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Appendix C - Maps

- Longwood Medical Area Map
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Appendix D – Research Integrity Policy

Appendix E – Citrix and Remote Log-In Information
II. Welcome to the Joslin Diabetes Center

Greetings from the Research Director

Dear New Fellows, Students and Visiting Scholars/Scientists,

I would like to welcome you to the Research Division of Joslin Diabetes Center. Speaking for all the faculty members, please know that we view the interactions with and training of fellows, students and visiting scholars/scientists as being one of the most important parts of our profession. The Joslin is known worldwide for excellence in diabetes and endocrine research and we look forward to you joining us. We want you to value your stay at Joslin as the most rewarding time of your training years.

Please do not hesitate to share your thoughts on the training program. If you have any suggestions on how we can improve the program, please let Katie or me know. Again, welcome to Joslin. I am looking forward to meeting you.

George

George L. King, MD
Research Director
Professor of Medicine

Greetings from the Office of Research Fellow Affairs

The Office of Research Fellows Affairs extends a warm welcome to you. As one of the approximately 120 trainees here at the Joslin, you are an important member of our community. The Joslin has many distinguished investigators and is well known for its successes in diabetes and endocrine research.

As you settle into the Joslin and your Investigator's laboratory, do let me know if I can help your transition in any way. My office is on the 3rd floor in the Behavioral Research Unit. You can reach me by phone at extension 4319.

Katie

Katie Weinger, EdD
Investigator, Clinical, Behavioral and Outcomes Research
Director, Office of Research Fellow Affairs
III. Getting Acclimated

About Joslin

Welcome to the Joslin! Established in 1898, Joslin Diabetes Center is internationally recognized for diabetes research, treatment, and patient and professional education. Joslin is headquartered in Boston's Longwood Medical Area, and has diabetes treatment centers at prestigious hospitals and institutions from Washington State to Florida. Joslin's faculty and postdoctoral fellows hold appointments at Harvard Medical School.

Here at its Boston headquarters, Joslin has a large research program that includes laboratory and clinical research in immunology, genetics, epidemiology, metabolism, cellular and molecular physiology, eye research, islet transplantation, cell biology, and more. Many of the most important discoveries in diabetes research originated at Joslin.

These include:
- Recognition of tight blood sugar control as a means of preventing diabetes complications
- Development of treatment protocols to enable women with diabetes to have healthy babies safely
- Development of laser treatment for diabetic eye disease, which can help prevent blindness

In addition to its research activities, Joslin offers a wide range of clinical services, including adult diabetes/endocrinology; ophthalmology; nephrology (kidney care); neurology; pediatric diabetes and endocrinology; pregnancy and diabetes services, mental health, nutrition, exercise physiology, and a range of patient education programs.

The Center also offers programs in continuing medical education for health professionals and corporations at sites nationwide, and has developed a new disease management program to help institutions improve diabetes treatment while better managing healthcare costs. Joslin also publishes books, videos and other materials.

Having lunch

Directly across Brookline Avenue is the Galleria food court and the Longwood Grill Restaurant. Colleagues in your lab probably have favorite pizza and other restaurants - be sure to ask! Beth Israel Deaconess Medical Center (BIDMC) has a cafeteria on the lower level of the Farr Building on the West Campus. A tunnel runs between the Joslin and BIDMC West Campus (Farr Building), making it easy to get lunch on a rainy or snowy day.

Note: You will need your Access card to use the tunnel.
IV. The Research Division

This section will provide you with information about the people and structure of the Research Division at the Joslin.

A. Research Sections
The Research Division is composed of 7 sections, doing both basic science and clinical research (see appendix A). Each section may include several investigator laboratories and has an assigned research administrator. The administrator helps with the business management of grants and laboratories.

B. NIH Diabetes and Endocrinology Research Center (DERC) at the Joslin
The National Institutes of Health (NIH) Diabetes and Endocrinology Research Center (DERC) is an important component of the Research Division. Joslin’s DERC encourages the scientific development of young investigators by providing a stable framework for conducting multi-disciplinary studies.

In addition, the DERC funds core laboratories designed to provide efficient, cost-effective support for Joslin researchers. Every investigator at Joslin may use the cores. The Major Projects Administrator, Erika Arboleda, in the Office of Sponsored Research manages the DERC grant.

Note: Go to the Joslin Research Website (www.joslinresearch.org) for more information on all core laboratories.

Administrative Core
This core provides overall coordination for the Diabetes and Endocrinology Research Center (DERC).

Core Directors and Executive Committee:
Dr. Gordon Weir* Director
Dr. George King * Associate Director – oversees Core Laboratories
Dr. Steven Shoelson* Associate Director - oversees the Pilot and Feasibility Studies Program
Dr. C. Ronald Kahn Executive Committee
Dr. Laurie Goodyear Executive Committee
Dr. Andrzej Krolewski Executive Committee

* Members of Executive Committee

Enrichment Program
This program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers with similar interests throughout the Boston area. See Pages 11-12 for details of the Enrichment Program.

Keith Blackwell, MD, PhD and Mary Loeken, PhD Co-Directors
Core Laboratories
Core laboratories are useful to investigators, students, and fellows. Several cores have ordering information on the research website (www.joslinresearch.org).

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<th>Director</th>
<th>Technical Head</th>
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<td>Susan Bonner-Weir, Ph.D.</td>
<td>Chris Cahill</td>
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<td>Flow Cytometry Core</td>
<td>Amy Wagers, Ph.D.</td>
<td>Joyce LaVechio</td>
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<tr>
<td>Genomics Expression Core</td>
<td>Mary Elizabeth Patti, M.D.</td>
<td>Joshua Schroeder</td>
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<tr>
<td>Proteomics Core</td>
<td>Edward Feener, Ph.D.</td>
<td>Jane Chen</td>
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<td>Bioinformatics Core</td>
<td>Michael Molla, Ph.D.</td>
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<td>Chris Cahill x1998</td>
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<td></td>
<td>Joyce LaVechio x4516</td>
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<td>Joshua Schroeder x4543</td>
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<td>Jane Chen x4485</td>
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Clinical & Physiological Cluster

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<th>Director</th>
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<tr>
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<td>Alessandro Doria, M.D., Ph.D.</td>
<td>Christine Powers</td>
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<tr>
<td>Physiology Core</td>
<td>George King, M.D.</td>
<td>Margarette Adleman</td>
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<tr>
<td>Specialized Assay Core</td>
<td>Rohit N. Kulkarni, M.D., Ph.D.</td>
<td>Geetha Sankaranarayanana</td>
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C. Required Instruction on Ethical Issues in Research
As part of a required orientation program mandated by federal and state regulations, post-doctoral fellows need instruction in the specific ethical issues in research including the responsible conduct of science (RCR), use of animals in research and ethical issues related to research on humans.

Research involving Human Subjects
All Joslin Diabetes Center personnel (including fellows, students and visiting scholars/scientists) involved in human subject research must complete the required human subject research education.

Effective July 2009, the Committee on Human Studies requires completion of the Collaborative Institutional Training Initiative (CITI) Human Subjects Research Educational Training Program as the initial step in this required education.

In addition to the CITI on-line training program, mandatory in-house education sessions for human subject research are also held on an on-going basis for all new Joslin staff who will be involved in conduct of human subject research at Joslin or current employees new to human subject research. The schedule for these sessions will be provided by the Committee on Human Studies.

If a fellow is going to be involved in human subject research, they should contact the Committee on Human Studies in the Office of Sponsored Research (x4329 or CHS@joslin.harvard.edu) to obtain the instructions for registering and completing this on-line training program and for the schedule of the in-house education sessions.
Research involving Animals
All Joslin Diabetes Center personnel (including fellows, students and visiting scholars/scientists) involved in research with animals must complete the Joslin Animal Care and Use Training Program. This program consists of three steps:

- **Step One – On-Line Training Modules and Review of Facility Policy & Procedure Manual**
  All personnel must complete the required modules of the AALAS Learning Library. Instructions for the completion of these modules will be provided by the Institutional Animal Care and Use Committee in the Office of Sponsored Research. In addition, personnel will be provided with a copy of the current Animal Facility Policy & Procedure Manual and OLAW pamphlet, “What Investigators Need to Know About the Use of Animals” to review.

- **Step Two – Review of IACUC Approved Protocol(s)**
  All personnel must receive and review a copy of the IACUC approved protocol(s) in which they will be working on from their Investigator. Specific instruction relating to the researcher’s role in the protocol will be outlined with the Investigator.

- **Step Three – Orientation of Animal Facility**
  All personnel must complete the Animal Facility orientation before access to the facility will be granted.
  - Orientation for the Barrier Facility is held Wednesdays at 10:30am.
  - Orientation for the Conventional and Basement Facilities is held Wednesdays at 1pm.

Orientation begins at the scheduled time outside room 561 and is conducted by the Animal Resources Manager (or his designee).

If a fellow is going to be involved in research involving animals, they should contact the Institutional Animal Care and Use Committee in the Office of Sponsored Research (x4329 or IACUC@joslin.harvard.edu) to obtain the instructions for this training program.

Responsible Conduct of Research Instruction
The Joslin Diabetes Center is dedicated to the highest standard of research integrity and is committed to the responsible conduct for all those involved in research.

The Responsible Conduct of Research (RCR) planning committee is evaluating our current training programs and making strategic plans in preparing our post-doctoral fellows and research staff in many areas such as animals, authorship, collaboration, conflicts, data humans, mentorship, misconduct, safe laboratory practices and scientists as a responsible member of society.

Research Misconduct
Joslin has codified procedures for evaluation of research misconduct. If the allegation is against a faculty member of Joslin staff with HMS appointment, this is brought to the attention of the Research Directory of the Office of the Dean. Joslin will then follow HMS Policy. If the allegation involves Public Health Service (PHS) support, Joslin will follow procedures set forth by NIH. In the event of an allegation of scientific misconduct, there is a two-step process in place

- **Step One- Joslin Inquiry Process**
  The purpose of the inquiry is to conduct an initial review of evidence to determine whether to conduct an investigation.
• Step Two – Investigation Process
This will be done a Harvard when involving a faculty or staff member with Harvard appointments. Each respondent, complainant and others with relevant information are interviewed. Final report includes allegations, PHS support involved, identification and summary of research records and evidence reviewed, and statement of findings. Office of Research Integrity (ORI) is notified if PHS support is involved.

See appendix D for Joslin’s policy on Research Integrity

**Health Insurance Portability and Accountability Act (HIPAA)**
The HIPAA Privacy Rule defines conditions where protected health information may be used or disclosed, who may use or disclose it, and for what purposes.

• **HIPAA for Laboratory Scientists**
All researchers working in a healthcare institution such as the Joslin, whether or not they use human subjects, must be aware that HIPAA regulations protect the privacy of health information for patients. Lab researchers must know where to get more information about HIPAA regulations if their research progresses to use patient information. For more information, contact the Joslin’s Compliance Coordinator (Sean Metras x4756 or sean.metra@joslin.harvard.edu)

• **HIPAA for Clinical Researchers**
Clinical and other researchers using human subjects in their work must receive additional training on HIPAA regulations. This training is provided by the Joslin’s Compliance Coordinator (Sean Metras x4756 or sean.metra@joslin.harvard.edu)

**D. Office of Research Fellow Affairs**

**Pre/Postdoctoral Fellows Council**
Program description

**Goal**
To foster an interactive environment that allows fellows and graduate students to exchange experience and information, discuss and resolve issues, actively participate in planning and facilitating Joslin educational programs, and also socialize among their peers.

**Outline**
The Fellows Council will consist of a representative from each of the 7 Joslin research sections. Section with more than 15 fellows will have two representatives on the council. The Fellows Council will also include one pre-doctoral graduate student representative.

Section Heads in conjunction with the investigators in their sections will nominate the council members from their department. However, if section heads to not feel their departments have an appropriate candidate, they are not required to nominate anyone. Sections that include pre-doctoral graduate students may nominate one student for the graduate student position on the council; a faculty committee will select the pre-doctoral representative from the nominated pool. Thus, the Fellows Council will consist of approximately 10 to 14 fellows and one graduate student. The Council will work collaboratively with the Director of Research, the Office of Research Fellow Affairs and other Joslin leadership.
The term for fellows is typically two years. Ideally, half would rotate off while the other half remains on the Council for consistency over time.

Council Responsibilities

- **Create Community**
  The Council is responsible for leading a support network for the Joslin fellows: to open a dialogue among fellows to address issues and help identify and develop activities, both social and academic, that would benefit fellows.

- **Representation**
  The Council serves as the “voice” of the fellows to the Office of Research Fellow Affairs and Joslin leadership to address topics of concert to fellows.

- **Lectures**
  The Council will also be responsible for four seminars in the Longwood Area Diabetes/Metabolism Research Seminar Series each year. Lecture responsibilities include identifying, inviting and hosting expert speakers from outside Joslin.

- **Training and Enhancement**
  The Council will work with the Office of Research Fellow Affairs to organize programs, including mini-courses and self-education activities, that will help fellows become more successful, *i.e.* seminars on manuscript publication, stats, effective presentation development and delivery. Informal roundtable meetings are held with visiting lecturers throughout the year, providing opportunities for fellows to meet and network with research leaders.

Additional Resources from the Fellows Council

- [www.harvie.harvard.edu/perks](http://www.harvie.harvard.edu/perks)
- [www.mbta.com](http://www.mbta.com) (see appendix C for MBTA map)
- [www.zipcar.com](http://www.zipcar.com)
- [www.craigslist.com](http://www.craigslist.com)
- [www.fitcorp.com](http://www.fitcorp.com)

Signing up for the Harvard PostDoc Association

All Postdocs at Harvard Medical School, Harvard School of Public Health, or one of the affiliated hospitals (BWH, Children’s, MGH, BIDMS, Joslin, etc) are invited to join the HMS area PostDoc Association’s Listserv. The listserv will be used to announce events by the PDA and PostDoc offices in the area, and distribute information relevant to and serve as a forum for HMS Community PostDocs.

To join the listserv go to:

[https://listserv.med.harvard.edu/archives/postdoc_association.html](https://listserv.med.harvard.edu/archives/postdoc_association.html)

*select the tab: “Join or leave the list (or change settings)”
*Enter the email address you would like to register with (preferably your HMS account) and select your preferences.
*Hit the button: “Join POSTDOC_ASSOCIATION”
*To unsubscribe: got to eh same page and enter your email but hit the button: “leave POSTDOC_ASSOCIATION”

Alternatively, if you experience difficulty, email [PDA@hms.harvard.edu](mailto:PDA@hms.harvard.edu). Please use this list to stay informed and improve your postdoc training.
**E. Office of Sponsored Research**
Rooms 760-750

The Office of Sponsored Research provides expertise in all areas of research administration. The staff provides a complete range of services to assist the research community including grant application process, grant budgeting, purchasing approvals, payroll issues, funding opportunities, human and animal studies protection, and institution policies to name a few.

OSR Organization (see appendix B for complete OSR Staff and contact information)

- **Director**
  The Director provides administrative and fiscal management leadership for all aspects surrounding grants and contracts awarded to the Joslin. The Director of OSR has oversight responsibilities for the Committee on Human Studies and the Institutional Animal Care and Use Committee. The Director works closely with the Director of Research to develop and implement research division policy and participates in long-range planning of the Joslin.

- **Pre-Award Team**
  This team assists investigators and fellows in the grant and fellowship submission process.

- **Post-Award Team**
  This team works with research on the business management of laboratories and grants. Each investigator and/or lab works closely with their assigned post-award administrator on all business issues (grants management, fiscal management, etc…). An outline of each investigator’s/lab post-award administrator is included in Appendix B.

- **Research Programs**
  Research Programs includes the Committee on Human Studies (CHS/IRB) and the Institutional Animal Care and Use Committee (IACUC). If you will be conducting research activities that involve animals and/or human subjects, the Research Programs staff in OSR can answer questions regarding review and approval of all protocols. Research Programs also coordinates visas for foreign scholars and Harvard Medical School Appointments for the Center (for more information on these topics, see “Harvard International Office” & “Harvard Appointments”).

- **Administrative Assistant**
  The OSR Administrative Assistant is available to help you with day-to-day research needs such as lab coats, petty cash, copy cards, etc.

Additional information regarding the Office of Sponsored Research can be found on their website located on the Joslin intranet (http://cms:100/default.asp).

**F. Joslin Research Website**
The Research website is a key source of information about the Research Division, latest research, research meetings, and symposiums at Joslin. You can access The Joslin Research website at www.JoslinResearch.org directly or through the Joslin site (www.joslin.org).

The website also provides links to other websites of interest and general web support for the Joslin research community including:
- Online applications to facilitate the ordering of supplies and services from the DERC Cores.
• JournalNet: Access to the complete online journal holdings of the Marble Library and the Harvard Digital Library from the convenience of a personal computer.
• Pilot & Feasibility Studies - provides online descriptions and grant application for applicants; grant review for staff, reporting for awardees and full administration of information.
• Joslin Inventions - descriptions of the inventions arising from the Joslin Diabetes Center’s research efforts.
• Fellows & Research Team Members pages to be maintained and updated by each individual.

**Fellows’ Web Pages**
All postdoctoral fellows and graduate students have an individual page on the Joslin Research website. Fellows may post their CV, publications, and other professional information.

To enter information on your personal page, follow these steps:
1. Go to the Fellows Members page: http://www.joslinresearch.org/PINET/FellowMain.asp
2. On each member’s page there is a small round Joslin logo below their name. Click on the Joslin logo below your name to access your login page.
3. Type your last name and first initial in the **Username** field using this format: “SmithM.”
4. Type “Welcome” in the **Password** field. (The default password is typically set to be "welcome" although some users may be notified that their default password is something different.

Note: The webmaster recommends that you change your password when you first login. Matching your webpage password with your Joslin network/email password will help avoid confusion. Neither the username nor the password is case sensitive.

5. The page returns to the member's page you left. Click on the small logo AGAIN to access a form to modify existing information and add new information.
6. To add a picture and CV to your page, email the documents to: ResearchWebInfo@joslin.harvard.edu The image should be a .jpg file with dimensions no larger than: 200 pixels x 260 pixels. The CV will be converted to a PDF file. If you have your CV already in PDF format that is great, otherwise send a Word Doc that will be converted.

Note: If you cannot find your name listed on the page please email: ResearchWebInfo@joslin.harvard.edu

**G. Joslin Diabetes Center Lectures and Enrichment Programs**
The Enrichment Program is an integral part of postdoctoral and student training. The program facilitates the exchange of research information and discussion among investigators and fellows within the Center, as well as between Joslin Staff and researchers throughout the Boston area.

**Research and Clinical Seminars**
• Thursday Research Seminar  
Invited outside experts present at the Thursday Research Seminar three to four times per month. The Seminar is at 12 noon in the 3rd floor lecture hall. The seminar includes lunch for those who attend (arrive early).

• Internal Research Seminar  
The Internal Research Seminar series usually features a Joslin researcher, and is held on Tuesdays at 12 Noon in the 3rd floor lecture hall. As a major forum for information exchange among Joslin researchers, these seminars serve as a platform for senior postdoctoral fellows, graduate students, and investigators to share ongoing research with others at the Joslin. The seminar includes lunch for those who attend (arrive early).

• Clinical Diabetes and Metabolism Seminar  
The Clinical Diabetes and Metabolism Seminar series featuring invited outside experts, Joslin faculty, and clinical senior fellows is held every other Monday at 12 noon in the 3rd floor lecture hall.

This series includes three lecture types:
- Invited guest speakers (Many have clinical research interests.)
- Journal Club presentations of current literature
- Case presentations centered on management of complicated issues arising in clinical practice

**JDC Named Lectures and Special Events**  
The Joslin sponsors four visiting professorships each year (named for Dr. Priscilla White, Ray A. and Robert L. Kroc, Dr. Alexander Marble, and Dr. Michael Brownlee). For each, a distinguished researcher may spend up to three days at the Joslin giving one or more lectures, and meeting with fellows and staff.

Each spring as part of the Marble Lecture, a formal evening dinner, usually at the Harvard Club on Commonwealth Avenue or the Harvard Club on Federal Street, provides fellows an opportunity to join colleagues for a lecture by a distinguished scientist. Fellows and students who are completing their Joslin training receive their certificates during the evening.

**Joslin’s Research Retreat**  
Every 2 years the Joslin Research Division holds a Research Retreat. Each laboratory has the opportunity to present recent findings, with time for feedback and questions after the talk and during intermissions and meals.

In addition to a formal dinner, Joslin researchers display remarkable skills during the evening entertainment, organized by the Fellows Council. The research retreat provides an additional mechanism for Joslin researchers to exchange ideas and initiate fruitful collaborations.

**H. Library Resources for Researchers at the Joslin**  
The following libraries are available to Joslin Researchers:
- Agoos Library (BIDMC East)
- Alexander Marble Library (Joslin)
- Children’s Hospital Library (Children’s)
- Countway Medical Library (HMS)
- Beruj Benaceraf Library (DFCI)
- West Campus Library (BIDMC West)
I. Harvard International Office (www.hio.harvard.edu)
The majority of the Joslin’s international fellows/visiting scholars and students is sponsored by the by Harvard International Office (HIO). Prior to arrival foreign fellows, scholars, and students worked with the Research Programs Administrator in the Office of Sponsored Research on the necessary visa paperwork/process. If a fellow, scholar or student has any questions or concerns regarding their visa, they should contact the Research Programs Administrator as soon as possible. The Administrator works with an Advisor at the HIO to help address any questions or concerns regarding a visa.

The Harvard International Office (HIO) is part of Central Administration of Harvard University and offers services to foreign students and scholars at Harvard College and the ten graduate or professional schools, as well as the numerous research centers and affiliated teaching hospitals. It provides information on a wide range of topics, including visas (work permits, travel), financial questions, social and cultural differences, and personal concerns. The HIO designs programs to help foreign students, scholars, and their families adjust to life in the United States and to minimize the difficulties they may experience both upon arrival and later during their stay. Students are given the opportunity to participate in Harvard's friendship and hospitality program, which connects them with Americans living in the Boston area. A large number of graduate students and scholars at Harvard are accompanied by family members. The HIO sponsors English classes and discussion groups for spouses, as well as advice on schools for children.

Since its inception, the HIO has acted as a liaison between foreign students and scholars and the U.S. government agencies that have jurisdiction over their stay here. Through the years, the HIO has played an increasingly important role in advocacy with government agencies and legislators on issues concerning foreign students and scholars.

HIO Address
1350 Massachusetts Avenue
Holyoke Center Room 864
Cambridge, MA 02138-3800
617-495-2789 (phone)
617-495-4088 (fax)

HIO Office Hours
9:00 am to 3:00 pm

Please be aware that Holyoke Center security officers will ask all individuals entering the building for their Harvard ID or evidence of Harvard affiliation. International students, scholars and family members who have just arrived in the US may present passports and visa documents.

J. Harvard Medical School
Harvard Medical School facilities are available to fellows and, of course, Harvard students. The Joslin Diabetes Center Longwood area map (appendix C) is useful for locating the major Harvard affiliated institutions.

Harvard Appointments
All Joslin Faculty including fellows and visiting scholars at the Joslin hold an academic appointment at Harvard Medical School. Submission of a request for appointment must be submitted to the Medical School for review and approval in order to obtain an appointment. Fellows and Visiting Scholars should work with the Research Program Administrator in the
Office of Sponsored Research on the submission of their appointment application. For international fellows/visiting scholars this will be done at the same time as their visa paperwork.

If there are any questions or concerns about their Harvard Appointment, the fellow/scholar should contact the Research Program Administrator in the Office of Sponsored Research (x4329).

**Ecommons and Digital Library**

Ecommons is Harvard Medical School’s internal website. It provides access to all of Harvard Medical School Links, including Hollis, a catalog of all Harvard University library holdings

Use ecommons to:

- Obtain electronic copies of scientific journals.
- Access discussion boards that advertise housing and household items for sale.

Note: All Harvard Faculty including Joslin fellows are eligible to use eCommons. You must have a Harvard ID number in order to sign up for an eCommons account (you may open an eCommons account as soon as you receive your Harvard ID number; you do not have to wait until you receive the actual card).

To sign up for an ecommons account (once you have your Harvard ID number):
1. Go to [http://ecommons.med.harvard.edu/](http://ecommons.med.harvard.edu/)
2. Click “Login”; then “New User? Register here”.
3. ecommons also offers message boards and discussion rooms. It also has links to other webpages one interesting link is to the housing webpage.

**Countway Library**

Joslin’s fellows have full access to Harvard Medical School Countway Library’s extensive collection of medical and biomedical books and journals. Countway is located in the Longwood medical area near Harvard Medical School- (See map on page 24). It’s about a 10-minute walk from the Joslin.

To use the Countway:
1. (Before you go) Check eCommons for electronic versions of journal articles (See above.)
2. Use your Joslin or Harvard ID to enter the library.
3. Use a Harvard ID to borrow books.

Note: The Office of Sponsored Research can give you a card to use for making photocopies at no charge to you on Countway copy machines. This card must be returned to the Office of Sponsored Research.

**K. Other Resources for Diabetes Information**

**American Diabetes Association ADA**

“The American Diabetes Association is the nation's leading nonprofit health organization providing diabetes research, information and advocacy. The mission of the organization is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. The ADA funds research, publishes scientific findings, provides information and other services to people with diabetes, their families, health care professionals and the public. The Association is also actively involved in advocating for scientific research and for the rights of people with diabetes.”

[www.diabetes.org](http://www.diabetes.org)
Endocrine Society
“Founded in 1916, the Society is internationally known as the leading source of state-of-the-art research and clinical advancements in endocrinology and metabolism. The Endocrine Society is dedicated to promoting excellence in research, education and clinical practice in the field of endocrinology” http://www.endo-society.org/

Juvenile Diabetes Research Foundation
JDRF is a foundation that aims to find a cure for diabetes and its complications through research. JDRF supports basic science, some translation research and research fellows. www.jdrf.org

National Center for Biotechnical Information

National Institutes of Health (NIH)/National Institute of Diabetes, Digestive and Kidney Diseases (NIDDK)
NIDDK conducts and supports research on many of the most serious diseases affecting public health. The Institute supports much of the clinical research on the diseases of internal medicine and related subspecialty fields as well as many basic science disciplines. http://www.niddk.nih.gov

National Science Foundation
The National Science Foundation (NSF) is an independent agency of the U.S. Government, originally established by the National Science Foundation Act of 1950 to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense. It provides some funding for research fellowships. http://www.nsf.gov

PubMed (entrez-pubmed)
This NIH site is useful for doing medical related literature searches. It can be accessed directly: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi or through eCommons (it is best to use PubMed through the digital library at Countway as you will have better access to journal articles).
V. Joslin Support Departments

A. Facilities
You will find most of the Facilities Department offices on the third floor. Security, safety, parking, maintenance and housekeeping are all part of Facilities. Look on the Intranet for more Facilities information.

Here are the names and titles of some of the people who work in Facilities:

- Guy Lentini   Acting Director of Facilities Management
- Dave Torrice   Construction Manager
- Sean Metras   Compliance Coordinator

Look below for Facilities’ areas of responsibility:

Bike Passes
If you ride your bike to work, you may park it in the racks located near the Joslin Place or the Pilgrim Road entrances to the building. To use these racks, you will need to register it with Security/Facilities by completing the “Bike Registration Form.”

Look for Bike Registration Forms in a box on the wall across from the desk on the third floor in the Facilities area (Room 381).

Complete the form and return it to Dave Torrice for processing.

Note: Always lock your bike! The Joslin Place bike rack area is video monitored. Report any problems or theft immediately to Joslin Security.

Lost and Found
Lost and Found is located at the Security Desk on the first floor. If you have lost something in the building, you should check at the desk to see if it has been turned in.

If you find something, please turn it in at the Security Desk.

Mail Room
Look for the Mail Room on the Basement level, just to the left as you get off the elevator. Robert Butler and Stephen Foulds work in the mailroom. They deliver mail to your lab area once each day (inter-office and outside mail) and pick up mail twice each day.

Note: To send items via Fed Ex, use the box on the Basement level across from the mailroom. (See your lab administrative secretary or manager for more details.)

Security
Security is on-site 24 hours a day, seven days a week.

- Keys and Access Cards:
  You may need a key to get into your lab or office space. An Access card will let you enter the building when the entrances are locked. Enter through the first floor entrance on Joslin Place. Show your Joslin ID and sign in at the security desk. The Access card also allows you to use the elevator to go between floors.

Note: Both Joslin entrances (Joslin Place and Pilgrim Road) are open from 6:00 AM–6:00PM.
To get an access card or a key to our lab or office space:

1. Check with your investigator or lab administrator.
2. Pick up a form from Facilities. Forms are located in a box on the wall across from the desk on the third floor in the Facilities area.
3. Complete the form.
4. Ask your supervisor to sign and date the form.
5. Submit the completed form to the Facilities Office.
6. Expect an email from Dave Torrice when the card is ready.
7. Bring your Joslin ID to Facilities to pick up your card.

**B. Human Resources**

Located on the 7th floor in Room 745, Human Resources administers the Benefit and Compensation (payroll, etc.) programs, and oversees Employment, Recruitment and Employee Relations as well as Training and Education.

Here are the names and titles of the people who work in Human Resources:

- Tim Clifford  Vice President
- Carolyn Mahoney  Manager of Human Resources
- Kristen Rolph  Employment Manager
- Shirley Liorich  Benefits Representative
- Vivian Marshall  HR Assistant

**Benefits**

Joslin fellows are supported through many mechanisms. It is important for you to know how you are being paid because benefits depend on your source of funding. Benefits for fellows who receive stipends or salary from another institution may differ from those at the Joslin. Discuss this issue with the Benefits Representative or your Post-Award Research Administrator in the Office of Sponsored Research (see Appendix A for a chart identifying research administrators for each research section.)

Note: Definition of a stipend: “a subsistence allowance to help defer any living expenses during the research training experience. It is not a salary.” (PHS manual definition p 201.)

All Joslin fellows who receive stipends or salary directly from or administered by the Joslin are eligible for the following benefits:

1. **Health Insurance**
   Joslin offers two health insurance options: two Blue Cross/Blue Shield of New England plans, Blue Choice and HMO Blue. These plans are available to you and your family immediately upon hire or on the first of the month following your date of hire. Premium deductions are taken on a pre-tax basis. The website for Blue Cross is [www.bcbsma.com](http://www.bcbsma.com).

2. **Dental Insurance**
   Joslin offers one Delta Dental plan: Delta Premiere. You and your family are eligible to join on the first of the month after you have been here for three months. Premium deductions are taken on a pre-tax basis. The website for Delta Dental is [www.deltamass.com](http://www.deltamass.com).

3. **Vision**
   Joslin offers a voluntary vision plan through National Vision Administrators (NVA). NVA’s vision care plan provides coverage and offers a national network of eyewear retail stores as
well as independent Optometrists and Ophthalmologists, at a reasonable cost. The website for NVA is www.e-nva.com

4. Domestic Partner Benefit Program
For employees living outside of Massachusetts, this program allows an employee to enroll his/her same-sex domestic partner and eligible dependents in the medical, dental and supplemental life insurance plans. Coverage is provided if the individual is the sole same-sex domestic partner of the benefit-eligible staff member and meets the defined eligibility criteria listed in the Center policy. Additional information is available in the Human Resources Office. Same sex married couples will be eligible for health, dental and supplemental life insurance as described above. Ask Human Resources personnel for eligibility criteria.

5. Paid Time Off
Fellows receive fifteen personal days per fellowship year to be used for vacation, personal or sick time. Coordinate this time with your investigator. Unused time will not be carried into the new fellowship year and has no cash value upon termination from Joslin.

6. Holidays
The Center observes 11 holidays per year. When Christmas falls on weekday, Tuesday through Friday, the center closes at 12 noon on December 24th. Human Resources Office publishes a list of holidays every year. One of the holidays is “discretionary.” You may use this day anytime after you have been here for three months. This holiday must be used during the calendar year and may not be carried over to the next year. If you have to work on a holiday, you may take another scheduled day off two weeks before to four weeks after the holiday.

7. Credit Union
Staff members are eligible to join the Alpha Credit Union at the Beth Israel Deaconess Medical Center. Through payroll deduction, you can take advantage of checking and savings accounts, low interest loans and other services such as purchasing traveler’s checks, money orders, savings bonds and more. The Credit Union is located at the BIDMC West Campus. The phone number is 617-632-8164.

8. Work-Related HIV Benefit Plan
Financial assistance of $100,000 is payable to a staff member who becomes HIV positive as a result of a work-related incident at the Center. This plan is sponsored by Harvard University Medical Center through the Risk Management Foundation. You must comply with specific reporting and testing procedures in order to qualify for the benefit.

9. Personal Insurance Program
You are eligible to purchase automobile, homeowners, condominium, renters and excess liability insurance through payroll deduction. In many cases these insurances are discounted and premiums are paid over a twelve-month period without any down payment or finance charge. To find out more about these programs, call Brewer and Lord Insurance at 1-800-696-3200.

10. Staff Member Referrals
Joslin encourages staff members to recommend candidates for positions within the Center. After your referral has been employed for three months, you will receive a $500 cash bonus. For additional information, contact Human Resources.
11. Other Benefits (ask the Human Resources staff about these).
Longwood Medical Area Child Care Center
Harvard University Office of Work and Family
Direct Deposit
Free Bank at Work Program
Fitness club memberships
   Fitcorp, Joslin Workout at Work and Be Well! Center
   Special Discount clubs and ticket sales- including movie tickets!

Note: If you are on the Joslin Diabetes Center payroll, you are eligible for the following additional benefits:

- **Flexible Spending Accounts**
The Flexible Spending Account Program allows you to deduct pretax money from your paycheck to pay for eligible dependent care expenses and/or medical/dental expenses that are not covered by the health and dental plans. You are eligible to participate on the first of the month after you have been here for three months. Should you have any questions regarding what expenses are reimbursed through this plan, contact FlexBen Corporation directly at 1-800-577-3322 or [www.ee-commerce.com](http://www.ee-commerce.com)

- **Voluntary Short Term Disability Plan**
The Short Term Disability Plan is available to eligible staff members to purchase as a voluntary disability program. The plan will be effective the first of the month after you have been here for three months and will protect up to 70% of your salary, capped at specific plan maximums. You will receive the benefit pay after fourteen days of absence due to a medical disability. Contact Human Resources for details.

- **Long Term Disability**
The Center provides a long-term disability benefit for eligible staff members who are unable to work for at least six months due to a medical disability. The benefit provides you with a disability pay equivalent to 60% of your base salary, capped at the plan maximum. The benefit is effective the first of the month after you have been here for three months.

- **Life Insurance & Accidental Death and Dismemberment**
The Center provides eligible staff members with a life insurance benefit equal to two times the staff member's base salary capped at plan maximum. This life insurance plan also includes Accidental Death and Dismemberment coverage. Staff members may purchase additional insurance for themselves, their spouse and/or dependent children at low group rates. Supplemental life insurance, if purchased upon hire, will be approved without a medical review. After this date, staff members and their eligible dependents may be asked to complete a medical review. This benefit is effective the first of the month after three months of employment.

- **Voluntary Retirement Savings**
Staff who wish to save for retirement may voluntarily invest in a 403b plan funded through payroll deduction. You are eligible to begin participation in this tax-deferred retirement savings program at any time during your employment. You may choose from TIAA-CREF and FIDELITY funds. Additional information is available from Human Resources.

Note: This benefit is not available to staff who are tax–exempt.
• Tuition Reimbursement
After you have been here for three months, you are eligible to receive tuition reimbursement for accredited courses. These classes must lead to improvement of knowledge or skill applicable to your current or potential position at the Center. (See the policy for specific amounts and percentages.)

Federal and State Taxes
The US and Massachusetts tax system can be quite complex. Many of you must pay taxes. Income tax forms must be files by April 15th each year. The Harvard International Office often provides information and tax assistance for you during the tax season, check the HIO website around mid February.

Center for Career Renewal
The Center for Career Renewal (CCR), located at 164 Longwood Avenue (near the Medical School), offers:
- On-on-one career counseling
- Resource library
- Workshops and seminars on career-related topics

There is no charge for the service.
All information is kept completely confidential.

English as a Second Language
Joslin offers English as a Second language (ESL) classes to fellows who need English language skills. Classes are taught on four levels, ranging from beginner to advance. Each class meets for three hours each week for a two hour class and a one hour language lab

There is no charge to you or your lab. Contact the Human Resources office for more information

T Passes and Parking

T Passes
Joslin offers a 30% subsidy on MBTA passes for buses and subways, and commuter rail passes. Payroll deductions for passes are pre-tax up to legal limits. This means that your W-2 form at the end of the year will not include the money paid towards MBTA passes. You do not pay additional income tax on this.

To buy a T Pass:
1. Pick up a form at Orientation or in the Human Resources office.
2. Complete it.
3. Return it to the Human Resources office.
4. Pick up your pass during the designated period each month.

Note: For information about bus and subway routes and schedules, go to MBTA.com.

Parking
The Center subsidizes on-site and off-site parking. The Landmark garage sometimes has available space for monthly parking. Shuttle buses run between the garage and the Joslin during commuting hours. It’s takes approximately 15 minutes to walk. Payroll deductions for parking in the Landmark garage are pre-tax up to legal limits. Speak with the facilities office.

Note: Ride matching and car and van pool information is available through MASCO’s CommuteWorks program. Speak with Human Resources 7th floor about this.
Weekend Parking
If you need to come into work on the weekends, you can park in the garage at 375 Longwood Ave (next to Brugger’s Bagels) for $7.00 a day (also if you park between 3:30pm and 6am the cost is only $7.00).

Shuttle Bus to Harvard Square and MIT (M2)
MASCO manages the Harvard Medical School shuttle that runs between the Longwood Medical Area (LMA) and Harvard University in Cambridge*. Harvard International is located in Harvard Square. Tickets for the Harvard M2 shuttle can be bought at Joslin’s Human Resources or at the cashier’s office at Holyoke Center in Cambridge. Important note: all officers of the University including Post Docs ride free with their Harvard ID. For more information about bus transportation and schedules, see the MASCO website: http://www.masco.org/transit/ptsM2.htm

*With a Harvard ID, you can ride for free. If you do not have one, you must buy a ticket from HR for approximately $2.25

C. Management Information Systems (MIS)
MIS provides technical support to the Center. Its organized into three teams; the Network Team, Computer services and Telecommunications. Joslin’s Call Center is also part of MIS. www.joslin.research.org

Joslin Intranet
The Joslin Intranet is an electronic form of communication that is currently being developed at the Joslin. The Joslin Intranet has an Electronic Bulletin Board that can be used for public announcements and advertisements such as For Sale ads. Although each department and section has a webpage, under administration, Human Resources, Finance, HIPAA and to access the Intranet, simply type ‘intranet’ in the address line of your internet homepage. Do not put ‘.edu’ or ‘.org’ or any other qualifier after the word intranet. This will bring you to the Intranet homepage. For the Bulletin Board, click Employee Bulletin Board on the menu bar. If you would like to place an ad or announcement, click Submit new Announcement and follow directions. It may take a few days for your announcement to appear.

- Employee Bulletin board on Joslin Intranet
You may post personal announcements such as ‘For Sale’ advertisements on the Joslin Intranet. Got to http://intranet and click on Employee Bulletin board on the menu bar. You may either read announcements or submit a new announcement. Once submitted, the announcement will not appear immediately as it must go through an approval process.

Checking Email on the Web
You may access Outlook and your Joslin email account through the Internet. This feature is very handy when traveling. Use this URL: webmail.joslin.harvard.edu and log into your account as usual. The MIS department has setup the web access Outlook to look very similar to the PC based outlook.

Citrix and Remote Login
See appendix E for details on Citrix and Remote Login
Computer or Network Problems - Help Desk (Magic)
If you have a problem with your computer, printer, email, or network (internet), contact the MIS depart at mishelpdesk@joslin.harvard.edu. Clearly describe the problem. You will receive a confirmation via email with a work order number.

Another method of getting computer help is to call MIS Helpdesk at ext 4488. Usually this line is manned by one of the MIS team who will either answer your questions over the phone or put in a work order to solve your problem.

Telephone Problems
If you are having problems with your telephone equipment or phone line, send an email to Help Desk Telecom Services (helpdesk-telecom@joslin.harvard.edu).
Finishing Up

Before leaving the Joslin, please make sure you contact Leigh Read in the Office of Sponsored Research. She will need you to complete a form regarding your departure date, you new position, the name of your new institution and your forwarding address. This information is needed to complete your Harvard Appointment files. If needed, also check with Leigh regarding any visa issues/questions before you leave.

You will also need to complete the Human Resources Termination procedure. This will help you remember activities such as turning in your Joslin keys and ID’s, etc. You should contact the Human Resources about this procedure.

Note: Your investigator and/or funding source may require additional paperwork or information prior to your departure. Check with your investigator and post-award research administrator in the Office of Sponsored Research regarding any additional information that may be needed.

Staying in Touch

- **Alumni Web Page on the Joslin Research Website**
  Before you leave the Joslin, be sure to sign up on the Joslin Alumni Net. We want to stay in touch with you. Signing up will ensure that you receive news and information from the Joslin as well as invitations to Joslin events and symposium. The Joslin faculty very much wants to keep in touch with all alumni/alumnae!

  To sign up, simply click Alumni fellows on the Joslin Research website and complete the form.

- **Reception at the American Diabetes Association Annual Scientific Sessions**
  The Joslin often has a reception for all current staff, faculty, fellows, and all Joslin alumni / alumnae (former Fellows) are welcome. It is fun, free, and informative!
## Appendix A
Research Sections and Investigators

### Section on Clinical, Behavioral & Outcomes Research
- Allison B. Goldfine, M.D. (Section Head)
- Enrique Caballero, M.D.
- Allison Cohen, M.D.
- John D’Elia, M.D.
- Om Ganda, M.D.
- Ann Goebel-Fabbri, Ph.D.
- Osama Hamdy, M.D.
- Edward S. Horton, M.D.
- Medha Munshi, M.D.
- Gail Musen, Ph.D.
- Katie Weinger, Ed.D., R.N.
- Mark Williams, M.D.
- Howard Wolpert, M.D.

### Section on Pathophysiology & Molecular Pharmacology
- Steven Shoelson, M.D., Ph.D. (Section Head)
- Jongsoon Lee, Ph.D.

### Section on Integrative Physiology & Metabolism
- C. Ronald Kahn, M.D. (Section Head)
- Laurie Goodyear, Ph.D. (Section Head)
- Aaron Cypess, M.D., Ph.D.
- Mary Elizabeth Patti, M.D.
- Yu-Hua Tseng, Ph.D.

### Section on Genetics & Epidemiology
- Andrzej S. Krolewski, M.D., Ph.D. (Section Head)
- Alessandro Doria, M.D., Ph.D., MPH
- Lori Laffel, M.D., MPH
- Sanjeev Mehta, M.D., MPH
- James H. Warram, M.D., D.Sc.

### Section on Immunobiology
- Aldo Rossini, M.D. (Acting Section Head)
- Richard Jackson, M.D.
- Tihamer Orban, M.D.
- Thomas Serwold, Ph.D.

### Section on Islet Cell & Regenerative Biology
- T. Keith Blackwell, M.D., Ph.D. (Section Head)
- Gordon C. Weir, M.D. (Section Head)
- Susan Bonner-Weir, Ph.D.
- Rohit Kulkarni, M.D., Ph.D.
- Myra Lipes, M.D.
- Mary Loeken, Ph.D.
- Arun Sharma, Ph.D.
- Amy Wagers, Ph.D.
### Section on Vascular Cell Biology

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>George L. King, M.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Lloyd Paul Aiello, M.D., Ph.D.</td>
<td>(Section Head)</td>
</tr>
<tr>
<td>Lloyd M. Aiello, M.D.</td>
<td></td>
</tr>
<tr>
<td>Paul Arrigg, M.D.</td>
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<tr>
<td>Richard Calderon, OD</td>
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<td>Edward Feener, Ph.D.</td>
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<td>William Hsu, M.D.</td>
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<tr>
<td>Hillary Keenan, Ph.D.</td>
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<tr>
<td>Christian Rask-Madsen, M.D., Ph.D.</td>
<td></td>
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<tr>
<td>George Sharuk, M.D.</td>
<td></td>
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<tr>
<td>Robert Stanton, M.D.</td>
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<tr>
<td>Jennifer K. Sun, M.D., MPH</td>
<td></td>
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# Appendix B

## Office of Sponsored Research Staff & Contact Information

**Main Phone Number:** 617-309-2543  
**Fax Number:** 617-309-2542

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Internal Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erika Arboleda</td>
<td>Major Projects Administrator</td>
<td>617-309-4596</td>
<td>x4596</td>
<td><a href="mailto:erika.arboleda@joslin.harvard.edu">erika.arboleda@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>John Barry</td>
<td>Associate Director, Post-Award</td>
<td>617-309-1991</td>
<td>X1991</td>
<td><a href="mailto:john.barry@joslin.harvard.edu">john.barry@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Matt Barstow</td>
<td>Sr. Research Administrator, Pre-Award</td>
<td>617-309-5077</td>
<td>x5077</td>
<td><a href="mailto:matt.barstow@joslin.harvard.edu">matt.barstow@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Michael Curtis</td>
<td>Research Administrator, Post-Award</td>
<td>617-309-4470</td>
<td>x4470</td>
<td><a href="mailto:michael.curtis@joslin.harvard.edu">michael.curtis@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Barbara Doran</td>
<td>Sr. Research Administrator, Post-Award</td>
<td>617-309-4301</td>
<td>x4301</td>
<td><a href="mailto:barbara.doran@joslin.harvard.edu">barbara.doran@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>David Glass</td>
<td>Director, Technology Transfer</td>
<td>617-309-4793</td>
<td>x4793</td>
<td><a href="mailto:david.glass@joslin.harvard.edu">david.glass@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Sharon Harpel</td>
<td>Vice President for Research Administration</td>
<td>617-309-1968</td>
<td>X1968</td>
<td><a href="mailto:sharon.harpel@joslin.harvard.edu">sharon.harpel@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Paul Hughes</td>
<td>Research Programs Coordinator</td>
<td>617-309-4314</td>
<td>X4314</td>
<td><a href="mailto:paul.hughes@joslin.harvard.edu">paul.hughes@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Joshua Kasper</td>
<td>Manager, Clinical Research &amp; Decision Support</td>
<td>617-309-4752</td>
<td>x4752</td>
<td><a href="mailto:joshua.kasper@joslin.harvard.edu">joshua.kasper@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Dao Kim</td>
<td>Research Administrator, Post-Award</td>
<td>617-309-4785</td>
<td>x4785</td>
<td><a href="mailto:dao.kim@joslin.harvard.edu">dao.kim@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Sally Kolodkin</td>
<td>Associate Director, Pre-Award</td>
<td>617-309-4355</td>
<td>x4355</td>
<td><a href="mailto:sally.kolodkin@joslin.harvard.edu">sally.kolodkin@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Grace Miller</td>
<td>Administrative Assistant</td>
<td>617-309-2543</td>
<td>X2543</td>
<td><a href="mailto:grace.miller@joslin.harvard.edu">grace.miller@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Melissa Pierre</td>
<td>Research Administrator, Post-Award</td>
<td>617-309-4761</td>
<td>x4761</td>
<td><a href="mailto:melissa.pierre@joslin.harvard.edu">melissa.pierre@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Jacqueline Piper</td>
<td>Sr. Research Administrator, Pre-Award</td>
<td>617-309-4692</td>
<td>x4692</td>
<td><a href="mailto:jacqueline.piper@joslin.harvard.edu">jacqueline.piper@joslin.harvard.edu</a></td>
</tr>
<tr>
<td>Leigh Read</td>
<td>Senior Research Programs Administrator</td>
<td>617-309-4329</td>
<td>x4329</td>
<td><a href="mailto:leigh.read@joslin.harvard.edu">leigh.read@joslin.harvard.edu</a></td>
</tr>
</tbody>
</table>
## Investigators/Sections – Post-Award Administrators

See “Office of Sponsored Research Staff & Contact Information” chart on previous page for contact information for Post-Award Administrators

### Section on Clinical, Behavioral & Outcomes Research

<table>
<thead>
<tr>
<th>Investigator</th>
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<tbody>
<tr>
<td>Allison B. Goldfine, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Enrique Caballero, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Allison Cohen, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<td>John D'Elia, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Om Ganda, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Ann Goebel-Fabbri, Ph.D.</td>
<td>Dao Kim</td>
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<tr>
<td>Osama Hamdy, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Edward S. Horton, M.D.</td>
<td>Josh Kasper / Melissa Pierre</td>
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<tr>
<td>Medha Munshi, M.D.</td>
<td>Dao Kim</td>
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<td>Gail Musen, Ph.D.</td>
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<tr>
<td>Katie Weinger, R.N., Ed.D.</td>
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<td>Mark Williams, M.D.</td>
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### Section on Pathophysiology & Molecular Pharmacology

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<tr>
<td>Steven Shoelson, M.D., Ph.D.</td>
<td>Michael Curtis</td>
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<td>Jongsoon Lee, Ph.D.</td>
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### Section on Integrative Physiology & Metabolism

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<tr>
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<tr>
<td>C. Ronald Kahn, M.D.</td>
<td>Barbara Doran</td>
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<td>Laurie Goodyear, Ph.D.</td>
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<td>Aaron Cypess, M.D., Ph.D.</td>
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<tr>
<td>Mary Elizabeth Patti, M.D.</td>
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<tr>
<td>Yu-Hua Tseng, Ph.D.</td>
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### Section on Genetics & Epidemiology

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<tr>
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<tr>
<td>Andrzej Krolewski, M.D., Ph.D.</td>
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<td>Alessandro Doria, M.D., Ph.D., MPH</td>
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<td>Lori Laffel, M.D., MPH</td>
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<tr>
<td>Sanjeev Mehta, M.D., MPH</td>
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<tr>
<td>James H. Warram, M.D., D.Sc.</td>
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### Section on Immunobiology

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<tr>
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<tr>
<td>Aldo Rossini, M.D.</td>
<td>Dao Kim</td>
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<td>Richard Jackson, M.D.</td>
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<td>Tihamer Orban, M.D.</td>
<td>Josh Kasper</td>
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<td>Thomas Serwold, Ph.D.</td>
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### Section on Islet Cell & Regenerative Biology

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<tr>
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<tr>
<td>T. Keith Blackwell, M.D., Ph.D.</td>
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<td>Gordon C. Weir, M.D.</td>
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<td>Susan Bonner-Weir, Ph.D.</td>
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<td>Rohit Kulkarni, M.D., Ph.D.</td>
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<td>Arun Sharma, Ph.D.</td>
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<td>Amy Wagers, Ph.D.</td>
<td>Barbara Doran</td>
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### Section on Vascular Cell Biology

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<tr>
<td>George L. King, M.D.</td>
<td>Dao Kim</td>
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<td>Lloyd Paul Aiello, M.D., Ph.D.</td>
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<td>Lloyd M. Aiello, M.D.</td>
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<td>Paul Arrigg, M.D.</td>
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<td>Richard Calderon, OD</td>
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<td>Edward Feener, Ph.D.</td>
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<td>Christian Rask-Madsen, M.D., Ph.D.</td>
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<td>George Sharuk, M.D.</td>
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<td>Robert Stanton, M.D.</td>
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<tr>
<td>Jennifer K. Sun, M.D., MPH</td>
<td>Dao Kim</td>
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Appendix C
Map of the Longwood Medical Area
MBTA Map
Title: Policy for Research Integrity  
Policy #: RES-003  
Effective Date: February 2006

Purpose: This Policy on Research Integrity (the “Policy”) implements a process and procedure to respond to allegations of scientific misconduct, and includes Joslin’s Guidelines on the Responsible Conduct of Research, Harvard Medical School’s Principles and Procedures for Dealing with Allegations of Faculty Misconduct for Faculty Members (“HMS Policy”), and the requirements of Title 42 Code of Federal Regulations Parts 50 and 93, Public Health Services Policies on Research Misconduct, Final Rule (the “Final Rule”).

In dealing with matters of alleged scientific misconduct, Joslin is guided by a number of general principles, including to: 1) assure the scientific integrity and ethical standards of work conducted at Joslin, 2) protect and assure the rights of all affected individuals, and 3) to conform to all established guidelines, legal standards and ethical principles. This Policy has been established to guide the process of assessment, inquiry, and investigation of possible incidents of scientific misconduct.

This Policy applies to all individuals at Joslin engaged in research, including but not limited to research that is supported by or for which support is requested from Public Health Services (“PHS”). This Policy applies to any person paid by, under the control of, or affiliated with Joslin, such as scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators.

Definitions

A. Allegation means a disclosure of possible research misconduct through any means of communication. The disclosure may be by written or oral statement or other communication to a Joslin official.

B. Complainant means a person who in good faith makes an allegation of research misconduct.

C. Conflict of Interest means the real or apparent interference of one person’s interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.

D. Good faith, as applied to a complainant or witness, means having a belief in the truth of one’s allegation or testimony that a reasonable person in the complainant’s or witness’s position could have based on the information known to the complainant or witness at the time. An allegation or cooperation with a research misconduct proceeding is not in good faith if made with knowing or reckless disregard for information that would negate the allegation or testimony. Good faith as applied to a committee member means cooperating with the research misconduct proceeding by carrying out the duties assigned impartially for the purpose of helping Joslin meet its responsibilities under this Policy and the Final Rule. A committee member does not act in good faith if his/her acts or omissions on the committee are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.
E. *Inquiry* means preliminary information-gathering and preliminary fact-finding that meets the criteria and follows the procedures set forth in this Policy.

F. *Investigation* means the formal development of a factual record and the examination of that record leading to a decision not to make a finding of research misconduct or to a recommendation for a finding of research misconduct, which may include a recommendation for other appropriate actions, including administrative actions.

G. *ORI* means the Office of Research Integrity, the office to which the Department of Health and Human Service's Secretary has delegated responsibility for addressing research integrity and misconduct issues related to Public Health Service supported activities.

H. *Preponderance of the Evidence* means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

I. *PHS support* means PHS funding, or applications or proposals therefore, that may be provided through funding for PHS intramural research, PHS grants, cooperative agreements, or contracts or subgrants under those PHS funding instruments.

J. *Research record* means the record of data or results that embody the facts resulting from scientific inquiry, including but not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, journal articles, and any other documents and materials provided to Joslin in the course of the research misconduct proceeding.

K. *Respondent* means the person against whom an allegation of research misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigations.

L. *Retaliation* means an adverse action taken against a complainant, witness, or committee member by Joslin in response to a good faith allegation of research misconduct or good faith cooperation with a research misconduct proceeding.

M. *Research misconduct or scientific misconduct* means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
   a. Fabrication is making up data or results and recording or reporting them.
   b. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
   c. Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
   d. Research misconduct does not include honest error or differences of opinion.

N. *Requirements for Findings of Research Misconduct* are that:
   a. There be a significant departure from accepted practices of the relevant research community, and
   b. The misconduct be committed intentionally, knowingly, or recklessly, and
   c. The allegation is proven by a preponderance of the evidence.
Allegations of Scientific Misconduct

Matters relating to possible breaches of scientific ethics, standards, or integrity should be brought to the attention of the lab head for an attempt at resolution. If this does not yield satisfactory results or if the complainant feels that the lab head is not an appropriate individual with whom to discuss the problem, the matter should be brought to the attention of the Section Head, Research Director, and/or President of Joslin. If for whatever reason the complainant believes the Section Head, Research Director, and President are all inappropriate to consider the problem, the matter should be brought to the attention of the Joslin Committee on Scientific Conduct, which will act collectively in the capacity of an ombudsman to offer advice, and will attempt to resolve the matter in a confidential manner. The sole purpose of the committee is to offer an alternate approach for grievances to be evaluated and, if of substance, to reach higher authority. All allegations of scientific misconduct will be brought to the attention of the Research Director, who will direct the review and investigative process. The Research Director will recuse him/herself if he has any conflict of interest, in which case the President of Joslin will appoint the individual to direct the process.

Allegations of misconduct against a member of the faculty at HMS will be brought to the attention of the Office of the Dean. Joslin will cooperate with the Office of the Dean to determine whether primary responsibility for resolving the allegation of misconduct rests with HMS or Joslin. In all cases involving a faculty member, Joslin shall follow HMS Policy.

If the research involved in the allegation of misconduct involves PHS support, Joslin will follow the procedures set forth in the Final Rule and will cooperate with ORI during ORI’s oversight review and any subsequent hearing or appeals conducted under the provisions of the Final Rule.

The Inquiry Process

Based on the allegations, the Research Director shall determine whether the 1) the alleged conduct falls within the definition of research misconduct, and 2) the conduct is sufficiently credible and specific so that potential evidence of research misconduct may be identified. If he/she so determines, the Research Director shall appoint an inquiry committee. If he/she does not so determine, and the President of Joslin concurs, the matter shall be closed.

If the respondent is an employee, during the inquiry/investigation, the respondent will be placed on administrative leave and removed from any PHS support. At or before an inquiry begins, Joslin will make a good faith effort to notify the respondent. Joslin will take custody of all the research records and evidence needed to conduct the research misconduct proceeding. Joslin will inventory such records and evidence and, when practicable, sequester them securely.

As the purpose of the inquiry is to conduct an initial review of evidence to determine whether to conduct an investigation, a full review of all evidence is not required. The inquiry committee will normally interview the complainant, the respondent, and key witnesses as well as examine relevant research records and materials. The inquiry committee will evaluate the evidence and testimony obtained during the inquiry and decide whether there is sufficient evidence of possible scientific misconduct to recommend further investigation. The General Counsel will serve as a resource and advisor to the inquiry committee. Based on its findings, the inquiry committee will prepare a report and recommendations.
Based upon the inquiry committee’s report and recommendations, the Research Director will determine whether 1) there is a reasonable basis for concluding that the allegation falls within the definition of research misconduct, and 2) the inquiry’s preliminary fact-finding and information-gathering indicates that the allegation may have substance. If he/she so determines, he/she shall appoint an investigative committee. If not, in consultation with the President of Joslin, he shall prepare a final report documenting his/her conclusion and the matter shall be closed. Joslin will keep detailed documentation of inquiries that do not result in investigation for 7 years after inquiry termination.

Joslin will notify the respondent whether the inquiry found that an investigation is warranted. Joslin will include a copy of the inquiry report. The respondent may review and comment on the inquiry report, and attach any comments to the report.

If PHS support is involved, within 30 days of finding that an investigation is warranted, the Research Director will provide ORI with the written finding, and a copy of the inquiry report. The inquiry report will include: 1) the name and position of respondent, 2) a description of the allegations, 3) the PHS support involved, including grant numbers, applications, contracts, and publications, 4) the basis for recommending investigation, and 5) any comments made by respondent.

The Investigation Process

The Research Director will appoint the investigative committee and will ensure an impartial and unbiased investigation. The Research Director will ensure that persons participating in the investigation have appropriate scientific expertise and do not have unresolved personal, professional, or financial conflicts of interest with the respondent or others involved in the inquiry or investigation. Joslin will make every effort to begin the investigation within 30 days after determining that an investigation is warranted and complete the investigation within 120 days.

During the investigation, each respondent, complainant, and others with information relevant to the investigation will be interviewed. The interviews may be recorded or transcribed, and may be given to the interviewee for correction. Each interview summary, recording or transcript will be included in the official investigation record. The General Counsel will serve as a resource and advisor to the investigative committee.

The investigative committee will prepare a draft report of its findings and recommendations. The respondent will be given a copy of the draft investigation report and access to the evidence on which the report is based. The respondent will have 30 days to comment. The investigative committee will consider the respondent’s comments prior to issuing its final investigation report.

The final investigation report will include 1) the allegations, 2) the PHS support involved, including grant numbers, applications, contracts, and publications, 3) an identification and summary of the research records and evidence reviewed, 4) a statement of findings for each separate allegation of research misconduct, and any comments made by respondent.
If PHS support is involved, Joslin will provide ORI with the investigation report and a description of any pending or completed Joslin administrative actions against respondent in connection with the results of the investigation.

Administrative Actions

If the Research Director determines that the alleged misconduct meets the requirements for a finding of research misconduct, he/she will, with assistance from Human Resources, decide on the appropriate actions to be taken against the individuals involved. The actions may include: withdrawal or correction of all pending or published abstracts and papers emanating from the research where scientific misconduct was found, removal of the responsible person from the particular project, reprimand, special monitoring of future work, probation, suspension, salary reduction, or termination of employment.

Institutional Responsibilities for Compliance and Assurance for PHS Supported Research

At any time during a research misconduct proceeding that involves PHS support, Joslin will notify ORI if it has reason to believe any of the following:

a. Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
b. HHS resources or interests are threatened;
c. Research activities should be suspended;
d. There is a reasonable indication of possible violations of civil or criminal law;
e. Federal action is required to protect the interests of those involved in the research misconduct proceeding;
f. Joslin believes the research misconduct proceeding may be made public;
g. The research community or public should be informed.

Unless ORI advises otherwise, Joslin will maintain records of research misconduct proceedings for 7 years after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation, whichever is later.

Joslin will limit disclosure of the identity of respondents and complainants in research misconduct proceedings to those who need to know. Joslin will maintain confidentiality for any records or evidence from which research subjects might be identified. Disclosure will be limited to those who have a need to know to carry out a research misconduct proceeding.

If Joslin finds no misconduct, the Research Director will, where appropriate, undertake reasonable efforts to restore the respondent’s reputation. Regardless of whether Joslin or ORI determines that scientific misconduct occurred, the Research Director will undertake reasonable efforts to protect complainants and prevent any retaliation against complainants who made allegations of scientific misconduct in good faith and others who cooperate in good faith with inquiries and investigations of such allegations.
This policy shall be assessed in two years from its effective date to determine its effectiveness and appropriateness.
Joslin Diabetes Center Remote Access
Citrix Solution

Open Internet Explorer and enter the following address:

https://josapps.joslin.harvard.edu/

The first time you visit this site you may need to install the Citrix client.

(If nobody else uses the computer, and you have never been to this site before chances are it will need to be installed.)

In either instance, it would not hurt the computer to install it again if you are not sure.

To do this, browse to the bottom of the page and find the link that says:

ICA Web Client for 32-bit Windows

After clicking this link, you will see the following window:

Click Open

- NEXT -
You will now see the following window asking if you wish to install the application.
Click Yes

Next, a licence agreement will appear. Be sure to read this, understand and then if you agree to the license, click Yes.
(Note: If you do not click Yes, the installation will not continue.)

Once complete, the following window will appear:

It is not necessary to restart the browser but click OK to continue.

Now, returning to the webpage that you started at, enter your network credentials.
The screen will then change to the following:

*(Please note: Not all of these utilities will show up for all users)*

You can now begin to use Outlook or other utility!

Finish