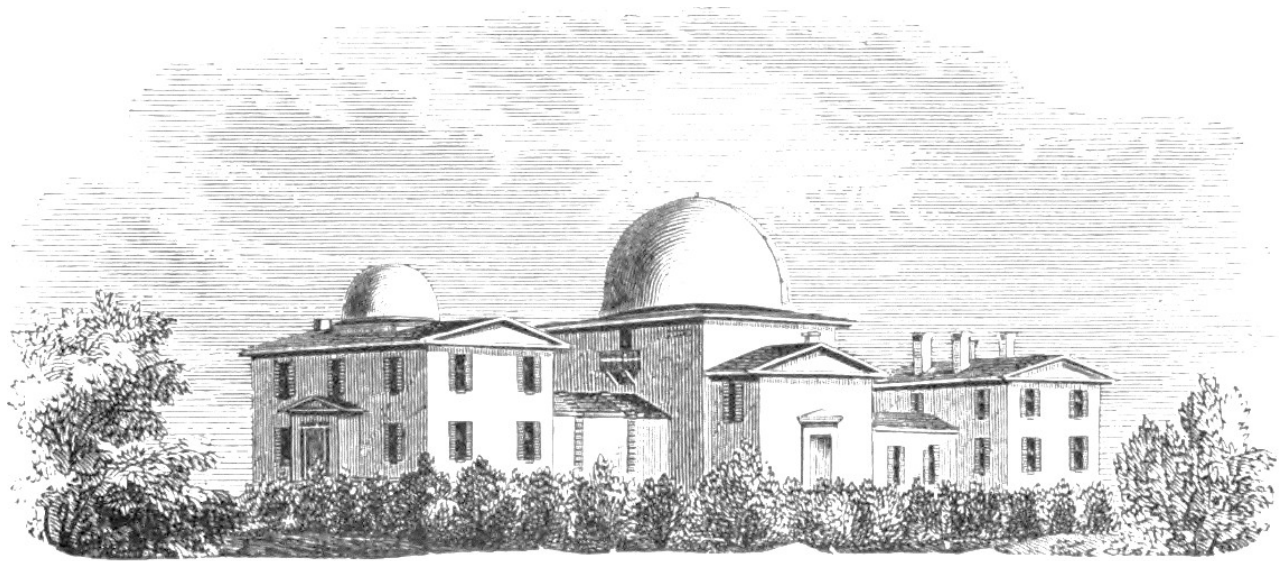


Harvard College Observatory



HARVARD COLLEGE OBSERVATORY—1847.

Postdoctoral Fellows Handbook 2023-2024

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The Harvard College Observatory (HCO)

Welcome!

Congratulations on your new position and welcome to the Harvard College Observatory. We are part of the Center for Astrophysics, a collaboration between the Smithsonian Astrophysical Observatory (SAO) and the Harvard College Observatory. We also partner with the Department of Astronomy here at the CfA to create a community that is both vibrant and intellectually stimulating. The HCO has a rich history that dates back to the early 1800s as one of the most preeminent Observatories in the world. It also has a vast collection of archives that include the Astronomical Glass Plates Collection housed within the Plate Stacks. We hope you will be able to take advantage of all that the HCO has to offer and truly have a remarkable professional experience.

Please note the following legal disclaimer: The Postdoctoral Fellows' Handbook provides general policy guidelines for Postdoctoral Fellows in the Harvard College Observatory. It does not constitute a contract of employment or promise of any kind. The University may change these guidelines unilaterally and without notice, although every effort will be made to provide adequate notice of any significant change. Harvard also reserves the right to determine the applicability of any policy to a particular situation and to depart from the guidelines contained herein in a given case.

Harvard Postdoctoral Affairs Office

<https://postdoc.fas.harvard.edu/>

The Office for Postdoctoral Affairs serves close to 1,300 postdocs, college fellows, and research associates across the Faculty of Arts and Sciences (FAS), the Harvard John A. Paulson School of Engineering and Applied Sciences, and all Harvard-affiliated schools, centers, and institutes in Cambridge. Their mission is to help postdocs reach their career and professional development goals, to work with the FAS Postdoctoral Association to build a postdoctoral community, and to serve as a resource to campus constituents on postdoc life and work.

The Office for Postdoctoral Affairs provides great resources for new postdocs to navigate not only Harvard but also their career. They provide workshops and guidance on CV writing, career planning, fellowship applications, job applications, and networking. For postdocs with young children, they also provide guidance on supporting families and applying for childcare allowances.

Postdoctoral Appointments

Categories of Researchers

FAS policy applies to all categories of postdoctoral fellows, irrespective of their funding source. For the purposes of this handbook, the term “Postdoc” applies to research scholars who have recently completed a doctoral degree and are temporarily engaged in research. This includes three categories of researchers:

- “Employee” postdocs, who are supported by research grants and contracts or internal Harvard funding under the direction of a Harvard Principal Investigator.
- Stipendiary postdocs, who receive a fellowship that is managed by Harvard University. In this case, the fellow is paid through Harvard.
- External postdocs, who are paid directly by an external entity and are, therefore, not paid through Harvard.

Appointment Letter

The appointment letter includes the following information:

- Offer of position with title and an indication of whether the appointment will be full-time or part-time.
- Effective dates of appointment. If the appointment is anticipated to be for more than one year, the letter should state that the appointment is renewable for XX number of years, contingent on satisfactory performance.

- Amount of stipend/salary - the University has set [minimum salary guidelines for Postdocs](#). The letter also indicates whether the faculty has available funding to fulfill the terms of the appointment; if not, the letter should indicate the duration of assured funding. When the appointment is to be coterminous with external funding, research grant, contract, training grant, etc., this fact should be included in the letter of appointment, including the end date of the funding, even if renewal is expected.
- Postdoc's role in the anticipated research project and any additional duties/responsibilities.

Proof of Doctoral Degree

Eligibility for appointment as a postdoctoral fellow requires a candidate to hold an advanced degree, e.g., Ph.D., M.D., or equivalent. If an incoming postdoc has received a doctoral degree within 12 months of the start date of his/her/their appointment, verification is required. Acceptable verification is either a certificate of completion from the degree-granting institution or a letter from the institution's Registrar. Such documentation should state that all requirements for the degree have been completed and should verify the date the degree has been or will be conferred. If the candidate received his/her/their degree from Harvard, written verification from the chair or director of graduate studies, on department letterhead, may suffice.

Duration of Appointment

Postdoctoral appointments are ordinarily for one year and may be renewed annually up to a maximum of five years, subject to satisfactory performance and availability of funding. At the end of their postdoctoral appointment, postdocs may then be promoted to Research Associate dependent upon funding past the postdoctoral fellowship. The Research Associate is an annual appointment that may be renewed for up to five years.

Employee, Stipendee & Unpaid Model for Postdocs

Employee postdoctoral fellows - When the postdoctoral fellow is supported by research grants and contracts under the direction of a Harvard Principal Investigator the postdoc receives payment in the form of wages.

Stipendiary postdoctoral fellows - When a fellowship is awarded to a postdoctoral fellow and is managed by Harvard University, the postdoc receives payment in the form of a Stipend. These fellows are not considered to be employees and therefore are ineligible for certain benefits.

The **benefit** differences between each model are outlined in [this benefits summary for postdoctoral fellows](#). There are also tax implications to consider with each model.

Unpaid postdoctoral fellows - Positions unpaid through Harvard include those on fellowships that are paid directly to the fellow and those on the payroll of another institution. If the postdoctoral appointment is unpaid through Harvard, the candidate must have external funding that meets Harvard's base salary minimum requirement. Personal funds may not be used (in full or in part) to meet this requirement.

Information for International Postdocs

All candidates for postdoctoral appointments who are not U.S. citizens or permanent residents must obtain a visa before starting their appointment at the University. Any visa issues must be addressed prior to the appointment start date or an offer of extension of an appointment. All international scholars are responsible for complying with the terms and conditions of their visa status in the U.S. Please note, all appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS). Your Department Administrator will advise you of the required procedure. The Harvard International Office (HIO) processes all visa applications.

HIO Registration

You must register your arrival with the HIO within 30 days of the start date on your visa document (Form I-20 or DS-2019), otherwise, your SEVIS record will become invalid. After arriving in the U.S., you must complete the [HIO Registration Form](#) and email it to internationaloffice@harvard.edu to fulfill your required immigration registration. Please note, to complete this form, you will need to access your [I-94 record](#) online. If you have difficulty locating your I-94 record, or your I-94 record has incorrect information, please [contact your HIO Advisor](#).

You will receive an email from the HIO confirming when your registration has been processed. After arriving, please review our [Welcome and Travel informational handout](#), as well as our [New Student Welcome Guide](#), for more information about your immigration status and your time in the U.S.

[Social Security Number \(SSN\)](#)

To work in the U.S., you must have a U.S. Social Security Number (SSN) for tax purposes. To set up your appointment Harvard will issue a placeholder number for [internal use only](#) to cover for the time between when you apply for an SSN and when you receive your card in the mail. The placeholder number is not an actual SSN and cannot be used in any other instance.

[SSN Application Instructions](#)

Once you receive your official card from the Social Security Administration, please give your Department Administrator a copy of the card so that your records can be updated. Your Social Security Number is an important identifying number and should be kept in a safe place to avoid identity theft. Please do not give out this number to unknown parties, especially over the phone or email. For more information, please see [Identity Theft](#).

Local Social Security Office Information

Address: 10 FAWCETT ST, CAMBRIDGE, MA 02138

Phone: 1-800-772-1213

TTY: 1-800-325-0778

Fax: 1-833-515-0461

Hours:

Monday - Friday 9:00 AM - 4:00 PM

Saturday - Sunday Closed

Taxes

As an international researcher, at Harvard, it is important that you are aware of your U.S. income tax obligations. U.S. tax laws distinguish between residents and non-residents for U.S. tax purposes. Please refer to the HIO's [Tax overview page](#) for help determining if you are a resident or non-resident for tax purposes.

*Please note that the tax resources offered by the HIO are provided so that international members of the Harvard community can make informed personal decisions concerning their taxes. HIO advisors are not trained tax specialists and cannot provide individual advice on taxes.

International researchers should also contact the Harvard office for Nonresident Alien Tax Compliance - <https://nratax.oc.finance.harvard.edu/>. This office can provide guidance on how to claim any tax treaty status that may exist between your home country and the U.S.

HIO Orientations

The Harvard International Office offers virtual orientations to help international members settle in. The sessions cover banking, social security numbers, driver's license, and state IDs, health insurance, transportation, things to do in the local area, and more. Upcoming - [Orientation dates and meeting links for sessions](#).

Rights and Responsibilities of Postdoctoral Fellows

While postdoctoral fellows are responsible for their career trajectory and progress, faculty mentors are expected to help their postdocs achieve their goals, by initiating and providing ongoing mentoring, guidance, and resources, in both scientific and career development. Mentors/PIs should schedule regular conversations to review research direction and progress as well as career goals. Postdocs are encouraged to request these conversations if they are not otherwise taking place.

Work Conditions

The work conditions of postdoctoral fellows should support and enhance their research and professional training. This objective may be compromised if postdoctoral fellows are overworked, or if their research and professional training are compromised for any reason. Inappropriate work conditions include, but are not limited to:

- Demanding excessive or inappropriate hours of work
- Preventing a postdoc from moving to another position
- Using intimidation and threats, for example by using visa renewal, recommendations, or authorship decisions as leverage.

In addition, all postdocs and mentors should abide by FAS and Harvard University policy, notably:

- [Authorship Disputes](#)
- [Discrimination](#)
- [Retaliation](#)
- Sexual and Gender-based Harassment
- [Intellectual property](#), notably the policy protecting the traditional rights of scholars concerning the products of their intellectual endeavors.
- Bullying

Expectations for Faculty Mentors

a. Develop in consultation with their mentee:

- A mutually satisfactory research project or scholarly program.
- A career plan - A useful tool in this regard is the Individual Development Plan (IDP), [available here](#), which should be initially filled out by the mentee, updated at least once a year, and serve as a basis for discussion at least once a year.

b. Encourage their postdocs to:

- Present their work and publish their results in a timely fashion
- Acquire and enhance their knowledge and technical skills, as dictated by their current and future needs

- Participate in career development activities (workshops, courses, conferences), complementing their scientific research training, including teaching opportunities, as appropriate
 - Apply for training and research support, as appropriate
- c. Meet regularly with their postdocs to discuss progress in their research
 - d. Provide constructive, respectful feedback
 - e. Provide an annual review of performance
 - f. Provide career counseling & mentoring to help postdocs reach their career objectives
 - g. Give postdocs time to participate in professional training programs
 - h. Give proper credit and attribution for postdoc intellectual contributions to projects
 - i. Provide appropriate work conditions for postdocs. See above.

Research Policies & Compliance

A comprehensive list of resources on [Research Policies & Compliance](#) is available on the website of the Harvard University Office of the Vice Provost for Research.

Research Misconduct Policy and Responsible Conduct of Research (RCR) Training. The in-person Responsible Conduct of Research (RCR) course is open to all Harvard-affiliated individuals and offered in Cambridge twice a year—in January and in August. The course is eight hours long, with significant researcher facilitation and administrative support, and uses discussions and case studies to examine basic ethical and regulatory requirements for conducting research. RCR is a highly recommended “best practices” course for those desiring to deepen their knowledge of ethical research and responsible conduct. It is also an excellent professional opportunity for anyone interested in furthering a career in research. While this course is not mandatory, it fulfills the National Science Foundation (NSF) and National Institutes of Health (NIH) requirements for formal RCR instruction.

Topics covered include research misconduct; responsible authorship and publication; mentor-mentee relationships; conflicts of interest; peer review; data acquisition and management; ownership of data and biological samples; and collaborations. More [information is available here](#).

The FAS policy on research misconduct – “Interim Policy and Procedures for Responding to Allegations of Research Misconduct” – [can be found here](#).

Statement on Professional Conduct

All members of the CfA community are expected to conduct their activities according to the highest professional standards and to treat everyone with civility and dignity. We are committed to a working environment that manifests respect, fairness, and integrity. We value diversity and strive for inclusivity.

Before You Arrive

Pre-Employment Visits

After you have accepted your appointment Harvard may reimburse a visit to Cambridge for pre-move house hunting expenses (up to three nights). The expenses will be deducted from any research allowance stated in your offer letter, and the reimbursement is taxable. Please note not everyone receives an allowance, it is based on the funding source. If you have any questions, please reach out to your department administrator.

Research Appointment Information Form

The first thing that we request you do upon accepting your fellowship is to complete the [Research Appointment Information Form](#) and email it to your administrator (please leave off the Social Security Number, which should not be transmitted by email). Based on that information, your admin will then be able to assist with onboarding needs

Housing Options

The Greater Boston area is home to 35 colleges and universities, with about 152,000 students. The annual influx of students drives the rental market, with over 90% of rentals starting September first. While many postdocs look to rent near the CfA, others live in nearby the suburbs of Arlington, Belmont, Watertown, and Somerville. The [MBTA](#) is the local transit (subway and bus) system, and you should consider weighing the option of lower-priced apartments albeit with a commute involved.

You may need to use a realtor to find an apartment, and the realtor's fee (typically one month's rent) is reimbursable.

Long-Term Housing:

- <https://www.huhousing.harvard.edu/>
Harvard housing, renting apartments owned by Harvard for Harvard students and employees
- <https://www.harvardhousingoffcampus.com/>
Create an account to see listings of private landlords who like to rent to people connected to Harvard
- www.sublet.com
Short to medium-length sublets.
- <http://sabaticalhomes.com>
Search on the Cambridge/Boston area
- www.vrbo.com
Vacation rentals by owner
- www.rentalbeast.com
Cambridge/Boston area rentals with a neighborhood guide
- www.rent.com

- Listings for apartment complexes for the Boston/Cambridge area apartments
- www.airbnb.com
- Apartments or rooms in private homes
- www.craigslist.com for the Boston/Cambridge area apartments
- www.boston.com

Other Housing:

- [Harvard Faculty Club](#) - Overnight guest rooms.
- Harvard University Housing Sublets

Harvard University Housing (HUH) does not offer short-term housing directly. However, we do allow our residents to sublet to eligible Harvard Affiliates. If you wish to sublet from a HUH resident, please begin by reading the following documents for eligibility guidelines and other important information.

[Sublet Kit](#) for HUH apartments

[Sublet Kit](#) for Cronkhite Graduate Center rooms

To search for an HUH sublet, please visit harvardhousingoffcampus.com. Click "Housing" and then the "HUH Sublet" filter to see what is available.

View a [map](#) showing all the Harvard University Housing locations.

Getting Started When You Arrive

During the first few days on campus, your Department Administrator will help you transition to being part of the CfA community and assist with onboarding:

Authorization for Employment

To comply with federal law, all paid employees must complete a [Form I-9](#) to show eligibility to work in the United States. The I9 form must be completed by the first day of employment.

Obtaining CfA Email

Even though your appointment is through Harvard – it's the Smithsonian's Computation Facility (CF) that manages the computing at the CfA as they can meet our "specialized" needs. You will be required to sign off on your understanding of the Smithsonian's Policies (SD-931 Form) before gaining access. We will arrange for you to obtain a CfA email google account with unlimited storage as part of your appointment process. Harvard members can request Unix, VPN, and remote access from your administrator.

Harvard Phone

Harvard Phone is the University's cloud-based VoIP phone and voice mail service that has a modern set of features to support the way we communicate today. While providing users with self-service controls to manage their voice communication needs. To set up your phone/voicemail please visit <https://phone.harvard.edu/>

[HarvardKey](#) – Harvard's Authentication System

HarvardKey is your new, secure login credential that gains you access to the University applications and services you use every day using just one login name and password. It only takes a few minutes to get your HarvardKey – and because HarvardKey is the University's new lifetime credential for students, faculty, staff, and alumni, claim it once and you're good for life.

[Guide to claiming your HarvardKey](#)

Need Help? If you have any questions about claiming or using your HarvardKey, have a look at the Frequently Asked Questions on the HarvardKey help site, located at <http://reference.iam.harvard.edu>. If you can't find the answers to your questions there, please contact the HUIT Service Desk at ithelp@harvard.edu or 617-495-7777.

[Obtaining a University ID Card](#)

The official Harvard ID card provides you, the ability to visibly identify yourself while you are on campus and access to various University services such as libraries, athletics, and building access. You can pick up your University ID card once your department administrator has confirmed that your appointment has been approved in the system.

You must bring a government-issued photo ID, to receive your Harvard ID card. All identifications need to include full name, date of birth, and a photo and be unexpired. This validation is a Harvard University security requirement. You will not be able to pick up your ID card without this documentation. Examples of government-issued ID cards include:

- Passport
- Driver's license
- State issued ID card
- US Military ID card
- Green card
- Naturalization certificate

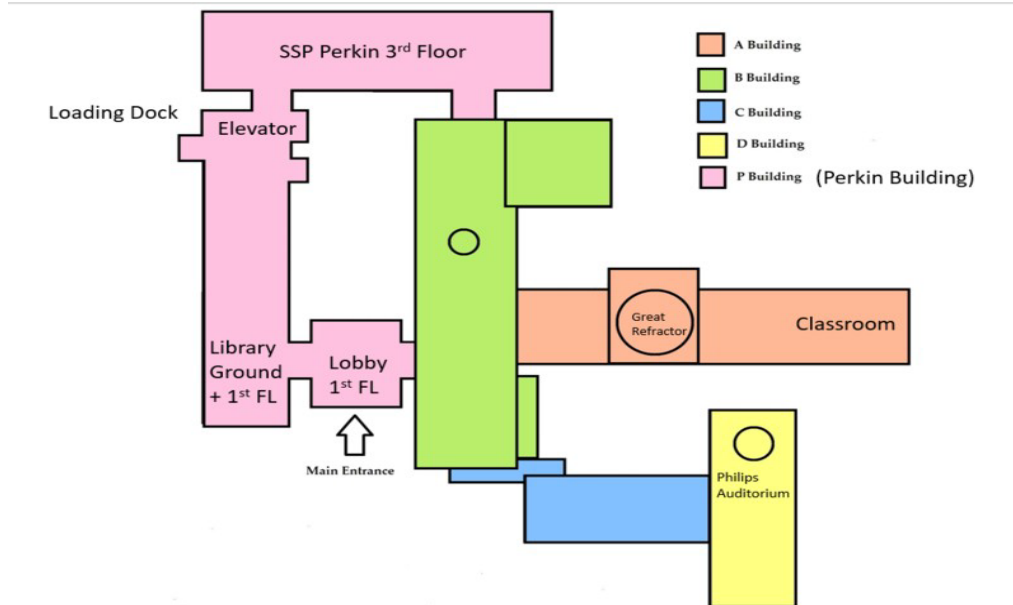
ID cards can be picked up from Campus Service Center Richard A. and Susan F. Smith Campus Center 8th floor 1350 Massachusetts Ave, Cambridge, MA 02138-3846
Phone: (617) 496-7827 Mon - Fri: 9:00 am - 4:00 pm

John G. Wolbach Library

The [Wolbach Library](#) is your home for books, articles, and datasets. Located on the first floor of the Perkin Building, Wolbach Library combines the astronomy and astrophysics collections from both Harvard University and the Smithsonian Institution, making those resources available in support of your research and scientific endeavors. We also have a collection of [laptops, iPads, power cables, video adapters, and telescopes](#) available for borrowing by all members of the CfA community.

Map of the Building

The 60 Garden Street complex is made up of 5 buildings with names A, B, C, D, and Perkin. Look confusing? It is! Rest assured, the most seasoned researchers still get lost - never be afraid to ask someone where you are or how to get to where you want to go.



A map of the Harvard campus may be found here - [Harvard Map](#)

Upload Bio and Photo to CfA Website

To have your image and profile listed on the CfA website

<https://www.cfa.harvard.edu/people> please fill out this online [bio form](#) to upload an image and include a short bio along with a link to your website.

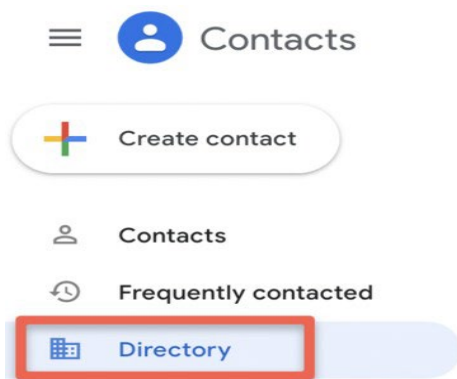
Branding

The CfA logo and branding guidelines are available on this page

<https://web.cfa.harvard.edu/internal/brand-assets> (requires VPN or network access).

CfA Directory

The CfA Directory can be accessed by viewing the Contacts from your CfA Google Account - <https://contacts.google.com/directory>



Additionally, an internal Directory is available with additional ways to search:

<https://web.cfa.harvard.edu/internal/intdir.html> (requires VPN or network access)

Benefits

The University offers a total compensation package that is competitive with the very best of our peer institutions. As a Postdoctoral Fellow at Harvard, you have an array of benefits, services, facilities, and discounts at your disposal to help keep you and your family healthy, assist you with housing and transportation, and support you in finding and financing childcare.

Health Benefits

Harvard offers a competitive and flexible package of medical, dental, vision, flexible spending accounts, life insurance, disability insurance, and other [benefits](#), with monthly health premiums based on salary tier. The [Benefits Summary for Postdoctoral Fellows](#)

provides a full overview. You can learn more about your benefits through the following video links:

- [Benefits Enrollment Videos for Postdoctoral Fellows](#)
- [Benefits Enrollment Videos for Stipendee Postdocs](#)

Please note that: To be eligible for Harvard's health and welfare benefits, you must be employed on a regular University payroll and work at least 17.5 hours per week or be paid by Harvard at a base annual rate of at least \$15,000. Postdocs who do not receive a paycheck from Harvard at a base annual rate of at least \$15,000 are not Harvard benefits eligible.

Enrolling in benefits must occur within 31 days of the appointment start date.

Paid Time Off

All full-time postdocs on annual appointments (as opposed to appointments under one year), and whether paid by Harvard or not and all Research Associates are entitled to:

- 20 days of paid vacation per appointment year. (Paid vacation for partial year postdoc appointments are prorated accordingly.) This provision is already included in the template postdoc offer letter.
- All University holidays with the proviso that, should a postdoc be required to work on the holiday due to the research group/lab schedule, an alternative day off should be given at another time agreed with the faculty supervisor.
- Sick days: Sick leave may be taken as needed, up to 12 business days of sick leave per year (equivalent to one day per month). Time off for illness or family matters may also be covered under the MA PFML or FMLA.
- Death in the Family: 3 days.

Please note, that:

- These policies apply to postdocs, including Research Associates, who serve on a 12-month basis. If an appointment is less than full-time, vacation and sick times are prorated.
- Unused vacation days, bereavement days, or sick days do not carry over from year to year.
- There is no payout of unused vacation, bereavement, or sick time when an appointment ends.
- All time off must be approved by your PI in advance.

Life in Cambridge & Beyond

Childcare & Schools

- The [Massachusetts Department of Early Education and Care](#) provides helpful tips on what to look for when considering a childcare provider. It also provides a complete listing of licensed childcare providers.
- [Childcare at Harvard](#) Note that residence in Harvard University Housing does not guarantee space in a childcare center at Harvard.
- [Massachusetts Department of Elementary and Secondary Education](#) - information about public and private schools.
- If you are bringing your school-age children, be sure to check public school registration requirements well in advance of your arrival.
 - [Cambridge schools](#)
 - [Boston/Allston schools](#)
 - [Somerville schools](#)

Local Hospitals

In case of a life-threatening emergency, call 911

- [Boston Children's Hospital](#)
- [Harvard University Health Services](#) (including mental health services) - 617-495-5711.
- [Beth Israel Deaconess Medical Center](#)
- [Brigham and Women's Hospital](#)
- [Cambridge Hospital](#)
- [St. Elizabeth's Medical Center](#)
- [Massachusetts Eye and Ear Infirmary](#)
- [Massachusetts General Hospital](#)
- [Mount Auburn Hospital](#)
- [New England Baptist Hospital](#)
- [Somerville Hospital](#)
- [McLean Hospital \(Psychiatric Services\)](#) - 617-855-3141

Transportation (Blue Bikes, MBTA, Parking)

Harvard's Transportation and Parking Office has many services to offer. Please visit their website for more information <https://www.transportation.harvard.edu/>

Some of these services include:

- Harvard & Van Services
- MBTA Benefits
- Biking Services (Blue Bike Share & Commuter Benefits)

- Parking Services and Passes

The HCO is across the street from a stop on the Harvard Quad Shuttle. The Quad Shuttle is a loop of the campus and is a convenient way to reach other parts of the campus - <https://www.transportation.harvard.edu/shuttle-van-services/shuttle-routes/quad-yard-express>

Banking

There are many banks in and around the Harvard Square area. Each of these banks has multiple branches throughout Cambridge and the surrounding cities.

1. Harvard University Employee Credit Union: <https://huecu.org/>
104 Mount Auburn Street, Cambridge, MA 02138
Phone: (617) 495-4460
- 2) Bank of America: <https://www.bankofamerica.com/>
1414 Massachusetts Ave, Cambridge, MA 02138
Phone: (617) 349-7410
- 3) Cambridge Savings Bank: <https://www.cambridgesavings.com/>
1374 Massachusetts Ave, Cambridge, MA 02138
Phone: (617) 441-4154
- 4) Cambridge Trust: <https://www.cambridgetrust.com/>
1336 Massachusetts Ave, Cambridge, MA 02138
Phone: (617) 441-1415
- 5) TD Bank: <https://www.td.com/us/en/personal-banking>
1270 Massachusetts Ave, Cambridge, MA 02138
Phone: (617) 576 -8612

Grocery Stores

Comprehensive list of grocery stores in the Cambridge area:

<https://www.loc8nearth.com/massachusetts/cambridge/grocery-stores/>

Grocery stores specific to Harvard Square/within walking distance:

<https://www.huhousing.harvard.edu/other-housing-and-resources/resources/supermarkets>

Social Activities

- “Outings and Innings” is a service exclusively for Harvard University staff, faculty, post-docs, retirees, and students to obtain discounted tickets to area museums, events, and regional sports.
<https://outingsandinings.harvard.edu>
- Harvard Classifieds - <https://harviesclassifieds.harvard.edu/Home/Login>
- Harvard Magazine Online - <https://www.harvardmagazine.com/classifieds>

Purchasing, Travel, and Reimbursements

You may be provided an annual research allowance to cover reasonable research expenses (deemed allowable business expenses by Harvard University) such as computer hardware, business travel to conferences, and publication charges. Please check with your Department Administrator prior to making any purchases to confirm allowability and funding coverage.

Relocation Reimbursement

Depending on your Fellowship, your relocation expenses may come out of your first-year Research Allowance. Please make sure to factor that into your budget. All relocation expenses are considered taxable income, including FICA. It is your responsibility to check with your Harvard administrator to find out if the fringe benefits portion (8%) of your relocation reimbursement will come out of your Research Allowance. Please note that the new principal place of work must be at least 50 miles away from the employee’s previous residence. For example, if you were at MIT or BU or another local institution, your relocation expenses are not reimbursable-even if you need to move.

Relocation reimbursement may vary depending on the specifics of your fellowship. Please check in advance with your Harvard administrator.

Repayment Provision: If the employee voluntarily leaves Harvard within 12 months of the appointment to the new employer, the employee must agree to reimburse the relocation amount back to Harvard.

Common Relocation Expenses

Category	Comments
Packing	Packing and crating of household goods and personal effects

Moving household goods	Transportation of household goods and personal effects, including pets and automobiles, from the former residence to the new residence. when using an auto to move, reimburse either the standard mileage rate or actual expenses for gas, tolls & parking
Insurance & in-transit storage	For periods not exceeding 30 days from the time the goods are moved from the former residence to the new residence
Travel to new residence	One trip for employees and household members. Travel must be via the shortest and most direct route from the former residence to the new residence. Personal trips in between routes will not be covered.
Lodging while in route	For employees and members of the employee's household while in route (including date of arrival) from the former residence to the new residence.
Pre-move house hunting	Includes all travel, meals, and lodging once a job offer has been accepted
Meals	All meals consumed during a move and while in temporary quarters and during pre-move house hunting trips
Temporary quarters	See “lodging while in route” above
Storage charges	Other than in transit or while overseas
Real estate fees	Incidental to leaving the employee's former residence and acquiring the new residence (points, broker's fees, etc.)
Visa Fees	Harvard-sponsored visa; SEVIS fee, application fee

Equipment Purchases

All equipment purchased using your research allowance is the property of Harvard University. This includes computers, iPads, monitors, peripherals (including connection cables), desks (including standing desks), ergonomic chairs, and so on. Cell phones are not an allowable expense. Some equipment purchases are dependent on your situation: As an example, noise-canceling headphones are generally not reimbursable, except in

certain situations. This is why you always want to talk to an administrator before making any purchases.

All equipment must be purchased by your administrator through Harvard's vendors. It will be billed directly to your research allowance. If you purchase things on your own, Harvard will NOT reimburse the sales tax. And, again, you risk that your purchase may not qualify for reimbursement.

When your fellowship ends, you will have the option of purchasing the equipment at a reduced price based on four-year straight-line depreciation; partial years are not allowable in calculations. (Some federal fellowships allow you to keep your computer if you can prove that you are continuing to work on the same project at a new position; in that case, the computer becomes the property of your new employer.)

All computers (PC and Mac) must be registered with Harvard University Information Technology (HUIT) upon purchase. If you decide to purchase your computer at the end of your fellowship, your Department Administrator will arrange with HUIT for the computer to be wiped clean and have all Harvard-licensed software removed.

Travel

It is expected that you will travel to conferences, and possibly to other centers for collaborative research. Travel expenses are reimbursable without taxes.

Harvard's travel rules are complex, and you should talk with your administrator before planning any travel. Failure to do so can result in the rejection of reimbursement expenses. Harvard has rules regarding airline flights, rental cars, combining business and personal time, per-meal limits, and so on. It is your responsibility to follow the rules.

You have 90 days from the time of return to submit your reimbursement and have it processed, and paid; otherwise, the reimbursement is taxable. After 180 days, Harvard will not reimburse.

Always get receipts for all expenses, including food, coffee, ground transport (cabs, Uber/Lyft), and so on.

Do not assume. Talk to your administrator when pre-planning your trip. Per-Diem is rarely allowable, so make sure you have receipts or risk losing reimbursement.

If you plan to take personal time before or after a conference, check with your administrator about the rules. Among other things, you need to provide a copy of an imputed flight (the cost of a flight if you were to return immediately after the conference).

As of September 2022, Harvard requires that all international travelers must register their travel. Some government grants (Hubble, Einstein) require pre-approval for travel, and you must allow enough time for your admin to submit the travel request and for the agency to respond. Failure to do so will result in denial of reimbursement.

Publications

When submitting a publication it must list your Harvard/CfA affiliation in the author list, as well as your Harvard/CfA related source of funding in the acknowledgments section. The typical process is that you will receive an email invoice from the publisher, which you pass along to your administrator for processing. The invoice **MUST** list your name and your employer (e.g., ITC, CfA)—or you must ask them to redo it correctly. Publishers will also create multiple partial bills for papers you write with other authors.

Memberships

Membership in organizations like AAS may be reimbursable expenses, depending upon your funding source (please check with your Department Administrator). That being said, since memberships are done by calendar year, if you are leaving for a new position in September, Harvard will only reimburse the January-August portion of the annual bill.

Concur



Harvard has contracted with [Concur](#), a third-party vendor, to reimburse travel expenses. After you have your CfA e-mail and HarvardKey, you should set up your Concur account (to avoid delays later). See the email from your administrator with instructions.

Computational Resources


Computers

For computer purchases please contact your Department Administrator.

Connecting to the Network (Wireless)

Long-term wireless users should be set up with <https://www.eduroam.us> - The Computing Facility Helpdesk can assist with the setup. Eduroam will enable you to use your devices at any eduroam institution in the program. Harvard IT has a site that [walks you through the set-up of different devices](#)  on the Harvard Secure Wireless Network. Please note that a wireless connection will require a VPN for you to connect to internal CF servers and printers.

Guest Access (Wireless)

Guests can register themselves via <https://getonline.harvard.edu> . You can also register a guest for multiple days. Select "I have a HarvardKey" and then when logged in choose "Create a sponsored guest account". You can use a guest account for a single visitor or create one account for a group of visitors such as a conference.

Connecting to the Network (Wired)

For wired connections (ethernet or an ethernet adapter) please contact the CF helpdesk in B-207 for guidance.

High Performance Computing


Computational resources are available for high performance and scientific computing, bioinformatic analysis, visualization, and data storage.


<https://www.rc.fas.harvard.edu/services/>

Disk Space

Depending on the division administration you are assigned to there are varying levels of computing storage that are available to you. Before working with Research Computing or other storage services, check with your administrator about what the options are.


Webpages

If you need personal webspace, contact [Smithsonian's Computation Facility \(CF\)](#) [\(requires VPN or network access\)](#) 



Harvard also has their own website content management system that is free: <https://openscholar.harvard.edu>.  Here are [tips for personal research websites](#)




Software

Information about campus license software, including downloads, can be found on the Harvard University IT (HUIT) [Software for FAS Community website](#) .

Zoom


Zoom is an easy-to-use video-conferencing tool that offers a seamless experience for collaboration across mobile devices, desktops, and conference rooms. Eligible to active faculty, staff, or students. For more information on Zoom, including frequently asked questions and guides to common tasks, visit the [Zoom page in Harvard's IT Help portal](#) . To activate or access your Harvard Zoom account, visit <https://harvard.zoom.us> .


Office 365

In addition, [Microsoft Office 365](#)  can be installed (up to 5 machines) for Harvard EMPLOYEES connected to a network. Instructions for the MS Office installation are as follows:

You will need a Harvard specific login for the download link:

<https://portal.office.com/OLS/MySoftware.aspx> 

- Login credentials are [Central Account ID]@harvard.edu and password is the HarvardKey password.
- The central account ID can be found <https://connections.harvard.edu/>  in the internal directory by searching for your own name.

All of the services below are free to Harvard employees and Harvard non-employees (students, stipend postdocs) through your fas.harvard.edu account. Training on how to use these apps can be found on trainingportal.harvard.edu .

OneDrive

The CfA uses Google Drive on the Google platform but should that not meet your needs - this is another option at no extra cost.


- Cloud storage available for PC and Mac
- No VPN required
- 1 TB storage
- File share inside and outside of Harvard
- Share secure files without needing to use a secure email option

Office Apps

- Install Word, Excel, PowerPoint, Outlook, OneNote, Project, Publisher, Teams
- Install for free on up to 5 computers and 4 mobile devices
- Mac and PC

Overleaf (ShareLaTeX)

The Center for Astrophysics (CfA) is providing free Overleaf Professional accounts for all students, faculty, and staff who would like to use a collaborative, online LaTeX editor for their projects. Visit

<https://www.overleaf.com/edu/harvard-smithsonian-CfA>  for information on how to set up your account.

Password Management

Harvard University has partnered with the popular password manager LastPass to help organize all the passwords for your personal and professional accounts...for free. <https://security.harvard.edu/lastpass>

GitHub Enterprise Account

Harvard has an agreement in place with GitHub for enterprise usage, via <https://code.harvard.edu>. The official intent behind code.harvard.edu is primarily as an academic workspace for all students, faculty, and staff to collaborate between undergraduate & graduate programs and courses at any Harvard School, Department, or Organization on Academic programming projects. Code.harvard.edu is available within Harvard and from the public Internet so, students might, for example, collaborate on homework with their professors and teammates while on campus or around the world.

Additional research and administrative software can be downloaded from <https://huit.harvard.edu/tools-and-services>.

Laptop Theft Prevention

Students, faculty, and staff are strongly encouraged to take appropriate precautions to prevent the theft of their laptop computers and to register their laptops to assist the police in recovering the laptop if the laptop is lost or stolen.

<http://www.hupd.harvard.edu/laptop-theft-prevention>

Printing/Scanning/Faxing/Copying

Please note, to print from a device on the CF Network, you must either have a wired connection OR use a VPN from a wireless connection to connect to the device.

There are other print services available such as poster printing and network scanning. Visit [CF Printing/Scanning Services \(requires VPN or network access\)](#) for more information. If you are on a self-managed device, there are [specific instructions \(requires VPN or network access\)](#) for adding these printers. Send poster requests to posters@cfa.harvard.edu.

There are B/W and color copy machines throughout the CfA. In order to use them you need the code - see your administrator who will reveal the secret. These copiers are not networked and only the copying functionality exists due to network restrictions. A USB stick can be used to print documents from or scan documents. See the [copier quick start guide \(pdf\)](#) for more info.

Email Lists

You will automatically be added to “CfA-wide” and Harvard email lists. A complete listing of email lists is available on the [Google Groups Page](#) [↗] and the [CF Email Lists Page \(requires VPN or network access\)](#) [↗].

There is a subscriber-based postdocs mailing list for all CfA postdocs.

Instructions to subscribe <https://support.google.com/groups/answer/1067205?hl=en> to the: all-postdocs@cfa.harvard.edu

Secure Email

Email sent from the cfa.harvard.edu to another cfa.harvard.edu email address is encrypted. Please note that although the Gmail platform might look identical to a personal Gmail account - the CfA account is a government account with additional protections. These protections are NOT in place if you are using your personal Gmail account.

Postdoc Life at CfA

In addition to the expectation of productive research, the Harvard postdoc position also prepares you for professional life with the expectation that you will participate in and serve the greater CfA community. We expect postdocs to serve on committees, host collaborators and guest speakers and attend meetings and lectures. In other words, we expect you to be good citizen-scholars, which is excellent preparation for future work.

The [Social and Recreational Club](#) offers year-round activities, discounted tickets to sports events, a book club, group sports, and CfA apparel.

The [Harvard University Employee Resource Groups \(ERGs\)](#) strive to promote equal opportunity, awareness, and understanding of Harvard’s rich and diverse community, centering on the experiences of staff and faculty from historically marginalized groups. These groups include:

- [The Association of Black Faculty, Administrators, and Fellows](#)
- [The Association of Harvard Asian and Asian American Faculty and Staff](#)
- [The Association of Harvard Latinx Faculty and Staff](#)
- [The LGBTQ Staff and Faculty Employee Resource Group \(QERG\)](#)
- [The Committee on the Concerns of Women](#)

Discounts and Perks

Harvard members have access to a variety of discounts and perks, both at university institutions and in other organizations across Massachusetts and the US.

- [Harvard's athletics facilities](#) and resources are available to Postdocs and eligible family members. [Annual or semester memberships](#), [expert personal training](#), and [fitness classes](#) offer as many options as private gyms, at reasonable rates. The facilities include gyms in several convenient locations with cardio and weight rooms and locker and towel services. Depending on the facility, there are also basketball and squash courts, pools, personal training rooms, indoor and outdoor tennis courts, rowing, sailing, skating, and more. Some facilities require additional membership fees. Inexpensive memberships are available online. For a small additional cost, members may take advantage of exercise classes, including cycling, Zumba, yoga, total body conditioning, rowing, and more. For more information, visit the [Athletics Department website](#).
- [Harvard Museums](#). Harvard is home to numerous [museums](#)—each focusing on different aspects of art, culture, or science—as well as a [theater](#), [film archive](#), [arboretum](#), [observatory](#), and [forest](#). Your Harvard ID provides free admission to many events and exhibitions.
- [Harvard Library](#). Our collections number over six million digitized items, 21 million volumes, 400 million manuscripts, one million maps, and tens of millions of digital images, and our rare and special collections are amongst the most remarkable in the world. Harvard staff have access to digital and print resources across Harvard's library system.
- [Outings & Innings](#). Through Outings and Innings, you can purchase tickets to the movies, museums, theaters, music and dance venues, professional sports, amusement parks, and more at discounted rates.

Wellness Resources at Harvard

[Harvard Ombuds Office](#)

Harvard Ombuds Office is a confidential resource available to anyone from the Harvard community. The office supports an ethical and civil culture, encouraging mutual understanding and resolution through respectful dialogue and fair processes. The fundamental role of the Ombuds is to listen without judgment and to help visitors identify their issues and goals. They also help visitors to consider the range of options available to them and support visitors in making their own decisions about their next

steps. A discussion with an Ombuds can help voice concerns, clarify goals, and consider options so that they can make their own best decisions about the next steps in addressing their concerns. Any issue affecting one's work or studies may be brought to an Ombuds.

[Harvard University Office for Gender Equity \(OGE\)](#)

The Office for Gender Equity works to advance Harvard's commitment to providing an environment where each of us feels safe to participate fully in university life—whether studying, teaching, conducting research or working to support our individual and collective goals. OGE empowers and supports the Harvard community to advance a climate of gender equity and inclusion through evidence-based educational initiatives, excellence in research and practice, and delivery of direct services. OGE brings to life our values, vision, and mission through an array of initiatives and resources, including:

[Sexual Harassment/Assault Resources & Education \(SHARE\) Counselors](#) offer a range of support to individuals and communities healing from harm, including sexual harassment, sexual assault, stalking, abusive relationships, and gender discrimination. This support includes counseling, groups, advocacy, and a 24/7 confidential hotline at 617-495-9100. SHARE counselors can be reached at oge_share@harvard.edu or (office) 617-496-5636.

[Local Title IX Resource Coordinators](#) have specialized experience in responding to disclosures of sexual harassment and other sexual misconduct. They support all members of the Harvard community and are expert resources around the University's policies, procedures, and resources in the realm of sexual harassment and other sexual misconduct. Resource Coordinators serve as the primary point of contact for individuals seeking supportive measures, which are individualized supports that enable Harvard community members impacted by sexual harassment or other sexual misconduct to access their work or studies.

Contacting your local Title IX Resource Coordinator is not the same as filing a formal complaint with the University Title IX Coordinator. Rather, the Resource Coordinators are available to help you make an informed decision about which pathways and options are right for you.

- Resources for submitting an [anonymous disclosure](#)
- [Filing a formal complaint](#) related to sexual harassment or other sexual misconduct under Harvard's policies

OGE can be reached at oge@harvard.edu or 617-496-0200

[Counseling and Mental Health Services \(CAMHS\)](#)

CAMHS is a counseling and mental health support service that works collaboratively with students and the University to support individuals experiencing distress in their lives. CAMHS clinicians can help you manage a variety of concerns including stress, anxiety, depression, mood swings, cultural adjustment, difficulties with focus and concentration, eating concerns, traumatic experiences, loneliness and isolation, grief, sexuality, relationship problems, managing a chronic health condition, addictive behaviors, and academic and career planning concerns.

Some scholars worry that seeking help means they are “weak,” or “incompetent.” Seeking help from a licensed professional is a way to work through a difficult time. Counseling is available because we know that many people go through difficult times while they are here.

Call even if you are not sure they can help - they will connect you with the right support.

[Harvard University Health Services](#)

Harvard University Health Services is a multi-specialty medical practice dedicated to caring for members of the Harvard community. It offers many services to the community such as vaccination clinics, wellness classes, acupuncture, etc.

[University Disability Resources](#)

Harvard University Disability Resources (UDR) welcomes students, faculty, staff, and visitors with disabilities. UDR provides leadership to university efforts to ensure an accessible, welcoming working and learning environment for individuals with disabilities and serves as a central resource regarding:

- Student and Workplace Accommodations
- Effective Communication
- Service and Assistance Animals
- Housing
- Ergonomics

[Harvard Office for Equity, Diversity, Inclusion, and Belonging \(OEDIB\)](#)

Harvard University established this division to work with stakeholders and partners across the University to guide Harvard’s culture toward inclusive excellence.

[Anonymous Reporting Hotline](#)

Harvard University established the reporting hotline and website to enable you to report your concerns anonymously. This hotline may be used to report a variety of ethical, integrity, safety, security, and compliance concerns and may be used by anyone

including, but not limited to, students, faculty, postdocs, staff, patients, vendors, contractors, and visitors, anywhere in the world.

If you are concerned for your safety, call the HUPD at 617-495-1212. For medical emergencies, call 911. If you are abroad and do not have access to emergency services, contact [International SOS](#) at +1-617-998-0000.

Office of Work/Life

Harvard's [Office of Work/Life](#) supports the health, well-being, and work/life fit of benefits-eligible faculty, staff, and postdoctoral fellows as well as their spouses/partners and dependents.

Employee Assistance Program (EAP)

Harvard's [Employee Assistance Program](#) (EAP) offers free, confidential help for all Harvard postdoctoral research scientists and postdoctoral research fellows, and their adult household members. The EAP is a network of free services to assist you (and your household members) manage a variety of issues, including short-term counseling, nutrition, healthy living resources, financial planning, elder care, childcare, and career support among many others.

You can reach the EAP at any time for personal or work-related concerns at 877-EAP-HARV (877-327-4278).

Care@Work Dependent Care

Through [Care@Work](#), benefits-eligible Harvard faculty, and staff have access to a range of dependent-care services.

- Back-up care for children and adults, up to 20 days per year
- Senior Care Planning for staff, faculty, and their families
- Digital Platform for online, self-service search for caregivers
- Resource page, featuring timely podcasts, webinars, and guides
- [Campus Child Care Inc.](#)
- Six on-campus childcare centers for staff, faculty, students, and others

[Boston Nanny Centre \(BNC\)](#) provides a range of nanny-placement services to Harvard University affiliate families. BNC offers Harvard affiliates 10% off any service.

Child Care Scholarships:

- Financial subsidies, based on financial need, for eligible faculty, staff, and postdocs, to help defray the cost of regular childcare

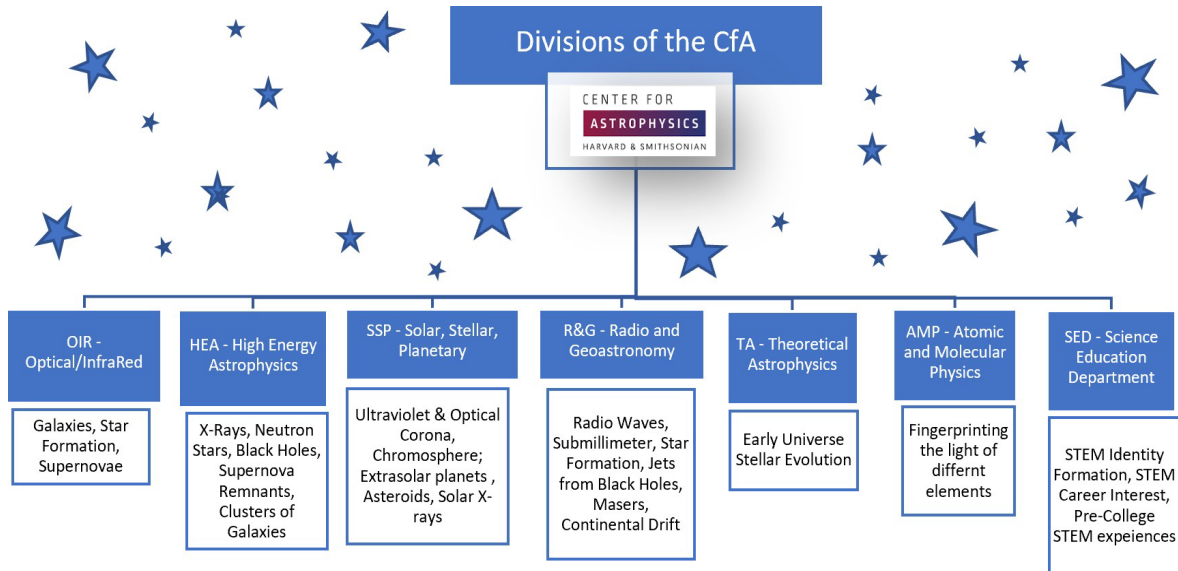
Adoption Assistance:

- Grants up to \$5,000 to assist with adoption costs

[Office of Work/Life](#) Phone: 617-495-4100 worklife@harvard.edu

Divisions

There are several research divisions/departments at the CfA, and many people have affiliations with more than one division/department. Most divisions have a mix of both SAO and Harvard researchers and staff. Working across multiple divisions is encouraged. The divisions/departments also serve as an administrative structure if you have support needs. Contacts for each division/department are below:



DIVISIONS:

- Atomic and Molecular Physics (AMP) (Includes Institute for Theoretical Atomic Molecular and Optical Physics - ITAMP)
 - SAO - Charlene Lemnios
 - Harvard -Jaclyn Donahue
- High Energy Astrophysics (HEA)
 - SAO - Donna Wyatt
- Optical and Infrared Astronomy (OIR)
 - Harvard - Lisa Catella
 - Harvard - Alisha Jansky
 - SAO - Pat Brennan
- Radio and Geoastronomy (RG)
 - Harvard - Amy Dierker
 - Harvard - Anna Nolin

- SAO - Muriel Hodges
- Solar, Stellar, and Planetary Sciences (SSP) (Includes the Minor Planet Center -MPC)
 - Harvard - Christine Benoit
 - SAO - Elizabeth Shepard
- Theoretical Astrophysics (TA) (Includes the Institute of Theory and Computation - ITC)
 - Harvard - T.J. Martin
- Science Education (SED)
 - Harvard & SAO - Wendy Berland
- Black Hole Initiative (BHI)
 - Harvard - Nicole Grenier
- Astronomy Department
 - Harvard - Peg Herlihy
 - Harvard - Mark Palmer
- Wolbach Library (Includes the Astronomical Photographic Plate Collection)
 - CfA - Katie Frey
- Origins of Life
 - Harvard - Kelly Colbourn