



## New Postdoc Pre-Onboarding Checklist

Welcome to Stanford! The Stanford University Office of Postdoctoral Affairs (OPA) supports approximately 2,400 postdoctoral scholars annually. Postdoctoral scholars' contributions to Stanford and society are far-ranging and profound. They include but are not limited to: producing research, teaching and mentoring the next generation of scientists and practitioners, filing patents, and creating software. OPA works to cultivate a sense of belonging and support for all Stanford postdocs. This sheet provides resources, reminders, and suggestions for all Stanford postdocs.

### Three to Six Months Prior To Your Arrival at Stanford...

✓	Action Items For You To Consider...	Additional Notes & Suggested Resources...
	<ul style="list-style-type: none"> <li>- Review the <b>Cost of Living</b> in Silicon Valley (Palo Alto/San Jose) and San Francisco Bay Area.</li> <li>- Cost of Living Calculators for Silicon Valley (San Jose) and San Francisco are available to assist you with planning and preparing as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Cost of Living Calculator for Moves Between Cities in the United States.</b></li> <li>- <b>International Cost of Living Comparison Tool</b></li> <li>- <b>Economic Policy Institute's "Family Budget" Calculator</b></li> </ul>
	<p>If possible, you should aim to set aside at least one month of living expenses (for the Bay Area) to support you until your first SU payment is disbursed.</p>	<ul style="list-style-type: none"> <li>- <b>Salary</b> is paid twice a month: on the 7th and 22nd.</li> <li>- <b>Stipend</b> payments are disbursed at the month's end.</li> </ul>
	<ul style="list-style-type: none"> <li>- Look for <b>housing</b> in/around the local area.</li> <li>- Postdoctoral scholars are encouraged to <b>apply for university housing</b> through the graduate housing lottery.</li> </ul>	<ul style="list-style-type: none"> <li>- Note: For those not assigned to university housing, the <b>Residential &amp; Dining Enterprises Community Housing Office</b> has detailed info, resources, &amp; listings for local housing.</li> </ul>
	<p>Review <b>Postdoc Benefits</b> policies and options.</p>	<ul style="list-style-type: none"> <li>- Benefits sessions are provided biweekly by OPA (on Zoom).</li> </ul>
	<p>Review an extensive list of helpful <b>Stanford and Palo Alto websites</b>. This list includes information about Stanford resources, postdoc groups, and discounts on phone plans &amp; food, local attractions, and more...</p>	<ul style="list-style-type: none"> <li>- Be sure to visit this <a href="#">website</a> multiple times throughout the course of your postdoc appointment. There are plenty of hidden gems all throughout campus!</li> </ul>
	<p>Plan your commute to campus: <b>Parking &amp; Transportation Svcs.</b> helps plan the best route to campus; obtain a <b>Caltrain Go Pass</b>; <b>register a bike</b>; find carpools (or purchase a <b>parking permit</b>).</p>	<ul style="list-style-type: none"> <li>- The free <b>Marguerite shuttle</b> provides transportation on campus and to train stations.</li> </ul>
	<p>Review the postdoctoral scholar handbook and the <b>Postdoc Policy</b> website, which outlines the policies that will guide your actions and research practices.</p>	<ul style="list-style-type: none"> <li>- Research Policy Handbook section on Postdoctoral Scholars (<b>RPH 10.3</b>).</li> </ul>
	<p>Communicate with your PI/Postdoc Admin.</p>	<ul style="list-style-type: none"> <li>- Ensure success prior to arrival !</li> </ul>

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<b>One to Two Weeks Before You Arrive On-Campus...</b>		
	<b>Action Items For You To Consider...</b>	<b>Additional Notes &amp; Suggested Resources...</b>
	You need a <b>SUNetID</b> for <b>email and other services</b> . After getting your ID number from your departmental postdoc administrator, you <b>create your SUNetID</b> .	- After getting your email account, subscribe to the <a href="#">Stanford University Postdoctoral Association (SURPAS) mailing list(s)</a> .
	- Complete your <i>required</i> Patent and Copyright Agreement (SU-18) form online.  <small>(You can sign and can view your agreement in the "Academics" tab of the Student Services Center. The link to the SU-18 form is in the lower right corner of the main Axess page under the heading "LEGAL").</small>	- Once you have your SUNet ID, log in to <b>Axess</b> ; click the "Patent and Copyright Agreement (SU-18)" link to review and submit.
	Complete your " <b>Data and Device Attestation</b> ".  <small>(You'll need to bring your laptops, desktops, and mobile devices into compliance with security policy.)</small>	- An outline of the security measures for all community members to meet Stanford's <b>minimum security requirements</b> for handling University data.
	- Update your contact information on Axess (REQUIRED).  - Select "Personal Information" to update addresses, phone numbers, and the Stanford Directory.	- After getting your SUNet ID, log in to <b>Axess</b> and go to the Student Services Center. <small>(Updating personal info allows you to receive communication from university offices (i.e. OPA, Payroll, Student Financial Services, etc.).</small>
	- <b>IMPORTANT:</b> Add or update your Mailing address to ensure receipt of tax documents.  - <b>IMPORTANT:</b> Add or update your Local address for Go Pass eligibility.  - <b>IMPORTANT:</b> International Scholars: add or update your Permanent Home address to ensure SEVIS compliance.	- Contact information entered in StanfordYou will be used by the AlertSU emergency notification system in case of emergency. - Review Associate Vice Provost Russell Furr's email about COVID-19 protocols from May 21, 2020:  <a href="#">russell_furr_email_covid.pdf</a>

### Additional Resources

Please note, this list is not intended to be comprehensive. The resources, opportunities, and ideas shared here should continue to grow. To that end, if we can connect our current efforts with any information or resources that your network offers, **please do not hesitate to contact any member of our OPA Team**. It is our long-term goal to establish a more cohesive national network of informed postdoctoral scholars.

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