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Welcome!

...to Boston University, and to our thriving research community that includes ~400 postdocs. Professional Development & Postdoctoral Affairs (PDPA) is dedicated to enhancing the quality of life for our postdocs and focuses on providing the support postdocs need to enable their success. Boston University prides itself on recruiting skilled and talented scholars from all over the globe to contribute to our research community.

This guidebook is intended to provide general information postdocs will need to get started and be successful at BU. Start by reviewing Boston University's Policy for Postdoctoral Scholars and become acquainted with some key BU offices.

Professional Development & Postdoctoral Affairs
PDPA exists to support postdocs by providing professional development opportunities, capturing and reporting data, and informing BU policy. Reach out to us if you have ideas for programming, need career advice, or are in search of resources across BU. We are happy to help.

Sarah Hokanson, PhD
Director
sch1@bu.edu

Kate Baker
Program Manager
khbaker@bu.edu

BU Postdocs at a Glance

The following notes from our 2017 Annual Report highlight the demographics of our population:

- BU hosted 348 postdocs in 2017
- There are more males (57.7%) than females (42.2%), a slight increase from 2016.
- We have almost as many international postdocs as we do US Citizens, with 50.9% of postdocs identifying as American citizens. The next greatest majority is Chinese citizens (10.3%) and Indian citizens (5.4%). The racial diversity of our postdocs has remained consistent over the past few years.
- The proportion of postdocs in the non-employee category remains consistent with previous years. 16.3%, or 57 of the 348 total, are considered non-employees based upon their funding sources. Most non-employee postdocs are on the Medical Campus (37/57, or 64.9%).
- As in past years, the majority of our postdocs work in the School of Medicine, the College of Engineering, and the College of Arts & Sciences, but there is representation from each of the schools and colleges across BU.
- The majority of our postdocs are now located on the Charles River Campus (54.8%), with 41.6% on the Medical Campus and 3.4% off-campus.
Postdoctoral Scholarship at Boston University

BU defines postdoctoral scholars as “individuals who have fulfilled the requirements for a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and/or research independence needed to pursue their chosen career paths.” Defined below are the different categories of postdocs at BU, as well as information related to the benefits and tax requirements associated with those categories.

Employee Postdocs
Employee postdocs are paid a salary. State and federal taxes, as well as Social Security and Medicare payments, are withheld, and a W2 form is issued by the University each January. Benefits are viewed as part of the University's contribution to your health and financial welfare. The University pays for 75% of your health care cost and you pay 25% of the cost. Your monthly contributions are paid through pre-tax payroll deductions. Pre-tax payroll deductions can also be made for items such as retirement savings, flexible spending accounts, accident insurance, or payment for parking or MBTA passes.

There are two types of employee postdocs:
- **Postdoctoral Associate:** An individual who has received a doctoral degree or equivalent and is engaged in a temporary and defined period of mentored scholarly development or research. Typically an entry-level postgraduate appointment.
- **Senior Postdoctoral Associate:** An individual who has received a doctoral degree or equivalent, must have a minimum of three years of postgraduate experience, and continues in a temporary and defined period of mentored scholarly development or research.

The University extends the benefits so long as you work 50% or more of a full-time schedule, and have an assignment of nine months or more. Employee postdocs receive a University paycheck (irrespective of funding source). These benefits will have the same tax advantages as those for other employees. Please refer to the BU Human Resources website, Faculty and Staff Benefits Handbook, and the Employee Handbook for all other benefits-related information for employee postdocs, including certain discounts.

Employees can also take advantage of the tuition remission benefit available at BU.

Non-employee Postdocs
A non-employee postdoc is paid a stipend by an externally-funded training grant, or directly by a foreign country or institution of origin, and is engaged in a temporary and a defined period of mentored advanced training and professional development following completion of a doctoral degree program. Non-employee postdocs are assigned a Postdoctoral Fellow title.

As of August 1, 2017, Postdoctoral Fellows are eligible for health insurance coverage through Boston University. Fellows can enroll in the Aetna graduate student plan and receive a reimbursement from the Office of the Provost to make the cost of monthly premiums equal to what an employee postdoc would pay with the Blue Cross plan. Additionally, as of October 1, 2017, Postdoctoral Fellows can also receive a discounted MBTA pass subsidized by the Office of the Provost. More information about how to enroll in these benefits, associated deadlines, and the reimbursement process are available on the PDPA Benefits for Non-Employee Postdocs webpage.

Postdoctoral Fellows who are considered nonresident aliens will be contacted by NRAPAY@bu.edu to complete the appropriate paperwork. BU Payroll will work with nonresident aliens to access the correct tax forms and complete the correct procedures. Postdoctoral Fellows who are considered US Citizens or resident aliens are liable to report
their payment to the IRS, but will not receive tax forms from the University. Visit the IRS website for more information and contact BU Payroll at NRAPAY@bu.edu with questions.

If you are a non-employee postdoc and wish to use funding from your training grant to pay for a course, you must contact the relevant school before the start of the semester.
- For postdocs interested in taking a course in the Division of Graduate Medical Sciences (GMS), contact Sherill Ashe (sashe@bu.edu) to receive the Tuition & Non-Service Stipend Request form.

Important Information for All Postdocs
If the type of funding you receive changes, there is the possibility that your employee classification as either an employee or non-employee postdoc may also change. A concomitant change in tax status might occur in moving to fellowship funding from grant funding. Fellows that have no taxes removed from their checks by the University (“stipendees”) are not eligible for most University sponsored benefits including the dental plan, the retirement plan, and Flexible Spending Accounts. A Postdoctoral Fellow who moves to a Postdoctoral Associate position is encouraged to speak with BU Human Resources, PDPA, and/or her department about how she will be affected.

Relevant Offices at BU

Human Resources
Postdoctoral Associates should attend a New Employee Orientation organized by Human Resources. These sessions are held every Monday at 9:00 AM. Contact your departmental administrator in order to sign up for a session. If you have questions related to your eligibility for benefits, your existing benefits, policies within the employee handbook, or other HR-related concerns, you can contact the HR Service Center (hr@bu.edu, 617-353-2380) for assistance Monday – Friday between 8:30 AM and 5:00 PM.

<table>
<thead>
<tr>
<th>Charles River Campus</th>
<th>Medical Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Buick Street, 2nd Floor</td>
<td>801 Massachusetts Avenue, 4th Floor</td>
</tr>
<tr>
<td>Boston, MA 02215</td>
<td>Boston, MA 02118</td>
</tr>
<tr>
<td>Tel: 617-353-2380</td>
<td>Tel: 617-353-2380</td>
</tr>
<tr>
<td>Fax: 617-353-6704</td>
<td>Fax: 617-638-8820</td>
</tr>
</tbody>
</table>

Office of the Ombuds
The Office of the Ombuds is an independent, impartial, informal problem-solving resource serving faculty and staff. The Office maintains strict confidentiality and provides a safe place for you to have off-the-record conversations on issues related to life or work at BU. Talking to the Ombuds can be a good first step if you have a concern and you don’t know where to turn for help.

<table>
<thead>
<tr>
<th>Charles River Office</th>
<th>Medical Campus Office</th>
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<tbody>
<tr>
<td>930 Commonwealth Avenue</td>
<td>Solomon Carter Fuller Building, Suite 818</td>
</tr>
<tr>
<td>Boston, MA 02215</td>
<td>85 East Newton Street</td>
</tr>
<tr>
<td>617-358-5960</td>
<td>Boston, MA 02118</td>
</tr>
<tr>
<td></td>
<td>617-638-7645</td>
</tr>
</tbody>
</table>

Faculty/Staff Assistance Office
The Faculty/Staff Assistance Office provides confidential counseling and referral services. It is available to you and your family members if you are experiencing personal, family, or work-related problems. Services are available to anyone with a BU ID, and include:

- Consultation
• Problem assessment
• Short-term psychotherapy
• Referral resource information

If you have a problem and are in doubt about the wisest course of action, we encourage you to contact the office. In response to your call, a counselor will meet with you to discuss your problems and consider solutions. If additional specialized counseling proves necessary, they will provide you with a referral. Contacting the office is confidential; no one will know you have used the Faculty/Staff Assistance Office unless you tell them.

<table>
<thead>
<tr>
<th>Charles River Campus</th>
<th>Medical Campus</th>
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</thead>
<tbody>
<tr>
<td>270 Bay State Road, B-30</td>
<td>Solomon Carter Fuller Mental Health Center, Suite</td>
</tr>
<tr>
<td>Boston, MA 02215</td>
<td>818b</td>
</tr>
<tr>
<td>617-353-5381</td>
<td>85 East Newton Street</td>
</tr>
<tr>
<td></td>
<td>Boston, MA 02215</td>
</tr>
<tr>
<td></td>
<td>617-638-5381</td>
</tr>
</tbody>
</table>

**Boston University Police Department**

The BUPD responds to all emergencies on campus, including reports of crime, medical emergencies, suspicious activities, fires, or other hazards.

The BUPD offers excellent resources to the BU community, including safety tips, laptop registration, car seat installations, and RAD training (on both campuses). Visit their website to learn more about their services, and save their numbers below.

*In the case of an on-campus emergency, you should call BUPD's extension first. 911 will route the emergency to them, but calling the extension is the quickest option for on-campus emergencies. For off-campus emergencies, you should call 911 first.*

<table>
<thead>
<tr>
<th>Charles River Campus</th>
<th>Medical Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 Harry Agganis Way</td>
<td>750 Albany Street</td>
</tr>
<tr>
<td>Boston, MA 00215</td>
<td>Boston, MA 02118</td>
</tr>
<tr>
<td>617-353-2121</td>
<td>617-414-4444</td>
</tr>
</tbody>
</table>

**International Students & Scholars Office**

The ISSO is an important resource for international postdocs and a required first stop if you are new to BU. Knowledgeable advisors are available to answer questions related to your employment at BU, immigration status in the U.S., international travel and more. You can contact your International Scholar Advisor or visit the ISSO during the designated weekly walk-in hours for assistance.

**International Student & Scholar Hub**

Another great resource through BU Global Programs is The Hub. This tool is available to the entire BU Community. Here, you will find resources for building your career, exploring the BU community, and more. It’s an efficient way to learn about some of the offices across BU.

**Equal Opportunity Office**

The EOO serves as a resource for individual employees and managers who have questions or concerns about discrimination or harassment, accommodation of employees with disabilities, accommodation of religious practices, and other equal opportunity and affirmative action-related matters.
Research Support and Training

Many offices exist to support research at BU. In order to start working in a laboratory, additional research training may be mandatory. Speak to your PI if you are unsure which trainings will be relevant to your work. Training courses are offered only monthly, so new postdocs should identify the training courses relevant to them quickly so that their research is not interrupted.

Research at BU

BU Research (also known as the Office of the Vice President and Associate Provost for Research) recently released a new research support website that houses information related to forms and policies, trainings, compliance, and other information in a single easy-to-navigate resource. Learn more about Research Support at BU.

Advanced RCR Training

Some postdocs have a specific timeframe in which they must complete the Advanced RCR training: those who have an RCR compliance requirement due to an NIH training grant or NSF research grant must complete Introductory and Intermediate RCR training within 30 days of receiving support from the grant, and must complete the four Advanced Live Workshops within two years of receiving support from the grant. Other postdocs can complete the requirements at any time. To learn more about the requirements and how to register, visit the Research Support website and view the Instructions for Participation in Boston University Program in Responsible Conduct of Research (RCR).

Emergency Information (closings, alerts, etc.)

Save these numbers into your phone or another easily-accessible location. Visit the Emergency Preparedness site to find contact information, active alerts, advisories, and campus closing information. Be sure to also complete your contact information in BU Works so the University can reach you with alerts and emergency notifications.

Important Emergency Contacts

*In the case of an on-campus emergency, you should call BUPD’s extension first. 911 will route the emergency to them, but calling the extension is the quickest option for on-campus emergencies. For off-campus emergencies, you should call 911 first.

<table>
<thead>
<tr>
<th>Medical Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services needs after hours, during holidays or weekends (Research Occupational Health Program)</td>
<td>617-414-7647</td>
</tr>
<tr>
<td>BUPD</td>
<td>617-353-2121</td>
</tr>
<tr>
<td>Public Safety on the Medical Campus</td>
<td>617-414-4144</td>
</tr>
<tr>
<td>BMC Emergency Department</td>
<td>617-414-4075</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>617-353-4094 (CRC)</td>
</tr>
<tr>
<td></td>
<td>617-638-8830 (BUMC)</td>
</tr>
<tr>
<td>Regional Center for Poison Control and Prevention</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td></td>
<td>Hearing impaired: 1-888-244-5313</td>
</tr>
</tbody>
</table>
Finding Housing in Boston

BU supplies only a small fraction of the housing needed by its staff. Most postdocs live in the housing that is not supplied by the University. This Boston Housing Reference Sheet is an excellent resource for understanding the popular neighborhoods and price ranges in different parts of the city; it also provides an approximate timeline for finding housing and a service to help find roommates.

To get a good overview of searching for housing in Boston, visit the Boston University Medical Campus Housing Resources (OHR) website. Review the FAQ page to answer common questions about moving to the Boston area. OHR can help you with issues you may have getting settled in Boston or working through roommate or landlord conflicts, even after you have found a place to live. You will find information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, considerations before signing a lease, and other resources to help with your housing search on their website. Please note that BU on-campus dormitory-style housing for graduate students is not available to postdocs.

The Boston University Real Estate office rents apartments owned by Boston University to full-time Boston University graduate students, current faculty, and staff only. BU Real Estate leases, manages, and maintains residential apartments, a limited number of parking spaces, and commercial property located on or near the Charles River Campus. Parking spaces are leased to BU Real Estate tenants.

Housing Resources (OHR) offers a new platform listing available rental properties and a site to use for making roommate connections: BU Off-Campus Services. Access to this apartment listing is restricted to the BU community. You may register as a guest for 30 days to search the listings, but to use the Roommate Finder and receive full access to the resources, you must have a BU Kerberos login.

You may also find these resources about neighborhoods in Boston useful and informative. Click to learn about City of Boston and Neighborhoods near BU.

Other resources include:

- http://www.rent.com
- http://www.bostonapartments.com
- https://www.zillow.com/
- http://www.apartments.com
- http://realestate.boston.com/
- http://boston.craigslist.org/
- The City of Boston Rental Housing Resource Center
Transportation

Visit the Parking & Transportation Office (CRC) and TranSComm (MED) to find permits and commuter options. Through these offices, you can learn about accessing commuter passes and bike cages and using resources like Zipcar and Hubway (check with HR to see if you are eligible for a discount.)

The Massachusetts Bay Transportation Authority (MBTA) provides subway, bus, commuter rail, and boat transportation services. Employee postdocs may sign up for discounted MBTA passes online using BU Works (follow the directions on this page). Non-employee postdocs should contact postdocs@bu.edu about accessing a discounted MBTA pass.

Another great resource is the BUS (the BU Shuttle), a free shuttle to get between campuses and many places in between. Evening shuttle services are provided to selected local MBTA stations. View the shuttle schedule to get hours of operation and updated information. The BU Mobile app allows you to track the shuttle in real time.

Resident parking permits may be necessary in some neighborhoods in Boston, Cambridge, and other surrounding communities. The Office of the Parking Clerk, Room 224, in Boston City Hall distributes Permits. A recent utility bill can be used to prove residency. Temporary permits are also available.

If you choose to ride a bike to campus, please register your bike with the BUPD. Free bike helmets and tire reflectors are also available from the BU Office of Judicial Affairs located at 19 Deerfield Street, 3rd floor, Monday-Friday from 9:00 AM - 5:00 PM. Use the BU Map to find bike rack locations near you. On the Medical Campus, there are a number of bike racks and two secured bike cages. Visit the OPTS website if you are interested in applying for use of the bike cage (annual fee of $20) or for more information about the biking system at BUMC, including locations of bike racks and cages.

For more transportation options, call 617 638-7473 or visiting the TranSComm page. Also check out MBTA Service, bus stop locations, and the Evening Shuttle.

<table>
<thead>
<tr>
<th>Other Campus-Wide Resources</th>
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<tbody>
<tr>
<td><strong>Personalized Commuting Assistance</strong></td>
</tr>
<tr>
<td>If you are new to BU, planning to move, feeling frustrated with your current commute, or wondering if there are other ways you could get to campus, fill out an online Personalized Commuting Assistance survey to ease the stress of your commute. For immediate commuting assistance, please call 617-353-2160 or email <a href="mailto:parking@bu.edu">parking@bu.edu</a>.</td>
</tr>
<tr>
<td><strong>Boston VA Medical Center Shuttle</strong></td>
</tr>
<tr>
<td>This shuttle operates between the VA Hospital in Jamaica Plain and Boston Medical Center. You can find the VA Medical Center shuttle schedule online. Please arrive at 88 East Newton a few minutes before scheduled departure times to check-in at the front desk. Times are subject to weather and traffic conditions.</td>
</tr>
<tr>
<td><strong>Public Safety Service</strong></td>
</tr>
<tr>
<td>Working late at night? Try the Escort Service through the BUMC Public Safety Department. On the Medical Campus, call 617-414-4444 to request an escort. On the Charles River Campus, call 617-353-4877 to request an escort. Learn more on the BU Safety page.</td>
</tr>
</tbody>
</table>
Getting to Know your Community

If you’re new to Boston, the city might feel big – but we’re sure that after some time, you’ll feel right at home!

Navigating BU

BU’s Charles River and Medical Campuses span the Kenmore/Fenway, Allston, and South End neighborhoods of Boston and offer many resources for you to explore and use. Use BU’s [interactive campus map](#) to navigate your way around the Charles River Campus, the Medical Campus, and their surrounding neighborhoods.

Exploring the City

Explore Boston with [maps from Walk Boston](#), find out about fun events using the [Boston Calendar](#), and get discounted tickets using your [BU ID](#) or at [Events Insider](#). Find more resources in the “Life Outside the Lab” section below.

Dining Options

BU Today has a great segment about [BU’s favorite lunch spots](#). On campus or off, there are plenty of options to choose from. Additionally, you can use the [City of Boston’s Food Truck Schedule](#) (filter by neighborhood – the South End and BU options are closest to our campuses) to see when your favorite trucks will be around.

CRC Dining

*Dining Services* offer an abundance of retail dining options to meet your dining needs. Offerings include the Union Court - a food court comprised of 11 different restaurants – as well as 14 restaurants and cafés in various locations throughout campus, a full-service market, two late night cafés, and pizza delivery options. If these don’t satisfy your craving, there are many other restaurants along Commonwealth Avenue that might:

- **Scoozi**: restaurant in Kenmore Square that has a wide selection for lunch, including great salads, flatbreads, and pizzas. *Located at 580 Commonwealth Avenue, right off the Blandford Street stop on the BU Shuttle*

- **Noodle Street**: Asian noodles, stir-frys, and salads that are also available for delivery. *Located at 627 Commonwealth Avenue*

- **Beijing Café**: offering Northern Chinese cuisine such as noodles and dumplings. *Located at 728 Commonwealth Avenue*

- **Mei Mei**: run by three siblings, this Chinese-American restaurant uses locally sourced and sustainable ingredients. *Located at 506 Park Drive (around the corner on Buswell Street)*

BUMC Dining:

The BUMC hosts many dining selections, both campus-affiliated and off-campus.

- **MG’s**: family-owned restaurant serving quick and delicious food. Menu selections include a variety of sandwiches, salads, and a hot daily special entrée. *Located in the Doctor’s Office Building at 720 Harrison Street*

- **Solomon Carter Fuller Cafeteria**: serves quick and delicious food. Menu selections include a variety of sandwiches, salads, and a hot daily special entrée. *Located on the first floor of the Solomon Carter Fuller Building (the M-Building) at 85 East Newton Street*

- **Subway/City Convenience**: neighborhood convenience store selling a variety of ready-to-eat foods and non-food items. It also serves fresh hot pizza and made-to-order sandwiches, and it has an extensive soup
and salad bar. *Located on the first floor of the Center for Advanced Biomedical Research (the W-Building) at 700 Albany Street*

- **Newton Pavilion Cafeteria** The cafeteria serves a variety of foods and is open Monday through Friday from 6:30 AM – 7:00 PM and Saturday and Sunday from 7:00 AM – 7:00 PM. *Located on the second floor of the Newton Pavilion at 88 East Newton Street.*

- **Menino Pavilion Cafeteria:** Another convenient cafeteria with an evolving menu, the Menino Pavilion Cafeteria is open Monday through Friday from 6:30 AM – 7:00 PM, and Saturday and Sunday from 7:00 AM – 7:00 PM. *Located on the second floor of the Menino Pavilion at 840 Harrison Avenue.*

Vendors are also located on the first floor of the Yawkey Ambulatory Care Center, 850 Harrison Ave. including Dunkin Donuts and the D’Angelo Sandwich Shop and Shapiro Café located at 725 Albany St. There are a number of restaurants and sandwich shops in the South End neighborhood surrounding BUMC as well; some include Mike’s City Diner (cash only), Andre’s Cafe, Orinoco, and Flour.

**Banking Options**

There are a number of banks that have ATMs and locations across both BU campuses.

- **Bank of America** operates several ATMs along Commonwealth Ave and on campus and has several branch locations near and adjacent to BU. [Find Bank of America ATM and branch locations.](#)

- **Century Bank** offers branches in many communities near campus. [Find Century Bank ATM and branch locations.](#)

- **Citizens Bank** also operates several ATMs along Commonwealth Ave and on campus and has several branch locations near and adjacent to BU. [Find Citizens Bank ATM and branch locations.](#)

- **Metro Credit Union** has an office on the West end on the BU campus. They also have ATM locations in the BUPD entrance (near Agganis Arena) and the Student Village at 10 Buick Street. [Find Metro Credit Union ATM and branch locations.](#)

- **Webster Bank** recently opened a storefront location on Commonwealth Avenue. There are a few ATMs and other locations around campus as well. [Find Webster Bank ATM and branch locations.](#)

- **Santander Bank** offers several ATMs in Boston, including one in the George Sherman Union, and has a branch in Kenmore Square. [Find Santander ATM and branch locations.](#)
Professional Development

Through PDPA and beyond, there are several offices, professional organizations, and resources available to you as a postdoc at BU. You can view many of these opportunities on our Professional Development page.

“I really needed to interact with other postdocs...which happens through your events and by joining BUPDA.”
-Postdoc in BUSM

Boston University Postdoctoral Association (BUPDA)
The BUPDA is an organization of postdocs that advocate for and aid fellow postdocs at Boston University. They serve as a representative body to enhance the postdoc experience in the BU and the Boston scientific communities by addressing shared concerns and providing social networking for postdocs at the two campuses. Throughout the year, they organize career development and social events and promote postdoc advocacy and community outreach. Participation is free of charge and non-mandatory. For more information about BUPDA, please visit the BUPDA website and join the BUPDA Facebook group.

BUPDA members also represent BU postdocs in the Boston Postdoctoral Association (BPDA), a regional coalition of postdoc associations and postdoc representatives from 17 Boston area Postdoctoral Associations. BPDA aims to foster a sense of community, encourage increased communication, and aid in creating a collaborative environment among postdocs by advocacy efforts and organizing social and career development events to bring together postdocs across the Greater Boston Area. By joining the BUPDA email distribution list, postdocs will also be informed of events organized by BPDA. To learn more about BPDA, visit the BPDA website.

To get involved in BUPDA or to be added to the email distribution list, contact BUPDA at bupda@bu.edu. Meetings take place approximately monthly and are announced via email to the distribution list. There is also an option to call in to meetings if you are unable to attend in person.

National Postdoctoral Association
The NPA is a 501c3 organization that works with a variety of stakeholders to improve the postdoctoral experience for scholars around the country. Their program activities are centered in three areas: advocacy and education, resource development, and community building. BU is an institutional member of the NPA, so BU postdocs can register for free on the NPA website to access their resources and receive discounted registration for their annual meeting. Be sure to register as an “Affiliate Member” and use your BU email address when creating an account.

PDPA LinkedIn
PDPA has a LinkedIn account to help connect current and former BU postdocs. This is a useful tool if you are looking for a colleague in a certain discipline, with a particular job title, or with a specific funding source; look for the “See Connections” link in the upper right hand corner and search for your topic of interest. On occasion we post job opportunities that come our way. Connect with us today.
Workshops through PDPA
PDPA regularly offers professional development events in collaboration with on-campus groups, as well as external connections. Check the website regularly to stay up to date on PDPA workshop offerings (both in-person and online). Past workshops have included “Creating and Owning your Individual Development Plan”, “Writing a Teaching Philosophy Statement”, and “Developing Work-Life Resilience”.

Free Business Cards through PDPA
PDPA offers all BU postdocs one free box of 125 business cards so you can network within your scientific community effectively. Learn more and complete your business card request online.

Travel Awards through PDPA
PDPA encourages postdocs to challenge themselves with professional development opportunities. To this end, we offer three cycles of travel awards for postdocs to present your work at conferences or access professional development opportunities. Two awards of up to $500 are available each cycle, and awards are given as a reimbursement post-conference. Learn when the next cycle opens on our website.

Seed Funding through PDPA
Postdocs at BU can apply for up to $5,000 in seed funding. These awards are available specifically for individuals who wish to learn interdisciplinary skills (beyond their primary area of expertise or training). Learn more about this opportunity and view the seed funding application requirements on our website.

BU’s BEST
BU’s BEST is open to all of BU’s biomedical postdocs on both the Charles River and Medical Campuses. The program’s curriculum is directly informed by workforce needs; the administrators work closely with industry partners to align programming with industry demands. They aim to ensure that you have the knowledge and skills for jobs that are open now as well as for future careers that might not exist yet. They offer mentoring resources, career development advice, career exploration events, skill enhancement events, internships, and more. Contact them at bubest@bu.edu.

Graduate Women in Science and Engineering (GWise)
Graduate Women in Science & Engineering (GWise) strives to create a community to support and promote women in science, technology, engineering, and math fields. Through professional development seminars and workshops, social events, mentoring, and outreach, GWise fosters interaction across disciplines at BU and connects graduate students to postdocs, faculty, and broader networks in Boston and beyond.

Advance, Recruit, Retain, and Organize Women in STEM (ARROWS)
Advance, Recruit, Retain, and Organize Women in STEM (ARROWS) integrates existing programs and creates new programs to advance women at all stages of their careers in STEM at BU. ARROWS programming is focused on mentoring, networking, and professional development geared toward women (e.g. negotiation and communication workshops), as well as a continuing speaker series that raises awareness of gender bias.
Career Advising
Lauren Celano, co-founder and CEO of Propel Careers, is a BU alumna and a partner within BU's recent BEST award. She is an excellent resource for career advice, particularly for postdocs interested in careers in industry. Ms. Celano meets with postdocs and graduate students on BUMC on the second and fourth Friday of each month from 3:00 PM – 5:00 PM in room L-317, and off-site on the first and third Saturday of each month from 10:00 AM - Noon. Schedule an appointment through BEST's website.

For career advising in the academic or science policy spheres, PDPA Director Sarah Hokanson is an excellent resource. You can contact her at sch1@bu.edu.

Toastmasters
BU has two chapters of Toastmasters International. The BUMC Toastmasters International Public Speaking Social Club holds bimonthly meetings at the Boston University Medical School in room L-109A/B from 5:00 PM-6:30 PM and welcome anyone from the BUMC and BMC area. Check them out on Facebook and Twitter.

Geek Speak, the CRC science-focused Toastmasters group, brings together individuals from BU and nearby institutions in Boston. The group aims to make public speaking familiar and comfortable so that members can present their research clearly and effectively. Contact Ellen Witkowski (witkowskied@gmail.com) to be added to the email list for updates.

COS Pivot for Funding Opportunities
The COS Pivot service is updated on a daily basis and offers a wide variety of federal, non-federal, foundation, and private funding opportunities for any discipline. With the BU subscription, members can save search criteria and receive weekly updates on new and upcoming funding opportunities. Anyone with an "@bu.edu" email address can access it. Use this resource to explore funding opportunities and work with your departmental administrator and the Office of Sponsored Programs to submit your proposal.
Life Outside the Lab

Your health and well-being are important, and there are a number of resources available through the BU community to help you prioritize wellness and support your growth. The University works to enhance your professional life—and your personal life—with everything from counseling to cultural events, discounts, and training. In addition to the resources below, check out the benefits that may be available to you by visiting Life@bu. Contact Human Resources with any questions.

If you or your family are in need of social services, the Aunt Bertha website features a comprehensive list of resources that can be found near you – simply enter your zip code.

Affordable Housing and Furniture
Boston Home Center helps Boston residents purchase, improve, and keep their homes. The Department of Housing and Community Development website provides leadership, professional assistance, and financial resources to promote safe, decent, affordable housing opportunities, the economic vitality of communities, and sound municipal management. To access discounted furniture, learn more about these organizations (referrals needed): Bob’s Discount Furniture Charitable Foundation, Central MA Housing Alliance and Household Goods Recycling of Massachusetts (HGRM).

Behavioral Health
Different phases of life bring different stressors, and we hope you will find refuge in one of these resources below. Remember that PDPA, the Faculty/Staff Assistance Office, and the Office of the Ombuds are available to help if you aren’t sure where to go. These resources are available to all postdocs regardless of employee status.

<table>
<thead>
<tr>
<th>Suicide</th>
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<tbody>
<tr>
<td>Boston Samaritans Hotline: 1-877-870-4673</td>
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<tr>
<td>National Suicide Prevention Hotline: 1-800-273-TALK</td>
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<tr>
<td>LGBT Specific Hotline – The Trevor Project: 1-866-488-7386</td>
</tr>
<tr>
<td><strong>If you are about to attempt suicide, call 911 or the Boston University Police at 617-353-2121</strong></td>
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<tr>
<th>Substance Abuse</th>
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<tbody>
<tr>
<td>Boston Alcoholics Anonymous</td>
</tr>
<tr>
<td><a href="http://www.aaboston.org/">http://www.aaboston.org/</a></td>
</tr>
<tr>
<td>617-426-9444</td>
</tr>
<tr>
<td>Substance Abuse treatment Locator</td>
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<tr>
<td><a href="https://fndtreatment.samhsa.gov/">https://fndtreatment.samhsa.gov/</a></td>
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<thead>
<tr>
<th>Depression and/or Anxiety</th>
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<tbody>
<tr>
<td>BU Center for Anxiety &amp; Related Disorders</td>
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<tr>
<td><a href="http://www.bu.edu/card/">http://www.bu.edu/card/</a></td>
</tr>
<tr>
<td>617-353-9610</td>
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<tr>
<th>Postpartum Depression/Family Stress</th>
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<tbody>
<tr>
<td>Massachusetts Warm Line</td>
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<tr>
<td><a href="http://www.postpartumma.org/">http://www.postpartumma.org/</a></td>
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<tr>
<td><a href="mailto:psiofmass@gmail.com">psiofmass@gmail.com</a></td>
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<table>
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<tr>
<th>Domestic/Intimate Partner Violence</th>
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<tr>
<td>Jane Doe Inc.</td>
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<tr>
<td><a href="http://www.janedoe.org/find_help/search">http://www.janedoe.org/find_help/search</a></td>
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<tr>
<th>LGBTQ Violence</th>
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<tr>
<td>Fenway Violence Recovery Project</td>
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<tr>
<td><a href="http://fenwayhealth.org/care/behavioral-health/vrp/">http://fenwayhealth.org/care/behavioral-health/vrp/</a></td>
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</table>
Community Involvement
Volunteering is an excellent way to meet new people, build relationships, and learn more about the community. In the process, you may hone your skills or learn some new ones. Some people feel that volunteering reminds them why they first wanted to be involved in science: to help others! See some of the available resources, and keep your eyes open for volunteering opportunities through PDPA.

Not convinced? Learn more about the benefits of volunteering.

Eating Well
It can be challenging to find time in your schedule to buy and make nutritious meals. Sargent Choice Nutrition Center offers nutrition counseling, workshops, individual packages, and other resources to help you meet your nutrition goals. Or, maybe you just moved here and are having trouble finding foods you like to eat. You can find ethnic grocery stores using this website. Take time to visit some of Boston’s award-winning ethnic markets from the Boston A-List.

Living in the city can be expensive. These tips will help you maximize your food budget:
- The “Good and Cheap” cookbook (available for free online!) was created specifically for people with limited budgets and includes recipes that can be made on a budget of $4/day
- Consider growing your own food (see the Berkeley Community Garden, Urban farming in Boston, Urban gardening resources, Tips from Green City Growers, and your local library to learn more
- Revisit your eating and purchasing habits: you can save money and eat well with a few simple habit changes

HR offers the DASH for Health Nutrition Program, which was designed by physicians at BU and Boston Medical Center. It is an online nutrition and weight-loss program that is free for BU employees and up to three of their adult household members. The tool can be used to learn better eating and exercise habits with the goal of improving health. New information is added to the website twice each week.

Also check out the Postdoc Recipe Book, which was developed as part of BU’s Postdoc Appreciation Month 2017.

Financial Tools
The BU Human Resources Office offers a variety of online tools to help you prepare for your and/or your family’s future. A key resource is the ESPlanner, a financial planning tool developed by BU Professor Laurence Kotlikoff.

Stay on top of the latest money management tips, personal finance news, and financial aid alerts by following Smart Money 101 on Twitter at @BUsmartmoney101.

Smart Money 101 was established to provide online tools, information, and other resources to promote effective money management. Check out the workshops, CashCourse: Your Real-Life Money Guide, and Budget Wizard, a tool that enables users to create and modify customized budgets and to download them as excel documents. Also on their website, access tips to help you manage your money more effectively, use money-management the calculators, and learn if you qualify for loan forgiveness.
Food Access
Depending on your living or family situation, you might find it challenging to make ends meet. You should know that there are options to help you access food:

- The Project Bread Food Source Hotline at 1-800-645-8333 helps callers find food resources near them and determine eligibility for and complete SNAP applications. They can provide information in 160 different languages.
- The SNAP program helps individuals and families stretch their food dollars. Learn if you are eligible for SNAP and how you can apply at MA SNAP Resource Website. You can stretch your food stamps funds even further at farmers markets- click here to learn more about the Bounty Bucks program.
- The WIC program provides access to food, education, and other resources for families who qualify. Learn if you qualify and how to find a nearby clinic by visiting the MA Gov WIC Resource Website or calling 1-800-WIC-1007.
- The National Hunger Hotline (1-866-3 HUNGRY or 1-866-348-6479) can help you find emergency food assistance, food pantries, and more. The Greater Boston Food Bank, UMass Boston, and BMC (for patients) offer great tools to help you find pantries, community meals, and other food resources in your area.

Meditation, Mindfulness, and Yoga
The body can suffer long-term negative impacts when under stress for too long. A simple way to help combat stress is through engaging in intentional, mindful habits. The Faculty/Staff Assistance Office offers excellent resources and workshops to encourage mindful eating and regular meditation practices. They offer apps, websites, and yoga moves (at work or on the go) on their website. Try downloading a mindfulness meditation podcast to listen to on your commute.

Parenting & Other Support for Families
Postdocs at BU come from all walks of life. There are resources available to help you support your children or other family members.

- New mothers may benefit from HR’s list of lactation rooms on the Charles River and Medical Campuses.
- Massachusetts Family Resource Centers offer multi-cultural parenting programs, support groups, early childhood services, information and referral resources, and education for families whose children range in age from birth to 18 years of age.
- Speak with your school system about a Summer Meals program for children and to learn about Free or Reduced Price School Meals for school-aged children. Senior citizens need support too – resources such SNAP, home delivery, and other support exist as well.
The BU Faculty Staff Assistance Office offers workshops to balance home life, including one for new parents. Their website has a number of resources specifically tailored to parenting.

Childcare: In addition to the following resources, you may also find care.com and yelp.com to be useful.

- At CRC: BU Children’s Center accommodates children of BU students, faculty and staff. Children may attend the center if they are between the ages of two and five years old. Admission is based on the number of spaces available each year. Before obtaining an application, parents must attend an orientation and visit the Center after having attended the orientation. Orientation sessions usually take place in October for the following September admissions. Dates for orientation sessions are posted in the announcements section of the Family Resources homepage in the fall. For further information about orientation programs, you can call (617) 353-3413 in late September. You can also contact BU Family Resources for childcare resources and referrals.

- At BUMC: Little Sprouts is an early-education and child care school on the ground floor of the Medical Students Residence at 815 Albany Street. The BU Medical Campus school is open from 7:00 AM – 7:00 PM Monday through Friday. Little Sprouts offers care for infants, toddlers, and preschoolers.

Physical Health

You don’t need a gym membership to be in shape! Explore Boston with maps from Walk Boston. YouTube and Instagram are also great resources for apartment-friendly, roommate-friendly, and/or equipment-free workouts – just do a search using those terms. Being active brings a number of mental and emotional benefits in addition to physical benefits.

If a gym is more your style, check out BU’s Fitness & Recreation Center. FitRec caters to students, alumni, faculty, and staff; young and old; and families. Among other things, FitRec boasts an 18,000-square-foot weight and cardio room, a 1/7 mile indoor running track, a climbing wall, a Pro Shop, racquetball and squash courts, two swimming pools, and the lazy river, which is wildly popular among kids and kids at heart. FitRec members also have access to fitness and recreation facilities at the Case Center and Track & Tennis Center. As a postdoc, you may be eligible for an employee discount.

<table>
<thead>
<tr>
<th>Other gyms in the area include:</th>
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<tbody>
<tr>
<td><strong>Huntington YMCA</strong></td>
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<tr>
<td>316 Huntington Avenue</td>
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<tr>
<td><strong>GymIT</strong></td>
</tr>
<tr>
<td>920 Commonwealth Ave</td>
</tr>
<tr>
<td><strong>South End Fitness Center</strong></td>
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<tr>
<td>785 Albany Street, 4th Floor*</td>
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</tbody>
</table>

*if you show your BU ID, you can get a discounted membership of $310/year (as of November 2017). You can also start with a $120 3-month membership, and upgrade to 1-year by paying the $190 difference.

Sleep Hygiene

Getting a good night of rest is critical to well-being. Admittedly, getting enough sleep can be challenging when stress and your environment get in the way. MIT and the Sleep Foundation offer good tips for getting enough rest to perform your best.

Spiritual Guidance

Marsh Chapel is the center of religious life for students, faculty, staff and others at BU. It actively promotes interfaith dialogue among all faith groups. For more information, see Marsh Chapel Religious Life. If religion and/or spirituality are important to you, we hope you will become familiar with one of these many resources on campus:

- Marsh Chapel offers Christian worship, Bible study, counseling, fellowship, and educational outreach programs
- Newman Catholic Center houses the offices of the Catholic Chaplains, a daily chapel, and spaces for
studying and gathering

- **Hillel House website** is the hub of Jewish life at BU. Conservative, Reform, and Orthodox services are held regularly
- **The Hindu Student Council** meets for weekly worship sessions and monthly puja. Though not affiliated with BU, Hindu Services are held on campus each Sunday
- **The Islamic Society** serves the Muslim community from its office at the George Sherman Union. It holds daily prayers four times a day, and weekly Jom'eh prayers each Friday afternoon

**Support for Sexual Assault or Harassment**

BU takes sexual harassment claims very seriously. If you have experienced sexual harassment, please contact the **BU Faculty Staff Assistance Office** to receive support and/or determine your next steps. Additionally, visit BU’s online resource about [sexual misconduct](#).

Thank you for using the Postdoc Guidebook. If you have ideas, suggestions, or requests for other resources, please let us know at postdocs@bu.edu.