

Table Of Contents

Table Of Contents.....	1
Welcome to the Joslin Diabetes Center	3
Greetings from the Office of Research Fellow Affairs	3
Getting Acclimated.....	3
About Joslin	3
The Research Division.....	4
Research Sections.....	4
NIH Diabetes and Endocrinology Research Center (DERC) at the Joslin.....	6
Administrative Cluster	6
Administrative Core.....	6
Computer Resource	6
Enrichment Program.....	6
Core Laboratories.....	7
Required Instruction on Ethical Issues in Research.....	7
Research involving human subjects	7
Research involving animals.....	7
Health Insurance Portability and Accountability Act (HIPAA).....	7
Responsible Conduct of Research Instruction.....	8
Office of Sponsored Research	8
Joslin Research Website.....	9
Fellows' Web pages	10
Joslin Diabetes Center Lectures and Enrichment Programs.....	10
Research and Clinical Seminars.....	10
JDC Named Lectures and Special events	11
Joslin's Research Retreat.....	11
Special Seminars and Special Events	11
Alexander Marble Library at the Joslin	11
Access	12
Circulation.....	12
Using Library Resources	12
Harvard International Office	13
Address.....	13
Harvard Medical School.....	14
Harvard Appointments.....	14
Ecommons.....	14
Countway Library	14
Other Resources for Diabetes Information	15
American Diabetes Association ADA.....	15
Endocrine Society	15
Juvenile Diabetes Research Foundation	15
National Center for Biotechnical Information.....	15
National Institutes of Health (NIH)	15
National Science Foundation http://www.nsf.gov/	15
PubMed (entrez-pubmed).....	15
Joslin Support Departments	16
Facilities.....	16
Bike Passes:	16
Lost and Found:	16
Mail Room.....	16



Safety Operations:.....	16
Security:.....	17
Keys and Access cards:	17
Human Resources	17
Benefits	17
Health Insurance	18
Dental Insurance	18
Domestic Partner Benefit Program	18
Paid Time Off	18
Holidays	18
Credit Union	18
Work-Related HIV Benefit Plan	18
Personal Insurance Program	19
Staff Member Referrals	19
Other Benefits ask the Human Resources staff about these.....	19
Flexible Spending Accounts	19
Voluntary Short Term Disability Plan	19
Long Term Disability	19
Life Insurance & Accidental Death and Dismemberment	19
Voluntary Retirement Savings	20
Tuition Reimbursement	20
Center For Career Renewal	20
English as a Second Language.....	20
T Passes and Parking.....	20
T Passes	20
Parking.....	21
Weekend Parking.....	21
Shuttle Bus to Harvard Square and MIT (M2).....	21
Management Information Systems (MIS)	21
Joslin Intranet.....	21
Employee Bulletin board on Joslin Intranet.....	22
Checking Email on the Web	22
Computer or Network Problems - Help Desk (Magic)	22
Telephone Problems	22
Finishing Up.....	22
Staying in Touch	22
Map Of The Longwood Medical Area.....	23
MBTA Map.....	23

Welcome to the Joslin Diabetes Center

Dear New Fellows and Students,

I would like to welcome you to the Research Division of Joslin Diabetes Center. Speaking for all the faculty members, please know that we view the interactions with and training of fellows and students as being one of the most important parts of our profession. The Joslin is known worldwide for excellence in diabetes and endocrine research and we look forward to you joining us. We want you to value your stay at Joslin as the most rewarding time of your training years.

Please do not hesitate to share your thoughts on the training program. If you have any suggestions on how we can improve the program, please let me or Katie know. Again, welcome to Joslin. I am looking forward to meeting you.

George

George L. King, MD
Research Director
Professor of Medicine

Greetings from the Office of Research Fellow Affairs

The Office of Research Fellows Affairs extends a warm welcome to you. As one of the more than 150 trainees here at the Joslin, you are an important member of our community. The Joslin has many distinguished investigators and is well known for its successes in diabetes and endocrine research.

As you settle into the Joslin and your Investigator's laboratory, do let me know if I can help your transition in any way. My office is on the 3rd floor in Behavioral and Mental Health Research. You can reach me by phone at extension 4319.

Katie Weinger, EdD
Investigator, Behavioral and Mental Health Research
Director, Office of Research Fellow Affairs

Getting Acclimated

About Joslin

Overview

Welcome to the Joslin! Established in 1898, Joslin Diabetes Center is internationally recognized for diabetes research, treatment, and patient and professional education. Joslin is headquartered in Boston's Longwood Medical Area, and has diabetes treatment centers at prestigious hospitals and institutions from Washington State to Florida. Joslin's faculty and postdoctoral fellows hold appointments at Harvard Medical School.

Here at its Boston headquarters, Joslin has a large research program that includes laboratory and clinical research in immunology, genetics, epidemiology, metabolism, cellular and molecular physiology, eye research, islet transplantation, cell biology, and more. Many of the most

important discoveries in diabetes research originated at Joslin.

These include:

- Recognition of tight blood sugar control as a means of preventing diabetes complications
 - Development of treatment protocols to enable women with diabetes to have healthy babies safely
 - Development of laser treatment for diabetic eye disease, which can help prevent blindness
- Identification of means to determine who has "pre-diabetes" (type 1), which makes testing treatments to prevent the disease possible

In addition to its research activities, Joslin offers a wide range of clinical services, including adult diabetes/endocrinology; ophthalmology; nephrology (kidney care); pediatric diabetes and endocrinology; pregnancy and diabetes services, mental health, nutrition, exercise physiology, and a range of patient education programs.

The Center also offers programs in continuing medical education for health professionals and corporations at sites nationwide, and has developed a new disease management program to help institutions improve diabetes treatment while better managing healthcare costs. Joslin also publishes books, videos and other materials, including a magazine.

Having lunch

Directly across Brookline Avenue is the Galleria food court and the Longwood Grill Restaurant. Colleagues in your lab probably have favorite pizza and other restaurants- be sure to ask! Beth Israel Deaconess Medical Center (BIDMC) has a cafeteria on the lower level of the Farr Building on the West Campus. A tunnel runs between the Joslin and BIDMC West Campus (Farr Building), making it easy to get lunch on a rainy or snowy day.



Note: You will need your Access card to use the tunnel.

The Research Division



Overview

This section will provide you with information about the people and structure of the Research Division at the Joslin.

Research Sections



Overview

The Research Division is composed of 11 sections, doing both basic science and clinical research. Each section may include several investigator laboratories and has an assigned research administrator. The administrator helps with the business management of grants and laboratories.

Research Sections

Section	Chief and Investigators	Research Administrator
Behavioral and Mental Health Research	Alan M. Jacobson, MD Gail Musen, PhD Katie Weinger, EdD John Zrebiec, MSW Ann Goebel-Fabbri, PhD	William Moore Ext
Cellular and Molecular Physiology Administrative Assistants: Kezia Frayjo ext 4386 Rebecca Friedrichs ext 4226	Steven E. Shoelson, MD, PhD C. Ronald Kahn, MD Rohit Kulkarni, MD, PhD Mary Elizabeth Patti, MD	Barbara Doran Ext 4301
Clinical Research Administrative Assistant: Jane Chalifoux ext 5403	Edward S. Horton, MD Allison Goldfine, MD A.Enrique Caballero, MD Osama Hamdy, MD	William Moore Ext 4785
Developmental & Stem Cell Biology Administrative Assistant: Keirstan Pawson – 617-919-2770	Keith Blackwell, MD, PhD Mary Loeken, PhD Amy Wagers, PhD	Martha Cassin Ext 5077
Eye Research Administrative Assistants: Ann Kopple ext 4242 Pam Fougler ext 4425	Lloyd Paul Aiello, MD PhD Lloyd M. Aiello, MD Sven-Erik Bursell., PhD George Sharuk, MD	Sally Kolodkin Ext 4355
Genetics and Epidemiology Administrative Assistant: Harry Spaulding ext 4164	Andrzej Krolewski Alessandro Doria, MD, PhD Lori MB Laffel, MD PhD John J. Rogus, ScD James H. Warram, MD, ScD	Barbara Doran Ext 4355
Immunology and Immunogenetics Administrative Assistant: Leslie Jerkins ext 4304 Larry Kozinn ext 4341	Christophe O. Benoist, MD, PhD and Diane Mathis, PhD Richard A. Jackson, MD Tihammer Orban, MD	Natalie Liang Ext 4752
Islet Transplantation and Cell Biology Administrative Assistant: Sharon Lee Ext 4390	Gordon Weir, MD Susan Bonner-Weir, PhD Myra Lipes, MD Arun J. Sharma, PhD	Martha Cassin Ext 5077
Metabolism Administrative Assistant: Diane Bedrosian ext 4366	Laurie Goodyear, PhD	Barbara Doran Ext 4301
Obesity Administrative Assistant:	C. Ronald Kahn, M.D. Adjunct Investigators: Eleftheria Maratos-Flier MD Richard Bradley, PhD	Barbara Doran Ext 4301
Vascular Cell Biology and Complications Administrative Assistant: Jo-Anne Halitsky ext 4420 Sarah Twichell ext 4024	George L. King, MD Edward C. Feener, PhD Robert C. Stanton, MD William Hsu, MD	Sally Kolodkin Ext 4355

NIH Diabetes and Endocrinology Research Center (DERC) at the Joslin

The National Institutes of Health (NIH) Diabetes and Endocrinology Research Center (DERC) is an important component of the Research Division. Joslin's DERC encourages the scientific development of young investigators by providing a stable framework for conducting multi-disciplinary studies.

In addition, the DERC funds core laboratories designed to provide efficient, cost-effective support for Joslin researchers. Every investigator at Joslin may use the cores.



Note: Go to the Joslin Research Website (joslinresearch.org) for more information on all core laboratories.

Administrative Cluster

Administrative Core

This core provides overall coordination for the Diabetes and Endocrinology Research Center (DERC).

Core Directors and Executive Committee:

Dr. Gordon Weir*	Director
Dr. George King *	Associate Director – oversees Core Laboratories
Dr. Diane Mathis *	Associate Director - oversees the Pilot and Feasibility Studies Program.
Dr. C. Ronald Kahn	Executive Committee
Dr. Laurie Goodyear	Executive Committee
Dr. Andrzej Krolewski	Executive Committee

* Members of Executive Committee

Computer Resource

This core implements and maintains specialized computer facilities required by DERC investigators. A major emphasis of research website (JoslinResearch.org) is to provide dynamic web applications that serve essential informational needs of the research community at the Joslin Diabetes Center. These applications provide such functions as automating media provisioning services to DERC laboratories, distributing DERC event schedule information, providing access to troubleshooting information, fully-searchable call schedules with contact information, text messaging services, and access to information about Section, Investigator and Fellow projects and affiliations. All applications adhere to the JoslinResearch.org paradigm of distributed administration without requiring knowledge of web design or web programming.

Lloyd Paul Aiello, MD, PhD Director

Enrichment Program

This program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers with similar interests throughout the Boston area. See Page 10 for details of the Enrichment Program.

Andrzej Krolewski, MD, PhD Director

Core Laboratories

Core laboratories are useful to investigators, students, and fellows. Several cores have ordering information on the research website (www.joslinresearch.org).

Core Lab	Director	Technical Head
Cellular & Molecular Biology Cluster		
Advanced Microscopy Core	Susan Bonner-Weir, PhD	Chris Cahill 617-735-1998
Flow Cytometry Core	Christophe Benoist, MD, PhD	Grigoriy Losyev x4516
Genomics Expression Core	Mary Elizabeth Patti, MD	Jennifer Johnson x4543
Media Core	Arun Sharma, PhD	Lena Ma medianet
Proteomics Core	Edward Feener, PhD	Jane Chin x4485
Clinical & Physiological Cluster		
Genetics Core	Alessandro Doria, MD, PhD	Christine Powers x4590
Physiology Core	Allen Clermont, MD	Amanda McSweeney x 4394
Specialized Assay Core	Rohit N. Kulkarni, MD, PhD	Irene Reske assaynet
Transgenic Core	Laurie Goodyear, PhD	Laurie Goodyear x. 4348
General Clinical Research Center	Edward S Horton, MD	Meghann Ward x 4314

Required Instruction on Ethical Issues in Research

As part of a required orientation program mandated by federal and state regulations, post-doctoral fellows need instruction in the specific ethical issues in research including the responsible conduct of science (RCR), use of animals in research and ethical issues related to research on humans.

Research involving human subjects

If a fellow plans to conduct research with human subjects, the fellow must complete the Joslin Diabetes Center’s Human Subject Protection Education Program prior to starting research. Contact Leigh Read, Research Programs Administrator in the Office of Sponsored Research, ext 4329 for more information.

Research involving animals

If a fellow plans to conduct animal research, the fellow must complete the Joslin Diabetes Center’s Animal Care and Use Training Program prior to starting research. Contact Leigh Read, ext 4329.

Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule defines conditions where protected health information may be used or disclosed, who may use or disclose it, and for what purposes.

HIPAA for Laboratory Scientists

All researchers working in a healthcare institution such as the Joslin, whether or not they use human subjects, must be aware that HIPAA regulations protect the privacy of health information for patients. Lab researchers must know where to get more information about

HIPAA regulations if their research progresses to use patient information. For more information, contact Debbie Nedder ext 1976.

HIPAA for Clinical Researchers

Clinical and other researchers using human subjects in their work must receive additional training on HIPAA regulations. Contact Debbie Nedder ext 1976

Responsible Conduct of Research Instruction

Harvard Medical School, Department of Social Medicine offers a Program in the Practice of Scientific Investigation (PPSI). PPSI provides training in the responsible conduct of research to all post-doctoral fellows working at Harvard Medical School and/or its affiliates' laboratories such as the Joslin Diabetes Center.

Eight sessions for post-doctoral fellows are held throughout the academic year, each based on a case study addressing a particular issue of importance in research ethics. Attendance at five sessions fulfills the minimum requirement for training in the responsible conduct of research. The session examine the academic policies in place at Harvard for the responsible conduct of science. The format of each session is case discussion, thus class participation from fellows is strongly encouraged. The schedule and case studies can be found at <http://www.hms.harvard.edu/dsm/WorkFiles/html/education/postdoc/professionalPPSICases.html>

Because there is room for only 75 participants at each seminar, fellows must sign up for each session in advance by sending an e-mail to PPSI@hms.harvard.edu indicating the sessions they wish to attend. Attendance is on a first-come, first-serve basis. Provide a copy of documentation of your attendance, if available, to Leigh Read in the Office of Sponsored Research.

Office of Sponsored Research

Room 390

Overview

The **Office of Sponsored Research** provides expertise in all areas of research administration. The staff provides a complete range of services to assist the research community including grant application process, grant budgeting, purchasing approvals, payroll issues, funding opportunities, human and animal studies protection, and institution policies to name a few.

OSR staff can answer questions regarding grants and research policies. Your section's research administrator can answer questions about payroll and stipends. See the chart on page 5 to identify the research administrator for your section.

Here are the names and titles of the people who work in OSR

Mike Lanner	Interim Director/Director of Special Projects
Sally Kolodkin	Assistant Director /Research Administrator
Leigh Read	Research Programs Administrator
Luke Thompson	Administrative Assistant
Kormasa Traub	Administrative Assistant
Saundra Ketner	Research Library Resource Manager
Martha Cassin	Research Administrator

William Moore	Research Administrator
Barbara Doran	Research Administrator
Natalie Liang	Research Administrator
Cordell Thorn	Research Administrator/Contracts Administrator
Jeff Pettengill	Financial Analyst

Director – The Director provides administrative and fiscal management leadership for all aspects surrounding grants and contracts awarded to the Joslin. This includes supervising a staff of 10, including 6 research administrators, a research programs administrator, a research librarian, a financial analyst and 2 administrative support staff. The Director of OSR has oversight responsibilities for the Committee on Human Studies and the Institutional Animal Care and Use Committee.

The Director works closely with the Director of Research to develop and implement research division policy and participates in long-range planning of the Joslin.

Research Administrator - Each section has a research administrator who is responsible for the business management of laboratories and grants. Your research administrator will answer any questions you have about stipend or payroll. (See the table on page 5.)

Research Program Administrator: The Research Program Administrator coordinates the Committee on Human Studies (CHS/IRB) and the Institutional Animal Care and Use Committee (IACUC). If you will be conducting research activities that involve animals and/or human subjects, the Program Administrator is the contact person regarding review and approval of all protocols. The Program Administrator also coordinates visas for foreign scholars and Harvard Medical School Appointments for the Center (for more information on these topics, see “Harvard International Office” & “Harvard Appointments”).

Administrative Assistant - The Administrative Assistant is available to help you with day-to-day research needs such as lab coats, petty cash, copy cards, etc.



Joslin Research Website

Overview

The Research website is a key source of information about the Research Division, latest research, research meetings, and symposiums at Joslin. You can access The **Joslin Research website**: www.JoslinResearch.org directly or through the Joslin site (www.joslin.org).

The website also provides links to other websites of interest and general web support for the Joslin research community including:

- Online applications to facilitate the ordering of supplies and services from the DERC Cores.
- Currently available: EM Net, HistologyNet, MediaNet, AssayNet, PhysiologyNet, Proteomics, & GenomicsNet.
- JournalNet: Access complete online journal holdings of the Marble Library and the Harvard Digital Library from the convenience of a personal computer.
- Pilot & Feasibility Studies - provides online descriptions and grant application for applicants; grant review for staff, reporting for awardees and full administration of information.
- Joslin Inventions - descriptions of the inventions arising from the Joslin Diabetes Center's research efforts.

- Fellows & Research Team Members pages to be maintained and updated by each individual.

Fellows' Web pages

All postdoctoral fellows and graduate students have an individual page on the Joslin Research website. Fellows may post their CV, publications, and other professional information.

To enter information on your personal page, follow these steps:

1. Go to the Fellows Members page:
<http://www.joslinresearch.org/PINET/FellowMain.asp>
2. On each member's page there is a small round Joslin logo below their name. Click on the Joslin logo below your name to access your login page.
3. Type your last name and first initial in the **Username** field using this format: "SmithM."
4. Type "Welcome" in the **Password** field. (The default password is typically set to be "welcome.," although some users may be notified that their default password is something different.



Note: The webmaster recommends that you change your password when you first login. Matching your webpage password with your Joslin network/email password will help avoid confusion. Neither the username nor the password is case sensitive.

5. The page returns to the member's page you left. Click on the small logo AGAIN to access a form to modify existing information and add new information.
6. To add a picture and CV to your page, email the documents to: ResearchWebInfo@joslin.harvard.edu The image should be a .jpg file with dimensions no larger than: 200 pixels x 260 pixels. The CV will be converted to a PDF file. If you have your CV already in PDF format that is great, otherwise send a Word Doc that will be converted.



Note: If you cannot find your name listed on the page please email: ResearchWebInfo@joslin.harvard.edu. If you have any questions or problems, please contact Anne McKay, the Research Web Developer.

Joslin Diabetes Center Lectures and Enrichment Programs



Overview: The Enrichment Program is an integral part of postdoctoral and student training. The program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers throughout the Boston area.

Research and Clinical Seminars

Thursday Research Seminar

Invited outside experts present at the **Thursday Research Seminar** three to four times per month. The Seminar is at 12 noon in the 3rd floor lecture hall.

The seminar includes lunch for those who attend (arrive early).

Internal Research Seminar

The **Internal Research Seminar** series usually features a Joslin researcher, and is held on Tuesdays at 12 Noon in the 3rd floor lecture hall. As a major forum for information

exchange among Joslin researchers, these seminars serve as a platform for senior postdoctoral fellows, graduate students, and investigators to share ongoing research with others at the Joslin.

The seminar includes lunch for those who attend (arrive early).

Clinical Diabetes and Metabolism Seminar

The **Clinical Diabetes and Metabolism Seminar** series featuring invited outside experts, Joslin faculty, and clinical senior fellows is held on Mondays at 12 noon in the 3rd floor lecture hall.

This series includes three lecture types:

- Invited guest speakers (Many have clinical research interests.)
- Journal Club presentations of current literature
- Case presentations centered on management of complicated issues arising in clinical practice

The seminar includes lunch for those who attend (arrive early).

JDC Named Lectures and Special events

Overview

The Joslin sponsors three visiting professorships each year (named for Dr. Priscilla White, Ray A. and Robert L. Kroc, and Dr. Alexander Marble). For each, a distinguished researcher may spend up to three days at the Joslin giving one or more lectures, and meeting with fellows and staff.

Each spring as part of the Marble Lecture, a formal evening dinner, usually at the Harvard Club on Commonwealth Avenue or the Harvard Club on Federal Street, provides fellows an opportunity to join colleagues for a lecture by a distinguished scientist. Fellows and students who are completing their Joslin training receive their certificates during the evening.

Joslin's Research Retreat

Overview

Every 2 years the Joslin Research Division holds a Research Retreat. Each laboratory has the opportunity to present recent findings, with time for feedback and questions after the talk and during intermissions and meals.

In addition to a formal dinner, Joslin researchers display remarkable skills in the evening Talent Show. The research retreat provides an additional mechanism for Joslin researchers to exchange ideas and initiate up fruitful collaborations fruitful collaborations.

Special Seminars and Special Events

Overview

Joslin sponsors several special events and lectures throughout the year. Every three years, the Joslin Diabetes Center organizes a major symposium on an important diabetes-related topic. Drs. Diane Mathis and Gordon Weir organized the 2003 Symposium "Evading Beta Cell Death in Diabetes: Prevention and Transplantation".

Alexander Marble Library at the Joslin

Sandra Ketner, Librarian

Overview

The Alexander Marble Library houses an extensive collection of diabetes books, journals and the archives.

Use the Card Catalogue to locate books and other monographs. The card catalogue uses the National Library of Medicine Classification system.

The library maintains a list of current **journal** holdings. You will find a copy of this list at JournalNet at www.joslinresearch.org.

Current issues are loose, located on the shelf near the library main entrance. Older ones are bound and arranged alphabetically by journal title.

You may access **electronic journals** from any computer in the Center.

Look for a listing of journal titles on JournalNet at www.joslinresearch.org.



Note: You may access additional online journals through the Countway Digital Library if you have **Harvard ID**. (See ecommons on page 14).

Access

Staff may use The Alexander Marble Library 24 hours a day and 7 days a week. When the Library is not staffed, Joslin staff may access the library by using **Access** card or with the assistance of Security after providing appropriate identification.

Circulation

Library materials do not circulate. Please do not remove them from the library.



Note: Make special arrangements with the Library for photography and for journal club meetings.

Using Library Resources



Note: The layout of the collection is an open stack area, open reference area, and a locked reserve cabinet containing recent appropriate publications.

1. Please re-shelve all library materials after you have finished using them as a courtesy to other library users.
2. Fellows may use the photocopier in the library for photocopying library materials for personal use.
3. Please do not eat or drink in the library.
4. Fellows may use the Special Collections Room for study or reserve it for meetings. Please see the librarian to make a reservation.
5. Look for holdings of other local libraries in a journal located on the display counter.

Agoos Library	(BIDMC East)
Alexander Marble Library	(Joslin)
Children's Hospital Library	(Children's)
Countway Medical Library	(HMS)
Beruj Benaceraf Library	(DFCI)
West Campus Library	(BIDMC West)
Mass. Health Science Library Network	(an aid for Interlibrary Loan requests)

6. You may use one of the library's 14 personal computers for literature searches and other research-related activities.



Note: The Center provides Internet access for legitimate academic, research and clinical purposes. The use of Library computers is regularly monitored and individuals will be held

accountable for all material that is viewed or downloaded. Inappropriate use is subject to disciplinary and criminal punishment.

Warning Concerning Copyright Restrictions:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy is not to be "used for any purpose other than private study, scholarship or research." If a patron makes or later uses a photocopy or reproduction for purposes in excess of "fair use," that patron may be liable for copyright infringement. This law is now under revision and subject to change.

Harvard International Office

Your visa for your time at Joslin is coordinated through the Office of Sponsored Research and sponsored by the Harvard International Office.

The Harvard International Office (HIO) is part of Central Administration of Harvard University and offers services to foreign students and scholars at Harvard College and the ten graduate or professional schools, as well as the numerous research centers and affiliated teaching hospitals. It provides information on a wide range of topics, including visas (work permits, travel), financial questions, social and cultural differences, and personal concerns.

The HIO designs programs to help foreign students, scholars, and their families adjust to life in the United States and to minimize the difficulties they may experience both upon arrival and later during their stay. Students are given the opportunity to participate in Harvard's friendship and hospitality program, which connects them with Americans living in the Boston area. A large number of graduate students and scholars at Harvard are accompanied by family members. The HIO sponsors English classes and discussion groups for spouses, as well as advice on schools for children.

Since its inception, the HIO has acted as a liaison between foreign students and scholars and the U.S. government agencies that have jurisdiction over their stay here. Through the years, the HIO has played an increasingly important role in advocacy with government agencies and legislators on issues concerning foreign students and scholars.

Address

1350 Massachusetts Avenue
Holyoke Center Room 864
Cambridge, MA 02138-3800
617-495-2789 (phone)
617-495-4088 (fax)

Please be aware that as of April 1, 2003, Holyoke Center security officers will ask all individuals entering the building for their Harvard ID or evidence of Harvard affiliation. International students, scholars and family members who have just arrived in the US may present passports and visa documents.

Office Hours

9:00 am to 5:00 pm

Harvard Medical School

Overview

Harvard Medical School facilities are available to fellows and, of course, Harvard students. The Joslin Diabetes Center Longwood area map (page 21) is useful for locating the major Harvard affiliated institutions.

Harvard Appointments

Postdoctoral fellows at the Joslin hold an appointment as a fellow at Harvard Medical School. Leigh Read, Research Program Administrator in the Office of Sponsored Research 3rd floor, (ext 4329) will complete the paper work for your Harvard appointment. You may open an eCommons account as soon as you receive your Harvard ID number; you do not have to wait until you receive the actual card, which can take up to one month. Predoctoral fellows and other students hold an appointment at their home institution.

Ecommons

ECommons is Harvard Medical School's internal website. It provides access to all of Harvard Medical School Links, including Hollis, a catalog of all Harvard University library holdings

Use Ecommons to:

- Obtain electronic copies of scientific journals.
- Access discussion boards that advertise housing and household items for sale.

Note: All Harvard Faculty and staff including Joslin fellows are eligible to use eCommons. You must have a Harvard ID number in order to sign up for an eCommons account.

To sign up for an Ecommons account (once you have your Harvard ID number):

1. Go to to <http://ecommons.med.harvard.edu/>.
2. Click "Login"; then "New User? Register here".
3. Ecommons also offers message boards and discussion rooms. It also has links to other webpages, one interesting link is to the housing webpage.

Countway Library

Joslin's fellows have full access to Harvard Medical School **Countway Library's** extensive collection of medical and biomedical books and journals. Countway is located in the Longwood medical area near Harvard Medical School- (See map on page 24). It's about a 10-minute walk from the Joslin.

To use the Countway:

1. (Before you go) Check eCommons for electronic versions of journal articles (See above.)
2. Use your Joslin or Harvard ID to enter the library.
3. Use a Harvard ID to borrow books.

Note: The Office of Sponsored Research can give you a card to use for making photocopies at no charge to you on Countway copy machines. This card must be returned to Luke or Kormasa in the Office of Sponsored Research.

Other Resources for Diabetes Information

American Diabetes Association ADA

“The American Diabetes Association is the nation's leading nonprofit health organization providing diabetes research, information and advocacy. The mission of the organization is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. The ADA funds research, publishes scientific findings, provides information and other services to people with diabetes, their families, health care professionals and the public. The Association is also actively involved in advocating for scientific research and for the rights of people with diabetes.” <http://www.diabetes.org/>

Endocrine Society

“Founded in 1916, the Society is internationally known as the leading source of state-of-the-art research and clinical advancements in endocrinology and metabolism. The Endocrine Society is dedicated to promoting excellence in research, education and clinical practice in the field of endocrinology” <http://www.endo-society.org/>

Juvenile Diabetes Research Foundation

JDRF is a foundation that aims to find a cure for diabetes and its complications through research. JDRF supports basic science, some translation research and research fellows. www.jdrf.org

National Center for Biotechnical Information

Established in 1988 as a national resource for molecular biology information, NCBI creates public databases, conducts research in computational biology, develops software tools for analyzing genome data, and disseminates biomedical information - all for the better understanding of molecular processes affecting human health and disease.

<http://www.ncbi.nlm.nih.gov/>

National Institutes of Health (NIH)

National Institute of Diabetes, Digestive and Kidney Diseases (NIDDK)- <http://www.niddk.nih.gov> NIDDK conducts and supports research on many of the most serious diseases affecting public health. The Institute supports much of the clinical research on the diseases of internal medicine and related subspecialty fields as well as many basic science disciplines.

National Science Foundation <http://www.nsf.gov/>

The National Science Foundation (NSF) is an independent agency of the U.S. Government, originally established by the National Science Foundation Act of 1950 to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense. It provides some funding for research fellowships.

PubMed (entrez-pubmed)

This NIH site is useful for doing medical related literature searches. It can be accessed directly: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi> or through eCommons.

Joslin Support Departments

Facilities

Overview

You will find most of the **Facilities** Department offices on the third floor. Security, safety, parking, maintenance and housekeeping are all part of Facilities. Look on the Intranet for more Facilities information.

Here are the names and titles of some of the people who work in Facilities:

Guy Lentini	Acting Director of Facilities Management
Dave Torrice	Facilities Coordinator
Wes Straub	Safety Operations Manager
Larry Williams	Security Manager

Look below for Facilities' areas of responsibility:

Bike Passes:

If you ride your bike to work, you may park it in the racks located near the Joslin Place or the Pilgrim Road entrances to the building. To use these racks, you will need to register it with Security/Facilities by completing the "Bike Registration Form."

Look for Bike Registration Forms in a box on the wall across from the desk on the third floor in the Facilities area (Room 381).

Complete the form and return it to Dave Torrice for processing.

Note: Always lock your bike! The Joslin Place bike rack area is video monitored. Report any problems or theft immediately to Joslin Security.

Lost and Found:

Lost and Found is located at the Security Desk on the first floor. If you have lost something in the building, you should check at the desk to see if it has been turned in.

If you find something, please turn it in at the Security Desk.

Mail Room

Look for the **Mail Room** on the Basement level, just to the left as you get off the elevator.

Robert Butler and Stephen Foulds work in the mailroom.

They deliver mail to your lab area once each day (inter-office and outside mail) and pick up mail twice each day.

Feel free to drop personal letters etc. in your lab's outbox if you have already stamped the envelope. Inter-office mail going to another Joslin department goes in your lab's outbox, too.

Note: To send items via Fed Ex, use the box on the Basement level across from the mailroom. (See your lab administrative secretary or manager for more details.)

Safety Operations:

Wes Straub, Joslin's **Safety Operations** Manager oversees all areas of safety in the building. He presents general Safety training as well as Laboratory and Clinic Safety training programs. He also assists with and coordinates Radiation Safety training.

Security:

Larry Williams manages **Security** here. In addition to other responsibilities, he supervises the guards who are in the building 24 hours a day, seven days a week.

Keys and Access cards:

You may need a key to get into your lab or office space. An Access card will let you enter the building when the entrances are locked. Enter through the first floor entrance on Joslin Place. Show your Joslin ID and sign in at the security desk. The Access card also allows you to use the elevator to go between floors.



Note: Both Joslin entrances (Joslin Place and Pilgrim Road) are open from 6:00 AM–6:00PM.

To get an access card or a key to our lab or office space:

1. Check with your investigator or lab administrator.
2. Pick up a form from Facilities. Forms are located in a box on the wall across from the desk on the third floor in the Facilities area.
3. Complete the form.
4. Ask your supervisor to sign and date the form.
5. Submit the completed form to the Facilities Office.
6. Expect an email from Dave Torrice when the card is ready.
7. Bring your Joslin ID to Facilities to pick up your card.

Human Resources



Overview

Located on the 7th floor in Room 754, Human Resources administers the Benefit and Compensation (payroll, etc.) programs, and oversees Employment, Recruitment and Employee Relations as well as Training and Education.

Here are the names and titles of the people who work in Human Resources:

Debra Canner	Executive Director
Elizabeth Lemmons	Assistant Director
Elizabeth Moses	Workforce Development Manager
Beth Peterson	Benefits Representative
Brynn Manning	Administrative Assistant

Benefits

Joslin fellows are supported through many mechanisms. It is important for you to know how you are being paid because benefits depend on your source of funding. Benefits for fellows who receive stipends or salary from another institution may differ from those at the Joslin. Discuss this issue with your research administrator. (See page 5 for a chart identifying research administrators for each research section.)



Note: Definition of a stipend: “a subsistence allowance to help defer any living expenses during the research training experience. It is not a salary.” (PHS manual definition p 201.)

All Joslin fellows who receive stipends or salary directly from or administered by the Joslin are eligible for the following benefits:

Health Insurance

Joslin offers three health insurance options: two Blue Cross/Blue Shield of New England plans, Blue Choice and HMO Blue, and Harvard Pilgrim Health Care. These plans are available to you and your family immediately upon hire or on the first of the month following your date of hire. Premium deductions are taken on a pre-tax basis. The website for Blue Cross is www.bcbsma.com and for HPHC www.harvardpilgrim.org.

Dental Insurance

Joslin offers two Delta Dental plans: Delta Premiere and Delta Preferred Option. You and your family are eligible to join on the first of the month after you have been here for three months. Premium deductions are taken on a pre-tax basis. The website for Delta Dental is www.deltamass.com.

Domestic Partner Benefit Program

For employees living outside of Massachusetts, this program allows an employee to enroll his/her same-sex domestic partner and eligible dependents in the medical, dental and supplemental life insurance plans. Coverage is provided if the individual is the sole same-sex domestic partner of the benefit-eligible staff member and meets the defined eligibility criteria listed in the Center policy. Additional information is available in the Human Resources Office. Same sex married couples will be eligible for health, dental and supplemental life insurance as described above. Ask Human Resources personnel for eligibility criteria.

Paid Time Off

Fellows receive fifteen personal days per fellowship year to be used for vacation, personal or sick time. Coordinate this time with your investigator. Unused time will not be carried into the new fellowship year and has no cash value upon termination from Joslin.

Holidays

The Center observes 11 holidays per year. When Christmas falls on weekday, Tuesday through Friday, the center closes at 12 noon on December 24th. Human Resources Office publishes a list of holidays every year. One of the holidays is “discretionary.” You may use this day anytime after you have been here for three months. This holiday must be used during the calendar year and may not be carried over to the next year. If you have to work on a holiday, you may take another scheduled day off two weeks before to four weeks after the holiday.

Credit Union

Staff members are eligible to join the Alpha Credit Union at the Beth Israel Deaconess Hospital. Through payroll deduction, you can take advantage of checking and savings accounts, low interest loans and other services such as purchasing traveler’s checks, money orders, savings bonds and more. The Credit union is located at the BIDMC West Campus. The phone number is 617-632-8164.

Work-Related HIV Benefit Plan

Financial assistance of \$100,000 is payable to a staff member who becomes HIV positive as a result of a work-related incident at the Center. This plan is sponsored by Harvard University Medical Center through the Risk Management Foundation. You must comply with specific reporting and testing procedures in order to qualify for the benefit.

Personal Insurance Program

You are eligible to purchase automobile, homeowners, condominium, renters and excess liability insurance through payroll deduction. In many cases these insurances are discounted and premiums are paid over a twelve-month period without any down payment or finance charge. To find out more about these programs, call Brewer and Lord Insurance at 1-800-696-3200.

Staff Member Referrals

Joslin encourages staff members to recommend candidates for positions within the Center. After your referral has been employed for three months, you will receive a \$500 cash bonus. For additional information, contact Human Resources.


Other Benefits ask the Human Resources staff about these.

Longwood Medical Area Child Care Center
Harvard University Office of Work and Family
Direct Deposit

Free Bank at Work Program
Fitness club memberships

Fitcorp, Joslin Workout at Work and Be Well! Center

Special Discount clubs and ticket sales- including movie tickets!

 Note: If you are on the Joslin Diabetes Center payroll, you are eligible for the following additional benefits:

Flexible Spending Accounts

The Flexible Spending Account Program allows you to deduct pretax money from your paycheck to pay for eligible dependent care expenses and/or medical/dental expenses that are not covered by the health and dental plans. You are eligible to participate on the first of the month after you have been here for three months. Should you have any questions regarding what expenses are reimbursed through this plan, contact FlexBen Corporation directly at 1-800-577-3322 or www.ee-commerce.com

Voluntary Short Term Disability Plan

The Short Term Disability Plan is available to eligible staff members to purchase as a voluntary disability program. The plan will be effective the first of the month after you have been here for three months and will protect up to 70% of your salary, capped at specific plan maximums. You will receive the benefit pay after fourteen days of absence due to a medical disability. Contact Human Resources for details.

Long Term Disability

The Center provides a long-term disability benefit for eligible staff members who are unable to work for at least six months due to a medical disability. The benefit provides you with a disability pay equivalent to 60% of your base salary, capped at the plan maximum. The benefit is effective the first of the month after you have been here for three months.

Life Insurance & Accidental Death and Dismemberment

The Center provides eligible staff members with a life insurance benefit equal to two times the staff member's base salary capped at plan maximum. This life insurance plan also includes Accidental Death and Dismemberment coverage. Staff members may purchase additional insurance for themselves, their spouse and/or dependent children at

low group rates. Supplemental life insurance, if purchased upon hire, will be approved without a medical review. After this date, staff members and their eligible dependents may be asked to complete a medical review. This benefit is effective the first of the month after three months of employment.

Voluntary Retirement Savings

Staff who wish to save for retirement may voluntarily invest in a 403b plan funded through payroll deduction. You are eligible to begin participation in this tax-deferred retirement savings program at any time during your employment. You may choose from TIAA-CREF and FIDELITY funds. Additional information is available from Human Resources.

Note: This benefit is not available to staff who are tax-exempt.

Tuition Reimbursement

After you have been here for three months, you are eligible to receive tuition reimbursement for accredited courses. These classes must lead to improvement of knowledge or skill applicable to your current or potential position at the Center. (See the policy for specific amounts and percentages.)

Federal and State Taxes

The US and Massachusetts tax system can be quite complex. Many of you must pay taxes. Income tax forms must be filed by April 15th each year. The Harvard International Office often provides information and tax assistance for you during the tax season, check the HIO website around mid February.

Center For Career Renewal

The **Center for Career Renewal (CCR)**, located at 164 Longwood Avenue (near the Medical School), offers:

On-on-one career counseling

Resource library

Workshops and seminars on career-related topics

There is no charge for the service.

All information is kept completely confidential.

English as a Second Language

Joslin offers English as a Second language (**ESL**) classes to fellows who need English language skills. Classes are taught on four levels, ranging from beginner to advanced. Each class meets for three hours each week for a two hour class and an one hour language lab

There is no charge to you or your lab. Contact the Manager of Training and Education in the Human Resources office for more information

T Passes and Parking

T Passes

Joslin offers a 30% subsidy on MBTA passes for buses and subways, and commuter rail passes. Payroll deductions for passes are pre-tax up to legal limits. This means that your W-2 form at the end of the year will not include the money paid towards MBTA passes. You do not pay additional income tax on this.

To buy a **T Pass**:

1. Pick up a form at Orientation or in the Human Resources office.
2. Complete it.
3. Return it to the Human Resources office.
4. Pick up your pass during the designated period each month.



Note: For information about bus and subway routes and schedules, go to MBTA.com.

Parking

The Center subsidizes on-site and off-site parking. The Landmark garage sometimes has available space for monthly parking. Shuttle buses run between the garage and the Joslin during commuting hours. It takes approximately 15 minutes to walk. Payroll deductions for parking in the Landmark garage are pre-tax up to legal limits. Speak with facilities



Note: Ride matching and car and van pool information is available through MASCO's CommuteWorks program. Speak with Human Resources 7th floor about this.

Weekend Parking

If you need to come into work on the weekends, you can park in the garage at 375 Longwood Ave (next to Brugger's Bagels) for **\$5.00** a day.

Shuttle Bus to Harvard Square and MIT (M2)

MASCO manages the Harvard Medical School shuttle that runs between the Longwood Medical Area (LMA) and Harvard University in Cambridge. Harvard International is located in Harvard Square. Tickets for the Harvard M2 shuttle can be bought at Joslin's Human Resources or at the cashier's office at Holyoke Center in Cambridge. Important note: all officers of the University including Post Docs ride for free with their Harvard ID. For more information about bus transportation and schedules, see the MASCO website: <http://www.masco.org/transit/ptsM2.htm>

Management Information Systems (MIS)



Overview

MIS provides technical support to the Center. It's organized into three teams; the Network Team, Computer services and Telecommunications. Joslin's Call Center is also part of MIS. The Research Division has its own web site administrator to help with issues on the www.joslin.research.org (Anne McKay ext. 4128).



Joslin Intranet

Overview

The Joslin **Intranet** is an electronic form of communication that is currently being developed at the Joslin. The Joslin Intranet has an Electronic Bulletin Board that can be used for public announcements and advertisements such as For Sale ads. Although each department and section has a webpage, under administration, Human Resources, Finance, HIPAA and to access the Intranet, simply type 'intranet' in the address line of your internet homepage. Do not put '.edu' or '.org' or any other qualifier after the word intranet. This will bring you to the Intranet homepage. For the Bulletin Board, click Employee Bulletin Board on the menu bar. If you would like to place an ad or announcement, click Submit new Announcement and follow directions. It may take a few days for your announcement to appear.

Employee Bulletin board on Joslin Intranet

You may post personal announcements such as 'For Sale' advertisements on the Joslin Intranet. Got to <http://intranet> and click on Employee Bulletin board on the menu bar. You may either read announcements or submit a new announcement. Once submitted, the announcement will not appear immediately as it must go through an approval process.

Checking Email on the Web

You may access Outlook and your Joslin email account through the Internet. This feature is very handy when traveling. Use this URL: webmail.joslin.harvard.edu and log into your account as usual. The MIS department has setup the web access Outlook to look very similar to the PC based outlook.

Computer or Network Problems - Help Desk (Magic)

If you have a problem with your computer, printer, email, or network (internet), contact the MIS depart at mishelpdesk@joslin.harvard.edu. Clearly describe the problem. You will receive a confirmation via email with a work order number. Another method of getting computer help is to call MIS Helpdesk at ext 4488. Usually this line is manned by one of the MIS team who will either answer your questions over the phone or put in a work order to solve your problem.

Telephone Problems

If you are having problems with your telephone equipment or phone line, send an email to Help Desk Telecom Services (helpdesk-telecom@joslin.harvard.edu).

Finishing Up

Before leaving the Joslin, give your new position, the name of your new institution and your forwarding address to Leigh Read. We need this information to complete your Harvard Appointment files.

Also, check with Leigh for information about your visa if you need to. Complete the Human Resources **Termination** procedure. This will help you remember activities such as turning in your keys and ID's, etc.

Note: Your investigator and/or funding source may require additional paperwork or information prior to your departure. Check with your investigator and research administrator.



Staying in Touch

Alumni web page on the Joslin Research website. Before you leave the Joslin, be sure to sign up on the Joslin Alumni Net. We want to stay in touch with you. Signing up will ensure that you receive news and information from the Joslin as well as invitations to Joslin events and symposium. The Joslin faculty very much wants to keep in touch with all alumni/alumnae!

To sign up, simply click Alumni fellows on the Joslin Research website and complete the form.

Reception at the American Diabetes Association Annual Scientific Sessions – All Joslin current staff, faculty, fellows, and all Joslin alumni/alumnae are welcome. It is fun, free, and informative!

Map Of The Longwood Medical Area

To view a complete map of the Longwood Medical Area go to:
<http://www.hms.harvard.edu/about/maps/lmamap.html>

MBTA Map

To view a complete map of MBTA Services go to:
http://www.mbt.com/traveling_t/schedules_subway_pop.html