2012 - 2013
Postdoctoral Fellow Handbook

Computational Bioscience Program Administration
Research Complex 1, South Tower | Room 6115
http://compbio.ucdenver.edu
Ph: 303-724-3399
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# CPBS Program Directory

## Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Hunter, Ph.D.</td>
<td><a href="mailto:Larry.Hunter@ucdenver.edu">Larry.Hunter@ucdenver.edu</a></td>
<td>AMC Campus RC1-S, 6100</td>
<td>303-724-3574</td>
</tr>
<tr>
<td>Kevin Cohen, Ph.D.</td>
<td><a href="mailto:Kevin.Cohen@gmail.com">Kevin.Cohen@gmail.com</a></td>
<td>AM-Campus BDC; 2236</td>
<td></td>
</tr>
<tr>
<td>Robin Dowell, Ph.D.</td>
<td><a href="mailto:Robin.Dowell@colorado.edu">Robin.Dowell@colorado.edu</a></td>
<td>CU Boulder Campus Porter Biosciences, B160A</td>
<td>303-492-8204</td>
</tr>
<tr>
<td>Debra Goldberg, Ph.D.</td>
<td><a href="mailto:Debra@cs.colorado.edu">Debra@cs.colorado.edu</a></td>
<td>CU Boulder Campus Engineering Center, 734</td>
<td>303-492-9344</td>
</tr>
<tr>
<td>Carsten Görg, Ph.D.</td>
<td><a href="mailto:Carsten.Goerg@ucdenver.edu">Carsten.Goerg@ucdenver.edu</a></td>
<td>AMC Campus RC1-S, 6101</td>
<td>303-724-3355</td>
</tr>
<tr>
<td>Michael G. Kahn MD, Ph.D.</td>
<td><a href="mailto:Michael.Kahn@childrenscolorado.org">Michael.Kahn@childrenscolorado.org</a></td>
<td>TCH Pavilion, Bldg D, 4th Floor</td>
<td>720-777-6407</td>
</tr>
<tr>
<td>Katerina Kebris, Ph.D.</td>
<td><a href="mailto:Katerina.Kebris@ucdenver.edu">Katerina.Kebris@ucdenver.edu</a></td>
<td>AMC Campus Building 500, W3133</td>
<td>303-724-4363</td>
</tr>
<tr>
<td>Rob Knight, Ph.D.</td>
<td><a href="mailto:Rob@spot.colorado.edu">Rob@spot.colorado.edu</a></td>
<td>CU Boulder Campus Porter Biosciences B047A</td>
<td>303-492-1984</td>
</tr>
<tr>
<td>Sonia Leach, Ph.D.</td>
<td><a href="mailto:Sonia.Leach@gmail.com">Sonia.Leach@gmail.com</a></td>
<td>NJH, 1400 Jackson St Denver, CO 80206</td>
<td>303-388-4461</td>
</tr>
<tr>
<td>Tzu Lip Phang, Ph.D.</td>
<td><a href="mailto:Tzu.Phang@ucdenver.edu">Tzu.Phang@ucdenver.edu</a></td>
<td>AMC Campus RC2, 9003</td>
<td>303-724-6057</td>
</tr>
<tr>
<td>David Pollock, Ph.D., Director of Graduate Studies</td>
<td><a href="mailto:David.Pollock@ucdenver.edu">David.Pollock@ucdenver.edu</a></td>
<td>AMC Campus RC1-S 10111</td>
<td>303-724-3234</td>
</tr>
<tr>
<td>Michael Strong, Ph.D.</td>
<td><a href="mailto:StrongM@NJHealth.org">StrongM@NJHealth.org</a></td>
<td>NJH, 1400 Jackson St Smith Bldg., Rm A656 Denver, CO 80206</td>
<td>303-270-2782</td>
</tr>
</tbody>
</table>

## Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Thomas, Administrative Coordinator</td>
<td><a href="mailto:Kathy.R.Thomas@ucdenver.edu">Kathy.R.Thomas@ucdenver.edu</a></td>
<td>AMC Campus RC1-S 6115</td>
<td>303-724-3399</td>
</tr>
<tr>
<td>Dave Farrell, IT Coordinator</td>
<td><a href="mailto:Dave.Farrell@ucdenver.edu">Dave.Farrell@ucdenver.edu</a></td>
<td>AMC Campus RC1-S 10103</td>
<td>303-724-3320</td>
</tr>
<tr>
<td>Lynne Fox, AMLS, MA, AHIP, Education Librarian</td>
<td><a href="mailto:Lynne.Fox@ucdenver.edu">Lynne.Fox@ucdenver.edu</a></td>
<td>AMC Campus Library</td>
<td>303-724-2121</td>
</tr>
</tbody>
</table>
Mission Statement

The Computational Bioscience Program of the University Of Colorado School Of Medicine is dedicated to training computational biologists who aspire to achieve excellence in research, education and service, and who will apply the skills they learn toward improving human health and deepening our understanding of the living world.

The Computational Bioscience Program provides graduates with the foundation for a lifetime of continual learning. Our curriculum integrates training in computation and biomedical sciences with student research and teaching activities that grow increasingly independent through the course of the program. Our graduates are able to do independent computational bioscience research, to collaborate effectively with other scientists, and to communicate their knowledge clearly to both students and the broader scientific community.

The Computational Bioscience Program is committed to continually reviewing and improving its curriculum as the science and practice of bioinformatics evolves. The following four goals represent the foundation of the computational bioscience graduate education program at the University of Colorado.

Educational Goals and Objectives

Knowledge Goals
Graduates demonstrate their knowledge of core concepts and principles of computational bioscience, and the ability to apply computation to gain insight into significant biomedical problems. This knowledge includes mastery of the fundamentals of biomedicine, statistics and computer science, as well as proficiency in the integration of these fields. Graduates contribute to the discovery and dissemination of new knowledge.

Knowledge Objectives

1. Demonstrate knowledge of the scientific principles that underlie the current understanding of molecular biology, statistics and computer science.
2. Demonstrate an ability to productively integrate knowledge from disparate fields to solve problems in biomedicine using computational methods.
3. Demonstrate knowledge of the types and sources of data most commonly used in computational bioscience, including knowledge of all major public data repositories.
4. Demonstrate the knowledge of the classes of algorithms most often applied in computational bioscience, and their domains of applicability.
5. Demonstrate an understanding of the principles and practice of the scientific method as applied in computational bioscience, including experimental design, hypothesis testing, and evaluation of computational systems.

Communication Skills Goals
Graduates demonstrate interpersonal, oral and written skills that enable them to interact productively with scientists from both biomedical and computational domains, to clearly communicate the results of their work in appropriate formats, and to teach others computational bioscience skills. Graduates are able to bridge the gap between biomedical and computational cultures.
Communication Skills Objectives

1. Communicate effectively, both orally and in writing, in an appropriate range of scientific formats, including formal presentations, collaborative interactions, and the critique of others’ work.
2. Demonstrate familiarity with both biomedical and computational modes of expression, and be able to communicate clearly across disciplinary boundaries.
3. Demonstrate commitment and skill in teaching to and learning from students, colleagues, and other members of the scientific community.

Professional Behavior Goals

Graduates demonstrate the highest standards of professional integrity and exemplary behavior, as reflected by a commitment to the ethical conduct of research, continuous professional development, and thoughtfulness regarding the broader implications of their work.

Professional Behavior Objectives

1. Act in an ethically responsible manner, displaying integrity, honesty, and appropriate conduct at all times.
2. Recognize the limits of one’s knowledge, skills, and behavior through self-reflection and seek to overcome those limits.
3. Always consider the broad significance of one’s professional actions, including their implications for society and the living world.

Self-Directed and Life Long Learning Skills

Graduates demonstrate habits and skills for self-directed and life-long learning, and recognize that computational bioscience is a rapidly evolving discipline. Our focus is on the development of adaptive, flexible and curious scientists able to comfortably assimilate new ideas and technologies during the course of their professional development.

Self-Directed and Life Long Learning Skills Objectives

1. Recognize the need to engage in lifelong learning to stay abreast of new technologies and scientific advances in multiple disciplines.
2. Locate, evaluate and assimilate relevant new knowledge and techniques from a wide variety of sources.
The Graduate School

Directory

Barry Shur, Ph.D., Dean.................................................................Academic Office One, Room 1607
  Barry.Shur@ucdenver.edu

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  Milinda.Walker@ucdenver.edu ........................................303 724 2911

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  Fran.Osterberg@ucdenver.edu ..........................................303 724 2918

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  Brian.Meara@ucdenver.edu ...........................................303-724-2912

Susan Nagel, Business Manager ............................................Academic Office One, Room 1508
  Susan.Nagel@ucdenver.edu ............................................303-724-2917

Valerie Saltou, Postdoc Coordinator .......................................Academic Office One, Room 1501
  Valerie.Saltou@ucdenver.edu ...........................................303-724-2930

Webpage

http://www.ucdenver.edu/GraduateSchool

Postdoctoral Office

http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/post-doctoral-fellows.aspx

The Postdoctoral Office is responsible for developing, managing, and overseeing all aspects of the Postdoctoral program at UCD. This includes writing policy, establishing employment procedures as well as approving employment actions, developing training for all constituents, promoting postdoctoral communications and peer affiliations, and acting as liaison and resource on postdoctoral issues to UCD’s
administration, its schools, colleges and departments, as well as the postdoctoral constituency of potential, employed, or alum fellows. Contact the postdoc coordinator Valerie Saltou at Valerie.Saltou@ucdenver.edu or 303-724-2911 for further information.

Office of Research Development and Education

http://www.ucdenver.edu/academics/research/AboutUs/orde/Pages/orde.aspx

The office of Research Development and Education is here to help you find new research funding opportunities, navigating the landscape of proposal development, and much more!

Lynette Michael, Director Lynette.Michael@ucdenver.edu Downtown Campus 1380 Lawrence, Suite 300 303-315-5822
Priorities in the first few weeks

New Hire Checklist

✔ Submit payroll paperwork to Cathy Lambert, Pharmacology Office (RC1N, 6126 PH: 4x3562):
The Department of Pharmacology manages payroll for CPBS
Copies of:
  o Social Security Card or Passport
  o Drivers license or State ID card
Forms:
  1. Personal Data Worksheet (Personal Data Worksheet)
  2. Emergency Contact Form (Emergency Contact Form)
  3. Anschutz Medical Campus Electronic Directory (E-Directory) Log in and update your profile
     https://webapps.ucdenver.edu/EDIR/
  4. Direct Deposit Form (Direct Deposit Authorization Form) (Direct Deposit Authorization Form - Instructions)
     a. You MUST provide a voided personal bank account check
  7. Affirmation of Legal Work Status (Affirmation of Legal Work Status)
  8. Background Check Form (Background Disclosure and Authorization Form)
✔ Sign up and attend new employee orientation and sexual harassment class
✔ Obtain your campus employee ID card
✔ Enroll in health benefits plan
✔ Activate your University email account
✔ NLM Training Grant Recipients Only (see page 10)
  o Obtain and maintain an NIH eRA commons profile (https://public.era.nih.gov)
✔ Log into the UCD Access employee portal
✔ Become familiar with the Concur Travel & Expense System
✔ Start attending required weekly program seminar (see page 9)
✔ Start your Personal Development Plan (see page 12)
✔ Become familiar with the campus resources (e.g. parking, library, printing, etc. see page 13)
✔ Fill out and submit Contact Information form to CPBS Office (see page 21)

Payroll

The University issues all paychecks, including travel reimbursement, as direct deposits. Be sure to have a voided check available when filling out payroll forms. You will also be required to produce a driver’s license, passport, or state ID and a social security card for payroll purposes.

Mandatory Orientation & Class

Please visit the new employee orientation website and signup for orientation.
http://www.ucdenver.edu/about/departments/HR/training/Pages/NewEmployeeOrientation.aspx

Complete the required prevention of sexual harassment course. Learn how to prevent sexual harassment by using communication and consideration. Understand the two types of sexual harassment and how they impact others. Understand the university’s policy and what resources are available.
http://www.ucdenver.edu/about/departments/HR/training/Pages/PreventingSexualHarassment.aspx
Get your employee ID card

UC Denver access control cards are issued to all employees by the ID Badging Office located in Building 500, 1st floor, north of the Bookstore, in room N1207. During orientation, photos are taken and ID cards and RTD Passes are issued. Access Control cards serve the dual purpose of identification on campus and after normal business hours access control at a number of exterior and interior locations. Your card can be programmed to allow after hours parking in all gated lots (6 p.m. – 6 a.m. MF, and all day Saturday/Sunday) on the Anschutz Medical Campus. If you choose to request parking after hours (6 a.m. – 6 p.m.), your ID will be programmed for that access as well – you must check in at the Parking Office in Building 500, ground floor to have your card programmed for after hours parking. There is a $10 fee to activate your card for any parking service. Lost cards are replaced at no charge the first time. Fees are charged for subsequent losses.

Enroll in Health Insurance

You will receive a benefits packet in the mail shortly after your hiring paperwork is processed. However there is a very informative website you can visit for additional information https://www.cu.edu/pbs/benefits/new/.

Activate your University Email Account

Follow the steps below to claim your University of Colorado Denver Windows Live email account:

1. Visit https://myaccount.ucdenver.edu
2. You must enter the following information into the online form:
   - Employee ID #
   - Last Name
   - Day and Month of Birth
3. Click "Find Account". If successful, your First and Last Name will appear on the right.
4. You will need to complete your five security questions. Make a note of your replies for future use.
5. After completing your security questions, create a password with the following parameters:
   - Must be at least 8 characters long (letters, numbers or symbols)
   - It cannot contain more than 2 characters from your:
     Name, Username or Employee ID#
   - It cannot contain dictionary words longer than 4 letters or the following symbols (* - : , / < or >)
   - It cannot be one of your previous 12 University account passwords
   - Must contain a combination of three out of the four of the following:
     1. Upper-case letters (A-Z)
     2. Lower-case letters (a-z)
     3. Numbers (0-9)
     4. Symbols (! $ # or %)
6. Once you have created your password, click "Submit" to claim your account.

Email is the primary method of communicating campus events, meeting announcements, etc. so be prepared to check your email often! Forwarding your email to outside accounts may result in important documents being 'washed off' or entire emails disappearing – we suggest you keep and check your @ucdenver.edu often. If you have any difficulties accessing email while employed at the Anschutz Medical Campus, please contact the IT Services Helpdesk at 303/724-4357 (HELP) or email UCD-ITS-HelpDesk@ucdenver.edu.
Log into the Employee Portal

As an employee of the University you have access to a portal that will allow you to view your pay advice/check, update your address and emergency contact information, request travel reimbursement, view the holiday schedule and host of other vital announcements and resources. The portal uses the same credentials you established for your university email account. Log in at https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html.

Using the Concur Travel & Expense System

The Concur Travel & Expense System is accessed via your campus portal. Log in to your campus portal with your ucdenver.edu domain credentials. Then, locate your CU Resources section and, under the Business Applications area, select the Concur Travel & Expense System link. You will be securely transferred to the Concur Travel & Expense System.

Set up your profile

Your Profile within the Concur Travel & Expense System stores your personal information, some of which is required by the federal Transportation Security Administration (TSA) to fly. Your Concur Profile information will be referenced when you book a trip through Concur Travel or through Christopherson Business Travel. Step-by-Step Guide Updating Your Profile https://www.cu.edu/psc/help/od/pdf/SbS%20Updating%20Your%20Profile%20in%20Concur.pdf

Set up your delegates

Before you can travel or be reimbursed for anything you must add Kathy Thomas as a “prepare delegate” in your expense system profile. A delegate is an individual authorized to act, in the Expense System, on behalf of another person. Delegates are identified on the EXPENSE DELEGATES page, which is located under Profile. Click Profile from your Expense System home page (upper left corner of your screen), then click Expense Delegates (left-side menu). To add them, click Add Delegate. Search for the employee you wish to add as your delegate. You can search by name, employee ID, or email address. Select your delegate from the resulting list. Check the Can Prepare checkbox. The Can View Receipts checkbox will automatically appear checked as this gives your delegate the ability to view receipt images. If you would like your delegate to receive emails from the Expense System regarding your Expense System tasks (such as status changes, reminder emails, etc.), also check the Receives Emails checkbox. Click Save; a message will appear confirming your delegate has been saved. Step-by-Step Guide Identifying Delegates https://www.cu.edu/psc/help/od/pdf/Identifying%20Delegates%20SbS.pdf.

Submit a report for reimbursement


Travel instructions

1. First you must obtain approval from your PI for any travel.
2. After your travel is approved notify Kathy Thomas of your detailed travel plans. Please specify name of conference or school you are visiting, purpose, dates of travel, destination, preferred departure times and frequent flyer accounts (if applicable).
   • Booking flights is done in Concur via the CU Expense System. See directions below.
• Making hotel reservations is your responsibility. You will book and pay for your hotel, then be reimbursed after the travel is complete. You must present a detailed receipt to be reimbursed.

• Upon completion of your trip, you may be reimbursed for additional costs such as ground transportation and baggage. It is very important that you obtain an ITEMIZED receipt for any expenses you wish to claim. Please turn in all itemized receipts to Kathy Thomas promptly. More information on travel is available at https://www.cu.edu/psc/payables/travel.htm

• After returning from a conference you'll be asked to give a brief presentation of the meeting highlights and your participation.

Keeping In Touch

Mailboxes
Individual postdoc mailboxes are located at the North end of the hall on the 6th floor of RC1 South. If you are located on another floor or building, check with the local administrative staff person to find your mailbox.

Email Listserves
After receiving your firstname.lastname@ucdenver.edu email account, you will be added to the email listserves. These lists will keep you informed about seminars, meetings, and let you send out messages to the entire CPBS group.

Program Website
http://compbio.ucdenver.edu
Postdoctoral Fellows Page http://compbio.ucdenver.edu/pages/postdocfellows.html

Other Things You Need to Do & Know...

Weekly Events
All Postdocs are required to attend weekly Seminars and monthly Journal Club meetings. Seminars are scheduled on Monday’s from 2-3:30pm. Journal Club is scheduled the last Monday of each month from 2-3:30pm. A list of events can be found on our website, http://compbio.ucdenver.edu/pages/CBPCalendar.html

Mailing Address
Your Name
University of Colorado Anschutz Medical Campus
Computational Bioscience Program
Mail Stop 8303
12801 E. 17th Ave.
Aurora, CO 80045
**NLM Training Grant Recipient Requirements**

1. Obtain and maintain an NIH eRA commons profile ([https://public.era.nih.gov](https://public.era.nih.gov))
2. Submit an abstract and attend the annual NLM Informatics Training Grant Conference
3. Complete two University of Colorado HSC Library Courses (page 12 - BITS and NCBI course)
4. Attend weekly program seminars and journal club
5. Author (in conjunction with your mentor) a written training plan, making clear learning objectives, a research plan, and evaluation criteria
6. Audit the “Biomedical Informatics Ethics” course (CPBS 7605)
7. Have extensive interaction with the graduate students in the program
8. Guest lecture in CPBS 7711 – Methods and Tools in Biomedical Informatics or CPBS 7712 Research Methods in Biomedical Informatics
9. Attend the annual Rocky Bioinformatics Conference and submit an abstract for presentation
10. Publish and present work in increasingly prestigious venues

**Employee Discounts**

[http://www.ucdenver.edu/about/departments/HR/EmployeeDiscount/Pages/index.aspx](http://www.ucdenver.edu/about/departments/HR/EmployeeDiscount/Pages/index.aspx)

The human resources office manages a host of great discounts for University employees including 18% off your monthly cell phone bill (most major providers included). Be sure and get in on the deals!

**Leave Accrual**

For postdoc employed through the department of Pharmacology, vacation and sick leave are reported electronically [http://pharmacology.ucdenver.edu/leave/frm_domainLogin.php](http://pharmacology.ucdenver.edu/leave/frm_domainLogin.php). All other postdocs should check with their local department administrator for directions.

- Vacation and sick leave policy for all postdoctoral fellows, regardless of the source of funds used to support them, shall be 12 working days of vacation and 12 working days of sick leave per fiscal year for a total of 24 working days (or 192 hours) for full-time positions per fiscal year.
- Accrued (unused) leave shall be carried forward year to year during the term of employment, but with no payout at termination.
- Maximum accrual is capped at 44 working days (or 352 hours) of combined sick and vacation leave.
- Accrual and usage shall follow the prevailing University practices used for other employee classifications. Hours shall be accrued each month at the rate of one day (or 8 hours) each for sick leave and vacation leave, and available for use at the beginning of the next month. Prorated leave shall be accrued for partial month hires and for less than 100% appointments.
- Postdoctoral Fellows are eligible for Family Medical Leave per the standard criteria used for other campus faculty positions.
- Postdoctoral Fellows are afforded leave in accord with University policy for all employees for holidays, military duty, bereavement, and jury duty.
- Should University, State, or federally-supported grant policies change, requiring equitable change in the number of leave days/hours afforded those in postdoctoral fellow positions, the changes will be adjusted accordingly and become effective without requiring formal approval to this written policy.
2012-2013 Holiday Calendar

Holiday Schedule
Fiscal Year 2012-13

Common Holidays
The following holidays will be observed at both campuses. Offices not designated as essential services will be closed.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>Wednesday</td>
<td>July 4, 2012</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 3, 2012</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday</td>
<td>November 22, 2012</td>
</tr>
<tr>
<td>Christmas</td>
<td>Tuesday</td>
<td>December 25, 2012</td>
</tr>
<tr>
<td>New Years Day</td>
<td>Tuesday</td>
<td>January 1, 2013</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 27, 2013</td>
</tr>
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</table>

Campus-Specific Holidays

Denver Campus
Units specifically serving the Denver Campus and its colleges and schools will observe the following holidays:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>December 26, 2012</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 27, 2012</td>
</tr>
<tr>
<td>Friday</td>
<td>December 28, 2012</td>
</tr>
<tr>
<td>Monday</td>
<td>December 31, 2012</td>
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Anschutz Medical Campus
Units specifically serving the Anschutz Medical Campus and its colleges and schools will observe the following holidays:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>November 23, 2012</td>
</tr>
<tr>
<td>Monday</td>
<td>December 24, 2012</td>
</tr>
<tr>
<td>Monday</td>
<td>January 21, 2013</td>
</tr>
<tr>
<td>Monday</td>
<td>February 18, 2013</td>
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Consolidated Units
Consolidated units serving both campuses will remain open on the campus-specific holidays and each employee will request either the Denver Campus or Anschutz Medical Campus schedule for the fiscal year.

Holiday Policy
For more information and guidance on administering holiday leave, please see the Holiday Policy: http://administration.ucdenver.edu/admin/policies/hr/HolidayPolicy.pdf
Individual Professional Development Plan & Mentoring

It is important early on to establish an open and frequently used line of communication, with your mentor, and schedule regular meetings to discuss, not only your research, but also your professional goals. Identify which conference(s) you want to attend versus the conference(s) you want to present at, and discuss the budget feasibility and strategy. You may also want to discuss and develop a publication plan to help you maximize your time and energy while you are here. Also, it’s beneficial and we would like you to identify a pre-doctoral fellow whom you can mentor. Ideally, you will complete a professional development plan within 90 days of beginning as a Postdoctoral Fellow. An example plan is available from the Postdoctoral Fellow Office at http://www.ucdenver.edu/faculty_staff/research/postdoctoral/Documents/UCD%20Postdoc%20IDP-APR%20form.pdf.

The plan may give a general overview looking forward several years, but there should be more detailed plans for the coming year. Tips for completing a plan:

- Target dates should be included whenever possible. It will help direct effort.
- As goals are accomplished, notations should be made showing which goals have become accomplishments, and, if applicable, the item needs to be added to the CV, keeping it current.
- Goals not met in the first year can be moved into the plan for following years, or removed if no longer applicable.
- With these corrections, the form can be used for evaluation as well as planning.
- It is encouraged that both mentor and postdoc use this plan and its revisions as a beginning point of discussion, both to assess performance and in directing progress in career development.
- A current CV should accompany this form in discussions with your mentor.

Why should you do this? See rationale and recommendations from the Postdoctoral Advisory Committee.

- NPA Core Competencies (National Postdoctoral Association)
- AAMC Mentor/Mentee Compact (Association of American Medical Colleges)
- Career Planning Resources (National Postdoctoral Association)
- FASEB Individual Development Plan
- Enhancing the Postdoctoral Experience for Scientists and Engineers: A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies (2000)
- Committee on Science, Engineering, and Public Policy (COSEPUP)
Campus Resources

**AMC Bookstore**

[http://www.ucdenver.edu/student-services/resources/AMCbookstore](http://www.ucdenver.edu/student-services/resources/AMCbookstore)

The Anschutz Medical Center Bookstore provides the most complete inventory of Medical and Scientific books in the Rocky Mountain area. Over 3,000 titles are available for immediate shipment including an extensive selection of Medical titles in CD-ROM and PDA formats. Software is available at discounted education prices for faculty and students. Special orders for books and software are available for titles not in stock. The bookstore carries all books and products necessary for course work at the University of Colorado Denver Anschutz Medical Center.

**Location:**

Anschutz Medical Campus
Building 500; 1st Floor
13001 East 17th Place
Aurora, CO. 80045
303-724-2665 (4-BOOK)

The AMC Bookstore is located on the 1st floor of Building 500. When you enter building 500, go up one floor by elevator or stairs from the lobby entrance, from the stairs/elevator go north, until you see a set of double doors which enter the food court (old hospital cafeteria space) and turn east (right) to enter the bookstore.

**Hours:**

Monday - Friday
8:00 am - 5:00 pm

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**Health Sciences Library**

[http://hslibrary.ucdenver.edu/](http://hslibrary.ucdenver.edu/)

The UC Denver Health Sciences Library links people, reliable health sciences knowledge, and technology in support of effective learning, quality health care, vital research, and community service. The staff of the library strives for the highest quality services as they enhance access to the knowledge base of the health sciences, instruct users in information retrieval and management techniques, and acquire and organize a specialized collection of electronic, print and other resources in a cost-effective manner.

**Location:**

Health Sciences Library | University of Colorado Denver
Mail Stop A003
12950 E. Montview Blvd.
Aurora, CO 80045 | USA
Phone: 303-724-2152

**Hours:**

Monday - Thursday 7:00 am – 12:00 Midnight
Friday 7:00 am – 6:00 pm
Saturday 10:00 am – 6:00 pm
Sunday 10:00 am – 12:00 Midnight

Exceptions are posted on their website.

Lynne Fox is the Health Sciences Library Liaison to the Computational Bioscience Program and the Center for Computational Pharmacology. Lynne is assigned 10% of her time to assist with copyright issues in building text collections, annotation projects, and working with publishers/vendors to obtain text collections. Keep her in your network and let her know how she can help you. DON'T HESITATE TO CONTACT HER! Lynne does individual and small group training sessions related to the resources
mentioned below -- just let her know when you can meet. Possibilities include Mondays before the lab presentation or Wednesdays before lab meeting times. Lynne.Fox@ucdenver.edu or 303-724-2121.

You can book Library meeting or computer training rooms through the ESS scheduling system (http://schedule.ucdenver.edu/virtualems/) -- come by if you need to find out which rooms, what sizes, etc. The Library has a 40 laptop lab (can be divided into two rooms), televideo conference and av capabilities in most rooms, flat screens or projectors for presentations, and a small portable mic for use in some of the larger rooms without built in av.

IMPORTANT LIBRARY URLS:

Library Home Page - http://hslibrary.ucdenver.edu/

Health Sciences Library Orientation 101 - http://hslibrary.ucdenver.edu/education/library-orientation-tutorials.php Tips on using the library's resources and services in demonstration Flash videos. Other Tutorials of interest:

- Keeping Up: Organizing access to search alerts from the medical literature, blogs, and websites - http://hsl2.ucdenver.edu/education/KeepingUp.php
- NCBI "Introduction to Molecular Biology Resources" - http://www.nlm.nih.gov/bsd/disted/courses/molbio.html These recordings are from a 3 day course offered for librarians on the NCBI resources. Provides in-depth training on various NCBI resources.

Find Journals - http://hslibrary.ucdenver.edu/journals (to find journals with full text online)

Ask a Librarian - http://hslibrary.ucdenver.edu/aal/ Use our email and chat services to get answers to your questions.

Databases Page - http://hslibrary.ucdenver.edu/databases/

Databases for Computers/Information Technology - http://hslibrary.ucdenver.edu/databases/subject/119

Research Consultation - http://hslibrary.ucdenver.edu/research-support/consult.php

Classes - http://hslibrary.ucdenver.edu/classes/

Handouts - http://hslibrary.ucdenver.edu/handouts/

Tutorials - http://hslibrary.ucdenver.edu/online-tutorials

Subscribe to the Appendix: Official Organ of the Health Sciences Library (6/year email newsletter) - http://hslibrary.ucdenver.edu/newsletter/subscribe.php

PDA Resources - http://hslibrary.ucdenver.edu/pda-guide consult with lilian.hoffecker@ucdenver.edu if you have questions.

CiteULike - http://www.citeulike.org/ Store pdfs of articles at this website for access from anywhere. See http://hslibrary.ucdenver.edu/handouts/class-handouts/endnote-web.pdf for more instructions.

EndNote Web - http://www.myendnoteweb.com/ Go to http://hslibrary.ucdenver.edu/databases/by-title/Y, click on the Web of Science link, and click on "Please Register for More Features" in the upper right. Your WoS account will also be your EndNoteWeb account. See http://hslibrary.ucdenver.edu/handouts/class-handouts/endnote-web.pdf for more instructions.

iGoogle - http://www.google.com/ig Register and create a customized "dashboard" that you can log into from anywhere, use gadgets to see RSS feeds and other useful tools, see http://hslibrary.ucdenver.edu/handouts/class-handouts/igoogle.pdf

Personalize PubMed with My NCBI: Save searches, create collections, and view filtered subtopics when you are logged into My NCBI. Create your own account: click [Register] in upper right of the screen, then you can:

CREATE FILTERS TO SORT AND REFINE NCBI SEARCHES INTO MANAGEABLE SUBSETS:

View this tutorial for instructions for setting up these filters:

SAVE PUBMED SEARCHES AND RECEIVE PUBMED AUTOALERTS:

- While viewing the results from a search, click on "Save Search" (to the right of the search box)
- You will be asked "Would you like e-mail updates of new search results?" If you answer Yes, fill in the form provided with your email and delivery preferences. If you answer No, your search will be stored in a list in your My NCBI account.
- To find and run a search that has been saved, sign into My NCBI and click on the "My NCBI" link in the upper right corner.
- Find the search you want to run in the list and click on the search link to run the search. Click in the checkbox, then on the "What's new for selected" button at the bottom of the page.
- Delete old searches by clicking on the checkbox, then on the "Delete Selected" button at the bottom of the page.

If you use the PubMed link from the library's webpage, you will see our green Article Linker button.

If you use the URL pubmed.gov or any other link to PubMed, you will need to set up the "Outside Tool" to use the green Article Linker button.

- Login to My NCBI
- Click on My NCBI in the upper right
- Click on Preferences on the left, then "Outside Tool" in the list under PubMed (not SNP)
- Click on the letter "U"
- Find “University of Colorado at Denver Health Sciences Library” in the list, click on the button to the left of this listing. SAVE

My NCBI Collections: Save collections of citations for later reference. (Make sure the Internet Explorer popup blocker is off - Tools/PopUp Blocker/ Turn off)

- Sign in to My NCBI if you have not already done so.
- Run a PubMed search,
- Select Collections in the Send to menu.
- On the Save Collection pop-up window you may create a new collection or append to an existing collection, enter a collection name, and delete the saved items from the clipboard.

Parking and Transportation

Commuting to Campus
http://www.ucdenver.edu/life/getting-to-campus/Pages/driving-directions.aspx

Head to Parking and Maps for information on where to park, bike rack/bike locker locations, maps to get there, etc. The parking office is located on the 1st floor of Building 500, west side of the food court seating area.
Public Transportation
As a service to staff, students and faculty, the UC Denver Parking and Transportation Services sells bus passes, tokens and coupon books at a discount. This discount is only available to UC Denver students, faculty and staff at Anschutz Medical Campus. Photo ID is required to purchase at a discount. For more RTD information visit the RTD website.

Carpooling
http://zimride.ucdenver.edu/

UC Denver Zimride is a new, fun and easy way to find rides where you need to go or coordinate your daily commute. Zimride uses Facebook integration and Google Maps technology to make it easy for you to find a friend or fellow UC Denver classmate to share the ride with. It's simple!

Many people have flexible schedules. With Zimride you can even find someone for occasional carpools. Add your ride today and start saving! Thanks for making a more sustainable, social and fun form of transportation for our community.

If you have questions, contact our UC Denver Zimride Team, Jarrett.Smith@ucdenver.edu or Kerrie.Bathje@ucdenver.edu

UC Denver Shuttle Service

<table>
<thead>
<tr>
<th>Shuttle Bus Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>University shuttle bus runs on the schedule as outlined below. The bus runs between the Anschutz Medical Campus, National Jewish Health and the Lawrence Street Center downtown. Effective July 1, 2012 the designated bus stops for pick up and drop off are:</td>
</tr>
<tr>
<td>○ In front of Building 500 on the Anschutz Medical Campus (south side)</td>
</tr>
<tr>
<td>○ National Jewish Health on Harrison Street just south of 14th Avenue. (near the Fire Station)</td>
</tr>
<tr>
<td>○ In front of the main entrance to the Lawrence Street Center Building downtown</td>
</tr>
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**Shuttle Bus Schedule**

<table>
<thead>
<tr>
<th>Monday – Friday</th>
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<tbody>
<tr>
<td>Depart AMC to NJH</td>
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<tr>
<td>7:15</td>
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There is no charge for this bus service! Just simply show the driver your University ID or your National Jewish Health ID. Please arrive at the bus stop 2 to 3 minutes before the scheduled departure.

For more information & updates visit their website http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/ShuttleService.aspx or contact the University of Colorado Denver | Anschutz Medical Campus Manager of Parking and Transportation at (303)724-0049.
Recreation

On campus there are a few quadrangle areas which are good gathering places for volleyball, frisbee, football and other outdoor activities. You may checkout volleyball net sets, frisbees, etc., from the Student Assistance Office in Education II North, 3rd floor. 303-724-7686.

The Fitzsimons Golf Course is available for everyone to use. Call (303) 397-1818 for a tee time. Visit their web site at www.golfaurora.com/fitz.htm

Other facilities and parks close to the Anschutz Medical campus include:

- Moorhead Recreation Center
  2390 Havana Street, Aurora, CO 80010 (303) 366-1718
- Parklane Pool
  3200 Tucson Street, Aurora, CO 80011 (303) 341-2650
- Aurora Parks and Recreation:
  General’s Park (at the corner of Colfax and Peoria) Cottonwood Park, Sand Creek Park, Moorhead Park, Spencer Garrett Park, and Havana Park.

Disclaimer

This handbook, which includes parts of the Graduate School Rules, does not constitute a contract with the University of Colorado Graduate School nor with the Computational Bioscience Program, either expressed or implied. Both the Graduate School and the Computational Bioscience Training Program reserve the right at any time to change, delete, or add to any of the provisions or contents at their sole discretion. Furthermore, the provisions of this document are designed to serve as firm guidelines rather than absolute rules and exceptions may be made on the basis of extenuating circumstances.
Contact Information

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<td>Most recent degree</td>
<td>Year Awarded</td>
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Emergency Contact Information

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<tr>
<td></td>
<td>Relationship to employee:</td>
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<tr>
<td>Address same as Employee:</td>
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