



New Research Fellow On-boarding Checklist

Dear New Research Fellow,

Welcome to MGH!

The Postdoctoral Division (PDD) is excited to welcome you and help you get started in your appointment here at the MGH.

We have compiled short checklists for on-boarding and your first year to help ensure that you are in our systems and that you get off to a great start.

If you have any questions about our resources or getting started here at the MGH, you may contact your lab or department administrator.

Best Regards,
The Postdoctoral Division



1 For Research Fellows on a J-1 visa sponsored by GPS aka PIPS

[If you do not have a J-1 sponsored by GPS (Box 2 of your DS2019 would have Mass General Brigham), please skip to Step #2.]

Register On-line: Within 3 calendar days after your arrival in the U.S., you must register with GPS and select an international orientation date. Instructions are posted at: <https://pips.partners.org/studying-and-working-with-partners-healthcare/international%20orientation/default.aspx> . (Do NOT register with GPS before you enter the U.S.)



2 Mass General Brigham Central Credentialing Office

FYI - The contact in your department will reach out to the credentialing office to record your arrival.



3 Complete I-9 Section 1 and Section 2 in Hireright.

Complete Section 1: The link to Section 1 was sent by Hireright to you in an email.

Complete Section 2: Present your documentation at **55 Fruit Street, Room 107, Boston, MA 02114** on any business day from 8 am till 4:30 pm. Please specify you are from MGPO/MPO entity upon arrival. The deadline to present the documents is the 3rd day from your official start date.

For information on acceptable document click [here](#). Please email PHSprostaffcomp@partners.org if you have questions about the documentation.



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4 Schedule an Appointment for a Health Screening at Occupational Health

Location: [165 Cambridge St Charles River Plaza](#), 4th floor, Suite 404 | Telephone: 617-726-2217 |
Hours: 7:30-5:00pm M-F



5 Obtain your MGH I.D. Badge at MGH Security

Please note that Step #5 is not contingent on Step #4.

Location: Main Campus – [Wang 232](#) | Telephone: 617-724-9339 | Hours: 7:30-5:00pm M-F

Location: Charlestown Navy Yard & Satellites – [Building 149](#), 1st Floor West Lobby |
Telephone: 617-724-3031 | Hours: 11:00-1:00pm M & Th only



6 Attend Research Orientation

Paid and nonpaid research fellows are welcome to attend the research orientation.

Click [here](#) to view a pre-recorded Benefits Orientation Presentation.



7 Enroll in Benefits if you are being paid by MGH

You have **30 days** from your date of hire to enroll in most of your benefits.

Enroll in your benefits: Log in to Ask myHR with the same username and password you use to log into your work computer. Once you have logged in, click the myBenefits tile and make your benefits choices on your online enrollment screen.

[Click here](#) for the pre-recorded Benefits Orientation Presentation.



8 Sign-up for an MBTA-Pass in PeopleSoft, if needed

Follow this path: Sign in to PeopleSoft>Self Service>myPay>MBTA Pass enrollment.



9 Review Policies and Procedures

Review the following:

- [Guidelines for Research Fellows](#)
- [MGH Postdoctoral Fellow Salary Policy](#)
- [MGH Professional Staff Bylaws](#)
- [Research Misconduct Policy](#)



New Research Fellow 'To Do' Checklist for Your First Year (Ongoing)

Note: some links are password protected or can only be accessed on the Mass General Brigham Network.



1 Attend CFD Events

- [CFD Calendar of Events](#) and reminders go out via *CFD Newsletter*.
- Follow the CFD on [Twitter](#).
- [Webinars and Podcasts](#): View previous CFD webinars and listen to podcasts.



2 Stay up to date with what's going on at the Research Institute

- [Research News](#) is a weekly email with announcements, events, funding opportunities.
- [Snapshot of Science](#) is a monthly digest of publications from high-impact journals in which Mass General investigators are first or last authors.
- Follow the Research Institute on [Facebook](#) and [Twitter](#) and check out the [Research Institute blog](#).
- Please email: researchinstitute@mgh.harvard.edu to be added to the institute distribution list.



3 Sign up for a career consultation with Bakhos A. Tannous, PhD, Director of the PDD

- Dr. Tannous is available for individual meetings for research fellows at MGH seeking career advice. Please click [here](#) to request a consultation.



4 Mandatory: Annual Career Conference (ACC)

- [Annual Career Conference](#)-To be completed at the anniversary of every hire date as research fellow.
- Present an updated CV and Promotion Plan to PI and for submission in ACPF, resources can be found on the [CFD Website](#).
- Identify a Secondary Mentor (not required to be MGH Affiliated) and establish a mentoring network.
- Be prepared to discuss accomplishments of the past year with mentor/PIs.
- Goals and expectations for the following year with Mentor.



5 Attend Responsible Conduct of Research Training Seminars at MGH

- Responsible conduct of research (RCR) training is required of students, trainees, and investigators with career development awards who are supported by NIH funds.
 - [RCR Training Program requirements](#) on the Mass General Brigham Research Compliance Office website.
 - [Responsible Conduct of Research \(RCR\) Seminars](#).



New Research Fellow 'To Do' Checklist for Your First Year (Ongoing)



6 Attend Mass General Postdoc Association (MGPA) General Body Meetings

- Join the [Mass General Postdoc Association \(MGPA\)](#) and attend the General Body Meetings. Learn how you can be involved and share your ideas for new programs.
 - No RSVP is required, but please email mgpa@partners.org with any questions.
- Join the [Harvard Medical Postdoc Association \(HMPA\)](#) and get access to career services, family resources, latest news, and much more!



7 Take advantage of employee discounts via weekly MGH Perks emails

- [MGH Perks](#) emails (Fridays) or visit website.



8 Visit the PDD website

Additional Resources are listed on our [Postdoctoral Division](#) web page:

- The [Living in Boston](#) web page provides information on a range of topics such as housing resources in Boston, Registry of Motor Vehicles, health clubs and more.
- The [Work Life Resources](#) web page features a variety of resources such as childcare options available at MGH and recent webinars about back-to-school transitions.
- The [Need Help Fast?](#) contact information for the Employee Assistance Program, HMS Ombuds Office and other helpful resources.



9 Take advantage of Health and Wellness discounts and programs available to MGH employees

- [BeFit & Clubs at Charles River Discount](#)
- [Employee Assistance Program](#)
- Benson Henry Institute: [Yoga](#) and [Ta Chi](#)



10 Explore Boston

- [Things To Do in Boston](#)

Visit the Post Doctoral Division website to learn more about the career resources and development opportunities available to you here at the MGH.

<https://www.massgeneral.org/faculty-development/offices/pdd/>