

Welcome to UF!

UF is a large and complex institution that provides diverse resources for professional and personal growth. The Office of Postdoctoral Affairs (OPA) serves the postdoctoral community by orienting and connecting postdocs to resources to support their professional development and wellbeing, while working to enhance the visibility of postdoctoral contributions to UF's research mission.

This document is best used digitally.

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Getting Started at UF

[UF HR Welcome Guide](#)

[Check-in process for international postdocs](#) - Check-In is a mandatory procedure within the J-1 Exchange Visitor Program per the U.S. Department of State.

[Sign up for New Postdoc Orientation](#)

Get your [Gator 1 Card](#) (UF ID); Not on the main campus? [Order your Distance Gator 1 Card](#). [Spouses/Domestic Partners](#) of Postdoc Associates may also get a Gator 1 Card.

[Getting help with your Gatorlink](#)

[Order official UF business cards](#)

[VPN](#) to access UF Web-based resources remotely

[Parking at UF requires a decal](#)

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Updated July 2020

[Parking Map](#) (Your decal will determine which zone(s) you may park in)

[Campus Map](#)

Human Resources

[Keep your contact information current](#)

[GatorPerks](#) – discounts on a variety of services just for being a Gator

[Find a HR professional in your College](#)

[Your paycheck](#) – explanation of fields and codes in your paycheck

Benefits – Differ depending on your postdoc appointment type. – Benefits must be elected within 60 days of appointment start date.

Postdoc Fellows (you received a Memorandum of Understanding form; you do not have an employee – employer relationship with UF)

Post-doc fellows are eligible to participate in the [UnitedHealthCare StudentResources health insurance plan](#) as visiting scholars. To enroll, please contact Scarborough Insurance at (352) 377-2002.

Postdoc Associates (you received an offer letter; you do have an employee – employer relationship with UF)

[Postdoc Associates Benefits eligibility and options](#). Do you have [eligible dependents](#)?

[Use ALEX, UF's online virtual benefits counselor to determine which benefits are right for you, or schedule an appointment with a UF Benefits specialist](#)

You can change your benefits enrollment during the [annual open enrollment period](#) or if you have a [qualifying life event](#).

International Postdocs

[About the J-1 Program](#)

[Check-in process](#) - Check-In is a mandatory procedure within the J-1 Exchange Visitor Program per the U.S. Department of State.

Does your international spouse want to volunteer at UF? They must obtain an Employment Authorization Document (EAD) card through USCIS in order to conduct any activities at UF regardless if they are paid or not. More information about this can be found on the [UF International Center website](#).

[Tax information for postdocs](#)

English as a Second Language

The UF English Language Institute (ELI) provides several non-credit fee-based courses to help you further develop your written and spoken English skills. If you are paying the fee on your own, register using the links provided on the websites. If your department or supervisor will pay the fee, email the course contact to register and tell them that your department will be paying the registration fee. All fees are refundable during the first week of class.

Academic Written English: [Scholarly Writing & Advanced Scholarly Writing](#) (6 weeks)

Academic Spoken English: [Advanced Oral Proficiency \(AOP\)](#) (6 weeks)

[Intensive English classes](#) (Semester)

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The UF Writing Program also offers [ESL Assistance](#)

Resources for Families & Community Building

Children of Postdoc Associates are eligible for [Baby Gator – UF child care service](#)

[Alachua County Public Schools](#)

[Summer Camp Directory](#)

Community Building

[LGBTQ Affairs](#)

[Find an organization on campus](#)

[UF Postdoc Socials](#)

Health & Wellness

[GatorAdvantage NOW](#) – Same-day clinic for fast, convenient care for minor illnesses and injuries. This service is available to all UF Postdoc Associates. Postdoc fellows may use this service if enrolled in an [accepted insurance plan](#).

[Counseling & Wellness Center Workshops](#) are open to Postdocs. For individual appointments, Postdocs should see the Employee Assistance Program

[Employee Assistance Program](#) (EAP) provides a wide range of mental health services, including individual employee evaluation and referral, consultation services for supervisors, workshops, training sessions and support groups.

[UF RecSports](#) individual or group memberships may be purchased; looking for people to share a group membership with? Find people via the UF Postdocs Facebook Group.

[GatorCare Wellness](#) – information about GatorCare Health insurance, wellness events, and resources

[UF Walking Maps](#) – Take a quick 6 minute break or a full 30 minute walk with UF and UF Health campus walking maps. Not on campus? Check out the off-campus walking maps

Check the [GatorCare Wellness Calendar](#) for up-to-date listing of wellness opportunities including free group fitness classes and monthly Wellness Wednesday presentations

[UF Mindfulness](#) – Offers events and workshops

UF Policies & Regulations

[UF Grievance Procedure for Postdoctoral Associates](#)

[Postdoctoral Associates Appointment Policy](#)

[Postdoctoral Associate Extension Request Form](#)

[Mobile Computing and Storage Devices Policy](#)

[Florida is a Public Records State](#)

[Acceptable Use Policy](#) for UF computers, software, networks, and electronic devices.

[Conflict of Interest and Outside Activities \(Policy\)](#)

[Principle Investigator Eligibility](#)

[Sexual Harassment](#)

[Title IX](#)

[Compensation Policies](#)

[HR provides a comprehensive list of policies](#), which you are encouraged to review

[All UF Regulations, Amendments, and Notices can be found here](#)

Campus Safety

Download the [Gator Safe app](#) for quick access to safety resources and campus alerts

[UF Police Department](#) offers safety related trainings

Getting Help

[Aid A Gator](#) can provide financial assistance during hardships

[University Ombudsman](#) serves as a resource and designated neutral party for members of the UF community who may have a university related concern or problem.

Not sure who to turn to? [Contact the Office of Postdoctoral Affairs](#).

Mandatory Trainings Associated with Your Appointment

[Research Training Utility will help you determine which trainings you must take.](#)

[UF Training registration and training transcripts](#)

[Harassment Prevention](#) – All UF employees must take this training with the first 30 days of employment. This training must be retaken every two years.

[Environmental Health and Safety Trainings](#)

Professional Development Opportunities

UF [Libraries](#)

[Clinical and Translational Science Institute \(CTSI\) & UF Health - Grad Student & Postdoc Career and Professional Development \(GradDev\)](#)

[Office of Graduate Professional Development](#)

[Office of Teaching Excellence Events and Workshops](#)

[UF Information Technology Trainings](#)

[LinkedIn Learning](#) (formerly Lynda.com) – Free access with your Gatorlink login credentials

[National Center for Faculty Development & Diversity – Free membership with Gatorlink credentials](#)

[National Postdoctoral Association](#) – Free membership with Gatorlink credentials – Email LilyRLewis@ufl.edu for your invitation to the NPA.

[Center for Instructional Teaching & Technology \(CITT\)](#)

[Research Computing](#)

[Human Resources – Learn & Grow](#)

[Mentor Academy](#) – develop mentoring skills through 4 mo. program with biweekly sessions

[Leadership@UF](#) – Maximize your leadership potential

Postdocs are not eligible to register for regular courses, unless they apply as a [Non-degree Seeking Student](#) or as a [traditional student](#).

[Biotility](#) – offers short courses in technical and regulatory details unique to biotechnology industries and translational research.

[Collaboratory for Women Innovators](#)

Professional Development Planning Tools

[myIDP](#) – Individual Development Plan offered by Science Careers that helps you explore career possibilities and set goals to follow the career path that fits you best.

Check out these [myIDP articles from Science Careers](#)

[UF Professional Development Planning tool for Postdocs](#)

Building a Web Presence

[Inform the OPA about your accomplishments](#) – These will be shared via the Postdoc Newsletter and @UFPostdocs twitter account

[Submit a UF Postdoc Profile](#) for inclusion on the [OPA website](#)

Funding Resources

[Pivot](#)

[UF Office of Research Opportunities Manager](#)

[Principle Investigator Eligibility](#)

[CTSI Grant-Writing Courses, Workshops, and Toolkits](#)

Writing Resources

Visit the UF Writing Program [Writing Studio](#) for one-on-one help

[UF Postdoc Writing Program](#)

[National Center for Faculty Development & Diversity](#) provides a number of resources to help you develop your daily writing habit. Claim your Free NCFDD membership using your UF credentials.

Research Tools and Resources

[UFIT Research Computing](#)

[Research Computing Walk-in Support](#)

[Environmental Health and Safety](#) – report a hazard, risk assessment, trainings, ergonomic evaluations, and more resources to support your research.

[UF Libraries Open Access Publishing Fund](#)

[RefWorks](#) Free with UF credentials

[EndNote](#) Free with UF credentials

[ARCS \(Academic Research Consulting & Services\)](#) - library professionals who offer unique expertise and services to support your research activities, through data collection to dissemination of results to evaluation of outputs to archiving.

[Find a subject specialist](#) - Liaison or subject specialist librarians are assigned to each unit or discipline on campus.

[3D printing at Marston Science Library](#)

[3D scanning at Marston Science Library](#)

[Interlibrary Loans](#)

[UF Data Guide](#) - Use this tool to make informed decisions where to safely store, analyze and share data at UF. Visit the [Integrated Risk Management website](#) for more tools related to data storage and transfer.

Teaching Tools and Resources

[CITT tools menu](#)

[Center for Teaching Excellence](#)

[Advice for postdocs looking for teaching opportunities at UF](#)

[If you're working with students, be aware of the Orange Book - UF's Student Code of Conduct](#)

Entrepreneurship & Industry Resources

[UF Innovate](#) comprises Tech Licensing, Ventures, and two business incubators, The Hub and Sid Martin Biotech.

[Collaboratory for Women Innovators](#)

[BioFlorida](#) provides support and networking opportunities for Florida's Life Sciences Businesses

[Biotility](#) - offers short courses in technical and regulatory details unique to biotechnology industries and translational research.

[Accelerate to Industry \(A2i\) program](#)

Service & Mentoring Opportunities

[Join the UF Postdoc Advisory Committee](#)

[Apply to be a First-Generation Advocate](#)

[Be a Mentor for the University Multicultural Mentor Program \(UMMP\)](#)

[Gator Volunteer can help you find opportunities](#)

[Volunteer for the Florida Museum of Natural History](#)

[Recruit & Mentor an Undergraduate Researcher](#)

Stay in the Loop with UF Newsletters & News Benefits

[Center for the Humanities & the Public Sphere Weekly Newsletter](#)

[Administrative Memos](#)

[Postdoc Update Newsletter](#) - You are automatically signed up if you have a postdoc appointment at UF.

[Faculty Update Newsletter](#), only faculty titles are automatically signed up, email LilyRLewis@ufl.edu to sign-up

[UF in the News](#)

[UF at Work](#) - an HR newsletter for Faculty and Staff

[GatorPerks Listserve](#) – updates on GatorPerks discount program

[UF Health News](#)

[UF Clinical & Translational Science Institute \(CTSI Newsletter\)](#)

[Explore](#) – Office of Research Newsletter

[UF Mindfulness Newsletter](#)

[Level Up Podcast](#) - Each week, Chief Diversity Officer Antonio Farias interviews a member of the UF community to hear their story of belonging and to learn about their work at UF.

UF provides [FREE access to the New York Times](#) – sign up with your .ufl.edu email

More ways to stay in the loop:

Follow [@UFPostdocs](#) & [@UF_OGPD](#) on Twitter

Join the University of Florida Postdocs Facebook Group

Additional Resources

[Discounts on Enterprise Rental Vehicles](#)

[Free Zoom Video Conferencing](#)

[Free Qualtrics Account](#) for web-based surveys

[UF Dropbox for Faculty and Staff](#) provides free storage up to 1TB of data.

[Find Gender-Neutral Restrooms](#)

Need a quiet space to work – [Reserve a HSC library study room](#) – Note that rooms are advertised as only for students, but really they are open to Postdocs! [Reserve here](#) (7 rooms), or get first-come-first-served rooms (23 rooms) at the HSC library desk.

[UF Branding resources](#) offer PowerPoint templates, letterhead, logos and graphics for use in university related activities.

[UF Photography](#) provides free professional photos for use in UF related presentations and activities (not headshots).

The Office of Postdoctoral Affairs is here to serve you by connecting you to campus-wide resources to ensure you can make the most out of your time at UF. Don't ever hesitate to reach out if you have any questions or concerns.

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