Training Grant Administrators Meeting

January 13, 2011

Agenda

- Introductions

- News & Updates
  - TGA Website
  - Changes to X-Train

- Presentation
  - Lily Bao Secora
  - Director, Director of the Office of Postdoctoral Affairs

- Wrap Up
  - Commons Working Group
  - Next Meeting: February 10th
  - Topic Suggestions?
News & Updates

- New TGA section of SPA Homepage
  - http://spa.columbia.edu/resources-administrators/training-grant-resources

- X-Train Update
  - Kristine Kulage

Who is OPA?

- Lily B. Secora, Director
- Christine Crabtree, Administrative Coordinator

- Email: postdocaffairs@columbia.edu
- Website: http://postdocs.columbia.edu
Where is OPA?

CUMC (Tues – Thurs)
- 601 W. 168th Street
  Suite 48
  212-305-4073

Morningside (Mon & Fri)
- 840 Interchurch (61 Claremont Ave)
  212-854-0462

Our Mission

The mission of the Office of Postdoctoral Affairs is to enhance the educational and training experience of the University's postdoctoral appointees. The Office provides administrative support, serves as an information clearinghouse, and fosters communication among postdocs, faculty and administrators. We also work to promote consistency in University policies that affect postdocs.
Welcome

Welcome to Columbia University and to the Office of Postdoctoral Affairs. Our office was established in February, 2006 to serve the needs of the University’s postdoctoral research scientists, scholars and fellows. Our mission is to not only enhance the educational and training experiences of the Postdoctoral Officers but also serve as an information repository and liaison among postdocs, faculty, and administrators.

We hope to be both a starting point for identifying resources available to you for the resolution of any problems you may have, and also, a resource for you so that your stay here is as pleasant and productive as possible. It is important to note that we consider ourselves to be your advocates. If you are unable to resolve an issue, please feel free to contact us. We will do our best to address your needs.

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2019 Postdoctoral Officers Handbook
OPA Event Calendar

Mentoring

- NSF Mentoring Guidelines
- Quick Reference Guide for Faculty (pdf)
- Columbia University Faculty Mentoring Guidelines

External Mentoring Resources

- AAMC Compact Between Postdoctoral Appointees and Their Mentors
- NIMH’s Guide to Mentoring
- Howard Hughes Medical Institute and Burroughs Welcome Fund
- “Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty” Chapter 5: Mentoring and Being Mentored
- National Postdoctoral Association’s Mentoring Resources

The Office of Postdoctoral Affairs was created, in part, to provide administrative support to postdocs, faculty and administrators in all facets of a postdoc’s experience while at Columbia. We hope to be a starting point to identify resources.
OPA Workshops & Events (Sept – Dec)

- What Every Postdoc Should Know About Research Misconduct
- Great Presentations Skills Workshops
- Optimizing Your Interpersonal Communication Skills in the Workplace
- Networking Strategies for Scientists
- Funding & Grantsmanship
- NIH Career Dev: Pathway to Independence (K99/R00) award

OPA Workshops & Events….continued

- Webinar: Career in Management Consulting for Life Sciences PhDs
- National Postdoc Appreciation Week Wine & Cheese Reception
- Postdoc Happy Hour
- Winter Postdoc Holiday Party
OPA Workshops & Events….Upcoming

- Writing Research Papers for Publication Workshop (two day workshops)
- Lab Management Workshop (by Dr. Kathy Barker, author of “At the Bench” & “At the Helm”)
- Postdoc Ski Trip to Hunter Mountain

Quick Summary:
- Enhance the educational and training experience of CU Postdocs
- Serve as an information clearinghouse and foster communication among postdocs, faculty and administrators.
- Be a resource to Postdocs, faculty, and administrators
- Serve as an advocate for Postdocs within Columbia and nationally

Office of Postdoctoral Affairs
Database Project: Tracking Postdocs after they leave Columbia

- Provide updated information on current and former Postdocs for training grant applications
- Provide a career network and resource for current and former Postdocs

Post-doc Data

Goals:
1. Identify central sources for much NRSA table data
2. Pull as much of this data as we can into InfoEd
3. Make table data readily available to users
Post-doc Data

1. **Identify central sources for much NRSA table data**
   - Data on paid post-docs is available through HR
   - Access OPA’s data for the ‘where are they now’ table fields

2. **Pull as much of this data as we can into InfoEd**
   - Feed HR data into InfoEd
   - Capture additional information on trainees as part of the non-competing renewal process
   - Develop use of InfoEd “Personnel Profiles” to allow for additional trainee info to be captured
3. **Make table data readily available to users**

- Use the Table 3 model to develop additional template reports
- Allow users to download data and format as needed for specific applications

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**Where are we on this?**

- We’ve identified ~130 unique post-doc data elements that are required for the various NRSA tables
- We’re working with CUIT, SPA & OPA to maximize InfoEd’s functionality to capture & report on this data
Wrap Up

- NIH Commons Working Group
  - Info on X-Train
  - Anything else?

- Next Meeting: February 10th
  - Topic suggestions?