

## Arrival Checklist for Postdoctoral Fellows

As a new postdoctoral fellow at BWH, you will be asked to process a lot of information from many sources. This checklist serves as a *general*/guide you to all of the tasks which may need to be completed, to help you get off to a successful start. Your appointing department/division administrator may have more *specific* instructions which you should follow. Some items on this list will not apply to everyone. There are four sections in the checklist;

- 1) **Professional and Work Related Items** - listed generally in chronological order.
- 2) **For Internationals Only** - listed generally in chronological order.
- 3) **Required Clearance and Training** - Radiation, lab safety, animal use, etc.
- 4) **Personal Items** - helpful information about housing, banking and transportation.

If you have questions, please contact your appointing department/division administrator or the OPRC at [BWHOPRC@partners.org](mailto:BWHOPRC@partners.org) or 617 525-9323.

### PROFESSIONAL AND WORK RELATED ITEMS:

- After receiving your offer letter from BWH Principal Investigator, review the terms of your employment or training. Return the signed copy to BWH, and keep the original for your files.
- Review the BWH Policies & Guidelines for Postdoctoral Fellows, and the OPRC website to become familiar with the terms of your prospective BWH employment/training. <http://www.brighamandwomens.org/research/OPRC/Prospective.asp>
- Work with your appointing department/division administrator to complete all of the paperwork needed for BWH and Harvard Medical School appointment and if applicable, for credentialing.
- Contact your appointing department/division administrator to obtain your BWH Orientation date. You cannot begin work until you have completed Orientation.
- To facilitate your start, coordinate your health screening appointment with Occupational Health Services (OHS) per specific instructions from appointing department/division administrator. OHS is located at 10 Vining Street in the Neville House. To avoid any delay in your processing, please remember to bring your immunization records with you to OHS if you have not done so already. *Sponsored Staff should follow specific instructions given to them at Sponsored Staff Orientation.*

- Attend BWH Orientation as assigned and as appropriate:  
**New Hire:** <http://www.brighamandwomens.org/research/oprc/Orientation.asp>  
**Sponsored Staff:** <http://www.brighamandwomens.org/volunteer/NSSO2007.aspx?subID=submenu3>  
**Volunteer:** <http://www.brighamandwomens.org/volunteer/NVOSchedule.aspx?subID=submenu3>
- Please complete all required forms and paperwork as soon as you can. Please print, complete and return these forms to the PI or appointing department/division administrator, before orientation if possible. If there is insufficient time to do this, you may bring these completed forms to orientation. If you have not received them before orientation, please complete them at orientation.
- [Confidentiality Agreement](http://www.brighamandwomens.org/volunteer/OSSVS%20Forms/Confidentiality%20Agreement%20for%20Employees%20January%2017%202006%20(2).pdf)
  - [CORI](http://www.brighamandwomens.org/volunteer/OSSVS%20Forms/CORI%20%20FORM%20172.doc)
  - HIPAA training verification
- Complete all required forms at Orientation including;
- [I-9 Form](#) - mandatory **WITHIN 72 HOURS OF START DATE**. (Please be prepared to present documents establishing your identity and eligibility to work in the United States i.e. Passport, Visa, I-94, DS-2019, etc.)
  - Tax Forms - as applicable: W-4 (federal), M-4 (state)
  - All forms listed above, if not yet completed.
- Enroll in benefits via [PeopleSoft](https://ibridge.partners.org) **WITHIN 30 DAYS** (only if paid by BWH and eligible for benefits). <https://ibridge.partners.org>
- Complete an [Intellectual Property Certification](http://healthcare.partners.org/OGCpolicies/IPAcknowBWH.pdf)
- Get your computer access and email account set up per specific instructions from Orientation staff.
- Personalize your profile: subscribe to [Research Connection Email Series](#) including;
- OPRC Spotlight – for postdocs
  - Events and Announcements – for the entire research community
  - Clinical Research Corner – for clinical research education and training
  - Friday Funding – available grants, foundations, fellowships, etc.
  - Subject specific notices based upon your research interests
- <http://bwhbri.partners.org/researchconnection/>
- Review the [OPRC Welcome packet](#) which was received at BWH Orientation. If you did not receive a packet, please contact the OPRC to obtain a copy.  
<http://www.brighamandwomens.org/research/oprc/Orientation.asp>

- Complete the [OPRC Entrance Survey for Postdoctoral Fellows](#)
- After appointing department/division confirms your HMS appointment, follow instructions on website to obtain Harvard University ID number, access to eCommons (the HMS intranet), the electronic medical library, and to get your HMS ID card: [http://www.brighamandwomens.org/research/OPRC/Harvard\\_Appointment.asp](http://www.brighamandwomens.org/research/OPRC/Harvard_Appointment.asp)
- Familiarize yourself with the area by using maps of Brigham and Women's Hospital, the Longwood Medical Area and Boston. They are available at [www.brighamandwomens.org/general/directions/directions.aspx#maps](http://www.brighamandwomens.org/general/directions/directions.aspx#maps)
- Confirm that your information is correctly listed in the HMS White Pages: <http://hms.harvard.edu/WhitePagesPublic.asp>
- Contact the OPRC with any immediate concerns or questions to which you cannot find the answers.



### FOR INTERNATIONALS ONLY:

- Go to apply for a Social Security number, 10 days after arrival in the US. To obtain a social Security number, visit a local [Social Security Administration \(SSA\)](#) office. If possible, please bring your social security card to orientation. If you do not have your social security card before orientation, please bring receipt, showing proof of application. Website: [www.ssa.gov/](http://www.ssa.gov/). Address: [Boston Social Security Office](#), Room 148, 1st Floor, 10 Causeway Street, Boston, MA 02222, Phone: 800.772.1213. Hours: Monday to Friday, 9am to 4pm <https://secure.ssa.gov/apps6z/FOLO/Controller>
- Work with your appointing department/division administrator to complete all of the paperwork needed for visa application and processing.
- If interested, request [Welcome to Boston: A Guide for International Newcomers](#) from the OPRC: [http://interchangeinstitute.org/html/newcomers\\_guide.htm](http://interchangeinstitute.org/html/newcomers_guide.htm)  
Send an email to request a copy to be mailed to you before you start at BWH. Please allow sufficient time for international mailing.
- Attend the Partners International Office for Students, Scholars & Staff (PIO) Orientation – see schedule of orientation dates at: [http://is.partners.org/hr/PIO\\_Info\\_OrientSched.htm](http://is.partners.org/hr/PIO_Info_OrientSched.htm)
- Make sure you understand **your tax situation** as it relates to the United States and Massachusetts **tax laws**. Tax information is available through the BWH Payroll Office at 617.732.9787 and the PIO. You can also download tax forms from the [Internal Revenue Service](#) website. <http://www.irs.gov/publications/p519/index.html>

## REQUIRED CLEARANCE AND TRAINING:

- RADIATION SAFETY:** If you will need access to an irradiator for research purposes, you must
  - Complete a mandatory screening process including submission of fingerprints and paperwork documenting education, employment and professional references. You will not be allowed unescorted access to the irradiator until this screening and review process is complete. (Since this review typically takes about one month, you may have *escorted* access to the irradiator in the interim). Please go to the BWH Security Office at 10 Vining Street in the Neville House, BWH to initiate this process.
  - You will be notified when the review is complete. At that point, you must contact the Radiation Safety Office to receive radiation safety training and be authorized for access.
  
- LABORATORY SAFETY:** All laboratory staff conducting biological research must complete [Laboratory Safety Training](#) annually. Completing this training ensures that you receive mandatory annual OSHA training for working with blood and other potentially infectious materials as well as with hazardous chemicals. Training is offered by the Department of Environmental Affairs through an online system, and at lectures given throughout the year. A calendar of upcoming lectures is available on the [BWH DEA intranet](#):  
[http://bwhbri.partners.org/BWH\\_EnviroAffairs/BWH\\_Environmental\\_Affairs\\_EHSTraining.asp](http://bwhbri.partners.org/BWH_EnviroAffairs/BWH_Environmental_Affairs_EHSTraining.asp)
  
- RESPONSIBLE CONDUCT OF RESEARCH** training. This course is offered two times each calendar year, typically in May and October. Please contact Jennifer Ballard at [jpb Ballard@partners.org](mailto:jpb Ballard@partners.org) or 617-724-5536 to find out the next available date.
  
- ANIMAL SAFETY:** If you will be working with animals, you must:
  - Complete the “Human Care and Use of Laboratory Animals in Research and Teaching” course. See [http://www.hms.harvard.edu/orsp/animal\\_calendar.html](http://www.hms.harvard.edu/orsp/animal_calendar.html) for the class schedule and location.
  - Complete the Animal-related Occupational Health Screening. Please contact the [BWH Animal Exposure Surveillance Program \(AESP\)](#) at (617) 732-6258.
  - Contact the animal facility manager to schedule facility training. You must complete the training in order to receive access to the animal facility.

## PERSONAL ITEMS:

### HOUSING:

- A list of helpful web sites on which to search for housing in Boston is posted here: [http://www.partners.org/corp\\_hr/sub\\_pages/links.html](http://www.partners.org/corp_hr/sub_pages/links.html)
- When you arrive and search for housing in Boston, bring a copy of your offer letter with you to use as verification of your employment.
- For more information about renting apartments, see the [Massachusetts Guide to Landlord and Tenant rights](#): <http://www.mass.gov/Cago/docs/Consumer/LandlordTenant073007.pdf>

### BANKING:

- Set up an account with a local bank and consider signing up for direct deposit of your paycheck. Banks in the Longwood Medical Area are familiar with setting up bank accounts for internationals, and the process may be easier: A few suggestions are:  
**Bank Of America** - [www.bankofamerica.com](http://www.bankofamerica.com) - (800) 841-4000  
**Citizens Bank** - [www.citizensbank.com](http://www.citizensbank.com) - (617) 277-5813  
**Medical Area Federal CU** - [www.mafcucreditunion.org](http://www.mafcucreditunion.org) - (617) 732-4185  
**Sovereign Bank** - [www.sovereignbank.com](http://www.sovereignbank.com) - (617) 232-6758

### TRANSPORTATION:

- If a monthly MBTA (subway) Pass, also called a Charlie Card, is needed;
  - Sign up online via [PeopleSoft](#) if you are benefits eligible.
  - Sign up via BWH parking office if you are sponsored staff or have other status.More information can be found at: [www.mbta.com](http://www.mbta.com)
- If a Massachusetts Driver's License is needed, visit: [www.mass.gov/rmv](http://www.mass.gov/rmv) for more information.
- For occasional car use, there is a car sharing organization called Zipcar. For more information about membership go to: [www.zipcar.com](http://www.zipcar.com)