Welcome Guide from the Office of Postdoctoral Affairs

歡迎
Willkommen
환영
Bienvenue
ようこそ
欢迎
स्वागत
שלום

Weill Cornell Medicine
Planning your transition to Weill Cornell Medicine as a Postdoctoral Scholar

Section 1 – Introduction to the Office of Postdoctoral Affairs
Section 2 – Prior to Arrival – Housing
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Section 5 – Onboarding (& Immigration) Upon Arrival
Section 6 – Orientation (to Weill Cornell Medicine)
Section 7 – Department Orientation & Compliance Checklist
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Section 9 – Introduction to the Postdoctoral Association
Section 10 – Orientation to Living in New York City
Section 11 – Social Activities in New York City
The Office of Postdoctoral Affairs (OPA) was established in 2003 with a mission to support and assist Weill Cornell Medicine postdoctoral scholars in their professional training and development.

• Our office is dedicated to enhancing the quality of life for the postdoctoral scholars at Weill Cornell Medicine and advocating on their behalf to leadership and college administration.

• The goal of the OPA is to improve the quality of the postdoctoral training experience and prepare these individuals for their future careers.
Office of Postdoctoral Affairs (OPA)

- Organizing and providing career development programming and resources for postdocs across the community
- Facilitating a new postdoc orientation
- Assisting in social/networking events for the postdoctoral community
- Supporting resources and policies that enhance and promote an inclusive training environment
- Advising and supporting the Postdoctoral Association (PDA)
- Hosting an annual Postdoctoral Research Day
- Maintaining a website exclusively for the OPA
- Assisting in the development and distribution of all policies of concern to postdocs
Office of Postdoctoral Affairs

Who & where we are

Randi B. Silver, PhD
Associate Dean
Weill Cornell Graduate School of Medical Sciences
Faculty Director, Office of Postdoctoral Affairs

Les Krushel, PhD
Manager, Office of Postdoctoral Affairs
1300 York Avenue, Room A-131
Graduate School Office
lek2014@med.cornell.edu

Please direct all inquiries to
postdocaffairs@med.cornell.edu
or visit 1300 York Avenue, Suite A-131
Housing
Weill Cornell Medicine housing & off-campus housing
Weill Cornell Medicine maintains a limited number of affordable housing units for postdoctoral scholars

- Postdoctoral scholars are eligible for 5 years of occupancy in Weill Cornell Housing
- Please read the Policy on Postdoctoral Associate Housing and, if applicable, the Policy on Family Housing, available on the Housing Office website
- Weill Cornell housing units consist of studio, one-bedroom, and two-bedroom apartments
- Family members who are eligible to reside with you in Weill Cornell housing include your spouse or domestic partner and child(ren)
- Visitors may stay with you for a limited period of time—refer to the Housing Terms and Conditions for more information
Weill Cornell Medicine housing for postdoctoral scholars is located on Roosevelt Island.
Housing

You could be living here

- Weill Cornell housing for postdoctoral scholars is mainly located at 455 & 465 Main Street on Roosevelt Island

- Current housing rates are available on the Housing Office website

- Google Map of the apartments

- Information on the buildings is here & here

- Weill Cornell housing FAQ

- First months rent [(foreign) credit card is fine] and security deposit (check or money order) is required upon arrival
Housing Application

Get your application in early!

1. After you have accepted the employment offer from Weill Cornell Medicine, your sponsoring department (Department Administrator) will complete Part 1 of the housing application and e-mail it to you.

2. If you wish to apply for Weill Cornell Housing, complete Part 2 of the housing application and e-mail it to academic-staff-housing@med.cornell.edu.

3. **Apply as early as possible** (>60 days prior to your arrival date) to increase the likelihood of obtaining Weill Cornell Housing.
What to do the first few days

Orienting to Weill Cornell Housing

• Cable TV & Internet (requires Social Security Number)
  • Time Warner Cable (212) 674-9100

• Utilities
  • Contact Con Edison (800) 752-6633

• Pets are allowed

• Moving in info for 465 Main Street housing
Non-Weill Cornell Housing

• If you need assistance finding housing outside of Weill Cornell, contact the Housing Office at academic-staff-housing@med.cornell.edu
• Rental brokers will typically charge a fee, which is ~12 – 15% of the total rent for a year
• A guide on navigating the private rental market in New York City for Weill Cornell Medicine postdoctoral scholars (and employees) is available here (the guide is currently in progress)
• Studio apartments may range from $1300 to $2000 depending on location, size, and condition
• Having a roommate(s) may be a less expensive alternative
• Foreign postdoctoral scholars may need to provide a more significant down payment (additional months rent) because they do not have an American credit history, but a broker can help negotiate
Below is a sampling of websites where you may find apartments

Apartment List
Padmapper
StreetEasy
Naked Apartments

New York Bits
Apartments.com
Sublet.com
Renthop
Hotpads

Trulia.com
zillow.com (Weill Cornell area)
Trulia rental guide
New York Times
RentLingo

Note: Weill Cornell Medicine does not endorse any of these sites or the content contained on them. They are for informational purposes only.
Temporary Housing

Rotating Room

- Temporary housing can be found at Rotating Room where New York area students list sublets (temporarily rent their apartments)

- A viable option permitting you to take your time exploring New York and locating a more permanent residence

- Rooms range in availability from 2 weeks to 1 year
Housing Necessities

• Most apartments come equipped with standard appliances

• Most apartments are not furnished. To furnish your apartment:
  • You can order furniture to be delivered to your new address after your move-in date
  • Participate in our community email list for postdoctoral scholars to request and sell furniture: pda@med.cornell.edu
  • Join the Weill Cornell Medicine Postdoctoral Association Facebook group to buy & sell household items

• Note that if you are having furniture delivered to Weill Cornell housing, the company must provide a Certificate of Insurance (which provides evidence of an insurance policy) to your building. The Housing Office will provide details on how to submit a Certificate of Insurance if you are offered housing.
What to do the first few days

Orienting to Weill Cornell Housing

• Cable TV & Internet (requires Social Security Number)
  • Time Warner Cable (212) 674-9100

• Utilities
  • Contact Con Edison (800) 752-6633

• Pets are allowed

• Moving in info for 465 Main Street housing
Childcare
From infants to high school
Have burgeoning young scientists?

Childcare options at Weill Cornell Medicine

A. **Weill Cornell Children’s Center (Bright Horizons)**
   409 East 60th Street between 1st & York Ave

- Childcare for the children of Weill Cornell faculty, staff, postdocs, & students
- Limited spaces available
- Eligible children: 6 weeks to 5 years old
- Details about the registration process and the pre-registration form are available on the [HR Intranet](#)
- You may apply after you have received your Appointment Letter
- You may also apply to get on the wait list before your child is born
Have burgeoning young scientists?

Childcare options at Weill Cornell Medicine

B. Roosevelt Island Day Nursery
405 Main Street, Roosevelt Island

• Childcare available only for postdoctoral scholars

• Limited spaces available

• Eligibility: children between 12 weeks and 3 years of age at the time of use

• Pre-registering for the Weill Cornell Children’s Center will also add you to the wait list for the Roosevelt Island Day Nursery. If you are on the waitlist, you will be contacted if space becomes available.
Have burgeoning young scientists?

Play Area Association (PAA)

- Volunteer social organization run by parents
- Open to families from Weill Cornell Medicine, NewYork-Presbyterian Hospital, & Rockefeller University
- Provides indoor and outdoor play areas
- Sponsors a Play-and-Learn Co-op for children ages 24 months through 5 years
- Discounted children’s enrichment classes
- Weekly playgroups for toddlers
- Field trips and parties
- Info
Have burgeoning young scientists?

Back-up/Emergency Childcare (Bright Horizons)

Back-up childcare is available for up to 10 days/year

- Drop child off at a nearby child care center ($15/child or $25/family per day)
- Have someone come to your residence ($6/hr)
- [Main website](#) & additional [info](#)
- Requires your Weill Cornell Employee Number to register
- Bright Horizons also offers back-up adult and elder care through this service
Have burgeoning young scientists?

New York City Childcare Resources

- NYC offers universal, free pre-kindergarten programs. Learn more about the application process and eligibility guidelines on the Department of Education website.

- Weill Cornell Caregiver Resource is for Weill Cornell employees to search for or recommend caregivers (need CWID & password).

- Information and Search for childcare in your neighborhood via NYC Dept. of Health & Mental Hygiene.

- Search for childcare via the NYC Administration for Children’s Services.

- Care.com is a private site for childcare, babysitters, pet sitters etc.
Have burgeoning young scientists?

Time for school?

- EduProfile may help you find the right school for your child and navigate the admissions process.
  - To gain access to the website, please send an account request email to admin@eduprofile.com using your Weill Cornell e-mail address.
  - The HR Benefits Office periodically offers in-person seminars about the school admissions process.
  - Additional help on choosing schools in New York and Brooklyn.

- The Parents League of New York as well as a local school search consulting firm can also provide assistance with independent & private schools.

- There are public schools on Roosevelt Island (Pre-K to 8th grade) and near the main Weill Cornell Medicine campus (including PK-3, PK-5, PK-5, PK-5, PK-5, PK-5, 6-8, 9-12).
Transportation
From the airport to your new home
Public transportation in New York City

Subway, bus, train and a tram

New York City via the Metropolitan Transport Authority (MTA) has extensive public transportation including subways, trains, buses and a tram

Use a Metrocard to access all MTA transportation

- A MetroCard can be purchased from a kiosk or vending machine
- Subway map
- Info including trip planner
- Apps for the subway and all transit including Trip Planners are here
  - iPhone Maps & Google Maps has MTA info

Directions are provided in later slides that utilize public transportation
What to do the first few days

Orienting to New York City

Using the subway/tram/bus daily to travel to your lab?

Metropolitan Transport Authority (MTA)

- Obtain a MetroCard
- Subway map
- Info including trip planner Info
- Apps for the subway and all transit including Trip Planners are here
  - iPhone Maps & Google Maps has MTA info
• If you are living in Weill Cornell housing, you should receive information from your department or the housing office of where to go upon arrival.

• After arrival you will likely go to your new apartment (Weill Cornell Medicine housing on Roosevelt Island or to non-Weill Cornell housing) to pick up your keys

• Or meet with Immigration and/or Weill Cornell personal to finalize paperwork.

• Directions in the following slides are provided to help navigate you from the 3 main New York City airports to the apartments on Roosevelt Island (455/465 Main Street) or to the Weill Cornell Graduate School (1300 York Ave & 69th St.). Immigration and other personnel are directly across the street at Olin Hall (445 East 69th St., Room 223 (2nd floor)).
The major airports in the New York City area

- **LaGuardia** – the closest to Manhattan
- **John F Kennedy (JFK) International** – most international flights land here
- **Newark Liberty International** – located in New Jersey and is the furthest from Manhattan
I’ve landed at LaGuardia Airport

A) Taxi
• Grab a yellow taxi from the taxi stand immediately outside luggage carousel
• Do not accept any other offers to drive you to Manhattan
• ~$30 - $35 plus toll for the RFK Triborough Bridge and tip to Weill Cornell Graduate School (upper east side Manhattan)
• ~$30 plus tip to Weill Cornell Housing on Roosevelt Island
• for more info; estimate your cab fare here

B) UberX
• ~$50 to Weill Cornell Medicine Graduate School
• ~$40 to Weill Cornell Housing on Roosevelt Island
• don’t forget about surge pricing during weather delays, rush hour etc.

C) Super Shuttle Manhattan van (share a ride)
• ~$20
• Contact (212) BLUE VAN or (800) 258-3826 or online

D) NYC Airporter
• Departs every 30 minutes
• Destination: Grand Central Station (most convenient destination), Port Authority Bus Terminal, and Penn Station
• Taxi/Uber or NYC subway/bus after arrival at Terminal or Station
• Fare is $13. Tickets are here.
• For more information (718) 777-5111
I’ve landed at LaGuardia Airport

D) NYC Airporter

Grand Central Station to Graduate School and Roosevelt Island

- Walk through Grand Central Station to the subway entrance
- Purchase a MTA Metrocard from a MetroCard Vending Machine. Place a minimum of $2.75 on the card using cash or credit card. $1 for new Metrocard.
- MTA trip planner website
- To get to the Graduate School, board the #6 subway train (Pelham Bay Park bound)
  - Depart at the 68th St & Lexington Ave stop (3rd stop)
  - Walk 4 blocks east to York Ave and north 1 block to 69th St (see map on next slide)
- To get to Roosevelt Island, board the #4 or #6 subway train (Pelham Bay Park bound)
  - Depart at the 59th St & Lexington Ave stop (1st stop on the #4 train, 2nd stop on the #6 train)
  - Follow the directions and walk underground to the 63rd St & Lexington Ave subway stop
  - Board the ‘F’ train (Jamaica – 179th St bound). There is no charge if using MetroCard, it will be a transfer
  - Depart at the first stop (Roosevelt Island) & walk north to 455/465 Main St.
I’ve landed at LaGuardia Airport

D) NYC Airporter

• Departs every 30 minutes

• Destination:
  • **Grand Central Station** (most convenient destination for Weill Cornell Graduate School)
  • Port Authority Bus Terminal
  • **Penn Station** (most convenient destination for Roosevelt Island housing)

• Taxi/Uber or NYC subway (next 3 slides) after arrival at either Station

• Fare is $13. Tickets are [here](#).

• For more information (718) 777-5111
I’ve landed at LaGuardia Airport

D) NYC Airporter

Penn Station to Graduate School and Roosevelt Island

- Walk to the 34th St & Herald Square subway entrance (map is on next slide)

- Purchase a MTA Metrocard from a MetroCard Vending Machine. Place a minimum of $2.75 on the card using cash or credit card.

- Board the ‘F’ train (Jamaica – 179th St bound)
  
  - To get to the Graduate School, depart the train at the 63rd St & Lexington Ave stop (4th stop). Walk east 4 blocks to York Ave and north 6 blocks to 69th St. 0.8 mile walk - ~15 minutes

  - To get to Roosevelt Island, depart the train at the Roosevelt Island stop (5th stop) & walk north to 455/465 Main St.
Penn Station to 34th St & Herald Square subway entrance

Penn Station

34th St & Herald Square Subway entrance ‘F’ train
I’ve landed at LaGuardia Airport

**E) Public Transportation (Route 1)**

- Two possible routes to Graduate School or Roosevelt Island
  1. Purchase a MTA Metrocard from a MetroCard Vending Machine in Terminals B, C, & D. Place a minimum of $2.75 on the card using cash or credit card. A $1 new card fee will apply to new MetroCard vending machines.
  2. Look for the Q70 LTD bus stop outside Terminals B, C, & D.
  3. Pay for your fare with your MetroCard as you enter the bus.
  4. Depart the bus at the Jackson Heights/Roosevelt Avenue subway stop
  5. Enter the subway (your MetroCard will be used as a transfer and you will not be charged for the subway ride) and board the ‘F’ train (Coney Island-Stillwell Avenue bound).
  6. To get to Roosevelt Island, depart the subway at the Roosevelt Island stop (2 stops from Jackson Heights) and walk north to 455/465 Main St.
  7. To get to 1300 York Ave & 69th St, depart the subway at the 63rd St & Lexington Ave stop (3 stops from Jackson Heights) and walk east to York Ave and north to 69th St.
I’ve landed at LaGuardia Airport

**Public Transportation (Route 2 – details here & here)**

1. Purchase a MTA Metrocard from a MetroCard Vending Machine in Terminals B, C, & D. Place a minimum of $2.75 on the card using cash or credit card. A $1 new card fee will apply to new MetroCard purchases from the vending machines.

2. Look for the M60 Select Bus Service (SBS) bus stop outside Terminals B, C, & D.

3. Prior to boarding, purchase a ticket by inserting your MetroCard into the MetroCard Fare Collector. Keep the ticket in case you are asked for it on the bus. (You only need to purchase bus tickets for SBS bus lines. For regular bus lines, use your MetroCard as you enter the bus).

4. Depart the bus at the East 125th St & Lexington Ave stop.

5. Enter the subway and take the #6 train (Brooklyn Bridge/City Hall bound). Use your MetroCard (you will not be charged as it will be considered a transfer).

6. To get to the Graduate School (1300 York Ave 69th St.) get off at the 68th Street stop (Hunter College) and walk east to York Ave (and 1 block north) (~10 – 15 min.)

7. To get to Roosevelt Island, get off at the 59th St. & Lexington Ave. stop.

8. Follow directions underground to the ‘F’ subway train (63rd St & Lexington)

9. Take the ‘F’ train (Jamaica-179th St bound) train 1 stop to Roosevelt Island

10. Walk north to 455/465 Main St.
I’ve landed at John F Kennedy (JFK) Airport

A) **Taxi**
   - $52 fee to anywhere in Manhattan, plus $8 toll and tip
   - [Info](#)

B) **UberX**
   - ~$90 to Weill Cornell Medicine Graduate School (upper east side Manhattan)
   - ~$70 - $80 to Weill Cornell Housing on Roosevelt Island
   - don’t forget about surge pricing during weather delays, rush hour etc
   - [Online](#)

C) **Super Shuttle Manhattan** van (share a ride)
   - ~$25
   - Contact (212) BLUE VAN or (800) 258-3826
   - [Online](#)

D) **NYC Airporter**
   - NYC Airporter (see LaGuardia transportation)
I’ve landed at John F Kennedy (JFK) Airport

E) Public Transportation

- Use AirTrain to connect with New York City Transit subways and bus
  - Take Jamaica Station Airtrain to Jamaica subway station

- To get to Weill Cornell Medicine Graduate School, board the ‘E’ subway train, at the second stop (Briarwood) or third stop (Union Turnpike/Kew Gardens) transfer to the ‘F’ subway train, take the ‘F’ train to the Lexington & 63rd St subway station. It is 0.8 mile walk or a short taxi ride to the school

- To get to Weill Cornell housing on Roosevelt island, board the ‘E’ subway train, at the second stop (Briarwood) transfer to the ‘F’ subway train, take the ‘F’ train to the Roosevelt subway stop, housing is 1 – 2 blocks north of the station

- $5 AirTrain entry/exit fee and $2.75 MTA subway fare. A $1 new card fee will apply to new MetroCard purchases from the vending machines.

- Details are here
I’ve landed at Newark Liberty International Airport
Newark, New Jersey

A) Taxi
• ~$60 plus toll ($15) and tip to Weill Cornell Medicine Graduate School (upper east side Manhattan)
• ~$70 – 80 plus toll ($15) and tip to Weill Cornell Housing on Roosevelt Island
• $5.50 surcharge for using credit card + surcharges during rush hour

B) UberX
• ~$120 to either Weill Cornell Medicine Graduate School or Weill Cornell Housing
• Surge pricing can occur (i.e. more $$$$ during weather delays, rush hour etc.)

C) Super Shuttle Manhattan van (share a ride)
• ~$25
• Contact (212) BLUE VAN or (800) 258-3826
• Online
D) **Train**

- First – use AirTrain at the airport to connect to Newark Liberty Airport Station
- At Newark Liberty Airport Station connect to New Jersey Transit to travel to Penn Station in Manhattan
- Purchase ticket at airport, which includes AirTrain & NJ Transit ride - $13
- **Train info**
  - After arrival at Penn Station you can walk to the 34th St & Herald subway stop (see map of area in previous slide concerning transportation from LaGuardia airport)
- Purchase subway ticket/MTA MetroCard
- Take the ‘F’ train (Jamaica – 179th St bound)
  - To go to Roosevelt Island, get off at the 5th stop ‘Roosevelt Island’
  - To get to 1300 York Ave & 69th St (Weill Cornell Graduate School) get off at the 4th stop ‘63rd St & Lexington’ stop and walk east to York Ave and north to 69th St.
- Or hail a taxi or take Uber to your final destination
I’ve landed at Newark Liberty International Airport
Newark, New Jersey (continued)

E) Bus

- **Newark Airport Express bus** can be boarded outside each terminal
- **Departs** every 15 min for $16. The bus will deliver you to Grand Central Station, Bryant Park, and the Port Authority Bus Terminal.
- See previous instructions describing how to take public transportation from Grand Central Station or Port Authority to Weill Cornell Graduate School and Weill Cornell housing on Roosevelt Island.
- Or take a taxi or Uber to your final destination
What to do the first few days
How to get to the lab from Weill Cornell housing

From 455/465 Main Street Roosevelt Island to Weill Cornell area around York Ave and 69th Street

- In the evening a Shuttle leaves 1300 York Ave every 30 min. and transports you to Roosevelt Island

- Roosevelt Island Tramway is an aerial tramway spanning the East River connecting Roosevelt Island to Manhattan (59th Street & 2nd Ave)
  - Only accepts MTA MetroCard (see next slide)
  - Departs every 7 – 15 minutes
  - Schedule is attached (TramBus)
  - Info and online schedule
  - ~10 – 15 minute walk to Weill Cornell

- Subway – F train Shuttle leaves station at West Road/452 Main Street
  - 1st stop is Lexington & 63rd Street
  - ~10 – 15 minute walk to Weill Cornell
Onboarding

Onboarding Services assists you with new employee paperwork, medical clearance, and安排s your orientation day.
Onboarding

Onboarding for American citizens/Green Card holders

• Prior to your arrival, you should have received an email from Human Resources with paperwork to complete and a link to schedule your Onboarding meeting, which occurs prior to Orientation

• **Onboarding Location** (map on next slide)
  - **Olin Hall** - 445 East 69th Street, Room 223 (2nd floor)
    - NW corner of 69th Street and York Avenue
  - Across the street from the Graduate School (1300 York Ave)

• Please bring:
  - State or federal-issued ID and proof of eligibility to work in the U.S. (refer to the I-9 form provided by HR for documentation guidelines)
  - Completed pre-arrival paperwork (if possible)
  - A voided check in order to set-up direct deposit

• During your Onboarding meeting, you will receive:
  - A medical screening appointment date
  - A form that will allow you to receive your Employee ID
  - Department Orientation & Compliance Checklist
Onboarding

Immigration/Onboarding for Foreign Nationals

- Prior to your arrival, you should have received an email from the HR Immigration Office with a date to attend an Immigration and Onboarding meeting, which occurs prior to Orientation.

- The location of your meeting will be noted in your scheduling email from the HR Immigration Office.

- Immigration will help you complete your Visa requirements and assist you in with your Onboarding paperwork.

- Please bring:
  - Passport, J-1 DS-2019 form (if you have a J1 Visa) & pre-arrival materials that were mailed to you.
  - Proof of health insurance coverage if you will not be paid by Weill Cornell Medicine (you can obtain employee health coverage for you and your dependents if you are being paid by Weill Cornell Medicine).
  - Any other documents requested by the Immigration Office.

- You will receive:
  - Medical screening appointment date.
  - A form that will allow you to receive your Employee ID.
  - Department Orientation & Compliance Checklist.

- If you have any questions, contact Jeanie Huang, Immigration Manager, at jch2003@med.cornell.edu.
Obtaining a Social Security Number

• You must have a Social Security Number (SSN) to lawfully work in the United States

• You will receive paperwork from the Immigration Office to take to the Social Security Office

• You must go to Social Security Office that is associated with your permanent address to obtain your SSN

• Info from the government
Orientation

Provides information for all new employees, including an overview of benefits, Weill Cornell Medicine’s organizational history and structure, compliance requirements, and more
Orientation

- **When:** The *first* Monday following your arrival (or the Monday that coincides with your first day)
- **Where:** 2nd Floor Belfer Building
- **Time:** 9 am – 1 pm

**Orientation Highlights**

- Information Technologies & Services (including Weill Cornell ID & e-mail)
- Benefits
- Introduction to Environmental Health & Safety training courses
- Discounts & perks
Orientation

Information Technologies & Services (ITS)

• Works on computer hardware & software issues
• Provides training and tech support
• Tags devices (computers, cell phones)

• For online help contact ITS support@med.cornell.edu

• For in person help, ITS operates the Smart Desk situated in the library on 1300 York Ave
  • Monday – Friday: 9 am – 6 pm
  • Saturday: 10 am – 6 pm
  • Sunday: 12 pm – 6 pm
Orientation

Information Technologies & Services (ITS)

Your Campus Wide Identification (CWID “see-weed”)

• Your CWID is your permanent ID – three letters followed by four numbers e.g. ’abc1234’

• Your CWID is created during your Onboarding process and emailed to your Department Administrator (DA) or Manager to set up your system access
Creating your e-mail account

• After your CWID is created, the Department Administrator (DA) sends a request to ITS for creation of an email account.

• If your first day at Weill Cornell Medicine is:
  • the same as your Orientation date, you will set up your password at Orientation
  • prior to your Orientation date, your DA or Manager can assist you in setting up your password or you can reset it at the Smart Desk in the library (1300 York Ave)

• Reset password [here]
Information Technologies & Services (ITS)

Orientation

E-mail
- E-mail address is your CWID@med.cornell.edu
- Via Microsoft Outlook
- Webmail online can be accessed through Microsoft Office 365
- Use File Transfer Service to transfer large or confidential files
- Spam is sorted into appropriate location. To access Spam settings

A [site](#) to find software downloadable onto your work computer

A [site](#) to find software downloadable onto your personal computer at a considerable discount
Orientation

Emergency Information

- In order to receive notifications, your DA should submit your initial contact info via [Weill Cornell Online Directory](#).

- [Cornell Emergency](#) is the place for emergency announcements, contact numbers, procedures, and planning.

- Emergency Notifications through [Weill Cornell Alert](#) are sent to phones, email, & pagers.

- You can update your emergency contact information by e-mail alerts@med.cornell.edu. Provide name, CWID, updated contact information and related device (e.g. home phone, cell phone, alternate email). Or log onto the [Online Directory](#). Info on updating contact info is [here](#).

- ITS will install an Weill Cornell Medicine Emergency App on your cell phone and desktop shortcut on your work computer providing a link to the [Weill Cornell Emergency](#) website.
Orientation

Office of Faculty Affairs

- **Timeline for Postdoctoral trainees**
  - Appointment letter
  - Onboarding
  - Orientation (0 – 1 month)
  - Probationary review (3 months)
  - Annual appraisal (9 months)
  - Yearly renewal of term-appointment (12 months)
  - Departure date if not reappointed (12 months)
  - Duration as a postdoc (5 years)

Appointment information is available in Section 5 of the [Academic Staff Handbook](#)
Postdoctoral Associate Benefits
The Weill Cornell Medicine Benefits Guide, which you should receive at Onboarding from Human Resources and is also available at intranet.med.cornell.edu/hr/benefits, provides a general overview of our employee plans and programs. Note that Weill Cornell Medicine benefits vary slightly between staff members, postdoctoral associates, and faculty.

As a postdoctoral associate, you are eligible to participate in most of the benefits described in the Guide with a few key differences, displayed on the right.

**You have 31 days to enroll in your health insurance benefits—don’t forget!**

Questions about benefits or enrollment?
Contact the HR Solution Center:
- **Online:** [http://hrsc.weill.cornell.edu](http://hrsc.weill.cornell.edu)
- **Email:** hrsc@med.cornell.edu
- **Phone:** 646-962-9247

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Key Difference</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty &amp; Exempt Retirement Plan</td>
<td>Postdoctoral associates do not participate in the Faculty &amp; Exempt Retirement Plan. Note that you are eligible to participate in the Voluntary Employee Retirement Plan.</td>
<td>Refer to the Benefits Guide at intranet.med.cornell.edu/hr / benefits</td>
</tr>
<tr>
<td>Non-Exempt &amp; Frozen Retirement Plan</td>
<td>Postdoctoral associates do not participate in the Non-Exempt &amp; Frozen Retirement Plan.</td>
<td>Refer to the Benefits Guide at intranet.med.cornell.edu/hr / benefits</td>
</tr>
<tr>
<td>Time-Off</td>
<td>Full-time postdoctoral associates accrue vacation time at a rate of one day a month, for a total of twelve days a year. Vacation for part-time associates is prorated.</td>
<td>Refer to the Academic Staff Handbook at well.cornell.edu/handbook</td>
</tr>
<tr>
<td>Short-Term Disability Coverage</td>
<td>Postdoctoral associates are covered under the Salary Continuance Policy instead of this benefit. Salary continuance provides 50% of your salary for up to three months while seeking treatment or care for your own serious health condition.</td>
<td>Refer to the Academic Staff Handbook at well.cornell.edu/handbook</td>
</tr>
<tr>
<td>Employee Tuition Reimbursement Program</td>
<td>Academic employees who hold an MD or PhD are not eligible to participate in the Tuition Reimbursement Program.</td>
<td>Refer to the Benefits Guide at intranet.med.cornell.edu/hr / benefits</td>
</tr>
</tbody>
</table>
Orientation

Extra benefits for Weill Cornell Medicine employees

- Discounts include:
  - Phone service providers (Sprint, Verizon, & AT&T)
  - YMCA
  - NY Sports Club
  - Brooks Brothers
  - Estee Lauder
  - Bronx Zoo
  - Plum Benefits
  - 6 Flags Theme Park

- Detailed info on all of the discounts (including phone deals) is found here
Orientation

Additional perks for Weill Cornell postgraduates

• Movies - $9 tickets for AMC Theaters

• Asphalt Green – $5 day pass for fabulous sports center

• Discounted tickets for:
  • Broadway plays
  • New York Philharmonic Orchestra
  • New York Metropolitan Opera
  • New York City Ballet
  • Sporting events

• Ticket sales from Eventbrite
Employment Assistance Program Consortium (EAPC)

- Offers free, professional & confidential counseling as well as referrals
- Individual, couples & family counseling
- Staffed by clinical social workers & (consulting) psychiatrists
- Available Monday thru Friday 9 am – 5 pm
- 409 East 60th Street
  Room 3-305
  New York, NY 10022
- (212) 746-5890
- EAPC@med.cornell.edu
- Info
Orientation

Environmental Health & Safety (EHS)

• EHS provides education and training on safety issues relevant to postdoctoral scholars

• Core & specialized safety classes
  
  • Fire Safety (which must be taken by Postdocs)
  • Biological Safety
  • Chemical Safety
  • Radiation Safety
  • Emergency Planning & Response
  • Occupational Safety
  • Transport of Hazardous Materials
  • Waste Management & Disposal
Orientation

• Health Insurance Portability and Accountability (HIPAA)
  • HIPAA training online must be completed

• Next step for postdoctoral scholars:
  • Obtain ID badge
  • See your Dept. Administrator/Manager to obtain your temporary password, which needs to be reset
Orientation

Still have a question?

Visit the HR Intranet webpage
(in depth information accessed through a Weill Cornell Medicine computer)

Contact the HR Solution Center
Online: http://hrsc.weill.cornell.edu
Email: hrsc@med.cornell.edu
Phone: 646-962-9247
Department Orientation & Compliance Checklist
Department Orientation & Compliance Checklist

- At Onboarding you will receive the ‘Department Orientation & Compliance Checklist.’ The tasks include:
  - Receive Medical Clearance
  - Verify Online Fire Safety training
  - Review Fire Safety & Evacuation Procedures
    - The pdf is attached
  - Verify HIPAA training
  - Complete ‘Conflicts of Interests’ form
  - Training specifically related to your lab work e.g. Radiation safety
  - Research Compliance training
  - Additional information on Regulatory Compliance (training) for Postdoctoral Scholars can be found [here](#) and a PDF is attached
Preliminary Medical Clearance for Weill Cornell Medicine Employees

- Includes initial Medical Screening Appointment time
  - Workforce Health & Safety 1315 – 1319 York Ave at 70th St (lower level)
  - Included in the appointment are Tuberculosis tests (two tests over two weeks, 4 visits) & vaccination update
Department Orientation & Compliance Checklist

Employee Self-Service

• Weill Training Management System
  • Register and complete online training courses
  • Including **Fire Safety** & **HIPAA** training

• Compensation & Payroll
  • View your pay statements

• Benefits
  • Enroll in benefits

• Personal Information
  • View & update personal information

These services are accessed through myApps
MyApps & Weill Business Gateway

MyApps – How to

1. Download and install Citrix software onto your computer.
   - Software is found here and here
   - Select Citrix Client for Windows PC or Mac OS X.
2. Log on here using Firefox, Safari, Explorer but not Chrome
3. Use your CWID & password. Choose CUMC domain
4. Select Weill Business Gateway
5. Another window (Weill Business Gateway) will open (possibly in Explorer).
6. Log on again and choose Employee Self-Service
7. Select your service
Department Orientation & Compliance Checklist

Fire Safety & HIPAA Training via MyApps

1. Enter ‘Employee Self-Service’
2. Select ‘Weill Training Management System’
3. Select ‘Weill Training Management System Home’
4. Select ‘Browse Catalog’
   - Fire Safety
     1. Select ‘Environmental Health and Safety’
     2. Choose ‘Online Fire Safety’
     3. ‘Book’ the course
   - HIPAA
     1. Select ‘HIPAA & Compliance Courses’
     2. Select HIPAA Training 2014
     3. ‘Book’ the course

Step by step instructions are here
Department Orientation & Compliance Checklist

Conflicts of Interest Form via MyApps

1. Log onto MyApps
2. Select ‘Weill Research Gateway’
3. Log onto ‘Weill Research Gateway’ using your CWID & password
4. Select ‘Conflicts of Interest’ on the upper left corner
5. Complete ‘Conflicts of Interest’ form
Research Compliance

An online training program to assist WCM employees including Postdoctoral Scholar in the day-to-day processes of research administration. The program addresses both institutional and statutory requirements that occur in the grant application process.

• Information about the training is [here](#)
• To gain access to the training, you or your DA must e-mail research_compliance@med.cornell.edu requesting to be registered
  • Include your full name, CWID, department and division
  • You will receive an e-mail reply with instructions
1. **Laboratory Safety** (for anyone working in the lab)
   - Register [here](#)
   - Class held at 402 East 67th Street or at 1300 York Ave, Lecture auditorium A950

2. **Radiation Safety**
   - Information is [here](#)
   - Register [here](#)
   - Class held at 402 East 67th Street

3. **Biological Material and Dry Ice Shipments**
   - Information is [here](#)
   - Register [here](#)
   - Test administered at end of the course
   - Class held at 402 East 67th Street
Department Orientation & Compliance Checklist

C-14 Laboratory Certificate of Fitness

By law individuals who do not have C14 certification can only work in a lab when a C14 holder is present.

- Information, Study Guide & Sample Test is [here](#)

- Two training options for postdoctoral scholars: Environmental Health & Safety (EHS) & Fire Department of New York (FDNY)

- Attend the **EHS** class

- Class is held at 402 East 67th Street

- Test administered at end of the course
Working with animals?

1. Introductory info and here as well
2. Research Animal Resource Center User’s Guide (is not operative on Chrome)
3. Online training information
4. Training FAQ
5. Classroom training can be booked on MyApps/Weill Business Gateway
6. Online training classes can be found on MyApps/Weill Business Gateway
Mandatory for every postdoctoral scholar
• In the first year attend the Responsible Conduct of Training course
  • 4 classes to attend in person
• Refresher course every 4 years
• Information may be found on the Research Integrity / educational programs website (add link)

Registration for the Fall 2016 will open in the summer.
All questions should be directed to course co-director: Dr. Helene Brazier-Mitouart at heb2020@med.cornell.edu
Department Orientation & Compliance Checklist

Don’t Forget!

You have 45 days to complete checklist

(only 31 days to enroll in Benefits)

Do it now and get into the lab sooner!
Promoting a Happy Lab 😊
Weill Cornell Medicine is committed to providing a harassment and discrimination-free workplace. Federal, state, and local law prohibits employment related decisions and/or harassment on the basis of these categories:

- Race
- Color
- Creed
- Religion
- Age
- Gender Expression
- Sex (including pregnancy and sexual harassment)
- Genetic Predisposition
- Unemployment
- Military/Veteran Status
- Disability
- National Origin
- Marital Status
- Sexual Orientation
- Citizenship
- Gender Identity
- Retaliation
- Status as a victim of Domestic Violence, Sexual Offenses or Stalking
We are committed to demonstrating courtesy, kindness and respect to our co-workers.

Institutional values require all employees to be civil and respectful.

Verbal conduct that denigrates, demeans, or shows hostility towards an individual is prohibited.

**Includes misuse of social media**
Tips for Maintaining Positive Work Relationships

- Understand how you’re feeling and why
- Encourage colleagues to express opinions and ideas
- Listen openly to what others have to say before expressing your viewpoint
- Avoid gossip (breeds resentment, barrier to effective communication)
- Never insult, name call, disparage or put down others or their ideas
- Do not nit-pick, demean, patronize, or be overly critical of little things.
Weill Cornell Medicine policies prohibit discrimination, harassment, or sexual misconduct. These policies work in concert with Title IX, which is a federal law that requires gender equity in educational programs that receive federal funding.

Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Some areas that Title IX addresses are:

- Sexual assault
- Sexual exploitation
- Stalking
- Domestic violence
- Dating and intimate partner violence
- Retaliation
- Sex discrimination
- Sexual harassment
- Gender identity and expression
- Sexual Orientation
- Pregnancy
- Any type of sex-based complaint
Working Well at Weill Cornell Medicine

Title IX

If you feel you have a claim under Title IX, you can:

• Make a report to campus security, local law enforcement, and/or state police or choose not to report

• Report the incident to Weill Cornell

• Be protected by Weill Cornell from retaliation for reporting an incident

• Receive assistance and resources from Weill Cornell
Weill Cornell has an obligation to ensure a safe learning and work environment. Each faculty member and supervisor is required to report instances of sexual harassment and sexual violence to a Title IX coordinator. As an institution, we must:

• Investigate each report of sexual harassment, sexual assault, or any form of sexual violence
• Report, in aggregate, incidents of sexual harassment and sexual violence, including domestic violence, dating violence, and stalking
• Make efforts to address and prevent campus sexual violence through education and awareness
• Provide the availability of counseling and treatment
In the event of any form of sexual violence, one can receive emergent and confidential care from:

- NYP Emergency Room (at 68th Street and York Avenue)
- NYP Victim Intervention Program (212-746-9414)

Weill Cornell Medicine faculty, staff, students, and postdocs:

- Employee Assistance Program (212-746-5890)

Any member of the community:

- NYP Victim Intervention Program (212-746-9414)
Title IX Issues
Angela Charter Lent
Title IX Coordinator
Director, HR Services
(646) 962-3734
anc2035@med.cornell.edu

Harassment in the Workplace
Jamal Lopez
Manager, Employee Relations & Diversity
(646) 962-3099
jal2058@med.cornell.edu

Conflicts/Concerns Related to Faculty
Dr. Philip Wilner
Ombudsman
Executive Vice Chair of Psychiatry and
Professor of Clinical Psychiatry
(212) 746-3705
pwilner@med.cornell.edu
Postdoctoral Association
Participate now!
How can you participate &
Enhance your experience at Weill Cornell?

Participate in the Postdoctoral Association!
Participate in the Postdoctoral Association!

- Independent organization run by and for WCMC’s 300+ postdocs
- All postdoctoral associates & fellows are invited members
- Works closely with the Office of Postdoctoral Affairs
- Mission:
  - Facilitate dispersal & exchange of information
  - Organize scientific and social events
  - Stimulate professional advancement
  - Advocate for member concerns with the institution (housing, daycare, etc.)
Career development activities sponsored by the Office of Postdoctoral Affairs & Postdoctoral Association

- **Postdoctoral Research Day**
  - Discuss your work with your colleagues in other departments
  - Poster presentations
  - Interact with keynote speakers invited by the PDA
  - Network over cocktails
Career development activities sponsored by the Office of Postdoctoral Affairs & Postdoctoral Association

- Preparing for a career in Academia
- Alternative career seminars
- Networking events
- Interviewing & Presentation Skills
- Grantsmanship
- Research & teaching at a liberal arts institution
- Preparing NIH award proposals
- Lab management
- Optimizing your CV
- Develop your teaching skills
- Understanding science policy
Additional workshops sponsored by the Office of Postdoctoral Affairs & Postdoctoral Association

- Discussion of workplace issues – including Title IX & workplace discrimination
- Manuscript writing
- Learning the basics of Prezi presentation software
- Harnessing Social Media
- Understanding Benefits from Weill Cornell Medicine
- Toastmasters Club for Postdocs
Career development activities sponsored by the Office of Postdoctoral Affairs

Sponsored Memberships

• Complimentary membership to the New York Academy of Sciences & the National Postdoctoral Association

• Provide access to career development seminars/workshops at discounted rates

• Helps advance your career
Career development activities sponsored by Weill Cornell Medicine

Dean Glimcher’s Family Friendly Postdoctoral Initiative

• Provide technical support to outstanding postdoctoral trainees who are primary caregivers for an infant or child

• Ten grants of $50,000 per year for one or two years

• Info & application is attached
Career development activities in collaboration with Rockefeller U. & Memorial Sloan Kettering (Tri-Institute)

Annual Postdoctoral Career Symposium

Spring 2016 @ Rockefeller University

• Lectures/workshops from experts/leaders in academia & biotech

• Ability to network & find career opportunities
Have fun with your compatriots in arms

Social Events

- Sponsored happy hours & holiday parties
- Roosevelt Island brunches & picnics
- Summer cruise around NYC
- Trip to the beach

For a complete calendar of PDA-sponsored events
Do you have questions/concerns regarding housing, benefits, daycare, etc.?

- Have them heard at our monthly meetings
- Work to have them resolved through the PDA
Don’t be shy!

We depend on your participation

Let us know what issues are important to you...

Come to our next PDA general meeting on:
Second Friday of every month
10:30 a.m. – 12 p.m.
1300 York Ave., Room E-415

Please register with Les Krushel: lek2014@med.cornell.edu
Come early for a brief rundown of benefits and Q&A with Les.

Coffee and Pastries served
Communication

We’ll keep you up to date

Postdoc mailing lists

1. postdoclist@med.cornell.edu
   Official mailing list from the **Office of Postdoctoral Affairs** used to distribute general announcements of events/information of general interest to postdoc community (e.g. PDA-sponsored events, career symposia, discounted Broadway tickets). Please contact Les Krushel (lek2014@med.cornell.edu) to be placed on this mailing list.

2. pda@med.cornell.edu
   Community email list that you may use to post messages to the postdoc community (e.g., personal or lab sales, reagent requests, inquiries). Please contact pda_board@med.cornell.edu to be placed on this mailing list.
We are here for you

The Postdoctoral Association

Info or email us with specific concerns at: pda_board@med.cornell.edu
We are here for you

Office of Postdoctoral Affairs

Come visit: 1300 York Avenue, Suite A-131

Or email us with specific concerns at: postdocaffairs@med.cornell.edu
Office of Postdoctoral Affairs

We are dedicated to enhancing the quality of life for over 300 postdoctoral trainees who are a vital part of the biomedical research community at Weill Cornell. Our mission is to help our postdoctoral trainees to achieve their career goals.

Postdoctoral News and Events
The Office of Postdoctoral Affairs organizes numerous career development and social events for postdoctoral trainees. Click here for a calendar of events.

Finding Postdoctoral Opportunities
We offer many postdoctoral appointment opportunities for prospective postdocs. Click here to learn more about becoming a postdoctoral trainee at Weill Cornell.

Postdoctoral Association
Established in 2003, the Weill Medical College Postdoctoral Association is an independent organization run by and for the college's 300+ postdoctorals.

Contact Info
Randi B. Silver, PhD
Associate Dean
Weill Cornell Graduate School of Medical Sciences
Faculty Director, Office of Postdoctoral Affairs

Les Krushel, PhD
Manager, Office of Postdoctoral Affairs
1300 York Avenue, room A-131
lkr2014@med.cornell.edu

Join the Weill Cornell Scientist networking group on LinkedIn.

Weill Cornell Medicine

Resources

About Weill Cornell Medical College
With more than 3,000 total faculty members and 325,000 square feet of research space, the Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. Click here to learn more about Weill Cornell Medical College.

Office of Research and Sponsored Programs
Weill Cornell Medical College offers 25 centralized research core facilities supporting translational and basic science research programs. To learn about each of these, visit the Office of Research and Sponsored Programs website.
What to do the first few days

Orienting to New York City

Using the subway/tram/bus daily to travel to your lab?

**Metropolitan Transport Authority (MTA)**

- Obtain a [MetroCard](#)
- Subway [map](#)
- Info including trip planner [Info](#)
- Apps for the subway and all transit including Trip Planners are [here](#)
  - iPhone Maps & Google Maps has MTA info
What to do the first few days

How to get to the lab from Weill Cornell housing

From 455/465 Main Street Roosevelt Island to Weill Cornell area around York Ave and 69th Street

• In the evening a Shuttle leaves 1300 York Ave every 30 min. and transports you to Roosevelt Island

• Roosevelt Island Tramway is an aerial tramway spanning the East River connecting Roosevelt Island to Manhattan (59th Street & 2nd Ave)
  • Only accepts MTA MetroCard (see next slide)
  • Departs every 7 – 15 minutes
  • Schedule is attached (TramBus)
  • Info and online schedule
  • ~10 – 15 minute walk to Weill Cornell

• Subway – F train Shuttle leaves station at West Road/452 Main Street
  • 1st stop is Lexington & 63rd Street
  • ~10 – 15 minute walk to Weill Cornell
What to do the first few days

Orienting to Weill Cornell Housing

• Cable TV & Internet (requires Social Security Number)
  • Time Warner Cable (212) 674-9100

• Utilities
  • Contact Con Edison (800) 752-6633

• Pets are allowed

• Moving in info for 465 Main Street housing
What to do the first few days if you are a foreign national

Banking

Set up a bank account

• After applying for your Social Security Number, open a bank account

• Some banks near Weill Cornell Medicine’s main campus include Chase, Bank of America, Citibank, Capital One, Wells Fargo and another Chase bank (there may be others)

• To deposit your paycheck directly into your bank account, ask the bank to print your direct deposit information and bring it to the Immigration Office
What to do the first few days if you are a foreign national

American Credit Card

• Without an American credit history, it may be difficult to obtain an American credit card

• Secured credit card: you must deposit money into a bank account; your credit limit is equivalent to your deposit

• Many large banks in New York provide secured credit cards, which will start creating a credit history in the U.S., including Citibank, Bank of America, Capital One, Wells Fargo, & U.S. Bank (there may be others)

• Chase bank does not offer a secured credit card
Welcome to the Big Apple
Enjoying everything NYC has to offer
What to do the first year

Orienting to New York City

• Learn about New York City
• Museums and more Museums
• New York Zoos & Aquariums
• What’s going on in New York?
• Entertainment guides TimeOut & Village Voice
• Central Park info including events
• New York Parks & Recreation

• A (current) guide to the Arts in New York City
• Winter Guide 2016 to New York City
• Explore New York City with Dora the Explorer (for families)
• Where to eat? Serious Eats & TimeOut
What to do the first year
Orienting to New York City Performing Arts

Discount, Rush, and Standing Room Only Tickets

• **Broadway**
• **Off-Broadway**
• **New York Ballet** (university students age 29 and under)?
• New York Philharmonic
  • attend an open **rehearsal**
  • under 35 years of age: **discount** subscription series
• New York Metropolitan Opera
  • **Rush** tickets
  • **Fridays** Under 40 (years of age)
• Carnegie Hall – **Notables** Program (20 – 39 years of age)
What to do the first year

Orienting to New York City

• Improve your English
  • English as a second language classes at the [YMCA](#)
  • Location: [Vanderbilt](#) YMCA 224 East 47th Street, New York, (212) 912-2500
  [West Side](#) YMCA 5 West 63rd Street, New York, NY (212) 912-2600
Welcome & Good Luck!

It's National Postdoc Appreciation Week!

Celebrate
The Middleman of Academia™

Postdocs are:

Mentors!
Don't become a postdoc...

Independent Scholars!
Write this proposal for me...
And this paper. And this review...

 Glad to have another two years to put their thesis in publishable form...

Essential cogs in the grant scheme of academia!

Next week: Back to being underappreciated!

www.phdcomics.com
Contact List
## Weill Cornell Medicine Contacts

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Office of Postdoctoral Affairs    | Web: [http://weill.cornell.edu/postdocs/](http://weill.cornell.edu/postdocs/)  
Email: postdocaffairs@med.cornell.edu  
In-person: 1300 York Avenue, Suite A-131 |
| Information Technologies & Services | Web: [https://its.weill.cornell.edu/](https://its.weill.cornell.edu/)  
Online Requests: [http://myhelpdesk.weill.cornell.edu](http://myhelpdesk.weill.cornell.edu)  
Email: support@med.cornell.edu  
Phone: 212-746-4878  
In-person: SMARTDesk in the Library Commons at 1300 York Ave |
| Human Resources                   | Web: [http://intranet.med.cornell.edu](http://intranet.med.cornell.edu)  
Online Requests: [http://hrsc.weill.cornell.edu](http://hrsc.weill.cornell.edu)  
Email: hrsc@med.cornell.edu  
Phone: 646-962-9247 |
| Housing                            | Web: [http://weill.cornell.edu/housing/](http://weill.cornell.edu/housing/)  
Email: academic-staff-housing@med.cornell.edu  
Phone: 212-746-1001 |
| Environmental Health & Safety      | Web: [http://weill.cornell.edu/ehs/](http://weill.cornell.edu/ehs/)  
Online Requests: [http://myEHS.med.cornell.edu](http://myEHS.med.cornell.edu)  
Email: ehs@med.cornell.edu  
Phone: 646-962-7233 |
| Office of Faculty Affairs          | Web: [http://weill.cornell.edu/ofa/](http://weill.cornell.edu/ofa/)  
Phone: 212-821-0737 |