



The Einstein Postdoctoral Association
presents the 4th Edition of:

The Postdoc Handbook and Resource Guide

“For postdocs, by postdocs”

April 2018

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1. The Einstein Postdoctoral Association (EPA)

You are the EPA!

From the beginning, the EPA has been a volunteer organization run by postdocs with one goal in mind: to serve the postdoctoral community of the Albert Einstein College of Medicine. The EPA meets periodically with the leadership of the Belfer Institute to discuss topics of interest, importance, and concern to the postdoctoral community. By working together, over the past several years a number of academic programs have been initiated and quality-of-life issues have been addressed successfully for postdocs by the Belfer Institute and the EPA.

The association has two primary roles, (i) to provide both social and career development resources for postdoctoral fellows at Einstein, and (ii) to represent the interests of this group directly to the Einstein faculty and administration as needed. All employed Einstein postdocs are automatically members of the association. The faculty and administration of Einstein actively encouraged the formation of the association, and it was established by a number of volunteers who assembled as an exploratory committee.

Our Mission

The mission of the EPA is to improve the scientific interaction among postdocs and the quality of their personal life.

What the association can do for you

The association has a number of goals that we hope will enrich and enhance the scientific careers and social life of all postdocs. These include:

- Welcome you to Einstein!
The EPA representative of your Department will welcome you with a **survival kit** (air mattress, pot, plates, cups, paper towels, toilet paper) and is happy to answer any question.
You can find us on: <http://einsteinpostdocs.info/index.php?page=contact> or [How is the EPA organized?](#)
- Encouraging scientific interaction within the Einstein postdoctoral community. Promoting career development by offering information about career choices both in research and non-research areas (including seminars on grant writing, lab management, alternative careers; contacts/career fair for jobs in industry).
- Representing the interests of postdocs, in both formal and informal settings, to the faculty and administration of Einstein (issues of interest include salary, housing, visa/immigration issues, day care and other facilities).
- Organizing regular social events for postdocs and their families.

Ultimately it is up to the postdocs at Einstein to make things happen! Please contact the EPA with any opinion or concern regarding postdoc life on campus.

The EPA co-chairs recently prepared a welcome leaflet with general information for the incoming postdocs (see below). It should be provided to you when you receive your offer letter (implementation during summer 2017). If you did not get one, please, contact the EPA co-chairs.



Einstein Postdoctoral Association

Welcome to Albert Einstein College of Medicine!

From its inception, the Einstein Postdoctoral Association or EPA has been a volunteer organization run by postdocs with one goal in mind: to serve the postdoctoral community of the Albert Einstein College of Medicine. The EPA meets periodically with the leadership of the Belfer Institute to discuss topics of interest, importance, and concern to the postdoctoral community. By working together, over the past several years a number of academic programs have been initiated and quality-of-life issues have been addressed successfully for postdocs by the Belfer Institute and the EPA.

The overall mission of the EPA is to improve the scientific interaction among postdocs and the quality of their personal life. The association has two primary roles, (i) to provide both social and career development resources for postdoctoral fellows at Einstein, and (ii) to represent the interests of this group directly to the Einstein faculty and administration as needed. All employed Einstein postdocs are automatically members of the association. The faculty and administration of Einstein actively encouraged the formation of the association, and it was established by a number of volunteers who assembled as an exploratory committee.

You are the EPA!

To help navigate the Einstein community, check out the following items:

- EPA website: <http://einsteinpostdocs.info/>

On the website, you can find the contact information of the EPA co-chairs or your department representative(s). The EPA representative of your department can welcome you with a welcome mug and a **survival kit** if needed and will be happy to answer any question. A comprehensive **handbook** is also available on the website to guide you before your arrival and during your first days at Einstein.

- Join the Einstein Postdoctoral Association (EPA) mailing list (preferably with your Einstein email): <https://lists.aecom.yu.edu/mailman/listinfo/epa> or epa-subscribe@lists.aecom.yu.edu
Postdocs and graduate students use this mailing list to circulate information about social and career development events, furniture sales, apartments to rent, reagent/equipment request, etc.

- Follow the EPA on our social media:

Facebook: <https://www.facebook.com/einsteinpostdoctoralassociation/>

Twitter: https://twitter.com/epa_aecom

LinkedIn: <https://www.linkedin.com/groups/7457915>

How is the EPA organized?

Einstein Postdoctoral Association (EPA)

Our mission: The EPA is a volunteer organization run by postdocs with one goal in mind: to serve the postdoctoral community of the Albert Einstein College of Medicine. The association includes four executive cores: Communication, Social, Advocacy and Einstein Community.

Co-chairs:

Shweta Varshney (shweta.varshney@einstein.yu.edu)

Lorenza Favrot (lorenza.favrot@einstein.yu.edu)

Larissa Costa Faustino (larissa.costafastino@einstein.yu.edu)

Treasurer: Shweta Varshney

Secretaries: Riyasat Ali, Dylan Festa

Website: einsteinpostdocs.info **LinkedIn:** <http://www.linkedin.com/groups/7457915>

Facebook: @einsteinpostdoctoralassociation **Twitter:** @epa_aecom



Advocacy:

Quality of Life representatives: Ana Ferreira de Mesquita, Kathryn Potts

NYC Postdocs coalition representatives: William Chang, Larissa Costa-Faustino, Cinara Goncalves

Women Networking Group Liaison: Alison Johnson

Postdoc Senator at the Senate Council: Courtney Nilan

Postdoc Senators: Riyasat Ali, Kristina Ames, Ana Alves Francisco, Rebecca Brown, Damini Chand, Zhi Chao Feng, Dylan Festa, Lina Kaminski, Elaine Maggi, Courtney Niland, Elodie Picarda, Adi Pinkas, Kathryn Potts, Heather Snell

Postdoc senator at the committee on committee: Lina Kaminski

Communication:

Facebook: Xiomaris Cotto Rios, Lorenza Favrot, Elodie Goncalves Picarda

Twitter: Ana Ferreira de Mesquita, Dylan Festa, Filipe

LinkedIn: Advaita Madireddy

Website: Filipe Goncalves, Christos Lisgaras

Social:

Winter Social Hour Coordinator: Lorenza Favrot

Winter Social Hour Committee: Ayodele Akintavo, William Chang, Coralie Drelon, Dylan Festa, Daniel Miranda, Ashleigh Paparella, Kathryn Potts, Adrien Senecal, Shweta Varshney,

Coffee Hour Coordinators: Ashleigh Paparella

"Guess who's talking about Science" Coordinator: Advaita Madireddy

"Meetup" events: Larissa Costa Faustino, Silvia Racedo, Heather Snell, Damini Chand, Courtney Niland

Game Night Coordinator: Dylan Festa, Mikhail Matlashov

Spring/Summer Party Committee: Lorenza Favrot, Dylan Festa, Samuel Taylor

Einstein Community:

Anatomy & Structural Biology: Maren Huelsemann

Biochemistry: Lorenza Favrot, Ashleigh Paparella, Esha Sehanobish

Cell Biology: Ayodele Akintavo, Advaita Madireddy, Samuel Taylor, Shweta Varshney

Developmental and Molecular Biology (DMB): Ana Ferreira de Mesquita, Kathryn Potts

Epidemiology: Rhonda Arthur

Genetics: Coralie Drelon, Elaine Maggi

Medicine/Cardiology: Larissa Costa Faustino, Simren Mehta, Ryan Pekson

Medicine/Infectious disease: Daniel Miranda

Microbiology and Immunology (M&I): Damini Chand (Urology Dep), Lina Kaminski, Elodie Picarda

Molecular Pharmacology: Srinivas Aluri, Cinara Goncalves, Filipe Goncalves

Neurology: Christos Lisgaras

Neuroscience: Heather Snell

Ophthalmology: Elena Martynova

Physiology and Biophysics: Matthieu Benoit, Nirupama Nishtala

Pathology: Juwen Dubois

Systems and Computational Biology: William Chang, Dylan Festa

The association includes four executive cores: Advocacy, Communication, Social and Einstein Community. If you are interested in a position, please contact the EPA co-chairs. See our flyer as of April 2018 in the previous page.

Each Einstein department is eligible to announce or elect EPA representatives. Please check the website (einsteinpostdocs.info) for the current list of EPA representatives. If your department is not represented and you would like to become an EPA rep, please contact the EPA co-chairs.

The EPA representatives for each department as of September 2017 are (see map [3. Campus Map & Directions](#) to check their location; the three co-chairs are marked with *):

Anatomy & Structural Biology

- Maren Huelsemann: maren.huelsemann@einstein.yu.edu (Price 211, German)

Biochemistry

- * Lorenza Favrot: lorenza.favrot@einstein.yu.edu (Forchheimer 315, French) *
- Ashleigh Paparella: ashleigh.paparella@einstein.yu.edu (Golding 301, Australian)
- Esha Sehanobish: esha.sehanobish@einstein.yu.edu (Forchheimer 315, Indian)

Cell Biology

- Ayodele Akintayo: ayodele.akintayo@einstein.yu.edu (Chanin 516, Togolese)
- Advaitha Madireddy: advaita.madireddy@einstein.yu.edu (Chanin 416, Indian)
- Samuel Taylor: samuel.taylor@einstein.yu.edu (Chanin 601, Australian)
- * Shweta Varshney: shweta.varshney@einstein.yu.edu (Chanin 516, Indian) *

Developmental and Molecular Biology (DMB)

- Ana Ferreira de Mesquita: ana.ferreirademesquita@einstein.yu.edu (Chanin 503, Portuguese)
- Kathryn Potts: kathryn.potts@einstein.yu.edu (Chanin 501, Australian)

Epidemiology

- Rhonda Arthur: Rhonda.arthur@einstein.yu.edu (Belfer 1301C, Trinidadian & Tobagonian)

Genetics

- Coralie Drelon: coraliemelina.drelon@einstein.yu.edu (Ullmann 809, French)
- Elaine Maggi: elaine.maggi@einstein.yu.edu (Price 405, American)

Medicine/Cardiology

- * Larissa Costa Faustino: larissa.costafastino@einstein.yu.edu (Forchheimer 702-708, Brazilian) *
- Simren Mehta: simren.mehta@einstein.yu.edu (Forchheimer 406, Indian)
- Ryan Pekson: ryan.pekson@einstein.yu.edu (Golding 601, Filipino)

Medicine/Infectious Disease

- Daniel Miranda: Daniel.zamithmiranda@einstein.yu.edu (Ullman 107, Brazilian)

Microbiology and Immunology (M&I)

- Elodie Picarda: elodie.picarda@einstein.yu.edu (Forchheimer 209, French)
- Damini Chand: damini.chand@einstein.yu.edu (Forchheimer 405, Indian)
- Lina Kaminski: lina.kaminski@einstein.yu.edu (Price 569, Israeli)

Molecular Pharmacology

- Srinivas Aluri: srinivas.aluri@einstein.yu.edu (Chanin 628, Indian)
- Cinara Goncalves: cinara.goncalves@einstein.yu.edu (Forchheimer 209, Brazilian)
- Filipe Goncalves: filipe.goncalves@einstein.yu.edu (Forchheimer 206, Brazilian)

Neuroscience and Neurology

- Heather Snell: heather.snell@einstein.yu.edu (Kennedy 506, American)

Ophthalmology

- Elena Martynova: elena.martynova@einstein.yu.edu (Ullman 123, Russian)

Physiology and Biophysics

- Matthieu Benoit: matthieu.benoit@einstein.yu.edu (Ullman 217, French)
- Nirupama Nishtala: sita.nishtala@einstein.yu.edu (Ullman 209, Indian)

Pathology

- Juwen Dubois: juwen.dubois@einstein.yu.edu (Forchheimer 524, St Lucian)

Systems & Computational Biology

- William Chang: william.chang@einstein.yu.edu (Price 553C, Taiwanese)
- Dylan Festa: dylan.festa@einstein.yu.edu (Price 353D, Italian)

Urology

- Damini Chand: damini.chand@einstein.yu.edu (Forchheimer 405, Indian)

EPA Website

Address: <http://einsteinpostdocs.info>

This is the EPA website, maintained independently of Einstein. If you have any comments or ideas, please send an email to the EPA Co-chairs and/or the webmaster (postdocs@einsteinpostdocs.info).

EPA Mailing List

The EPA uses the Einstein mail manager (mailman) to maintain the email list of its members. The list is moderated and may be used to publicize events, ask for reagents, send out info about moving sales, etc. Please note that Einstein prohibits subletting apartments in Einstein housing.

How to sign up for the EPA e-mail list

Go to <https://lists.aecom.yu.edu/mailman/listinfo/epa> and type in your information, or email epa-subscribe@lists.aecom.yu.edu from your Einstein account. The moderators will then get an email notifying of a request of subscription. It should be approved within a few hours.

How to send an email to the EPA mailing list

Write your e-mail to the following address: epa@lists.aecom.yu.edu

Your email will then be reviewed by the EPA moderators and the Belfer Institute within a few hours. The e-mail will present you as the sender.

How to remove your email from the EPA e-mail list

Go to <https://lists.aecom.yu.edu/mailman/listinfo/epa>, type in your information and request removal, or send an email to epa-unsubscribe@lists.aecom.yu.edu from your Einstein email account. The moderators will then get an email notifying of a request for removal. It should be approved within a few hours.

Other way to stay in touch with the EPA:

Follow the EPA on our social media:

- ✓ Facebook: <https://www.facebook.com/einsteinpostdoctoralassociation/>
- ✓ Twitter: https://twitter.com/epa_aecom
- ✓ LinkedIn: <https://www.linkedin.com/groups/7457915>

2. Introducing the Belfer Institute for Advanced Biomedical Studies

The function of the Belfer Institute is twofold - to provide a focus for integrating all postdoctoral training programs at Albert Einstein College of Medicine and to serve as an advocate for postdoctoral issues. The Belfer Institute is directed by a senior member of the research faculty who is responsible for overseeing the academic and “quality of life” aspects of the postdoctoral experience at the College. Working with the Director is the Belfer Institute’s full-time Administrator.

The current director of the Belfer Institute is Dr. Anne Bresnick:
Forchheimer Room 315
Phone: (718) 430-2741
Email: anne.bresnick@einstein.yu.edu

Contact information for the Belfer Institute Office is:
Mary Anne Clifford, Administrator
Belfer Room 915
Phone: (718) 430-3191, Fax: (718) 430-3198
Email: maryanne.clifford@einstein.yu.edu
Web: <http://www.einstein.yu.edu/research/belfer-institute>

The Belfer Institute serves as a resource to current and prospective postdoctoral fellows, faculty members and administrators for any and all issues related to postdoctoral researchers. These include, but are not limited to:

- organizing all educational and social programs and activities sponsored by the Belfer Institute
- overseeing postdoctoral policies with regard to hiring, appointments and terminations
- monitoring postdoctoral salaries and anniversary increments
- overseeing the management of postdoctoral housing at Einstein, including the assignment of incoming postdoctoral fellows to available housing slots
- mediation of problems involving work-related issues between faculty and postdoctoral fellows
- notifying current and potential postdoctoral fellows of job opportunities

Further detail on the programs and services that the Belfer Institute provides can be found in the section [Belfer Institute Programs](#), or on the [website](#).

3. Campus Map & Directions



Albert Einstein College of Medicine

1. Ullmann Research Center for Health Sciences (“Ullmann”)
2. Forchheimer Medical Science Building (“Forch/Forchheimer”); Gottesman Library; Friedman Lounge
3. Belfer Education Center for Health Sciences (“Belfer”)
4. Golding Building

5. Chanin Institute for Cancer Research (“*Chanin*”)
6. Robbins Auditorium
7. Gruss Magnetic Resonance Research Center
8. Lubin Dining Hall, Singer Faculty Club (“*Lubin*”)
9. Harold and Muriel Block Building
10. Jack D. Weiler Hospital (“*Weiler*”; Montefiore/Einstein Campus; 1825 Eastchester Rd.)
11. Einstein Boiler Plant
12. Price Center for Genetic and Translational Medicine/Block Research Pavilion (“*Price*”)
13. Van Etten Building
14. Rose F. Kennedy Center (“*Kennedy*”)
17. Rhineland Residence Hall (1579 Rhineland Ave.)
18. Parking Garage (1875 Eastchester Rd.)
19. Student housing (1925/1935/1945 Eastchester Rd.)
20. Falk Recreation Center

Jacobi Medical Center

15. Jacobi Medical Center (“*Jacobi*”)
16. Jacobi Medical Center Nurses’ Residence

Hutch Metro Complex

21. Montefiore Hutchinson Campus
23. Residence Inn Marriott
24. Division of Substance Abuse – Wellness Center
25. Bronx Psychiatric Center

Montefiore Medical Park Einstein Program Locations

22. Glass Building - Ob/Gyn Private Practice - Nuclear Medicine - Endocrine Faculty Practice

How To Get to Einstein

Address:

Albert Einstein College of Medicine
1300 Morris Park Avenue
Bronx, NY 10461
Tel: (718) 430-2000

By Express Bus From Manhattan

The Metropolitan Transit Authority (MTA) runs an express bus service between Manhattan and the Bronx (BxM10 Morris Park Avenue) that stops directly in front of the College of Medicine at Morris Park Avenue and Eastchester Road. Northbound stops in Manhattan are at Madison Avenue and 24th St., 36th St., 45th St, 52nd St and 60th St, 71st St, and on Third Avenue between 86th and 87th St.

The area is also served by the BxM11 (Pelham Parkway/White Plains Road stop) or BxM8 (Westchester Square).

For more information, visit the MTA website ([mta.info](http://web.mta.info)) or download the BxM10 bus schedule (<http://web.mta.info/busco/schedules/bxm10cur.pdf>). Additionally, if you just google the bus name and number, you can follow in real time the status.

Please Note: Exact fare (currently \$6.50) in quarters or \$1 coins, or a Metrocard (either ‘Pay As you Go’ or ‘EasyPay Xpress’ - see easypaymetrocard.com) with sufficient balance is required. Also note that ‘Unlimited Metrocards’ are not accepted. You can get Pay as You Go Metrocards from any subway station and the Cafe in Forchheimer (vending machines, there are only refilled every few weeks, so you might not see the metrocards all the time).

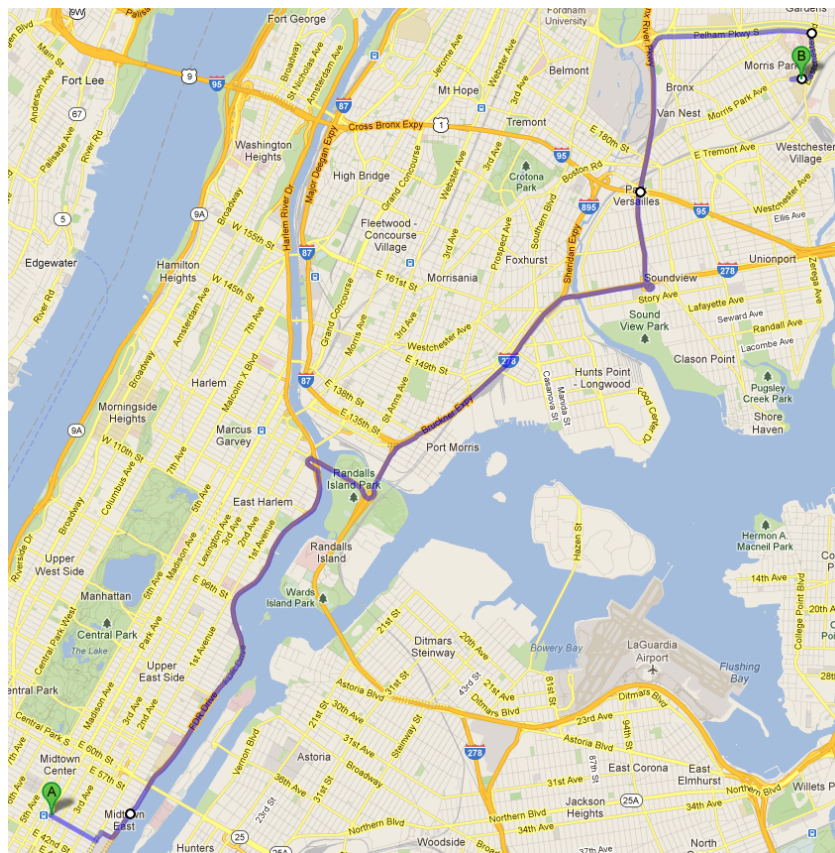
By Subway From Manhattan

If you’re on the west side, take the 2 train (**red line**) uptown, or if you’re on the east side, take the 5 or 6 train (**green line**) uptown:

1. Take the 2 train uptown (from west side Manhattan) or 5 train Uptown (from east side Manhattan) to East 180th St. Then take the Bx21 bus to Eastchester Road.
2. Take the 6 train uptown (from east side Manhattan) to Westchester Square. Then take the Bx31 or Bx21 bus to Morris Park Avenue.

By Car

From Manhattan & Brooklyn: FDR Drive to Robert F. Kennedy Bridge to Bruckner Blvd. (toll!); Bronx River Pkwy (northbound); exit at Pelham Pkwy (eastbound); right into service road after Williamsbridge Road; right turn at Eastchester Rd. to Morris Park Avenue. (Remark: the Willis Ave. bridge is toll free and can be used to commute from Manhattan to Einstein as well).



Alternate Route from West Side: Continue on West Side Highway to the Henry Hudson Parkway, going over the Henry Hudson Bridge (toll). Continue on Parkway to the Mosholu Parkway exit. Follow the Mosholu Parkway until it ends at a traffic light/T intersection. Go left at the light and watch on the right for the entrance to the Bronx River Parkway SOUTH (it will be the first entrance ramp you come to). Take the Bronx River Parkway to exit 7E (Pelham Parkway East). Get into the middle lane and continue straight (DO NOT veer left) on Pelham Parkway, passing under the subway tracks at White Plains Road. Then move to the right lane and watch for the entrance to the SERVICE ROAD running parallel to Pelham Parkway at Williamsbridge Road. Exit onto the service road and come to a traffic light at Williamsbridge. Stay in the far left lane and continue straight on the service road to the traffic light at Eastchester Road. (You will go through a light and pass Jacobi Hospital before reaching the Eastchester traffic light.) Go right onto Eastchester Road to the third traffic light at Morris Park Avenue.

From Queens: Whitestone Bridge (toll) to Hutchinson River Pkwy, to Pelham Pkwy (westbound); left at Eastchester Rd. OR Throgs Neck Bridge (same toll) to the New England Thruway to Pelham Pkwy. (westbound); left at Eastchester Road (southbound); turn right to corner of Morris Park Ave.

From Upstate New York & Lower Westchester: N.Y. Thruwy. to Tappan Zee Bridge; Cross Westchester Expwy. to Sprain Brook Pkwy. to Bronx River Pkwy. and exit at Pelham Pkwy.(eastbound) to Eastchester Rd. (southbound) to Morris Park Avenue OR Saw Mill River

Pkwy. to Cross County Pkwy. to Bronx River Pkwy (southbound); then follow directions above OR Hutchinson River Pkwy.

From New Jersey: George Washington Bridge to Cross Bronx Expwy.; exit at Rosedale Ave. to Bronx River Pkwy. (northbound); exit at Pelham Pkwy. (eastbound); bear right onto service road after Williamsbridge road; right at Eastchester Road to Morris Park Ave.

From Connecticut: New England Thruwy. (95 South); exit at Pelham Pkwy. (westbound); left at Eastchester Rd. (southbound) to Morris Park Avenue.

Useful links

Some links you might find help for traveling in and around New York: maps.google.com, or the MTA Trip Planner: tripplanner.mta.info/MyTrip/ui_web/customplanner/tripplanner.aspx

Other applications for iphones and androids that are generally reliable:

- ✓ “Transit” (<https://transitapp.com/>)
- ✓ “Roadify” (<http://www.roadify.com/>)

4. First Steps upon Arrival to the College

We all know a new start at the next level of life is affiliated with a plethora of questions. Don't worry! You will get help! If you have any questions, contact your EPA representative (see <http://einsteinpostdocs.info/?page=contact> or this handbook [[How is the EPA organized?](#)] for a list of reps by department). They will help you!

Upon your arrival at Einstein, the key person for you to contact is your departmental administrator. You PI should assist in locating this individual. He/she will initiate the many essential steps necessary to integrate you into your new department and Einstein. Some of these steps are: getting you on payroll, applying for your email account, helping to organize your housing, and setting up your medical exam.

Make sure to ask your administrator or EPA rep about the Postdoc Survival Kit; many departments at Einstein participate. If your Department does not have one, the EPA co-chairs can also provide one. The Survival kit is an EPA project, and supplies the essentials for the first few days in your new apartment: an air mattress, dishes, bathroom and laundry supplies, etc. After a few days, when you no longer need the kit, we ask that you replenish any supplies you used and return the kit to your administrator or your department rep. That way, it is ready for the next incoming postdoc.

Einstein provides affordable postdoc apartments but if you are interested in finding an apartment somewhere else the following link might also be useful:

<http://newyork.craigslist.org>

Before you arrive

- Your PI and/or departmental administrator will coordinate all the required documentation for your visa. It is up to you to pay the various fees, fill out the many required forms (all/most can be done online) and to make the appointment with the US Embassy in your country (note: check the embassy waiting times as they tend to be fairly busy).
- Ask your PI to put you on the housing list if you want Postdoctoral housing to be ready for you when you arrive. More details (and the housing request form) are here: <http://www.einstein.yu.edu/research/belfer-institute/incoming-postdocs/housing.aspx> Additionally, temporary housing is available (up to 6 months, furnished apartments) in Rhineland and student housing. Request more information about it to your PI and Mary Anne (Belfer administrator, see [2. Introducing the Belfer Institute for Advanced Biomedical Studies](#)).

- Bring enough cash (US\$) to last you a while, as you may not get your first paycheck for 4-6 weeks.
- Tell your PI when you are arriving!

On the day you arrive

If you will live in Postdoc housing, make arrangements with the housing office to get the key to your apartment. Housing office hours are: Monday-Friday 9 am to 5 pm. If you arrive outside these hours or during a Jewish holiday, you can arrange with the housing office to get the keys from the security or the super of your building.

If you experience difficulties getting your key, ask security to call the housing manager.

See the [How To Get to Einstein](#) section for details on how to get to Einstein from the airport or Manhattan.

Your first day at Einstein

Locate your PI, who will introduce you to your departmental administrator and the rest of the department. Once you've recovered from your journey to the Bronx, these are the steps we recommend:

From your PI:

- [housing] Obtain a letter for Housing stating that you will pay your security deposit in three monthly installments, rather than all at once. Head over the housing office (inside 1935, one of the student towers, on the left past the lobby as you come in) and get apartment details (if you haven't been sent them already) and, importantly, the keys. You will also need to call the electricity company (Con Ed), and tell them you are a new tenant - Housing will give you details.

From your administrator:

- [bank, ssn] Obtain a letter stating you are employed by Einstein, and where you live in the US. You will need two copies - one for opening a bank account, and one for getting your SSN (Social Security Number).
- [security] Obtain a memo for Security in order to obtain your photo ID.
- [ITS] Check if your administrator (or PI) has your login details for the intranet (i.e. your Einstein email account).
- [medical] If you perform experiments, you will need to have a medical exam. Ask your administrator to arrange it ([Medical Exam](#)). Schedule your medical exam as soon as possible since it may take up to a week or two to get an appointment. Additionally, discuss with your administrator about the possibility to run some of the tests (e.g. TB skin test) at your doctor in your home country, you will need to email a copy of the report to your administrator.

- [orientation] Contact Mary Anne Clifford ([2. Introducing the Belfer Institute for Advanced Biomedical Studies](#)) to get more information about the next orientation (organized by HR/payroll, take place every two weeks).

Your administrator will also want some documents from you: a specially formatted CV, your PhD certificate and your passport plus the DS2019 form. When you have your SSN, they will want this as well.

From your EPA rep:

- they will welcome you to Einstein, with a mug
 - get the things you need from the Postdoc survival kit (includes the essentials, like an air mattress)
 - answer any questions you have and sign you up to the EPA mailing list
- See <http://einsteinpostdocs.info/?page=contact> for the current list of EPA reps.

Security: Get your Einstein photo ID by visiting the Security Office on the ground floor of Forchheimer (Room G30), with the memo from your administrator ([Einstein Identity Card](#)). No Einstein ID is provided anymore for your spouse unless he/she is also a postdoc at Einstein.

ITS: If your PI or Administrator doesn't have your login details for the Einstein intranet (incl. your Einstein email account) then call Information Technology Services (Montefiore IT Service Desk at 914.881.4554). it will take one to two weeks to obtain an Einstein email id.

Bank: The most convenient nearby banks is Chase (1068 Morris park avenue). They are well-versed with Einstein employees! TD bank (1868 Williamsbridge road) and Citybank (1800 Williamsbridge road) are located close to the institute as well. You will need your passport, letter from the administrator stating your employment and address. You do not need a SSN to open a bank account but you will need one to get your debit/credit cards! Your account cards will arrive in the mail a few days later. You can also request check books. Many banks like Chase use phone apps available for iPhone and Androids (useful to transfer money, write/send checks, etc.).

OIS: Make an appointment to see Alexia Pakiela at the Office of International Students (OIS) in Belfer, Room 1205. This is necessary before you go to the SSN office, and must be done within 10 days of your arrival in the US. Bring your passport and all your papers. See [Visa](#) section for more information.

SSN: Before you can get paid, you need an SSN. To get one, you will need to travel to the Bronx Social Security Office, which, unfortunately, is slightly further away than Chase. **Do not go to the Social Security Office before seeing Alexia in the OIS!** See [Social Security Number](#) section for more details. Your SSN will arrive in 1-2 weeks.

Payroll/HR: Even without an SSN you can set up your payroll details. Ask you administrator what to do. The Payroll office is in Belfer, Room 1203, and they may want your passport. You should ask them about tax exemption if you are an international postdoc (or better still, do some research first) and fill out the necessary forms. See [Paychecks](#) section for more details.

Apartment furnishing: Finally, furnishing your apartment. Many postdocs make the trip to IKEA on their first day (open until 9pm), and have their furniture delivered the same day (see [Furniture and Housewares](#)). Additionally, many postdocs send moving sale emails through the EPA mailing list ([EPA Mailing List](#)). You can also use the closed Facebook page “Einstein COM marketplace” (advertised on EPA Facebook page, see section [EPA Mailing List](#))

Parking: You can fill out the following form to request a parking spot either on campus, or in Rhineland (Postdoc housing) if you own a car and don’t want to park on the street: <https://www.einstein.yu.edu/administration/auxiliary-services/security/reserved-parking-application.asp>

5. Getting settled in your new home

There will be a few hurdles to cross before you get settled in your new home, but here are some basic tips until you are oriented and ready to explore all the options NYC has to offer. This guide assumes you will be in Einstein housing.

Cell phone, Phone, Internet, Cable

Maintaining contact with friends and family will likely be one of your primary concerns when moving to a new city, and in many cases, a new country. Arranging telecommunications can be a difficult and expensive task if you are from outside the US – hopefully this guide can help reduce the frustration involved.

Cell phone

This will depend on the service and the carrier. If you are a foreign postdoc with no social security number and no American credit history (see Banking section, page 20), some carriers will ask for a hefty cash deposit (\$150-500) for a cell phone if you sign up for a (typically 2-year) contract. This will probably be refunded via credit on your account after you have been paying your bills regularly for at least 11 months (depending on your contract and provider). You may also be asked for a cash deposit if you want to sign up for long distance plans on a land line. Tariffs for smartphones with a data plan start around \$50/month, and can be more depending on how much data or minutes you want. Remember to check for Einstein staff discounts for AT&T (att.com) and Verizon (verizon.com)!

See <http://www.einstein.yu.edu/administration/procurement/staff-discounts/> for more information.

An alternative is to buy your own cell phone (instead of getting one ‘free’ with contract purchase) and pay a carrier to activate it (for example T-mobile, t-mobile.com). You can also go with the ‘Pay As You Go’ carriers, such as MetroPCS (metropcs.com) or Virgin Mobile (virginmobileusa.com), who tend to have more reasonable monthly fees without a contract (e.g. \$30-60 for unlimited text and data). They don’t offer top-end iPhones (other premium brands are available).

Another major cellular provider is Sprint (sprint.com).

You can sign up for cell phones via the internet (you can use a debit card to make a cash deposit), or you can go to one of their retail locations (see websites for details).

The cheapest and best way, perhaps, is to buy a used phone through Amazon/E-Bay and take a ‘Pay as you go’ connection offered by most carriers cited above.

Land line, cable, and internet

FiOS internet in Rhineland is provided by Einstein and currently free of charge. Each apartment has its own wireless modem, and the username and password for the internet can be found on the modem.

There are other, cheaper ways to contact friends and family. If you have home internet, you can download Skype ([skype.com](https://www.skype.com)) and talk for free to anyone in the world over your computer (this is called VOIP), as long as you have a basic microphone and the other person also downloads Skype. You can also buy cheap Skype credit and call landlines. Skype is also available now as App on smartphones. Alternatives to Skype are Line (line.me/en-US), Tu Me (tumeapp.com) and WhatsApp (whatsapp.com).

Another solution is to buy phone cards with low rates to your home country. These can be purchased over the internet and activated immediately (good examples are: comfi.com, phonecardsforsale.com, and idtcalls.com). Another example is Reliance, where you can get good rates to India or other international destinations (relianceglobalcall.com).

Grocery Shopping

Walking distance from Einstein:

- **Aldi** (1750 East Gun Hill Rd)
- **Apples** (2034 Eastchester Rd)
- **Big Deal** (1018 Morris Park Ave)
- **Key Food** (2722 East Tremont Ave)
- **Stop and Shop** (1720 Eastchester Rd; also has liquor store next to it)

Fresh fruit and vegetables:

- Sign up for CSA (Community-Supported Agriculture) and get a fresh box of vegetables weekly from June to November or every 3 weeks from January to May:
<https://sites.google.com/site/einsteincsa/home>
- Farmer's market on Tuesdays and Fridays in front of Jacobi Hospital from May to November.
- Fruit/vegetable stores nearby Lydig Avenue or Arthur avenue ("Little Italy in the Bronx"), much cheaper prices than in the supermarkets.

Groceries by internet:

- **Amazon** ([amazon.com](https://www.amazon.com); <https://www.amazon.com/AmazonFresh/>)
- **Fresh Direct** (freshdirect.com; also deliver wine and beer)
- **Peapod / Stop and Shop** (peapod.com)
- **Blue Apron** (blueapron.com, with step-by-step recipes)

Groceries by car:

- **Fairway Market** (847 Pelham Parkway, Pelham, NY, United States)
- **Chang Li Supermarket** (2079 Benedict Ave, Bronx; Asian Supermarket with fresh and cheap fish)
- **Poshara Halal and Grocery** (2148 Starling Ave, Bronx, 718-828-8418; specialty grocery carrying green chilis, halal meats, and a variety of Indian ingredients and prepared foods)
- **Stew Leonards** (1 Stew Leonard Drive, Yonkers, NY 10710; Wine Store, Fresh Stuff, great for Kids!)

- **Super Stop & Shop** (240 East Sanford Boulevard, Mount Vernon, NY 10550)
- **Trader Joe's** (1260 Boston Post Road, Larchmont, NY 10538 and 727 White Plains Rd, Scarsdale, NY 10583)
- **Costco** (various locations throughout the metropolitan area, closest to Einstein: 1 Industrial Lane, New Rochelle, NY 10805). Annual membership required, large quantities.

Furniture and Housewares

NYC offers a massive array of shopping options, so once you get settled you will have no problem exploring many different stores for housewares. If you need basic furniture items in a timely manner, one of the first things you can do is check notices for items for sale on the bulletin boards around Einstein and in your department. The information boards in/at Einstein elevators often have postings for postdoc and student moving sales. **Announcements of moving sales are also frequently circulated on the EPA e-mail list and closed Facebook group "Einstein COM market" (advertised through EPA Facebook page).**

Security in Building 1935 (Student housing, see [Campus Map & Directions](#)) can provide moving bins and trolley in exchange of your Einstein ID.

Near campus: For small items like cheap cleaning supplies, inexpensive cookware and tableware, try Stop and Shop, or any of the dollar stores near White Plains Road and Lydig Ave, or down Morris Park Ave. Also nearby is a Home Depot (1806 E Gun Hill Rd) and a Dollar Tree (1750 East Gun Hill Rd, next to Aldi).

Bay Plaza Shopping Center: accessible by bus (catch Bx12 at Eastchester & Pelham Parkway for direct service), has Kmart, JC Penney, Pier1 Imports, Marshalls and Macy's (bedding, kitchen and bath supplies, etc.) (mallatbayplaza.com).

Popular Manhattan housewares retailers include Crate and Barrel, The Container Store, and Bed, Bath, and Beyond, and there are nearby IKEAs in New Jersey (lower sales tax!) and in Brooklyn.

IKEA - New Jersey

Catch the 2 train at East 180th Street or Pelham Parkway all the way down to Times Square, and follow the signs to the Port Authority Bus terminal. Catch the NJ transit bus #11 (\$7 per adult or \$3.50 under 11 or above 62). More information on njtransit.com/pdf/bus/T0111.pdf. If you are planning on getting larger items delivered to your home, anticipate delivery charges of \$100+ or check the web specials (might be more expensive if delivery overnight). Therefore, a car rental cost might be cheaper than delivery, especially with Zipcar offering an hourly rental.

Website: <http://www.ikea.com/us/en/store/elizabeth>

IKEA - Brooklyn

A complimentary shuttle runs to Smith & 9th, 4th & 9th and Borough Hall subway stations from 11 am to 10:10 pm daily every half hour (Monday through Sunday). There is also a water taxi from pier 11 to IKEA (\$5 one way Monday through Friday, free on the weekends). More information here:

<http://info.ikea-usa.com/Brooklyn/StoreDirections.aspx>

Website: <http://www.ikea.com/us/en/store/brooklyn/services>

On-line shopping also offers an array of options, often with free or cheap shipping, even of large/furniture items: e.g. amazon.com, overstock.com, ebay.com, lnt.com, newyork.craigslist.org, www.walmart.com, etc. Buyer caution advised.

Public Transportation

NYC has a fairly adequate public transportation system, and it is definitely possible to live here without a car, even in the Bronx. Whilst the express bus stops shortly after midnight, the subways run 24 hours a day (although you can expect changes in service on evenings and weekends, with less frequent trains and regular works). The best thing to do is to look up the schedules and route maps on the MTA site; these can be downloaded as PDFs. See mta.info (or get one of the many apps available for your phone).

Subway

[2](#), [5](#), [6](#) lines run “close” to Einstein and into Manhattan (page 48).

Bus

There are several bus lines close to Einstein, including the popular BxM10 express bus into Manhattan (see <http://www.mta.info/> or <http://tripplanner.mta.info/> if the following links don’t work anymore):

[Bx21](#): runs east-west on Morris Park Avenue

[Bx31](#): runs north-south on Eastchester Road

[Bx12](#): runs east-west on Pelham Parkway

[Bx8](#): runs north-south on Williamsbridge Road

[BxM10](#): This express bus goes into Manhattan down 5th Avenue

You can google each of these buses and you will obtain a link corresponding to the live status of the bus.

There is also the [Bx12 Select Bus Service \(SBS\)](#). You will need to purchase a ticket from the machines before boarding this bus, using a standard Metrocard. Be aware that this service does not stop at each stop on the line, only at select stops, which makes it faster.

Einstein Shuttle Bus Service

Einstein has in place several (free) shuttle bus services linking between different locations of the campus and also the E180St MTA subway station on Morris Park Avenue. You need to show your ID to get on the shuttle. Details and times can be found in the following document: [Einstein shuttle service](#)

To the Airports

Car services tend to be expensive from the Bronx, so here’s the public transport guide to getting to the airport:

- **LaGuardia Airport:** Take 5 train to 125th Street, transfer to M60 bus for service to all terminals at LaGuardia Airport.
- **JFK Airport:** Take 2 train to 42nd street, transfer to the E train to Sulphin Blvd, then take the Airtrain (\$5 on your metrocard) to JFK.
- **Newark Airport:** Take 2 train to 34th street/Penn Station and take NJ Transit to Newark Airport from Penn Station. The Airtrain at Newark Airport charges \$5.50.

Taxi Cabs

- Plaza Town Cars - (718) 881-1111
- Tremont Dispatching - (718) 892-6666
- Dial 7 - (212) 777-7777 or book online at dial7.com

Popular applications

There are various applications to install on your phone and request a ride. Options to share ride with other users are available.

- Uber: <https://www.uber.com/>
- Lyft: <https://www.lyft.com/>
- Via: <https://ridewithvia.com/>

Car Rentals

Nearby Einstein car rental agencies are: hertz.com, zipcar.com, enterprise.com. You can also try carrentals.com

Note: Enterprise offers a discount for Einstein members, as does Zipcar if you register as affiliated to Einstein. Ask for information at the lobby in the Forchheimer building.

You may find that Mount Vernon or Westchester branches offer cheaper car rental than the Bronx (NYC) branches and are either a short cycle ride or zipcar drive away.

Banking

Banking can be a tricky issue for foreign postdocs, but at least there are a few banks very close to Einstein. The three closest major banks are Chase (1068 Morris park avenue, chase.com), TD bank (1868 Williamsbridge road, tdbank.com) and Citybank (1800 Williamsbridge road, citi.com).

Vital documentation for foreign postdocs:

- Passport and visa
- Einstein ID
- Letter from your department (obtained from your departmental secretary/admin) stating that you are an employee of Einstein and with your NY address

You do not need a social security number to open a bank account, but you do need the above documentation. Please note that if you wish to open a joint bank account with your spouse, your

spouse must also provide documentation proving their home address – either a letter from an employer, if they have one, or a utility statement/bill addressed to them at your home address. They will also need photo ID. When you get a debit card for your account, it is usually one that has the Mastercard/VISA symbol on it - this can be used at all ATMs, debit card readers, and can be used like a credit card for online purchases. If you are a non-resident alien, you cannot open bank accounts online, including those online-only high-interest savings accounts.

You can check with your home country bank if they offer US dollar accounts (e.g. Citibank), or if they will transfer your credit history to the USA (e.g. HSBC).

To start getting credit history (highly advised if you plan on staying for a few years), ask for a secured credit card (Capital One). You will need to deposit at least \$200, which will be your credit line. However, each purchase you make with the card will count towards your credit history.

Post Offices

Fairly straightforward services for sending domestic and international mail. Filling out the proper customs forms before stepping up to the window will ensure a much better attitude and service from the agents.

Nearby post office locations:

- 1807 Williamsbridge RD Bronx, NY
- 715 Morris Park AVE
- 2488 Williamsbridge RD
- 2100 White Plains RD
- 2619 Ponton AVE (near Westchester Sq., incl. passport facility)

Website: usps.com; tel: (800) ASK-USPS

There are post office services offered by the Einstein mail room in the basement of Belfer room B-01 (extension 2298). Stamps can be purchased using a vending machine (it takes \$1, 5, and 10 bills and change). Parcels can be weighed and mailed, and letters mailed (all postage must be purchased from the machine or elsewhere) from the mailroom between 1 and 3 pm on all working days.

New York Public Library

A great resource for books and resource material, DVDs, CDs and periodicals. All books can be checked out for three weeks and renewed online. DVDs are available for one-week period. Proof of address (e.g. utility statement) and picture ID are required for library card (no fee).

Local Branches:

- Morris Park Branch: 985 Morris Park Avenue 10462; (718) 931-0636
- Van Nest Branch: 2147 Barnes Avenue 10462; (718) 829-5864
- Westchester Square Branch: 2521 Glebe Avenue 10461 (Glebe and St. Peter's Avenue); (718) 863-0436

Website: www.nypl.org

Eating Out

The Morris Park area is home to many authentic Italian restaurants, pizza counters and traditional delis. An array of dining options is available around Eastchester Ave, Williamsbridge Road, and Morris Park Ave.

Good To Go is also popular for the Einstein postdocs (especially Fridays in the winter) when it's the weekly happy hour between 5-7pm on cocktails and beer. The bread with the garlic oil is dangerously addictive.

Pine/Pine Bar & Grill are well-known Morris Park restaurants. Family friendly atmosphere, authentic Italian-American cuisine in large portions at reasonable prices. No reservations required. Pine: 1913 Bronxdale Ave; Pine Bar & Grill: 1634 Eastchester Rd.

Other popular restaurants in the neighborhood:

- Enzo's (Williamsbridge Rd & Neill Ave) – classic Italian dining
- Captain's (Morris Park Avenue) – popular neighborhood Italian eatery
- Patricia's (Morris Park Avenue) – popular pizza kitchen
- Famous Emilio's pizza (Eastchester Rd) – another popular choice for pizza
- La Masa Restaurant (Morris Park Avenue) – Columbian food, empanadas
- M&R deli (Morris Park Avenue, close to Einstein) – a popular place to buy lunch (sandwiches, grill, buffet).
- Grab & Go (Eastchester Road, across Weiler hospital) another popular place to buy lunch (sandwiches, soup, grill, buffet).
- Apples deli (Eastchester Road, close to Einstein) – another popular place to buy lunch (sandwiches, soup, grill, buffet, sushi).
- Tana Thai (Eastchester Road, close to Einstein) – Thai food!

Obtaining a driver or non-driver ID

Like the Social Security office, the Department of Motor Vehicles (DMV) is a pretty unpleasant place to spend an afternoon, but a necessary one if you wish to obtain state identification. Plan to spend at least a couple of hours there, but to make it easier, avoid going to the DMV on Monday or Friday, or at noon.

Documentation:

- Social Security card – **must** be original, no copies accepted
- Visa and passport
- Photo ID
- Proof of address – utility statement/bill with your name and address

Note: Make sure you write your name exactly as it appears in your passport. The DMV are particularly picky.

Note: American citizens require a birth certificate or passport (MUST be original, no copies accepted).

Note: You will have to surrender any previous state ID or driver's licence.

Website: dmv.ny.gov

Recommended to take an appointment online and fill the forms prior to your appointment (can be downloaded on the website).

Bronx Office Licensing Center

1350 Commerce Avenue, Bronx, NY 10461. M-F 8:30 am to 4:00pm; License tests 8:30 to 3:30; CDL tests 8:30 to 1:00. Tel: 718-966-6155 or 212-645-5550

Service limited to: Original license/permit tests and applications and original ID card applications, name or date of birth changes to license, permit or ID cards.

Note: this is an insanely busy location, where you can't register your car. If you have a car to register, try the Westchester, White Plains, or Yonkers DMV locations – you can get your license and register your vehicle:

Bronx Office

696 East Fordham Road Bronx, NY 10458 (Cross Streets Fordham Rd. and Crotona Ave). M, T, W & F 8:30 - 4:00; Thursday 8:30 - 6:00. Tel: 966-6155 or 212-645-5550

Westchester White Plains Office

200 Hamilton Ave. White Plains, NY 10601 No written learners' permit tests, CDL tests or enforcement transactions.

M, T, W & F 8:30-4:00, Thursday 10:00-6:00. Tel: 1-800-DIAL-DMV

Westchester Yonkers Office

1 Larkin Plaza Yonkers, NY 10701. M, T, W & F 8:30-4:00, Thursday 10:00-6:00. Tel: 1-800-DIAL-DMV

Daycare

There is no daycare system available at Einstein at this time. Please check http://childcarecenter.us/new_york_homecare/10461_zipcode for local family day care providers registered with the Home Daycare database or contact the following day cares in the area:

Epic Bright Stars (<http://www.epicbrightstars.com/>)

902 Morris Park Avenue. Bronx, NY 10462

718-684-4419

Contacts: Janelle Solomon, Sophie Mather

Age range: 6 weeks to 5 years old

Shining Stars Pre-School (<http://www.shiningstarspreschool.com/>)

1881 Bronxdale Avenue. Bronx, NY 10462

718-409-1316

Contact: Bettina Campione-d'Erasmus

Age range: 2-6 years old

Both of these daycare facilities allow you to receive the Einstein Childcare Grant and offer rate discounts to Einstein employees. Contact Yvonne Ramirez (yvonne.ramirez@einstein.yu.edu). For more information: <http://www.einstein.yu.edu/docs/intranet/e-blasts/childcare-additions-2017.pdf>

The two following daycare facilities do not offer discount rate but you can still receive the Einstein Childcare Grant:

Ivy Prep Early Learning Academy

4022 East Tremont Avenue. Bronx, NY 10465

Westchester Tremont Day care Center

2547 East Tremont Avenue. Bronx, NY 10461

Children's Corner [Not available after 2017-2018 year]

(<http://childrenscornergroupp.com/bronx-metro-center/4497091>)

1200 Waters Place. Bronx, NY 10461; (718) 239-1062.

It provides childcare for toddlers, 3-year olds and pre-kindergarten (pre-K), Monday through Friday between 7am-7pm. Call for specific times and policies regarding late pick-ups and medical emergencies. It offers year-round childcare with a schedule consisting primarily of major bank holidays. They do not close for any weeklong intervals and offer an open-door policy, allowing access and interaction with your child at your convenience.

6. At Einstein

Security Escort Service

The Security department will provide a free escort between any two Einstein Buildings or housing locations that are part of the main campus. Escort is also available for persons living within a mile from the campus. This includes all parking facilities. Escorts will be provided to anyone who has Einstein identification. Visitors will be handled on a case-by-case basis.

Security Officers will provide escorts on a 24-hour basis, 7 days a week. Escorts will be provided as a foot escort or vehicle escort based on availability. Escort requests will be dispatched from the Security Command Center located in the Forchheimer lobby, or by calling (718) 430-2019. https://www.einstein.yu.edu/uploadedFiles/administration/Auxiliary_Services/Security/Transportation/CAMPUS%20ESCORT%20SERVICES.pdf

If you are being escorted from building to building or from/to housing, you will be instructed to meet the security officer at a designated location. If you are being escorted to your vehicle from a campus site, you will be instructed to meet the officer at a designated location.

What to do if escort service is refused?

If, for any reason, you are refused escort service within the accepted boundaries, request to speak to the captain on duty (captains are the security officers wearing white shirts). If he/she, too, refuses escort service, write down the details of the event (date, time, officer's name, requested destination, reason for refusal). Then telephone Plaza Taxi (718 881-1111) or use any share-ride app (Uber, Lyft, etc.), pay the fare and ask the driver for a receipt. The next day, email the Belfer Institute through Mary Anne Clifford and Anne Bresnick (optionally copy in the EPA chairs) explaining what happened, and demand a refund for your taxi fare.

Postdoctoral benefits

The following is meant only as a brief summary of postdoctoral benefits; for complete details please consult either the Belfer Institute website (<https://www.einstein.yu.edu/hr/benefits/>), or contact the University Benefits Office (1201B Belfer Building; carla.pasquali@einstein.yu.edu).

Salary/Stipend

Einstein has policy regarding the minimal stipend level for post-docs, which depends on the post-doc's funding body:

1. **Funded by NIH Training Grants, e.g. T-32s and F-32:** Based on relevant post-doc years of experience, see [einstein.yu.edu/research/belfer-institute/postdoctoral-policies/stipend-level.aspx](https://www.einstein.yu.edu/research/belfer-institute/postdoctoral-policies/stipend-level.aspx) for the current table of stipend levels.
2. **All other Research Fellows:** Must be the NIH minimum (assuming 0 years of experience), which currently is at \$47,476 (December 2016). Yearly increases according to experience are at the discretion of your PI. The yearly salary adjustment will not be granted automatically. You need to speak to your PI and department administrator when your job anniversary date approaches.

3. PI's are free to offer a higher stipend than this minimum stipend, commensurate with experience - please bear that in mind before you sign your post-doc contract! No postdoctoral fellow may be hired at a rate lower than the minimum level, and if the minimum level is raised during the year, all stipends will be raised at least to the new minimum at the time of postdoc term renewals.

Performance evaluation

According to Einstein policy, all Research Fellows “must be reviewed with regard to performance at least annually”. There is currently an “individual development plan” which must be filled out by the Fellow and commented on by the PI. This must be filled out in order to be reappointed each year. The postdoctoral website offers an Academic Development Plan (ADP) to encourage postdocs and their PI's to meet and discuss performance on a regular basis (download from: einstein.yu.edu/research/belfer-institute/mentoring-resources).

In any case, we **strongly** encourage all postdocs to initiate performance discussions on a regular basis.

Health Insurance

Full-time postdoctoral fellows at Albert Einstein College of Medicine are eligible for the following package of benefits:

- pre-tax contributions for health and dental benefits, which reduces taxable income
- two-tier health coverage structure (single, and family)
- access to reimbursement accounts for eligible healthcare, dependent care and transportation expenses, which allows you to reduce your taxable income and to be reimbursed for eligible out-of-pocket expenses that you incur
- access to a retirement plan that allows you to save for your retirement
- disability benefits that provide you with income replacement should you become unable to work due to non-job-related illness or injury (including disabilities arising from pregnancies).

For more information:

<https://www.einstein.yu.edu/research/belfer-institute/postdoctoral-policies/health-benefits.aspx>
<https://www.einstein.yu.edu/administration/human-resources/benefits.html>

The Einstein health carrier is Empire Blue Cross Blue Shield; you can also visit their website at: empireblue.com

Enrollment

Health coverage is not provided automatically. Shortly after you begin your postdoctoral appointment, you will receive a packet in the mail at your home address; you must fill out the form to enroll and return it to the University Benefits Office (1201 Belfer Building) within 30 days. Single coverage is provided to full-time postdocs (Research Associates/Fellows), who are paid by the University, at a minimal cost of around \$20 per month. This plan includes a dental plan and a life insurance policy, and basic vision coverage. Family coverage is available for a higher contribution. Full-time postdocs, who are not paid by the University, are eligible to

purchase both single and family coverage. The insurance carrier will send membership cards to the home address listed on the application. The membership card contains important telephone numbers and should be carried at all times.

Make sure you receive all necessary forms and the insurance card. Also check that your salary statement shows that you pay, otherwise contact the Benefits office.

When choosing a primary care physician, postdocs have several sources for finding a provider in their health plan. Some popular choices are Montefiore Medical Center (montefiore.org), Jacobi Medical Center and the Weiler Hospital. Additionally, postdocs can log on to the Empire Blue website (empireblue.com) to find a list of all of the doctors in the plan.

On this link, you will access a more specific directory for all the doctors available in this plan: <https://www11.empireblue.com/montefiore/>. You can also use the website <https://www.zocdoc.com/> to obtain an appointment. Make sure to provide your health insurance policy to get a doctor within your network.

It is advisable that all postdocs choose a primary care physician and schedule an initial appointment. This first appointment may take 3-4 months to get. However, subsequently if you have any medical problem, you will be able to make an appointment with this doctor more easily and quickly because you will be considered an established patient.

Prescriptions have to be filled at Moses Outpatient Pharmacy (3444 Kossuth Av, Bronx 10467). This is the **pharmacy you need to provide** your doctor for prescription. If you sign up on this website (<https://www.montefiore.org/pharmacy-enrollment-form>), your prescription will be then delivered to the Einstein Outpatient Pharmacy (located in the Weiler Hospital, see map [Campus Map & Directions](#)). Additionally, after signing up, you can enroll in the ScriptCenter (a pharmacist-filled prescription kiosk, which is loaded on a daily basis with prescriptions that have been filled at Montefiore; www.scriptcenter.com/) for an easier access to your prescription. The ScriptCenter is located on the 1st floor of the Gruss building/MMRC (more information here: [Important-Information-About-Your-Prescription-Drug-Benefits.pdf](#)).

NOTES

1. If you need a prescription in the evening or in the weekends (acute illness), i.e. outside the hours of the Einstein Outpatient Pharmacy, the insurance allows for special arrangement for you to be reimbursed after filling your prescription at a retail pharmacy part of the Express Script network (CVS, Rite Aid, etc.; <https://www.express-scripts.com/index.html>). Keep in mind you will need to pay the cost of your medicine and will have to request a reimbursement from your insurance shortly after.
2. Emergency Room (ER) services are advisable **ONLY** for emergency situations and are very expensive. There are walk-in facilities that are available nearby, which can be considered especially if you want to avoid a long wait time, for example:

✓ **Urgent Care**
2304 Eastchester Rd,
Bronx, NY 10469
(347) 913-4333

- ✓ **Prohealth Urgent Care**
1049 Morris Park Ave.
Bronx, NY 10461
(929) 777-9082
- ✓ **Bronx Park Urgent Medical Care, PC**
2016 Bronxdale Ave, #101
Bronx, NY 10462
(718) 655-4401

Vacation Policy

Postdocs are eligible for 20 paid vacation days per year, accrued at the rate of 1 2/3 days per month. Vacation days may not be accumulated from year to year unless approved by your PI and department Chair; no more than 40 days may be accumulated. Postdocs are also eligible for eight paid legal holidays that the College celebrates (see below). The schedule of legal and religious holidays for the College may be found on the academic calendar of the Einstein website (or see below).

Postdocs are allowed 12 paid sick days per year, accrued at the rate of 1 sick day per month; up to 36 sick days may be accrued.

For complete details of the Einstein Vacation and Leave Policy, please consult the Belfer Institute website at <http://www.einstein.yu.edu/research/belfer-institute/postdoctoral-policies/vacation-leave.aspx>

Legal Holiday Schedule

New Year's Day: January 2 (first working day of January)

Dr. Martin Luther King Jr. Birthday: January 16 (third Monday of January, despite being a birthday)

Presidents Day: February 20 (3rd Monday of February)

Memorial Day: May 28 (last Monday of May)

Independence Day: July 4

Labor Day: September 3 (first Monday of September)

Thanksgiving Day: November 22 (third Thursday of November)

Christmas Day: December 25

Note: The entire school is closed on these days.

Religious Holiday Schedule

Passover

Shavuoth/Rosh Hashanah

Yom Kippur

Sukkot

Shemini Atzeret

Simchat Torah

Note: Central administration (and catering) closed. Postdocs do not get these days off unless we use our own vacation time.

Medical or Family Leave (Unpaid Leave)

In the event of an illness or injury (including the disability period of pregnancy) that renders a research fellow unable to perform his or her functions, an individual may take an unpaid medical leave of absence for up to a total of six months and can be offset with accumulated sick leave days. The information from Belfer advises to give notice at least 30 days prior to taking leave, when possible.

A research fellow who has been employed at Einstein for at least 1 year may be eligible for up to a total of 12 weeks of unpaid family leave during any 12-month period for the birth or adoption of a child or for a serious health condition affecting a family member (spouse, child, or parent). Please Note: A leave due to the disability of pregnancy is covered under the illness and medical leave provisions stated above.

Medical and Family leave may require medical documentation, and health coverage will continue during unpaid leave. It is advisable to discuss taking leave with your PI. Consult official Belfer policies.

Postdocs are entitled to:

- Family Medical Leave Act (FMLA, Federal)
- Paid Family Leave Act (PFL, New York State)

For this reason, postdocs are required to track their vacation and sick days using Kronos, an automated time-tracking software. You can access it through the Einstein Luminis Portal:

<http://lum-prod.ec.einsteinmed.org>

For additional information, please visit:

<https://www.einstein.yu.edu/research/belfer-institute/postdoctoral-policies/vacation-leave.aspx>

Einstein Housing

Albert Einstein College of Medicine owns 1579 Rhineland Avenue, an apartment building near the campus that is reserved for postdoctoral fellows and their families. In addition to the monthly rent, postdocs who reside in Einstein housing are responsible for paying a security deposit equal to one month's rent. (Note: ask to get a receipt for your security deposit, specifically if you pay in multiple installments).

Postdoctoral researchers are allowed to occupy an apartment in Einstein housing for a **maximum of three years**. All Einstein postdoctoral apartments are unfurnished. Requests and questions regarding postdoctoral housing should be directed to Mary Anne Clifford (maryanne.clifford@einstein.yu.edu), the administrator of the Belfer Institute.

To view the Einstein Housing Policy in its entirety, please refer to the 'Postdoctoral Policies at Einstein' on the Einstein website:

<http://www.einstein.yu.edu/research/belfer-institute/incoming-postdocs/housing.aspx#>

<https://www.einstein.yu.edu/administration/auxiliary-services/housing/>

When you arrive, if you are on the waiting list for an apartment at Rhineland or prefer to look for an apartment outside campus, you can request a temporary housing (up to 6 months, furnished apartments) in Rhineland and student housing. Request more information about it to your PI and Mary Anne (Belfer administrator, see [2. Introducing the Belfer Institute for Advanced Biomedical Studies](#)).

The Housing Office

The Housing Office is located in the lobby floor of 1935 Eastchester Road (“triple towers”/student housing). As you come in, turn left (past the Security booth), go up the ramp and the office is on your right. Rent checks can be posted here or put in the box outside the housing office.

Nicole Rivera is the Housing Manager and is located at 1935 Eastchester Road #1A, Bronx, New York 10461, 718-430-3552, nicole.rivera@einstein.yu.edu. The Housing Office works closely with the Quality of Life Committee (see [The Quality of Life Committee](#)).

Repairs

A work order must be submitted when requesting repairs to your apartment.

You can fill them out online and follow progress on your request:

<http://www.einstein.yu.edu/administration/auxiliary-services/housing/housing-work-order.asp>

Problems that occur after business hours or on weekends should be reported immediately to the building superintendent (emergency number: 718-862-1842).

Pest Extermination

It’s a common fact that there are more cockroaches and mice in Einstein housing than students and postdocs combined - which is quite normal in New York City. If you find yourself plagued by pests, clean your apartment and then fill out a request form.

If you find the service insufficient pesticides can be obtained from local shops. Please refer to the online guidelines: <http://www1.nyc.gov/nyc-resources/service/2199/pest-control-brochure>

Amenities

Each postdoctoral building has a resident laundry room, with coin or card operated washers and dryers (Hercules, 1-800-526-5760, www.hercnet.com). The Housing Office should provide you with a card to use in the Rhineland and Student Residences laundry rooms.

Note: Washing machines and dishwashers are strictly prohibited in Einstein apartments.

Parking

For a monthly fee, limited indoor parking is available in both 1579 Rhinelander Avenue. Parking at Rhinelander is \$100/month (plus \$50 key deposit) and there is currently a waiting list. Eastchester has a garage under the building and parking there is \$75 until 8pm on weekdays, or \$100 for 24 hour parking.

Arrangements for parking are handled by the Housing Office, please contact them for further details (form available:

<https://www.einstein.yu.edu/administration/auxiliary-services/security/reserved-parking-application.asp>).

Information for Foreign Scholars

All visa and social security questions should be addressed to Alexia Pakiela, the manager of the Office of International Students (OIS). The OIS office is located in the Belfer Building, room 1205, telephone (718) 430-2850, Fax (718) 430-8770. Email: alexia.pakiela@einstein.yu.edu.

Website: <http://einstein.yu.edu/administration/international-services/>

Office hours are 9:00 am – 4:00 pm, Monday-Thursday. Appointments are recommended and can be scheduled by telephone or email (alexia.pakiela@einstein.yu.edu).

Visa

The OIS will work with you in applying for a new visa or changing visa status. As a foreign post-doc you would probably be under a J-1 visa (easily extended up to 5 years via the OIS). After 5 years on a J-1, Einstein can sponsor you on the H-1B visa (extendable up to 6 years). See the information on visas on the OIS website (above).

J-2 dependent visa: Spouses and children under the age of 21 may apply for a J-2 visa at the same time as the J-1 visa. Details on how to apply for a J-2 visa vary from country to country. On a J-2 visa, spouses may apply for an Employment Authorization Document (EAD). Unlike J-1 visa holders, who are only authorized to work for their sponsoring institution (unless given special permission by the institution to work elsewhere), EAD holders can choose any place of work. Note that it can take up to 90 days to receive the card if an application is successful, and that during this period, the applicant may not take up any paid employment but must stay in the USA. Leaving the country before can be seen as 'abandoning' the application, leading to rejection of the application. The duration of the EAD is usually for 1 year, or in some cases the entire duration of the J-2 visa. Renewals can take up to 120 days but cannot be submitted earlier than 120 days before the expiry date of the EAD.

H4 dependent visa: Spouses and children under the age of 21 may apply for a H4 visa. H4 spouses are NOT eligible for a work permit but may study or perform voluntary work in the USA. A proposal for work permit for H4 dependents is under consideration (<http://www.h1base.com/visa/work/USAAStartupVisaActImmigrationReform/ref/1666/>).

Social Security Number

In the United States, a Social Security number (SSN) is a 9-digit number issued to citizens, permanent residents, and temporary (working) residents by the Social Security Administration, an agency of the federal government. Its primary purpose is to identify employed individuals for taxation purposes. In recent years the SSN has become a de facto national identification number.

ALL International Students & Scholars must check in with the OIS office before going to a Social Security Card Center to make their application. To ensure that the student/scholar is validated properly in the immigrations system, he/she is required to schedule an appointment to bring all immigration documents to the OIS office within 10 days of arrival to the U.S.

Where can I apply for the SSN near Einstein?

The Bronx Social Security Card Center is the only place in the Bronx where residents – both U.S. citizens and non-citizens – can apply for an original Social Security Number or for a replacement card.

The Bronx Social Security Card Center is located at 820 Concourse Village West, second floor, between 158th and 159th Streets. The Center is open Monday thru Friday, 9:00 a.m. to 4:00 p.m. The Center is easily accessible through public transportation - by subway: 4, B, or D to 161st Street and by bus: Bx1, Bx2, Bx6, Bx13 or Bx32.

What do I have to submit in order to apply for the SSN?

1. Documents proving: Immigration status and DHS work authorization, Age, and Identity.
2. Application for a Social Security Card (Form SS-5 - obtainable from <http://www.socialsecurity.gov/ssnumber/ss5.htm>).

For further information, visit [socialsecurity.gov](http://www.socialsecurity.gov)

Taxes

As a foreign scholar, your home country probably has a special tax treaty with the USA. A tax treaty may mean that you are exempt from paying income tax for a limited period of time.

Information about a potential tax treaty between the USA and your home country may be obtained from:

- OIS Office (Belfer, 1205)
- Payroll Office (Belfer, 1212A). All visa holders must visit the Payroll office to fill out their tax information form. (As a national postdoc, this visit is not necessary).

For information regarding filing your tax forms, please visit the Internal Revenue Service website: <http://www.irs.gov>

Every spring, Einstein offers foreign postdocs access to a tax preparation software package for federal taxes called Windstar. The Belfer office will send out instructions as to how to get a login password for using this software, usually in February of each year. No assistance is provided for local tax return preparation.

Other tax programs and tax services used by postdocs include*:

- ✓ Most people also use TurboTax; you file taxes online for a fee.
- ✓ Since filing taxes can be difficult as a foreign postdoc, you might be best off going to a tax agency:
 - H&R block (<https://www.hrblock.com/#/en/>)
 - HCS Taxes (<http://www.hcstaxservices.com/>) - 718-931-9300
 - Everest Tax & Accounting Pro (<http://www.taxinn.com>), 317 Grove Street, Suite 3, Jersey City, NJ 07302
Contact Person: M. Saleem –FCA, CMA & RA Ph: 201-395-0622 Cell: 201-889-9997

*Fellow postdocs have successfully used these places/programs. However, they are only suggestions and the information is provided "as is" without warranty of any kind. The EPA does not accept any responsibility or liability for the accuracy, content, completeness, legality, or reliability of the information contained here.

State Identity Card

Obtaining a state ID card or a driving licence for that purpose is often helpful for foreign postdocs as it is inconvenient/unsafe to always carry your passport or social security card with you, and your Einstein ID is not accepted in many places. A State ID card is useful in this context.

See the section above on the DMV ([Obtaining a driver or non-driver ID](#)) or visit the DMV website: <http://www.dmv.org/ny-new-york/id-cards.php>

Einstein Identity Card

All Einstein students and employees are required to have an Einstein ID card. In order for you to obtain your ID card, your departmental administrator will provide you with a letter verifying your employment. Take this to the Security Office, located at the ground floor of the Forchheimer Building (G-09; telephone (718) 430-2180; open Monday-Friday 9:00 am-12:00 noon; 1:00 pm-4:45 pm).

Medical Exam

During your first days at Einstein it is necessary to get a medical exam done (Mazer Building, Room 219; Monday-Friday, 9am to 5pm; (718) 430-3141). The medical exam is free. Usually you have to revisit the nurse at least once.

International Postdocs will also have to go through a mandatory MTB (M. tuberculosis) examination.

Schedule your medical exam as soon as possible since it may take up to a week or two to get an appointment. Additionally, discuss with your administrator about the possibility to run some of the tests (e.g. TB skin test) at your doctor in your home country, you will need to email a copy of the report to your administrator.

Your departmental administrator will give you detailed information upon arrival. Please note that:

- You do not need to have a medical exam before you get to Einstein
- Postdocs not working in a laboratory (e.g. computational postdocs) do not need to have a medical exam

Laboratory Safety

The Department of Environmental Health and Safety (EHS) provides excellent safety trainings which you will have to attend according to your work in the laboratory:

- Laser Safety Training
- Hazard Communication Training
- Blood-borne Pathogen Training
- Radiation Training

You will probably have to apply for a certificate of fitness (C14):

<https://www.einstein.yu.edu/administration/environmental-health-safety/training/fdny-c14-information.aspx>

If you have any questions regarding the safety in your laboratory don't hesitate to contact the safety officers.

For the current contacts visit the EHS website:

<https://www.einstein.yu.edu/administration/environmental-health-safety/> or stop by the EHS office (Forchheimer, 8th floor).

Animal handling

If your work requires animal handling, you will be required to attend the Einstein animal training (such as "Safe and Humane Rodent Handling"). For further information we would like to refer to Jeannette Camacho (Secretary, Animal Institute Committee, Van Etten 468, Telephone: (718) 839-7142).

Radioactivity training

If your work requires working with radioisotopes, you will be required to take a radiation safety training class. For further information, call Environmental Health and Safety at (718) 430-2243.

Email

To get an Einstein email either your departmental administrator will set up everything for you, or you will need to take your Security ID to Information Technology Services (basement of Belfer) and fill out a form.

Paychecks

All national postdocs will find their first paycheck in the departmental office without filing any additional forms.

All foreign scholars will have to stop by at the Payroll office (Belfer 1212A) to submit tax information. You will need an SSN before you can be paid! You may not be paid for up to 6 weeks after you arrive - please make sure you have enough money to survive until you are paid. You can request a salary advance from Payroll. Please visit them and ask for an interim salary payment, which will be deducted from your first paycheck. They will cut you a check and notify you when you can collect it (takes a few days).

The Quality of Life Committee

In April 2007, a motion was passed in the Albert Einstein Senate for the formation of a Quality of Life (QOL) committee, appointed by The Committee on Committees. The QOL committee is charged with reviewing issues that are relevant to the quality of life at Einstein, with representatives from the students (MD, PhD and MSTP), postdocs, faculty and administration, working together for improvements. Examples of things that the committee is dealing are: Housing issues, Falk recreation center, Parking, Recycling, Daycare, Healthcare etc.

If you have any concerns affecting your quality of life at Einstein, please do not hesitate to contact one of the postdoc reps to the committee. The current reps are (September 2017):

- Elena Martynova (elena.martynova@einstein.yu.edu)
- Ana Ferreira de Mesquita (ana.ferreirademesquita@einstein.yu.edu)

The Einstein Library

The D. Samuel Gottesman Library (library.einstein.yu.edu) provides electronic and print information resources and services useful in the preparation of grant proposals, manuscripts, theses, etc. Newspapers, magazines, and journals are also available. If the Library does not have what you are looking for, it can be obtained free of charge, from another academic library via Interlibrary Loan. Requests may be submitted using the electronic form on the Library's website, directly from certain database searches or written paper form.

Services offered include reference assistance in person, by phone, email, or live chat/instant messaging, interlibrary loan, public computers, online printers and photocopiers for use by library patrons. Wireless access is available for use with laptops. Access to electronic library resources is available on campus and remotely from off-campus.

Consult a Reference librarian if you need help with any Library services or resources by email (askref@einstein.yu.edu), phone (718) 430-3104, or visit the library in person.

Free Classes:

The Library offers free classes on the efficient use of information resources, database tools and citation management. Instructional sessions for graduate students and postdocs focus on appropriate resources to fill their information needs such as Web of Knowledge, PubMed, MEDLINE, Google Scholar, PubMed, Web of Science, OvidSP Medicine, Impact Factors, RefWorks, EndNote, Reference Manager and others.

Classes are regularly offered (see library.einstein.yu.edu/Research/classes.php) or can be scheduled according to the time of a department or group with instruction tailored to specific needs. Individual one-on-one teaching sessions may also be arranged.

Library hours

See library.einstein.yu.edu/About/hours.php for updated hours. Currently the library hours are:

- Monday-Thursday: 8:30am-Midnight
- Friday: 8:30am-4pm (5pm, DST daylight savings time)
- Saturday: 7-30pm-10:30pm (closed all day, DST daylight saving time)
- Sunday: 10:30am-10:30pm

Study Center:

The newly renovated Beren Study Center located to the right of the entrance to the Library, is open 24/7. It offers a variety of seating such as booths, tables & chairs, counters and stools. PCs are also available, and wireless access for use with laptops.

Einstein Shared Facilities

Einstein offers a wide variety of facilities that can help your research. A complete list of the facilities available, you will find at the following site:

<http://www.aecom.yu.edu/home/shared.asp>

Belfer Institute Programs

The Belfer Website

The Belfer Website (einstein.yu.edu/research/belfer-institute) is a source of information on all aspects of postdoctoral life at Einstein. In addition to descriptions of programs at Einstein, the site lists useful links to mentoring resources, current postdoctoral job opportunities at Einstein, and postdoctoral news and events.

Outstanding Postdoctoral Research Scholar Competition

The Dennis Shields Postdoctoral Research Prize is an exciting annual competition that was initiated in 2004 and is named after the first Director of the Belfer Institute. Up to two prizes of \$5,000 each are awarded to current postdoctoral fellows, as a reward for excellence in research done here at Einstein that has led to publication. Faculty members are invited to submit applications for those postdoctoral fellows whom they feel qualify for this award. All applications are submitted to the Einstein Awards Committee for prize selection.

The Postdoctoral Travel Awards were initiated in 2007 by the Director of the Belfer Institute. Postdoctoral fellows are encouraged annually to submit abstracts to the Belfer Institute. All of the abstracts are then presented in a poster session, which provides an excellent opportunity for postdocs to present their work and receive feedback and encouragement from their colleagues. Up to 5 postdocs will receive the \$500 award during to the Outstanding Postdoctoral Research Scholar Prize ceremony, which can be used to travel to a meeting of your choice.

Career Development Program

The Career & Professional Development (CPD) program is co-sponsored by the graduate division and the Belfer Institute and seeks to educate graduate students and postdocs about career choices, career enhancement, and the professional skills necessary for success. These include sessions devoted to skills development, such as resume and C.V. writing, interview practice, career planning, grant writing and giving a seminar. Other sessions provide opportunities to learn from scientists who have chosen career paths along both traditional (academia, biotechnology) and nontraditional (science writing, patent law, Wall Street) lines.

The office of faculty development offers seminars that are aimed primarily at faculty, but the seminars are usually open to postdoctoral fellows as well. These seminars cover both career development (e.g., how to negotiate with your supervisor) as well as career management (e.g., effective use of PowerPoint to create poster presentations).

You will find monthly offerings here: einstein.yu.edu/education/phd/current-students/career-development.aspx and announced on flyers all over campus, including the elevators, as well as by weekly e-mails to the graduate student and postdoc fellow lists. Please feel free to come to any of the events and activities – we'd love to see you there!

English Language Proficiency

To succeed in any scientific career, it is critical that postdoctoral fellows be able to communicate effectively in English. The postdoctoral community at Einstein is a highly diverse and truly international group, with fellows representing more than 35 countries.

Because English is not the first language of many of our postdocs, the Belfer Institute and the division of graduate studies offer instruction in English conversation/grammar and writing. Courses are taught in conjunction with the English as a Second Language Institute by a teacher from Lehman College, part of the City University of New York. ESL instruction for postdoctoral fellows is fully subsidized by the Belfer Institute.

From Belfer institute:

“For postdocs and students from other countries, the ability to communicate effectively in English is a critical career skill. To help foreign postdocs and students in this area, the Belfer Institute sponsor a program to provide English as a Second Language (ESL) classes for Einstein postdocs and students. The classes are held at Einstein (dates TBA). The course is taught by an ESL teacher from Lehman College in the Bronx, who has worked with us in previous years. The course is provided as a free benefit to Einstein postdocs. Classes are usually offered in the fall. “

Training in Responsible Conduct of Research

At Albert Einstein College of Medicine, education in the responsible conduct of research is mandatory for all graduate students, M.D./Ph.D. [MSTP] students and postdoctoral fellows.

The course format involves weekly lectures (one hour) to the entire class followed by 90-minute small group, case-based discussions, which focus on the topic of the weekly lecture. Each small group includes faculty members and a mix of 10 to 15 Ph.D. students, MSTP students and postdoctoral fellows. The course follows the handbook, *Introduction to the Responsible Conduct of Research*, published by the Office of Research Integrity of the NIH. See <https://www.einstein.yu.edu/research/belfer-institute/postdoctoral-curriculum/responsible-conduct-research.aspx> for more details.

In addition, the Animal Institute at Einstein offers workshops that serve as an introduction to practical and ethical issues involved in the use of laboratory animals in research. All predoctoral and postdoctoral fellows who conduct research involving animals are required to take a preparatory course before beginning their research.

With regard to human subjects, the Committee on Clinical Investigations (CCI) holds several training workshops annually for investigators and trainees on the ethics of research involving human subjects. At these workshops, the CCI and Einstein administration present and explain federal regulations governing research on human subjects as well as specific institutional policies; provide general ethical and philosophical viewpoints on informed consent, risk/benefit assessments, recruitment of subjects and vulnerable subject populations; and provide a forum for discussion and questions.

Training in Clinical and Translational Research (ICTR)

The Einstein Institute for Clinical and Translational Research (einstein.yu.edu/centers/ictr) aims to enhance the discipline of clinical and translational research by promoting multidisciplinary collaboration, addressing translational "blocks" in research, providing infrastructure and collaborative support and enhancing training, education and career development. The Belfer Institute has coordinated with the ICTR to identify courses in the methodologies of clinical and translational research that are appropriate for postdoctoral fellows. A list of available courses is at:

<http://www.einstein.yu.edu/research/belfer-institute/postdoctoral-curriculum/clinical-translational-research.aspx>

Public Speaking

The Belfer Institute originated in collaboration with the EPA two public speaking programs: the Postdoctoral Seminar series and Toastmasters International.

<http://www.einstein.yu.edu/research/belfer-institute/postdoctoral-curriculum/public-speaking.aspx> for more details.

Interdepartmental Postdoctoral Seminars

The Interdepartmental Postdoctoral Seminar series, sponsored by the Einstein Postdoctoral Association and the Belfer Institute, provides postdoctoral fellows the opportunity to present their scientific work to an audience of other postdocs. These informal pizza-and-beer sessions allow for feedback and scientific discussions with other postdocs, and are the perfect forum for practicing for job talks or presentations at meetings.

Toastmasters International

The Einstein chapter of Toastmasters International offers postdoctoral fellows the chance to work on their public speaking skills. Toastmasters International is a nonprofit organization with chapters at many academic institutions, whose goal is to enhance the public speaking skills of its members.

Sponsored by the Belfer Institute and the graduate division, the Einstein Toastmasters chapter offers a supportive environment in which to work on the art of public speaking. Come along to a meeting. Meetings are held every other Monday (holidays excluded) at 6pm in Forchheimer 310. See <http://go.activecalendar.com/einstein> for future date meetings and <http://einstein.toastmastersclubs.org/> for more details about Einstein Toastmasters Club.

National Postdoctoral Association

The National Postdoctoral Association (NPA) is a member-driven organization composed of postdoctoral researchers from all around the globe that provides a unique, national voice for postdoctoral scholars (<http://www.nationalpostdoc.org/>). Since 2003, the NPA has taken on the ambitious agenda to enhance the quality of the postdoctoral experience in the U.S. Its members

have assumed a leadership role in addressing the many issues confronting the postdoctoral community that are national in scope and require action beyond the local level. Headquartered in Washington, DC, the NPA meets its agenda through advocacy, resource development and community-building. The homepage provides useful information for international postdocs, policies, career planning resources, a schedule of networking events and a lot more.

In 2009 the NPA established the National Postdoc Appreciation Week. Different events are held throughout this week and across the country to create awareness of and recognize the contributions that postdocs make to the U.S. scientific research enterprise. At Einstein we celebrate a Postdoc Appreciation Day once a year, which is organized by Belfer and the EPA co-chairs. There is an annual NPA meeting where actual topics are discussed in order to search for solutions to the existing problems. The [NPA website](#) is very informative and is a helpful resource to find answers to numerous questions.

Einstein postdocs can get a free affiliate membership to the NPA by registering on their website with their Einstein email address.

Gym

The gym (a.k.a. The Anne and Isidore Falk Recreation Center) is one of Einstein's best non-academic assets. Membership costs \$29/month for postdocs. The gym has a basketball court, volleyball, running track, two racquetball courts and one for squash, free weights, weight machines, treadmills, Stairmasters, nordic track, a full-length swimming pool, and whirlpool. For Stairmasters, treadmills, racquetball, and squash you can make reservations in advance to be sure you get a spot. There are also organized games, activities, and classes held at the gym, so stop by for details. The gym's hours during the academic year are as follows:

| | |
|--------------------|---|
| Monday & Wednesday | 6:30am – 9:30pm |
| Tuesday & Thursday | 7:30am – 10:30pm |
| Friday | 6:30am – 3:30pm (and 4:30pm to 8:30pm*) |
| Saturday | 8:00am – 8:30pm |
| Sunday | 11:00am – 7:30pm |

*Not Available: Treadmills, Steam Room, Sauna, & Pool Area. Please note that operating hours are reduced in the summer months (June through August).

For more or updated information please visit:

<http://www.einstein.yu.edu/administration/auxiliary-services/falk-center/>

<https://www.facebook.com/falkrecreationcenter/>

Phone: (718) 430-4298.

If you find that these hours aren't adequate, some postdocs choose to join the Dolphin Fitness Club across the street from housing on Eastchester Road. Other gyms nearby are LA Fitness (behind Stop and Shop) and Planet Fitness (near Aldi).

7. Culture

At Einstein

At Einstein you will find a plethora of different events and clubs to keep you occupied. You can find clubs for diverse topics like Tae Kwon Do, Movies, Ballroom Dancing, Soccer, Music, Cooking, and many more. The main Einstein website gives an excellent overview of all the student run clubs (einstein.yu.edu/students/clubs) and the Einstein social calendar highlights events outside academia (einstein.yu.edu/calendars/social). The EPA also uses platforms like Twitter or Facebook to provide reminders about events:

- ✓ Facebook: <https://www.facebook.com/einsteinpostdoctoralassociation/>
- ✓ Twitter: https://twitter.com/epa_aecom

The weekly Beer Hour (Fridays 5.30-8pm, June to October) at Einstein is famous! In the warm season, you can get a cool beer in the courtyard between Ullmann, Forchheimer and Chanin, and get to know a lot of people. During the cold season people meet at Good to Go (Eastchester Road, across from Belfer). The EPA also proposes a Winter Social Hour from November to May (1st and 3rd Friday every month).

Every month the EPA in collaboration with the Career & Professional Development (CPD) organizes an international coffee hour, which is an excellent way to briefly relax and meet new postdocs. Look out for the flyers in your email or check the EPA Facebook page and twitter account.

A lot of the following information was provided by the MSTP students! THANK YOU!

The Bronx

Manhattan isn't the only place to go for a little culture. The Bronx has its own historical and cultural treasures - not to mention a world champion baseball team and the largest park in New York City. You can look up info at ilovethebronx.com.

The Bronx County Historical Society: Located in the Valentine-Varian Mansion at 3309 Bainbridge, (881-8900), they have much to offer groups of all ages in the way of tours and lectures. Guided tours can be arranged by walking, bicycle, horse, train or boat, with topics like The Bronx Heritage Trail, Art Deco in Bedford Park, Woodlawn Cemetery, Ecological Views, Metropolitan New York Waterways, and many others. Walking Tours last 90 minutes and bus tours 2½ hours. Right across the street from the historical society is the **Edgar Allen Poe Cottage** (2640 Grand Concourse, corner of East Kingsbridge, 881-8900) - see how the famed American poet ~~did quoth 'Nevermore'~~ lived when the Bronx was just countryside. Admission for both of these is \$2, and two for one with the Arts Card. For both of these sites, follow Pelham Parkway west, under the Bronx River Parkway until it turns into Fordham Road. Turn right onto the Grand Concourse and you will see both buildings.

The Bronx Museum of the Arts is in the other direction, at 1040 Grand Concourse. Founded in 1971, it specializes in African, Asian and Latin American art. Hours are 3-9 on Wednesday, 10-5 on Thursday and Friday, and 1-6 on weekends. Call 681-6000 for information in exhibits. You can see the famous (or infamous) criminal justice system at work with a free tour of the Bronx County Courthouse at 270 Broadway (718-643-8983, open weekdays, but call for a tour).

A little bit closer to Einstein is the **Pelham Bay Park** (east on Pelham Parkway). You can walk there during the day. It has a full schedule of arts shows and even opera in the park. Call 718-430-1848 for dates and times. Also inside this huge park is the **Bartow-Pell Mansion**, a seventeenth century mansion with guided tours on Wednesday and Sunday afternoons from 2-4 (Call 718-885-1461 to ensure a tour is taking place).

The Bronx Zoo and Botanical Gardens (718-367-1010) are world-famous. Turn left from Eastchester, go west two miles on Pelham Parkway, go under the Bronx River Parkway, and you're there. Watch for signs. By bus, take the Bx12 west on Pelham Parkway to the Southern Blvd stop. You can walk, bike, bus, or drive there. It's a nice getaway. There is also a beautiful cafeteria right on the Bronx River at the Botanical Gardens. Admission varies, but the zoo is free (but filled with school children!) on Wednesdays (parking is \$5). The zoo is open Mon-Fri 10am-5pm, Sat-Sun 10am-5:30pm; Nov-March daily 10am-4:30pm.

Biking

There are some nice places to bike in New York. The closest is a ride out to Orchard Beach. You can also cycle to City Island (mostly on bike paths) and stop off for brunch at Sugar and Spice or The Black Whale. Central Park is closed to traffic between 10am and 3pm every day and open to joggers, rollerbladers, and bikers. During the spring, summer, and fall, the Bronx River Parkway is closed above the Sprain Brook split (look under Directions for Central Avenue in

Westchester). It is a beautiful 13.6-miles circuit on Sunday mornings. Get further information and maps of bikable roads in the NYC area at transalt.org/resources/maps.

Inline Skating/Roller Hockey

In the Bronx, you are on your own for skates. If you have them, blading in Pelham Bay Park is very nice, plus there are tons of people in the spring. The Einstein Roller Hockey Club organizes games for Einstein students (see Clubs and Organizations at einstein.yu.edu/students/clubs).

Bowling

New Roc City (95 North, Exit 16) is the best place around to bowl (among other things – arcade, stadium-seating movie theaters, restaurants, etc.). A little closer is Van Nest Lanes (792-2220). To get there, follow Morris Park northward to Bronxdale Avenue, “approximately 11 blocks from Einstein”. Make a left onto Bronxdale (light). There are also some very good lanes up on Central Avenue off of the Jackson Avenue exit. There is also Gunpost Lanes on 1215 E. Gunhill Rd (881-0331). These lanes are a little older and you may have to keep your own score.

Horseback Riding

This area used to be a race track back in the 1920’s (that’s what the name “Morris Park” refers to). You can see pictures of it on the walls at Patricia’s restaurant). Located on Pelham Parkway towards Orchard Beach is a stable. Call Pelham Bit Stables for details (885-0551 or 885-9723).

Tennis

There are outdoor tennis courts at Fordham. Just use your Einstein ID to get parking and walk towards the courts. We have used them in the summer so not sure if they are stricter during the year in terms of Einstein people using them, but worth giving it a try.

In addition, you find excellent tennis courts in Pelham Bay Park and at Orchard Beach. Parks department permit is required.

Movie Theaters

There are many movie theaters in the area. The best, by far, is New Roc City (95 North, Exit 16) with an IMAX and 18 screens. Check Yahoo for showtimes. Two others (and less modern) are Bay Plaza (320-3020, see directions above) and Whitestone (409-9030; get on Pelham Parkway going east. After the first light, veer right onto the Hutchinson River Parkway going south. Get off at the second exit (after the gas station) and just veer right. You’ll see it).

A telephone service sponsored by local radio stations allows you to call 777-FILM, input your zip code, and find out the times for local movie showings. North, on Central Avenue (see Directions), is a veritable plethora of safe and large movie theaters: Yonkers General Cinema (914-793-3232) and Yonkers UA Movieland (914-793-0002). In Manhattan you can see great avant-garde and foreign films (note: films, not movies) at the Angelika Theater (212-995-2000) on the corner of Houston and Mercer Streets (one block west of Broadway).

Movie Rentals

Stop and Shop (see map on page 48) has a DVD rental kiosk (~\$2 per one day rental). There’s always Netflix as well... your movies usually get here the next day (netflix.com).

Orchard Beach

Going east on Pelham Parkway (turn right from Eastchester) and continuing on Shore Road will bring you to Orchard Beach. Just follow the signs. In the summer, the eastbound “Orchard Beach” Bx12 from Pelham Parkway (note: not the “Bay Plaza” Bx12) can take you there. The waves at Orchard Beach are all of one inch (and you don’t want to go into the water), but it has some sand, nature, and lots of forest area. It also offers tennis courts. It can get very crowded on summer weekends. It’s a great place to barbecue.

Van Cortlandt Park

A 1,146-acres park, located in the west Bronx at Broadway and 242nd Street is home to wetlands, woods, wild life, and the Van Cortlandt lake. The park also offers miles of hiking and horseback riding trails. (718) 430-1890

Restaurants

There are so many good restaurants in the NY area that it would be silly to try and cover them all here, but some good local ones and some great ones that are not so close by are included. If you do not have a car, you can try the bus. A good source to get your hands on is the Zagat New York City Restaurant Survey (zagat.com), Time Out New York, or check out CitySearch (citysearch.com).

For restaurants around Einstein: see section [Eating Out](#)

City Island

Lots of very good seafood places (go east on Pelham Parkway and follow the signs, or take the Bx12 east on Pelham and switch at Pelham Bay Park Station for the Bx29 to City Island). The island has one main street along which almost all the restaurants are located. Dinner can be very expensive, but lunch is reasonably priced. One known seafood restaurant is New Crab Shanty. City Island Diner and The Black Whale (279 City Island Ave. City Island, 718-885-3657, great Sunday brunch!) are reasonably priced, but don’t specialize in seafood. Sugar and Spice has brunch all day on Saturday and Sunday.

Arthur Avenue

This is the “Little Italy” of the Bronx, is nearby (west on Pelham Parkway, under the Bronx River Parkway, then make the first possible left onto Arthur Avenue; or take the Bx12 west on Pelham). Here you will find many great Italian restaurants, including family-style eating with classic Italian fare at Dominick’s (2355 Arthur Ave. 722-2807 - cash only and no menu - beware that this is the case for most things on Arthur Avenue). Other recommended restaurants include Mario’s (2342 Arthur Ave. 584-1188), Roberto’s (632 Crescent Ave. 773-9503), Andamici’s (Joe Pesci’s previous employer; 566 E 187th St. 584-6167). Dining on Arthur Ave isn’t only fun at night - go early on a Saturday morning and witness the Market, or sit back and have a cappuccino, pastry or gelato at one of the many decadent cafes. We recommend Edigio’s pastry shop at the corner of Arthur Ave and 187th street.

Morris Park (Bronxdale)

Mama Maria’s Tattoria down on the corner of Morris Park in Bronxdale also serves authentic Italian food that is not too expensive. The real treat is the Gran Caffè (829-8471) upstairs, which

shows Italian television and has the dailies from the “old country.” Try Frankie and Johnnie’s at 1913 Bronxdale (take Morris Park to Bronxdale, turn right and the restaurant is two blocks up, on the left. 792-5956) or Pine Too on Eastchester, for an authentic Bronx-Italian experience - make sure to split whatever you order, because the portions are huge. Thai Town, on Eastchester Road, is a new Thai place that does a lunch buffet, take-away and the usual sit-down, restaurant affair. For Dominican flavors, you can head up to CeCi’s on Morris Park Avenue, which serves traditional and unusual food in large portions. If you are in the mood for a burger, try Burger Time on Morris Park Ave. Also, there is a new branch of Patsy’s Pizzeria, which just opened on Morris Park Ave (near Colden Ave.).

Other local restaurants of note

For sushi or other Japanese dishes, try Yokohama (they are far away so get it delivered, 549-2606) to satisfy your cravings. Yamada (3811 E Tremont Ave, 718-409-3528) serves decent sushi and has delivery. Yamada has a \$15 minimum for delivery but serves bigger portions and you might get lucky and have something added on the house, like their always tasty fried bananas. For Thai food, try Honey’s Thai Pavilion (3036 Westchester Ave., 718-792-2803).

Bars

Most postdocs/students venture into the city for a night of drinking. There are a couple places nearby if you and your buddies are in the mood for a few beers. Gleason’s Cafe, down Eastchester Road towards Pelham Parkway, is a popular place to go on Thursdays for karaoke. Also close by is the Skyline Bar (1511 Wilkinson Ave.). Another recommended bar is in Yonkers, Rory Dolan’s Restaurant (890 McLean Ave 914-776-2946). Go there for a pint of Guinness. They serve up bar food and have a laid back, fresh out of college atmosphere.

Sporting Events

The New York area has a team and a stadium for every sport. Tickets for all can be obtained, though not always through the most legal channels. We hear that scalping tickets at baseball and football games is relatively safe, but avoid any scalpers at Madison Square Garden.

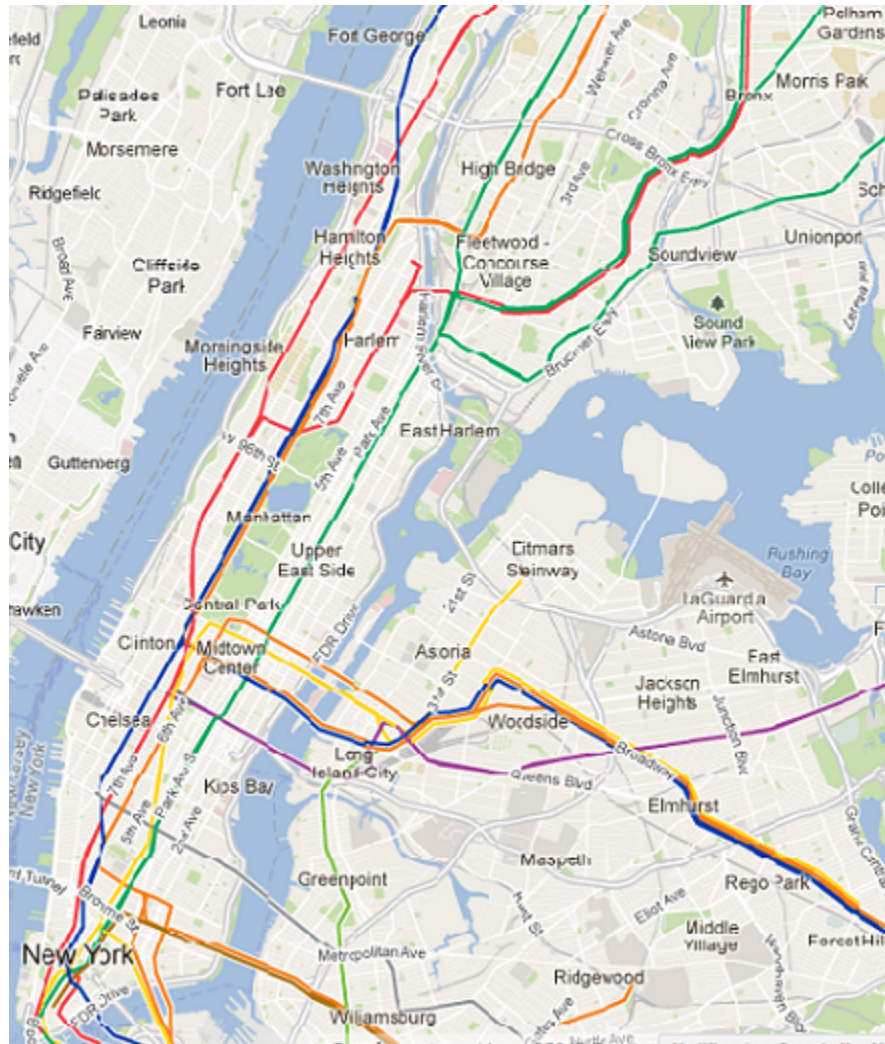
Outside the Bronx

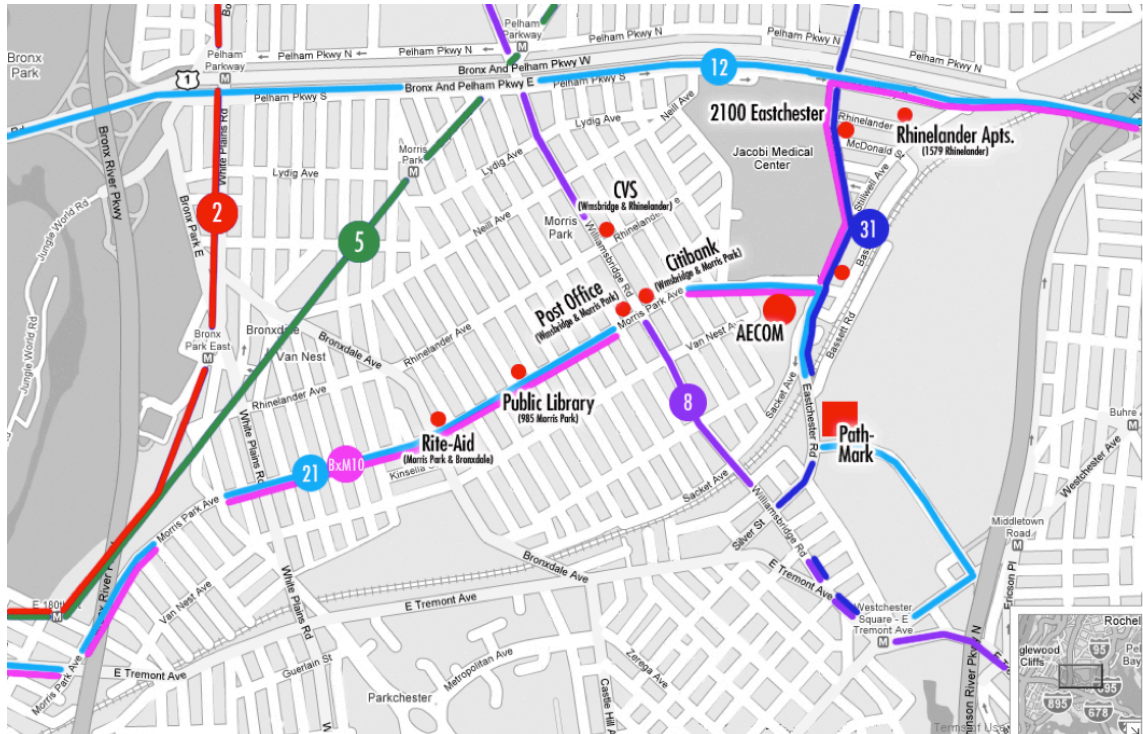
Rather than attempt to cover all the possible things to do outside of the Bronx (although we did try - check the Supplementary Information), instead we’ll leave with a few internet links for you to explore on your own. Bear in mind that New York City is in a constant state of flux and that any mentioned locations might be out of business by the time you get there, or there might be great new ones unmentioned by any culture magazine!

For starters, try Timeout (timeout.com/newyork) and New York Magazine (nymag.com). Both are excellent resources for events and restaurants in Manhattan and Brooklyn (consider getting a subscription - you can often get 2-for-1 if you search online). Culinary and cultural highlights, as well as clubs and bars, can be looked up at any of these great sites (in no particular order): menupages.com, sidewalk.com, zagat.com, citysearch.com, yelp.com, chowhound.com.

8. Useful Maps and Miscellaneous

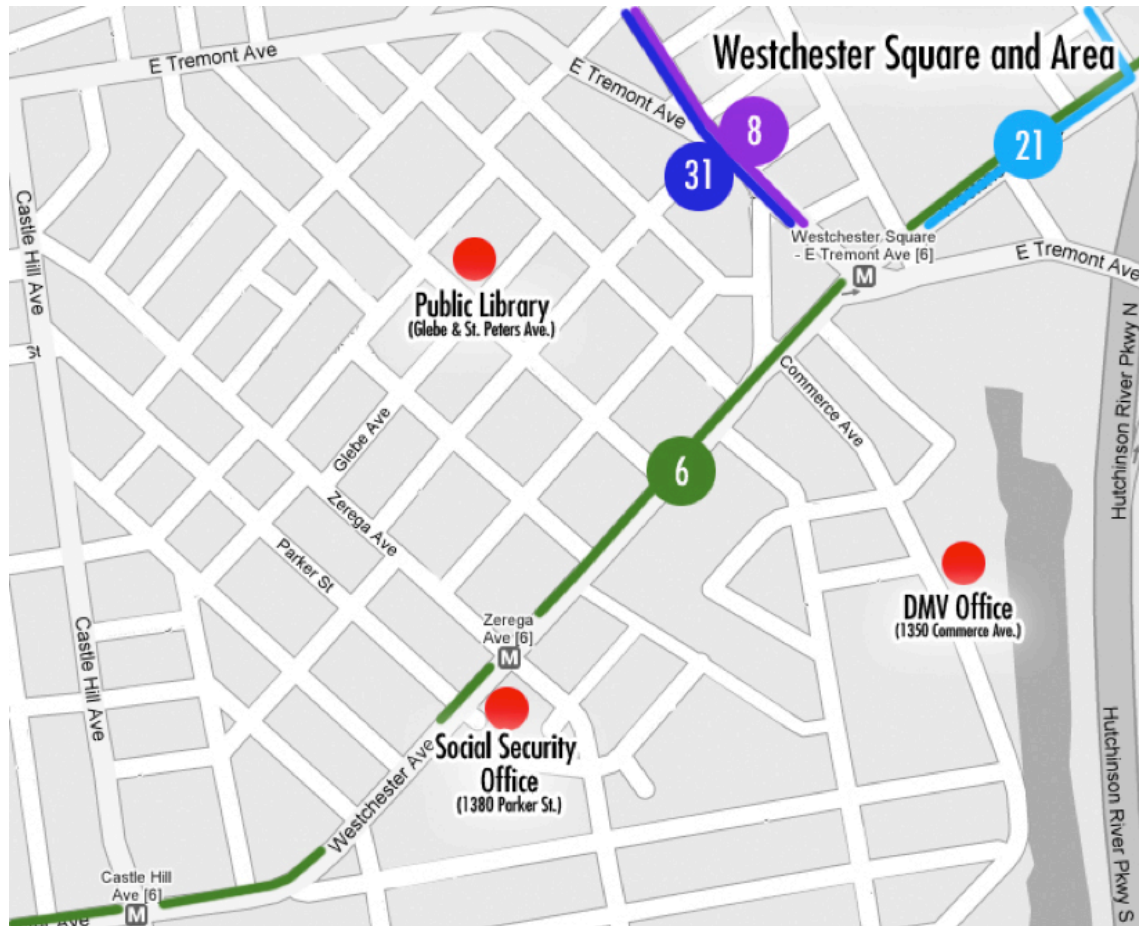
Bus, Subway, Shopping near Einstein





Subway: 2 (red line), 5 and 6 trains (green lines)
 Bus: 21, 8, 31, BxM10 (turquoise, purple, blue, pink)
 Shopping: Stop and Shop (Grocery store, formerly Pathmark)
 Rite Aid (Drug Store)
 Post Office
 Citibank
 Public Library

Social Security Office, DMV, Public library, Subway (area is overlapping with the south east corner of the previous map)



| | |
|-------------------------|--|
| Subway: | 6 train (green line) |
| Bus: | 21, 8, 31 (turquoise, purple, blue) |
| Shopping: | Dollar Stores and Fast Food around Westchester Sq |
| Public Library | |
| Social Security Office: | Application for Social Security Number (SSN) |
| DMV Office: | Department of Motor Vehicles, application for driver's license |

"I consider it important, indeed urgently necessary, for intellectual workers to get together, both to protect their own economic status and also, generally speaking, to secure their influence in the political field."

Albert Einstein

Due to potential changes of venues in the city, please call the locations or get updated information online. If the provided information is not correct, please email the EPA. This guide is updated once a year, thank you!