



hms | hsdm

office for postdoctoral fellows

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Dear New Postdoc,

The HMS/HSDM Office for Postdoctoral Fellows (OPF) is pleased to welcome you into the Harvard Medical and Dental School community. The combined number of Fellows that you will be joining is over nine hundred in the Basic Science Departments at the Medical and Dental Schools. As a trainee here, we hope that you will gain the knowledge and experience necessary to advance your career and develop contacts among your peers that might assist you in the future.

The OPF works to enhance the development and experience of the postdoctoral community by recognizing the valuable contributions of postdoctoral scholars, developing a firm foundation on which to build a comprehensive training and career development experience, encouraging individual responsibility, fostering mentoring, and cultivating a sense of community.

As part of our welcome, all new postdocs will be invited to “New Postdoc Orientation” organized by our office - you will receive an email invitation letter from our office. Please note that this orientation is tailored specifically for postdocs and is the **ONLY** orientation you will receive as a postdoc at HMS/HSDM. Call 617/432-6735 or email: postdoc_office@hms.harvard.edu if you have not received your email invitation or would like to inquire about alternate dates.

VERY IMPORTANT [FOR BENEFITS-ELIGIBLE POSTDOCS PAID THROUGH HARVARD] - you must sign up for benefits within **30 days** of your start date! Failure to do this will result in your not receiving benefits for one year (or until the next open-enrollment period). Benefits packages are mailed to your home address. If you have started work and have not received your benefits packet within two weeks, first check with your Department Administrator to make sure that all the appropriate paperwork has been submitted. Second, call the Benefit Services Group (BSG) at 617/496-4001 to confirm that you have been entered into the system and that your benefits packet is forthcoming.

Postdocs coming from foreign countries will find many other foreign nationals here. Please be sure to register with the Harvard International Office upon your arrival. They can be reached by calling 617/495-2789 or by visiting their website at www.hio.harvard.edu.

There is a Harvard Medical Postdoctoral Association (HMPA), which was born out of the need for support for postdocs to attain their career goals. If you would like to become a HMPA member and join their email list to stay informed of upcoming events, simply email HMPA@hms.harvard.edu. HMPA members get first priority to attend HMPA sponsored events and becoming involved with the HMPA will give you an opportunity to organize and have input on events designed to assist postdoc training.

And finally, remember to complete your online Lab Safety Training. Your PI or Lab Manager will provide access to training in the Environmental Health & Safety Office website at <http://ehs.harvard.edu/training>, or you may contact EH&S by phone at 617/432-1720. Failure to complete the training could delay your ID processing and research protocols.

Please feel welcome to contact us or visit our website at postdoc.hms.harvard.edu if you have any questions or need additional information. We hope to see you at orientation and around campus!

All the best!
-The Staff of the OPF

Postdoc Orientation



Getting Your Benefits



Harvard International Office



Postdoc Association



Lab Safety Training

