

# POST-DOCTORAL HANDBOOK



**2023**

**LSU Health**  
SHREVEPORT

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# LSUHSC-SHREVEPORT POSTDOCTORAL FELLOW HANDBOOK

## Mission

Postdoctoral fellows are defined as individuals who are receiving additional training after earning a doctoral level degree. The goal of this training is to develop additional professional skills necessary for successful transition into an independent research scientist position for either industry or academia. The purpose of the Postdoctoral Fellow Association at LSUHSC-Shreveport is to enhance the career development and overall training experience of postdoctoral fellows. Issues of primary concern are 1) enhancing postdoctoral fellow-mentor interactions, 2) aiding in professional development of the postdoctoral fellow as an independent researcher, 3) improving institutional postdoctoral fellow policies when possible, and 4) facilitating social interactions with other postdoctoral fellows within the institution.

## Useful Information

1. A formal letter of appointment or offer letter from the Institution will be issued setting forth the terms of the appointment. This letter must be issued before any other documentation (e.g. immigration documentation) is issued by the Institution. Any reappointment must also be accompanied by a formal letter.
2. **International postdoctoral fellows** MUST meet first with the [Office of Legal Affairs](#) (Room 601, Administration building) before obtaining materials from Human Resources (HR). Fellows must bring their visa information and passport to this meeting. After this meeting the fellows will follow steps 1-4 above. Office of Legal Affairs will provide information about obtaining a social security number and enter visa information in the SEVIS database. They will also answer questions about obtaining a Louisiana driver's license or Louisiana ID from the Department of Motor Vehicles.
3. Human Resources (HR) will provide a new hire packet for getting started as an LSUHSC-S employee. This onboarding process maybe completed online prior to arriving on campus.
4. ID badge and parking forms are available from the Office of Research business manager. The ID badge will allow access to specified areas in the Medical School buildings and the Biomedical Research Institute (BRI) labs. The business manager will also provide any necessary BRI lab keys.
5. For employees who will be involved in research with animal models, a form is available from the Institutional Animal Care and Use Coordinator. Please complete and return all forms to ACUC Coordinator in the Office of Research in room 8-319 Medical School B or by email [SHVAnimalCare@lsuhs.edu](mailto:SHVAnimalCare@lsuhs.edu) unless otherwise stated on the form (available [here](#)).
6. The required new employee orientation will provide information about various on-line training requirements for employees, as well as other aspects of being employed at LSUHSC-S.
7. Information about enrolling in health insurance and retirement plans is available from Human Resources [Benefits office](#). To enroll in their chosen plan, postdoctoral fellows must visit the Benefits Department, Room 1-106 in the Administration Building to complete the necessary forms within 30 days of starting employment. **Failure to select a plan within 30 days will result in a loss of benefit coverage.**
8. Each new postdoctoral fellow will be contacted by e-mail from the School of Graduate Studies about the required Postdoc Ethics program. This program is offered twice a year (Fall and Spring). Enrollment forms are available in the Office of Graduate Studies. After completion of all required courses, you will receive a Certificate of Completion that contains a certificate number. This number will be requested when applying for grants.
9. Hyperlinks in this document can be followed by pressing control key and clicking on the highlighted text.

## **History of LSUHSC-Shreveport School of Graduate Studies**

The Louisiana State University Health Sciences Center in Shreveport (LSUHSC-S) consists of the School of Graduate Studies, the School of Medicine, and the School of Allied Health Professions.

The School of Graduate Studies is comprised of five Basic Science Departments: the Department of Biochemistry and Molecular Biology, the Department of Cellular Biology and Anatomy, the Department of Microbiology and Immunology, the Department of Molecular and Cellular Physiology and the Department of Pharmacology, Toxicology and Neuroscience. Faculty in some departments in the School of Medicine, including Pathology and Translational Pathobiology, also engage in basic science research and host postdocs in their laboratories. Ph.D. degrees are offered in each of the basic science departments. In addition, there are two Master degree programs 1) a M.S. degree in Biomedical Sciences is offered that includes studies in any of the basic science departments and 2) a M.S. of Medical Sciences degree (non thesis).

The School of Graduate Studies at LSUHSC-Shreveport was originally part of the LSU A&M Graduate School in Baton Rouge. When the School of Medicine in Shreveport was authorized by an act of the Louisiana Legislature in 1965 as part of the Louisiana State University Medical Center, the School of Graduate Studies continued in the LSU Medical Center campuses in Shreveport and New Orleans. The first class of graduate students on the Shreveport campus was accepted in 1974. In 1978, the first Ph.D. degree was awarded from the Shreveport campus. The LSU Medical Center was renamed the LSU Health Sciences Center in 1999, and the first Chancellor for the Shreveport campus, John C. McDonald, M.D., was appointed on November 3, 2000. On March 25, 2004, the Louisiana Board of Regents approved Administrative Separation of the School of Graduate Studies in Shreveport from the School of Graduate Studies in New Orleans and placed under the leadership of the Shreveport Chancellor. The first Dean of the Graduate School was appointed on April 1, 2004. The Louisiana Legislature approved the official separation of the Schools in June 2005 and Governor Blanco signed the bill in July 2005. Thus, the Louisiana State University Health Sciences Center in Shreveport is a separate, independent institution. In June 2009, LSUHSC-S achieved independent accreditation through the Southern Association for Colleges and Schools (SACS).

Shreveport campus program directors:

1974-1982	R. Don Brown, Ph.D. Coordinator, The School of Graduate Studies
1982-1984	Harry Gilleland, Ph.D., Coordinator, The School of Graduate Studies
1984-1992	Joseph Manno, Ph.D., Assistant Dean, The School of Graduate Studies
1992-1996	Ronald Korthuis, Ph.D., Assistant Dean, The School of Graduate Studies
1996-1999	Robert Chervenak, Ph.D., Assistant Dean, The School of Graduate Studies
1999-2000	Leonard Seelig, Ph.D., Assistant Dean, The School of Graduate Studies
2000-2004	Sandra C. Roerig, Ph.D., Assistant Dean, The School of Graduate Studies
2004-2019	Sandra C. Roerig, Ph.D., Dean, The School of Graduate Studies
2019-2022	Kelly Tatchell, Ph.D., Associate Dean, The School of Graduate Studies
2019-present	Christopher Kevil, Ph.D., Dean, The School of Graduate Studies
2022-present	Jason Bodily, Ph.D., Associate Dean, The School of Graduate Studies

Offices and laboratories of the Graduate Faculty were originally established at the VA Medical Center and later moved to the new Medical School building (Building B) in 1976. The Biomedical Research Institute (BRI) building, dedicated in February 1994, currently houses many Graduate Faculty offices and labs as well as the Research Core Facility.

## **I. GENERAL INFORMATION**

Campus Tour: <https://tour.lsuhs.edu/>

Campus Map: <https://www.lsuhs.edu/about/directions>

[The Inside](#) is LSUHSC-S's internal website accessible using LSUHSC-S login. It contains information of use to students, employees, and other members of the LSUHSC-S community.

### **A. Location**

Support for postdocs can be found through the School of Graduate Studies Offices located on the first floor of the Biomedical Research Institute (BRI), F1-32. Information about graduate programs, basic science departments and basic science faculty can be found on the LSUHS website under [School of Graduate Studies](#).

### **B. Library**

The LSUHS library provides computerized access to several research databases including databases in Shreveport and New Orleans. There are several computer labs that can be used for computer-assisted learning. Current Protocols and hours of operation are available through the library website. More details are available on the [LSUHSC-S Library website](#).

### **C. Computer Services**

The [Information Technology](#) user service Help desk is available at 318-675-6506 for assistance in solving technical problems.

### **D. Administration & Organizational Integrity**

The office of [Administration and Organizational Integrity](#) is the source for information about conflicts of interest, ethics, immigration, contracts, Title IX, sexual misconduct, and related matters.

### **E. Mandatory Campus Education**

All employees of LSUHSC-Shreveport are required to participate in an annual Campus Education Day (CED) training during their birthday month. Information is provided on campus safety policies and other employee-related issues. Postdoctoral fellows participate online through a website link that is emailed to you. Information on completion of campus education is provided during new employee orientation.

All employees who have patient contact must obtain training on HIPAA (American Health Insurance Portability and Accountability Act). Postdoctoral fellows receive training through a website link that is emailed to you.

In addition, Conflict of Interest forms must be completed annually. Employees are notified through email to complete this requirement electronically.

## **F. Diversity Affairs**

The Office of Diversity Affairs is dedicated to providing equal opportunity and assisting those who have traditionally been on the outside looking in. Detailed information on all available services and pricing is found on the Office of Diversity Affairs [webpage](#).

## **G. Graduate Research Day**

Graduate Research Day is an annual event held near the end of the Spring semester. Activities include research talks and poster presentations by students and postdoctoral fellows. There is a competition for best poster in several categories and cash prizes are given to the winners. The highlight of the day is a keynote speaker (chosen by the students) who addresses an interdisciplinary topic and/or career development.

Following the scientific sessions, a Louisiana crawfish boil is held at the Student Union. The event is organized by members of the Graduate Student Council and in cooperation with The School of Graduate Studies. Postdoctoral fellows are encouraged to attend and participate.

## **H. Bookstore**

The LSUHSC [Bookstore](#) is located on the ground floor of the Medical School, G-209. It provides a selection of textbooks as well as professional reference books. There are a variety of greeting cards, clothing items that bear the LSU emblem and miscellaneous office items.

## **I. Mailroom**

The [Mailroom](#), located in the Medical School, G-314, is open: 9:00 a.m. to 4:30 p.m., Monday - Friday. Stamps and other mailing services are available at the window.

## **J. Medical and Strategic Communications (MedCom)**

This office provides services for designing printed items, such as posters for presentation at scientific meetings. The talented, professional staff offer consulting on design and set-up. Detailed information on all available services and pricing is found on their [website](#) on the Inside.

## **K. Credit Union**

The [Campus Federal Credit Union](#) offers many services, including savings accounts, checking accounts, ATM services, overdraft protection, certificate accounts, direct deposit, on-line banking, and Visa with competitive rates, and many types of low interest loans. The Credit Union operates with a very friendly and knowledgeable staff with a branch located on the ground floor of the hospital.

## **L. Parking**

To register a vehicle, bring the Registration Form, your current vehicle registration and your LSUHSC- S ID badge to the [Parking Office](#) located on the First Floor of the Administration Building, Room 123. Office hours are 8:00 am to 4:30 pm Monday through Friday. **Remember to tell them that you are a Postdoctoral Fellow.**

## M. Payroll

Online Paycheck/Advice - Self-service allows current employees to view their paychecks/advice and W-2 forms. Unclassified (salaried) employees can request and view their leave information through Online Absence Request and classified (hourly) employees can view their timesheets through Time Reporting. Follow [this link](#) to access the self-service login.

## II. RESEARCH/TRAINING INFORMATION

### A. Office of Research

Research is a core part of our institution's mission. Research on campus ranges from traditional in the lab to translational research and testing of the latest treatments in clinical trials. Faculty, staff and students at LSU Health Shreveport are actively engaged in research in a variety of biomedical areas, with concentrations in cancer, cardiovascular sciences, virology, and neuroscience. The [Office of Research](#) website has useful information related to all areas of research at LSUHSC-S.

The Business Manager for the School of Graduate Studies and the Office of Research handle issues related to support of research in the BRI Building and is located at Room, F1-51 (BRI building), phone 318-675-7580. Key and card access for the BRI building is separate from the Medical School building and must be handled through this office.

### B. Office of Sponsored Programs and Technology Transfer

The main [Office of Sponsored Programs](#) is located on the first floor of the BRI building, Room F1-53. This office provides support and assistance on all aspects of research grants and contracts for the institution as well as invention disclosures and other aspects of technology transfer. It is recommended that you meet with someone in this office if you intend to submit a fellowship application and they will provide individual guidance on the process.

**Remember**, any new intellectual property that you develop or proprietary research results that you discover while working at LSUHSC-S (even if your source of salary support is not from LSUHSC-S) is the property of LSUHSC-S and future patents or inventions are owned by and assigned to LSUHSC-S. You may be listed as an inventor or co-inventor on a patent and are thus eligible for a portion of any future royalties that may be paid. If you have any questions regarding ownership of research and the handling of intellectual property, contact [Ms. Annella Nelson](#).

### Assurances

In order to submit a grant application, the institution requires that certain approvals for performing the proposed experiments are obtained, including animal care and use, biosafety, and radiation safety. These institutional assurances are required to protect both the investigator and the institution. Forms for submitting approvals are available on the web site for the [Office of Sponsored Programs](#). These assurances may be pending when the application is submitted. Appropriate committee approvals must be obtained before the grant is awarded.

## **C. Submitting Grant/Fellowship Proposals**

It is highly recommended that post-doctoral fellows apply for fellowships, both intramural and extramural.

### **1. Intramural fellowship opportunities:**

Both the Feist-Weiller Cancer Center (FWCC) and the Center for Cardiovascular Disease and Science (CCDS) offer competitive postdoctoral fellowships. These fellowships support postdoctoral salary as well as a budget for supplies and travel. Applications may be accepted twice a year, in October and in March for funding to begin on January 1 or July 1, respectively. Current information and forms are found on the Office of Research website, under [Intramural Grants](#).

### **2. Extramural fellowship opportunities**

The NRSA Fellowship (F32) sponsored by the NIH is a competitive fellowship that offers funds for stipend, travel and reagents/supplies. Information can be found at:

<http://grants.nih.gov/training/nrsa.htm>

Science magazine also offers an excellent site to search for fellowships and grants.

Funding Information: <http://sciencecareers.sciencemag.org/funding/>

In addition, the Office of Sponsored Programs can provide advice and [information on extramural grant and fellowship sources](#).

For all extramural and intramural grant applications, the Proposal Checklist for Office of Sponsored Programs and Technology Transfer must be completed, signed and submitted to the Office **7 working days prior to the grant deadline**.

## **D. [Research Core Facility](#)**

The LSUHSC-S Research Core Facility (RCF) provides ready access to the latest state-of-the-art biotechnologies for use in scientific research. The RCF allows students and postdocs to gain experience and training in methodologies that were developed only in the last few years and are in a process of evolution that will expand their applications to biomedical research.

The RCF is located on the sixth floor of the BRI building and currently contains instrumentation for six separate technologies: Microscopy, Flow Cytometry, Real Time PCR, DNA Array, DNA sequencing, and Mass Spectrometry. A seventh technology, Small Animal Imaging, is housed in the Animal Resources Center. Each instrument is operated by a Research Associate and overseen by an LSUHSC-S faculty member.

## **E. Animal Resources Facility**

The Animal Resources Facility is located on the ninth floor of the Medical School B Building and is continuous on the ninth floor of the BRI building. The facility includes a Biosafety Level 3 (BSL-3) facility.

This facility supports all aspects of research animal care and use on this campus. The facility offers the services of a breeding colony facility. If animal use is required for a research protocol, approval must be obtained from the Institutional Animal Care and Use Committee ([IACUC](#)).

Information on obtaining this approval, including forms and committee meeting dates, is provided on the Office of Sponsored Programs and Technology Transfer website.

## **F. Safety Office**

The [Safety Office](#) is in Administration Building Room G-15 on the ground floor.

Every faculty member directing a research lab is required to have an approved Biosafety Protocol. See the Office of Sponsored Programs web site for Biosafety Protocol forms and dates for Biosafety Committee Meetings.

## **III. GENERAL POST-DOC POLICY INFORMATION**

### **A. Leave Policy**

A. All postdoctoral fellows are entitled to 20 working days of paid annual leave each *appointment year*. Annual leave must be taken within the appointment year and may not be carried over to the following year. The fellow is expected to prepare written requests indicating the desired dates for annual leave. The request for annual leave must be submitted to the postdoctoral mentor and the Department Head for approval at least two weeks prior to the desired dates of leave. If more than twenty (20) working days are requested in an appointment year, the annual leave beginning with the 21<sup>st</sup> day will be Leave Without Pay (LWOP). Records are to be maintained in the department by the business manager. If leave without pay status is approved, the Department must notify Human Resources Management of the effective beginning date of the leave without pay status and the effective end date of leave without pay upon return to work. All postdoctoral fellows on visas must inform the Office of Legal Affairs if they are planning to travel outside the USA. Upon return to LSUHSC-S, they should bring their passports to Legal Affairs office to print the I-94 information.

B. All postdoctoral fellows are entitled to sick leave on an as needed basis up to a maximum of 12 working days for each appointment year. The request for sick leave must be submitted for approval to the mentor and Department Head either prior to, or upon return from the leave. Records will be maintained in the department. If sick leave is required for longer than 12 days, the fellow may qualify for additional unpaid approved leave under the Family and Medical Leave Act (FMLA, see below).

C. All employees (including postdoctoral fellows) who have been employed for 12 months and who have worked for at least 1,250 hours during the 12 months preceding the start of a leave, are eligible for up to 12 weeks of unpaid leave for certain qualifying events as outlined by the Family and Medical Leave Act. The Human Resource Management Department will determine the employee's eligibility under the Family and Medical Leave Act. Any applicable leave must be used first and will run concurrent with any approved Family and Medical leave. If leave without pay status is approved, the Department must notify Human Resources Management of the effective beginning date of the leave without pay status and the effective end date of leave without pay upon return to work.

## **B. Benefit Policy**

In accordance with LSUHSC-S full-time employee policies, postdoctoral fellows are eligible for all insurance plans, with the exception of the long-term disability policy. This eligibility includes health, dental, vision, life, etc. Fellows contribute a portion of the premium cost to the policy of their choice and the remainder is provided by the institution.

## **C. Termination of Employment**

Postdoctoral fellows are, by definition, employed in short-term (generally 1-4 years) positions. These positions are subject to 30-day letter of non-reappointment. Such letters require approval of the Department Head.

## **D. Career Development**

### **1. Seminar Program**

The Postdoctoral Fellow Association in conjunction with the Office of Graduate Studies sponsors Career Development Seminars throughout the year. The seminar speakers are chosen by representatives of the Association and approved by the Dean of the Graduate School. Postdoctoral fellows will be notified of these seminars through e-mail and posters.

### **2. Individual Development Plan (IDP)**

Starting October 1, 2014, annual progress reports for all NIH grants that support graduate students and postdoctoral researchers must include a description of whether the institution uses IDPs or not and how they are employed to help manage the training and career development of those individuals. Thus, the School of Graduate Studies at LSUHSC-S has developed an IDP format and encourages the use of this form.

All postdoctoral fellows are highly encouraged to develop an Individual Development Plan (IDP) with their faculty mentors. This plan helps develop career goals and ensures that the fellows are meeting their own individual expectations so that they are prepared for future career decisions. A form for developing the IDP is included at the end of this handbook. Additional information for career development can be found at the web sites listed below.

[School of Graduate Studies Inside page](#)  
[Science Careers](#)  
[National Postdoc Association](#)

### **3. Developing communication skills**

Written and oral communication are integral aspects of scientific success. All postdoctoral fellows for whom English is not their first language are encouraged to take English and or Writing courses offered through the LSU-Shreveport. Tuition waivers are available from Human Resources Management in the Administration building or from their [website](#). Eligibility for the tuition waiver is contingent upon continuous employment for 12 months prior to course registration. Approval from the mentor and the department head is necessary.

In addition, English as a Second Language instruction is available free of charge through the [Literacy Volunteers at Centenary College](#).

#### **4. Teaching experience**

There are no official opportunities for postdoctoral fellows to teach here at LSUHSC-S. Postdoctoral Fellows may be allowed to give lectures in Departmental courses. Please contact your Department head and the course director to discuss potential opportunities to lecture. Information about the various courses can be obtained from the Office of Graduate Studies or the LSUHSC-S web site. Teaching opportunities must be first discussed and approved by the postdoctoral fellow mentor prior to accepting the responsibilities.

Additionally, there are several local undergraduate universities where postdoctoral fellows have lectured and organized classes in the past, including the [LSU-S](#) campus and [Centenary College](#).

### **E. Scientific Research Integrity**

LSUHSC-S expects that postdoctoral fellows will explicitly uphold principles of behavior that constitute acceptable academic, professional, and ethical conduct of research. All postdoctoral fellows must be aware of our institutional policy regarding allegations of research fraud, as listed in the Policy and Procedures for Dealing with Allegations of Research Fraud document. This policy is found on the [Office of Research website](#) under [Research Policies](#).

Specific facets of research integrity are addressed below:

#### **1. Ethics Training**

All postdoctoral fellows are required to obtain training in research ethics. A course designed for postdoctoral fellows is offered once or twice each academic year. This course is usually taught February-March and September-October, one ninety-minute lecture/discussion session per week for 6 weeks. A certificate of completion will be presented to the fellow at the conclusion of the course. Completion of this course is required for grant application by the postdoctoral fellow as well as the mentor. Additional information is available from the Office of Graduate Studies.

#### **2. Code of Conduct**

The [Code of Conduct](#) is a compass meant to strengthen the moral and ethical environment at LSU Health Shreveport by providing guidance on the principles, standards, and responsibilities of conduct for all employees in the performance of their duties. Each student, employee, director, member of the medical staff, contractor, vendor, agent, and volunteer must carry out their duties for LSU Health Shreveport in accordance with this Code of Conduct.

## IV. LSU POLICIES AND PUBLIC SAFETY

### A. Inclement Weather Policy

When weather conditions render surface transportation hazardous, the Chancellor of the Health Sciences Center may declare a weather emergency. A declared weather emergency has the effect of establishing a holiday routine in the Health Sciences Center. It cancels classes, closes nonessential offices, and reduces staffing to the level necessary to support essential operations in the School and Hospital. The decision to declare such an emergency rests solely with the Chancellor or his designated representative. The decision to close the campus for other emergencies is also made by the Chancellor. Other safety information can be found [here](#).

### B. Dress Guidelines

Institutional dress guidelines can be found [here](#).

### C. [University Police](#) (Campus Security)

The Public Safety Department provides many services to the LSU Health Shreveport community. They are committed to courtesy and excellence and to the philosophy of community policing which means police officers are assigned to designated areas to develop a relationship with the various groups residing or working there. Our officers are willing to meet with groups to define problems and to develop strategies to maintain a safe environment and conduct special programs.

- [LSU Shield mobile](#) app is available to:
  - summon emergency services by mobile phone with a single button
  - submit non-emergency reports, including photos and video
  - two-way chat with LSU Police
  - submit information anonymously
- Escort from campus to a parking lot call 318-675-6165
- Lost and Found collection point 318-675-6165
- Motorist assistance, including jump-starting vehicles and contacting emergency road service

Director:	Vaughn Burris E-mail <a href="mailto:vaughn.burris@lsuhs.edu">vaughn.burris@lsuhs.edu</a>
Location:	Room 1-129 Administrative Building
On campus emergency calls:	318-675-6165 318-675-6233
CRIME HOTLINE:	318-675-3873 (53-UPD)
Hours:	24 hours a day, seven days a week

### D. Conflict of Interest in Research (CM-23)

Increasingly, financial incentives involved in research may lead to conflicts of interest. Institutional conflict of interest policy was developed to promote objectivity in research by establishing standards to ensure that there is no reasonable expectation that the design, conduct, or reporting of research, will be biased by any conflicting financial interest of an investigator.

As a postdoctoral fellow involved in research, you must complete the institutional Conflict of Interest disclosure form every year, at the beginning of the academic year on July 1. A reminder to obtain training and complete the disclosure form will be sent to you through the e-mail system. If you have any questions, contact your mentor, or Head of your Department.

## **E. Ethics, Integrity and Misconduct Helpline**

Every member of the LSU community deserves to work and study in a safe and comfortable environment. It is now easier than ever to voice your concerns with the newly launched Ethics, Integrity and Misconduct Helpline. This hotline provides a way to report ethical issues, mistreatment, and other grievances.

LSU Ethics, Integrity and Misconduct HELPLINE is available 24 hours a day, seven days a week

To Report Online: [lsu.ethicspoint.com](http://lsu.ethicspoint.com)

To Report By Phone: 855-561-4099

## **DESCRIPTION OF THE BUILDINGS OF THE LSUHSC-S COMPLEX**

See numbers on the map below.

### **FEIST-WEILLER CANCER CENTER (FWCC) (1)**

This building is across the street from the Administration Building and is accessible by an elevated walkway over the street. Seminars are often provided in the Tiger Room Conference Center room on the fourth floor of this building. The building also contains outpatient clinic facilities and FWCC faculty and staff offices.

### **ADMINISTRATION BUILDING (2)**

This building houses a number of administrative offices of the Medical School including Human Resources Management, Budget and Finance, and Student Financial Aid. The Administration Building is connected to "B" Building by a small corridor between the first floors only.

### **MEDICAL SCHOOL COMPLEX (3-5)**

(3) Building A is also referred to as the Comp Care Building; it is occupied mainly by Comprehensive Care and Family Medicine Clinics. Building A is separate from Building B, connected only through the Ground floor, and a covered exterior walkway at the first-floor level.

(4) Building B is the bulk of the Medical School Complex. It holds the classrooms, faculty offices, laboratories, and some administrative offices. Other important places in "B" Building are the following:  
G floor: Mailroom, ATM, student lounge, exercise room, bookstore, The WOW Cafe, the Donald J. Zadek Conference Center and Microcomputer Services.

First floor: Office of the Chancellor/Dean of the School of Medicine and cashier's counter.

(5) Building C is directly connected to "B" Building on the first and third floors. The Library and the Auditorium are on the first floor. Medical Communications, faculty offices and laboratories, the Psychiatry, Neurology and Neurosurgery Departments are also found in "C" Building.

### HOSPITAL COMPLEX (6-9)

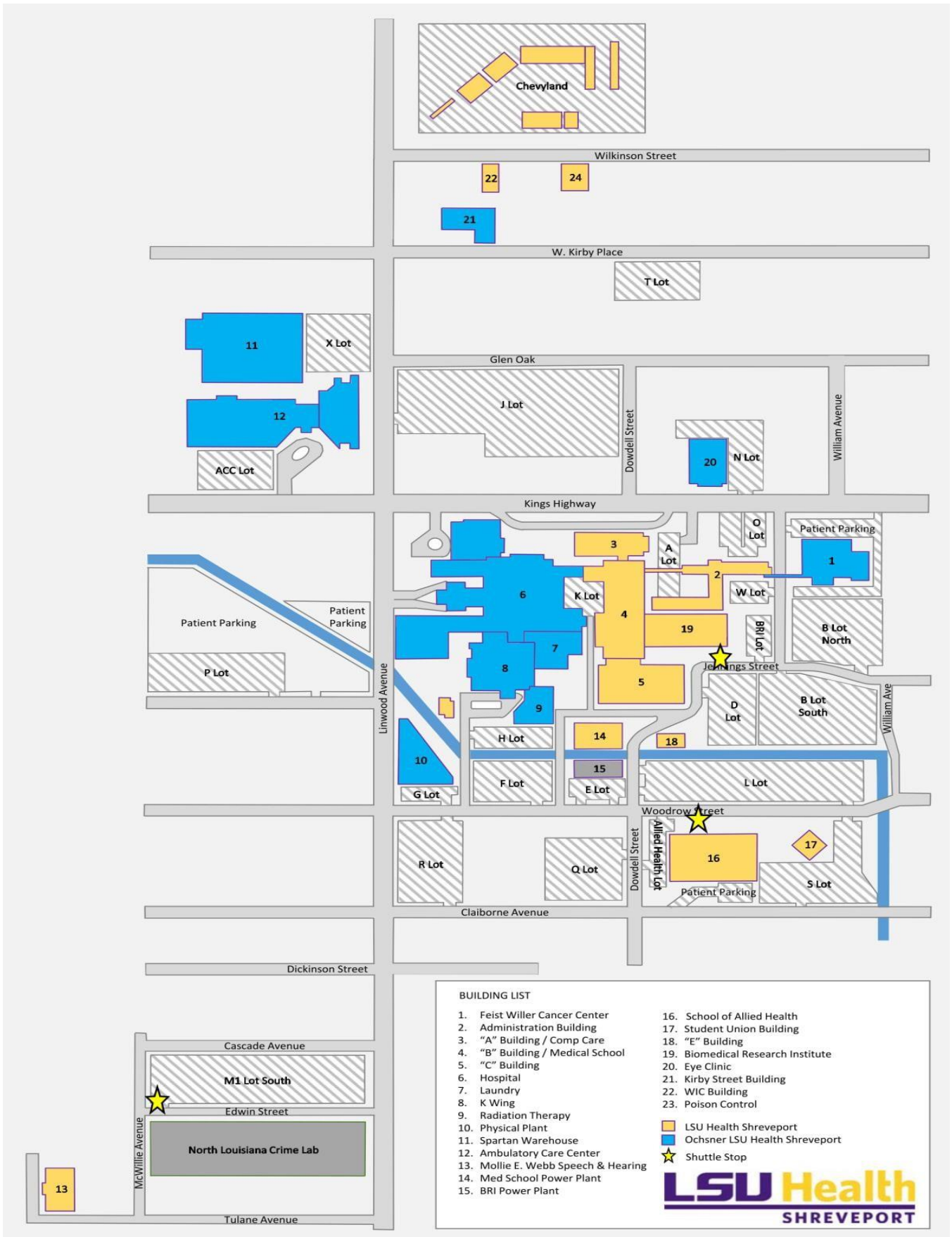
The cafeteria, ATM, Credit Union, and pharmacy are all on the ground floor of the hospital complex.

### ALLIED HEALTH BUILDING (16)

This building houses faculty, staff, teaching facilities and outpatient facilities in the School of Allied Health Professions.

### BIOMEDICAL RESEARCH INSTITUTE (BRI) (19)

The BRI is leased by the BRF to the Health Sciences Center. The office of Sponsored Programs and Technology Transfer and Office of Graduate Studies are found on the first floor of the BRI. Each floor of the BRI is connected with the corresponding floor of the Medical School at the center of Building B. The Research Core Facility is located on the sixth floor. On the ground floor of the atrium, tables near The WOW Cafe exit are available for lunch, etc. On each of the higher floors of the BRI atrium, there are tables and comfortable seating. You should feel free to use these areas but take "extra-good" care on this "non-university" property.



## Individual Development Plan for Postdoctoral Fellows

*"If you don't know where you are going, you'll probably end up someplace else."*

**Individual Development Plans (IDPs)** provide a planning process that identifies both professional development needs and career objectives. While IDPs have been incorporated into performance review processes in many organizations, they have been used much less frequently in the mentoring of postdoctoral fellows.

There are three desirable outcomes from creating an IDP. First, the process aids in identifying long-term career options and helping establish milestones along the way. Second, it defines short-term goals which will focus current performance and give a clearer sense of expectations. Third, the IDP can also serve as a tool for communication between postdoctoral fellows and their faculty mentors.

### Outline of IDP Process

The development, implementation, and revision of the IDP requires a series of steps to be conducted by the postdoctoral fellow and their mentor. These steps are an interactive effort, so both the postdoctoral fellow and the mentor must participate fully in the process.

<b>Basic Steps</b>	<b>...for Postdoctoral Fellows</b>	<b>...for Mentors</b>
<b>Step 1:</b>	▶ Conduct a self-assessment	▶ Become familiar with available opportunities
<b>Step 2:</b>	▶ Survey opportunities with mentor	▶ Discuss opportunities with postdoc
<b>Step 3:</b>	▶ Write an IDP ▶ Share IDP with mentor and revise	▶ Review IDP and help revise
<b>Step 4:</b>	▶ Implement the plan ▶ Revise the IDP as needed	▶ Establish regular review of progress ▶ Help revise the IDP as needed

### Execution of the IDP Process

#### **Step 1. Conduct a Self Assessment**

- Assess your skills, strengths and areas which need development. The web site <http://myidp.sciencecareers.org> provides detailed information and questionnaires that will be very helpful in this assessment.
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. Ask yourself:
  - What type of work would I like to be doing?
  - Where would I like to be in an organization?
  - What is important to me in a career?

#### **Step 2. Survey Opportunities with Mentor**

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.

### **Step 3. Write an IDP**

The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoc. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment.
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor).
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, and supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor.
- Revise the IDP as appropriate.

### **Step 4. Implement Your Plan**

The plan is just the beginning of the career development process and serves as the road map. Now it's time to take action!

- Put your plan into action.
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.
- Review the plan with your mentor regularly. Revise the plan on the basis of these discussions.

## ***Resources***

### ***Self Assessment***

<http://myidp.sciencecareers.org> This website is a complete and comprehensive explanation of how to develop your IDP. It takes some time to review all the materials and complete the on-line questionnaires, but it provides informative feedback and describes 30 different career opportunities that you may want to consider.

National Postdoctoral Association: <https://www.nationalpostdoc.org/>

Fiske, P. S. (2001). Put Your Science to Work: The Take-Charge Career Guide for Scientists. Washington, D.C.: American Geophysical Union.

Bolles, R. N. (2002). What Color is your Parachute? A Practical Manual for Job-Hunters and Career-Changers. Berkeley, Calif.: Ten Speed Press.

### ***The Postdoc Experience***

Kern, S. (2002). Fellowship Goals for PhDs and MDs: A Primer on the Molecular Biology Postdoctoral Experience. *Cancer Biology and Therapy* 1: 74-75.

National Academy of Sciences. (2000). Enhancing the Postdoctoral Experience for Scientists and Engineers: A Guide for Postdoctoral scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies. Washington, D.C.: National Academy Press.

### ***Career Opportunities***

American Association for the Advancement of Science. Science's Next Wave. [On-line]. Available: <http://nextwave.sciencemag.org/us/>

The Scientist. Archives: Profession. [On-line]. Available: <http://www.the-scientist.com/professionarchive.htm>

The Chronicle of Higher Education. Career Network Advice Columns. [On-line]. Available: <http://chronicle.com/jobs/archive/advicearch.htm>

Federation of American Societies for Experimental Biology. (1997). Graduate Education: Consensus Conference Report. Bethesda, M.D. FASEB. [On-line]. Available: <http://www.faseb.org/opar/educrpt.html>

Heiberger and Vick, eds. (1996). The Academic Job Search Handbook (2nd ed.). University of Pennsylvania Press.

Reis, R. M. (1997) Tomorrow's Professor. Preparing for Academic Careers in Science and Engineering. New York: IEEE Press. 1997.

On-line Listserv: Tomorrow's Professor. Available:

<http://sll.stanford.edu/projects/tomprof/newtomprof/postings.html>

Barker, K. (2002). At the Helm: A Laboratory Navigator. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press.

### ***Resources on Non-Academic Careers***

Robbins-Roth, C. ed. (1998). Alternative Careers in Science. Leaving the Ivory Tower. San Diego, Calif.: Academic Press.

Kreeger, K. Y. (1999). Guide to Nontraditional Careers in Science. London: Taylor & Francis Group.

## APPENDIX

### Individual Development Plan for Postdocs at LSUHSC-S For the academic period from July 1, 20\_\_\_\_\_ – June 30, 20\_\_\_\_\_

The Individual Development Plan (IDP) provides a planning process that identifies annual academic and scientific progress, professional development needs, and career objectives for trainees, including postdoctoral fellows. The IDP serves as a communication tool between the postdoctoral fellow and his or her mentor (PI). Each postdoctoral trainee should complete and submit an IDP within one year of his or her start date. The IDP should be completed and discussed with the mentor annually thereafter.

#### **Part A: Information**

**Name:**

**Department:**

**Date postdoctoral training started: Mentor:**

#### **Part B: Research Project(s)**

Briefly describe the aim of your current research project:

#### **Part C: Annual Progress Report**

**Part C1: Research.** *Do not include publications or presentations here.*

Briefly describe major research accomplishments this year:

**Part C2: Publications.** *Include full bibliographic information including all authors, title of article, journal or book, editors and publishers of book, as well as volume and page numbers and publication year.*

List publications published or in press during July 1, 202X- June 30, 202X.

List publications submitted during July 1, 202X- June 30, 202X.

**Part C3: Meeting and Conference Presentations.** *Include all authors, title of presentation, meeting name, meeting location, meeting date, and whether it was an oral or poster presentation.*

List abstracts presented at regional meetings during July 1, 202X- June 30, 202X.

List abstracts presented at national meetings during July 1, 202X- June 30, 202X.

List abstracts presented at international meetings during July 1, 202X- June 30, 202X.

List other seminars and presentations between July 1, 202X- June 30, 202X include Departmental Seminars, other LSUHSC-S Presentations, etc.

List any fellowships or funding applications applied for this year:

#### **Part C4: Additional Information**

List all intramural grant applications submitted during July 1, 202X- June 30, 202X and note if they were funded.

List all extramural grant applications submitted during July 1, 202X- June 30, 202X and note if they were funded.

List addition honors and awards received during July 1, 202X- June 30, 202X.

List any teaching activities or classroom lectures presented this year. Include teaching of graduate students, undergraduate students, etc. in the laboratory:

List any service activities or other accomplishments this year in other aspects of career development (e.g., committees, course work, etc.).

Departmental:

University:

Regional or National:

Community:

List any new techniques or expertise acquired this year.

Are you satisfied with your research progress in the past year? Why or why not?  
Are you satisfied with other aspects of your career development in the past year? Why or why not?

**Part D: Plans for Up-Coming Year**

Apply the “SMART” principles when filling out this section (*Specific; Measurable; Action-oriented; Realistic; Time-bound (deadline)*).

Briefly describe your research project goals for the up-coming year:  
What are your plans for improving your scientific writing skills and your oral presentation skills in the up-coming year?  
What research techniques to you anticipate learning in the up-coming year?  
What publications do you anticipate submitting in the up-coming year (indicate projected titles)?  
What meetings and/or workshops do you anticipate attending in the up-coming year?  
What fellowships or other stipend support to you plan to apply for in the up-coming year?  
Is there any other professional training you plan to complete in the upcoming year (e.g., teaching, course work, etc.)?  
How can your mentor help you achieve your goals for the upcoming year? What specific plans would you like your mentor to implement?

**Part E: Career Goals**

Apply the “SMART” principles when filling out this section (*Specific; Measurable; Action-oriented; Realistic; Time-bound (deadline)*).

What are your short-term career goals? What is your plan and timeline for achieving them?  
What are your long-term career goals? What is your plan and timeline for achieving them?  
In reference to your career goals, what resources can your PI provide or help you find?  
What further research activity or other training is needed before it is appropriate to start a job search? When will you begin a job search? If you do not know, estimate.

**Part F: Mentor Summary**

**Part G: Signatures**

_____	_____
Trainee	Date
_____	_____
Mentor	Date

A copy of this IDP should be signed and retained by both the trainee and the mentor.

The IDP should be completed and discussed on an annual basis.

**For additional tools and resources, please visit: <http://myidp.sciencecareers.org/>**

**NOTE:** For ANY NIH grant funding that is supporting the salary for this Postdoc, NIH progress reports using the [Research Performance Progress Report](#) (RPPR) must include a report on the use of IDPs in Section B. Accomplishments, Question B.4. Actual IDPs should not be included. Instead, grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants. The RPPR will include a brief description of how and whether IDPs are used to help manage the career development of students and postdocs associated with that award.