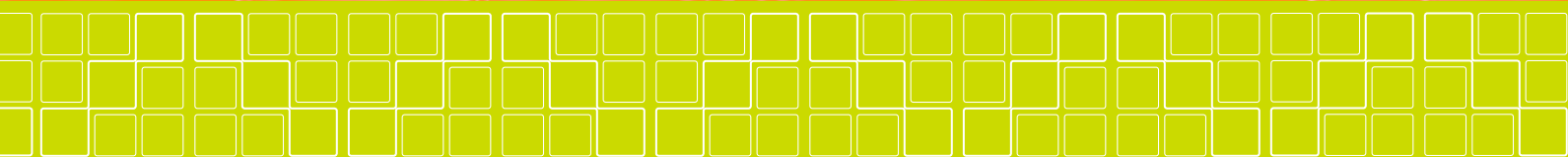


NIH SUMMER HANDBOOK 2022



DON'T MISS A THING!

MAKE CERTAIN YOU ARE INCLUDED ON A SUMMER INTERNSHIP PROGRAM (SIP) LISTSERV

Summer Email List

The OITE-SIP and OITE-HS-SIP email Lists were created to promote a sense of community among student researchers at the NIH and to provide a forum for the exchange of educational, scientific, and employment information during the months you spend at the NIH.

Check your email frequently for important information on summer opportunities!

If you are not receiving emails from the appropriate summer listserv, please contact us at OITE-LoginHelp OITE-LoginHelp@od.nih.gov

CREATE A MYOITE ACCOUNT

If you have an activated NIH email account, create a MyOITE account with user type "NIH Trainee/Fellow" and trainee type "Summer Intern" for yourself on the OITE website so that you can register for events, make appointments with career counselors, participate in Summer Poster Day, and access the Alumni Database. If you would like to register for events before you arrive at the NIH or have your NIH email address, you can do so by selecting user type "Guest."

For more information about summer intern accounts go to:

https://www.training.nih.gov/oite_accounts

To create an account:

<http://www.training.nih.gov/register>

TO REQUEST SIGN LANGUAGE INTERPRETERS OR CART SERVICES

American Sign Language interpreting services, CART services, and other reasonable accommodations are available upon request. Individuals who need interpreting services and/or other reasonable accommodations to participate in this event, should contact OITE-EventServices@od.nih.gov or the NIH Interpreting Office directly, via email, at niH@ainterpreting.com. **Requests should be made at least five business days in advance, when possible, in order to ensure interpreter availability.**



Office of Intramural Training & Education • 2 Center Drive • Building 2, Second Floor • Bethesda, MD 20892-0240 • 301 496 2427

May 2022

A Message to All Summer Research Program Participants:

On behalf of all the members of our scientific community, I would like to welcome you to the National Institutes of Health (NIH). It is my sincere hope that your experience with us this summer will enhance your knowledge, understanding, and appreciation of the world of biomedical research and will contribute to the development of your academic and career goals. Over the years, participation in this program has motivated many individuals like you to pursue careers in the biomedical sciences.

While you will undoubtedly be spending most of your time this summer in your research group, I highly encourage you to take advantage of the many special opportunities we have to offer. The NIH Office of Intramural Training & Education has organized several activities to enrich your summer experience. One of these is the very popular Summer Lecture Series. At these lectures, leading NIH scientists will discuss their current research in presentations designed just for you. Be sure to login or arrive early; the lectures are very popular.

Summer Poster Day, held this year on August 3rd and 4th, provides you the opportunity to present your summer research findings to the broader NIH scientific community. I encourage all summer students to take part in this NIH-wide event, which recognized the work of more than 630 virtual summer interns in 2021. You will find a description of the registration procedure and guidelines for creating your poster in this handbook.

You are likely to notice, through the Lecture Series, Presentation Week, or your discussions with other summer interns, that NIH investigators use a wide array of techniques and approaches. This reflects the NIH conviction that, in the twenty-first century, important biomedical problems will be solved by combining the knowledge and skills of engineers, mathematicians, chemists, pharmaceutical scientists, physicists, and experts in computer science and bioinformatics, as well as biologists. Working in teams, investigators with diverse scientific, educational, and cultural backgrounds represent the key to the progress on which our nation's health depends.

We will be offering sessions called "Planning a Successful NIH Summer Internship" for SIP participants and a HS-SIP Summer Orientation that will help you hit the ground running; please be certain to attend. I also highly recommend that you take advantage of OITE workshops and talks that will assist you with planning your career AND that you consider taking advantage of one of our Summer Bootcamps, each of which will focus on a particular current scientific issue, such as health disparities or clinical trials. Finally, as the media report on an almost daily basis, the coronavirus pandemic is stressing all of us. Take the time to get involved in the wellness and resilience training the OITE has developed to provide summer interns with support.

Congratulations on your selection for an internship and best wishes for a rewarding virtual summer at the NIH!

Sincerely yours,

/ Michael M. Gottesman, MD /
Deputy Director for Intramural Research
National Institutes of Health

/ Yewon Cheon, PhD /
Director, Postbac and Summer Research Program

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OITE — THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

The Office of Intramural Training & Education is responsible for ensuring that your experience in the NIH Intramural Research Program is as rewarding as possible. We are here to help all NIH trainees become creative leaders in the biomedical research community, but you must take the initiative to make the most of your time at the NIH. You need to make certain that, when you leave the NIH, you take with you the technical, communication, problem solving, and interpersonal skills you will need as you move forward in your career.

In summer 2022, the NIH will host both virtual and in-person interns. To ensure that their experiences are similar, the OITE will present all programming virtually. The recommendations below apply to all summer interns.

Research should be your highest priority while you are at the NIH. OITE aims to ensure that you also take part in relevant career development activities, learn all you can from the scientific staff at the NIH and your fellow trainees, and have a good time. In addition, OITE staff members are available to help you resolve any problems that might arise during your time at the NIH.

Specifically, we encourage you to

- if you are participating in the High School Summer Internship Program (HS-SIP), join the staff of the OITE for a **required** orientation **prior to** joining your research group (or attend the required orientation presented by your Institute/Center);
- if you are participating in SIP, attend one of four sessions of *Planning a Successful Summer Internship* instead;
- attend orientation in your Institute/Center;
- make certain that you are included on one of the official OITE summer mailing lists, OITE-SIP or OITE-HS-SIP;
- if you have an activated NIH email account, create an "NIH Trainee/Fellow" account for yourself on the

OITE website so that you can make appointments with career counselors, participate in Summer Presentation Week, and access the Alumni Database (see https://www.training.nih.gov/oite_accounts);

- visit the OITE website, <https://www.training.nih.gov>, regularly to check for new opportunities; remember that if you cannot attend a workshop, you will find video- and pod-casts of many of them on the OITE YouTube channel at <https://www.youtube.com/c/NIHOITE>;
- check out our online resources (https://www.training.nih.gov/nih_resources and YouTube videos) for help with things like keeping a lab notebook, reading a scientific article, attending a scientific meeting, writing professional emails, and mastering lab math;
- participate in appropriate career and professional development workshops;
- attend the Summer Lecture Series, presented by some of the most respected investigators at the NIH;
- share your research with the NIH community at Summer Poster Day;
- sign up with our Career Services Center for pre-professional and graduate school advising or help exploring careers;
- create a LinkedIn account and join the NIH Intramural Research Program group to network and share ideas;
- follow the OITE Careers Blog, <https://oitecareersblog.od.nih.gov/>; and
- explore and contribute to the community around you.

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). OITE is located on the second floor of Building 2. Our hours are Monday-Friday 8:00 am-5:00 pm. We maintain an open-door policy and encourage you to drop by anytime during open hours.

WHO'S WHO IN THE OITE?

The OITE encompasses several biomedical research training programs: the Postbaccalaureate and Summer Research Program (PSRP), the Graduate Partnerships Program (GPP), and the Office of Postdoctoral Services (OPS). You will likely interact primarily with staff members in the office who are involved with your particular appointment.

To ask a question about a particular training program or OITE function, please refer to: <https://www.training.nih.gov/contact>

To find the current contact information of specific staff members visit: <https://www.training.nih.gov/staff>

PLANNING A SUCCESSFUL NIH SUMMER INTERNSHIP!

Your research project should be your number one priority this summer. But, to make certain that you take full advantage of all the NIH has to offer, plan to join the staff of the OITE for an orientation.

If you are participating in the High School Summer Internship Program (HS-SIP), **you must attend one of the two required orientations (June 13th or June 21st) or the required orientation in your Institute/Center (IC) prior to joining your research group.** This virtual half-day orientation will familiarize summer interns with the NIH and its research culture, introduce resources, and provide tips on how to be successful.

If you will be participating in SIP, we strongly recommend attending one of four Planning a Successful NIH Summer Internship sessions, scheduled for all Fridays in June.

Planning a Successful NIH Summer Internship 2022 (OITE Orientation for SIP Participants)

May 27	10:30 am – 12:00 pm ET
June 3	10:30 am – 12:00 pm ET
June 10	10:30 am – 12:00 pm ET
June 17	10:30 am – 12:00 pm ET

High School Summer Intern Orientation (Mandatory)

June 13	10:00 am – 2:30 pm ET
June 21	10:00 am – 2:30 pm ET

USING THE SUMMER HANDBOOK

This handbook is intended for both in-person and virtual summer interns. Sections specific for in-person interns are indicated by "IN-PERSON INFO".

Please direct comments for improving this handbook to Dr. Yewon Cheon at cheony@mail.nih.gov.

THE OITE WEBSITE

<https://www.training.nih.gov>

The OITE website can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the homepage under "What's New" and "Calendar of Events". You will also go to this site to register for career development activities and complete program evaluations. OITE publications, recordings of past workshops, and informational videos are also available on the site.

OITE ONLINE RESOURCES

The OITE website contains YouTube videos and other training materials designed to help with your professional development. New materials are being added all the time. Resources include videos on keeping a good lab notebook, reading a scientific article, lab math, attending a scientific meeting, and choosing a research mentor. Recently we have added a host of videos designed to help you cultivate wellbeing and resilience. Online resources include guides to writing professional emails and cover letters and creating CVs and resumes. Check out these resources and others at https://www.training.nih.gov/nih_resources and on the OITE YouTube channel at <https://www.youtube.com/c/NIHOITE>.

THE OITE CAREER SERVICES CENTER

It is never too soon to begin thinking about your long-term goals and future career plans. The OITE houses a career counseling center to help you plan for a satisfying career once you complete your training at NIH. The OITE Career Services Center was established in 2007 to serve all the trainees in the NIH intramural community. Our goal is to ensure that NIH trainees are aware of the many jobs available, both at and away from "the bench," and to provide the resources to help trainees identify good personal options. Our career counselors run workshops, lead small group discussions, and schedule individual appointments open to all. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- career counselors, who can assist you with analyzing your strengths, weaknesses, and values; help you write resumes and CVs; provide information on career options; and coach you through the job search process;

- counselors and wellness advisors who can aid you in developing a more assertive presence, dealing with interpersonal conflicts that might arise in your group, managing time and/or stress, and handling more personal issues; and
- pre-professional advisors, who can talk with you about the decision to go to graduate or medical school, choosing schools and programs, strategies for taking the MCAT or GRE successfully, filling in gaps in your credentials, writing personal statements, and interviewing.

You can use the OITE website to make one-on-one appointments with these individuals.

THE OITE CAREERS BLOG

The OITE Careers Blog was established by the OITE Career Services Center to

- increase awareness of OITE services among trainees;
- respond to frequently asked questions about and offer guidance with the career planning and job search process; and
- share new and updated career information and resources with all NIH trainees.

Go to <https://oitecareersblog.od.nih.gov/> and subscribe to be notified when new posts are published.

GETTING OFF TO A GOOD START: SETTLING IN TO YOUR NEW RESEARCH GROUP

Fitting comfortably into your research group and developing good relationships with your coworkers should be your first priorities. Each research unit has its own ways of doing things. You will have to determine for yourself what the unwritten “rules” are for yours. What hours do most people work? Is there a standard for maintaining notebooks? When and on what platform are group meetings held? What training courses do you need to complete? What computer programs are used? What is the dress code? How much chatting goes on?

You can learn some things by being a careful observer. Others you will have to ask about explicitly. In all cases, be courteous and enthusiastic. Write down any and all directions. Make certain to do more than your share to keep the lab or office running smoothly.

IF PROBLEMS ARISE

Where there are people, there can be conflict. Some conflicts are minor irritations that are quickly forgotten. Others are more serious, requiring you to talk to and negotiate outcomes with your co-workers and/or mentor. We hope that any conflicts or tensions you experience will be minor and that you view them as opportunities to improve your interpersonal skills. However, even with the best of intentions, some group dynamics are poor; you may find yourself embroiled in serious or complicated situations. Remember: You are not alone! The NIH has resources to help you deal with any interpersonal issues that may arise.

If you are experiencing conflict with someone in your research group, speak with him or her directly. If that does not resolve the issue, speak with your principal investigator (PI). If you are not comfortable doing that, or if the situation is not easily resolved, seek advice from other mentors (i.e., your IC training director, OITE staff, other colleagues) who can help you consider the issues from different perspectives as you attempt a reasonable resolution. If you have concerns about your interactions with your PI, it is important to talk with someone you trust. Hopefully you will have developed relationships with your training director or with more senior students or postdocs in the group. Also, feel free to contact Dr. Milgram, Dr. Conlan, or Dr. Sokolove in the OITE to confidentially discuss any issues that develop.

Some reasons to immediately contact the training director in your IC, or Dr. Milgram, Dr. Conlan, or Dr. Sokolove in the OITE, are issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources, such as the [Office of the Ombudsman](#), the [Employee Assistance Program](#), and [Civil](#), a program that promotes civil behavior in the NIH workplace.

WHAT IS THE NIH?

NIH OVERVIEW

Founded in 1887, the National Institutes of Health is one of the world's foremost medical research centers and the Federal focal point for medical research in the United States. NIH is the steward of medical and behavioral research for the Nation. Its mission is the pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

The goals of the NIH are to

- foster fundamental creative discoveries, innovative research strategies, and their applications as a basis for ultimately protecting and improving health.
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic wellbeing and ensure a continued high return on the public investment in research.
- exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

In realizing these goals, the NIH provides leadership and direction to programs designed to improve the health of the Nation by conducting and supporting research in the

- causes, diagnosis, prevention, and cure of human diseases;
- processes of human growth and development;
- biological effects of environmental contaminants; and
- understanding of mental, addictive, and physical disorders.

The NIH directs programs for the collection, dissemination, and exchange of information in medicine and health, including the development and support of medical libraries and the training of medical librarians and other health information specialists.

INSTITUTES AND CENTERS (ICS) OF THE NIH

The NIH is one of the eleven agencies of the US Department of Health and Human Services (DHHS), along with the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the Centers for Medicare and Medicaid Services (CMS). The NIH is composed of 27 separate **Institutes** and **Centers** (ICs) and the Office of the Director (OD). Each IC has its own mission of supporting biomedical research and training, in the **intramural** (here at the NIH) and/or **extramural** (at universities and research institutes worldwide) research communities. All but three ICs receive their funding directly from Congress and administer their own budgets. The 27 ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

CC—NIH Clinical Center

CIT—Center for Information Technology

CSR—Center for Scientific Review

FIC—John E. Fogarty International Center

NCATS—National Center for Advancing Translational Sciences

NCCIH—National Center for Complementary and Integrative Health

NCI—National Cancer Institute

NEI—National Eye Institute

NHGRI—National Human Genome Research Institute

NHLBI—National Heart, Lung, and Blood Institute

NIA—National Institute on Aging

NIAAA—National Institute on Alcohol Abuse and Alcoholism

NIAID—National Institute of Allergy and Infectious Diseases

NIAMS—National Institute of Arthritis and Musculoskeletal and Skin Diseases

NIBIB—National Institute of Biomedical Imaging and Bioengineering

NICHD—*Eunice Kennedy Shriver* National Institute of Child Health and Human Development

NIDA—National Institute on Drug Abuse

NIDCD—National Institute on Deafness and Other Communication Disorders

NIDCR—National Institute of Dental and Craniofacial Research

NIDDK—National Institute of Diabetes and Digestive and Kidney Diseases

NIEHS—National Institute of Environmental Health Sciences

NIGMS—National Institute of General Medical Sciences

NIMH—National Institute of Mental Health

NIMHD—National Institute on Minority Health and Health Disparities

NINDS—National Institute of Neurological Disorders and Stroke

NINR—National Institute of Nursing Research

NLM—National Library of Medicine

OD—Office of the Director

ACRONYMS

The previous list of IC names should have convinced you that we at NIH speak in acronyms; here is a list of other common abbreviations to help you communicate in your new surroundings.

ACUC—Animal Care and Use Committee

AO—Administrative Officer

CAN—Common Accounting Number

CCSEP—Community College Summer Enrichment Program

CIT—Center for Information Technology

CRTA—Cancer Research Training Award

C-SOAR—College Summer Opportunity to Advance Research

CV—Curriculum Vitae

DDIR—Deputy Director for Intramural Research

DHHS—Department of Health and Human Services

EAP—Employee Assistance Program

EDI—Office of Equity, Diversity, and Inclusion

EEO—Equal Employment Opportunity

FAES—Foundation for Advanced Education in the Sciences

FNIH—Foundation for NIH

FTE—Full-Time Equivalent

FY—Fiscal Year

GDSSP—Graduate Data Science Summer Program

GPP—Graduate Partnerships Program

G-SOAR—Graduate Summer Opportunity to Advance Research

HiSTEP—High School Scientific Training & Enrichment Program

IC—Institute/Center

IRP—Intramural Research Program

IRTA—Intramural Research Training Award

NED—NIH Enterprise Directory

NSF—National Science Foundation

OAR—Office of AIDS Research

OHRM—Office of Human Resources Management

OHSR—Office of Human Subjects Research

OIR—Office of Intramural Research, OD, NIH

OITE—Office of Intramural Training & Education

OMS—Occupational Medical Service

OPM—Office of Personnel Management

ORF—Office of Research Facilities

ORS—Office of Research Services

ORWH—Office of Research on Women's Health

PI—Principal Investigator

PIV—Personal Identity Verification

SD—Scientific Director

SEEP—Student Educational Employment Program

SGMRO—Sexual & Gender Minority Research Office

SIP—Summer Internship Program

TD—Training Director

TSP—Thrift Savings Plan

UGSP—Undergraduate Scholarship Program

VF—Visiting Fellow

WALS—Wednesday Afternoon Lecture Series

For a comprehensive list, see:

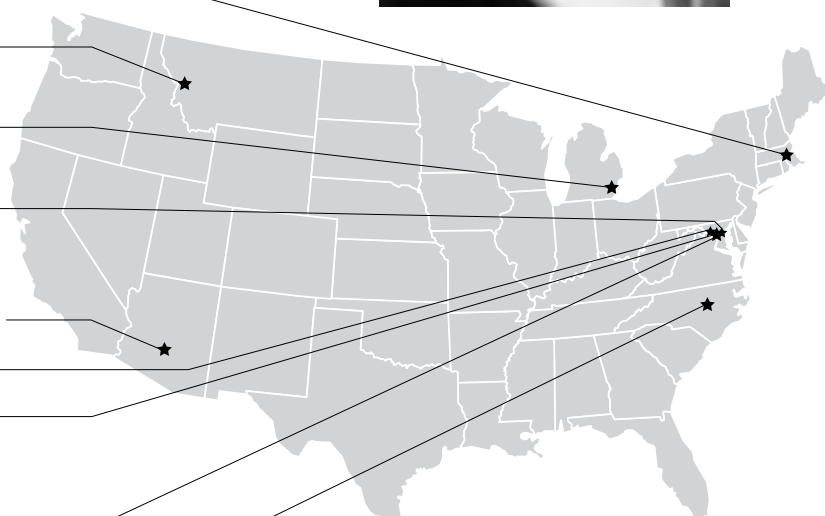
<http://employees.nih.gov/pages/acronyms.aspx>

NIH CAMPUSES

The main NIH campus is located in Bethesda, Maryland, just 10 miles from the center of Washington, DC. Important offices located on the Bethesda campus include the Office of the Director, the Office of Intramural Research, and the Office of Intramural Training & Education, which oversees NIH-wide training. A large number of research facilities, offices, and institutional resources are spread across more than 300 acres, in over 75 buildings, on the Bethesda campus.

Many NIH scientists conduct their research in laboratories located on the main campus in Bethesda, but others work on NIH campuses across the country. Other NIH facilities where students may train include

- the Framingham Heart Study of the NHLBI in Framingham, MA;
- the Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the Perinatology Research Branch of the Eunice Kennedy Shriver NICHD in Detroit, MI;
- the NIA and NIDA in the Biomedical Research Center, in Baltimore, MD;
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ;
- the NIH Animal Center in Poolesville, MD;
- the Twinbrook Cluster, Executive Plaza, and Shady Grove in Rockville, MD, less than 8 miles from the NIH Bethesda campus;
- NCI Frederick Cancer Research and Development Center (FCRDC) at Fort Detrick in Frederick, MD; and
- the NIEHS facility in Research Triangle Park (RTP), NC.



UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (e.g., School of Medicine, School of Public Health) that are subdivided into departments and units. The NIH consists of Institutes and Centers (ICs), similar to the schools/colleges found in many academic institutions. All NIH faculty have a primary appointment in one IC; this IC provides laboratory and office space, funding, and administrative support for the research group and is the “intellectual home” for all personnel there. Like faculty at universities, NIH faculty can have adjunct/ joint appointments in other ICs. In addition, mechanisms to facilitate interaction across ICs have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

IC intramural research programs are organized as follows:

- Individual tenure-track or senior investigators (also known as principal investigators or PIs) head their own **units/ labs/research groups**, which include trainees, technicians, staff scientists, and administrative support personnel.
- Multiple units form a **Section**, which is headed by a Section Chief.
- A **Lab or Branch**, headed by a Lab or Branch Chief, consists of two or more Sections and possibly one or more additional units. Large Labs and Branches may include 10 to 12 PIs, but in general, a Lab or Branch consists of 4 to 8 PIs. Originally, the distinction was that Branches had at least one clinical investigator, while Labs housed basic scientists only; this distinction has somewhat fallen by the wayside.

When you join a lab/group, you become a member of your PI's IC. You have access to the scientific resources of this IC, including core facilities, scientific seminars, retreats, and professional development activities organized by the IC. Administrators in your IC will handle many day-to-day details of your NIH experience (i.e., ID badge procurement, building access, travel, computer support, email, etc.), so it is important that you meet these individuals as soon as possible.

WHO CONDUCTS RESEARCH AT THE NIH?

Labs/research groups at the NIH vary greatly in size. A small lab may have only a half dozen staff members, while a large group may include 30. Regardless of size, fitting in with this team and contributing to its productivity should be one of your major goals. Take cues from your coworkers. What is the dress code? How do individuals contribute to the success of the group? Is cooperation or competition stressed? How much chatting goes on? Are headphones and cell phones in use? You are going to spend a lot of time with these people. Take the time to consider seriously the best ways to interact with them.

Your group may include some or all of the following:

Principal Investigators: Principal investigators hold a doctoral degree. They can be either tenured or tenure-track investigators. These individuals run their own labs/groups and have the authority to hire all of the remaining groups of scientists. About 1100 PIs work in the NIH IRP.

Staff Scientists: Staff scientists generally hold a doctoral degree. Although they are not principal investigators, they are accomplished scientists. They often fulfill key functions such as managing the laboratory of a very busy PI or running a core facility that provides services to many investigators. The ~1300 staff scientists frequently supervise/mentor trainees like you.

Clinical Fellows: Clinical Fellows are individuals who hold a professional doctoral degree (e.g., MD or DDS), have recently completed their internships and residencies, and are at the NIH both to provide clinical services and to conduct research. The NIH hosts approximately 300 Clinical Fellows at any one time.

Postdoctoral Fellows: Approximately 3,000 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called Postdoctoral IRTAs (CRTAs if they are working in the NCI) if they are US citizens or permanent residents and Visiting Fellows if they are citizens of another nation. An individual can spend no more than 5 years as a postdoctoral fellow at the NIH. In order to stay longer, postdocs must be promoted either to a permanent position or to Research Fellow, a move that allows them to remain for up to an additional 3 years.

Graduate Students: The NIH is the research home of about 350 graduate students. They complete their coursework

at and receive their degrees from their universities and conduct all or part of their dissertation research at the NIH.

Medical/Dental Students: Medical/dental students who have a strong research interest and the permission of their academic institution can spend 1 or 2 years conducting research in the NIH Medical Research Scholars Program. The program is designed for students who have completed their core clinical rotations but does not exclude students with strong research interests from applying prior to having completed their core rotations. About 50 students participate in this program each year. Medical students can also complete clinical electives at the NIH.

Postbaccalaureate (Postbac) Trainees: A group of more than 1600 students who have completed their undergraduate work, postbacs conduct research at the NIH for 1 to 3 years before continuing on to graduate or professional (medical, dental, veterinary, pharmacy, etc.) school.

Summer Interns: This group includes you! Most summers, about 1200 high school, college, graduate, and professional school students spend 8 to 10 weeks working in the Intramural Research Program. These individuals must be at least 17 years of age and US citizens or permanent residents. In summer 2022, 500 summer interns will come in-person to NIH campuses; the rest will participate virtually.

MEETING THE IMPORTANT PEOPLE IN YOUR INSTITUTE OR CENTER (IC)

When you join the NIH as a summer intern, you are actually joining your PI's Institute or Center (IC). Staff members in the IC are going to make certain you get paid, get answers to administrative questions, have access to the resources you need to complete your work, and find the IT support you need. Be certain to "meet" and get to know the following:

- Your Summer Coordinator (SC), who will probably be the first person to reach out to you. Your SC has been working with the OITE to iron out summer program details and will be able help you with questions about how your IC works, summer resources, and activities sponsored by your IC and/or the OITE.
- Your Administrative Officer (AO), who will complete your appointment paperwork and enter you into the NIH Enterprise Directory (NED), which makes you "official"
- If you are a virtual summer intern, the IT support team in your IC, who will help you master multi-factor authentication (MFA) so that you can use your personal computer and our Virtual Desktop Infrastructure (VDI) to access NIH resources (Don't worry if this sounds confusing, you will find more information later in this handbook.), answer your IT questions, help you resolve technical issues, and, if necessary, help you contact central IT support services (provided by the Center for Information Technology, CIT).

IN-PERSON INFO: NIH RESOURCES

CAFETERIAS

For a map of cafeterias, coffee bars and concession stands see <https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx>.

- Building 10, Second Floor
- Building 10, First Floor, north entrance to CRC (only soups, wraps, coffee, snacks)
- Building 10, B1-Level
- Building 12B, First Floor
- Building 31, First Floor
- Building 35, First Floor
- Building 38A, B1 Level
- Building 45 (Natcher Conference Center), First Floor
- Bayview, Ground Floor

COFFEE BARS

- Building 1, Third Floor, 301-451-0093
- Building 10, First Floor, near the FAES bookstore, 301-594-9013
- Building 10, First Floor, north entrance to CRC
- Building 35, First Floor, 301-594-8438
- Building 50, First Floor, 301-402-0594
- 5601 Fishers Lane, First Floor, 301-770-8901

CONCESSION STANDS/CONVENIENCE STORES

- Building 10, Room B1-C20, 301-496-3087
- Building 12B, Room 1N-108, 301-402-2919
- Building 31, First Floor Hallway, 301-496-6230
- Building 35, Room GC202, 301-496-3635
- Building 45, Room 1AA-02, 301-435-4697
- Neuroscience Center (NSC) Building, 6001 Executive Blvd, Lobby, 301-435-1468

FAES BOOKSTORE

<https://faes.org/content/faes-bookstore-nih>

- Building 10, Room 1N241, 301-496-5272

LOST AND FOUND

Same Day:

- Parking Lots (Employees and Visitors): 301-656-9008
- Employee Shuttles: 301-435-4010
- Patient Shuttles: 301-496-1161
- Gateway Center: 301-435-7554
- Commercial Vehicle Inspection Facility (CVIF): 301-443-6843
- Natcher Conference Center: visit the Events Management office directly across from Ruth Kirschstein Auditorium

After 24 Hours (and for locations not listed above):

- NIH Police Reception Desk (Building 31, Room B3B17): 301-496-2387

Ultimately, all lost and found items end up with the NIH Police, usually within 24 hours.



WELLNESS “AT” THE NIH

Life in a research group, and life in general, can be stressful. It's important to find time for yourself and your family, even when balancing work and life seems challenging. Recently, the virtual workplace, the turmoil in our country, and the stresses produced by the coronavirus pandemic have increased the stress we are all experiencing. The NIH has developed a collection of activities to help you manage your stress and cultivate mental health and well-being. Over the summer watch for workshop series on resilience, mental health and well-being with a focus on scientists, and diversity and inclusion. In addition, consider participating in small group discussions, facilitated by wellness advisors, that address situations you may be facing. Finally, remember that a large part of feeling comfortable in your work environment is having a community with whom to share the experience. The OITE supports several affinity groups that meet virtually for lunch and other activities. Please read more about all these opportunities below.

The OITE is happy to speak with you about your career progression, applications to graduate or professional school, and issues that are affecting your work while here for the summer.

- OITE Career Counselors are available for 1:1 meetings to discuss career decision making, resume reviews, and more; make an appointment here: https://www.training.nih.gov/career_services/appointments
- If you are interested in advice regarding medical or graduate school applications, please attend our weekly drop-in Q&A sessions; they are listed on the OITE events page: <https://www.training.nih.gov/events/upcoming>
- Our Wellness team offers opportunities to connect including resilience discussion groups, mindfulness meditation, and opportunities to journal. If you need additional help, please email OITE-Wellness@nih.gov
- OITE can also refer you to other NIH wellness resources and, when appropriate, we will offer to help you speak with your mentors.

Remember: A summer research experience will have its challenging moments – trainees who take advantage of all the resources available to them deal more effectively with these challenges.

OITE SUMMER WELLNESS RESOURCES

SUMMER WELLNESS WORKSHOP SERIES

Becoming a Resilient Scientist.

The OITE will offer this series (with related small group discussions) twice in summer 2022, once for SIP (June 7-28) and once for HS-SIP (July 5-25). Each series will consist of 4 workshops:

- Introduction to Resilience and Wellness
- Exploring Our Self-talk: Cognitive Distortions and Imposter Fears
- Self-advocacy and Assertiveness
- Feedback Resilience

These workshops are included in the complete summer intern schedule at https://www.training.nih.gov/nih_summer_internship_curriculum.

SUMMER SMALL GROUP DISCUSSION OPPORTUNITIES

Check your email for upcoming topics, dates, times, and event links.

Discussion Groups for Building Resilience

The summer is an exciting and busy time for trainees, but it can also be challenging. Discussion groups are facilitated by trained wellness advisors and offer a welcoming and confidential space to explore life's ups and downs and work in a positive and proactive way to build resilience. Groups are offered weekly throughout the summer and take place via Zoom. You will find the Zoom links in the morning wellness email.

Mindfulness Meditation Groups

Would you like at least one time a week when you could slow down and connect with yourself? OITE drop-in meditation groups are offered to trainees/fellows as a support for self-care and enhanced wellbeing. Each 30-minute session involves a few minutes of instruction followed by approximately 20-25 minutes of meditation practice. The facilitator will be available after the session for questions and brief discussions. These groups are open to both beginners and experienced meditators; attendance is on a drop-in basis - come as often as you like! Please arrive a few minutes prior to the start time to check in and get settled for practice. All trainees are welcome!

Thriving Thursdays

Sessions cover specific aspects of physical, mental, emotional, and spiritual self-care with weekly topics announced in advance. Join us virtually on Thursdays at noon. The Zoom link will be provided in the morning wellness email. Feel free to bring your lunch.

Journaling for Career Development and Personal Growth

Journaling is a great way to tune into your thoughts and emotions, work through challenges, and support your goals. Research shows that it has both physical and mental health benefits, including better immune functioning, decrease in blood pressure, better sleep, decrease in depression and anxiety, and improved working memory. It can be particularly helpful in this challenging time of COVID-19. Please bring a journal/paper and pen!

NIH Communities

A large part of feeling comfortable in your work environment is having a community with whom to share the experience. The NIH is a big place; we can almost guarantee that you will be able to find a community that will make you feel at home. Communities at the NIH include an NIH chapter of SACNAS (the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science), LGBT Fellows and Friends, the Network of African American Fellows (NAAF), and Fellows of All Abilities (FAAb). You will find a list and contact information at https://www.training.nih.gov/you_are_not_alone. The schedule of community lunches during the summer is posted at https://www.training.nih.gov/community_group_meeting_schedule.

Additional Resources

The OITE Wellness webpage, <https://www.training.nih.gov/wellness> summarizes OITE wellness resources, including listing wellness-related blog posts. You will find YouTube videos of prior OITE resilience and wellness workshops on the OITE YouTube channel (<https://www.youtube.com/c/NIHOITE>). Some of them are collected in the following playlists.

- Mental Health and Well-being of Biomedical Researchers: https://www.youtube.com/playlist?list=PLxnpU66KqCch9kL_e1mOD93yclRQhIQLW
- Becoming a Resilient Scientist: <https://www.youtube.com/playlist?list=PLxnpU66KqCcj7jaeO7nzPNeZUJ0obXK-j>

NIH WELLNESS RESOURCES

OTHER NIH OFFICES THAT SUPPORT WELLNESS

Civil

301-402-4845

<https://hr.nih.gov/working-nih/civil>

The mission of Civil is to foster civility throughout the NIH community. Contact Civil if you experience or observe any of the following:

- harassment
- sexual harassment
- inappropriate conduct
- intimidation
- bullying or
- other unproductive, disruptive, and/or violent behaviors.

NIH Employee Assistance Program (EAP)

301-496-3164

<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx>

The NIH EAP is a confidential service available to NIH trainees and their families. You can “visit” the EAP to discuss work or life concerns including life transitions, work-life balance, career progression, substance abuse, family dynamics, or any other issues that might affect your ability to succeed as a trainee. EAP is open 9:00 am to 5:00 pm, Monday through Friday; you can also call for immediate assistance or email to set up a virtual appointment.

Office of the Ombudsman, Center for Cooperative Resolution (CCR)

301-594-7231

<https://ombudsman.nih.gov>

The NIH Office of the Ombudsman, CCR is a neutral, independent, and confidential resource providing assistance to NIH scientists, administrators, trainees, and support staff in addressing work-related issues such as authorship and other scientific disputes, employee-supervisor conflict, racial and ethnic tensions, and conflicts between peers. The CCR is open Monday through Friday, 8:00 am to 5:00 pm.

RESOURCES TO SUPPORT THE DISTRESSED TRAINEE

https://www.training.nih.gov/assets/Bookmark__Resources_to_Support_the_Distressed_Trainees_revised_2021.pdf

IN-PERSON INFO: FITNESS CENTERS

<https://www.ors.od.nih.gov/pes/dats/fitness/Pages/index.aspx>

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in Building 31C, Room B4 C18, 301-496-8746; The Loft, Building T39, 301-496-8746; and Rockledge I, Room 5070, 301-435-0038. Students are eligible for a reduced rate: \$13-21 per month, depending on the plan you choose.

IN-PERSON INFO: NIH RECREATION & WELFARE ASSOCIATION (R&W)

R&W Office: 301-496-6061

<https://govemployee.com/nih>

The Recreation and Welfare Association (R&W) is an organization designed to provide trainees and employees at NIH with a variety of social, athletic, wellness, educational, and special interest activities. R&W publishes a monthly newsletter describing services on campus and also offers planned excursions and discounted tickets to various activities and events. Additionally, the Association runs the fitness centers and gift shops located throughout campus. R&W membership is free, but preferred membership (\$9.00 per year) is required for fitness center access and discounted tickets, etc.

If you are on the Frederick campus, check out the volunteer-run recreation and welfare group there by visiting their Facebook page: <https://facebook.com/RWClubFrederick>.

IN-PERSON INFO: OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306, 301-496-4411

https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx

Occupational Medical Service (OMS) provides NIH employees and trainees with information and occupation-related medical care to help them perform their jobs in a safe and healthy work environment. OMS conducts preplacement evaluations to review job duties, provides work-related immunizations, and enrolls NIH employees in surveillance programs for public health hazards at their work site (for example, noise, animals, and *M. tuberculosis*). OMS provides clinical care for occupational injuries and illnesses and offers administrative assistance with claims for Federal Workers' Compensation benefits.

IN-PERSON INFO: WHAT IF I GET SICK?

The hospital closest to the NIH is Suburban Hospital, located at 8600 Old Georgetown Road in Bethesda. The main hospital number is 301-896-3100. You can reach the on-call physician information and referral service at 301-896-3939 from 8:30 am to 5:00 pm, Monday through Friday.

How you select a physician will depend on your health insurance. It is best to figure this out before you need medical attention.

Make certain to carry proof of health insurance with you at all times, just in case you need access to emergency health services.

IN-PERSON INFO: WHAT IF I NEED HELP?

<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx>

Sometimes things happen: a parent passes away, you suspect a child is being abused, you have been abused, you want help stopping smoking, you are experiencing a mental health crisis. The NIH Employee Assistance Program (EAP) is available to assist summer interns with difficult transitions and situations that are negatively influencing their ability to work. You can call 301-496-3164 to inquire about their services or make an appointment. EAP is located in Building 31, Room B2B57. It also maintains a list of helpful phone numbers that will connect you with Crisis Centers, smoking cessation centers, and self-help groups. You can also call 211 to find out about state resources.

IN-PERSON INFO: REPORTING UNSAFE OR UNHEALTHFUL CONDITIONS

https://ors.od.nih.gov/sr/dohs/safety/incidents_accidents/Pages/Report-of-Unsafe-Condition.aspx

If you believe that an unsafe or unhealthful working condition exists in the workplace you have the right and are encouraged to make a report (oral or written) of the condition to us. If you believe that there is immediate danger to life or health, make a report as quickly as possible by calling us at (301) 496-3457 or after hours by calling the Emergency Communication Center at (301) 496-5685.

If you have questions, please contact us at (301) 496-3457 or your assigned **Safety and Health Specialist**.



IN-PERSON INFO: COVID-19 AND LABORATORY SAFETY TRAINING FOR SUMMER INTERNS

COVID-19 SAFETY

OVERVIEW OF SUMMER INTERN LABORATORY AND COVID-19 SAFETY

https://www.training.nih.gov/events/view/_2/6528/

This one-hour training will provide summer interns an overview of important safety-related topics, resources, and helpful contact information to prepare them for a safe learning experience this summer. It will be offered virtually twice: Wednesday, May 8th, 3:00-4:00 pm (ET) and Wednesday, June 1st, 11:30 am-12:30 pm, (ET). ALL in-person interns must attend one of these sessions before their starting date; virtual interns are also invited.

THE NIH COVID-19 SAFETY PLAN

<https://ors.od.nih.gov/sr/dohs/safety/NIH-covid-19-safety-plan/Pages/default.aspx>

This site lays out the expectations for NIH personnel working onsite. It is based on current guidance from the Centers for Disease Control and Prevention (CDC) and the Safer Federal Workforce Task Force (SFWT). It is updated each Friday to reflect the community levels of COVID-19 in the counties where NIH facilities are located, and the safety requirements for all campus personnel change based on community virus level.

When the community level increases from low to medium, for example, physical distancing in NIH buildings changes from being optional to requiring six feet and testing goes from being optional to being required for all non-vaccinated individuals on campus. When community level increases to high, masks are required rather than being optional.

You will also find information on the following important topics on the site:

- [Asymptomatic testing services](#)
- [Vaccinations](#)
- [Self-monitoring for COVID-19 symptoms](#)
- [What to do if you test positive for COVID-19](#)
- [Facial coverings](#)
- [Staff wellness](#)
- [Tips on being safe while travelling](#)

Be certain to check the site regularly for information on the community COVID-19 level on your campus.

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities, including summer students. The Division of Occupational Health and Safety offers several **required** laboratory safety courses that summer research trainees must complete within 30 days of beginning to work in a laboratory. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. Note: Students will be allowed to complete laboratory safety training before they have received their NIH ID badges.

NOTES: The descriptions in this section apply only to the Bethesda campuses. If you are interning at a different campus, make certain you complete any required laboratory safety training.

INTRODUCTION TO LABORATORY SAFETY

The online introductory course in laboratory safety is **mandatory** for **all new laboratory research trainees**. It must be completed prior to attending any other courses or working in an NIH lab. The course introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards that are found in NIH research laboratories. It provides instruction on how to prevent exposure to these hazards and procedures for emergency response. The course also covers NIH waste-handling procedures as well as methods to ensure the research laboratory is free from common physical hazards. It provides information on NIH security policies and procedures. To access the online course, go to <https://www.safetytraining.nih.gov>. This course can be accessed from any computer, private or NIH owned.

LABORATORY SAFETY REFRESHER COURSE (ONLINE TRAINING COURSE)

All **returning summer interns** must complete a one-hour mandatory computer-based **Laboratory Safety Refresher Course** that provides updates on safety procedures and policies that govern laboratory safety at the NIH. The refresher course should be completed online at: <https://www.safetytraining.nih.gov>.

Registration for all Division of Occupational Health and Safety Training can be completed at the same website.

BLOODBORNE PATHOGEN TRAINING

WORKING SAFELY WITH HIV AND OTHER BLOODBORNE PATHOGENS FOR NON-HOSPITAL PERSONNEL

This online course is for all individuals working with bloodborne pathogens. Attendance at this program is mandatory for research personnel who work with or who may be exposed to

- human blood, body fluids, and/or tissues;
- human or nonhuman primate retroviruses;
- hepatitis B and C viruses;
- other bloodborne pathogens;
- animals or their housing.

The course provides research personnel with information on working safely with bloodborne pathogens in NIH research laboratories in accordance with the OSHA Bloodborne Pathogen Standard. This course specifically discusses work practices in Biosafety Safety Level 2 and 3 laboratories, common causes of exposure, and the use of controls to prevent exposure. The course outlines steps to take in case

of a potential exposure and reviews medical pathological waste disposal procedures.

Working Safely with HIV and Other Bloodborne Pathogens will be offered several times a month during the summer. For the course schedule and to register, please see <https://www.safetytraining.nih.gov>.

Please note: Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule.

BLOODBORNE PATHOGEN REFRESHER TRAINING

This online course provides annual refresher training for research laboratory personnel who may potentially be exposed to bloodborne pathogens during their work in the research laboratory and have previously attended **Working Safely with HIV and Other Bloodborne Pathogens**. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. Summer researchers who have completed the **Working Safely with HIV and Other Bloodborne Pathogens** course within the last three years can complete the refresher course instead of the full bloodborne pathogen course. Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens.

To register for any Division of Occupational Health and Safety course, please use the online registration program available at <https://www.safetytraining.nih.gov>. This can be accomplished **from ANY computer, private or NIH owned**.

IN-PERSON SUMMER STUDENT SAFETY TRAINING REQUIREMENTS AT A GLANCE

NEW STUDENTS	
UNDER 18 YEARS OLD	18 YEARS OLD AND OVER
Introduction to Lab Safety (online training)	Introduction to Lab Safety (online training) Bloodborne Pathogen Training
RETURNING STUDENTS	
UNDER 18 YEARS OLD	18 YEARS OLD AND OVER
Lab Safety Refresher Training (online)	Lab Safety Refresher Training (online) Bloodborne Pathogen Refresher Training (online)

RADIATION SAFETY

We do not mandate that all summer students or trainees 18 years of age or older entering labs posted for radioactive material take the **Radiation Safety Orientation (RSOR)** online module http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_orientation.html, we simply recommend it for general awareness purposes. It is up to the posted lab's Authorized User (AU), usually the PI, to ensure that anyone entering the lab is properly trained (which could mean many things, depending on what that person is actually doing in the posted lab). Minors who are 17 years old can work with radioactive material ONLY AFTER receiving special permission from the NIH Radiation Safety Officer (RSO) via the RSO's signature on the application form (see requirements at <http://drs.ors.od.nih.gov/training/Pages/minor.aspx>). Minors who are simply working in a posted lab (and not working with or using radioactive material) should be trained. However, again, while we recommend they take the RSOR, it is up to the lab's AU/PI to require that training.

Anyone (including all Summer Interns) planning to handle radioactive materials must (1) register with Division of Radiation Safety (DRS) http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html, (2) complete a **dosimeter evaluation form (DEF)**, http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/dosimetry_form.html, and (3) take the **Radiation Safety in the Laboratory (RSL)** course, prior to beginning research.

You can call 301-496-2255 to register for the RSL class or do so online at http://drsportal.ors.od.nih.gov/pls/onlinecourse/training/start_registration.html. If you are a returning summer student, you do not need to repeat this course, as long as you have taken it within the last four years. You do, however, need to call 301-496-2255 to be reactivated in the Radiation Safety database (assuming you were inactivated when you left) and complete a revised DEF. The Division of Radiation Safety can also provide you with your DRS number at that time upon request. Individuals who have been away from the NIH for more than four years must retake the RSL course.

2020 RSL courses will be held online and can usually be completed in less than four hours.

Optional "Practical Exercise" training is now available

- Spill response and recovery drills are provided to help Users gain experience in the event that radioactive contamination escapes a working boundary.
- Drills are scenario-based and are tailored to the working environment of the student.
- Practical exercise training is required if a User plans to participate in activities covered under a DRS protocol.
- This additional training is required for minors age 17.

You will need to use a computer that has access to the NIH network to take the Radiation Safety courses and view the DRS website.

ANIMAL CARE AND USE

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free and fulfill Federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may register online at <https://oacu.oir.nih.gov/training-resources> or by calling the OACU at 301-496-5424.

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Students who will be working with animals under the direction of a senior scientist must complete **Guidelines for Animal Users** before beginning their work. The course is offered in an online, web-based format. It describes proper care and use of animals in a research laboratory. Additional discussion of animal handling, restraint, and breeding is presented to assure humane management of the animals.

The online course takes approximately 90 minutes to complete but does not have to be finished in one sitting.

WORKING SAFELY WITH NONHUMAN PRIMATES

This course is required for all trainees who will be working with nonhuman primates (NHP). You will learn about the normal behavior of NHP to help prevent injury and exposure to pathogens, such as Herpes B-virus, that are transmissible to humans. The course, which consists of a video, handouts, and a quiz, is given on an individual basis at the animal facility.

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

The **Rodent Workshops** are optional opportunities to learn manual handling, sampling, and restraint techniques used in the laboratory with live animals. These half-day, small-group sessions provide an opportunity for individual instruction by certified laboratory animal technologists.

Hands-on Mouse Workshops are offered during the summer. See <https://oacutaining.od.nih.gov> to register. You can start registering six weeks in advance, but note that the registration closes two weeks before the scheduled date of each workshop. **Hands-on Rat Workshops** may be offered upon request.



THE 2022 SUMMER INTERNSHIP PROGRAM

SUMMER INTERNSHIP PROGRAM ACTIVITIES

The summer program plan will consist of multiple elements. Each intern will work with his/her mentor to create a summer plan that supplements the intern's project, virtual or in-person, with other career and scientific development activities to help the intern explore his/her interests and create a meaningful full-time experience. Here is a brief list of your summer options with links that will connect you to additional information.

RESEARCH PROJECT

Most important: Each intern will focus a significant part of his/her effort and time on a **virtual or in-person summer project**. You will work on your project under the supervision of your summer mentor.

SUMMER INTERNSHIP CURRICULUM

The **summer intern curriculum**, provided by OITE, will include orientations for both HS-SIP and SIP interns in addition to series of workshops addressing becoming a resilient scientist (with associated discussion sessions), career development for high school students and graduate and/or professional school preparation for college students, and career development and science skills.

These workshops are scheduled for Tuesday, Wednesday, and Thursday afternoons to permit interns in the western time zones to participate. The workshops (but not the orientations or discussion groups) will also be available to interested students in the extramural community, as they were last year. You will find the detailed schedule for HS-SIP at https://www.training.nih.gov/hs-sip_schedule_of_events and a table summarizing the complete summer schedule at https://www.training.nih.gov/nih_summer_internship_curriculum. Watch for the following:

Monday

[HS-SIP] Becoming a Resilient Scientist (for high school students): A series of workshops (4 weeks) that will cover

wellness and resilience; self-talk (cognitive distortions and imposter fears); self-advocacy and assertiveness; and feedback resilience. Workshops will be presented on July 5 (NOTE: this is a Tuesday), 11, 18, and 25 and will be followed by small group discussions.

Tuesday

[HS-SIP] Career Development Series for High School Students and Recent Graduates: (5 weeks, June 28 through August 2), topics include Applying to College, Leadership and Self-awareness, Career Exploration, Effective Communication, and Success in College. **Students who attend at least four workshops (or watch the recordings by August 15th) will be eligible to receive a certificate of completion.**

Becoming a Resilient Scientist (for students in college and beyond): A series of workshops (4 weeks) that will cover wellness and resilience; self-talk (cognitive distortions and imposter fears); self-advocacy and assertiveness; and feedback resilience. Workshops will be presented on June 7, 14, 21, and 28; each will be followed by a small group discussion on **Thursday**.

Wednesday

[SIP] Graduate & Professional School Preparation: Much of what you need to know to get into graduate school or professional (e.g., medical, dental, veterinary, pharmacy) school and do well.

Thursday

Career Development and Science Skills: Sessions will cover topics such as creating CVs and resumes, leadership skills for scientists, job search strategies, talking science, and creating and presenting virtual posters.

Remember: All workshops will be available as **recordings on the OITE YouTube Channel** after they have been captioned (NOTE: In cases where the workshop was presented in essentially the same form in 2020 or 2021, that recording may be available instead of a 2022 recording).

TWO IMPORTANT SUMMER TRAINING EVENTS

Overview of Summer Intern Laboratory and COVID-19

Safety: This one-hour training will provide summer interns an overview of important safety-related topics, resources, and helpful contact information to prepare them for a safe learning experience this summer. It will be offered virtually twice: Wednesday, May 18th, 3:00-4:00 pm (ET) and Wednesday, June 1st, 11:30 am-12:30 pm, (ET). **ALL in-person interns must attend one of these sessions before their starting date;** virtual interns are also invited. **If you are unable to attend either of these sessions, you can watch a recording of the training by clicking on one of the registration links.**

Ethics in Research Environments for Summer Interns:

This important training session is scheduled for Friday, July 1st, 10:00 am-12:00 pm. **We recommend that all summer interns, both in-person and virtual, attend.** After a discussion of the importance of the responsible conduct of research, the session will focus on the use of animals in research, human subjects research, identifying research misconduct, data and authorship, and how research misconduct is handled.

INTENSIVE SUMMER SERIES

The Intensive Summer Series are described below; be certain to note the intended audience for each. **Check the Summer Series webpage for dates and times.**

Note: Registration for the Intensive Summer Series will be open to interns in the 2022 Summer Internship Programs only. Before registering for either of these courses, please discuss your summer schedule and commitment to your research group with your supervisor. You will need permission from your supervisor to participate in the OITE curriculum.

Clinical Trials

Clinical Trials are research studies in which human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of new treatments and therapies. This summer series will offer information about clinical trial design, analysis, and ethics, as well as the presentation of clinical protocols currently taking place at the NIH Clinical Center.

(This two-week summer series is for undergraduate, graduate, and professional school students.)

Health Disparities Summer Series

This summer series will offer summer interns the opportunity to learn about health disparities, enhance their knowledge of gaps in health outcomes, explore the

relationship between biomedical science and society in addressing the elimination of health disparities, and highlight the important role science communications play.

The series will begin with an introduction to health disparities, which will provide an overview of the behavioral, social, and cultural factors related to individual and population health and health disparities throughout life. Weekly speaker-led seminars followed by journal club discussions in small groups will focus on health disparities in addiction, mental health, and sexual and gender minority health. Students will have the opportunity to discuss their questions with topic experts in breakout rooms. Throughout the series, students will be expected to participate in group projects, which will be presented at the end of the series.

(This six-week Summer Series is for undergraduate, graduate, and professional school students.)

SUMMER JOURNAL CLUBS

Journal clubs are small groups that get together to read scientific papers on a topic of joint interest. By participating, you can meet other summer interns, learn about new techniques and discoveries, and develop the ability to read papers critically. As in past years, we have offered more advanced NIH trainees the opportunity, working in pairs, to run a 4- to 6-week journal club during the period between June 13th and July 29th. NOTE: In summer 2022, all journal clubs will be meet virtually.

You can read more about the 2022 journal clubs and sign up at https://www.training.nih.gov/summer_intern_journal_clubs.

IN THEIR OWN WORDS: THE NIH EXPERIENCES AND CAREER PATHS OF PRIOR AND CURRENT NIH TRAINEES

In this series, past and current NIH summer interns and postdocs from disadvantaged backgrounds and groups underrepresented in the sciences will talk about their research and share insights into what it's like to work at the NIH. They will also discuss their educational and career journeys, including their paths to the NIH and the challenges they faced along the way.

THE NIH LIBRARY

<https://www.nihlibrary.nih.gov>

Since the onset of the pandemic, the library has ensured that its services can be easily accessed virtually; now

in-person interns can also visit the library itself. Visit the library website, <https://www.nihlibrary.nih.gov/> to check out its services.

The library provides access to the journals, databases, and ebooks on which you will depend as an intern. In addition, Library services include

- Comprehensive searches
- A systemic review service to assist you with all the steps involved in writing a review article, from identifying a question to publishing the results of your efforts
- Bioinformatics support
- Translations
- Bibliometrics
- Editing
- A busy schedule of courses (find the calendar at <https://www.nihlibrary.nih.gov/training/calendar>) that includes offerings in data science, scientific writing, genomics, and AI
- Online tutorials
- JOVE Science Education videos; online biomedical and life sciences lectures from HSTalks

Work with your summer mentor(s) to make certain you learn how to make good use of all these services and tools.



SPECIAL SUMMER EVENTS

SAVE THE DATE!

NIH 2022 VIRTUAL GRADUATE & PROFESSIONAL SCHOOL FAIR

The Virtual NIH Graduate and Professional School Fair will provide an opportunity for attendees to prepare for the next step in their careers by exploring educational programs leading to the PhD, MD, DDS, MD/PhD, and other graduate and professional degrees. Last year, more than 300 programs from across the U.S. (graduate schools, medical and dental schools, schools of public health, and other biomedically relevant programs) participated in the Virtual Fair in the hopes of recruiting future students; this year, more than 300 institutions have again registered. In summer 2022, the fair will welcome all interested college students, postbacs, and other young scientists.

The 2022 Virtual NIH Graduate & Professional School Fair will consist of (1) live workshops on getting to graduate and/or professional school (July 18th, 2022) and (2) online exhibitor sessions - the opportunity for you to learn more about the participating institutions and programs (July 19th through 21st, 2022).

LIVE SESSIONS: Monday July 18th, 2022, all ET

12:00-12:50 pm	Welcome from the NIH Office of Intramural Training & Education
1:00-2:00 pm	PANEL: Getting into a PhD Program in the Biosciences
2:10-3:10 pm	PANEL: Getting to Medical School
3:20-4:20 pm	PANEL: MD/PhD: Is It for You?
4:30-5:30 pm	TBD

For more information on the fair, go to https://www.training.nih.gov/gp_fair.

MARK YOUR CALENDAR!

2022 SUMMER LECTURE SERIES

June 24, 2022

A Conversation with Dr. Larry Tabak

Lawrence A. Tabak, DDS/PhD

Acting Director, National Institutes of Health

2:00-3:00 pm (ET)

July 5, 2022

A Conversation with Dr. Janine Clayton

Janine Clayton, MD

Associate Director for Research on Women's Health, NIH

Director, NIH Office of Research on Women's Health

1:00-2:00 pm (ET)

July 14, 2022

A Conversation with Dr. Tony Fauci

Anthony S. Fauci, MD

Director, National Institute of Allergy and Infectious

Diseases, NIH

Chief Medical Advisor to the President of the United States

11:00-11:45 am (ET)

Accommodations

American Sign Language interpreting services, CART services, and other reasonable accommodations are available upon request. Individuals who need interpreting services and/or other reasonable accommodations to participate in this event, should contact **OITE-EventServices@od.nih.gov** or the NIH Interpreting Office directly, via email, at **niha@interpreting.com**. **Requests should be made at least five business days in advance, when possible, in order to ensure interpreter availability.**



VIRTUAL SUMMER POSTER DAY 2022

OVERVIEW

Summer Poster Day 2022 will take place virtually on August 3rd and August 4th. Registration will open June 13th and close July 7th.

The event will be hosted on Fourwaves. All visitors and participants must register on the event website to attend.

If you are a summer intern, Summer Poster Day is your time to share the research and creative projects you have been conducting at the NIH with the broader NIH community and your family and friends! At the same time, you will develop your communication and networking skills.

Any student (high school, college, medical/dental, or graduate) working in an intramural research group this summer may present. You might not have results, but you can still present background information on your project, any data you may have collected, or a discussion of the technical problems you encountered. You can present ideas on and approaches to a project. Although your presentation will be virtual, we hope you will receive questions and comments about your work, just as you would at an in-person poster session. You can also practice communicating your scientific ideas and results with broader audiences. We hope this event will bring our mixed in-person and virtual community closer.

More information on Summer Poster Day is available on the [OITE Website](#).

REGISTRATION

Please remember that publishing data anywhere has intellectual property implications. If you want to include data that might result in patentable ideas (or if you are uncertain) be sure you have the permission of your PI to share everything in your presentation. In fact, regardless of what you want to present, get your PI's permission before you submit.

When you register, you will be asked the title of your presentation. Be certain to discuss the title with your supervisor IN ADVANCE.

Registration Link: Registration will open June 13th and close July 7th.

Note: To register for Summer Poster Day, you will need an **active** NIH email address and a MyOITE account with **User Type** = "NIH Trainee/Fellow" and **Trainee Type** = "Summer Interns" on the OITE website. Please wait until you have an NIH email account and can access it, then create a MyOITE account and register for Summer Poster Day.

If you register, confirmation of participation in the event will be emailed by July 15th. At that time, you will receive information regarding your poster assignment (number, session, and time) and instructions for preparing your presentation.

CREATING YOUR POSTER

VIRTUAL POSTER REQUIREMENTS: CONTENT AND DESIGN

Include the following components in your poster presentation:

- Title and Author Information:
 - Title
 - Authors
 - Institute or Center names, logos
- Content:
 - an introduction (providing background information),
 - a brief statement of the purpose of the project,
 - a description of materials and methods used, and
 - a summary of results and conclusions.

Here are some other general guidelines for laying out your poster:

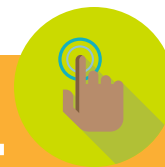
- A light background with dark text is easiest to read.
- Use one font and style to integrate all portions of your poster.
- Label graphics directly and use tables for small data sets.
- Keep your title simple and consider using it to state the conclusion or focus of your study.
- Figures, diagrams, and bullet points are better than paragraphs of text.
- A general rule of thumb is to allow 40% of your space for graphics, 20% for text, and 40% for white space.

Begin to write and proof-read your poster several weeks in advance. You should develop and practice a short (3 to 5 minute) verbal description of the work that you can present to colleagues who “attend” your poster session.

Resources to help you design your poster include

- **“Creating and Presenting Virtual Posters” workshop:** June 30, 1:00-2:30 pm, ET. If you are not able to attend, please [watch the video](#) of an earlier workshop.
- Poster Preview Sessions: July 27-29 and August 1, 2:00-4:00 pm, ET; we will answer all your questions
- Your research mentor/supervisor

Visit the [Poster Day webpage](#) for information on the Technical Requirements for your Virtual Poster.



VIRTUAL DESKTOP INFRASTRUCTURE: HOW VIRTUAL SUMMER INTERNS WILL GET THINGS DONE

WHAT IS VIRTUAL DESKTOP INFRASTRUCTURE?

VDI is a technology that allows a summer intern to access a virtual desktop environment from a **personal or government computer**. The NIH VDI solution you will be using will provide you access to

- NIH email and standard NIH applications (Microsoft 365, web browsers, Adobe Reader)
- Web conferencing tools (e.g., Webex, Zoom)
- File-storage and -sharing tools like OneDrive and SharePoint
- Scientific applications through Biowulf or an IC computer (e.g., Matlab, graphpad, python)
- NIH enterprise systems including Biowulf, QVR, nVision, and the NIH Library

HOW DO I GET ACCESS TO VDI?

Accessing VDI is a four-step process: (1) you need to get an Active Directory account in the NIH Enterprise Directory and the associated username and password, (2) your Active Directory account must be added to your IC's VDI security group, (3) you must set up multi-factor authentication so that you can use your personal computer to access the VDI, and (4) you will download/login to the VDI.

GETTING AN ACTIVE DIRECTORY (AD) ACCOUNT IN NED, THE NIH ENTERPRISE DIRECTORY

Your Administrative Officer (AO) will create a NED entry for you. The system will automatically generate a request (email) that you enter your own Personally Identifiable Information (PII) into NED.

If you are under age 18, the AO will request that you complete a paper copy of Form HHS 745 and mail it to your IC. This reflects the fact that minors must also provide parental/legal guardian consent for them to undergo the necessary security screening, and the consenting process is not supported by the secure NED portal. **TWO IMPORTANT NOTES:** (1) The parent/legal guardian's signature on Form HHS 745 **must be notarized**. (2) **Do not send the form**

via email! Unencrypted email is not sufficiently secure for transmission of PII. Instead use the US Postal Service.

When your AO approves your NED record, three things happen: (1) A NED ID number and NIH Active Directory (AD) account are created for you. (2) The Office of Research Services, specifically the Division of Police Services, at the NIH is notified to conduct a security check against the NCIC (National Crime Information Center) database maintained by the FBI. (3) A list of required computer security courses you must complete (*NIH Information Security Awareness Course* and *Securing Remote Computing*) is sent to you.

When your NCIC check and required training are completed, your AD credentials (user ID and temporary password) are authorized. Someone in your IC will conduct **Virtual Identity Proofing (VIP)**. You will be asked to display 2 forms of acceptable identification during a video interview. Acceptable forms of identification include

- Driver's license
- Social security card
- Passport
- Birth certificate
- School ID card with photograph

All documents must be unexpired, and at least one must be a photo ID. For a full list of acceptable identification documents see: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

After your identity is verified, your IC will provide you the user ID and temporary password for your AD account and enroll the you in multi-factor authentication (MFA).

MULTI-FACTOR AUTHENTICATION (MFA) DOWNLOADING/LOGGING INTO VDI

Find detailed descriptions of these processes, developed by our colleagues in the Center for Information Technology (CIT), at https://www.training.nih.gov/introduction_to_vdi#CIT%20Documentation.

WHAT WILL I NEED TO MAKE THIS WORK?

You will need

- A Windows or Mac computer to access your VDI instance (NOTE: The desktop will be a Windows 10 machine.)
- An iOS or Android device (tablet or phone) for the MFA process
- Internet connectivity

Please notify your Summer Coordinator immediately if you do not have access to these resources. You will find a list of Summer Coordinators later in this handbook.



IN-PERSON INFO: GETTING SETTLED INTO YOUR NIH CAMPUS

NIH SECURITY

The National Institutes of Health is the Federal focal point for biomedical research in the United States. The main campus in Bethesda, MD is surrounded by a perimeter fence designed to keep the campus safe and secure.

Individuals wishing to enter must either present an NIH ID badge or be checked in each day as Visitors. The NIH requires a security investigation on all summer students prior to issuance of their NIH ID badges. The Division of Personnel Security and Access Control (DPSAC) is the principal component within NIH responsible for managing access onto campus.

WHAT YOU CAN DO BEFORE ARRIVING AT THE NIH

All summer interns at the NIH will require a fingerprint check against the FBI database to receive an NIH Restricted Local Access (RLA) ID Badge. You can get this process started before coming to the NIH by requesting that your Summer Coordinator enter your information into NED, the NIH Enterprise Directory. The system will generate a request that you enter your own Personally Identifiable Information (PII) into NED.

If you do not enter your information into NED, you will be required to fill out a PIV (Personal Identity Verification) Badge Request Form (HHS-745), which the Summer Coordinator for your Institute will provide you, and turn the form in to Building 31, Room 1B03. However, not taking care of entering your information into NED before you arrive will significantly increase the time it takes to get your NIH ID badge and computer access, so we recommend that you take care of this in advance.

Note: Summer students under the age of 18 must also provide parental / legal guardian consent to undergo the necessary security screening. Parental / legal guardian consent is not available using the secure NED portal. These students must complete a **paper copy** of the HHS 745.

IMPORTANT NOTE: the parent/legal guardian's signature on the FORM HHS 745 **must be notarized**.

If you submitted your Badge Request Form in a timely fashion and have been entered into NED by your Institute, you will receive an email with instructions on how to make an appointment to be fingerprinted and photographed for your badge. For more information about the fingerprint process please visit: <https://ors.od.nih.gov/ser/dpsac/services/enrollment-services/Pages/default.aspx>.

You will need to bring 2 Forms of acceptable identification to the fingerprinting appointment such as a:

- Driver's license
- Social security card
- Passport
- Birth certificate
- School ID card with a photograph

All documents must be unexpired, and one must be a photo ID. For a full list of acceptable identification documents see: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

The fingerprint results will be sent to the NIH within one to two days. DPSAC will receive the fingerprint results from Office of Personnel Management (OPM) and update your record. Individuals with a successful fingerprint check will then be notified via email that they have been authorized for an RLA ID badge. The email will contain instructions on how to schedule an appointment to pick up the badge. For a view of the step-by-stop process see: <https://ors.od.nih.gov/ser/dpsac/services/know-before-you-go/Pages/getting-your-badge.aspx>.

In summary, you can receive your badge as soon as (1) your contact information has been entered in NED and (2) the fingerprint check has been successfully completed. Your ID badge will be valid for the duration of the summer and should be turned in when you leave NIH.

BACKGROUND CHECK: To be approved for logical and physical access to NIH facilities and systems, candidates must be able to pass a Federal background check using Standard Form-85 (https://www.opm.gov/forms/pdf_fill/sf85.pdf). NOTE: Section 14 of the form asks "In the last year, have you used, possessed, supplied, or manufactured illegal drugs?" The question pertains to the illegal use of drugs or controlled substances in accordance with Federal laws, even though permissible under state laws.

SUMMER STUDENTS AT REMOTE LOCATIONS

Summer interns who will be reporting to NIH locations outside of Bethesda, like Rocky Mountain Laboratories (RML), NIEHS-Research Triangle Park (RTP), Baltimore, or Frederick, will receive fingerprint checks administered by appropriate local security staff. DPSAC will review the results of the fingerprint check and notify the students when they have been authorized for a RLA ID Badge. These remote locations will have local badging stations. Summer interns working at these locations should contact their local security office for information on where to obtain an RLA ID Badge and/or schedule an appointment. For contact information on all campuses see: https://ors.od.nih.gov/sr/dpsac/services/badge-issuance/Pages/getting-your-badge.aspx#summer_remote.

YOUR NIH ID BADGE AND EMAIL ACCOUNT

For your convenience, the NIH will issue you an ID badge and, perhaps, an NIH email account. You should use them only in your official dealings with the NIH. **IMPORTANT NOTE: Do not use your NIH email account outside the NIH or in social (or social media) situations. It is extremely important that you not give the impression that you speak for or represent the NIH.**

PREPLACEMENT MEDICAL EVALUATION

<https://www.ors.od.nih.gov/sr/dohs/HealthandWellness/OccupationalMedical/Pages/Summer-Student-Evaluations.aspx>

WHO NEEDS A PREPLACEMENT MEDICAL EVALUATION?

Summer trainees are required to complete a preplacement medical evaluation **before beginning laboratory work ONLY** if they will be working

- in Building 10 (all areas),
- with human blood, body fluids, or tissues,
- with human pathogens (infectious agents),
- with patients, (i.e., have any patient contact or work in patient care areas)
- with hazardous chemicals, (select carcinogens, reproductive toxins, or acutely toxic chemicals) or
- with animals (specifically, live vertebrates).

If one of these conditions applies to you, you should receive the evaluation prior to starting work or no later than two weeks after your start date. The OMS hopes to complete all these evaluations before July 1st.

HOW IS A MEDICAL EVALUATION ARRANGED?

Preplacement medical evaluations are provided by the **Occupational Medical Service (OMS)**. OMS is also where you go if you have a work-related health emergency while at the NIH.

OMS is located on the Bethesda campus in Building 10, Room 6C306, and the main phone number is 301-496-4411. Summer interns working in Baltimore at the Biomedical Research Center (BRC) should visit the OMS clinic at 251 Bayview Blvd, Suite 200, BRC Building Room 01B210. The phone number in Baltimore is 443-740-2308. In Frederick, trainees should visit the clinic at 8200 Research Plaza Room 1B116 on the Integrated Research Facility (IRF) campus of Fort Detrick. The number there is 301-631-7233.

There is no charge for this visit. You should schedule your appointment within two weeks of your start date. **Read more about this process.**

The appointment will take approximately 20 minutes. OMS has tailored the evaluations to meet interns' individual needs as well as the requirements of the NIH. Please take the following steps to expedite your evaluation:

- Have your personal health care provider (HCP) complete a **Documentation of Immunization form** (this will help prevent your receiving an unnecessary immunization);
- If you cannot document your response to a tuberculin skin test within the past twelve months, have your HCP place and read a tuberculin skin test prior to your appointment in OMS (this will eliminate a second visit to OMS);
- If you are not yet 18 years old, have your parent or guardian complete the **Authorization for Treatment of a Minor** form;
- Please submit the required forms to OMS, either in person to Building 10, Room 6C306, by fax (301-402-0673), or by email: oms@mail.nih.gov.

Once OMS has received your completed forms, they will contact you to schedule the preplacement medical evaluation. It is very important that you provide OMS with the best way to contact you.

If you will work with nonhuman primates, or be in their presence, please mention this to OMS prior to your preplacement medical evaluation, as they may need to conduct additional tests. Minors who arrive at OMS without the **Authorization for Treatment of a Minor** form will not be seen.

LIMITATIONS ON THE ACTIVITIES OF MINORS

If you are under eighteen years of age at the time that you participate in the Summer Internship Program, you will be considered a minor, and the activities in which you can participate will be restricted. The following limitations will apply.

Minors may not work with

- radioactive isotopes;
- nonhuman primates;
- select agents (for example, Ebola and anthrax);
- human and nonhuman primate blood, body fluids, or tissues;
- human and nonhuman primate retroviruses; or
- select carcinogens, reproductive toxins, and acutely toxic chemicals as outlined in the NIH Chemical Hygiene Plan.

In addition, minors may not work in laboratories designated Biosafety Level 3 or Biosafety Level 4.

SUPERVISION OF STUDENTS IN LABORATORIES

It is the responsibility of your principal investigator to ensure your safety at the NIH. You can assist in this endeavor by making certain that the following principles are applied:

- You must be directly supervised at any time you are working with potentially hazardous materials.
- You must be appointed under a hiring authority (as an IRTA/CRTA or FTE) or as a Special Volunteer so that proper insurance coverage applies.
- If you are a minor, your parents should sign a consent form that correctly describes your activities, to permit you to work in the lab.
- You must complete laboratory safety training.

TRANSPORTATION TO THE NIH AND PARKING

Summer Coordinators will be furnished with one-day parking passes for your first day. This one-day dashboard permit (only available between May 1 and June 30) will authorize you to park in Multi Level Parking 11, which is located on Rockville Pike at Gateway Drive. After you park, proceed to the Gateway Center (Building 66) to get a Visitor's badge. At the end of the day you will be required to surrender the one-day permit to the attendant at the parking booth.

Once you have been entered into NED (see above) and you have a NED ID number, you may apply for Transhare. You are encouraged to apply for Transhare soon after you arrive to the NIH campus by going to the NIH Parking Office (see below).

You can commute to the NIH in several ways:

TRANSHARE

The NIH Transhare Program provides commuter subsidies to qualified individuals who use mass transit to and from work. Summer interns, volunteers, and fellows are eligible. Subsidies are issued in the form of a SmartTrip card – similar to a credit card with a magnetized strip – that is used for transit payments. This subsidy is valid on Metro, local DC area buses, MARC/VRE trains, commuter buses, and vanpools.

Individuals who live in the National Capital Region and agree to use mass transportation for commuting between home and the work place are eligible for a transit subsidy. Complete information on the program can be found at <http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx>.

To apply for the NIH Transhare Program, you must fill out a "NIH Transhare Program Application" form in the Employee Transportation Services Office (ETSO), commonly known as the NIH Parking Office (Building 31, Room 1A11). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit, which is based on the distance you travel. Misrepresentation of your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services (DATS) uses the WMATA (Metro) Trip Planner found at <https://wmata.com>.

Transhare subsidies will be available for the length of your internship.

The following links provide more detailed information on public transportation in the NIH area:

- Parking Office
 - Hours: 8:00-11:00 am and 12:00-4:00 pm, Monday through Friday (closed for lunch)
 - Location: Building 31/Room 1A11
 - Phone number: 301-496-5050
 - Email: nihparkingoffice@ors.od.nih.gov
- NIH Transportation website: <http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx>
- Woodglenn Park and Ride Commuter Lot, Rockville, MD: <http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx>
- NIH Main Campus Map: <http://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx>

- Metro Bus and Rail: <http://www.wmata.com>
- Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express): <http://www.commuterpage.com/rail.htm>
- MetroAccess, curb-to-curb service for those unable to use public transportation: <http://www.wmata.com/service/accessibility/metro-access/index.cfm>
- Maryland Transit Authority, subway, bus, and train systems in Maryland: <https://www.wmata.com>

PARKING AT WOODGLEN PARK AND RIDE LOT IN ROCKVILLE, MD

Students may apply for Parking Permits at the NIH Parking Office located in Building 31/Room 1A11. The temporary "Summer Parking Permit" is a dashboard placard for satellite parking. Students must present their NIH ID and vehicle registration to obtain a permit. NIH To view a map detailing the satellite parking location visit: <http://www.ors.od.nih.gov/pes/dats/parking/Pages/montrose.aspx>. There is no fee to park at the satellite lot; however, failure to display a proper permit could result in your vehicle being towed at the owner's expense. NIH offers free shuttle services for the parking lot, the Woodglen Shuttle Route. Information on the schedule and route of the Woodglen Park and Ride Lot (Yellow Line) Shuttle can be found at <https://ors.od.nih.gov/pes/dats/NIHShuttleServices/Documents/WoodglenYellow.pdf>.

Note: Summer interns are not permitted to park on the main NIH campus. Those working at satellite locations may have access to parking at those locations. Ask your summer program coordinator.

Summer students who are handicapped and have handicap tags/hangers may park in any handicapped space on the campus that is not reserved for a specific NIH handicapped employee. Anyone who has handicap tags/hangers may also park at any metered space without paying.

BICYCLING

Those interested in bicycling to the NIH may find some links of interest here: <http://www.ors.od.nih.gov/pes/dats/nihbicycleprogram/Pages/default.aspx>.

NIH Bicyclists can transport their bicycles on three (3) of the NIH shuttles. We are ecstatic to announce that Campus Shuttles #32, #41 and Montrose Shuttle #34 are equipped with the same bike racks as Metro buses. For instructions on how to use the bike racks visit WMATA: <https://www.wmata.com/service/bikes/>.

SHUTTLES

The NIH runs several shuttle lines. All summer students can ride any NIH employee shuttle. Shuttles are available Monday through Friday, except Federal holidays. Some circle the Bethesda campus at regular intervals, while others connect the Bethesda campus with nearby NIH laboratories and offices such as those on Executive Boulevard and at Rockledge. You can find shuttle routes and schedules at <http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx>. Information on the NCI-Frederick Shuttle is posted at <http://ncifrederick.cancer.gov/Staff/Shuttle.aspx>.

Note: Real time updates on shuttle arrivals are now available: <http://wtsshuttle.com>.

FOLLOWING NIH RULES

PAYING TAXES ON YOUR SUMMER INCOME

Summer interns are generally appointed in one of two ways, as Student IRTAs/CRTAs (recipients of Intramural Research Training Awards; Cancer Research Training Awards in the NCI) or FTEs (Full-Time Equivalents or employees).

If you are paid as a Student IRTA/CRTA,

- you are considered a trainee, not an employee,
- social security taxes are not deducted from your stipend,
- no income taxes are withheld from your stipend,
- your "income" is reported on a Form 1099G as a **taxable grant**,
- if you earned enough during the year to be liable for income taxes, you must report the income shown on your 1099G on Form 1040 on line 21, "other income,"
- you should not indicate that you are self-employed or file a Schedule C.

If you are appointed as an FTE,

- you are considered an NIH employee,
- social security taxes are deducted and income taxes are withheld from your stipend,
- your income is reported on a Form W2 as **wages, tips, and other compensation**,
- if you earned enough during the year to be liable for income taxes, or if you are due a refund, you should report the income shown on your W2 on line 7 of Form 1040 or the equivalent line on Form 1040EZ or 1040A.

Before you leave the NIH, make sure the Office of Financial Management has your current address so they can forward tax information.

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the **NIH Office of Financial Management at 301-496-5635**.

If you are paid by the NIH via some other mechanism or by another agency, please contact the Administrative

Officer at the NIH responsible for your laboratory or the responsible administrator at the other agency for tax information. It would be best to do this before you leave the NIH at the end of the summer.

Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. If you have a tax liability, you must file a Federal Income Tax Return. If the government owes you money, it's in your own best interest to file.

NIH ANTI-HARASSMENT GUIDELINES AND RESOURCES

- Preventing and Addressing Harassment and Inappropriate Conduct: <https://policymanual.nih.gov/1311>
- Harassment Doesn't Work Here: https://www.training.nih.gov/harassment_doesnt_work_here
- NIH Policy Statement: Personal Relationships in the Workplace: <https://hr.nih.gov/working-nih/civil/nih-policy-statement-personal-relationships-workplace>

The National Institutes of Health (NIH) does not tolerate pervasive or severe harassment of any kind, including sexual harassment. Only in safe and respectful work environments can individuals grow and learn while carrying out the important work that supports the NIH mission. To foster a work environment free from sexual harassment, we want to ensure that individuals know their rights, where to report incidents of sexual harassment, and the resources available to them.

We appreciate that being a trainee complicates the process of reporting harassment. You may be worried about how your PI (or others in a position to influence your career) will respond; you may be concerned that you will have to change research groups; or you may fear that the process will affect your applications for school or jobs. Please note that the NIH Anti-harassment Policy prohibits supervisors or others in positions of power from retaliating against individuals who report harassment or report witnessing harassment.

Please visit Civil (<https://hr.nih.gov/working-nih/civil>) to learn more about the NIH Anti-harassment Policy and the procedures for reporting harassment at the NIH.

Please read the Civil Tool Kit for Trainees carefully (https://ohr.od.nih.gov/intrahr/Documents/civil/ManualChapter1311ToolkitforTraineesandFellows_508.pdf). It describes options for reporting harassment including options for that allow you to remain anonymous. If you wish to discuss the situation confidentially, you can reach out to the NIH Employee Assistance Program (<https://www.ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx>) or the NIH Office of the Ombudsman (<https://ombudsman.nih.gov/>).

The NIH Office of Intramural Training & Education (OITE) is committed to working with trainees who make harassment allegations, who report witnessing harassment, or who are implicated in harassing behavior. We will coordinate with NIH Civil and provide trainees guidance and support throughout the process.

Note that OITE staff are required to report allegations of harassment to the NIH Civil Program. However, OITE can make an anonymous report on your behalf. You can also make an anonymous report by calling the Civil Anti-harassment Hotline at 833-224-3829 or by completing an online form.

You can contact Dr. Sharon Milgram, OITE Director, to discuss reporting allegations of harassment or the related issue of workplace relationships (you can find the NIH policy statement on Workplace Relationships at <https://hr.nih.gov/working-nih/civil/nih-policy-statement-personal-relationships-workplace>). Dr. Milgram can be reached at 301-594-2053 or milgrams@od.nih.gov.

We all play a role in assuring that the NIH is free of harassing behavior. Harassment doesn't work here!



THINK ABOUT THE FUTURE

IMPORTANT PAPERWORK

Six to ten years from now you might be applying for a position that requires security clearance, for hospital privileges, or for a government job. Keep a copy of your IRTA/CRTA or other award letter in a safe place for when that day comes. The OITE does not keep records of who has been a trainee at the NIH. Before you leave, make sure the Office of Financial Management has your current address so they can forward tax information.

JOIN THE ALUMNI DATABASE

<https://www.training.nih.gov/alumni/register>

Former trainees are a huge resource! Regardless of where you go next, we would love to know what you are doing. Why should you consider joining the Alumni Database? Here are several reasons:

- First, what's in it for YOU? Networking! You will be helping to create a searchable database of potential colleagues that you can mine to meet your own needs and those of your students and friends.
- The OITE invites former NIH trainees to speak at events like the Career Symposium. The success of those ventures depends on our keeping in contact with a diverse group of NIH alumni that could include you.
- Applicants to NIH training programs often want to know where program participants go next. Where do NIH postdocs go to graduate or professional school? Where do NIH postdocs find jobs? You can help us provide those data.
- If you wish, you can become part of a worldwide network of NIH alumni who are willing to answer current trainees' questions about schools and jobs.

How does the database work?

- Information that you enter into the database will be made public, e.g., to applicants to NIH programs or in publications describing NIH programs, only in the aggregate; no personally identifiable information will be published.
- Your personally identifiable information (see below) will be included in the searchable database only if you authorize the OITE to include it. You can change your mind at any time.

- Only former NIH trainees with entries in the Alumni Database, current NIH trainees, and NIH staff will be able to search the Database.

You can update your educational and/or employment history and preferences at any time.

AFTER YOUR INTERNSHIP: COMING "BACK" TO THE NIH

NIH UNDERGRADUATE SCHOLARSHIP PROGRAM (UGSP)

The NIH Undergraduate Scholarship Program (UGSP) offers scholarship awards to undergraduate students from disadvantaged backgrounds who are committed to careers in biomedical, behavioral, and/or social science health-related research. The financial benefits of up to \$20,000 per year can be used to cover tuition, plus reasonable educational and living expenses. In addition to the scholarship, awardees are required to complete internships on the NIH campus during the summer and after graduation.

For more details regarding eligibility and to apply, visit the UGSP website, <https://www.training.nih.gov/programs/ugsp>. To request additional information, email ugsp@nih.gov.

POSTBACCALAUREATE INTRAMURAL RESEARCH TRAINING AWARD (IRTA)

The Postbaccalaureate Intramural Research Training Award (IRTA) is a program for US citizens or permanent residents who have (1) been awarded a bachelor's degree no more than 3 years prior to the activation date of the Traineeship or (2) completed a master's degree less than 6 months prior to the activation date of the Traineeship and who intend to apply to graduate school in a biomedical program or to professional (medical, dental, pharmacy, etc.) school during their tenure at the NIH or (3) eligible students who have been accepted into graduate or professional school and have written permission from their school to delay entrance for up to 1 year. The program includes more than 1600 students.

The program features

- the option of applying to the NIH Academy on Health Disparities (<https://www.training.nih.gov/programs/academy>);
- a Postbac Committee that plans social and community service activities;
- a monthly seminar series: three postbacs present their work in each session;
- workshops on applying to and interviewing for graduate or medical school, talking science, presenting a poster, preparing for the MCAT, etc.;
- workshops on career exploration, resilience, wellness, and leadership;
- access to the OITE Career Services Center, pre-graduate and pre-professional advising, and wellness advising;
- Postbac Poster Day in the spring;
- the Graduate & Professional School Fair in the summer;
- an official listserv (OITE-POSTBACS); and
- community service activities.

For more information, visit https://www.training.nih.gov/programs/postbac_irta.

GRADUATE PARTNERSHIPS PROGRAM (GPP)

The Graduate Partnerships Program (GPP) links the National Institutes of Health (NIH) to national and international universities in the training of graduate students. Participants get the best of both worlds – the academic environment of a university and the breadth and depth of research at the NIH. The program focuses on training the next generation of scientific leaders by accelerating communication and collaboration skills. Over 350 graduate students, representing more than 100 universities worldwide, work and study at the NIH.

Graduate students come to the NIH in one of two ways: 1) If you have an undergraduate degree and you would like to pursue a PhD in the biomedical sciences, you can apply to one or more of the GPP Institutional Partnerships. Students apply concurrently to the GPP and to a partner university. Enrollment is limited to US citizens and US permanent residents. 2) If you are currently enrolled in a PhD program and you would like to perform part or all of your dissertation research at the NIH, consider developing an individual agreement between an NIH investigator and your graduate university. Individual agreements are open to US Citizens, US permanent residents, and foreign nationals currently enrolled in a PhD or equivalent program.

All graduate students at the NIH are part of the GPP and can take advantage of the graduate student community and career and professional development services supported by the Office of Intramural Training & Education (OITE). For more information, visit <https://www.training.nih.gov/programs/gpp>.

PROGRAMS FOR MEDICAL, DENTAL, AND VETERINARY STUDENTS

The NIH Medical Research Scholars Program (MRSP)

The MRSP is a comprehensive, year-long research enrichment program designed to attract the most creative, research-oriented medical, dental, and veterinary students to the intramural campus of the NIH in Bethesda, MD. Scholars engage in a mentored basic, clinical, or translational research project in an area that matches their professional interests and career goals. MRSP Scholars witness, participate in, and collaborate on rigorous, hands-on research, with offerings across the full continuum of biomedical research—the bench, the bedside, and in between—including computational biology, medical informatics, and other emerging areas of contemporary science. Scholars augment their research experiences through journal clubs with peers and a lecture series to learn more about the scientific discovery process, as well as science policy, issues in bioethics, and emerging technologies. For more information about the MRSP, see <https://www.cc.nih.gov/training/mrsp/index.html>.

The NIH Clinical Electives Program (CEP)

The CEP provides opportunities for allopathic or osteopathic medical students and dental students to care for patients and explore clinical investigation during short-term elective rotations in more than 30 subspecialty areas. CEP is open to senior level students or MD-DO/PhD students in good academic standing who have completed (or are in the process of completing) their core clerkships in medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery. Most elective rotations in the specialty areas are offered for periods of four to twelve weeks, beginning usually on the first Monday of each month. Participants learn about the design and conduct of natural disease history studies, phase 1 or 2 clinical trials, and fundamental principles of translational medicine while evaluating or treating patients who are enrolled in investigational protocols in the clinics or on the wards of the NIH Clinical Center, the world's largest hospital devoted to human subject research. For more information, see https://www.cc.nih.gov/training/students/clinical_electives.html.



CONTACTS

CENTRAL SUMMER INTERNSHIP PROGRAM (SIP) COORDINATOR

Dr. Yewon Cheon
 Director, Postbaccalaureate & Summer Research Program
 Office of Intramural Training & Education
cheony@mail.nih.gov
 301-451-2018
 Room 2W17, Building 2

Summer Internship Program (SIP) Coordinators and Subprogram Coordinators are listed in the table below and on the following pages.

If you need additional information for a contact, such as phone number or address, you can look the individual up in NED, the NIH Enterprise Directory (<https://ned.nih.gov/search/search.aspx>).

Institute/Center	SIP Coordinator	HS-SIP Coordinator
Summer Internship Program (SIP) Coordinators		
Clinical Center (CC)	Deborah Aning; Jennifer Simmons	Jennifer Simmons
National Center for Advancing Translational Sciences (NCATS)	Carrie Watkins	Dr. Brittany Haynes
National Center for Complementary and Integrative Health (NCCIH)	Dr. Helena Ahn; Belinda Davis	N/A
National Cancer Institute—Center for Cancer Research (NCI-CCR)	Vi Black	Dr. Chanelle Case Borden
National Cancer Institute -Division of Cancer Control and Population Sciences (NCI-DCCPS)	Dr. Richard P. Moser	Dr. Richard P. Moser
National Cancer Institute—Division of Cancer Epidemiology and Genetics (NCI-DCEG)	Diane Wigfield	Dr. Jackie Lavigne
National Cancer Institute—Division of Cancer Treatment and Diagnosis (NCI-DCTD)	Paula Itnyre	Paula Itnyre
National Cancer Institute- Frederick National Laboratory for Cancer Research (FNLCR), Frederick Campus	Cathy Cullen	Cathy Cullen
National Eye Institute (NEI)	Dr. Cesar Perez-Gonzalez	Dr. Cesar Perez-Gonzalez

Institute/Center	SIP Coordinator	HS-SIP Coordinator
National Human Genome Research Institute (NHGRI)	Dr. Faith Harrow; Dr. Belen Hurle	Dr. Belen Hurle
National Heart, Lung, and Blood Institute (NHLBI)	Justine Dawes; Hannah Ku	Justine Dawes; Hannah Ku
National Institute on Aging (NIA)	Arlene Jackson	Lizzy Jackson Fleischman
National Institute on Alcohol Abuse and Alcoholism (NIAAA)	Richard Doucette	Richard Doucette
National Institute of Allergy and Infectious Diseases (NIAID)	Angela Harris	Angela Harris
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)	Dr. Robert Walker	N/A
National Institute of Biomedical Imaging and Bioengineering (NIBIB)	Marcella Canada; Michelle Ware	Marcella Canada; Dr. Nicole Morgan
Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)	Katherine Lamb; Dr. Erin Walsh; Veronica Harker	Katherine Lamb; Dr. Erin Walsh; Veronica Harker
National Institute on Drug Abuse (NIDA)	Dr. Stephen Heishman	Christie Brannock
National Institute on Deafness and Other Communication Disorders (NIDCD)	Karen Fischer	Karen Fischer; Dr. Elyssa Monzack
National Institute of Dental and Craniofacial Research (NIDCR)	Dr. Belinda Hauser	Dr. Belinda Hauser
National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)	Lorraine Moore	Lorraine Moore
National Institute of Environmental Health Sciences (NIEHS)	Katherine Hamilton	Katherine Hamilton
National Institute of Mental Health (NIMH)	Aneka Reid; Sandy Gomez	Aneka Reid
National Institute on Minority Health and Health Disparities (NIMHD)	Dami Kim	Dami Kim
National Institute of Neurological Disorders and Stroke (NINDS)	Dr. Angel de la Cruz Landrau	Dr. Angel de la Cruz Landrau
National Institute of Nursing Research (NINR)	Dr. Kevin Camphausen	N/A
National Library of Medicine (NLM)	Dr. Virginia Meyer	Dr. Virginia Meyer

Institute/Center	SIP Coordinator	HS-SIP Coordinator
NIH Summer Internship Program (SIP) Subprogram Coordinators		
OD - AMGEN Scholars Program at NIH	Dr. Ella Ulricke (Ülli) Klenke	
OD - Community College Summer Enrichment Program (CCSEP) and College Summer Opportunity to Advance Research (C-SOAR)	Dr. Erika Barr	
OD - Graduate Summer Opportunity to Advance Research (G-SOAR) and Graduate Data Science Summer Program (GDSSP)	Dr. Phil Ryan; Dr. Philip Wang	
OD - High School Scientific Training and Enrichment Program (HiSTEP)		Dr. Kristen Zukosky
OD - High School Scientific Training and Enrichment Program 2.0 (HiSTEP 2.0)		Dr. Laura Marler
OD - Undergraduate Scholarship Program (UGSP)	Dr. Darryl Murray; Dr. Moraima Castro	



USEFUL WEBSITES

The Office of Intramural Training & Education (OITE)	https://www.training.nih.gov
NIH RESOURCES	
The main NIH website	https://www.nih.gov
A quick way to find answers to your questions about the NIH	https://jumpstart.nih.gov
NIH Frequently Asked Questions	https://www.nih.gov/about-nih/frequently-asked-questions
The NIH Enterprise Directory (NED)	https://ned.nih.gov/search
NIH Online Orientation	https://ams.hhs.gov/amsLogin/SimpleLogin.jsp
NIH Security Information	https://security.nih.gov/Pages/Home.aspx
NIH RESEARCH & TRAINING RESOURCES	
NIH Intramural Research Program	https://irp.nih.gov
NIH Intramural Research—Scientific Focus Areas	https://irp.nih.gov/our-research/scientific-focus-areas
NIH Intramural Database (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	https://intramural.nih.gov/search/index.taf
<i>Guidelines for the Conduct of Research at the NIH</i>	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf
<i>Scientific Record Keeping Presentation</i>	https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/presentation-scientific_recordkeeping-april2014.pdf
<i>A Guide to Training and Mentoring in the Intramural Research Program at NIH</i>	http://sourcebook.od.nih.gov/sites/default/files/uploads/sourcebook/documents/mentoring/guide-training_and_mentoring-10-08.pdf
NIH Scientific Interest Groups	https://oir.nih.gov/sigs
NIH VideoCasting and Podcasting	https://videocast.nih.gov
NIH Laboratory Safety Training	https://www.safetytraining.nih.gov
Occupational Medical Service	https://ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx
NIH Library	https://www.nihlibrary.nih.gov/agency/nih
The NIH Office of the Ombudsman, Center for Cooperative Resolution	https://ombudsman.nih.gov

NIH AMENITIES & SERVICES	
Banking: NIH Federal Credit Union	https://www.nihfcu.org
NIH Calendar of Events	https://calendar.nih.gov/app/MCalWelcome.aspx
Fitness Centers	https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/
Food: Dining Centers	https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx
Health & Wellness	https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx
Gov.employee Classified Ads	https://govemployee.com/classifieds/
Volunteer: NIH Blood Bank	https://www.cc.nih.gov/bloodonor
NIH CAMPUS ACCESS & TRANSPORTATION	
NIH Baltimore Campus Map	https://irp.nih.gov/about-us/research-campus-locations/bayview-campus
NIH Bethesda Campus Map	https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx
NIH Frederick Campus Map	https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf
NIH Transshare: agree not to drive your car to the NIH and receive subsidies for public transportation	http://www.ors.od.nih.gov/pes/dats/Transshare/Pages/transhare.aspx
NIH Travel and Transportation Services including Campus Shuttle	http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx
Real Time GPS Shuttle Locations	https://wttsshuttle.com
Ride-On Map, map of Montgomery County, MD, bus routes	https://www.montgomerycountymd.gov/dot-transit/index.html
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties	https://www.wmata.com
OTHER RESOURCES TO HELP YOU GET SETTLED	
OITE Moving Guide	https://www.training.nih.gov/resources/justarrived
Craigslist	https://washingtondc.craigslist.org
<i>The Washington Post</i>	https://www.washingtonpost.com/regional/
<i>The Washington Times</i>	https://www.washingtontimes.com
<i>The Washington Examiner</i>	https://www.washingtonexaminer.com
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	https://www.freecycle.org/



IN-PERSON INFO: WASHINGTON METROPOLITAN AREA ACTIVITIES



EXPERIENCE THE DC AREA

While most of your time this year will be occupied with research, time in the Washington, D.C. area would not be complete without experiencing the sights of the city. The national capital is well known for its role as the seat of the US government, but it also has much to offer in the way of culture, history, and entertainment. Whether you are looking for art, music, nightlife, good food, or natural beauty, the choices in the DC metro area abound. The museums, parks, and historical sites listed here are just a sampling of the interesting places and events you can find around town. The following online guides are also useful:

<https://washington.org/>

<http://www.washingtonpost.com/goingoutguide/>

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