

# Scripps Postdoctoral Scholar Handbook

## v. 4/15/2018

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# Introduction

Welcome to the Scripps Institution of Oceanography. Scripps is the world's preeminent center for ocean, earth, and atmospheric research, teaching, and public education, with [more than a century](#) of exploration and discovery in basic research and global observations and applications. Postdoctoral scholars (postdocs) are essential to Scripps mission, and we are glad you have chosen Scripps to begin or continue your postdoc career. We want to start you off with information about your appointment, benefits, opportunities, funding, policies, resources, services, and other helpful information as you begin working with your mentor. Your academic mentor and [division business office](#) are the best source for assistance in most matters related to your appointment as well as your research program assignments. Be sure to introduce yourself to your division business office staff as they will be a great resource for you during your stay at Scripps.

Email links and websites are provided throughout this document as underlined text along with useful website links provided at the end of this document.

## Scripps Organization

Scripps is an integral part of UC San Diego. [Scripps leadership roster](#) can be viewed on the website along with the [organization chart](#). Review the leadership to familiarize yourself with who's who at Scripps. Visit the Scripps Director's [welcome page](#) where you can view her [biography](#), stories and other information about Scripps.

The [Scripps Director](#) is UC San Diego's Vice Chancellor for Marine Sciences and Dean of the School of Marine Sciences. Scripps has a single [Department Chair](#) with overall responsibility for the educational program and recruiting and retaining faculty. With more than 100 professors, Scripps is one of UC San Diego's largest departments. The [Deputy Director for Research](#) is responsible for managing research-related issues, promoting research funding growth, and oversees the Scripps Institutional Postdoctoral Scholar program.

## Divisions and Sections

The research side of Scripps is divided into three [Sections](#), each of which includes two or more research divisions:

### Earth Science Section

[Geosciences Research Division](#) (GRD)

[Institute for Geophysics and Planetary Physics](#) (IGPP)

### Oceans and Atmosphere (OA) Section

[Climate, Atmospheric Science and Physical Oceanography](#) (CASPO)

[Marine Physical Laboratory](#) (MPL)

### Biology (BIO) Section

[Center for Marine Biotechnology and Biomedicine](#) (CMBB)

[Integrative Oceanography Division](#) (IOD)

[Marine Biology Research Division](#) (MBRD)

Divisions are almost always referred to by their acronym rather than their full names. There is a Section Head and a Business Officer for each Section and a Director and Business Officer for each Division. The Business Officer will be the same person for each of the divisions within a section. Division business offices handle all your research needs (human resources/staffing, your academic appointment, space, pre-and post-award administration, purchasing, shipping, travel, etc.)

## UC San Diego Postdoc Administrative Units

Below are the administrative units that are assigned responsibility for assisting postdocs at UC San Diego. Please feel free to contact them about the many programs they offer.

### **Office of Postdoctoral and Visiting Scholar Affairs (OPVSA)**

[OPVSA](#) is the official UC San Diego administrative office responsible for supervising postdoc appointments and benefits. In addition, they offer extensive career development and health welfare programming. Upon beginning as a postdoc at UC San Diego, you will need to attend one of the monthly New Postdoc Orientations where they will guide you through resources, benefits, services and professional development pertinent to your appointment.

### **UC San Diego International Center**

[UC San Diego International Center](#) is an academic unit (unit of [UC San Diego's Global Education](#)) devoted to supporting and promoting the social and educational interaction of international students, scholars, and faculty. In addition, the Center is responsible for promoting cultural awareness and appreciation for diversity within the UC San Diego community. Another unit of UC San Diego's Global Education is the [International Faculty & Scholar Office \(IFSO\)](#). This office provides excellent visa-related guidance.

### **The UC San Diego Postdoctoral Association (PDA)**

[PDA](#) is an officially recognized Academic Advisory Group comprised of volunteer postdocs. All postdoctoral researchers with a current appointment at UC San Diego are invited to join the PDA to become full voting members.

## Postdoc Responsibilities

Employee responsibilities at UC San Diego include the following:

- Be informed concerning your rights, benefits, and responsibilities. Refer to [collective bargaining agreement](#) for details.
- Consult with your supervisor, department head, or the Human Resources (HR) contact in your department whenever you have questions concerning your job, employment status, insurance or retirement benefits, or other matters.
- Know the safety regulations that apply to your job and help promote and maintain safety standards. Report any injuries or unsafe conditions to your supervisor immediately.
- Observe departmental time, manner, and place regulations concerning meetings, posting materials, public speeches, [use of facilities](#) and services, and other related activities.
- Report to work in accordance with the established departmental work hours. The typical work schedule is weekdays from 8 a.m. to 4:30 p.m., unless your supervisor or department head informs you that an alternative work schedule is required or has been approved.

- Discuss expected absences in advance with your supervisor. Consult with your supervisor/mentor concerning any unexpected absences as soon as you know that you will be unable to report to work.
- Use UC San Diego time, funds, and property for UC San Diego business only.
- Uphold the [Principles of Community](#).
- Respect the rights and property of others.
- Consult with your supervisor and know the standards of performance and conduct that are expected of you. You may be subject to discipline for inattention to duty, inefficiency, insubordination, absence without permission, violation of law or UC San Diego regulations, intemperance, dishonesty, misuse of public funds or property, or other misconduct which adversely affects UC San Diego.
- Try to resolve differences concerning work relationships and conditions of employment through informal discussions with your supervisor, department head, or the HR contact in your department. If you cannot reach satisfactory resolution of problems through [informal conflict management](#), you may use the [formal conflict management](#) process.
- Review the [Academic Code of Conduct](#).

There are several essential trainings that you will need to sign up for when you arrive at Scripps. The first 3 are described in detail in the Training and Career Development section of this document. The required Safety Training is described under the Research section in this document.

1. OPVSA New Postdoc Orientation
2. Individual Development Plan
3. Introduction to the Ethical Challenges of Research
4. Safety training (See Research Section for specifics)

## Supervisor Responsibilities

Your academic mentor is your supervisor (unless you have been told differently) and it is his/her responsibility to work closely with you on the research you have been assigned. Your mentor will work with you directly to approve your work schedule and support and advise you on issues that may arise. Your mentor is also responsible to offer support as you construct your [Individual Development Plan \(IDP\)](#). It is your responsibility to attend the course and construct the plan, but your mentor should have input.

Your supervisor is responsible to make sure you attend required safety training before accessing the research laboratory you are assigned to work in. This is a high priority and should be completed upon arrival.

## Appointment/Payroll/Taxes

Postdoctoral Scholars are normally considered employees and are paid a salary from the University of California (exceptions are Fellowship/Traineeships which can be paid either by UC San Diego payroll or extramural agencies directly and these positions are not considered employees). Employees are eligible for all associated benefits afforded to postdoctoral scholars. For questions about your appointment status, it is best to work directly with your business office since appointment types can vary (e.g. employee, fellow, paid direct). Special cases exist within different categories, and policies can vary. You can find general appointment information at [UC](#)

**[San Diego Office of Postdoctoral & Visiting Scholar Affairs.](#)** You will have to make an appointment with your division HR representative to fill out forms and sign all the paperwork required to begin your appointment. Please do this immediately upon arrival. They will contact you ahead of your arrival to schedule this meeting.

### **Terms of Service**

These are general guidelines - check with your business office for your specific appointment terms

- Appointments are temporary and have fixed end dates.
- Initial appointment at the University is normally for one-year; however, Principal Investigators may appoint a postdoc for more than one year. A common exception to the initial appointment being shorter than one year applies to interim postdoc appointment for UCSD graduate students. For Postdoctoral Scholar-Fellows and Paid Directs, the duration is the length of their fellowship award funding.
- Reappointments of Postdoctoral Scholars from any title into the Postdoctoral Scholar-Employee title is usually for 2 years; however, reappointment may be for less than 2 years under certain circumstances (programmatic work, funding, eligibility, work authorization and change in PI).
- It is within the University's sole discretion to appoint, reappoint or not reappoint a postdoctoral scholar.
- Total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. Under unusual circumstances the University may grant an exception to this limit, not to exceed a sixth year.

### **Collective Bargaining Contract**

The University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) agreed to a [four-year agreement](#), effective October 17, 2016 through September 30, 2020. The Postdoctoral Scholars Unit (PX) is a systemwide (applicable to all campuses) bargaining unit comprised of postdoctoral scholars and postgraduate researchers who work in support of faculty and lecturers.

### **Time and Effort Commitment**

Postdocs are considered "exempt" under the Fair Labor Standards Act (FLSA). The required work schedule must be reasonable and related to research needs, and the emphasis is on meeting professional goals and on demonstrating research and creative capabilities, rather than working a specified number of hours. Most postdocs are required to submit a timesheet to report their effort, which your business office will send to you along with the monthly due date.

### **Benefits**

UC San Diego requires Postdoctoral Scholar appointees to have adequate health insurance coverage for the duration of their appointment. A comprehensive UC [Postdoctoral Scholar Benefits Plan \(PSBP\)](#) is available to cover Medical, Dental, Vision, Life, AD&D and Short-Term Disability Insurances. You will have 31 days from your start date to [enroll](#). Other benefits related to your employment are also available and should be [reviewed](#).

### **Tax Returns**

Filing tax returns is a personal responsibility; however we have provided some helpful links to help you get started:

- [Federal tax law and forms](#)

- [California Franchise Tax Board \(state tax law and forms\)](#)
- [IRS Publication 519 “U.S. Tax Guide for Aliens](#) -Filing Information section
- [IRS Publication 505 “Tax Withholding and Estimated Tax”](#) will help you determine whether you need to make quarterly federal tax payments
- [Figuring your estimated tax payments](#) will help you with California State tax payments.
- The taxation section of the [Benefits and Services](#) page of the UC San Diego Office of Postdoctoral and Visiting Scholar Affairs site has some information about the taxation of fellowship payments.
  - [Fellowship Tax Information for U.S. Citizens and Residents](#) from UCLA may also be helpful

Note: Most nonresident aliens are limited by U.S. tax law to claim marital status of single for federal tax purposes (Form W-4) even if they're married and/or have children. See "Withholding on Wages" on page 39 of [IRS Publication 519, U.S. Tax Guide for Aliens](#).

### **Glacier Tax Prep (GTP) Software for nonresidents**

Glacier Tax Prep (GTP) is a federal tax return preparation system. It is available free to UC San Diego payees who were nonresidents for tax purposes AND who received wage **or** fellowship payments from UC San Diego in the previous calendar year. GTP will help nonresident aliens complete their U.S. federal tax return and claim any tax treaty exemptions to which they are entitled. Only international students and scholars who were affiliated with UC San Diego during 2016 and were nonresident aliens for tax purposes are authorized to use this software.

Nonresident aliens who had complete Glacier records at the end of the previous calendar year will get an email about GTP from Glacier ([support@online-tax.net](mailto:support@online-tax.net)) in March of the following year giving instructions for accessing GTP through Glacier.

For more information about GTP, including how those without a Glacier record can get access to it, see the [UCSD International Faculty & Scholar Office's Tax Resource](#) page.

### **Federal Insurance Contributions Act (FICA)**

U.S. citizens and residents for tax purposes are subject to FICA withholding. FICA can be different combinations of withholding. Examine your earnings statement to find out what has been withheld from your payments. See [At Your Service: How to View Your Earnings Statements \(Pay Advice\)](#).

Other possible withholdings can include:

- 7.5% DCP Safe Harbor withholding on wage payments to those who are residents for tax purposes
- UCRP Retirement withholding
- Old Age, Survivors and Disability Insurance (OASDI) withholding
- Medicare withholding
- Collective Bargaining UAW monthly fees

### **Collective Bargaining Representation**

As a postdoctoral scholar with a UC appointment, you are represented by the UAW and monthly fees for the UAW are withdrawn from your earnings. If you decide to become a member of the

UAW with voting rights, you will have a slightly higher percentage withdrawn from your earnings for dues. See the [UAW contract](#) for UC postdocs for additional information.

### **DCP - Safe Harbor**

The [Defined Contribution Plan \(DCP\), also known as the “DCP Safe Harbor” plan](#), is a qualified retirement program governed and mandated by the Internal Revenue Service (IRS) (the U.S. federal tax authority). It is administered by the University of California Employee Benefits office. DCP contributions are made instead of Social Security. If you are eligible for DCP withholding, UC San Diego is required to withhold 7.5% of your gross wages and deposit it in your DCP account, which will be created automatically through Fidelity. Click the link above or call Fidelity (866) 682-7787 to find out more, and to find what to do with your account when you leave the University of California.

## **Training & Career Development Opportunities**

### **Essential Training**

The Office of Postdoctoral and Visiting Scholars Affairs (OPVSA) is committed to enhancing your postdoctoral experience by offering various opportunities for career development. The following workshops are considered [essential training for postdocs](#).

#### **New Postdoc Orientation**

As a postdoc, we want to ensure that you receive the best training, feel engaged with campus community and receive opportunities to enhance your postdoctoral experience. To set the foundation of expectations, inform you of resources, benefits, services and professional development, please attend the [New Postdoc Orientation](#) that will be held the 2nd Thursday of every month from 12 – 2 pm. Sign up [here](#) to attend one of the monthly sessions.

#### **Introduction to the Ethical Challenges of Research**

Success in research and professional development requires awareness of a variety of challenges. It also requires skill in managing them. To address this, the [Ethical Challenges of Research Series](#) was designed specifically for postdocs. The series is comprised of two parts: an introductory overview offered every month and special topics offered every other month. The introductory overview is essential to take as part of your postdoctoral training and education if you have never taken a research ethics course as a postdoc. Introduction course will be held the third Wednesday of every month from 12 – 2 pm.

#### **EPIC Bootcamp: Your Summit to Success**

This two half-day professional development [EPIC Bootcamp](#) is designed for postdocs at the beginning of their training to understand their role as a postdoc and to help them succeed during their training at UC San Diego and beyond. This event will be offered twice per calendar year in late January and July.

#### **Postdoc Individual Development Plan**

[Individual Development Plan \(IDP\)](#) is a tool to identify skills, knowledge, and interests; outline career goals; and manage an individual’s career development progress. For assistance on creating your IDP, assessing your skills, working with mentors and setting realistic and achievable goals,

attend the EPIC Bootcamp. Each postdoc will have the opportunity to develop and present his/her IDP to faculty participants for feedback and by the end of the session have the foundation of an IDP to guide his/her career objectives.

## Specialized Training Paths

To facilitate goals developed in the Individual Development Plan, specialized training will be offered to provide a map for a particular career path.

Completion of overall training by a postdoc will be recognized by overall certification of completion of the UC San Diego postdoctoral training curriculum. These paths below contain up to 30-hour training modules resulting in a certificate of completion and represent the four paths that most UC San Diego postdocs are interested in pursuing and have transitioned into successful careers. Each path should take the postdoc no longer than one calendar year to complete. The paths are designed as such to allow a postdoc to be able to take advantage of more than one path during the entirety of the postdoc training at UC San Diego.

[Academic Research Training](#)

[Entrepreneurial Training](#)

[Private Industry Training](#)

[Educator Training](#)

## Other Training and Certificate Programs

### **grAdvantage Certificate in Leadership and Teamwork**

In today's job market, an increasing number of companies seek candidates with strong "soft skills" to complement their technical skills and expertise. Regardless of the field, qualities such as solid communication skills, self-awareness, time management, and the ability to function on diverse and collaborative teams are highly sought-after. The UC San Diego Extension Specialized [Certificate in Leadership and Teamwork](#) is designed to equip participants with those skills to help them excel in any working environment. The certificate consists of three courses focusing on leadership, teamwork, and project management. Throughout the program, students will implement these skills by working collaboratively on teams to manage hands-on projects on campus. The culmination of the program will include a showcase of the students' projects to campus leaders, industry guests, and the general public. Upon completion of the certificate program, graduate students and postdoctoral fellows will be empowered to transition into their career pursuits.

### **UC San Diego Extension: Project Management Certificate**

Based on the Project Management Body of Knowledge (PMBOK) developed by the Project Management Institute (PMI), the [curriculum](#) includes an in-depth study of the elements essential to initiate, execute and complete a successful project, including the development of interpersonal skills critical to conducting work in a team environment. Examine how the principles of project management apply to specific industries, broaden your people skills to prevent or handle all types of conflicts or situations, and learn the nuances of management from a global perspective. Apply the tools and skills learned through a comprehensive hands-on simulation experience.

### **UC San Diego Extension: Biotech Project Management Certificate**

The joint online [Biotech Project Management Specialized Certificate Program](#) through UC San Diego Extension and University of Washington Extension is intended for product managers, manufacturing managers, quality managers and scientific, clinical research or regulatory specialists engaged in biotech product design, development and control. The program is ideal for individuals who are trying to move into the biotech industry by learning project management processes for completing and delivering a biotech product within budget and on schedule.

### **UC San Diego Postdoctoral Association Training & Volunteer Opportunities**

The [UC San Diego Postdoctoral Association \(PDA\)](#) is comprised of postdocs who volunteer their time to enhance the postdoctoral experience by organizing professional development programs and networking opportunities. Sign up for the [UC San Diego Postdoc listserv](#) and email [PDS](#) to volunteer.

#### **Opportunities and Resources for Postdocs include:**

- [Ambassador Program](#) for new postdocs
  - [The Postdoc Survival Guide](#) (PDF)
  - [Seminar Listings](#)
  - [Events Calendar](#)
  - [Alumni Spotlights](#)
  - [Become a Volunteer](#)
    - Volunteer with the [Postdoc Association or EIP Team!](#)
    - Volunteer on a local non-profit. Find opportunities [HERE](#).
- [Exposure to Industry Program](#)

[Career Development Resources](#) will help you thrive as a postdoc at UC San Diego.

- Explore, Prepare, Innovate, Connect (EPIC) Program
- Science Policy
- Business | Entrepreneurship
- Project Management
- Teaching Development
- Communication
- Mentorship
- Grants
- For Families
- Other Resources
- Diversity

#### **Can I register for SIO & UC San Diego Classes?**

You cannot register for classes, but as a postdoc you are allowed to audit any class for free. Just make sure you have permission from the instructor.

#### **Promotional Opportunities**

It is your responsibility to apply and compete for employment opportunities. Scripps faculty forward job opportunity notices when they receive them from their colleagues. These can be from within Scripps/UC San Diego, outside at other institutions or industry. These announcements are posted on the [postdoc@sio.ucsd.edu](mailto:postdoc@sio.ucsd.edu) mailing list.

You can review the [Scripps job openings](#), which is updated as positions open. You should routinely review the [UC San Diego's website](#) for employment opportunities (both academic and staff).

## Outreach Opportunities at Scripps

Scripps is fortunate to have its own interpretive center, [Birch Aquarium at Scripps](#) (BAS), which serves as a primary outlet for outreach at Scripps and specializes in creating innovative exhibits and programs that translate Scripps science for the public. Scripps outreach professionals facilitate and support academic collaboration with BAS, as well as other outreach focused organizations both within and outside of the University. Many of these organizations focus on engaging groups traditionally underrepresented in science. Outreach activities are often used as a means of satisfying NSF or other funding agency requirement for “broader impact” statements. If you are interested in being involved in Scripps outreach programs, contact [Cheryl Peach](#), Director, Scripps Educational Alliances This office provides information on a variety of outreach opportunities, support for preparation of broader impact sections of proposals, letters of recommendation documenting outreach contributions, and a variety of additional outreach related services and training. Guidance on participating in outreach can be found in [Education and Public Outreach: A Guide for Scientists](#). This document was originally produced by the NSF funded Centers for Ocean Sciences Education Excellence in collaboration with The Oceanography Society, the guide has recently been updated and contains information that is relevant across a broad range of science disciplines. Feedback on the latest version of the guide is welcome (please send comments to [magazine@tos.org](mailto:magazine@tos.org)). The EPO Guide is a living document that will be updated periodically based on community input and as new resources and information become available.

Scripps also has an active and well-organized volunteer organization, [Scripps Community Outreach for Public Education](#) (SCOPE). SCOPE engages Scripps community members in showcasing research conducted at Scripps through pier and lab tours, classroom visits, and other activities both on and off of the Scripps campus. Volunteering through SCOPE is an excellent way to learn and practice science communication skills.

## Funding Opportunities

### **Scripps Postdoctoral program**

[The Scripps Postdoctoral Program](#) is an annual competitive program that offers several positions each year to new or recent doctorates in the general research areas of Oceans & Atmosphere, Biology, or Earth Science.

### **Cecil H. and Ida M. Green Foundation**

There are two types of postdoctoral fellowships in Earth Sciences. They are awards to work with mentors in the Institute of Geophysics and Planetary Physics (IGPP) at Scripps. [Green Postdoctoral Fellowships](#) include all areas of geophysics and are typically solicited on a yearly basis. The Miles Postdoctoral Fellowship supports research in computational and theoretical geophysics and is generally offered every 2-3 years.

### **Positions with individual researchers or faculty**

Sometimes the positions are advertised, but often not. We recommend that you search [Scripps directory of academic personnel](#) and then contact the individuals you're interested in working with to see if they have positions available. The length of postdoctoral appointments varies by individual investigator.

### **Chancellor's Postdoctoral Scholar Award**

The [Chancellor's Postdoctoral Scholar Award](#) recognizes postdocs who conduct outstanding research, exhibit leadership, mentorship and service as he/she progresses toward a defined career. [PostdoBudget Report - December 2017ctoral Scholar Award Application](#).

### **University of California President's Postdoctoral Fellowship Program**

[The President's Postdoctoral Fellowship Program](#) offers postdoctoral research fellowships, professional development and faculty mentoring to outstanding scholars in all fields whose research, teaching, and service will contribute to diversity and equal opportunity at UC.

### **Scripps Seed Funding Policy**

Primary purpose of the [Seed Funding Policy](#) is to provide resources (normally under \$25K per project) to help an investigator develop and strengthen proof of concept for a new research idea with significant scientific merit. The focus is on new projects or new collaborative partnerships. The call for proposals is announced prior to the annual deadline to remind you of this opportunity. *(to access, once at Employee Resources, click on Scripps Policies & login – you'll be able to download the Seed Funding Policy and other policies)*

### **Scripps Small Grant Program**

Primary purpose of the [Small Grant Program](#) is to provide funding for research-related expenses that are outside the scope of a single grant, yet critical for ongoing research activities. There is no specific limit to the amount that can be requested, but it is meant to cover items under \$2K. There is no call or announcement and will continue on a rolling basis. New requests can be submitted throughout the year. *(to access, once at Employee Resources, click on Scripps Policies & login – you'll be able to download the Small Grant Program and other policies)*

### **Chancellor's Research Excellence Scholarships (CRES)**

The [Chancellor's Research Excellence Scholarships \(CRES\)](#) is a campus-wide effort to support the primary research initiatives of the [UC San Diego Strategic Plan](#). Provides funding for undergraduate and Ph.D. students and postdoctoral fellows, to work with mentors/PIs in labs, programs, or centers.

- [Application guidelines](#)
- [FAQs](#)

### **Extramural Funding and Solicitations**

These are listed under [Contract and Grant Administration](#). Funding opportunities will be emailed to you once you subscribe to the funding opportunity list. Fill out the subscription [form](#). Campus provides [links](#) to other suggested funding opportunities including agency specific lists such as:

- [NIH Funding Opportunities](#)
- DOD [Congressionally Directed Medical Research Programs](#)
- [NSF Funding](#)

## Office of Corporate and Foundation Relations

The [Office of Corporate and Foundation Relations](#) provides a variety of available funding opportunities for postdocs.

# Surviving the move to San Diego

## Budgeting for the Move to San Diego

For planning purposes, these websites may be helpful in budgeting and calculating cost of living in San Diego.

- Domestic: <http://money.cnn.com/calculator/pf/cost-of-living/>
- International: <https://www.expatistan.com/cost-of-living>
- Family Budget Calculator: <http://www.epi.org/resources/budget/>

## Resources for Finding an Apartment

[UC San Diego Commuter Student Services](#) offers helpful information for apartment hunting in the San Diego area. You will find an online tool for listings of available housing, although a UC San Diego active directory account is required for access. Besides this service, searching through newspaper and internet classified advertisements is still the primary way to find an apartment. Suggested websites that might be helpful include [Craigslist](#), [San Diego Union-Tribune](#), and the [UC San Diego Guardian](#).

## Neighborhood Descriptions

A survey of current postdocs recommends the UTC area of La Jolla, as nothing beats its proximity to campus. However, some apartment complexes are dominated by undergrads so do your research and choose wisely. Another popular area located fairly close to campus is Pacific Beach, which has lively nightlife but is also home to many partiers. Many postdocs also choose to live in Hillcrest, North Park, or University Heights for a more urban feel. The [UC San Diego commuter listing](#) website provides some local area descriptions. To learn more about [San Diego's Urban Neighborhoods](#), many postdocs surveyed report living in or around Mira Mesa.

## Understanding California's Tenant Policy

If you have never rented in California before, consult this [guide](#) for a detailed description of California Tenant Laws and Responsibilities.

## Transportation

### *Cars / Parking & Permits / Rentals*

Public transportation is affordable, but car ownership in San Diego can be expensive. However personal automobiles are still the primary form of transportation in the city. Extensive information can be found in online resources such as [Edmunds](#) and [Kelly Blue Book](#). For information and comparisons of fuel efficient vehicles, visit [EPA Green Vehicle](#). Advertisements for used cars for sale are frequently posted on bulletin boards around campus. You can also visit local dealerships or review [Craigs List](#), [Car Search](#), [Car.com](#), [Carmax](#).

For information about driver license requirements, access the [California Department of Motor Vehicles website](#).

As a postdoc, you are eligible to purchase an A (red) or B (green) parking permit. At Scripps, it will not matter what kind of permit you purchase as all parking is open to anyone who has a

valid permit. You will have to take your permit to the Scripps Director's Office and get it stamped for validation to show you are permitted to park at Scripps. For campus parking, the A permit allows more parking options.

For postdocs who might not want to purchase a vehicle immediately, but need one once in a while (especially during the initial move to San Diego), consider a car rental. [Dirt Cheap Car Rental](#) offers affordable rates, including liability and collision insurance coverage. Another alternative is to join a car share program such as [Zipcar](#) or [Car2Go](#).

If you don't mind the walk, you can save money by forgoing the permit and parking on La Jolla Shores or other surface streets. However, be aware that break ins and smashed windows are relatively common on La Jolla Shores, so don't leave anything valuable in your car.

### *Biking*

If you live within biking distance, consider joining the [UC San Diego pedal club](#) (you will need to register your bike with the UC San Diego police). This is free and each quarter you get a 10 day-use parking permit to use on rainy days or when you must take your car to work. To park at Scripps, make sure you get a fish stamp on your permit from the [Scripps Administrative Front Office](#) in the Scripps Administration Building. The pedal club is a great deal.

### *Public Transit*

If you live near a bus route, consider buying a [regional transit pass](#). UC San Diego faculty and staff get a 25% discount if they purchase this through payroll deduction where it is pretax.

There is a [free shuttle bus](#) that runs between UC San Diego and Scripps. Even if you have a parking permit, you may find this useful because midday parking at UC San Diego campus is hard to find.

## **What to Do If Things Go Wrong?**

### **Resolving Differences & Reporting**

If you find that your mentor or the research you are assigned is not working out as planned or problems develop, you should first try to resolve differences with your mentor/supervisor and if you cannot resolve with them, you should contact your Division Director, Section Head, or Division HR representative. The Deputy Director for Research is also available to review the situation with you. If you cannot reach satisfactory resolution through [informal conflict management](#), you may use the [formal conflict management](#) process. It is important to resolve issues as they arise and not let them derail your career path.

### **Faculty and Staff Assistance Program (FSAP)**

Postdocs are eligible to access counseling services offered by the [Faculty and Staff Assistance Program \(FSAP\)](#). FSAP offers a variety of services and resources to help individuals and departments with a range of issues, including trauma recovery, wellness, grief, and violence.

- [Confidential](#) individual sessions
- Counseling, assessment, referral, and client advocacy
- Conflict resolution
- Eldercare resources and support

- Brief, solution-oriented counseling and case management covering issues such as [anxiety](#), alcohol- or drug-related concerns, depression, emotional problems, family concerns, financial difficulties, gambling, legal problems, occupational decisions, stress, marital or other relationship difficulties, violence

Location for FSAP is in Torrey Pines Center South, Suite 406, across North Torrey Pines Road from the northwest end of campus ([map](#)). Shuttle service from campus is available via the [Campus Loop Shuttle](#). For more information on the above services, call (858) 534-5523.

### **Ombuds**

Contact the [UC San Diego Ombuds Office](#).

You can also contact either of the SIO liaisons [Jennifer Mackinnon](#) or [Paul Jensen](#) to get local advice and guidance about internal conflict resolution options, or just to talk about your situation.

### **Office for the Prevention of Harassment & Discrimination (OPHD)**

[OPHD](#) works to resolve complaints of discrimination and harassment through formal investigation or alternative resolution. They explain and clarify university policies and procedures regarding discrimination, harassment and retaliation. They offer a variety of training programs and workshops in the prevention of sexual violence, sexual harassment and all forms of discrimination for students, faculty and staff.

### **Employee Relations**

[Employee Relations](#) is the division of Human Resources that serves as the first point of contact for employees, supervisors, or managers who have questions or want assistance related to conflict in the workplace, policy interpretation, referrals, and consultation on a wide range of matters related to work.

They provide quick response, dependability and customer-centered service through expanded communications. The staff of Employee Relations represents the interest of the University to do the right thing that will support the rights and responsibilities of the UCSD population. Employee Relations remains neutral and the staff offers collaborative problem-solving as a means of reaching resolution to workplace conflict. They provide consulting services, advice, support, and referrals to UCSD employees, supervisors, and administrators. They focus on encompassing policy and collective bargaining agreement interpretation and application, conflict resolution, personnel programs, public relations and liaison, workforce modification, and affiliated training.

## **Support Services (Employee, Family) Work Balance Services/Resources**

[Child Care](#)

[Conflict Management](#)

[Counseling](#)

[Disabilities and Rehabilitation](#)

[Eldercare](#)

[Grief and Loss](#)

[Health and Wellness](#)

[Resources for Expectant Parents](#)

[Substance Abuse](#)

[Work/Life](#)

[Health & Wellness](#)

[Housing Resources](#)

[Lactation Accommodation](#)

### **Postdoc Dependent Care Travel Grant**

The [Dependent Care Travel Grant](#) is a great resource and can benefit you when needing to travel to Professional meetings, conferences, workshops and other scholarly activities that are critical for career advancement. Expenses for dependent care during travel to these events present a major challenge for postdocs, both male and female, as most funding agencies and training funds do not cover such expenses. Postdocs can apply for support during the submission periods when travel opportunities develop. This grant program seeks to alleviate expenses of child- and adult-dependent care costs incurred by postdocs during these vital professional development travel opportunities. [Travel Grant Program Application](#).

### **Diversity Programs & Resources**

Many [diversity programs & resources](#) are available to help the diverse postdoc population. A few resources that you might find helpful are listed below:

[UC San Diego Office of Equity, Diversity, and Inclusion \(EDI\)](#)

[Science Policy](#)

[Minority Postdoc](#)

[Out in Science, Technology, Engineering, and Mathematics \(oSTEM\)](#)

[Association of Women in Science \(AWIS\)](#)

[TSRI Network for Women in Science \(NWIS\)](#)

## **Research Support**

### **Safety at Scripps**

[Scripps operates its safety program](#) in conjunction with UC San Diego's [Environment, Health and Safety \(EH&S\) division](#), which manages a coordinated safety program for the entire UC San Diego campus. Safety at Scripps is a responsibility shared by everyone: students, volunteers, faculty, postdocs and staff. The Scripps Safety Office is committed to promoting awareness, providing effective consultation, and ensuring compliance to cultivate a safe working and research environment for all. Scripps Safety Coordinator is [Allyson Long](#). UC San Diego Emergencies: 9-1-1 from campus phone; (858) 534-8449 from other phones.

Several safety training courses are noted below. All employees including researchers, faculty, post-docs, students (graduates and undergraduates), staff research associates, visiting scientists, administrative staff and volunteers must take the Injury and Illness Prevention Program Training (IIPP) course. To access the new Principal Investigator (PI) Safety Orientation Training, visit [Research Assistance Program](#) or schedule via email [New PI Orientation](#) or call (858) 822-6886.

Principal Investigators are responsible for conducting laboratory hazard assessments, developing hazard control plans, and providing [personal protective equipment \(PPE\)](#) to lab workers based on these assessments.

### **Required Lab Safety Training**

*NOTE: If you work in a research setting (e.g. laboratory) and use chemicals, biological materials, radioactive or other hazardous materials, you will need to complete e-course training (3) [UC Laboratory Safety Fundamentals](#) and then every year thereafter the [Annual Laboratory Hazards Training](#) eCourse. The required Injury and Illness Prevention Program components are covered in the two laboratory safety eCourses.*

#### *(1) In-person Injury and Illness Prevention Program Training (IIPP)*

All employees, even those who are not working in a lab or research space, such as administrators, lab managers, or theoretical research personnel, must complete the in-person Injury and Illness Prevention Program Training within a month of their hire date. This training is offered on site on the last Monday of each month in Hubbs Hall 4500 at 10am. Otherwise personnel will need to go to the main campus for training. This is a one-time training course.

#### *(2) UC Shop and Technical Space Safety Fundamentals*

All those who work in either a shop or a technical space must complete the following safety training requirements:

- a) Before a new employee, student, volunteer or visiting scientist begins working in a shop or technical space, they must participate in a Shop-specific Safety Orientation, led by the PI or designee, addressing hazards associated with the unique processes and equipment in their particular research environment. This is required in addition to, not in lieu of, the other lab safety training coursed described below. UC San Diego's department of Environmental Health and Safety (EH&S) offers a simple outline for a lab-specific safety orientation on its "[New Laboratory Worker Checklist for Technical Labs](#)".
- b) The Annual Shop & Studio Environmental Compliance & Hazards Training is an annual training.

#### *(3) UC Laboratory Safety Fundamentals*

All those who work in a laboratory (including PIs, Postdocs and staff) must complete the following safety training requirements:

- a) Before a new employee, student, volunteer or visiting scientist begins working in a laboratory, they must participate in a Lab-specific Safety Orientation, led by the PI or designee, addressing hazards associated with the unique processes and equipment in their particular research environment. This is required in addition to, not in lieu of, the other lab safety training courses described below. UC San Diego's Department of Environmental Health and Safety (EH&S) offers a simple outline for a lab-specific safety orientation on its "[New Laboratory Worker Checklist](#)."

- b) The e-course [UC Laboratory Safety Fundamentals](#) (Login Required) covers the fundamentals of laboratory and chemical safety, general safety, lab users' rights and responsibilities. This Lab Safety Refresher training must be repeated every 3 years. Lab personnel do not have to complete the Injury & Illness Prevention Program Training if compliant with UC Laboratory Safety Fundamentals Training.
- c) The e-course [Annual Laboratory Hazards training](#) (login required) is an annual training required every year after initially taken as part of the Laboratory Safety Fundamentals.

#### *(4) Personal Protective Equipment (PPE)*

Visit [My Research Safety](#) site where you can manage your research safety and access tools to manage your lab. The Laboratory Hazard Assessment Tool (LHAT) is required before beginning work in a UC San Diego laboratory facility, shop, or Technical Space. This application provides a summary report of hazards present in your spaces and specifies PPE required for workers. Please note that the minimum attire required at all times for lab, shop, and Technical Space users is full-length pants and closed-toe/heel shoes. Additional PPE (lab coat, face shield, chemical splash goggles, thermal protection gloves) may be required, based on the LHAT. PPE is available for free from UC San Diego PPE Office located at UC-401.

#### **Principal Investigator (PI) Safety Responsibility**

PIs are required to fill out and submit a field research safety plan before beginning travel for field research to any location more than 100 miles from UC San Diego or to any remote site where communications or access to emergency services are limited. A comprehensive [Field Operational Planning Tool](#) developed by EH&S for this purpose is available or you may prefer to download and use the shorter, more streamlined [Field Research Safety Planning Record \(FRSPR\)](#) used by others at Scripps Institution of Oceanography.

Visit [Frequently Asked Questions](#) regarding UC San Diego-Scripps requirement for Principal Investigators to submit a Field Research Safety Plan/Record prior to commencing travel for field research.

## **Facility Resources**

### **At Scripps**

There are several [shared facilities](#) (includes some relevant campus and School of Medicine shared facilities) that are available to Scripps employees. Some of these facilities were funded by the NSF Major Research Instrumentation (MRI) awards, and by nature of the NSF MRI award policy, these are considered institutional resources. For use contact the facility director or manager. Other resources include [Centers, Labs, Projects, and Data Centers](#), [Oceanographic Collections](#), and [Research Facilities](#).

### **At UC San Diego**

A number of [UC San Diego Core Shared Facilities](#) are available to Scripps faculty, normally on a recharge basis, which can be expensed on grants or institutional funds.

## **Conflict of Interest Guidance**

### **Postdoctoral Scholars Freedom to Publish**

Freedom to publish and disseminate results are major criteria for assessing the appropriateness of any research project, particularly those involving students and postdocs. Consistent with the

mission of the University, the integrity of a student's academic experience shall be preserved, including the ability to complete and publish a thesis or dissertation and to freely publish, present, or otherwise disclose the results of research both within the academic community and to the public at large. The University precludes assigning to extramural sources the right to keep or make final decisions about what may or may not be published with respect to a research project.

Within this general understanding, the University also realizes that circumstances may arise where certain restrictions or limitations may be appropriate. Short, reasonable delays may be appropriate, for example, to allow the research sponsor to review publications for inadvertent disclosures of proprietary data or potentially patentable inventions. In all cases, however, these limitations or restrictions may not be more restrictive than those borne by faculty conducting similar research under University auspices.

### **Involvement in Adviser's Company**

Graduate students and postdocs may not be involved in a company in which their dissertation adviser or faculty mentor has a significant financial interest:

1. "Involvement" means they may not be employed in the company, undertake training in the company, or do their dissertation research in the company.
2. "Significant Financial Interest" is defined as one or more of the following held or received in the previous 12 months by the faculty member or the faculty member's spouse or dependent children:
  - a) An investment in a private entity, by the faculty member or a member of the faculty member's immediate family (spouse/registered domestic partner or dependent children), worth more than \$10,000, including stock options and profit sharing; or
  - b) A position in a private entity as an employee, director, officer, partner, consultant, trustee, or any management position; or
  - c) Income from a private entity, including consulting income, totaling \$10,000 or more in value within a 12-month period.

## **Intellectual Property, Technology Transfer**

### **Scripps Corporate Alliance**

Scripps Corporate Alliance is a program launched in 2017 to facilitate relationships with companies that align with Scripps research and educational programs. Corporate members receive assistance in building relationships with faculty and research staff that may lead to research collaborations, sponsored research, and technology licensing. Corporate members receive assistance in recruiting students and postdoctoral fellows for internship and full-time positions and administrative support in facilitating their relationships at Scripps. Interested individuals can contact [Gwen Nero](#).

### **Intellectual Property, Commercialization, and Technology Transfer**

The UC San Diego Office of Innovation and Commercialization (OIC) is part of the Office of Research Affairs. OIC has established a campus-wide innovation platform to build a systemic and sustainable innovation culture, to create a vibrant regional ecosystem, and to accelerate commercialization of campus inventions.

Disclosing a technology or concept to the OIC is the first step in accessing the legal, entrepreneurial, and business resources available at the institution to protect, grow, share, license, or spinout your technology. To maximize the potential for your technology to be

protected through a patent, it is essential to disclose it as soon as possible (i.e., well before public presentation or publication).

Inventions generated at UC San Diego during the course of research may be owned in part or fully by the University of California. There may be opportunities to license the invention to an outside entity for use, or the inventor may be interested in creating a business around his or her invention. [Disclosing the invention](#) to the OIC is essential for evaluating appropriate options for intellectual property and commercialization. There is a myriad of resources at UC San Diego to educate and support students, staff, postdoctoral fellows, and faculty on commercialization.

Other Resources:

[Entrepreneurial Resources](#)

[Calendar of Innovation & Career events](#)

[Innovation Newsletter](#)

[Scripps Corporate Alliance](#)

## **Ships, Cruise Planning, Shipboard Technical Support, UC Ship Funds Program**

Scripps has one of the largest academic research fleets in the world, with three research vessels plus the research platform FLIP. Scripps vessels play a critical role in exploring our planet, and conducting important research in all the world's oceans. Services are available to [plan a scientific research cruise](#) using Scripps's ships and services. The [UC Ship Funds Program](#) solicits proposals from students, postdoctoral researchers, faculty and staff for ship time aboard research vessels operated by Scripps.

[Shipboard Technical Support \(STS\)](#) provides specialized expertise, personnel, instrumentation, and support. STS also designs, builds and sells specialized equipment and instruments unavailable on the commercial market.

STS is composed of groups that each provides a distinct set of services and expertise (emails to each group provided below):

[Computing Resources Group](#) - Manages and maintains STS computing resources.

[Oceanographic Data Facility](#) - Provides hydrographic measurements and support services.

[Shipboard Electronics Group](#) - Designs and develops instrumentation; Maintains and repairs electronic equipment.

[Marine Research Technician \(ResTech\) Group](#) - Oversees deck operations; Manages mechanical instrumentation

[Shipboard Geophysical Group](#) - Provides seismic services.

[STS Calibration Laboratory](#) - Provides temperature and pressure calibrations

[CCHDO/WHPO](#) - CLIVAR/WOCE Hydrographic Data Office

# Computational Facilities, Local Information Technology (IT) Support, HPC Services

[Support Requests](#)

[Website](#)

[Knowledge Base](#)

Scripps IT provides basic Information Technology support to the entire Scripps community (faculty, Postdocs, students, staff, volunteers and visitors) at no cost. The Earth Section's Institute of Geophysics and Planetary Physics (IGPP) continues to support their own IT staff. If you are in the IGPP division, contact the [IGPP help desk](#) for assistance.

The Scripps IT basic services include:

- Computer onboarding
- Network registration and IP address and port assignment
- Compliance with UC San Diego network security standards
- Installation of Sophos or another anti-virus software
- Assistance with installation and configuration of standard software packages
- Printer installation and setup
- Email account setup and troubleshooting
- Email listserv provisioning and support
- Access and installation assistance for Matlab (UC San Diego concurrent license)
- Google Apps and Gmail service provisioning and management
- Walk-in, phone, and email help desk support to help solve routine computer and network problems

In addition to these no-cost basic services, Scripps IT offers a number of fee-based services to assist with more complex computing needs, such as:

- Server systems administration
- Data storage, including off-site backups
- Managed Lab Computers
- Brokering and managing cloud storage and computational services for interested research groups and PIs.
- Hourly recharge service with which we can assist in solving more complex computer and networking issues, such as:
  - Recovery from malware or hacking events
  - Hardware troubleshooting and repair
  - Lab and field computer configuration and troubleshooting
  - Complex software and hardware installation and configuration
  - Installation of virtual machine software on desktop/laptop computers

## Communication and collaboration

Scripps Web Operations offers a variety of online mechanisms to help faculty, postdocs, staff, and students communicate, collaborate, and share their knowledge or research.

## Directory Listings

Scripps [directory](#) is the starting place to find anyone at Scripps, providing email addresses, telephone numbers, office locations, and affiliations.

## Directory Profiles

As a postdoc employee, you will have an automatic profile page on the website. By default, these directory profiles only include the same contact information as your directory listing, but you can request additions and updates to your Scripps profile by submitting a photo, research interests, degree information, a brief bio, and a link to your external website such as a personal or lab specific website. Send additional information to [Jeff Dillion](#) and he will coordinate adding it to your profile.

## Research Profiles

Web sites for Scripps [Research Profiles](#) are for academics (including postdocs) and graduate students, including biographies, publications, and research interests.

Research Profiles are intended to be a dynamic guide to Scripps researchers by providing easy-to-find, easy-to-update personal websites.

You will need to contact [Jeff Dillion](#) to have your profile set up. Research profile sites can feature:

Your title and contact information (as listed in Blink)

Your photo

Your biography

Your publications list. NOTE: Please do not load PDFs of articles with copyright restrictions onto your Research Profile

Once we have set up your Research Profile, it will be available at <http://scrippsscholars.ucsd.edu/{username}>, based on your unique UC San Diego email address. If your address is [jtriton@ucsd.edu](mailto:jtriton@ucsd.edu), your username will be triton and your site will be <http://scrippsscholars.ucsd.edu/jtriton>. Additional information for maintaining your site can be reviewed at [Scripps Research Scholars](#).

As part of your Research Profile, you need to identify [Research Topics](#) and [Themes](#) that best represent your research field (s). Once you've identified these, ask your business office to enter them into the People database. Your business office is responsible for setting these up for you. Research Topics are particularly important because it allows Scripps to categorize all research proposals and awards under the appropriate topic that fits your research. You can choose multiple topics and if you have a primary research field, you can choose this to show first on your profile. If you do not choose a primary topic, then topics will show in alphabetical order.

## Publications

Updated from a weekly alert from Web of Science.

## WordPress Sites

Scripps Web Operations provides basic [WordPress sites](#) at no charge to Principal Investigators or staff members managing lab, project or expedition sites. These sites can range from a few simple pages to blogs to more elaborate structures.

We provide initial setup and basic training. You will be responsible for creating and adding your content (i.e., text and images, etc.)

- All sites show up under the Scripps domain.

- If you find you need more than WordPress can provide — data repositories, interactive features — you can opt for external hosting, theming, and programming. However, please note, that the Web Group will not be able to provide support.
- Hosting for Legacy Static HTML Sites
- Scripps IT provides 10gb disk space for individual legacy static html sites on the scrippshtml.ucsd.edu server.

### Training

Drupal and WordPress basic content editing training is available for groups in the Eckart IT Conference Room. To schedule training please submit a Help request.

## E-mail Lists

There are a large number of [public e-mail lists](#) at Scripps where you can choose to get seminar announcements, learn about housing rentals, etc. When you first arrive, we recommend that you sign up for [All-at-SIO](#) and scan the options for additional lists that make sense for you. As a postdoc, you will need to sign up for the [postdocs](#) public mailing list. If you ever find yourself not getting important e-mails that your colleagues seem to get, it's likely because you are not signed up for the right e-mail lists. If you need help, contact [siohelp@ucsd.edu](mailto:siohelp@ucsd.edu).

Routine announcements are sent to the postdoc email list. These include job announcements that our faculty and other staff receive and feel are relevant to you. It also includes seminars, networking opportunities, etc. It is the method to keep you informed so please sign up for this email list.

## Equity, Diversity, and Inclusion Initiatives

Academics are encouraged to support the [University's strategic goal](#) of evolving our campus culture through actionable initiatives and measurable outcomes that enhance equity, diversity and inclusion (EDI) for students, staff and faculty at UC San Diego. There are a number of opportunities to participate in mentoring through undergraduate research programs such as Scripps Undergraduate Research Fellowship ([SURE](#)), California Alliance for Minority Representation ([CAMP](#)), and the Summer Training Academy for Research in the Sciences ([STARS](#)). The [Birch Aquarium](#) also organizes a number of outreach programs that engage K-12 students and the broader community in science education and exploration.

The Office of the Vice Chancellor for Equity, Diversity and Inclusion (VCEDI) also has a number of EDI-related resources, including [Accountability Dashboards](#) which are interactive and display key indicators tracking recruitment, retention, and advancement for all members of our campus community. The Office of the VCEDI also supports the [Faculty Equity Advisors](#) (FEAs - Scripps FEAs are [Lihini Aluwihare](#) and [Jennifer Mackinnon](#)), who provide advice, information, and training to remove barriers to faculty equity by working collectively with the [Associate Vice Chancellors for Faculty Diversity and Equity](#) (AVC-FDEs), deans, department chairs, and search committees to identify and encourage best practices for faculty recruitment and retention. Additional resources can be found at [UC San Diego's Center for Faculty Diversity and Inclusion](#), including information about professional development opportunities; EDI-related fellowships, grants, & awards; and best practices for building a diverse, equitable and inclusive environment at UC San Diego.

For additional information about diversity efforts at Scripps, contact Scripps Diversity Initiatives Coordinator [Keiara Auzenne](#).

## Contract & Grant Administration

Scripps Office of Contract and Grant Administration (Scripps OCGA) serves as administrative liaison for activities related to Scripps research contracts and grants funded by federal, state, and private agencies. The office is also the point of contact for Scripps unfunded collaboration agreements, incoming material transfer agreements, non-disclosure agreements, and sales and service agreements.

Scripps OCGA's primary goal is to assist principal investigators and their business offices identify and obtain funding for research. Scripps OCGA [staff](#) works closely with division business offices (Business Officer and fund managers) on sponsored project proposals to ensure compliance with agency and RFP requirements and guidelines, and University policy. The office also tracks the status of proposals and responds to agency pre-award audits; negotiates, accepts, and signs awards on behalf of the University; processes post-award actions which require agency approval; and ensures compliance with sponsor reporting requirements.

There are a variety of topics on the [Scripps OCGA website](#) to help you navigate through the services provided by Scripps OCGA. You should always keep your business office informed of any upcoming proposal submissions you are planning to assure personnel availability to meet your deadline.

### **As a postdoc, can I be a Principal Investigator (PI) on a proposal?**

Yes, but at SIO, specific justification is needed when a proposal requests more than 50% of annual salary; normally, a Postdoc may not obtain more than 50% of salary from proposals on which she/he is sole PI.

## Library

Postdocs are entitled to use campus libraries and access is via the campus ID card. To activate the card for library access, present it at the Geisel Library. Scripps no longer has its own library. However, you may request books from the [main library](#) and have them delivered to the Scripps department office for your pick up.

## Leaving UC San Diego

Notify your business office and email UC Payroll [glacier@ucsd.edu](mailto:glacier@ucsd.edu) three weeks prior to separating from UCSD in case tax adjustments are necessary. We suggest you do the following before separating from UC San Diego:

- Choose [online delivery](#) of Form 1042-S through Glacier.
- Enter an address in Glacier where we can contact you or mail you materials in the future, should that be necessary.
  - You may delete your U.S. address if you will not be living in the U.S.
  - If you have a Glacier record, email [glacier@ucsd.edu](mailto:glacier@ucsd.edu) so that we can terminate it.
  - Terminating your record will have no effect on your eligibility to receive payments from UC San Diego or your ability to get Form 1042-S (if applicable) through Glacier. It only stops automatic reminder emails about updating your Glacier record.

- If your address changes after leaving UC San Diego, email your new address to [glacier@ucsd.edu](mailto:glacier@ucsd.edu). Include your full name and the department you worked in.
- If you will be receiving Form 1042-S, you will be able to access your Glacier record to correct contact information through December 31.
  - Enter a personal email address in Glacier.
  - Notices about Form 1042-S and Glacier Tax Prep (GTP) will be sent to the email address in your Glacier record.
- If you received salary/wage payments in this calendar year, UC San Diego must send Form W-2 to you no later than January 31 of the following year.
  - Choose online delivery of your W-2 through At Your Service Online (AYSO) (see [How to Elect or View an Online W-2 Statement](#))
- Enter a personal email address in the contact information screen in At Your Service Online (AYSO) (see [At Your Service: How to Update Your Contact Information](#)). If you know it, also enter your new mailing address.
- Click on [Defined Contribution Plan \(DCP\), also known as the “DCP Safe Harbor” plan](#) or call Fidelity (866) 682-7787 to find out what to do with your account when you leave the University of California.
- Review [Employee checklist](#) for other tasks that are required when leaving UC San Diego.
- Contact and address requests from your division business office.

### Postdoc Certificate

In addition to payroll specific requirements when leaving UC San Diego, you can request a [postdoctoral scholar study certificate](#) within two (2) weeks of your appointment end date. Please send an email to [opsa@ucsd.edu](mailto:opsa@ucsd.edu) and in the subject line enter “certificate request.” In the body of the email include the following information:

- Your FULL name
- Current department name
- Mentor's name
- Period of appointment (begin and end)
- Area of study and/or research project
- Department mail code where we will send the completed certificate.

If you have any questions, please contact [Merritt Bradford](#) or call (858) 534-3553.

## Useful Website Links by Topic (just click!)

### Appointment/Benefits/Taxes

[FAQs: Tax for Foreign Visitors](#)

[Collective Bargaining Units](#)

[Collective Bargaining Agreement](#)

[New Employee Checklist](#) - Provides guidance on first workday and beyond (obtaining staff ID card, parking, paychecks).

[New Employee Orientation](#)

[Office of the President Academic Personnel and Programs](#)

[Affordable Care Act Notice](#)

[UCSD Payroll Calendar](#)

[Postdoctoral Scholar Benefits Plan \(PSBP\)](#)

[Federal tax law and forms](#)

[California Franchise Tax Board \(state tax law and forms\)](#)  
[IRS Publication 519 “U.S. Tax Guide for Aliens](#)  
[IRS Publication 505 “Tax Withholding and Estimated Tax”](#)  
[Figuring your estimated tax payments](#)  
[Benefits and Services](#)  
[Fellowship Tax Information for U.S. Citizens and Residents](#)  
[Taxation of Fellowships](#)

## **Funding Opportunities**

[FAQs: Chancellor’s Research Excellence Scholarships](#)

## **Social and Career Development/Training**

[Office of Postdoctoral and Visiting Scholar Affairs EPIC Entrepreneurial Training Path](#)  
[Professional Societies](#)  
[Postdoc Essential Training](#)  
[Search for Postdoctoral Positions at UCSD](#)  
[National Postdoc Association](#)  
[Ambassador Program](#) for new postdocs  
[The Postdoc Survival Guide \(PDF\)](#)  
[Seminar Listings](#)  
[Events Calendar](#)  
[Alumni Spotlights](#)  
[Become a Volunteer](#)  
[Career Development Resources](#)  
[Ethical Challenges of Research Series](#)  
[Scripps job openings](#)  
[UC San Diego’s website](#)  
[Academic Research Training](#)  
[Entrepreneurial Training](#)  
[Private Industry Training](#)  
[Educator Training](#)  
[Certificate in Leadership and Teamwork](#)  
[Postdoctoral Scholar Study Certificate](#)  
[Individual Development Plan](#)

## **Conflict of Interest**

[Policy on Conflict of Commitment and Outside Professional Activities of Faculty Members APM-025 \(7/01\)](#)  
[Conflict of Interest guidance for researchers](#)  
[Policy on Disclosure of Financial Interest in Private Sponsors of Research APM-028](#)

## **Ethics**

[Codes of Conduct](#)  
[Academic Code of Conduct.](#)

## **Outreach**

[Education and Public Outreach: A Guide for Scientists](#)

## **Equity, Diversity and Inclusion**

[Disability Resources](#)

[Equity, Diversity and Inclusion](#)

[Diversity: Faculty and other Academic Personnel – Family Friendly Programs](#)

[Notice to Victims of Domestic Violence, Sexual Assault and Stalking](#)

[UCSD Affinity Groups](#)

[Minority Postdoc](#)

## **Intellectual Property, Technology Transfer, Industry, Innovation**

[UC Office of Technology Transfer Guidelines on University-Industry Relations \(5/89\) Principles Regarding Rights to Future Research Results In University Agreements With External Parties \(8/99\)](#)

[Office of Innovation and Commercialization network of resources and programs](#)

[The Triton Innovation Challenge](#)

[California Institute for Innovation and Development](#)

[mystartupXX](#)

[Proof of Relevance Competition](#)

[Rady Venture Fund](#)

[microMBA Course](#)

[Innovation to Market Course](#)

[Jacobs School of Engineering Institute for the Global Entrepreneur](#)

[Institute for the Global Entrepreneur I-Corps Program](#)

[UC San Diego Social Innovation Fund](#)

[Exposure to Industry Program](#)

[Industry Collaborations and Opportunities](#)

[Entrepreneurial Resources](#)

[Calendar of Innovation & Career events](#)

[Innovation Newsletter](#)

## **Support and Resources**

[UC San Diego Policy for Reporting and Responding to Sexual Violence and Sexual Harassment Harrassment/Discrimination FAQs](#)

[Employee Discounts](#)

[Scripps Public Mailing List](#) (subscribe/unsubscribe to various public email lists)

[UCSD Office of Research Affairs](#)

[UC San Diego International Center](#)

[International Faculty & Scholar Office \(IFSO\)](#)

[Office of Postdoctoral & Visiting Scholar Affairs](#)

[Principles of Community](#)

[Principal Investigator Responsibilities](#)

[UC San Diego Postdoc Survival Guide](#)

[Sustainability: The Green Initiative Fund](#) (campus sustainability project)

[Business Travel Insurance](#)

[Asbestos Notice](#)

[Substance Abuse Policy](#)

[Campus Smoke Free Policy](#)

[UCSD Email Policy](#)

[Getting Coffee and Food on Campus](#)

[BLINK](#) (where you can find almost all campus information)

[UCSD Shuttle Map](#)

[SIO Map](#)

[Dependent Care Travel Grant](#)

[Lactation Accommodation](#)

[Immigration Policy Updates](#)