Guide for Research Fellows, Visiting Scholars/Scientists and Visiting Research Students

Katie Weinger, EdD
Director, Office of Research Fellow Affairs
and
Leigh Read, CIP
Manager, Research Compliance/Assurance & Programs
# I. Table of Contents

## II. Welcome to the Joslin Diabetes Center

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greeting from the Research Director</td>
<td>3</td>
</tr>
<tr>
<td>Greeting from the Office of Research Fellows Affairs</td>
<td>3</td>
</tr>
</tbody>
</table>

## III. Getting Acclimated

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Joslin</td>
<td>4</td>
</tr>
</tbody>
</table>

## IV. The Research Division

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Research Sections</td>
<td>5</td>
</tr>
<tr>
<td>B. NIH Diabetes Research Center (DRC) at the Joslin</td>
<td>5</td>
</tr>
<tr>
<td>• Administrative Core</td>
<td>5</td>
</tr>
<tr>
<td>• Enrichment Program</td>
<td>5</td>
</tr>
<tr>
<td>• Pilot &amp; Feasibility (P&amp;F) Studies Program</td>
<td>5</td>
</tr>
<tr>
<td>• Core Laboratories</td>
<td>6</td>
</tr>
<tr>
<td>C. Required Instruction/Training on Ethical Issues in Research</td>
<td>6</td>
</tr>
<tr>
<td>• Financial Conflicts of Interests (FCOI) Training</td>
<td>6</td>
</tr>
<tr>
<td>• Responsible Conduct of Research (RCR) Training</td>
<td>7</td>
</tr>
<tr>
<td>• Research Misconduct</td>
<td>7</td>
</tr>
<tr>
<td>• Data</td>
<td>8</td>
</tr>
<tr>
<td>• Human Subject Research Training</td>
<td>8</td>
</tr>
<tr>
<td>• Animal Care &amp; Use Training</td>
<td>9</td>
</tr>
<tr>
<td>D. Institutional Compliance Program</td>
<td>9</td>
</tr>
<tr>
<td>• Health Insurance Portability &amp; Accountability Act (HIPAA)</td>
<td>10</td>
</tr>
<tr>
<td>• Required Training</td>
<td>10</td>
</tr>
<tr>
<td>E. Office of Research Fellows Affairs</td>
<td>11</td>
</tr>
<tr>
<td>• Pre/Postdoctoral Fellows Council</td>
<td>11</td>
</tr>
<tr>
<td>• Signing Up for the Harvard Post-Doc Association</td>
<td>12</td>
</tr>
<tr>
<td>F. Office of Sponsored Research</td>
<td>12-13</td>
</tr>
<tr>
<td>G. Joslin Research Web-Site</td>
<td>14</td>
</tr>
<tr>
<td>H. Joslin Diabetes Center Lectures and Enrichment Programs</td>
<td>14</td>
</tr>
<tr>
<td>• Research and Clinical Seminars</td>
<td>14</td>
</tr>
<tr>
<td>• JDC Named Lectures and Special Events</td>
<td>14</td>
</tr>
<tr>
<td>• Joslin’s Research Retreat</td>
<td>15</td>
</tr>
<tr>
<td>I. Computer and Library Resources for Researchers at Joslin</td>
<td>15</td>
</tr>
<tr>
<td>• Libraries</td>
<td>15</td>
</tr>
<tr>
<td>J. Harvard International Office</td>
<td>15</td>
</tr>
<tr>
<td>K. Harvard Medical School</td>
<td>16</td>
</tr>
<tr>
<td>• Harvard Appointments</td>
<td>16</td>
</tr>
<tr>
<td>• Digital Library and eCommons</td>
<td>16</td>
</tr>
<tr>
<td>• Countway Library</td>
<td>17</td>
</tr>
<tr>
<td>• Harvard University Housing (HUH)</td>
<td>17</td>
</tr>
<tr>
<td>L. Other Resources for Diabetes Information</td>
<td>18</td>
</tr>
<tr>
<td>• American Diabetes Association (ADA)</td>
<td>18</td>
</tr>
<tr>
<td>• Endocrine Society</td>
<td>18</td>
</tr>
<tr>
<td>• Juvenile Diabetes Research Foundation (JDRF)</td>
<td>18</td>
</tr>
<tr>
<td>• National Center for Biotechnical Information</td>
<td>18</td>
</tr>
<tr>
<td>• National Institutes of Health (NIH)</td>
<td>18</td>
</tr>
<tr>
<td>• National Science Foundation (NSF)</td>
<td>18</td>
</tr>
<tr>
<td>• PubMed</td>
<td>18</td>
</tr>
</tbody>
</table>
### V. Joslin Support Departments

#### A. Facilities
- Maintenance Issues / Colliers Service Center
- Bikes
- Lost & Found
- Mail Room
- Security
- Joslin ID/Access Card & Keys

#### B. Human Resources
- ADP Workforce Now
- Benefits
  - Medical Plan/Health Insurance
  - Dental Plan/Insurance
  - Voluntary Vision Plan
  - Life Insurance & Accidental Death & Dismemberment
  - Short Term Disability
  - Long Term Disability
  - Flexible Spending Accounts
  - Retirement Plans/Savings
  - Commuter (MBTA) and Parking
    - MBTA – T Passes
    - Shuttle Bus to Harvard Square and MIT (M2)
    - Parking
    - Weekend Parking
  - Additional Benefits
    - Paid Time Off
    - Holidays
    - Credit Union
    - Work Related HIV Benefit Plan
    - Staff Member Referrals
    - Tuition Reimbursement
    - Other Benefits
- Federal and State Taxes

#### C. Finance / Payroll
- Joslin Intranet
- Policies & Procedures
  - Personal Computers and Mobile Devices
- Checking e-mail on the Web
- Citrix and Remote Login
- Computer or Network Problems – Help Desk (Magic)
- Telephone Problems
- Research IT

#### D. Management Information Systems (MIS)
- Longwood Medical Area Map
- MBTA Map

#### Finishing Up & Staying in Touch

### Appendix A – Research Sections and Investigators

### Appendix B – Office of Sponsored Research
- OSR Staff and Contact Information
- Investigators/Section – Post-Award Administrators

### Appendix C – Joslin Support Departments Contact Information

### Appendix D – Maps
- Longwood Medical Area Map
- MBTA Map

### Appendix E – Research Integrity Policy

### Appendix F – Citrix and Remote Log-In Information

### Appendix G – NetLearning Instructions
II. Welcome to the Joslin Diabetes Center

Greetings from the Research Director

Dear New Fellows, Students and Visiting Scholars/Scientists,

I would like to welcome you to the Research Division of Joslin Diabetes Center. Speaking for all the faculty members, please know that we view the interactions with and training of fellows, students and visiting scholars/scientists as being one of the most important parts of our profession. The Joslin is known worldwide for excellence in diabetes and endocrine research and we look forward to you joining us. We want you to value your stay at Joslin as the most rewarding time of your training years.

Please do not hesitate to share your thoughts on the training program. If you have any suggestions on how we can improve the program, please let Katie or me know. Again, welcome to Joslin. I am looking forward to meeting you.

George

George L. King, MD
Chief Scientific Officer/Research Director, Joslin Diabetes Center
Professor of Medicine, Harvard Medical School

Greetings from the Office of Research Fellow Affairs

The Office of Research Fellows Affairs extends a warm welcome to you. As one of the approximately 100-120 trainees (fellows or students) or visiting scholar/scientist here at the Joslin, you are an important member of our community. The Joslin has many distinguished investigators and is well known for its successes in diabetes and endocrine research.

As you settle into the Joslin and your Investigator's laboratory, do let me know if I can help your transition in any way. My office is on the 3rd floor in the Behavioral Research Unit. You can reach me by phone at extension 2488.

Katie

Katie Weinger, EdD
Investigator, Clinical, Behavioral and Outcomes Research
Director, Office of Research Fellow Affairs
Associate Professor of Psychiatry, Harvard Medical School
III. Getting Acclimated

About Joslin
Welcome to the Joslin! Established in 1898, Joslin Diabetes Center is internationally recognized for diabetes research, treatment, and patient and professional education. Joslin is headquartered in Boston's Longwood Medical Area, and has diabetes treatment centers at prestigious hospitals and institutions from Washington State to Florida. Joslin's faculty and postdoctoral fellows hold appointments at Harvard Medical School.

Here at its Boston headquarters, Joslin has a large research program that includes laboratory and clinical research in immunology, genetics, epidemiology, metabolism, cellular and molecular physiology, eye research, islet transplantation, cell biology, and more. Many of the most important discoveries in diabetes research originated at Joslin.

These include:
- Recognition of tight blood sugar control as a means of preventing diabetes complications
- Development of treatment protocols to enable women with diabetes to have healthy babies safely
- Development of laser treatment for diabetic eye disease, which can help prevent blindness

In addition to its research activities, Joslin offers a wide range of clinical services, including adult diabetes/endocrinology; ophthalmology; nephrology (kidney care); neurology; pediatric diabetes and endocrinology; pregnancy and diabetes services, mental health, nutrition, exercise physiology, and a range of patient education programs.

The Center also offers programs in continuing medical education for health professionals and corporations at sites nationwide, and has developed a new disease management program to help institutions improve diabetes treatment while better managing healthcare costs. Joslin also publishes books, videos and other materials.

Having lunch
Au Bon Pain is located in the first floor lobby at Joslin and is open 7am-2pm. They have a selection of sandwiches, wraps, and salads available to go for you to enjoy for lunch. On Longwood Ave, there is also Caffe Nero, Pret and bgood that have a variety of food to go and to eat in. Directly across Brookline Avenue is the Galleria food court and the Longwood Grill Restaurant. Colleagues in your lab probably have favorite pizza and other restaurants - be sure to ask! Beth Israel Deaconess Medical Center (BIDMC) has a cafeteria on the lower level of the Farr Building on the West Campus. A tunnel runs between the Joslin and BIDMC West Campus (Farr Building), making it easy to get lunch on a rainy or snowy day.

Note: You will need your Access card to use the tunnel.
IV. The Research Division

This section will provide you with information about the people and structure of the Research Division at the Joslin.

A. Research Sections
The Research Division is composed of 7 sections, doing both basic science and clinical research (see Appendix A). Each section may include several investigator laboratories and has an assigned research administrator. The administrator helps with the business management of grants and laboratories.

B. NIH Diabetes Research Center (DRC) at the Joslin
The National Institutes of Health (NIH) Diabetes Research Center (DRC) is an important component of the Research Division. Joslin’s DRC encourages the scientific development of young investigators by providing a stable framework for conducting multi-disciplinary studies.

In addition, the DRC funds core laboratories designed to provide efficient, cost-effective support for Joslin researchers. Every investigator at Joslin may use the cores. The Major Projects Administrator in the Office of Sponsored Research manages the DRC grant.

Administrative Core
This core provides overall coordination for the Diabetes Research Center (DRC).

Core Directors and Executive Committee:
Dr. George King* Director
Dr. Susan Bonner-Weir* Associate Director – oversees Core Laboratories
Dr. Steven Shoelson* Associate Director – oversees the Pilot and Feasibility Studies Program
Dr. Keith Blackwell Executive Committee
Dr. Laurie Goodyear Executive Committee
Dr. C. Ronald Kahn Executive Committee
Dr. Simon Kasif Executive Committee
Dr. Amy Wagers Executive Committee
Dr. Gordon Weir Executive Committee

* Also Members of Executive Committee

Enrichment Program
This program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers with similar interests throughout the Boston area. See pages 14-15 for details of the Enrichment Program.

Gail Musen, Ph.D. and Mary Elizabeth Patti, M.D. Co-Directors

Pilot and Feasibility Studies (P&F) Program
This program offers funding each year for two new studies, from basic, translational or clinical perspectives. The goal of the Program is to encourage research by two target groups: young diabetes researchers who recently became independent and have not yet received significant NIH or other funding, and seasoned investigators either entering the diabetes field for the first
Guide for Research Fellows, Visiting Scholars/Scientists & Visiting Research Students


Steven Shoelson, M.D, Ph.D.  Associate Director

**Core Laboratories**  
Core laboratories are useful to investigators, students, and fellows.

Several cores have ordering information on the research ordering website ([https://cortex.joslin.harvard.edu/spinal/l?next=/spinal/](https://cortex.joslin.harvard.edu/spinal/l?next=/spinal/)).

For more information on the cores you can visit the DRC section of the Joslin Research Website ([http://www.joslin.org/diabetes-research/DRC-core-labs.html](http://www.joslin.org/diabetes-research/DRC-core-labs.html))

<table>
<thead>
<tr>
<th>Core Lab</th>
<th>Director</th>
<th>Technical Head</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Microscopy Core</td>
<td>Susan Bonner-Weir, Ph.D.</td>
<td>Chris Cahill</td>
<td>x1998</td>
</tr>
<tr>
<td>Advanced Genetics/Genomics Core</td>
<td>Mary Elizabeth Patti, M.D. (Genomics)</td>
<td>Alessandro Doria, M.D. (Genetics)</td>
<td>Grace Daher x4543  Christine Mendonca x1965</td>
</tr>
<tr>
<td>Animal Physiology Core</td>
<td>Laurie Goodyear, Ph.D.</td>
<td>Allen Clermont</td>
<td>x2586</td>
</tr>
<tr>
<td>Bioinformatics Core (BUJRC)</td>
<td>Simon Kasif (BU), Ph.D.</td>
<td>Jonathan Dreyfuss</td>
<td>x2403</td>
</tr>
<tr>
<td>Flow Cytometry Core</td>
<td>Tom Serwold, Ph.D.</td>
<td>Girish Buruzula</td>
<td>x3450</td>
</tr>
<tr>
<td>iPS Core</td>
<td>Amy Wagers, Ph.D.</td>
<td>Andrew Minotti</td>
<td>x4607</td>
</tr>
</tbody>
</table>

**C. Required Instruction/Training on Ethical Issues in Research**

As part of a required orientation program mandated by federal and state regulations, trainees and visiting scholar/scientist need instruction in the specific ethical issues in research including the responsible conduct of science (RCR), financial conflicts of interest (FCOI), use of animals in research and ethical issues related to research on humans along with Privacy (HIPAA).

For specific questions on the ethical training programs for research, you can contact the Manager for Research Programs in the Office of Sponsored Research (see Appendix B)

**Financial Conflicts of Interest (FCOI) Training**

As required by Joslin policy based on the federal regulations (42 CFR 50.604(b)), all individuals at Joslin who are engaged in research (except students, volunteers, and visiting scholars whose stay is less than 6 months) must complete training on Financial Conflict of Interest (FCOI).

Joslin’s Financial Conflicts of Interest Training consists of the following:

- Collaborative Institutional Training Initiative (CITI) On-Line Training Course “Conflict of Interest”

Course must be completed within 30 days of hire (or of being identified as Joslin personnel involved in research).

Training must be completed at least every four years from initial completion.

Detailed outline/instruction for Joslin’s Financial Conflict of Interest Training Program is available from the FCOI Team ([FCOI@joslin.harvard.edu](mailto:FCOI@joslin.harvard.edu)).

Updated January 2016
**Responsible Conduct of Research (RCR) Training**

The Joslin Diabetes Center is dedicated to the highest standard of research integrity and is committed to the responsible conduct for all those involved in research.

All Joslin personnel (except students, volunteers, and visiting scholars planning to be at Joslin for less than 6 months) involved in research must complete the Joslin RCR training curriculum. Joslin curriculum on the training in the Responsible Conduct of Research involves the following:

- Completion of the Collaborative Institutional Training Initiative (CITI) On-Line Responsible Conduct of Research Course
  - Personnel are provided with the instructions on the completion of the on-line RCR course upon hire (information provided at orientation, New Fellows/Scholars Welcome Packets) and periodic reminders are sent by the Joslin RCR Team regarding the completion of this required training.

- 8-Live Contact Hours of Training on RCR Topics (see below) over a 2-year period, which includes attendance at Joslin In-House RCR Seminars
  - Joslin In-House RCR Seminars are conducted in September, January and May each year.
    - RCR seminars are approximately one hour in length and are conducted by a faculty member or a non-faculty member who is an expert in the topic being presented. Sessions consist of an overview of the topic and may include case studies and a question and answer session. Information for these seminars may be drawn from the Office of Research Integrity (ORI), materials from the Howard Hughes Medical Institute and other open sources. In addition, guest experts from Harvard or other nearby institutions may present at a seminar.
    - Attendees are required to sign in at the seminars as documentation of attendance/completion of training. Attendance records are maintained by the Research Compliance/Assurance and Programs Team in the Joslin Office of Sponsored Research.

<table>
<thead>
<tr>
<th>RCR Topics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of animals in research</td>
<td>Authorship</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Conflicts</td>
</tr>
<tr>
<td>Data</td>
<td>Humans in research</td>
</tr>
<tr>
<td>Mentorship</td>
<td>Misconduct</td>
</tr>
<tr>
<td>Peer review</td>
<td>Safe laboratory practices</td>
</tr>
<tr>
<td>The researcher as a responsible member of society</td>
<td></td>
</tr>
</tbody>
</table>

Detailed outline/instruction for Joslin’s Responsible Conduct of Research Training Program is available from the RCR Team ([RCR@joslin.harvard.edu](mailto:RCR@joslin.harvard.edu)).

**Research Misconduct**

Joslin has codified procedures for evaluation of research misconduct. If the allegation is against a faculty member of Joslin staff with HMS appointment, this is brought to the attention of the Research Directory of the Office of the Dean. Joslin will then follow HMS Policy. If the allegation involves Public Health Service (PHS) support, Joslin will follow procedures set forth by NIH. In the event of an allegation of scientific misconduct, there is a two-step process in place.
• Step One- Joslin Inquiry Process
The purpose of the inquiry is to conduct an initial review of evidence to determine whether to conduct an investigation.

• Step Two – Investigation Process
This will be done a Harvard when involving a faculty or staff member with Harvard appointments. Each respondent, complainant and others with relevant information are interviewed. Final report includes allegations, PHS support involved, identification and summary of research records and evidence reviewed, and statement of findings. Office of Research Integrity (ORI) is notified if PHS support is involved.

See Appendix E for Joslin’s policy on Research Integrity

Data
• Lab books must be in English, organized, and well maintained. Everyone must keep up-to-date records of their experiments and data. All electronic data and files should be backed up regularly

• The Joslin owns all data, electronic files and records including lab books.

• Lab books must be kept at the Joslin and not removed without permission from PI.

• All original data, lab books, and records, including electronic data and records, must be left with the PI when a fellow or student leaves. Written permission from the PI is required prior to the fellow or student taking any copies of data when leaving the Joslin.

Human Subject Research Training
All Joslin Diabetes Center personnel (including fellows, students and visiting scholars/scientists) involved in the design, conduct, or reporting of the human subject research must complete the required human subject research education.

Joslin’s Human Subject Research Training/Education Program consists of the following:
1. Completion of Collaborative Institutional Training Initiative (CITI) On-Line Course(s)
   • Human Subject Research Course
     o Basic Course must be completed upon hire (or before being adding to an approved study)
     o Refresher Courses must be completed every three years
   • Good Clinical Practice (GCP) Course
     o Course must be completed by personnel who will be working on a study that involves an FDA-Regulated product (i.e. drug, device, biologic)

2. Joslin In-House Human Subject Research Training Sessions
   • Completed within 4 months of hire (or of being adding to an approved study)
   • Refresher Sessions must be completed every four years

If a fellow, student or visiting scholar is going to be involved in human subject research, they should contact the Committee on Human Studies in the Office of Sponsored Research (x4329 or CHS@joslin.harvard.edu) to obtain the instructions for registering and completing this on-line training program and for the schedule of the in-house education sessions.
**Animal Care & Use Training**

All Joslin Diabetes Center personnel (including fellows, students and visiting scholars/scientists) involved in research with animals must complete the Joslin Animal Care and Use Training Program. This program consists of three steps:

- **Step One – On-Line Training Modules and Review of Facility Policy & Procedure Manual**
  
  All personnel must complete the required modules of the AALAS Learning Library. Instructions for the completion of these modules will be provided by the Institutional Animal Care and Use Committee in the Office of Sponsored Research. In addition, personnel will be provided with a copy of the current Animal Facility Policy & Procedure Manual and OLAW pamphlet, “What Investigators Need to Know About the Use of Animals” to review.

- **Step Two – Review of IACUC Approved Protocol(s)**

  All personnel must receive and review a copy of the IACUC approved protocol(s) in which they will be working on from their Investigator. Specific instruction relating to the researcher’s role in the protocol will be outlined with the Investigator.

- **Step Three – Orientation of Animal Facility**

  All personnel must complete the Animal Facility orientation before access to the facility will be granted.

  - Orientation for the Barrier Facility is held Wednesdays at 10:30am.
  - Orientation for the Conventional and Basement Facilities is held Wednesdays at 1pm.

Orientation begins at the scheduled time outside room 561 and is conducted by the Animal Resources Manager (or his designee).

If a fellow, student or visiting scholar is going to be involved in research involving animals, they should contact the Institutional Animal Care and Use Committee in the Office of Sponsored Research (x4329 or IACUC@joslin.harvard.edu) to obtain the instructions for this training program.

**D. Institutional Compliance Program**

Joslin Diabetes Center’s Institutional Compliance Program has processes for communication, training, methods to report concerns, auditing, re-education, and corrective action guidelines. There is an internal Compliance Committee made up of one senior leader from each department. The committee reports to the Compliance Officer (also our General Counsel). The Compliance Officer reports directly to the CEO and Board of Trustees, through the Board’s Audit & Compliance Committee.

The goals of Joslin’s program are to foster a culture of integrity, ethics and compliant behavior. In addition, to supporting an environment where everyone asks questions and reports real or potential compliance concerns without fear.

A major part of Joslin’s Compliance Program is to educate Joslin workforce on the relevant risk areas. Like most health care organizations, two risk areas are:

- **Fraud** – lying to receive a form of payment in the form of financial, products, services or favors.

- **Abuse** – supplying services that are medically unnecessary or that do not meet professional standards.
Examples:
- Falsifying Time and Effort Reports
- Charging more than once for the same service (duplicate billing)
- Charging one grant for services for another project (unfunded project)
- Performing inappropriate or unnecessary services
- Falsifying certificates of medical necessity, plans of treatment, and medical records to justify payment
- Violations of Patient/Research Subject Rights

Possible Outcomes:
- Referral to the OIG/Investigation
- Criminal and/or civil prosecution
- Civil monetary penalties
- Exclusion from Federal programs
  - FDA, HRSA, OIG, ORI, SAM, BIS, DOT
- Referral to other law enforcement agencies
- Referral to state regulatory (licensing) agencies
  - Board of Registration of Medicine

Health Insurance Portability and Accountability Act (HIPAA) and Information Security

Maintaining the proper security of Joslin patient/research subject’s protected health information (PHI) and everyone’s personal information (PI) is of the utmost importance. It is both legally and ethically required. Paper records containing PHI and/or PI must be secured at all times and securely shredded when you no longer need them. Usernames and passwords should not be shared – in instances of non-compliance it will be traced back to you. Further, conversations regarding patients or research subjects should be conducted in a secure atmosphere. Do not have conversations on elevators or in any other public place where you could potentially be overheard. We must ensure the confidentiality and security of all PHI and PI that is created, received, maintained or transmitted.

Joslin cannot access, use or disclose PHI without authorization from the patient/research subject, except for in a few limited instances determined by law (and interpreted by general counsel). PHI and PI should not be used or disclosed internally or externally unless necessary and if so to the minimum extent necessary, following all applicable policies and using all of the appropriate safeguards.

<table>
<thead>
<tr>
<th>Protected Health Information (PHI)</th>
<th>Personal Information (PI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI is generally defined as information created, used, or maintained by or on behalf of a health care provider, health plan or clearing house (claims processor) that identifies or can be used to identify an individual and relates to his or her past, present or future health care or status; including appointments, treatment, diagnosis.</td>
<td>PI refers to information that identifies and individual and is linked to a financial account, such as a social security number or health plan number.</td>
</tr>
</tbody>
</table>

Required Training

All members of Joslin’s workforce (including fellows, visiting scientists/scholars and students) are required to complete Compliance Training as outlined below. Information Privacy and Security (IPS) training on the CITI platform listed below must be completed prior to your first day at Joslin. All other compliance trainings must be completed within 30 days of your start date at Joslin. Be sure to save your certificates of completion for this training as you will be asked to produce them.
**NetLearning Training**

**CITI Training**
Information Privacy (HIPAA). This HIPAA course is graded; you will need to achieve a score of 75 or above to pass. You may take the course as many times as necessary to achieve a passing score. There may also be additional role-based HIPAA training that will need to be completed. Detailed outline/instruction for Joslin’s HIPAA Training is available from the HIPAA Training Team (HIPAATraining@joslin.harvard.edu).

**Compliance is everyone’s job!**
See appendix C for Compliance Staff and contact information

Written Compliance Policies & Procedures can be found on the Joslin intranet.

Reports of non-compliance can be made to your supervisor, via email to compliance@joslin.harvard.edu, or anonymously by dialing ext. 1971.

**E. Office of Research Fellow Affairs**

**Pre/Postdoctoral Fellows Council**
Program description

**Goal**
To foster an interactive environment that allows fellows and graduate students to exchange experience and information, discuss and resolve issues, actively participate in planning and facilitating Joslin educational programs, and also socialize among their peers.

**Outline**
The Fellows Council consists of a representative from each of the 7 Joslin research sections. Section with more than 15 fellows can have two representatives on the council. The Fellows Council can also include one pre-doctoral graduate student representative.

Section Heads in conjunction with the investigators in their sections will nominate the council members from their department. However, if section heads to not feel their departments have an appropriate candidate, they are not required to nominate anyone. Sections that include pre-doctoral graduate students may nominate one student for the graduate student position on the council. Thus, the Fellows Council may consist of approximately 10 to 14 fellows and one graduate student. The Council works collaboratively with the Director of Research, the Office of Research Fellow Affairs and other Joslin leadership.

The term for fellows is usually two years. Ideally, half would rotate off while the other half remains on the Council for consistency over time.

**Council Responsibilities**
- **Create Community**
  The Council is responsible for leading a support network for the Joslin fellows: to open a dialogue among fellows to address issues and help identify and develop activities, both social and academic, that would benefit fellows.
Guide for Research Fellows, Visiting Scholars/Scientists & Visiting Research Students

- **Representation**
  The Council serves as the “voice” of the fellows to the Office of Research Fellow Affairs and Joslin leadership to address topics of concert to fellows.

- **Lectures**
  The Council will also be responsible for four seminars in the Longwood Area Diabetes/Metabolism Research Seminar Series each year. Lecture responsibilities include identifying, inviting and hosting expert speakers from outside Joslin.

- **Training and Enhancement**
  The Council will work with the Office of Research Fellow Affairs to organize programs, including mini-courses and self-education activities, that will help fellows become more successful, *i.e.* seminars on manuscript publication, stats, effective presentation development and delivery. Informal roundtable meetings are held with visiting lecturers throughout the year, providing opportunities for fellows to meet and network with research leaders.

Additional Resources from the Fellows Council
www.harvie.harvard.edu/perks Lists discounts and other perks available with Harvard ID.
www.mbta.com (also see Appendix C for MBTA map)
www.zipcar.com
www.craigslist.com
www.fitcorp.com

**Signing up for the Harvard PostDoc Association**
All Postdocs at Harvard Medical School, Harvard School of Public Health, or one of the affiliated hospitals (BWH, Children’s, MGH, BIDMS, Joslin, etc) are invited to join the HMS area PostDoc Association’s Listserv. The listserv will be used to announce events by the PDA and PostDoc offices in the area, and distribute information relevant to and serve as a forum for HMS Community PostDocs.

To join the listserv go to:
https://listserv.med.harvard.edu/archives/postdoc_association.html
*select the tab: “Join or leave the list (or change settings)”
*Enter the email address you would like to register with (preferably your HMS account) and select your preferences.
*Hit the button: “Join POSTDOC_ASSOCIATION”
*To unsubscribe: got to eh same page and enter your email but hit the button: “leave POSTDOC_ASSOCIATION”

Alternatively, if you experience difficulty, email PDA@hms.harvard.edu. Please use this list to stay informed and improve your postdoc training.

**F. Office of Sponsored Research**
Rooms 760-750

The Office of Sponsored Research provides expertise in all areas of research administration. The staff provides a complete range of services to assist the research community including grant application process, grant budgeting, purchasing approvals, payroll issues, funding opportunities, human and animal studies protection, and institution policies to name a few.

OSR Organization (see Appendix B for complete OSR Staff and contact information)
Guide for Research Fellows, Visiting Scholars/Scientists & Visiting Research Students

• **Director (Vice President for Research Administration)**
The Director provides administrative and fiscal management leadership for all aspects surrounding grants and contracts awarded to the Joslin. The Director of OSR has oversight responsibilities for the Committee on Human Studies and the Institutional Animal Care and Use Committee. The Director works closely with the Director of Research to develop and implement research division policy and participates in long-range planning of the Joslin.

• **Pre-Award Team**
This team assists investigators and fellows in the grant and fellowship submission process.

• **Post-Award Team**
This team works with research on the business management of laboratories and grants. Each investigator and/or lab works closely with their assigned post-award administrator on all business issues (grants management, fiscal management, etc…). An outline of each investigator’s/lab post-award administrator is included in Appendix B.

• **Clinical Research Support Team**
This team facilitates the clinical research process at Joslin by providing an infrastructure for standardized fiscal analysis, budgetary compliance and integration with Joslin Clinic and Joslin Clinical Research Center (CRC).

Provides administrative support by reviewing and processing of grant applications for clinical projects and financial support to ensure clinical projects operate within financial limitations and assures compliance with legal, sponsor and center policies regarding the conduct of clinical studies.

• **Research Compliance/Assurance & Programs**
Research Compliance/Assurance & Programs includes the Committee on Human Studies (CHS/IRB) and the Institutional Animal Care and Use Committee (IACUC) along with the Responsible Conduct of Research Program (RCR) and Financial Conflicts of Interests (FCOI) Compliance Program. If you will be conducting research activities that involve animals and/or human subjects, the Research Programs staff in OSR can answer questions regarding review and approval of all protocols. In addition if there are questions regarding RCR and FCOI, Research Programs can also provide assistance.

Research Programs also coordinates visas for foreign scholars and Harvard Medical School Appointments for the Center (for more information on these topics, see “Harvard International Office” & “Harvard Appointments”).

• **Technology Transfer**
Technology Transfer is the steward of Joslin’s intellectual property assets. Its mission is to facilitate commercialization and protection of Joslin’s education, research and clinical interests.

Technology Transfer is responsible for the intellectual property management including, invention reporting, licensing, patent filing, copyrights, publication rights, data ownership, along with negotiating agreements, including license agreements, clinical or non-clinical research agreements, material transfer agreements, non-disclosure agreements, and consulting agreements.

• **Administrative Coordinator**
The OSR Administrative Assistant is available to help you with day-to-day research needs such as lab coats, office supplies, etc.

Additional information regarding the Office of Sponsored Research can be found on their website located on the Joslin intranet (http://cms:100/default.asp).
**G. Joslin Research Website**
The Research website is a key source of information about the Research Division, latest research, research meetings, and symposiums at Joslin. You can access The Joslin Research website at [www.JoslinResearch.org](http://www.JoslinResearch.org) directly or through the Joslin site ([www.joslin.org](http://www.joslin.org)).

The website also provides links to other websites of interest and general web support for the Joslin research community including:

- Online applications to facilitate the ordering of supplies and services from the DRC Cores.
- Pilot & Feasibility Studies - provides online descriptions and grant application for applicants; grant review for staff, reporting for awardees and full administration of information.
- Joslin Inventions - descriptions of the inventions arising from the Joslin Diabetes Center's research efforts.

**H. Joslin Diabetes Center Lectures and Enrichment Programs**
The Enrichment Program is an integral part of postdoctoral and student training. The program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers throughout the Boston area.

**Research and Clinical Seminars**
- Thursday Research Seminar (Faculty Organizer – Mary Elizabeth Patti, M.D.)
  Invited outside experts present at the Thursday Research Seminar three to four times per month. The Seminar is at 12 noon in the 3rd floor lecture hall. The seminar includes lunch for those who attend (arrive early).

- Internal Research Seminar (Faculty Organizer – Gail Musen, Ph.D.)
  The Internal Research Seminar series usually features a Joslin researcher, and is held on Tuesdays at 12 Noon in the 3rd floor lecture hall. As a major forum for information exchange among Joslin researchers, these seminars serve as a platform for senior postdoctoral fellows, graduate students, and investigators to share ongoing research with others at the Joslin. The seminar includes lunch for those who attend (arrive early).

- Clinical Diabetes and Metabolism Seminar
  The Clinical Diabetes and Metabolism Seminar series featuring invited outside experts, Joslin faculty, and clinical senior fellows is held every other Monday at 12 noon in the 3rd floor lecture hall.

  This series includes three lecture types:
  - Invited guest speakers (Many have clinical research interests.)
  - Journal Club presentations of current literature
  - Case presentations centered on management of complicated issues arising in clinical practice

**JDC Named Lectures and Special Events**
The Joslin sponsors four visiting professorships each year (named for Dr. Priscilla White, Ray A. and Robert L. Kroc, Dr. Alexander Marble, and Dr. Michael Brownlee). For each, a distinguished researcher may spend up to two days at the Joslin giving one or more lectures, and meeting with fellows and staff.

Each spring as part of the Marble Lecture, a formal evening dinner, usually at the Harvard Club on Commonwealth Avenue or the Harvard Club on Federal Street, provides fellows an
opportunity to join colleagues for a lecture by a distinguished scientist. Fellows and students who are competing their Joslin training receive their certificates during the evening.

**Joslin's Research Retreat**
Every 2 years the Joslin Research Division holds a Research Retreat. Each laboratory has the opportunity to present recent findings, with time for feedback and questions after the talk and during intermissions and meals.

In addition to a formal dinner, Joslin researchers display remarkable skills during the evening entertainment, organized by the Fellows Council. The research retreat provides an additional mechanism for Joslin researchers to exchange ideas and initiate fruitful collaborations.

**I. Computer & Library Resources for Researchers at the Joslin**
The Center provides Internet access for legitimate academic, research, and clinical purposes. The use of computers is regularly monitored and individuals will be held accountable for all material that is viewed or downloaded. Inappropriate use is subject to disciplinary and criminal punishment. **Streaming/viewing and/or downloading pirated material (i.e. movies, music) is FORBIDDEN.**

See also Management Information Systems (MIS) on pages 24-26 and MIS polices on the intranet.

The following libraries are available to Joslin Researchers:

- Agoos Library (BIDMC East)
- Children’s Hospital Library (Children’s)
- Countway Medical Library (HMS)
- Beruj Benaceraf Library (DFCI)
- West Campus Library (BIDMC West)

**J. Harvard International Office** ([www.hio.harvard.edu](http://www.hio.harvard.edu))
The majority of the Joslin's international fellows/visiting scholars and students visas are sponsored by the Harvard International Office (HIO). Prior to arrival foreign fellows, scholars, and students worked with the Manager, Research Compliance/Assurance & Programs in the Office of Sponsored Research on the necessary visa paperwork/process. If a fellow, scholar or student has any questions or concerns regarding their visa, they should contact the Manager, Research Compliance/Assurance & Programs as soon as possible. The Manager works with an Advisor at the HIO to help address any questions or concerns regarding a visa.

The Harvard International Office (HIO) is part of Central Administration of Harvard University and offers services to foreign students and scholars at Harvard College and the ten graduate or professional schools, as well as the numerous research centers and affiliated teaching hospitals. It provides information on a wide range of topics, including visas (work permits, travel), financial questions, social and cultural differences, and personal concerns. The HIO designs programs to help foreign students, scholars, and their families adjust to life in the United States and to minimize the difficulties they may experience both upon arrival and later during their stay. Students are given the opportunity to participate in Harvard's friendship and hospitality program, which connects them with Americans living in the Boston area. A large number of graduate students and scholars at Harvard are accompanied by family members. The HIO sponsors English classes and discussion groups for spouses, as well as advice on schools for children.
Since its inception, the HIO has acted as a liaison between foreign students and scholars and the U.S. government agencies that have jurisdiction over their stay here. Through the years, the HIO has played an increasingly important role in advocacy with government agencies and legislators on issues concerning foreign students and scholars.

HIO Address
864 Smith Campus Center
1350 Massachusetts Avenue
Cambridge, MA 02138-3800
617-495-2789 (phone)
617-495-4088 (fax)

HIO Office Hours
9:00 am to 3:00 pm

Please be aware that Smith Campus Center security officers will ask all individuals entering the building for their Harvard ID or evidence of Harvard affiliation. International students, scholars and family members who have just arrived in the US may present passports and visa documents.

K. Harvard Medical School
Harvard Medical School facilities are available to fellows and, of course, Harvard students. The Joslin Diabetes Center Longwood area map (Appendix D) is useful for locating the major Harvard affiliated institutions.

Harvard Appointments
All Joslin Faculty including fellows and visiting scholars at the Joslin hold an academic appointment at Harvard Medical School. Submission of a request for appointment must be submitted to the Medical School for review and approval in order to obtain an appointment. Fellows and Visiting Scholars should work with the Manager, Research Compliance/Assurance & Programs in the Office of Sponsored Research on the submission of their appointment application. For international fellows/visiting scholars this will be done at the same time as their visa paperwork.

If there are any questions or concerns about their Harvard Appointment, the fellow/scholar should contact the Manager, Research Compliance/Assurance & Programs in the Office of Sponsored Research (x4329).

Digital Library and eCommons
The HMS Digital Library provides access to all of Harvard Medical School Links, including Hollis, a catalog of all Harvard University library holdings

Use digital Library to:
- Obtain electronic copies of scientific journals through PubMed or other databases.
- Access discussion boards that advertise housing and household items for sale.

The Digital Library contains a set core of resources, including OVID full-text journals such as Circulation, Nature, and the American Journal of Medicine, as well as reference titles from MD Consult. The index CINAHL, which covers the journal literature for nursing and allied health, is also included. The resources in the Digital Library will be available to staff of the Center from any web-accessible computer, day or night. While your initial registration must be from a Joslin computer, subsequent visits can be made from any computer with web access.
The Digital Library is part of a larger electronic information and resource portal created at Harvard Medical School. This portal, called eCommons, allows single sign-on access to a variety of resources of particular interest to HMS and HMS affiliate faculty, staff and students. Features such as a page personalization utility, electronic reminder, and forwarding services enhance the ease of access provided by the eCommons site.

To access the Digital Library, users complete the registration form located on the eCommons site. ([http://ecommons.med.harvard.edu](http://ecommons.med.harvard.edu)) Once you have registered, you will be provided an ID and password. The next time you log-on, a page outlining your set of accessible resources will appear and a click of the Digital Library button will take you to OVID, MD Consult, and more.

All Harvard Faculty including Joslin fellows are eligible to use eCommons. You must have a Harvard ID number in order to sign up for an eCommons account (you may open an eCommons account as soon as you receive your Harvard ID number; you do not have to wait until you receive the actual card).

To sign up for an ecommons account (once you have your Harvard ID number):
1. Go to [http://ecommons.med.harvard.edu/](http://ecommons.med.harvard.edu/)
2. Click “Login”; then “New User? Register here”.
3. ecommons also offers message boards and discussion rooms. It also has links to other webpages one interesting link is to the housing webpage.

**Countway Library**

Joslin’s fellows and visiting scholars have full access to Harvard Medical School Countway Library’s extensive collection of medical and biomedical books and journals. Countway is located in the Longwood medical area near Harvard Medical School (see map on page 24). It’s about a 10-minute walk from the Joslin.

To use the Countway:
1. (Before you go) Check eCommons for electronic versions of journal articles (see above.)
2. Use your Joslin or Harvard ID to enter the library.
3. Use a Harvard ID to borrow books.

**Harvard University Housing (HUH)**

Most Joslin Fellows, Visiting Scientists/Scholars and Visiting Research Students are eligible (individuals who will hold an academic appointment at Harvard/Harvard ID) live in Harvard University Housing (HUH). HUH offers a variety of housing options in Boston and Cambridge, including Harvard @ Trilogy (170 Brookline Ave, Boston) which is located near the Longwood Medical Area. When comparing costs with private market rentals please be aware that there are certain advantages to living in Harvard University Housing. For example, utilities (heat, hot and cold water, electricity, gas, and – where provided – air conditioning) are included in the rent. In addition, HUH does not require a security deposit, application fee, or finder’s fee. Visit their website ([www.huhousing.harvard.edu](http://www.huhousing.harvard.edu)) for more information and to submit an application.

All questions regarding Harvard Housing should be directed to the Harvard Housing Office at huhousing@harvard.edu or 617-496-7827

Should you want to apply for Harvard housing and need documentation from Joslin regarding your position/appointment, the Manager, Research Compliance/Assurance & Programs in the Office of Sponsored Research can help facilitate in getting you the necessary documentation.
**L. Other Resources for Diabetes Information**

**American Diabetes Association (ADA)**
“The American Diabetes Association is the nation's leading nonprofit health organization providing diabetes research, information and advocacy. The mission of the organization is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. The ADA funds research, publishes scientific findings, provides information and other services to people with diabetes, their families, health care professionals and the public. The Association is also actively involved in advocating for scientific research and for the rights of people with diabetes.”
[www.diabetes.org](http://www.diabetes.org)

**Endocrine Society**
“Founded in 1916, the Society is internationally known as the leading source of state-of-the art research and clinical advancements in endocrinology and metabolism. The Endocrine Society is dedicated to promoting excellence in research, education and clinical practice in the field of endocrinology”

**JDRF (formerly Juvenile Diabetes Research Foundation)**
JDRF is a foundation that aims to find a cure for diabetes and its complications through research. JDRF supports basic science, some translation research and research fellows.
[www.jdrf.org](http://www.jdrf.org)

**National Center for Biotechnology Information**
Established in 1988 as a national resource for molecular biology information, NCBI creates public databases, conducts research in computational biology, develops software tools for analyzing genome data, and disseminates biomedical information - all for the better understanding of molecular processes affecting human health and disease.

**National Institutes of Health (NIH)/National Institute of Diabetes, Digestive and Kidney Diseases (NIDDK)**
NIDDK conducts and supports research on many of the most serious diseases affecting public health. The Institute supports much of the clinical research on the diseases of internal medicine and related subspecialty fields as well as many basic science disciplines.

**National Science Foundation**
The National Science Foundation (NSF) is an independent agency of the U.S. Government, originally established by the National Science Foundation Act of 1950 to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense. It provides some funding for research fellowships.

**PubMed (entrez-pubmed)**
This NIH site is useful for doing medical related literature searches. It can be accessed directly: [http://www.ncbi.nlm.nih.gov/entrez/query.fcgi](http://www.ncbi.nlm.nih.gov/entrez/query.fcgi). It is best to use PubMed through the digital library at Countway as you will have better access to journal articles.
V. Joslin Support Departments

A. Facilities
Facilities Department offices are located on the third floor. Security, safety, maintenance and housekeeping are all part of Facilities.

Colliers Real Estate manages the Joslin building and all its services. The Colliers property manager who serves as Joslin’s Director of Facilities is located in the Facilities Department on the third floor.

See Appendix C for Facilities Staff and contact information

Maintenance Issues / Colliers Service Center
The Colliers Service Center allows all Joslin employees to make service requests by phone or email, any time of the day or night. Calls are answered by professional property management coordinators who will ensure a prompt response.

Contact the Colliers Service Center for any service requests including:

<table>
<thead>
<tr>
<th>General Maintenance</th>
<th>Roof Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting / Plumbing</td>
<td>Elevators</td>
</tr>
<tr>
<td>Heating or Cooling Issues</td>
<td>Ceiling Tiles</td>
</tr>
<tr>
<td>General Security or Life Safety</td>
<td>Landscaping</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>Painting</td>
</tr>
<tr>
<td>Keys / Locks</td>
<td>Pest Control</td>
</tr>
<tr>
<td>Electrical</td>
<td>Other Service Request</td>
</tr>
</tbody>
</table>

For service requests during business hours, call 1-888-389-9932 or email service@colliers.com.

For an after-hours building emergency or service, call 1-888-389-9932.

When emailing or calling the Colliers Service Center, please provide the following information:
- First and last name of the person making request
- Building address
- Phone number
- Email
- Work requested location
- Description of service required

Bikes
If you ride your bike to work, you may park it in the racks located near the Joslin Place entrance.

Note: Always lock your bike with the heavy U-shaped locking system. The Joslin Place bike rack area is video monitored. Report any problems or theft immediately to Joslin Security.

Lost and Found
Lost and Found is located at the Security Desk on the first floor. If you have lost something in the building, you should check at the desk to see if it has been turned in.

If you find something, please turn it in at the Security Desk.
Mail Room
The Mail Room delivers mail to your lab area once each day (inter-office and outside mail) and pick up mail twice each day.

Note: To send items via Fed Ex, use the box on the Basement level across from the mailroom. (see your lab administrative assistant or manager for more details.)

Security
Security is on-site 24 hours a day, seven days a week.

Joslin ID/Access Card and Keys
Joslin ID/Access Card
All individuals at Joslin must have a Joslin ID. Your Joslin ID also serves as an Access Card to will let you enter the building when the entrances are locked. Enter through the first floor entrance on Joslin Place. Show your Joslin ID and sign in at the security desk. The Access card also allows you to use the elevator and stairwells to go between floors (required for accessing 4th – 7th floors).

Note: Both Joslin entrances (Joslin Place and Pilgrim Road) are open from 6:00 AM–6:00PM.

To get your Joslin ID/Access Card, you will need to go to Room 381 from 10-11am on Mondays and Thursdays.

If you lose your Joslin ID/Access Card, you must notify Security as soon as possible and obtain a replacement. You will be required to pay a small fee for a replacement ID/Access Card.

Keys
You may need a key to get into your lab or office space.

To get a key to your lab or office space:
1. Check with your investigator or lab administrator.
2. Contact Colliers Service Center to request a key (see information on page 19).

B. Human Resources
Located on the 4th floor in Room 403, Human Resources administers the Benefit and Compensation programs, oversees Employment, Recruitment and Employee Relations, as well as Training and Education.

See Appendix C for Human Resources Staff and contact information

ADP WorkForce Now
Joslin uses ADP WorkForce Now™ to manage all employee/staff member data. ADP WorkForce Now™ is a secure, web-based application that will allow you to view and manage your work, company, benefit, payroll and personal information, 24x7 from the office or remote from home!

As part of your onboarding process, you will receive an email from Human Resources with your login and registration instructions.

Benefits
Joslin fellows are supported through many mechanisms. It is important for you to know how you are being paid because benefits depend on your source of funding. If you have any questions regarding your source of funding, contact your Post-Award Research Administrator in the Office
of Sponsored Research (see Appendix A for a chart identifying research administrators for each research section.)

Benefits for fellows, visiting scholars/scientists and visiting research students, vary based on their pay/funding source: bi-weekly or monthly (stipend) payroll from Joslin; funding/salary from outside institution (non-payroll). Please see chart below for an outline of the benefits based on the individual’s appointment and/or funding source:

<table>
<thead>
<tr>
<th>Research Fellow (Bi-Weekly Payroll)</th>
<th>Research Fellow (Stipend)</th>
<th>Research Fellow (Non-Payroll)</th>
<th>Visiting Scholar/Scientist</th>
<th>Visiting Research Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Plan</td>
<td>Medical Plan</td>
<td>Medical Plan</td>
<td>Commuter (MBTA)</td>
<td>Commuter (MBTA)</td>
</tr>
<tr>
<td>Dental Plan</td>
<td>Dental Plan</td>
<td>Dental Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Vision Plan</td>
<td>Voluntary Vision Plan</td>
<td>Commuter (MBTA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life &amp; AD&amp;D Insurance</td>
<td>Life &amp; AD&amp;D Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short &amp; Long Term Disability</td>
<td>Short &amp; Long Term Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>Flexible Spending Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Plans</td>
<td>Retirement Plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commuter &amp; Parking</td>
<td>Commuter &amp; Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any questions regarding benefits should be discussed with the Benefits Manager in Human Resources (see Appendix C for contact information).

*Note: Definition of a stipend: “a subsistence allowance to help defer any living expenses during the research training experience. It is not a salary.” (PHS manual definition p 201.)

Details on Specific Benefits
Enrollment in Joslin benefits requires fellows and dependents to have a valid Social Security Number (SSN). Information about registering for your Social Security Number was sent to you from Human Resources, prior to the start of your employment. Please contact HR if you have any questions.

Some benefits are taken on a pre-tax basis up to legal IRS limits. This means you will not pay taxes on these amounts and your W-2 tax form at the end of the year will not include the money paid toward these benefits. The pre-tax benefits are medical, dental, vision, flexible spending account plans, 403b retirement and MBTA passes.

Benefits Offered
• Medical Plan/Health Insurance
Joslin offers health insurance through Tufts Health Plan. Coverage is available to you and your eligible family dependents (lawful spouse, dependent children) upon your date of hire. Premium deductions are taken on a pre-tax* basis. The website for Tufts is www.mytuftshealthplan.com.

• Dental Plan/Insurance
Joslin offers dental coverage through Delta Dental of Massachusetts. Coverage is available to you and your family upon your date of hire. Premium deductions are taken on a pre-tax* basis. The website for Delta Dental is www.deltadentalma.com.
• Voluntary Vision Plan
Joslin offers a voluntary vision plan through EyeMed. EyeMed’s vision care plan provides coverage and offers a national network of eyewear retail stores as well as independent Optometrists and Ophthalmologists, at a reasonable cost. Coverage is available to you and your family upon your date of hire. Premium deductions are taken on a pre-tax basis. The website for EyeMed is www.eyemedvisioncare.com.

• Life & Accidental Death and Dismemberment (ADD&D) Insurance
The Center provides eligible staff members with a life insurance benefit equal to two times the base salary capped at plan maximum. This life insurance plan also includes Accidental Death and Dismemberment coverage. Staff members may purchase additional insurance for themselves, their spouse and/or dependent children at low group rates. Supplemental life insurance, if purchased upon hire, will be approved without a medical review. After this date, staff members and their eligible dependents may be asked to complete a medical review. This benefit is effective the first of the month after three months of employment.

• Short Term Disability
The Short Term Disability Plan is available to eligible staff members to purchase as a voluntary disability program. The plan will be effective the first of the month after you have been here for three months and will protect up to 60% of your salary, capped at specific plan maximums. You will be eligible to receive short term disability benefits after fourteen days of absence, due to a qualified medical disability. Contact Human Resources for details.

• Long Term Disability
The Center provides a long-term disability benefit for eligible staff members who are unable to work for at least six months due to a medical disability. The benefit provides you with a disability pay equivalent to 60% of your base salary, capped at the plan maximum. The benefit is effective the first of the month after you have been here for three months.

• Flexible Spending Accounts
The Flexible Spending Account Program allows you to deduct pre-tax money from your paycheck to pay for eligible dependent care expenses and/or medical/dental expenses that are not covered by the health and dental plans. Coverage is available to you and your family upon your date of hire. Should you have any questions regarding what expenses are reimbursed through this plan, contact WageWorks directly at 1-877-924-3967 or www.wageworks.com.

• Retirement Plans/Savings
As a staff member paid through Joslin, you are eligible and will be auto-enrolled in our pre-tax voluntary retirement program at the rate of three percent (3%). Under the auto-enrollment, 3% of your pay will be deposited into your retirement account each pay period. Should you wish to deposit more or less into the account, or to opt out of the benefit all together, complete the 403b Salary Reduction Agreement form and submit to Payroll (suite 404).

Changes to your participation and deferral amounts in this tax-deferred retirement savings program can be submitted at any time during your employment. Plans are managed by TIAA-CREF (1-800-842-2776 or www.tiaa-cref.org). Additional information is available from Human Resources – forms and plan information can be downloaded through your ADP WorkForce Now account.

Note: This benefit is not available to staff who are tax–exempt.
• Commuter (MBTA - T Passes) and Parking

**MBTA - T Passes**
Joslin offers a 30% subsidy on MBTA passes for buses, subways, and commuter rail passes.

- **Bi-weekly/Monthly Stipend Fellows:**
  Download MBTA Enrollment/Change/Cancel form from ADP WorkForce Now and submit to Human Resources. You will be notified when your pass is available for pick-up.

- **Non-payroll Fellows, Visiting Scholar/Scientists and Visiting Research Students:**
  To receive the subsidy, purchase your weekly or monthly pass from any MBTA ticket kiosk or ticket office, and submit your receipt to Human Resources to be reimbursed the subsidy. *Please note: subsidy is not available for stored value (cash) cards.*

Note: For information about bus and subway routes and schedules, go to [www.MBTA.com](http://www.MBTA.com).

**Shuttle Bus to Harvard Square and MIT (M2)**
MASCO manages the Harvard Medical School shuttle that runs between the Longwood Medical Area (LMA) and Harvard University in Cambridge*. Harvard International is located in Harvard Square. Tickets for the Harvard M2 shuttle can be bought at Joslin’s Human Resources or at the cashier’s office at Smith Campus Center in Cambridge. Important note: all officers of the University including Fellows ride for free with their Harvard ID. For more information about bus transportation and schedules, see the MASCO website: [http://www.masco.org/transit/ptsM2.htm](http://www.masco.org/transit/ptsM2.htm)

With a Harvard ID, you can ride for free. If you do not have one, tickets can be purchased from HR for $2.25/single ride, or $22.50/10-ride ticket.

**Parking**
The Center subsidizes parking, based on availability. Payroll deductions for parking are taken on a pre-tax* basis up to legal limits. Contact Human Resources to inquire about availability.

Note: Ride matching and car/van pool information is available through MASCO's CommuteWorks program. Speak with Human Resources 4th floor about this.

**Weekend Parking**
If you need to come into work on the weekends, you can park in the garage at 375 Longwood Ave (next to Brugger’s Bagels) for $7.00 a day. This rate is also available from 3:30 pm and 6:00 am Monday through Friday.

**Additional Benefits**

- **Paid Time Off**
  Fellows receive fifteen personal days per fellowship year to be used for vacation, personal or sick time. Coordinate this time with your investigator. Unused time will not be carried into the new fellowship year and has no cash value upon termination from Joslin.

- **Holidays**
The Center observes 11 holidays per year. When Christmas falls on weekday, Tuesday through Friday, the center closes at 12 noon on December 24th. A copy of the holiday schedule can be
found on ADP WorkForce Now. One of the holidays is “discretionary” and can be used any time, after you have been here for three months. This holiday must be used during the calendar year and may not be carried over to the next year. If you have to work on a holiday, you may take another scheduled day off two weeks before to four weeks after the holiday.

- **Credit Union**
  Staff members are eligible to join the Alpha Credit Union at the Beth Israel Deaconess Medical Center. Through payroll deduction, you can take advantage of checking and savings accounts, low interest loans and other services such as purchasing traveler's checks, money orders, savings bonds and more. The Credit union is located at the BIDMC West Campus. The phone number is 617-632-8164.

- **Work-Related HIV Benefit Plan**
  Financial assistance of $100,000 is payable to a staff member who becomes HIV positive as a result of a work-related incident at the Center. This plan is sponsored by Harvard University Medical Center through the Risk Management Foundation. You must comply with specific reporting and testing procedures in order to qualify for the benefit.

- **Staff Member Referrals**
  Joslin encourages staff members to recommend candidates for positions within the Center. After your referral has been employed for three months, you will receive a $500 cash bonus. For additional information, contact Human Resources.

- **Tuition Reimbursement**
  After you have been here for three months, you are eligible to receive tuition reimbursement for accredited courses. These classes must lead to improvement of knowledge or skill applicable to your current or potential position at the Center. (See the policy for specific amounts and percentages.)

- **Other Benefits (ask the Human Resources staff about these).**
  - Longwood Medical Area Child Care Center
  - Fitness club memberships
    - Joslin Workout at Work, The Tanger Be Well Center (at Beth Israel Deaconess Hospital), Boston Sports Clubs, and BodyScapes (FitCorp)
  - Special Discount clubs and ticket sales - including movie tickets!

**C. Finance/Payroll**
Located on the 4th floor in Room 404, the Finance Department administers payroll and can provide assistance to Non Resident Aliens (NRAs) relative to their tax status.

See Appendix C for Finance Staff and contact information

Joslin processes payroll on a bi-weekly and monthly (stipend) schedule; your pay/funding source will determine your payroll schedule. A copy of the payroll schedule can be downloaded through your ADP WorkForce Now account.

**Federal and State Taxes**
The United States and Massachusetts tax system can be quite complex. Many of you must pay taxes. Income tax forms must be filed by April 15th each year. The Harvard International Office often provides information and tax assistance for you during the tax season. Check the HIO website around mid-February.
Fellows who are paid on a bi-weekly basis and are not subject to tax treaty exemptions, will have federal, state, social security and Medicare taxes withheld from their paycheck.

Fellows who are paid on a monthly (stipend) basis, will not have federal and state taxes withheld from their paycheck. However, based on your tax status, you may be required to submit federal and state taxes on a quarterly basis.

Stipend fellows are not subject to social security and Medicare taxes, based on a Private Letter Ruling from the IRS. A copy of this ruling is available from payroll and should be attached to your tax return/filing in April.

Please contact Payroll (payroll@joslin.harvard.edu) with any questions regarding tax treaty, tax status and/or tax exemptions.

**D. Management Information Systems (MIS)**
MIS provides technical support to the Center. It is organized into six teams; the Network and Help Desk Team, Research Computing IT, Clinical IT, Systems Development and Telecommunications.

See Appendix C for MIS Staff and contact information

**Joslin Intranet**
The Joslin Intranet is an internal computer network used as a communication and information sharing employee portal. Its use is restricted to Joslin employees only. To access the Intranet simply type ‘intranet’ in the URL address line of your browser’s homepage. Do not put ‘.edu’ or ‘.org’ or any other qualifier after the word intranet. This will bring you to the Intranet homepage: http://intranet/default.aspx. You will be prompted to login using your Joslin network credentials. Joslin provided PCs come with pre-loaded software and an icon for accessing the intranet could already be on your desktop. The content of the departmental sites is maintained by the departmental Intranet content editor.


**Policies and Procedures**
All institutional policies and procedures are published on the intranet at http://intranet/pandp/default.aspx. It is every employee personal responsibility to review all IT policies published on this site.

**Personal Computers/Mobile Devices**
Prior to connecting, docking or otherwise synchronizing your personal computer/mobile device with a Joslin computer, laptop, server, system or network service, you must receive approval/consent from MIS. Unapproved mobile devices may interact badly with Joslin’s network, or contain a virus or malware application which could impact Joslin data or services on the network.

**Checking Email on the Web**
You may access Outlook and your Joslin email account through the Internet. This feature is very handy when traveling. Use this URL: webmail.joslin.harvard.edu and log into your account using your Joslin credentials.
Citrix and Remote Login
See appendix E for details on Citrix and Remote Login

Computer or Network Problems - Help Desk (Magic)
If you have a problem with your computer, printer, email, or network (internet), contact the MIS department at mishelpdesk@joslin.harvard.edu. Clearly describe the problem. Your email is going to create a work order for IT and you will receive a confirmation via email with a work order number.

Another method of getting computer help is to call MIS Helpdesk at ext. 4488. Usually this line is manned by one of the MIS Help Desk team who will either answer your questions over the phone or put in a work order to solve your problem.

Telephone Problems
If you are having problems with your telephone equipment or phone line, send an email to Help Desk Telecom Services (helpdesk-telecom@joslin.harvard.edu).

Research IT
Research IT is dedicated to supporting Joslin’s research community by offering a range of customer-focused services and technologies that support clinical and scientific research areas and allow researchers to focus their efforts on the discovery and dissemination of knowledge.

Services currently provided to our researchers include:
- Consultation and Technical Advice
- Data Storage
- Business Continuity and Disaster Recovery for Research
- High Performance Computing
- Assistance with Grant Writing
- Project Management
- Business Process Analysis
- Custom Development (web apps, reports, data integration, interfaces)
- Database Design
- Hardware Specs
- Software Evaluation and Implementation
- Training and Education

Research IT supports the following applications available to you free of charge:

- REDCap (Research Electronic Data Capture)
- Cortex (Ordering and billing system for Joslin DRC Cores)
- Freezerworks (Freezer inventory and sample tracking system)
- ELN – Electronic Laboratory Notebook
- Site licensed SW (EndNote, SAS, Graphpad Prism, Stata)
- High Performance Computing Cluster (HPCC)
- GenePattern
- LaserGene
- Consultation & Custom Development (web apps, R - for statistical computing and graphics, Python, Perl, PHP, SQL database…)
- MAC server & support
- New Computers Ordering System
- Data Storage for Research
- Secure large files sharing – MoveIT
- Clinical and Research Data Warehouse and i2b2 (Informatics for integrating biology and the bedside) for cohort discovery
- Genomic DB
Finishing Up

Before leaving the Joslin, please make sure you contact Manager, Research Compliance/Assurance & Programs. It is important that you complete a form regarding your departure date, your new position, the name of your new institution and your forwarding address. This information is needed to complete your Harvard Appointment files and HIO files (if applicable). Please make sure any visa issues/questions are addressed before you leave.

You will also need to complete the Human Resources Termination procedure. This will help you remember activities such as turning in your Joslin keys and ID’s, etc. You should contact the Human Resources about this procedure.

Note: Your investigator and/or funding source may require additional paperwork or information prior to your departure. Check with your investigator and post-award research administrator in the Office of Sponsored Research regarding any additional information that may be needed.

Staying in Touch

- **Joslin Alumni Connection** ([http://www.joslin.org/diabetes-research/alumni-connection.html](http://www.joslin.org/diabetes-research/alumni-connection.html))
  Membership to Joslin Diabetes Center’s alumni community and a “joslin.harvard.edu” e-mail account is available to former Research and Clinical Fellows, Visiting Scholars, Honorary Members and Students who spent 6 months or more at Joslin Diabetes Center.

  To request a Joslin Alumni membership and an e-mail account go to [http://www.joslin.org/alumniweb/](http://www.joslin.org/alumniweb/) and complete a request form.

  If you have questions about the Joslin Alumni Connection, e-mail alumni.connection@joslin.harvard.edu

- **Reception at the American Diabetes Association Annual Scientific Sessions**
  The Joslin often has a reception for all current staff, faculty, fellows, and all Joslin alumni / alumnae (former Fellows) are welcome. It is fun, free, and informative!
## Appendix A
Research Sections and Investigators

### Section on Clinical, Behavioral & Outcomes Research
- Allison B. Goldfine, M.D. (Section Head)
- Martin Abrahamson, M.D.
- Florence Brown, M.D.
- Enrique Caballero, M.D.
- Robert Gabbay, M.D.
- Om Ganda, M.D.
- Osama Hamdy, M.D.
- Edward S. Horton, M.D.
- Medha Munshi, M.D.
- Gail Musen, Ph.D.
- Sethu Reddy, M.D.
- Elena Toschi, M.D.
- Katie Weinger, R.N., Ed.D.
- Mark Williams, M.D.
- Howard Wolpert, M.D.

### Section on Pathophysiology & Molecular Pharmacology
- Steven Shoelson, M.D., Ph.D. (Section Head)
- Jongsoon Lee, Ph.D.

### Section on Integrative Physiology & Metabolism
- C. Ronald Kahn, M.D. (Section Head)
- Laurie Goodyear, Ph.D. (Section Head)
- Mary Elizabeth Patti, M.D.
- Yu-Hua Tseng, Ph.D.

### Section on Genetics & Epidemiology
- Andrzej S. Krolewski, M.D., Ph.D. (Section Head)
- Alessandro Doria, M.D., Ph.D., MPH
- Lori Laffel, M.D., MPH
- Sanjeev Mehta, M.D., MPH
- Monika Niewczas, M.D., Ph.D.
- Marcus Pezzolesi, Ph.D.

### Section on Immunobiology
- Aldo Rossini, M.D. (Acting Section Head)
- Jason Gaglia, MD
- Stephan Kissler, PhD
- Myra Lipes, MD
- Thomas Serwold, Ph.D.
### Section on Islet Cell & Regenerative Biology

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Keith Blackwell, M.D., Ph.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Gordon C. Weir, M.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Susan Bonner-Weir, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Rohit Kulkarni, M.D., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Mary Loeken, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Amy Wagers, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Peng Yi, Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>

### Section on Vascular Cell Biology

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>George L. King, M.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Lloyd Paul Aiello, M.D., Ph.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Paul Arrigg, M.D.</td>
<td></td>
</tr>
<tr>
<td>Richard Calderon, OD</td>
<td></td>
</tr>
<tr>
<td>Jerry Cavallerano, OD, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Edward Feener, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>William Hsu, M.D.</td>
<td></td>
</tr>
<tr>
<td>Hillary Keenan, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Timothy Murtha, M.D.</td>
<td></td>
</tr>
<tr>
<td>Christian Rask-Madsen, M.D., Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Sylvia Rosas, M.D.</td>
<td></td>
</tr>
<tr>
<td>George Sharuk, M.D.</td>
<td></td>
</tr>
<tr>
<td>Paolo Silva, M.D.</td>
<td></td>
</tr>
<tr>
<td>Robert Stanton, M.D.</td>
<td></td>
</tr>
<tr>
<td>Jennifer K. Sun, M.D., MPH</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix B

## Office of Sponsored Research Staff & Contact Information

**Main Phone Number:** 617-309-2543  
**Fax Number:** 617-309-2542

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Andrews</td>
<td>Research Administrator, Post-Award &amp; Major Projects</td>
<td>617-309-1985</td>
<td>x1985</td>
<td><a href="mailto:mark.andrews@joslin.harvard.edu">mark.andrews@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Pamela Ariniello</td>
<td>Sr. Director, Technology Transfer</td>
<td>617-309-4793</td>
<td>x4793</td>
<td><a href="mailto:pamela.ariniello@joslin.harvard.edu">pamela.ariniello@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Juliet Blanco</td>
<td>Sr. Research Administrator, Pre-Award</td>
<td>617-309-4692</td>
<td>x4692</td>
<td><a href="mailto:juliet.blanco@joslin.harvard.edu">juliet.blanco@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Catherine Clarke</td>
<td>Sr. Research Administrator, Post-Award</td>
<td>617-309-4470</td>
<td>x4470</td>
<td><a href="mailto:catherine.clarke@joslin.harvard.edu">catherine.clarke@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Erika Diaz</td>
<td>Associate Director, Post-Award &amp; Major Projects</td>
<td>617-309-4596</td>
<td>x4596</td>
<td><a href="mailto:erika.diaz@joslin.harvard.edu">erika.diaz@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Barbara Doran</td>
<td>Sr. Research Administrator, Post-Award</td>
<td>617-309-4301</td>
<td>x4301</td>
<td><a href="mailto:barbara.doran@joslin.harvard.edu">barbara.doran@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Sharon Harpel</td>
<td>Vice President for Research Administration</td>
<td>617-309-1968</td>
<td>x1968</td>
<td><a href="mailto:sharon.harpel@joslin.harvard.edu">sharon.harpel@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Jessica Johnson</td>
<td>Senior Administrative Coordinator</td>
<td>617-309-2543</td>
<td>x2543</td>
<td><a href="mailto:jessica.johnson@joslin.harvard.edu">jessica.johnson@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Joshua Kasper</td>
<td>Manager, Clinical Research &amp; Decision Support</td>
<td>617-309-4752</td>
<td>x4752</td>
<td><a href="mailto:joshua.kasper@joslin.harvard.edu">joshua.kasper@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Grace Kennedy</td>
<td>Research Compliance/Programs Administrator</td>
<td>617-309-1992</td>
<td>x1992</td>
<td><a href="mailto:grace.kennedy@joslin.harvard.edu">grace.kennedy@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Dao Kim</td>
<td>Sr. Research Administrator, Post-Award</td>
<td>617-309-4785</td>
<td>x4785</td>
<td><a href="mailto:dao.kim@joslin.harvard.edu">dao.kim@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Sally Kolodkin</td>
<td>Associate Director, Pre-Award</td>
<td>617-309-4355</td>
<td>x4355</td>
<td><a href="mailto:sally.kolodkin@joslin.harvard.edu">sally.kolodkin@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Lydje Lahens</td>
<td>Sr. Research Administrator, Clinical Research</td>
<td>617-309-1992</td>
<td>x1991</td>
<td><a href="mailto:lydje.lahens@joslin.harvard.edu">lydje.lahens@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Timothy O’Brien</td>
<td>Sr. Research Administrator, Pre-Award</td>
<td>617-309-1954</td>
<td>x1954</td>
<td>timothy.o’<a href="mailto:Brien@joslin.harvard.edu">Brien@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Leigh Read</td>
<td>Manager, Research Compliance/Assurance &amp; Programs</td>
<td>617-309-4329</td>
<td>x4329</td>
<td><a href="mailto:leigh.read@joslin.harvard.edu">leigh.read@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>
### Investigators/Sections – Post-Award Administrators

See “Office of Sponsored Research Staff & Contact Information” chart on previous page for contact information for Post-Award Administrators

#### Section on Clinical, Behavioral & Outcomes Research

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison B. Goldfine, M.D.</td>
<td>Josh Kasper</td>
</tr>
<tr>
<td>Martin Abrahamson, M.D.</td>
<td>Lydje Lahens</td>
</tr>
<tr>
<td>Florence Brown, M.D.</td>
<td>Josh Kasper</td>
</tr>
<tr>
<td>Enrique Caballero, M.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Robert Gabbay, M.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Om Ganda, M.D.</td>
<td>Josh Kasper</td>
</tr>
<tr>
<td>Osama Hamdy, M.D.</td>
<td>Josh Kasper</td>
</tr>
<tr>
<td>Edward S. Horton, M.D.</td>
<td>Lydje Lahens</td>
</tr>
<tr>
<td>Medha Munshi, M.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Gail Musen, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Sethu Reddy, M.D.</td>
<td>Lydje Lahens</td>
</tr>
<tr>
<td>Elena Toschi, M.D.</td>
<td>Lydje Lahens</td>
</tr>
<tr>
<td>Katie Weinger, R.N., Ed.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Mark Williams, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Howard Wolpert, M.D.</td>
<td>Josh Kasper</td>
</tr>
</tbody>
</table>

#### Section on Pathophysiology & Molecular Pharmacology

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Shoelson, M.D., Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Jongsoon Lee, Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
</tbody>
</table>

#### Section on Integrative Physiology & Metabolism

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Ronald Kahn, M.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Laurie Goodyear, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Mary Elizabeth Patti, M.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Yu-Hua Tseng, Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
</tbody>
</table>

#### Section on Genetics & Epidemiology

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrzej Krolewski, M.D., Ph.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Alessandro Doria, M.D., Ph.D., MPH</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Lori Laffel, M.D., MPH</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Sanjeev Mehta, M.D., MPH</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Monika Niewczasz, M.D., Ph.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Marcus Pezzolesi, Ph.D.</td>
<td>Barbara Doran</td>
</tr>
</tbody>
</table>
### Section on Immunobiology

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldo Rossini, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Jason Gaglia, MD</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Stephan Kissler, PhD</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Myra Lipes, MD</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Thomas Serwold, Ph.D.</td>
<td>Dao Kim</td>
</tr>
</tbody>
</table>

### Section on Islet Cell & Regenerative Biology

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Keith Blackwell, M.D., Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Gordon C. Weir, M.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Susan Bonner-Weir, Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
<tr>
<td>Rohit Kulkarni, M.D., Ph.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Mary Loeken, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Amy Wagers, Ph.D.</td>
<td>Barbara Doran</td>
</tr>
<tr>
<td>Peng Yi, Ph.D.</td>
<td>Catherine Clarke</td>
</tr>
</tbody>
</table>

### Section on Vascular Cell Biology

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Post-Award Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>George L. King, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Lloyd Paul Aiello, M.D., Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Paul Arrigg, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Richard Calderon, OD</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Jerry Cavallerano, OD, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Edward Feener, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>William Hsu, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Hillary Keenan, Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Timothy Murtha, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Christian Rask-Madsen, M.D., Ph.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Sylvia Rosas, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>George Sharuk, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Paolo Silva, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Robert Stanton, M.D.</td>
<td>Dao Kim</td>
</tr>
<tr>
<td>Jennifer K. Sun, M.D., MPH</td>
<td>Dao Kim</td>
</tr>
</tbody>
</table>
# Appendix C

Joslin Support Departments Contact Information

## Compliance

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Buckley</td>
<td>Chief Compliance Officer (General Counsel)</td>
<td>617-309-2538</td>
<td>x2538</td>
<td><a href="mailto:maria.buckley@joslin.harvard.edu">maria.buckley@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Danielle Barlow</td>
<td>Paralegal</td>
<td>617-309-4761</td>
<td>x4761</td>
<td><a href="mailto:danielle.barlow@joslin.harvard.edu">danielle.barlow@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>

Reports of non-compliance can be made via email to compliance@joslin.harvard.edu or anonymously by dialing x1971 or 617-309-1971

## Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colliers Service Center / Facilities Maintenance Work Order Request</td>
<td>1-888-389-9932</td>
<td>N/A</td>
<td><a href="mailto:service@colliers.com">service@colliers.com</a></td>
<td></td>
</tr>
<tr>
<td>Vincent Fiore</td>
<td>Colliers Property Manager / Director of Facilities</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="mailto:vincent.fiore@joslin.harvard.edu">vincent.fiore@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Michael Melisi</td>
<td>Safety Officer</td>
<td>617-309-4756</td>
<td>x4756</td>
<td><a href="mailto:michael.melisi@joslin.harvard.edu">michael.melisi@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>

## Human Resources (HR)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Mahoney</td>
<td>Manager of Human Resources</td>
<td>617-309-4690</td>
<td>x4690</td>
<td><a href="mailto:carolyn.mahoney@joslin.harvard.edu">carolyn.mahoney@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Debra Fletcher</td>
<td>Benefits &amp; HRIS Manager</td>
<td>617-309-4501</td>
<td>x4501</td>
<td><a href="mailto:debra.fletcher@joslin.harvard.edu">debra.fletcher@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Kristen Rolph</td>
<td>Employment Manager</td>
<td>617-309-4363</td>
<td>x4363</td>
<td><a href="mailto:kristen.roph@joslin.harvard.edu">kristen.roph@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Aaron Cocce</td>
<td>Employment &amp; Compensation Support Specialist</td>
<td>617-309-4361</td>
<td>x4361</td>
<td><a href="mailto:aaron.cocce@joslin.harvard.edu">aaron.cocce@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Annie Moy</td>
<td>Human Resources Assistant</td>
<td>617-309-4362</td>
<td>x4362</td>
<td><a href="mailto:annie.moy@joslin.harvard.edu">annie.moy@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>

## Finance/Payroll

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Cadle</td>
<td>Controller</td>
<td>617-309-5749</td>
<td>x5749</td>
<td><a href="mailto:beth.cadle@joslin.harvard.edu">beth.cadle@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Karen Petrucci</td>
<td>Assistant Controller</td>
<td>617-309-5743</td>
<td>x5743</td>
<td><a href="mailto:karen.petrucci@joslin.harvard.edu">karen.petrucci@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Larissa Desir</td>
<td>Payroll Manager</td>
<td>617-309-5869</td>
<td>x5869</td>
<td><a href="mailto:larissa.desir@joslin.harvard.edu">larissa.desir@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>

Payroll questions should be directed to payroll@joslin.harvard.edu or by calling x5869 or 617-309-5869
# Management Information Systems (MIS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alicia Peters-Torrey</td>
<td>Chief Information Officer</td>
<td>617-309-3429</td>
<td>x3429</td>
<td><a href="mailto:alicia.peters-torrey@joslin.harvard.edu">alicia.peters-torrey@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Alma Novakovic</td>
<td>Director Research IT</td>
<td>617-309-1920</td>
<td>x1920</td>
<td><a href="mailto:alma.novakovic@joslin.harvard.edu">alma.novakovic@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Samuel Moore</td>
<td>Director Infrastructure</td>
<td>617-309-3447</td>
<td>x2763</td>
<td><a href="mailto:samuel.moore@joslin.harvard.edu">samuel.moore@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Paul Connolly</td>
<td>Network Manager</td>
<td>617-309-2547</td>
<td>x2517</td>
<td><a href="mailto:paul.connolly@joslin.harvard.edu">paul.connolly@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>
| MIS Helpdesk / Support|                             |             | x4488| [magic.account@joslin.harvard.edu](mailto:magic.account@joslin.harvard.edu) (in Outlook address book under “MIS Helpdesk (Magic)”)
| Telephone Equipment / Phone Line Issues | | | N/A | [helpdesk-telecom@joslin.harvard.edu](mailto:helpdesk-telecom@joslin.harvard.edu) (in Outlook address book under “Helpdesk Telecom Services”)
Appendix D
Map of the Longwood Medical Area
MBTA Map
This policy and the procedures discussed in the policy are guidelines only. Joslin Diabetes Center (Joslin) retains the right, in its sole discretion, to modify or revoke them in whole or in part at any time. Therefore, the policy and procedures are not a promise or contract, express or implied, and Joslin retains the right to determine whether and how they will be applied.

**Policy Title:** Policy for Research Integrity  
**Policy for:** Research  
**Policy Number:** RES - 003  
**Effective Date:** February 2006  
Revised January 2014  
Revised January 2015

---

**PURPOSE**

This Policy on Research Integrity (the "Policy") implements a process and procedure to respond to allegations of scientific misconduct, and includes Joslin's Guidelines on the Responsible Conduct of Research, Harvard Medical School's Principles and Procedures for Dealing with Allegations of Faculty Misconduct for Faculty Members ("HMS Policy"), and the requirements of Title 42 Code of Federal Regulations (CFR) Part 50 and 93, Public Health Services Policies on Research Misconduct, Final Rule (the "Final Rule").

In dealing with matters of alleged scientific misconduct, Joslin is guided by a number of general principles, including to: 1) assure the scientific integrity and ethical standards of work conducted at Joslin, 2) protect and assure the rights of all affected individuals, and 3) to conform to all established guidelines, legal standards and ethical principles. This Policy has been established to guide the process of assessment, inquiry, and investigation of possible incidents of scientific misconduct.

This Policy applies to all individuals at Joslin engaged in research, including but not limited to research that is supported by or for which support is requested from Public Health Services ("PHS"). This Policy applies to any person paid by, under the control of, or affiliated with Joslin, such as scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators.

**Definitions**

A. *Allegation* means a disclosure of possible research misconduct through any means of communication. The disclosure may be by written or oral statement or other communication to a Joslin official.

B. *Complainant* means a person who in good faith makes an allegation of research misconduct.

C. *Conflict of Interest* means the real or apparent interference of one person's interests with the
interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.

D. *Good faith*, as applied to a complainant or witness, means having a belief in the truth of one's allegation or testimony that a reasonable person in the complainant's or witness's position could have based on the information known to the complainant or witness at the time. An allegation or cooperation with a research misconduct proceeding is not in good faith if made with knowing or reckless disregard for information that would negate the allegation or testimony. Good faith as applied to a committee member means cooperating with the research misconduct proceeding by carrying out the duties assigned impartially for the purpose of helping Joslin meet its responsibilities under this Policy and the Final Rule. A committee member does not act in good faith if his/her acts or omissions on the committee are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.

E. *Inquiry* means preliminary information-gathering and preliminary fact-finding that meets the criteria and follows the procedures of 42 CFR 93.307-93.309 as set forth in this Policy.

F. *Investigation* means the formal development of a factual record and the examination of that record leading to a decision not to make a finding of research misconduct or to a recommendation for a finding of research misconduct, which may include a recommendation for other appropriate actions, including administrative actions.

G. *ORI* means the Office of Research Integrity, the office to which the Department of Health and Human Service's Secretary has delegated responsibility for addressing research integrity and misconduct issues related to Public Health Service supported activities.

H. *Preponderance of the Evidence* means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

I. *PHS support* means Public Health Service funding, or applications or proposals therefore, that may be provided through funding for PHS intramural research, PHS grants, cooperative agreements, or contracts or subcontracts or subcontracts under those PHS funding instruments.

J. *Research record* means the record of data or results that embody the facts resulting from scientific inquiry, including but not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, journal articles, and any other documents and materials provided to a Joslin Institutional Official in the course of the research misconduct proceeding.

K. *Respondent* means the person against whom an allegation of research misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigations.

L. *Retaliation* means an adverse action taken against a complainant, witness, or committee member by Joslin in response to a good faith allegation of research misconduct or good faith
cooperation with a research misconduct proceeding.

M. Research misconduct or scientific misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
   a. Fabrication is making up data or results and recording or reporting them.
   b. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
   c. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
   d. Research misconduct does not include honest error or differences of opinion.

N. Requirements for Findings of Research Misconduct are that:
   a. There be a significant departure from accepted practices of the relevant research community, and
   b. The misconduct be committed intentionally, knowingly, or recklessly, and
   c. The allegation is proven by a preponderance of the evidence.

Allegations of Scientific Misconduct

Matters relating to possible breaches of scientific ethics, standards, or integrity should be brought to the attention of the lab head for an attempt at resolution. If this does not yield satisfactory results or if the complainant feels that the lab head is not an appropriate individual with whom to discuss the problem, the matter should be brought to the attention of the Section Head, Research Director, and/or President of Joslin. If for whatever reason the complainant believes the Section Head, Research Director, and President are all inappropriate to consider the problem, the matter should be brought to the attention of the Joslin Committee on Scientific Conduct, which will act collectively in the capacity of an ombudsman to offer advice, and will attempt to resolve the matter in a confidential manner. The sole purpose of the committee is to offer an alternate approach for grievances to be evaluated and, if of substance, to reach higher authority. All allegations of scientific misconduct will be brought to the attention of the Research Director, who will direct the review and investigative process. The Research Director will recuse him/herself if he/she has any conflict of interest, in which case the President of Joslin will appoint the individual to direct the process.

Allegations of misconduct against a member of the faculty at HMS will be brought to the attention of the Office of the Dean. Joslin will cooperate with the Office of the Dean to determine whether primary responsibility for resolving the allegation of misconduct rests with HMS or Joslin. In all cases involving a faculty member, Joslin shall follow HMS Policy.

If the research involved in the allegation of misconduct involves PHS support, Joslin will follow the procedures set forth in the Final Rule and will cooperate with ORI during ORI's oversight review and any subsequent hearing or appeals conducted under the provisions of the Final Rule.

The Inquiry Process
Based on the allegations, the Research Director shall determine whether the 1) alleged conduct falls within the definition of research misconduct, and 2) conduct is sufficiently credible and specific so that potential evidence of research misconduct may be identified. If he/she so determines, the Research Director shall appoint an inquiry committee. If he/she does not so determine, and the President of Joslin concurs, the matter shall be closed.

If the respondent is an employee, during the inquiry/investigation, the respondent will be placed on administrative leave and removed from any PHS support. At or before an inquiry begins, Joslin will make a good faith effort to notify the respondent in writing. Joslin will take custody of all the research records and evidence needed to conduct the research misconduct proceeding. Joslin will inventory such records and evidence and sequester them securely, except where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.

As the purpose of the inquiry is to conduct an initial review of evidence to determine whether to conduct an investigation, a full review of all evidence is not required. The inquiry committee will normally interview the complainant, the respondent and key witnesses as well as examine relevant research records and materials. The inquiry committee will evaluate the evidence and testimony obtained during the inquiry and decide whether there is sufficient evidence of possible scientific misconduct to recommend further investigation. The General Counsel will serve as a resource and advisor to the inquiry committee. The inquiry will be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. In cases where PHS funding is involved, if the inquiry takes longer than 60 days to complete, the inquiry record must include documentation of the reasons for exceeding the 60-day period. Based on its findings, the inquiry committee will prepare a report and recommendations.

Based upon the inquiry committee's report and recommendations, the Research Director will determine whether 1) there is a reasonable basis for concluding that the allegation falls within the definition of research misconduct, and 2) the inquiry's preliminary fact-finding and information-gathering indicates that the allegation may have substance. If he/she so determines, he/she shall appoint an investigative committee. If not, in consultation with the President of Joslin, he/she shall prepare a final report documenting his/her conclusion and the matter shall be closed. Joslin will keep detailed documentation of inquiries that do not result in investigation for 7 years after inquiry termination.

Joslin will notify the respondent whether the inquiry found that an investigation is warranted. Joslin will include a copy of the inquiry report. The respondent may review and comment on the inquiry report, and attach any comments to the report.

If PHS support is involved, within 30 days of finding that an investigation is warranted, the Research Director will provide ORI with the written finding, and a copy of the inquiry report. The inquiry report will include: 1) the name and position of respondent, 2) a description of the allegations, 3) the PHS support involved, including grant numbers, applications, contracts, and publications, 4) the basis for recommending investigation, and 5) any comments made by respondent.
The Investigation Process

The Research Director will appoint the investigative committee and will ensure an impartial and unbiased investigation. The Research Director will ensure that persons participating in the investigation have appropriate scientific expertise and do not have unresolved personal, professional, or financial conflicts of interest with the respondent or others involved in the inquiry or investigation. Joslin will make every effort to begin the investigation within 30 days after determining that an investigation is warranted and complete the investigation within 120 days.

To the extent not already done so at the inquiry stage, the Research Director will take all reasonable and practical steps to obtain custody of any additional pertinent research records and evidence needed to conduct the research misconduct proceedings, inventory the records and evidence, and sequester them in a secure manner. The need for additional sequestration of records may occur for any number of reasons, including Joslin’s decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not previously been secured. Where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments. Whenever possible, this sequestration will occur before or at the time the respondent is notified; and whenever additional items become known or relevant to the investigation.

During the investigation, each respondent, complainant, and others with information relevant to the investigation will be interviewed. The interviews may be recorded or transcribed, and may be given to the interviewee for correction. Each interview summary, recording or transcript will be included in the official investigation record. The General Counsel will serve as a resource and advisor to the investigative committee.

The investigative committee will prepare a draft report of its findings and recommendations. The respondent will be given a copy of the draft investigation report and access to the evidence on which the report is based. The respondent will have 30 days to comment. The investigative committee will consider the respondent’s comments prior to issuing its final investigation report.

The final investigation report will include 1) the allegations, 2) the PHS support involved, including grant numbers, applications, contracts, and publications, 3) an identification and summary of the research records and evidence reviewed, 4) a statement of findings for each separate allegation of research misconduct, and any comments made by respondent.

If PHS support is involved, Joslin will provide ORI with the investigation report and a description of any pending or completed Joslin administrative actions against respondent in connection with the results of the investigation.

Administrative Actions

If the Research Director determines that the alleged misconduct meets the requirements for a finding of research misconduct, he/she will, with assistance from Human Resources, decide on
the appropriate actions to be taken against the individuals involved. The actions may include: withdrawal or correction of all pending or published abstracts and papers emanating from the research where scientific misconduct was found, removal of the responsible person from the particular project, reprimand, special monitoring of future work, probation, suspension, salary reduction, or termination of employment.

**Institutional Responsibilities for Compliance and Assurance for PIHS Supported Research**

At any time during a research misconduct proceeding that involves PHS support, Joslin will notify ORI if it has reason to believe any of the following:

a. Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
b. HHS resources or interests are threatened;
c. Research activities should be suspended;
d. There is a reasonable indication of possible violations of civil or criminal law;
e. Federal action is required to protect the interests of those involved in the research misconduct proceeding;
f. Joslin believes the research misconduct proceeding may be made public prematurely and HHS action may be necessary to safeguard evidence and protect the right of those involved;
g. The research community or public should be informed.

Unless ORI advises otherwise, Joslin will maintain records of research misconduct proceedings for 7 years after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation, whichever is later.

Joslin will limit disclosure of the identity of respondents and complainants in research misconduct proceedings to those who need to know. Joslin will maintain confidentiality for any records or evidence from which research subjects might be identified. Disclosure will be limited to those who have a need to know to carry out a research misconduct proceeding.

If Joslin finds no misconduct, the Research Director will, where appropriate, undertake reasonable efforts to restore the respondent's reputation. Regardless of whether Joslin or ORI determines that scientific misconduct occurred, the Research Director will undertake reasonable efforts to protect complainants and prevent any retaliation against complainants who made allegations of scientific misconduct in good faith and others who cooperate in good faith with inquiries and investigations of such allegations.

*Written or Revised by:* Sharon Harpel, Vice President for Research Administration

*Approved by:*

George L. King, M.D.  
Research Director

Maria Buckley  
General Counsel
Installing Citrix Client

1. Click on Citrix Joslin icon on the desktop.
2. Go to tools compatibility settings.
3. Add Harvard.edu

4. Click install Citrix client.
5. Scroll down choose Citrix Receiver.

6. Download receiver 4.2
7. Click run.

8. It will now install Citrix.
9. Citrix Install completed.
10. Click finish.
**NetLearning On-Line Training Login Directions**

1. Using your internet browser, please go to the following web address:
   [https://lms.netlearning.com/mynetlearning/joslin](https://lms.netlearning.com/mynetlearning/joslin)

2. The myNetLearning Login screen will appear and ask you for a Login ID.
   - Please enter your ID in the form of the first four letters of your last name with
     the month and day of your birthday – **ABCD1208**
   - If your last name has less than 4 letters then enter all of them followed
     by your month and day of your birthday.

3. After you have entered your password: Click on “Login”

4. You will be brought to the myNetLearning Main page. You should see your
   name at the top right of the page and any courses for you to review in the first
   box titled myCourses/Classes.

5. Click on the course title you wish to review, and then click “launch course”. After
   launching the course, use the arrows at the bottom of the slides to navigate the
   course.

6. After reviewing the course, click “Take Test” at the top of the screen. After
   completing the questions, click “Finish and Grade Exam” to submit your answers.

**Obtaining your Transcript:**

1. When logged in, click on the Reports tab at the top left of the screen.
2. Click on Transcript
3. Set the filter to include the last year’s timeframe from when you need the report

4.  
5.  Click Run Report

**Please contact the Information Technology x4488 with any access or program issues you experience.**