Penn Community Involvement**](https://www.upenn.edu/life-at-penn/community)

[**Religious & Spiritual Groups On-Campus**](https://www.upenn.edu/life-at-penn/religion)

**RESEARCH RESOURCES**

**IRB, Ethics, & Trainings**

**For an overview of links relating to research at Penn,** [**click here**](https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=890)**.**

Review policies and information about Penn’s [**Institutional Review Board (IRB)**](https://irb.upenn.edu/) for all human participant research.

MindCORE’s research activities are overseen by the [**Office of the Vice Provost for Research**](https://research.upenn.edu/), where you can find information on other centers, compliance and trainings, funding, and other research resources.

**The** [**Office of Research Services**](http://www.upenn.edu/researchservices/) **(ORS) provides administrative support to faculty and departmental managers for sponsored project activities. ORS is responsible for proposal submission and agreement negotiation for federal sponsors and non-profit sponsors. ORS is responsible for all post-award activities, regardless of sponsor.** [**Subscribe here**](http://www.upenn.edu/researchservices/mail.html) **for the ORS listserv.**

**TRAININGS**

**CITI Training**

All postdoctoral fellows on NSF grants or those fulfilling NIH requirements for CITI (Collaborative Institutional Training Initiative) trainings can find instructions to receive credit and complete CITI courses [here](https://research.upenn.edu/compliance-and-training/citi/).

**Other Trainings**

[Penn Profiler](http://knowledgelink.upenn.edu/pennprofiler/), the University’s web-based assessment tool, enables University constituents to self-identify most of their required research- and financial-related training needs. The Penn Profiler survey must be completed annually by all University personnel.

[Knowledge Link](https://knowledgelink.upenn.edu/), Penn’s learning management system (LMS), provides access to classroom and on-line training for University and Penn Medicine faculty, staff and student employees. It is the primary repository for administrative, compliance and certification training, along with professional development courses. Knowledge Link training is integrated with the University’s compliance training survey, Penn Profiler.

**Human Subject Research Training:** The Institutional Review Board mandates training for investigators, research staff, and students engaged in human research.

**Animal Research Training:** The [Institutional Animal Care and Use Committee](http://iacuc.upenn.edu) requires that all personnel involved in animal use and research be appropriately trained and qualified. Personnel who will handle animals must complete hands-on training classes provided by [University Laboratory Animal Resources](http://www.upenn.edu/research/offices/reporting_offices/ular).

**Sponsored Research Training:** The Office of Research Services sponsors mandatory and optional training programs for all individuals involved in sponsored research activities.

**Safety:** [The Office of Environmental Health & Radiation Safety](https://ehrs.upenn.edu/) has training programs for all personnel who work in research laboratories, or work with hazardous substances, radioactive materials or radiation producing equipment

**Natural Sciences Postdoctoral Training**

Postdocs in the Natural Sciences (Biology, Chemistry, Psychology, Physics, Mathematics, and Earth & Environmental Science) are eligible for this training. Natural Science Postdocs are eligible to participate in all of the optional elements of the Biomedical Postdoc Training Program during the second and third years as a Postdoc. Advanced registration is required in order to participate in the Biomedical Postdoctoral Training Program. Preregistration for individual workshops/sessions may also be required.

**Relevance**

The Biomedical Postdoctoral Training Program may not be useful for all Natural Sciences Postdocs. Please review the [available courses](http://www.med.upenn.edu/postdoc/postdoc-training-core.html) and decide if the training would be useful for you. There is a cost to the school for each Postdoc who participates, so please do not sign up if you do not intend to make full use of the training.

**Registration**

Please complete and forward the [Registration Form,](https://pan-school.sas.upenn.edu/sites/default/files/files/2018-07/TrainingRegistration-1.doc) preferably prior to your anniversary date. Email the completed form to: [Janel Baselice](mailto:janelm@sas.upenn.edu).

**Required Sessions**

If your registration is approved, you will be eligible to attend all of the Biomedical Postdoctoral Training Programs (space permitting).

You will be required to attend the **Career Workshop Series** (offered in March of even-numbered years) and the **Research Skills Series** (offered in March of odd-numbered years). Postdocs who do not attend the series offered in their first year may be ineligible to participate in a second year of the program.

[Biomedical Postdoc Program Calendar](http://www.med.upenn.edu/apps/thyme/) (Choose the Biomedical Postdoc Programs Calendar)

**Participant Recruitment**

[**Sona Experimental Participant Pool System**](https://upenn.sona-systems.com/student_new_user.aspx)

# Penn Psychology Department uses Sona Systems software, a cloud-based research and participant management tool through which administrators and researchers can recruit participants, set up studies, and manage participant pools using any major web browser.

Email [sona-admin@psych.upenn.edu](mailto:sona-admin@psych.upenn.edu) with any questions or to make sure your account is set up properly.

[SBSI-specific Sona System found here](https://upenn-experiments.sona-systems.com/Default.aspx?ReturnUrl=%2f)

[Sona Tutorial Video](https://www.youtube.com/watch?v=ec8S3xfO-a8) & [Sona User Guide](http://www.sona-systems.com/support/docs/ems_docs.pdf)

**Brain Imaging Procedures**

**[Center for Magnetic Resonance Imaging & Spectroscopy (CAMRIS)](https://www.med.upenn.edu/camris/)**

**CAMRIS oversees many MRI scanners at Penn, including those used for non-clinical research. All MRI experimental sequences must be approved by CAMRIS prior to data collection.**

[**Center for Functional Neuroimaging (CfN)**](https://cfn.upenn.edu/)

**CfN provides support for functional** neuroimaging research at the University of Pennsylvania. In addition to providing administrative support for initiatives in development, education and training, the CfN advances technical capabilities for functional neuroimaging and provides technical support for functional neuroimaging users through [committees](http://cfn.upenn.edu/resources/resource_contacts.htm) and [mailing lists](https://cfn.upenn.edu/maillist.htm), comprised of members with specific expertise, and one-on-one office hour appointments with CfN faculty. The CfN also maximizes instrument access for all investigators through a web-based sign-up and interface through Path Bio Resource calendar (new) with Penn IRB, CAMRIS and other regulatory committees. Note that SAIF instrumentation is still using the original [CfN calendar](https://cfn.upenn.edu/calendar/) (PennKey required).

The scanners most used for fMRI non-clinical data collection are: SC3T, SC7T, and HUP6. SC3T and SC7T are located in [Stellar Chance Labs](https://www.facilities.upenn.edu/maps/locations/stellar-chance-laboratories) and primarily used for non-clinical research. HUP6 is located in the Rhoads Pavilion of the Hospital of the University of Pennsylvania, and is available to non-clinical researchers but also used by hospital patients. SC3T and SC7T can be run by trained level 2 lab members on evenings and weekends, but HUP6 must be used with an MRI tech staff person during regular hours.

**For further information about CfN MRI scanners, training to use the scanners, and developing experiments, please visit the** [CfN Wiki page](https://cfn.upenn.edu/mri/wiki/doku.php) **(PennKey required).**

[**Link to the CAMRIS PBR scanner calendar**](https://pathbio.med.upenn.edu/camris/dogfish/)(requires PennKey)

[New Scheduler Manual](https://web.sas.upenn.edu/schill-lab/files/2018/11/camris_pbr_scheduler_manual_2017_apr_19-2361tlx.pdf)

**Flywheel: Data Storage**

Flywheel is a cloud-based storage platform for MRI data. Labs pay for flywheel accounts, and MRI data collected at SC3T is automatically uploaded to those accounts.

[Flywheel website](https://upenn.flywheel.io/)

[More info on Flywheel](https://flywheel.io/)

[Introductory Flywheel Meeting Video](http://mediasite.med.upenn.edu/mediasite/Play/622149b0b7414806a6f97c15020a1f641d?catalog=ebe1231b-7176-4f75-89e3-264e0dcfe943)

**Computers, Hardware, & Software**

Desktop computers can be purchased through Computing services for the Psychology Department ([manager@psych.upenn.edu](mailto:manager@psych.upenn.edu)). The business office and Computing prefer to use Penn’s [Computer Connection](http://cms.business-services.upenn.edu/computerstore/) (located in the [Penn Bookstore](https://upenn.bncollege.com/shop/upenn/home) at 3601 Walnut St) for additional hardware & software; this should be the first place to browse for any additional hardware or software you may need.

**Free Editing Service for Postdocs**

The Post-doc Editor's Club (PEC) of the Biomedical Postdoctoral Committee provides free, confidential editing of a variety of different documents including manuscripts, abstracts, grant proposals, and slides/posters for meetings. For more information about PEC please visit [here](https://www.med.upenn.edu/bpc/committees.html), or email us at penn.editors-at-gmail.com

We welcome any feedback or suggestions for improvement! Please email us at [pennmindcore@sas.upenn.edu](mailto:pennmindcore@sas.upenn.edu)