To do list for new postdocs (Department of Neurobiology and Anatomy):

GET INTO “THE SYSTEM”:

1. Access. The BPRB, next to the Medical School
	1. Building access for BPRB is granted by Nicole Caldwell. This access will be provided upon hire after you receive your University ID card. Every building has a designated contact to gain access. Email the appropriate facilities manager with your uID number and the “2+” number on the back of your card to request regular and after hour access to the appropriate buildings.
		1. Contact Rony Aparicio rony.aparicio@fm.utah.edu for the Sorenson Molecular Biotechnology Building.
		2. Go to the Biocehmistry Department office (EEJMRB 4100) for access to EEJMRB.
		3. Once given a login for <http://www.cis.utah.edu/> go to “payroll, taxes, and salary” link to setup your direct pay, W-4, and your W-2 electronic consent form
		4. Get your Ucard at the University Hospital (located on floor LL)
2. Nicole Caldwell (Nicole.caldwell@neuro.utah.edu)can provide the password for the copier and scanner located in the mail/copy room in BPRB Room 322.
3. Email

* 1. Upon arrival, your email will be your UID number @utah.edu. You can manage/change which address/alias is default by going to [https://unid.utah.edu](https://unid.utah.edu/) and selecting which on the right side of the page you want and clicking the box “Make Reply-To”.
	2. The department regularly sends information through several email lists. To be added to these lists, contact Nicole Cadwell. Several email lists that may be useful are listed below.
		1. The nbapostdocs email list. You will be automatically added to this list upon your arrival.
		2. The nbaeveryone list is what the department uses to send out department-wide information
		3. The neuro-miscrequest list is used by the department to send out non-essential information.

TRAININGS:

1. The first orientations you are required to attend are provided by the human resources of uHealth School of Medicine (you should receive e-mail with invitation). Ask as many questions as you can (the day before orientation it could be helpful to write down a list of questions and bring it with you at the orientation).
2. Booldborne pathogens training, BLS2 training, A-BSL2 training and respirator fit test (derek.hedquist@oehs.utah.edu).
	1. After completing the training, go to <https://utah.bridgeapp.com/>. On the “My Learning” section under the “Completed” section will be a “view certificate” in red under the Bloodborne Pathogens, Viral Vectors and Biosafety Level (BSL-2) Training – OEHS. This will open a PDF of your certificate that you will be able to print. Email Bryson Ockey (Bryson.ockey@oehc.edu.edu) if you have any questions.
3. Online laboratory safety training and animal training (<http://iacuc.utah.edu/Training/online.htm>).
	1. To access this site, you may need to download VPN software to connect remotely (especially if using a lapatop). For information on how to do this, go to <https://lib.utah.edu/help/off-campus.php>.
4. For animal training and dedicated workshops (animal handling, surgery…) get in touch with Sheryl Dutson (sdutson@ocm.utah.edu).
5. BE CAREFUL! To be allowed working with animals you MUST review lab protocols, know all the procedures and be added to the current protocols (for more information ask to your P.I.). Moreover, you MUST also review the lab safety protocols (BioRaft) and sign for training (ask your lab manager or your colleagues about it).
6. The office of the Vice President for Research offers continuing education and training opportunities for all research personnel. The training includes Research administration training series,Principal Investifator knowledge assets, grant writing academy and lab safety. For education and training opportunities, Please visit their [website](https://education.research.utah.edu/).

EMAIL LISTS

 Emails in the department are often distributed through email lists. To be added to an email list, just ask Nicole Caldwell (Nicole.caldwell@neuro.utah.edu)

1. NBA Postdocs List (nbapostdocs-request@lists.utah.edu). You should already be added to this list, but just in case.
2. University Postdoc Association List (upda-request@lists.utah.edu). You should also already be added to this list.
3. NBA Everyone List (neuro\_everyone@lists.utah.edu)
4. Miscellaneous Seminars, etc. (neuro\_misc-request@lists.utah.edu)

ADDITIONAL RESOURCES

1. Main campus website – [www.utah.edu](http://www.utah.edu)
	1. Campus email – [www.umail.utah.edu](http://www.umail.utah.edu)
	2. Campus directory - <https://people.utah.edu/uWho/basic.hml>
	3. Campus A-Z index - <https://www.utah.edu/a-z/>
2. HSC Cores – Please complete a work authorization form to use all of the services that the cores offer. The form is located [here](http://cores.utah.edu/).
3. SVPHS Pre Award office – If you are thinking of applying for research funding and have already discussed the possibility with your faculty mentor, you next call should be to the Pre-Award team. They can help with:
	1. One on one meeting to discuss the process
	2. Help understand the program requirements
	3. Provide sample and standardized text
	4. Proofread
	5. Assistist with internal requirements
	6. Help create the proposal thru the submission portal.

Please contact Kami McNeil via email at Kami.mcneill@hsc.utah.edu or by phone at 801-585-0836.

1. Office of Sponsored Project is responsible for handling all research proposals.
	1. OSP Sponsored Project Officer for the Department of Neurobiology and Anatomy

# Kristen Bayles

## Sponsored Projects Officer

kristen.bayles@osp.utah.edu

University of Utah

Office of Sponsored Projects

Research Administration Building (RAB) Rm. 211

75 South 2000 East

Salt Lake City, Utah 84112-8930

Phone: 801/585-9953

Fax: 801/585-5749