

# Postdoctoral Scholar Handbook

**Provided by the UCI Office of Postdoctoral Affairs  
Graduate Division**

The purpose of this handbook is to provide a brief description of campus units that provide services and resources to UCI Postdoctoral Scholars. Reviewing this booklet enables the postdoctoral scholar to quickly acclimate to UCI and take advantage of its wealth of professional and personal development opportunities. Postdocs are encouraged to attend an orientation session and meet with the Postdoctoral Coordinator.

This booklet is available on the  
UCI Graduate Division-Postdoctoral Scholar/Orientation webpage

**UCI** Graduate  
Division

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## UCI Office of Postdoctoral Affairs (OPA)

Postdoctoral scholars play a vital role in supporting UCI's research mission. As such, UCI values their contributions to the campus and is committed to providing training and networking that helps them get to the next step in their careers.

The UCI Office of Postdoctoral Affairs (OPA) is housed within the Graduate Division. The OPA:

- provides campus orientation to incoming postdocs and serves as a resource to postdocs from all disciplines.
- informs postdocs of professional development training programs and workshops provided by the Graduate Resource Center and other campus entities.
- supports the development of successful mentoring networks between UCI faculty and postdoctoral scholars.
- maintains postdoctoral scholar records.
- advises and supports the UCI Postdoctoral Scholar Association (PDA).

### Who's Who

**OPA Coordinator**- Point of contact for postdoctoral scholars  
Mary Frances Ypma-Wong, PhD [m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu)  
117 Aldrich Hall, 949- 824-5196

**OPA Director**-Celina Mojica, PhD

### Vice Provost and Dean of Graduate Division

Frances Leslie, PhD  
Professor of Pharmacology, Anatomy & Neurobiology

### Postdoc Orientation

Orientation is held quarterly at the Graduate Resource Center (GRC). Dates and details are provided on the [GradDiv-Postdoc webpages](#).

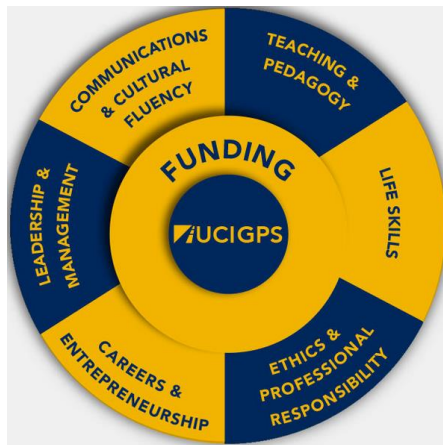
Topics include:

- Postdoc Scholars Benefit Plan
- UCI Graduate Professional Success (GPS) Initiative

- Individual Development Plan (IDP)
- Campus and Professional Development Resources
- Welcome from Postdoctoral Association (PDA)
- Presentation by Postdoc Union- UAW Local 5810

## UCI Graduate Professional Success- GPS

The UC Irvine Graduate Division is committed to supporting graduate students and postdoctoral scholars in developing a strong professional identity and career plans. Working in partnership with several campus entities, our Graduate Resource Center offers activities organized around a wheel of seven themes:



### Individual Development Plan

All postdoctoral scholars are strongly encouraged to conduct a self-assessment and establish plans for improving specific competencies during their UCI postdoctoral appointment by completing an **Individual Development Plan (IDP)** with their mentor. The IDP process will guide the postdoc on how to take advantage of UCI's many resources. Postdocs are encouraged to meet with the OPA coordinator to delineate the resources that best support enacting the IDP. The [GradDiv-Postdoc Career Development webpage](#) contains links to several IDP templates.

## Highlight Events for Postdoctoral Scholars

- Postdoctoral Scholar Appreciation Week is a national celebration held the third week of September. Both social and professional development events are provided.
- The UCI Annual Postdoc Symposium “Postdocs at the Forefront” is held in early Fall. The symposium includes “Ted-style” talks, poster sessions and a social hour.
- The Office of Postdoctoral Affairs and Postdoctoral Association (PDA) host several professional and social events throughout the year.

## How to Stay Informed

- Read the Weekly Postdoc Post. This mid-week email contains information on upcoming events and pointers to maximize the postdoc experience
- Subscribe to the OPA [Google calendar](#)
- Bookmark the Postdoc Weekly Update [webpage](#)
- Bookmark the UCI Postdoctoral Association (PDA) [webpage](#)
- Join the PDA Facebook [group](#)
- Join the Postdoctoral Scholars and Scholar Alumni [LinkedIn](#) group
- Read periodic discipline specific emails regarding professional development, funding and employment opportunities
- Subscribe to desired [UCI Today](#) calendar feeds

Information for Postdoctoral Scholars is posted within the Graduate Division-Postdoctoral Scholar webpages



**UCI** Graduate Division

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Postdoctoral Scholars

Postdoc Orientation

PostDoc Weekly

Career Development

Graduate Resource Center

Funding Opportunities

Employment

UCI Library Resources

Housing

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Child Care

### Postdoctoral Scholars

Postdoctoral scholars play a vital role in supporting UCI's research mission. Postdocs provide full-time support and expertise for faculty-led research projects, mentor graduate and undergraduate researchers, and – because many come from outside the United States – provide international perspectives in their research areas. As such, UCI values their contributions to the campus and is committed to providing training and networking that helps them get to the next step in their careers.



## UCI Postdoctoral Association (PDA)

The UCI Postdoctoral Association (PDA) is committed to building a vibrant postdoctoral community at UC Irvine. They identify resources and create partnerships throughout campus, with the goal of enhancing the professional development of UCI postdocs.

The PDA is led by a steering committee of postdocs; responsibilities are shared to minimize the time commitment. The PDA and OPA meet monthly and work together to provide numerous events for postdocs throughout the year. Participating on the PDA provides postdocs an opportunity to develop leadership skills and become involved in the UCI community.

### PDA Steering Committee Meetings

All UCI Postdocs are invited to attend and plan events.  
First Wednesday of the month- 12:00-1:00pm  
Biological Sciences III, Rm 2120

### Monthly Postdoctoral Scholar Picnic

Postdocs usually gather for an informal brownbag lunch  
Once of month. Dessert is provided.  
12:00-1:00pm in Aldrich Park  
Details provided via Postdoc Post & Postdoc Facebook page

**Upcoming PDA events** are included in the weekly Postdoc Post, and posted on the Postdoc Weekly Update [webpage](#), the [PDA website](#) and [PDA Facebook](#) page. Examples include:

Setting up your Own Lab  
Grant Management  
Combatting Imposter Syndrome  
Nonprofit/ government careers panel  
Optimizing Presentations  
Grant Writing Strategies  
Exploring the Field of Medical & Regulatory Affairs  
Mock Interview Practice

Holiday Party  
Trip to Joshua Tree National Park  
Trip to Mount Baldy  
Halloween Pumpkin Carving  
Summer BBQ and International Potluck  
Beach Bonfires  
Bowling Parties



## **Postdoc Peer Support- Writing and Presentations**

### **PoWER Groups**

**Postdoc Writing Editing and Review** groups provide a quiet and productive atmosphere

- Organized to postdocs' preferences and writing timelines.
- Motivate members to complete projects and meet deadlines.

Our current group meets every Friday, 8:30-10:30am, BioSci III, Rm 1120  
New groups can be formed according to postdoc schedules. Contact Mary F. Ypma-Wong, [m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu) for more information.

### **FOCUS Seminar Series**

The Postdoctoral Scholar FOCUS seminar series provides an opportunity for postdocs to choose the discussion format (e.g. research talk, teaching demo). Colleagues from a range of disciplines attend and give feedback.

Scheduled on the 3<sup>rd</sup> Thursday of the month from 12:00-1:00pm at Graduate Resource Center

**Flexible:** Postdocs determines the type of discussion or presentation.

**Open:** Non-hierarchical; creative discussions and feedback are encouraged.

**Cross-discipline:** Research is increasingly specialized, having interdisciplinary discussions opens up new avenues of thought.

**Uplifting:** Colleagues support each other and depart with innovative ideas.

**Strategic:** These sessions help all participants better strategize next steps.

### **Requirements**

- Contact Mary Frances Ypma-Wong, [m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu) to be added to the presentation schedule.
- The presenter must bring at least one person to support the discussion.
- All discussions are confidential and not recorded, unless desired by the presenter.

## Funding and Grant Writing Resources

Postdoctoral scholars often apply for funding in that supporting their own research is a worthy goal and learning to navigate the grant writing and application process is an important facet of career development. The OPA sponsors grant writing workshops; information about the workshops and resources are posted on the Graduate Division-OPA [funding webpage](#).



### Funding Resources

*Resources to help postdoctoral scholars find and apply for funding*

<a href="#">2018 Grant Writing Workshops for Postdoctoral Scholars</a>	<a href="#">more +</a>
<a href="#">UCI PoWER Groups- Postdoc Writing Editing &amp; Review</a>	<a href="#">more +</a>
<a href="#">Grant Writing Support Documents</a>	<a href="#">more +</a>
<a href="#">Funding Databases and Select Fellowships</a>	<a href="#">more +</a>
<a href="#">Funding Announcements</a>	<a href="#">more +</a>
<a href="#">NIH Career Development Awards (K)</a>	<a href="#">more +</a>
<a href="#">NIH Ruth L. Kirschstein Postdoctoral Individual National Research Service Awards</a>	<a href="#">more +</a>
<a href="#">National Science Foundation Resources</a>	<a href="#">more +</a>
<a href="#">Nature Masterclasses- Online Certificate Course</a>	<a href="#">more +</a>
<a href="#">NIH Public Access Mandate- Compliance Training</a>	<a href="#">more +</a>

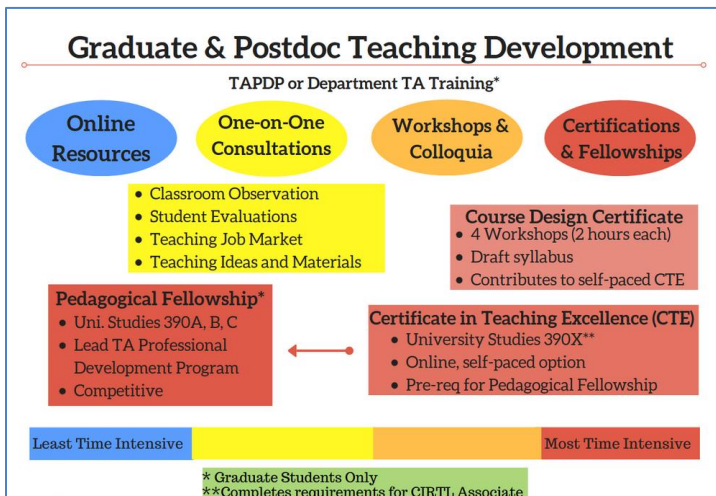


## Graduate Resource Center (GRC)

The Graduate Resource Center is supported by the Graduate Division. The GRC offers workshops and certificate programs designed to support the professional and personal development of graduate students and postdocs. GRC programs develop writing, communication and mentoring skills, and support wellness and work-life balance. Workshop topics include strategies to find and obtain funding, optimizing the CV and resume, refining interview and salary negotiation skills, and creating a personal brand. Postdocs can meet individually with a career counselor and writing consultants, and receive assistance preparing fellowship, grant and employment applications. Check the GRC website for quarterly schedule. Questions? Email [grc@uci.edu](mailto:grc@uci.edu) or call 949-824-3849.

## Division of Teaching Excellence and Innovation (DTEI)

The Division of Teaching Excellence and Innovation (DTEI) is part of the Office of the Vice Provost for Teaching and Learning (OVPTL). Their goal is to discover and communicate evidence-based practices that improve student learning. The following image summarizes some of the main DTEI offerings for postdocs; check their website for additional details about programs and services and join the mailing list to learn about new programs. Questions? Email [DTEIdevelop@uci.edu](mailto:DTEIdevelop@uci.edu) or call 949-824-6060.



## **Center for the Integration of Research, Teaching & Learning**

UCI-GPS-CIRTL is a partnership between Graduate Division and the Division of Teaching Excellence and Innovation (DTEI). Postdocs can participate in the programing at several levels, depending on their interests and career goals. Postdocs can earn certificates that document mastery of CIRTL core ideas, including evidence-based teaching, diversity and teaching as research. Levels of participation are described on the UCI CIRTL website.

### **UCI Office of Research**

The UCI Office of Research (OR) provides central campus administrative support for UCI's research programs with several units facilitating campus research activities. The OR website includes information about facilities and services available to postdocs, research funding, research protection, integrity in research (RCR), training and education. The Institute for Clinical and Translational Science (ICTS) provides training and additional educational opportunities for postdocs.

### **UCI Applied Innovation**

UCI Applied Innovation at "The Cove" facilitates connections between UCI and industry. Applied Innovation hosts a myriad of guest speakers, events and programs of interest to entrepreneurial postdocs. Subscribing to the Applied Innovation listserve is the best way to receive updates.

### **UCI Data Science Initiative**

The Data Science Initiative coordinates the activities of researchers and students across campus involved in various aspects of data science. The initiative includes courses in data science, including 1-day short courses on topics such as data analysis software (R, Python), data management, and predictive modeling, as well as a Data Science certificate from the Graduate Division. Subscribing to the DSI listserve to receive updates.

### **UCI GPS BIOMED**

GPS-BIOMED is an NIH-funded program for UCI graduate students and postdocs in the biomedical sciences, and part of the campus-wide Graduate Professional Success (UCI-GPS) initiative. GPS BIOMED

provides programming that introduces trainees to a variety of careers within the biomedical research workforce, and empowers them to become skilled researchers as well as polished professionals. Subscribing to the GPS BIOMED listserv is the best way to receive updates.

### **UCI Sponsored Brews and Brains**

Brew and Brains is an informal meeting at a local restaurant every other Tuesday evening where UCI researchers from a wide range of disciplines discuss their latest research in an informal setting with other UCI affiliates and individuals from the community. If you are interested in being a speaker, contact [info@brewsandbrains.com](mailto:info@brewsandbrains.com).

### **UCI DECADE**

The UCI DECADE (Diverse Educational Community and Doctoral Experience) mission is to increase the recruitment and retention of diverse students receiving doctoral degrees at UCI. Postdocs can learn about the program on the Graduate Division DECADE webpages. Postdocs are invited to join the journal club which encourages scholarly discussion pertaining to issues of diversity in higher education. Postdocs are also invited to attend the DECADE speaker series.

### **National Postdoc Association**

The National Postdoctoral Association (NPA) is a member-driven, nonprofit organization that provides a unique, national voice for postdoctoral scholars. Free membership includes a subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail alerts, and access to all member-only resources. You can sign up for a free affiliate membership using your UCI e-mail address.

### **National Center for Faculty Development and Diversity**

The National Center for Faculty Development and Diversity (NCFDD) provides professional development resources including webinars on a range of topics including meeting goals, improving writing regimens and balancing careers with children and other responsibilities. You can sign up for a free institutional sub-account membership to the NCFDD using your UCI e-mail address.

## Additional Campus Resources for Postdoctoral Scholars

The following pages are a compilation of resources available to Postdoctoral Scholars and is comprised of six sections. A digital version of these booklet is available on the Graduate Division-OPA-Orientation webpages.

1. [Getting Settled and Connecting](#)
2. [Health and Wellness](#)
3. [Academic Support and Research Equipment](#)
4. [Professional Development](#)
5. [Administrative and IT Support](#)
6. [Safety](#)

### Section 1: Getting Settled and Connecting

- Questions about Postdoctoral Scholar Issues? Need advice on how to complete your IDP?  
Contact Mary Frances Ypma-Wong, PhD  
117 Aldrich Hall-(949) 824-5196  
[m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu)
- New to UCI? Postdoctoral scholar orientations are held quarterly. Dates and details posted here.  
[grad.uci.edu/about-us/postdoctoral-scholars/post-doc-orientation.php](http://grad.uci.edu/about-us/postdoctoral-scholars/post-doc-orientation.php)
- Need a calendar for upcoming events for Postdocs?  
Book mark the Postdoc Weekly Update and subscribe to the OPA Google Calendar  
[grad.uci.edu/about-us/postdoctoral-scholars/postdoc-weekly.php](http://grad.uci.edu/about-us/postdoctoral-scholars/postdoc-weekly.php)
- Want to meet other postdocs by joining the UCI Postdoc Association (PDA)? The PDA organizes social and professional development events.  
[pda.grad.uci.edu/](http://pda.grad.uci.edu/)
- Want to join the National Postdoctoral Association?  
[nationalpostdoc.org/](http://nationalpostdoc.org/)  
You can sign up for free affiliate membership to the National Postdoctoral Association (NPA). Free membership includes subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail alerts, and access to all member-only content. Use your UCI e-mail address to enroll.

- Have questions about housing?  
[grad.uci.edu/about-us/postdoctoral-scholars/housing.php](http://grad.uci.edu/about-us/postdoctoral-scholars/housing.php)
- Have questions about biking around UCI?  
[bike.uci.edu/](http://bike.uci.edu/)
- Did you know UCI supports staff without cars and who bike by providing incentives including a limited number of sustainable parking permits?  
[parking.uci.edu/at/incentives/employee.cfm](http://parking.uci.edu/at/incentives/employee.cfm)
- Did you know you can purchase a discount OCTA bus pass?  
[parking.uci.edu/at/modes/octa.cfm](http://parking.uci.edu/at/modes/octa.cfm)
- Have questions about parking at UCI?  
[parking.uci.edu/permits/](http://parking.uci.edu/permits/)
- Need to set up banking?  
Check out Schools First Credit Union- a credit union for academics and a branch on campus. Additional info on PDA site.  
[schoolsfirstfcu.org](http://schoolsfirstfcu.org)  
[pda.grad.uci.edu/living-in-irvine/financial/](http://pda.grad.uci.edu/living-in-irvine/financial/)
- Need to purchase insurance?  
The Univ. of California has an agreement with California Casualty.  
[calcas.com/higher-educators](http://calcas.com/higher-educators)
- Questions about child care?  
UCI Child Care Services  
949-824-2100  
501 Adobe Circle Road  
[grad.uci.edu/about-us/postdoctoral-scholars/child-care.php](http://grad.uci.edu/about-us/postdoctoral-scholars/child-care.php)
- Are you an international scholar?  
Resources and advice is available through the International Center.  
949-824-7249  
G302 Student Center  
[ic.uci.edu/](http://ic.uci.edu/)  
J-1 Scholar Advisor- Ashley Browne- [abrowne@uci.edu](mailto:abrowne@uci.edu)

## Section 2: Health and Wellness

- Do you have questions about the Postdoctoral Scholar benefits plan? Garnett-Powers & Associates, Inc. is the administrator for PSBP.  
[clients.garnett-powers.com/pd/uc/](http://clients.garnett-powers.com/pd/uc/)  
UCI Contact-benefits@uci.edu and 949-824-5198
- Need academic support, help with time management or managing stress, assistance with effective communication, or referrals to campus services? Contact the Graduate Division Counselor  
Phong Luong, Psy.D (949) 824-0246  
120 Aldrich Hall  
[grad.uci.edu/about-us/postdoctoral-scholars/health-and-wellness.php](http://grad.uci.edu/about-us/postdoctoral-scholars/health-and-wellness.php)
- Need a safe and comfortable environment to discuss complaints, concerns or problems confidentially? The Office of the Ombudsman serves all postdocs as well as the entire UCI community. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved. The ombudsman acts as an independent, impartial resource. If a matter cannot be resolved, a referral will be made. When appropriate, the office can make recommendations regarding policy review and change.  
205 MSTB, (949) 824-7256  
<http://ombuds.uci.edu/general-information/>
- Need assistance concerning personal or work-related issues? Employee Assistance Program (EAP) offers no-cost, confidential assistance to help address issues faced by UCI faculty, staff (including postdocs) and dependents.  
844-824-3273  
[wellness.uci.edu/facultystaff/eap/introduction.html](http://wellness.uci.edu/facultystaff/eap/introduction.html)
- Need a workout, want to play a club sport, or learn how to cook healthy meals?  
Campus Recreation  
949-824-5346  
680 California Ave.  
[campusrec.uci.edu/](http://campusrec.uci.edu/)
- Did you know UCI Staff can get discounts at local area attractions?  
[asuci.uci.edu/store/tickets/](http://asuci.uci.edu/store/tickets/)

- Looking for a Lactation Support?  
[wellness.uci.edu/facultystaff/lactation.html](http://wellness.uci.edu/facultystaff/lactation.html)

#### *UCI Main Campus locations*

The Ctr for Student Wellness & Health Promotion, G319 Student Ctr  
Open M-F, 8 a.m. - 5 p.m. on a first come, first served basis, with a 30  
minute time allotment.

McGaugh Hall, Biological Sciences II, Room 1301, Open 24/7.

School of Social Ecology, Social Ecology I, Room 261

Open M-F, 7 a.m. - 11 p.m. Email Rick Orth ([rorth@uci.edu](mailto:rorth@uci.edu)) or visit the  
Social Ecology Student Service Office to request a key code.

UCI Child Care Services, Infant and Toddler Center, 533 California Ave  
This room is for Child Care employees and parents only.

UCI Law School, Suite 1000; for law school employees & students

#### *UCIMC Locations*

Douglas Hospital, room 4004 and room 6004

Keys are available from the atrium main lobby information desk  
on the first floor. After 9:30 p.m., a key can be obtained from the  
security desk.

Douglas Hospital, NICU room 4435

This pump room is for perinatal employees only. Key can be  
obtained in the NICU, L/D or DH46 units.

Chao Family Cancer Center pump room

This room is located inside the changing room. The pump room is  
for OSS/GI employees only.

200 Manchester Building, 8th floor, suite 837

Keys are available from Human Resources in suite 800.

- Require disability assistance (temporary or permanent)?  
Start at the UCI Zot Portal: [Disability Management Services](#).
- Want to visit a place that promotes respect for all faiths?  
UCI Interfaith- Engineering Complex, Bldg. 319  
949-856-0211  
[sites.google.com/a/universityinterfaith.org/www/](http://sites.google.com/a/universityinterfaith.org/www/)
- Interested in services and programs for the gay, lesbian, bisexual,  
transgender, questioning, intersex and ally communities?  
LGBT Resource Center- G301 Student Center  
949-824-3277  
[lgbtrc.uci.edu/](http://lgbtrc.uci.edu/)

- Want to explore diversity resources for UCI Staff  
Office of Inclusive Excellence  
[inclusion.uci.edu/about/](https://inclusion.uci.edu/about/)  
  
Office of Equal Opportunity and Diversity  
949-824-5594  
103 Multipurpose Science and Technology  
[oeod.uci.edu/affinity/#](https://oeod.uci.edu/affinity/#)
- Interested in social justice, fostering cultural identities and exchange of ideas?  
Cross-Cultural Center  
949-824-7215  
[ccc.uci.edu/](https://ccc.uci.edu/)
- Questions concerning sexual assault or intimate partner violence?  
UCI Sexual Violence Prevention & Response  
Office of Equal Opportunity and Diversity  
949-824-5594  
103 Multipurpose Science and Technology  
[sexualviolence.uci.edu/](https://sexualviolence.uci.edu/)

### **Section 3: Academic Support and Research Equipment**

- Want to join a Postdoc Scholar peer writing group?  
Join a PoWER (Postdoc Writing, Editing & Review) Group  
Contact Mary Frances Ypma-Wong, PhD  
117 Aldrich Hall, (949) 824-5196  
[m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu)
- Looking for assistance with academic writing? This is provided at the Graduate Resource Center [grad.uci.edu/services/grc/index.php](https://grad.uci.edu/services/grc/index.php)
- Want assistance with preparing a presentation, speaking at a conference, or reducing anxiety when speaking to others? Make an appointment with a certified communications consultant at the **Graduate Resource Center**.  
[grad.uci.edu/services/grc/index.php](https://grad.uci.edu/services/grc/index.php)



- Need access specialized equipment or facility?
  - The **Office of Research** [research.uci.edu/](https://www.research.uci.edu/) provides a comprehensive list on their UCI Office of Research Shared Facilities Depot website <https://www.research.uci.edu/facilities-services/shared-facilities/index.html>
  - Computation, Modeling & IT Support
  - Genomics, Tissue & Cell, and Animal Resources
  - Light Imaging and Laser Spectroscopy
  - Natural Reserves and Environmental Facilities
  - X-ray Diffraction, NMR, and Mass Spectrometry
  - Electron Microscopy, Micro Nano Fabrication, and Materials Characterization

Schools and units also have lists of shared resources.

- School of Biological Sciences- <https://www.bio.uci.edu/research-2/research-facilities-5/>
- School of Physical Sciences <https://ps.uci.edu/research/facilities>
- Chao Family Comprehensive Cancer Center- <http://cancer.uci.edu/shared-resources.asp>
- School of Medicine <http://www.som.uci.edu/research/equipment-overview.asp>
- Need access to books and collections, computing resources or help with your research? Do you want to connect to UCI's libraries from off-campus? Visit UCI Libraries [lib.uci.edu/](http://lib.uci.edu/)

There are **four** library locations:

- Langson Library, (LL): Arts, Humanities, Social Sciences, East Asian Collection, Government Information, and Special Collections & Archives
- Ayala Science Library (ASL): Sciences (all STEM) and Microfilm Collections
- Grunigen Medical Library (GML): Clinical Medicine & serves the UCI Medical Center located in Orange, CA
- Law Library (LAW): material appear in the Antpac Catalog/ Restrictions apply.

**Library Resources:**

- ANTPAC- All material appear in the Antpac Catalog-[antpac.lib.uci.edu](http://antpac.lib.uci.edu)
- Borrowing - PostDocs and check out books for 1 year-  
[lib.uci.edu/borrowing](http://lib.uci.edu/borrowing)
- Interlibrary Loan- Request materials we don't own from another library- [lib.uci.edu/interlibrary-loan](http://lib.uci.edu/interlibrary-loan)
- Document Delivery Service- DDS delivers library materials to eligible postdocs on campus/Medical Center- [lib.uci.edu/document-delivery-service](http://lib.uci.edu/document-delivery-service)
- Subject Guides- Librarian curated resources to meet your research needs- [guides.lib.uci.edu](http://guides.lib.uci.edu)
- Connect from Off-Campus- [lib.uci.edu/connect-campus](http://lib.uci.edu/connect-campus)
- Printing, Copying & Scanning; Many options for reprographics throughout the libraries, including 3D Printing at the Multimedia Resource Center (MRC) & Wide Format Printing for posters at ASL [lib.uci.edu/printing-copying-scanning](http://lib.uci.edu/printing-copying-scanning)
- Presentation Studio- Rehearse, record and review for public speaking engagements [lib.uci.edu/mrc/presentation-studio](http://lib.uci.edu/mrc/presentation-studio)

**Reference Assistance:**

- Subject Librarians- Every academic unit has a subject librarian-  
[lib.uci.edu/subject-librarians](http://lib.uci.edu/subject-librarians)
- Ask a Librarian- [ask.lib.uci.edu](http://ask.lib.uci.edu)

**Digital Scholarship Services:** Digital Scholarship Services- DSS works with the campus community to publish, promote and preserve the digital products of research- [lib.uci.edu/dss/](http://lib.uci.edu/dss/)

- Scholarly Communication- Learn about Open Access, Copyright & Fair Use, and Research Impact - [lib.uci.edu/dss/scholarly-communication](http://lib.uci.edu/dss/scholarly-communication)
- Data Management and Curation- Tools that help researchers comply with funders' mandates and how to manage data -  
[lib.uci.edu/dss/data-management-curation](http://lib.uci.edu/dss/data-management-curation)

## Section 4: Professional Development

- Seeking funding via a fellowship, award or grant?  
[grad.uci.edu/about-us/postdoctoral-scholars/funding-opportunities.php](http://grad.uci.edu/about-us/postdoctoral-scholars/funding-opportunities.php)
- Looking for activities and programs that support graduate professional success (GPS)?  
[grad.uci.edu/professional-success/index.php](http://grad.uci.edu/professional-success/index.php)
- Want to join a Postdoc Scholar peer writing group?  
Join a PoWER (Postdoc Writing, Editing & Review) Group  
Contact Mary Frances Ypma-Wong, PhD  
117 Aldrich Hall, (949) 824-5196  
[m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu)
- Want to discuss your research or practice a presentation?  
Contact the OPA about the Postdoc FOCUS Seminar Series  
Mary Frances Ypma-Wong, PhD  
117 Aldrich Hall (949) 824-5196  
[m.ypmawong@uci.edu](mailto:m.ypmawong@uci.edu)
- Looking for specific workshops and programs to support professional development?  
Graduate Resource Center  
Gateway Study Center-3rd Floor  
949-824-3849  
[grad.uci.edu/professional-success/index.php](http://grad.uci.edu/professional-success/index.php)
- Interested in improving your mentoring?  
[grad.uci.edu/academics/mentoring.php](http://grad.uci.edu/academics/mentoring.php)
- Want to join the National Postdoctoral Association (NPA) and have access to their professional development resources?  
Sign up for [free affiliate membership](#) to the NPA. Free membership includes subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail Alerts (E-Alerts), and access to all Member-Only content on the NPA website. Use your UCI e-mail address to enroll.
- Want to join the National Center for Faculty Development and Diversity (NCFDD) and have access to their professional development resources?  
Sign up for a free institutional [sub-account membership](#) to the NCFDD. Use your UCI e-mail address to enroll.

- Would you like to learn more about teaching, gain additional teaching experience, and/or obtain a Certificate in Teaching Excellence? Contact the Division of Teaching Excellence and Innovation for programs and one-on-one support.  
 Division of Teaching Excellence and Innovation (DTEI)  
 Anteater Instruction & Research Building (AIRB)  
 653 E Peltason, Suite 3000  
 (949) 824-6060  
[dtei.uci.edu/](http://dtei.uci.edu/)
- Need advice on research-related topics including regulatory compliance, facilities & service, research funding, training & education and integrity in research?  
 UCI Office of Research  
 5171 California, Suite 150, Irvine  
 (949) 824-0018  
[research.uci.edu/](http://research.uci.edu/)
- Looking to hone your business and entrepreneurial skills and take advantage of a place that brings campus-based discoveries together with Orange County's business community?  
 UCI Applied Innovation  
 The Cove- 5141 California Avenue, Irvine  
 (949) 824-2683  
[innovation.uci.edu/](http://innovation.uci.edu/)
- Interested in the UCI's inter-school academic initiatives?  
 UCI Office of Academic Initiatives  
 (949) 824- 5443  
 415 Aldrich Hall  
[initiatives.provost.uci.edu](http://initiatives.provost.uci.edu)
- Interested in participating with the Data Science initiative program?  
 Workshops and certificate programs are offered.  
[datascience.uci.edu/](http://datascience.uci.edu/)
- Are you a veteran and want to serve as a mentor?  
 Veteran Services  
 (949) 824-3500  
 G304 Student Center  
[veteran.uci.edu/](http://veteran.uci.edu/)

## Section 5: Administrative and IT Support

- Questions regarding your appointment/employment?  
Contact your department/unit administrator. Be sure to know your title code as this will determine how you are taxed. General Information about academic appointments is available on the Office of Academic Personnel website.  
[ap.uci.edu/postdoc/](http://ap.uci.edu/postdoc/)
- Need to access your paycheck info?  
At Your Service <https://atyourserviceonline.ucop.edu/ayso/>  
Provide access to information about your compensation, benefits and provides links to your Fidelity retirement account (if you have one) and other human resource related information.
- Need business cards?  
Ask your department office staff to help order cards with the official UCI logo.
- UCI Staff Holiday Calendar  
[portal.uci.edu/uPortal/f/guest-work-life/p/webproxy-staff-holidays.u2011n174/max/render.uP](http://portal.uci.edu/uPortal/f/guest-work-life/p/webproxy-staff-holidays.u2011n174/max/render.uP)
- Need to find a building or parking lot?  
UCI maps (pdf and interactive)  
[uci.edu/visit/maps.php](http://uci.edu/visit/maps.php)
- Do you need to find information about individuals working at UCI?  
UCI Directory  
[directory.uci.edu/](http://directory.uci.edu/)  
UCI Faculty Profile System  
[faculty.uci.edu/](http://faculty.uci.edu/)
- Need a parking permit, bus pass or information about UCI's shuttle service, rideshare and bike rental?  
Transportation and Distribution Services  
949-824-7275  
200 Public Services Building  
[parking.uci.edu/](http://parking.uci.edu/)

- Are you connected to UCI mobile access? Having problems with UCI login? Want to set up remote desktop?  
Contact the UCI Office of Information Technology.  
OIT walk-in support is available in 115 Aldrich Hall. Mon-Fri, 9:00 am-5:00pm. Review the services and tools provided by UCI OIT at [oit.uci.edu/](http://oit.uci.edu/) (949) 824-4222
- Do you need access to webhosting, secure file storage, software or have other IT needs? Services are provided via OIT.  
[oit.uci.edu/services/](http://oit.uci.edu/services/)
- Would you like to record a presentation or teaching session and then make available for others to view? You can download the software, make recordings, and then post on UCI servers.  
UCI Replay  
[replay.uci.edu/](http://replay.uci.edu/)
- Have problems with your computer or mobile devices?  
AntTech Repair Center is located near the Student Center.  
Mon-Fri, 10:00 am-6:00pm.  
(949) 824-7096  
tech@uci.edu  
[tech.book.uci.edu/](http://tech.book.uci.edu/)
- Would you like to record a presentation or teaching session and then make available for others to view? You can download the software, make recordings, and then post on UCI servers.  
UCI Replay  
[replay.uci.edu/](http://replay.uci.edu/)
- Have a question about your rights?  
[Office of Equal Opportunity and Diversity](http://oeod.uci.edu/training.html)  
[oeod.uci.edu/training.html](http://oeod.uci.edu/training.html)
- Questions regarding the Postdoctoral Scholar Union?  
UAW Local 5810  
[uaw5810.org/welcome/](http://uaw5810.org/welcome/)
- Questions about taxes?  
UC employees are not allowed to provide tax advice. However, the Postdoc Association has useful information on their website. Be sure to know your title code (ask your dept. analyst).  
<http://pda.grad.uci.edu/resources/taxes/>

## Section 6: Safety

- Have safety questions or want to request non-emergency police services?  
UCI Police Department  
949-824-5223  
410 E. Peltason Drive  
[police.uci.edu](http://police.uci.edu)
- Need a safety escort? Available 24/7  
CSO Safety Escort Program  
949-824-7233 (UCI-SAFE)  
410 E. Peltason Drive  
[police.uci.edu/cso/safety-escorts/](http://police.uci.edu/cso/safety-escorts/)
- Sign-up for UCI's emergency alert system via text messages.  
zotALERT  
[oit.uci.edu/zotalert/](http://oit.uci.edu/zotalert/)
- Need to have safety training? Have a work related injury? Need to dispose of hazardous waste?  
UCI Environmental Health and Safety  
4600 Health Sciences Road  
949.824.6200  
[hs.uci.edu/](http://hs.uci.edu/)
- Need help with mediation and conflict resolution?  
Office of the Ombudsman  
949-824-7256  
205 Multipurpose Science & Technology Bldg.  
[ombuds.uci.edu/](http://ombuds.uci.edu/)

*Updated on 10/16/2018*

*If printed, print as booklet.*

*We welcome suggestions of additional resources to include.*

