

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "LELAND STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom. The seal is rendered in a light red color.

# **Postdoctoral Administrators Quarterly Meeting**

**February 13, 2014  
10:00 a.m. – 11:30 a.m.  
Clark Center Auditorium**

# Agenda

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- ❖ **IDP/Mentoring Form**
- ❖ **NSF/NIH Survey**
- ❖ **Insurance Covered by Outside Funding**
- ❖ **Postdoc Insurance Waivers**
- ❖ **Outstanding Tuition**
- ❖ **Benefits**
- ❖ **Clinical Appointment Training**
- ❖ **Open Labs and Trainings**
- ❖ **SSN Prohibited Information**
- ❖ **Meetings in 2014**
- ❖ **Upcoming Programs for Postdocs**



# Individual Development Plan

Sofie Kleppner



# NIH Policy

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- ...develop Individual Development Plans (IDPs) for graduate students **and postdoctoral researchers** supported by NIH awards by **October 2014**.
- Encourages requirement of IDP
- Begin reporting in Oct. 2014
- No need to submit actual plans

# What can OPA do?

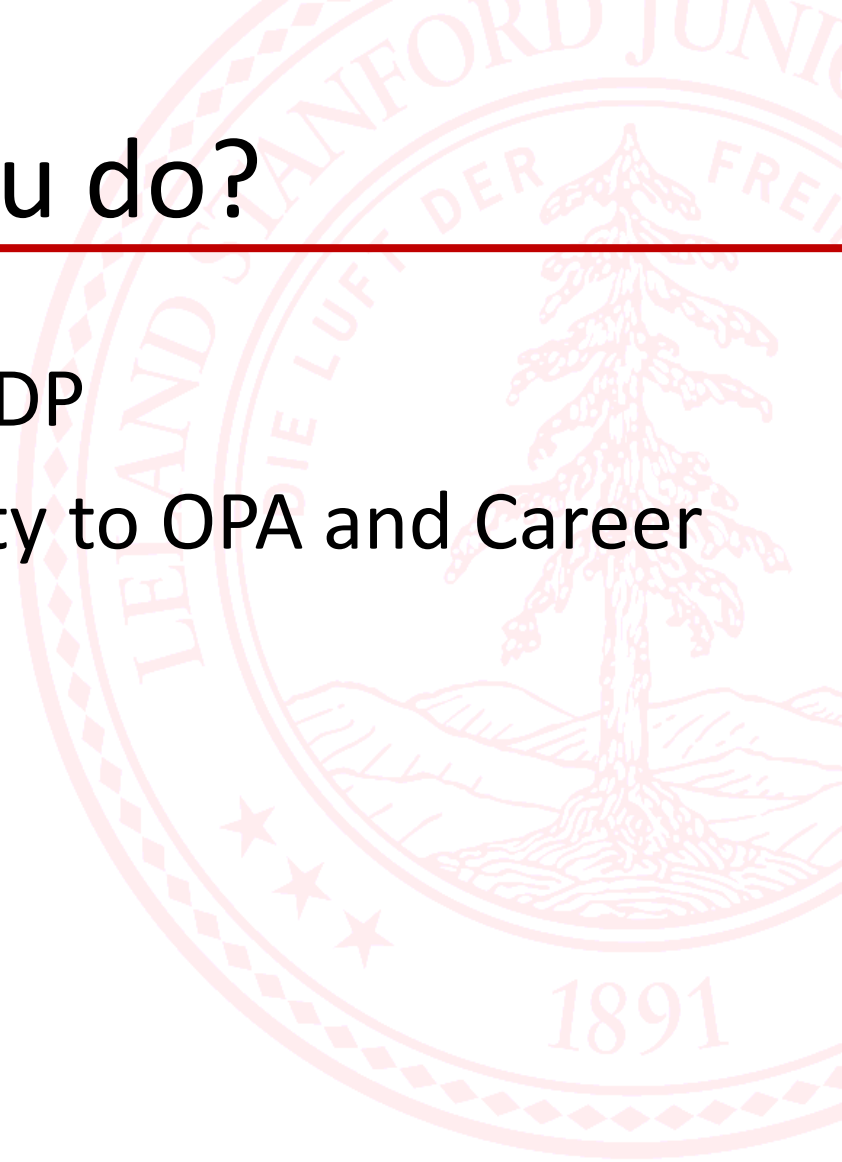
A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a redwood tree in the center, surrounded by the Latin motto 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The words 'DIE LUFT DER FREI' are also visible on the right side of the seal.

- For postdocs
  - Provide support for developing plans
    - OPA and Career Centers
  - Provide template & guidance
- For faculty
  - Create auditable database to track plans
    - Automatic reminders

# What can you do?

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- Familiarize yourself with IDP
- Direct postdocs and faculty to OPA and Career Centers



# Facilitating Postdoc Mentoring

- Postdoc/Faculty Mentoring Forms:
  - [http://postdocs.stanford.edu/faculty\\_mentors/Fillable\\_Initial\\_Meeting\\_Template\\_Form\\_V3.pdf](http://postdocs.stanford.edu/faculty_mentors/Fillable_Initial_Meeting_Template_Form_V3.pdf)
  - [http://postdocs.stanford.edu/faculty\\_mentors/Fillable\\_Annual\\_Meeting\\_Template\\_Form\\_V3.pdf](http://postdocs.stanford.edu/faculty_mentors/Fillable_Annual_Meeting_Template_Form_V3.pdf)

Both forms must be completed using Adobe software (completing in Apple Preview or other software creates viewing difficulty for reviewers – **form will be returned to originator**)

# NSF-NIH Survey

Shannon Monahan





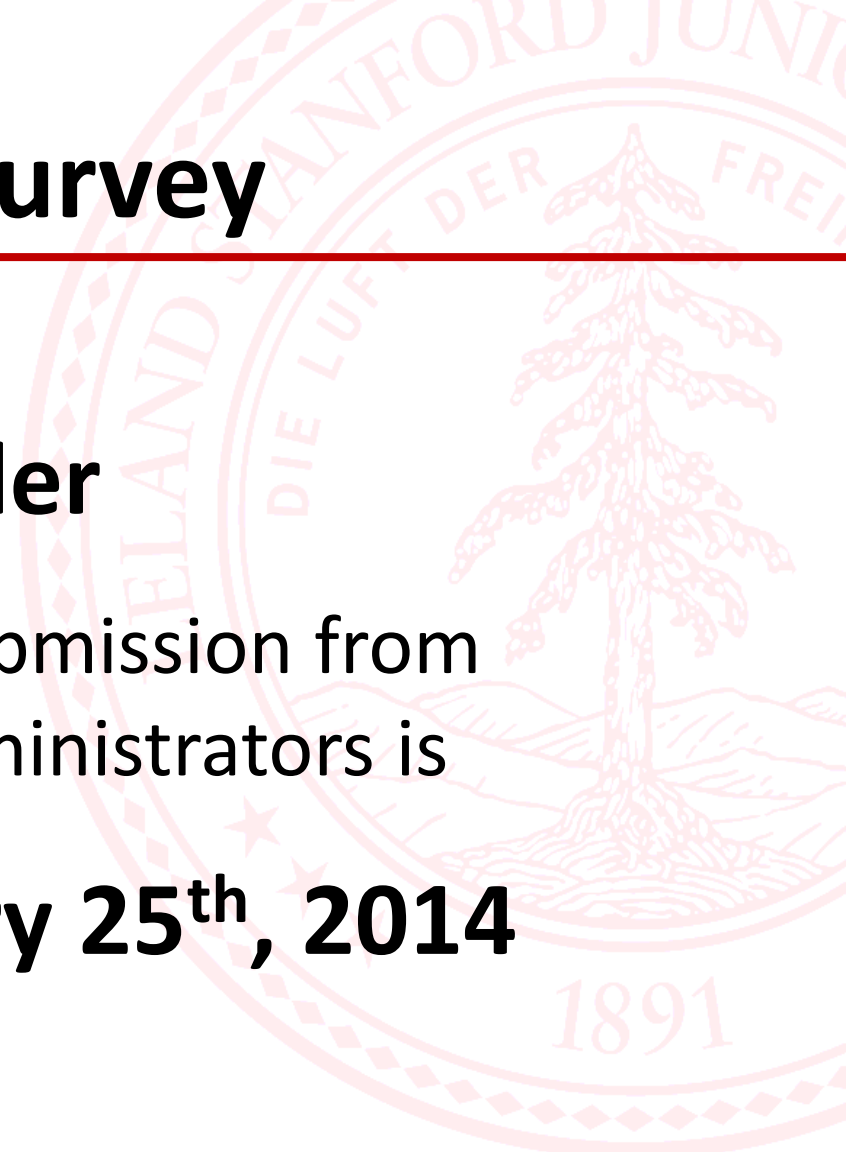
# NSF-NIH Survey

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## Reminder

Deadline for data submission from  
departments/administrators is

**Tuesday, February 25<sup>th</sup>, 2014**



# Insurance Covered by Outside Funding

Shannon Monahan



# Insurance Covered by Outside Funding

- If the department/PI wants to request that the postdoc pay for insurance premiums from their outside fellowship (as opposed to Institutional funds), send the following documents to OPA (Shannon Monahan) for review and approval:
  - Official request from the dept/PI; should also include:
    - Prior research experience and minimum required funding
    - Dependents that will be joining the postdoc
  - Outside funding letter

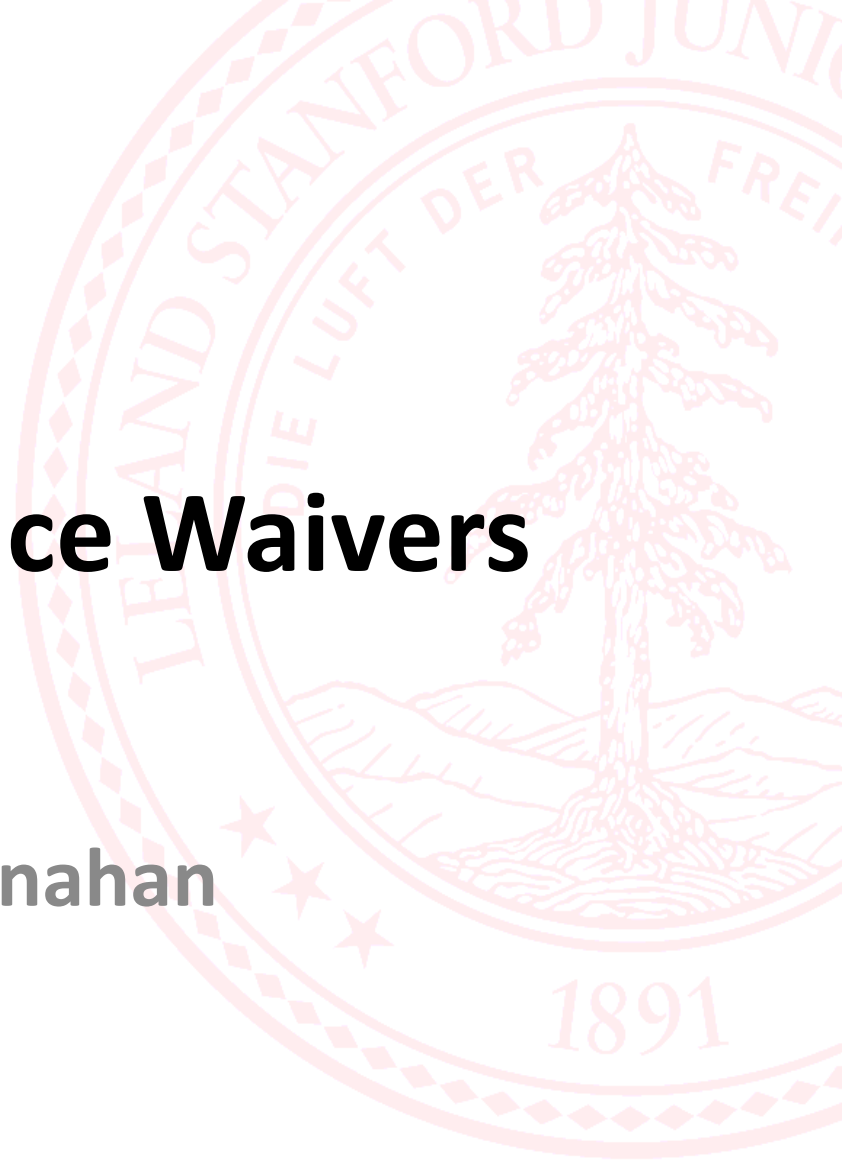
# Insurance Covered by Outside Funding

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- Strongly recommend that this is done **PRIOR** to the start of appointment paperwork
- Outside funding letter must state that there are funds provided above and beyond the compensation portion for insurance costs
- After review, if approved, Shannon will contact Cecy to make the manual programming change in the ClearBenefits system

# Postdoc Insurance Waivers

Shannon Monahan



# Postdoc Insurance Waivers

- As of Jan 1, 2014, the standard for outside insurance plans: it must meet ACA minimums
  - Note: these are different than J-visa minimums
- As a result: fewer outside insurance plans are being accepted (because they do NOT meet ACA minimums)
- If a postdoc is waiving Stanford insurance, have Postdoc Benefits (Cecy Avila) and OPA (Shannon Monahan) review the plan before:
  - Purchasing AND
  - Being appointed

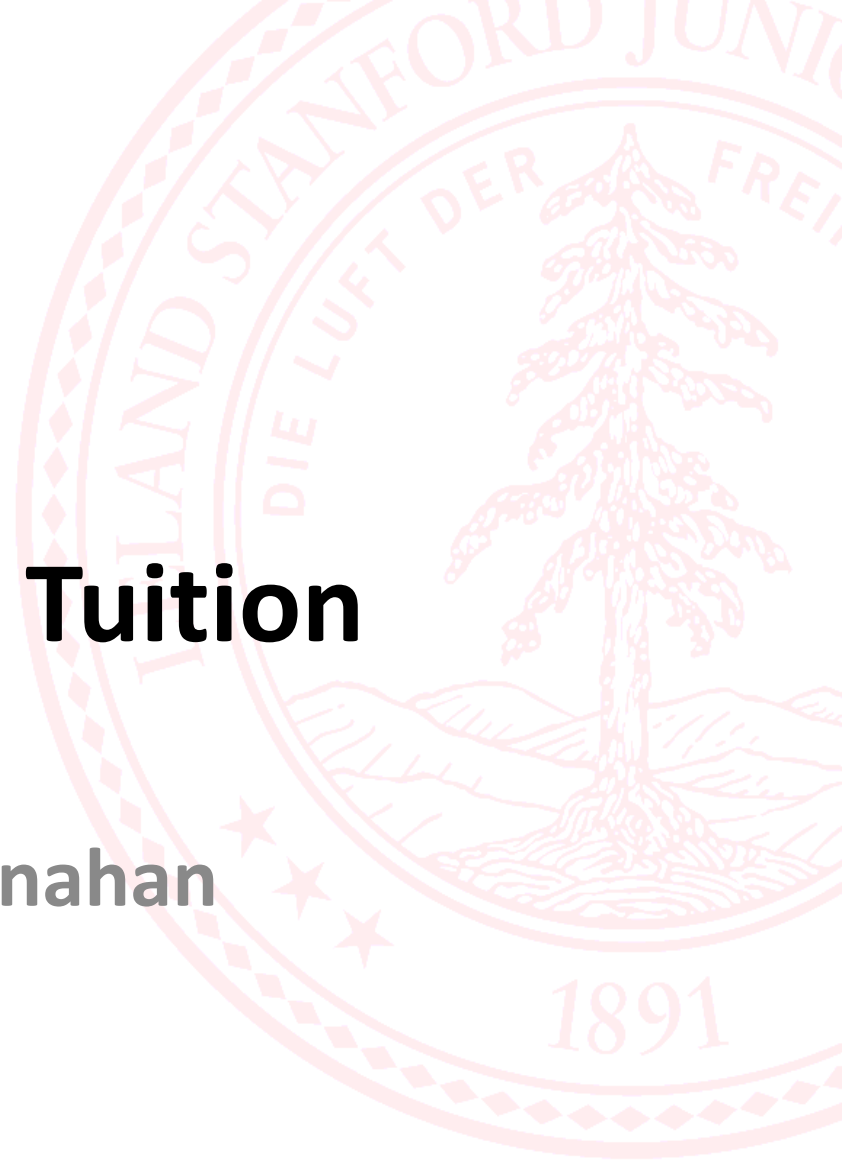
# Postdoc Insurance Waivers

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- Remember: the minimum compensation package includes both:
  - the required minimum salary (including raises)
  - AND insurance coverage
- The Offer Letter is the contract and includes the language that insurance coverage is provided to the postdoc
  - An email agreement between the PI and postdoc otherwise is not a part of this contract

# Outstanding Tuition

Shannon Monahan





# Outstanding Tuition

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- Postdocs are in danger of being (or in some cases, have already been) sent to collections for outstanding tuition charges
- In ReportMart1/BI
  - Student Administration > Student Records > SR Postdocs > Outstanding Postdoc Tuition (PS\_SR123)

# Outstanding Tuition

- Outstanding Balance for Postdoctoral Fellows (through 1144): **\$103,921**

School	Academic Year								Grand Total
	2006	2008	2009	2010	2011	2012	2013	2014	
EARTH							\$750	\$1,375	\$2,125
EDUC					\$125	\$125	\$125	\$250	\$625
ENGR	\$250		\$373	\$125	\$125	\$25	\$3,250	\$4,461	\$8,608
H&S					\$500	\$375	\$3,313	\$5,102	\$9,290
INDEP					\$240	\$625	\$2,719	\$1,500	\$5,084
MED		\$105	\$750	\$375	\$2,156	\$11,761	\$27,116	\$35,926	\$78,189
<b>Grand Total</b>	<b>\$250</b>	<b>\$105</b>	<b>\$1,123</b>	<b>\$500</b>	<b>\$3,146</b>	<b>\$12,911</b>	<b>\$37,272</b>	<b>\$48,614</b>	<b>\$103,921</b>

[Postdocs active as of 1/31/2014]

# Benefits

Sandra DeGaine



# Postdoc Benefits Office



- Postdocs are required to have medical insurance effective their first day of appointment. If they do not have a policy approved and in place they will be defaulted into the SHCA plan by our office.
- Remind your postdocs to have any outside policy reviewed by our office PRIOR to purchase and arrival.
- Terms need to be approved by the OPA office no later than the last day of the month in order to avoid charges to the department and postdoc for the following month.

# Clinical Appointment Training

Al Murray



# Processing Clinical Trainee and Joint Clinician Educator Appointments

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- **Who should attend:** Departmental administrators who appoint clinical trainees or joint clinical fellow and clinician educator appointments (known as 90/10s or 80/20s)
- **When & Where:** March 6<sup>th</sup>, Munzer Auditorium, Beckman B060. The session will begin at 9:30 am and end by 11:30 am
- **Register in STARS:** Course# **OPA-1201-030614**

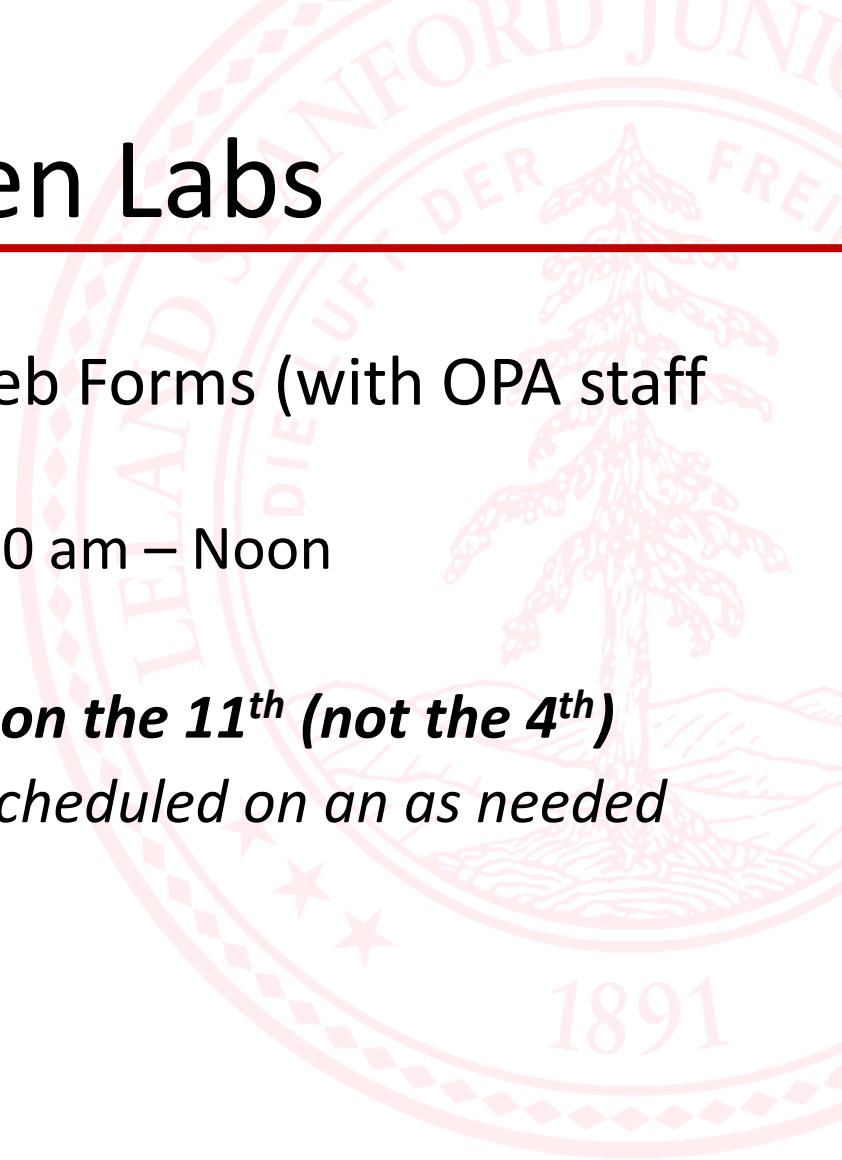
# Drop-In Open Labs

Al Murray



# Drop-In Open Labs

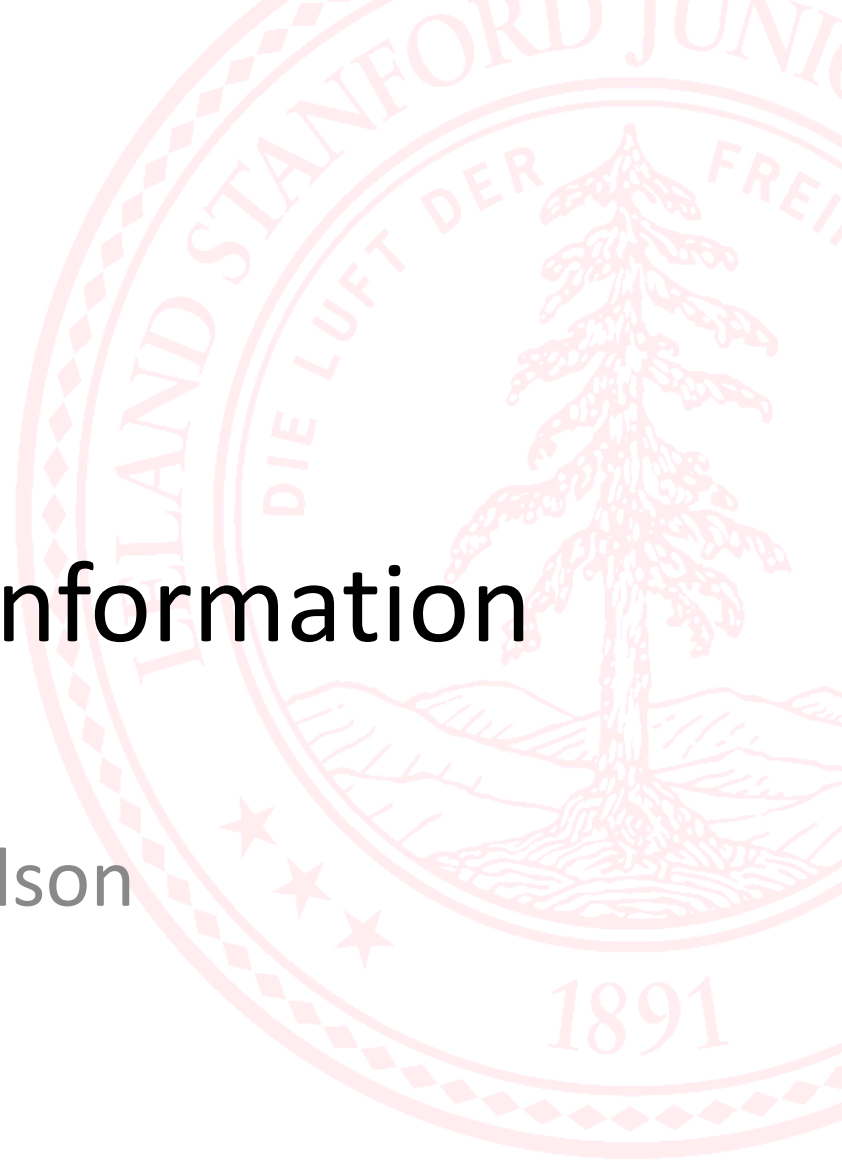
- Open Labs for Help with PD Web Forms (with OPA staff member):
  - First Friday of every month, 9:00 am – Noon
  - [Birch Lab \(215 Panama St\)](#)
  - ***Please Note: April Open Lab is on the 11<sup>th</sup> (not the 4<sup>th</sup>)***
  - *Web Forms trainings are now scheduled on an as needed basis during Open Labs*
- Open Labs for Help with GFS:
  - Every Friday, 9:00 am – Noon
  - [Birch Lab \(215 Panama St\)](#)





# SSN Prohibited Information

Tammy Wilson



# SSN Prohibited Information

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- OPA is responsible for postdoc SSN entry in PeopleSoft
- The Information Security Office has identified SSNs as Prohibited Information  
[http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)
- DO NOT report SSNs to OPA via email, voicemail, or HelpSU. Please share this with postdocs who self-report SSNs.
- **Report SSNs via OPA's secure fax using SSN Reporting Form** <http://postdocs.stanford.edu/admin/pdfforms/SocialSecurityReportingForm.pdf>
- Postdoc may report SSN in person at OPA

# Quarterly Meetings in 2014

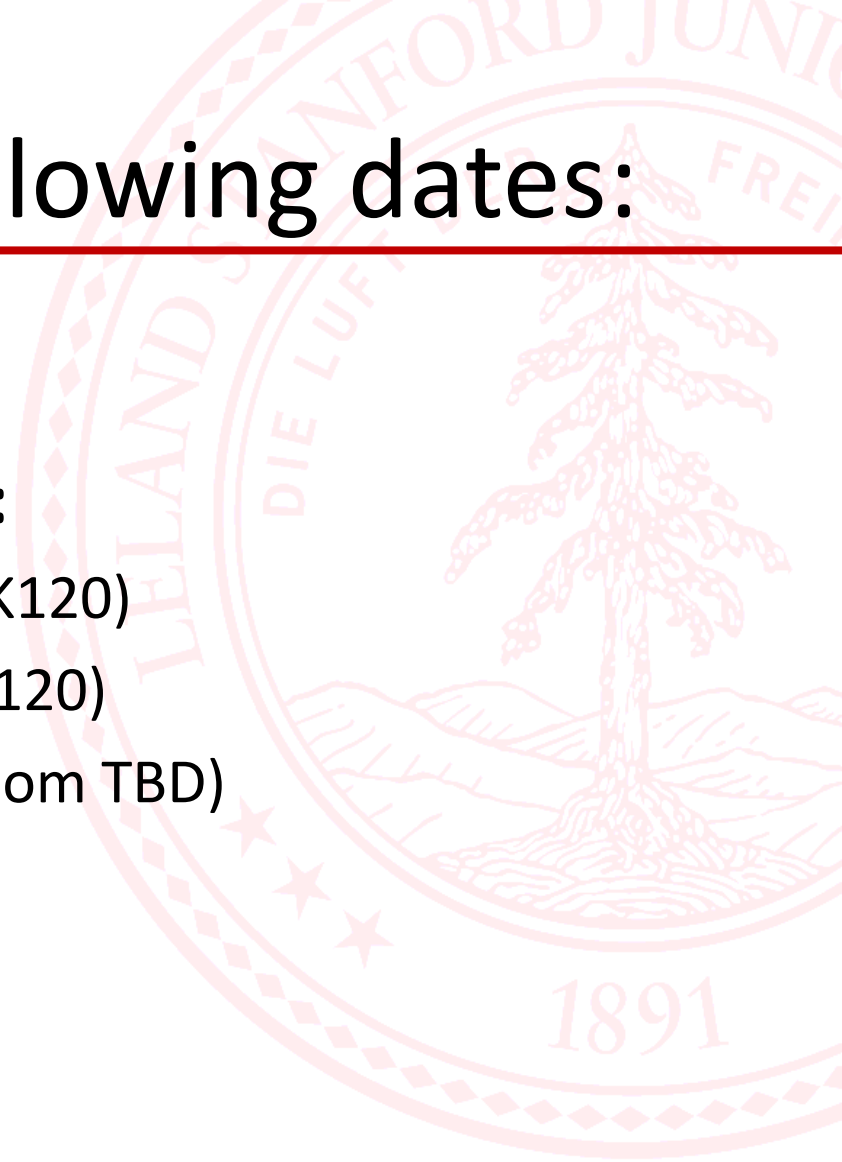
Tammy Wilson



# Please save the following dates:

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- **Quarterly Meetings for 2014:**
  - April 10, 2014, 10-11:30 AM (LK120)
  - July 17, 2014, 10-11:30 AM (LK120)
  - Nov. 13, 2014, 10-11:30 AM (room TBD)



# Programs

Tammy Wilson



# New Postdoc Orientation

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- **Upcoming Postdoc Quarterly Orientations\* and Postdoc Mixers**

- Thursday, April 17, 2014
- Thursday, July 17, 2014
- Thursday, September 18, 2014

**\* Please save the dates for your new postdocs.**

# National Events

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- **National Postdoc Association (NPA) Annual Meeting**
  - April 4-6, 2014
  - Washington University, St. Louis, MO
- **National Postdoc Appreciation Week**
  - September 15-19, 2014
- For more details, please check National Postdoctoral Association website at: [www.nationalpostdoc.org](http://www.nationalpostdoc.org)

# Postdoc Programs

Details available at: <http://postdocs.stanford.edu/education/>

- **Academic Chats - 12noon-1:30pm** (lunch is provided)
  - Tuesday, February 18, 2014, **Right Your Writing: How to Make Your Manuscripts More Engaging**
  - Tuesday, March 11, 2014, **Getting The Most Out Of Research Conferences**
  - Tuesday, April 22, 2014, **How New Professors can Find (and Support) top Graduate Students and Postdocs**
  - Tuesday, May 13, 2014, **How to Find Good Mentors When Starting Out as a New Professor**
  - Tuesday, June 10, 2014, **Hitting the Ground Running as a New Professor - What to do an NOT do**
- **Scientific Management Series (SMS)- 5:15-6:30 pm**
  - Thursday, February 13, 2014 – **Sofie Kleppner, “Mentoring for Academic Science and Beyond”**
  - Thursday, February 20, 2014 – **Carl Weiman, “Taking a Scientific Approach to Teaching Science”**
  - Thursday, March 6, 2014 – **Jessica Notini, “Negotiation Skills I”**
  - Thursday, March 20, 2014 – **Jessica Notini, “Negotiation Skills II”**
  - Thursday, April 3, 2014 – **Kathy Ku, “Understanding Technology Transfers”**
  - Thursday, April 17, 2014 – **Al Lane, “Current Issues in Research Ethics”**
- **iWrite/iSpeak**
  - Thursday, March 24 to Wednesday, March 30, 2014, 9am-1pm, -- **Marianne Neuwirth**



# Open Forum

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## Questions?

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**[AskJane.stanford.edu](https://askjane.stanford.edu)**

**[HelpSU.stanford.edu](https://helpsu.stanford.edu)**

*(Category: "Student Services"; Request Type: "Postdoctoral Affairs")*