



Postdoctoral Scholar Handbook



Provided by the UCR Graduate Division Postdoctoral Studies

The purpose of this handbook is to provide a brief description of campus units that provide services and resources to UCR Postdoctoral Scholars. Reviewing this booklet enables the postdoctoral scholar to quickly acclimate to UCR and take advantage of its wealth of professional and personal development opportunities.

This booklet is available at

<https://graduate.ucr.edu/postdoctoral-studies>



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UCR Postdoctoral Studies

Postdoctoral scholars play a vital role in supporting UCR's research mission. UCR values these contributions to the campus and is committed to providing resources that assist with their career success.

The UCR Office Postdoctoral Studies office is located in the Graduate Division. The Office:

- informs postdocs of professional development training programs and workshops provided by Graduate Division and other campus entities.
- maintains postdoctoral scholar records.
- advises and supports the Riverside Postdoctoral Association (RPA)

Who's Who

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Benefits Orientation

UCR Postdocs are eligible for numerous benefits. Annually around the end of the October, Gallagher Benefit Services will give an overview of the 2022 benefit plans and contributions. More information about your benefits can be found on the Gallagher website: <https://clients.garnett-powers.com/pd/uc/>

UCR GradSuccess

The Graduate Division, together with the Riverside Postdoctoral Association, provides numerous resources for the professional and academic development of postdocs at UCR. These are primarily available through the [GradSuccess](#) office.


Resources Include:

- [Community and Careers](#)
- [Teaching and Pedagogy](#)
- [Mentorship](#)
- [Writing Support](#)
- [Quantitative and Research Support](#)

How to Stay Informed

- Read the Weekly Postdoc Post. This mid-week email contains information on upcoming events and pointers to maximize the postdoc experience
- Bookmark the Riverside Postdoc Association [webpage](#)
- Follow the current UCR news [webpage](#) and events [webpage](#)

Information for Postdoctoral Scholars is posted within the Graduate Division-Postdoctoral Scholar webpages




Postdoctoral Studies

Welcome to the University of California, Riverside!

The campus has a lively community of over 200 postdocs working in diverse disciplines. Postdoctoral Scholars are automatically members of the Riverside Postdoc Association (RPA), which is an active community that seeks to engage with postdocs to improve and promote their welfare and interests living in Riverside and working at UCR. Upon arrival, every postdoc is invited to [contact the RPA](#) to meet new contacts, receive tips for living in Riverside, and participate in cultural and recreational activities organized by the association. Beginning in Fall 2014, when the keynote speech was given by Nobel Laureate in Medicine Randy Schekman, the Association has held an annual symposium featuring poster and paper presentations.

The Association now has an important advisory role giving the Graduate Division input on the needs of the Riverside postdoc community. [Postdoc Association](#) [Postdoc Association](#)

 **QUESTIONS? ASK SCOTTYBOT**



Riverside Postdoctoral Association (RPA)

The [Riverside Postdoctoral Association](#) (RPA) The Riverside Postdoc Association is a volunteer association that was formed in 2014. The main goal of the RPA is to nurture the professional development and social network amongst postdocs, project scientists, and visiting scholars. Specifically, the RPA strives to provide:

- Advocacy for healthier work conditions for postdocs at UCR;
- Provide a platform to highlight issues that affect UCR postdoctoral community with the aim to find timely solutions;
- Make available peer support and institutional resources to help foster professional and personal growth;
- Career orientated support and advocacy;
- Opportunities for professional and social networking;
- Promote a productive dialogue among postdocs, administration, and faculty;
- Showcase postdoctoral achievements and research at UCR.

Funding and Grant Writing Resources

Postdoctoral scholars often apply for funding in that supporting their own research is a worthy goal and learning to navigate the grant writing and application process is an important facet of career development. More information regarding funding opportunities can be found on the UCR Graduate Division Website. <https://graduate.ucr.edu/funding>

Funding Resources for International Graduate Students and Postdocs

Below you may download a resource curated by [GradSuccess](#) for international graduate students and postdoctoral researchers. These funding opportunities do not require U.S. citizenship or permanent residence. This list is updated annually, so for the most up-to-date information about each funding opportunity, visit funding agency's website.

[Fellowships-Scholarships for International Grad Students-Postdocs.pdf](#)

You may also see Immigrants Rising's List of Graduate Scholarships available on [this page](#) for graduate scholarships that do not require proof of citizenship or legal permanent residency.

Writing Resources for Grants and Fellowships

The goal of writing a successful funding proposal is convincing a review panel that your project is worthwhile and unique and that you are the best person to carry it out. Visit the [Graduate Writing Center](#) for tips and guidance for putting together a strong proposal.

Graduate Student Resource Center (GSRC)

The [Graduate Student Resource Center \(GSRC\)](#) is your hub for academic development, professionalization, and grad student camaraderie. The GSRC develops and coordinates various opportunities and events with one goal in mind: to help you succeed in your studies, in your community, and on the job market. We help UCR graduate students to not only become outstanding, well-rounded, and healthy scholars, but also confident and informed professionals who are prepared for rewarding careers.

UCR Office of Research and Economic Development

The Office of [Research and Economic Development \(RED\)](#) is committed to the growth, integrity, diversity and success of the UCR research enterprise and the creation of new knowledge, advanced education, creative inspiration, and economic prosperity.

National Postdoc Association

The [National Postdoctoral Association](#) (NPA) is a member-driven, nonprofit organization that provides a unique, national voice for postdoctoral scholars. Free membership includes a subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail alerts, and access to all member-only resources. You can sign up for a free affiliate membership using your UCR e-mail address.

Additional Campus Resources for Postdoctoral Scholars

The following pages are a compilation of resources available to Postdoctoral Scholars and is comprised of six sections. A digital version of these booklet is available on the Graduate Division webpages.

1. [Getting Settled and Connecting](#)
2. [Health and Wellness](#)
3. [Academic Support and Research Equipment](#)
4. [Professional Development](#)
5. [Administrative and IT Support](#)
6. [Safety](#)

Section 1: Getting Settled and Connecting

- Questions about Postdoctoral Scholar Issues?
Patrick Napier
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- Want to meet other postdocs by joining the Riverside Postdoc Association (RPA)? The RPA organizes social and professional development events. <https://rpa.ucr.edu/>
- Want to join the National Postdoctoral Association?
<https://www.nationalpostdoc.org/>
You can sign up for free affiliate membership to the National Postdoctoral Association (NPA). Free membership includes subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail alerts, and access to all member-only content. Use your UCR e-mail address to enroll.

- Off campus Housing: Find Housing Near UCR
<https://housing.ucr.edu/help-desk/off-campus-housing>
Many of the places around campus have leases that start in September. If you need short term accommodation, ask your PI if you can email your departmental listserve to see if anyone in the department has a lead.
Places to look online (Craigslist, Apartments.com)

Hot Tips Leases might be up to 2 years. You will most likely have to pay the first month's rent and security deposit up front. Security deposit is likely to be the value of 1 month's rent. Will probably have to provide references and credit check. Big apartment management companies usually have less flexibility than smaller places. Check to see what bus routes are available in potential neighborhoods.

- **Temporary Housing** If you've arrived at UCR without making prior housing arrangements, here are a few nearby temporary housing options. [Extension Residence Center \(ERC\)](#) UCR Extension Center 1200 University Avenue, Riverside, CA 92507 Phone: (951) 827-1708 Fax:(951) 827-1074 Email: erc@ucx.ucr.edu. Maximum stay at the ERC is 14 days.
- Learn more about Riverside's Neighborhoods

<https://www.riversideca.gov/athomeinriverside/neighborhoods.asp>

- Have questions about biking or walking around UCR?
<https://transportation.ucr.edu/bike-walk>
- Did you know that UCR subsidized 100% your Riverside Transit Agency bus pass?
https://transportation.ucr.edu/faculty-staff-commute-options#riverside_transit_agency_upass_program
- Have questions about parking at UCR?
<https://transportation.ucr.edu/faculty-staff-permit-rates>
- Need to set up banking?
Check out Schools First Credit Union- a credit union for academics and a branch on campus.
<https://www.schoolsfirstfcu.org/>
- Need to purchase home or car insurance?
The Univ. of California has an agreement with California Casualty.
<https://www.calcas.com/uc>
- Questions about child care?
UCR Early Childhood Services
3333 Watkins Drive, Riverside CA 92507
<https://ecs.ucr.edu/>
- Are you an international scholar?
Resources and advice are available through the International Center. 951-827-4113
Skye Hall, Room 321
<https://international.ucr.edu/>
J-1 Scholar Advisor- Makbule Koksall- makbule.koksall@ucr.edu

Warning about housing Scams – Please be aware of the credibility of the person or group you are working with.

Potential scams may include:

- **Upfront costs** – There should be no upfront costs (such as rent or

- security deposit before signing a lease
- **Unwilling to meet** – Rental agencies or property owner should be willing to meet, and do a walkthrough of the property before signing a lease
- **Looks suspicious** – Rental postings with excessive typos, poor grammar, and/or no tenet screening process should be red flags as potential scams.

Section 2: Health and Wellness

- Do you have questions about the Postdoctoral Scholar benefits plan? The Gallagher Group is the administrator for PSBP. clients.garnett-powers.com/pd/uc/
- Need a safe and comfortable environment to discuss complaints, concerns or problems confidentially? The Office of the Ombudsman serves all postdocs as well as the entire UCR community. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved. The ombudsman acts as an independent, impartial resource. If a matter cannot be resolved, a referral will be made. When appropriate, the office can make recommendations regarding policy review and change.
<https://ombuds.ucr.edu/>
- Need assistance concerning personal or work-related issues? The Faculty and Staff wellness program provides resources to help address issues faced by UCR faculty, staff (including postdocs) and dependents.
<https://hr.ucr.edu/front/workplace-health-wellness/wellness/wellness-program-resources>
- Need a workout, want to play a club sport?
UCR Recreation Center
<https://recreation.ucr.edu/>
- Did you know UCR Staff can get discounts at local area attractions and services? <https://hr.ucr.edu/employee-resources/ucr-discounts>
- Looking for a Lactation Support?

<https://hr.ucr.edu/employee-resources/lactation-accommodation-program>

- Require workplace Accommodation?
<https://hr.ucr.edu/front/workplace-health-wellness/disability-management/interactive-process-reasonable-accommodation>
- Interested in services and programs for the gay, lesbian, bisexual, transgender, questioning, intersex and ally communities?
<https://out.ucr.edu/>
- Want to explore diversity resources for UCI Staff? Office of Diversity, Equity and Inclusion <https://diversity.ucr.edu/>
- Questions concerning sexual assault or intimate partner violence?
<https://help.ucr.edu/relationship-violence-or-stalking-resources-academic-employees>

Section 3: Academic Support and Research Equipment

- Looking for assistance with academic writing? This is provided at the Graduate Writing Center <https://gwc.ucr.edu/>
- Need access specialized equipment or facility?
The **Office of Research** <https://www.ucr.edu/research> provides information on facilities.

Schools and units also have lists of resources.

- College of Natural and Agricultura Sciences -
<https://www.ucr.edu/research>
- Bourns College of Engineering
<https://www.engr.ucr.edu/research/user-facilities-makerspaces>
- School of Medicine
<https://medschool.ucr.edu/facilities>
- Need access to books and collections, computing resources or help

with your research? Do you want to connect to UCI's libraries from off-campus? Visit UCI Libraries

<https://library.ucr.edu/about/directory/research-services>

Section 4: Professional Development

- Seeking funding via a fellowship, award or grant?
https://graduate.ucr.edu/sites/default/files/2021-06/Fellowships-Scholarships%20for%20International%20Grad%20Students-Postdocs_0.pdf
- Looking for activities and programs that support graduate professional success?
<https://graduate.ucr.edu/gradsuccess>
- Need help with professional writing?
<https://gwc.ucr.edu/>
- Want to join the National Postdoctoral Association (NPA) and have access to their professional development resources?
Sign up for [free affiliate membership](#) to the NPA. Free membership includes subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail Alerts (E-Alerts), and access to all Member-Only content on the NPA website.
- Need advice on research-related topics including regulatory compliance, facilities & service, research funding, training & education and integrity in research?
UCR Office of Research
<https://www.ucr.edu/research>
- Are you a veteran and interested in campus services?
<https://veterans.ucr.edu/>

Section 5: Administrative and IT Support

- Questions regarding your appointment/employment?
Contact your department/unit administrator. Be sure to know your title code as this will determine how you are taxed. General Information about academic appointments is available on the Office

of Academic Personnel website.

<https://academicpersonnel.ucr.edu/Non-Senate-Academics>

- Need to access your paycheck info?
Provide access to information about your compensation, benefits and provides links to your Fidelity retirement account (if you have one) and other human resource related information.
UCPath: <https://ucpath.ucr.edu/>
- Need business cards?
Ask your department office staff to help order cards with the official UCR logo.
- UCR Staff Holiday Calendar
<https://accounting.ucr.edu/media/1021/download?attachment>
- Need to find a building or parking lot?
UCR maps (pdf and interactive)
<https://campusmap.ucr.edu/>
- Do you need to find information about individuals working at UCR?
UCR Directory
<https://profiles.ucr.edu/app/home>
- Need a parking permit, bus pass or information about UCR's rideshare or other transportation services?
Transportation and Distribution Services
<https://transportation.ucr.edu/>
683 Linden Street
Riverside, CA 92521
- Are you connected to UCR mobile access? Having problems with UCR login? Want to set up remote desktop?
<https://keepworking.ucr.edu/>
- Do you need access to webhosting, secure file storage, software or have other IT needs? Services are provided via ITS.
<https://its.ucr.edu/>

- Questions regarding the Postdoctoral Scholar Union?
UAW Local 5810
<https://uaw5810.org/>
- Questions about taxes?
UC employees are not allowed to provide tax advice. Be sure to know your title code (ask your dept. analyst).
<https://insideucr.ucr.edu/announcements/2018/12/03/information-w-2s-benefits-taxes-and-pay>

Section 6: Safety

- Have safety questions or want to request non-emergency police services? UCR Police Department
951-827-5222
3500 Canyon Crest Dr, Riverside, CA 92507
<https://police.ucr.edu/>
- Need a safety escort?
Available 24/7 CSES Services during regular business hours, call the UCR WRC Campus Safety Escort Red Phones
After hours call: 951-827-5222
https://wrc.ucr.edu/programs/campus-safety-escort-service#how_many_hours_are_safety_escorts_required_to_serve
- Sign-up for UCR's Emergency Notification System (ENS)
<https://emergency.ucr.edu/ENS>
- Questions about work related safety?
UCR Environmental Health and Safety 900 University Ave.
Riverside, CA 92551
951-827-5528
<https://ehs.ucr.edu/>
- Need confidential help with mediation and conflict

resolution? Office of the Ombudsman
951-827-3213
388 & 399 Skye Hall
Riverside, CA 92521.
<https://ombuds.ucr.edu/>

*Updated on 07/10/2024
If printed, print as booklet.
We welcome suggestions of additional resources to include.*