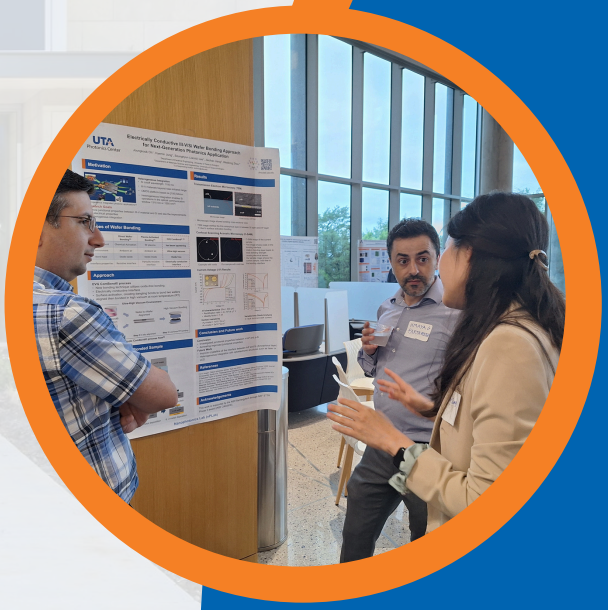
UTA

# Postdoctoral Success

# POSTDOCTORAL SCHOLAR HANDBOOK 2025-26



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POSTDOCTORAL SUCCESS

# Postdoctoral Scholar Handbook

# 2025-26

This handbook contains important information about UTA resources, policies and procedures as they relate to postdoctoral scholars. Please note, this handbook will be updated periodically with the latest information and made accessible through the website – please make sure to refer to the latest version – which can be downloaded from the website.

# Table of Contents


1. Welcome: Message from the Dean....4
2. Welcome to UTA....5
    - Welcome to the University of Texas at Arlington (UTA)....5
    - General information....7
    - Moving to Arlington....7
    - International postdocs....9
3. Postdoctoral Training....10
    - What is a postdoc?....10
    - Postdoc goals....10
    - Core competencies for postdocs....10
    - Postdoc journey....12
    - Postdoctoral training at UTA....13
4. Appointment, Onboarding and Separation....15
    - Appointment....15
    - Onboarding checklist....15
    - Tenure and separation....17
5. Compensation, Taxes and Benefits....18
    - Compensation....18
    - Taxes....18
    - Benefits....18
6. Postdoctoral Office....20
    - Office of Postdoctoral Success....20
    - Resources....20
    - Communication....21

7. Research and Publishing.....22
Responsible research.....22
Research and funding resources.....22
Intellectual property and data management.....23
Publishing.....24
Preparation for leaving the postdoc.....24
8. Support and Advocacy.....26
9. Keep in Touch!.....28

# 1. Welcome: Message from the Dean

Welcome to the Postdoctoral Community at UTA! The University of Texas at Arlington is committed to supporting your research activities and accomplishments. Postdoctoral scholars contribute much to our vision of leading in innovation and discovery. We hope that you will be productive while you are here and go on to a career of lifelong achievement and impact.

Housed in the Graduate School, Postdoctoral Success advances postdoctoral research and career development. Please visit our website to see the resources that we offer. UTA provides many opportunities to postdocs, and partners with UT System and the National Postdoctoral Association to provide information and experiences to enrich your postdoc experience.

We hope you have a productive and rewarding experience at UTA, and that you leave with many successes to embark on a career of distinction.

**James P. Grover, Ph.D.**

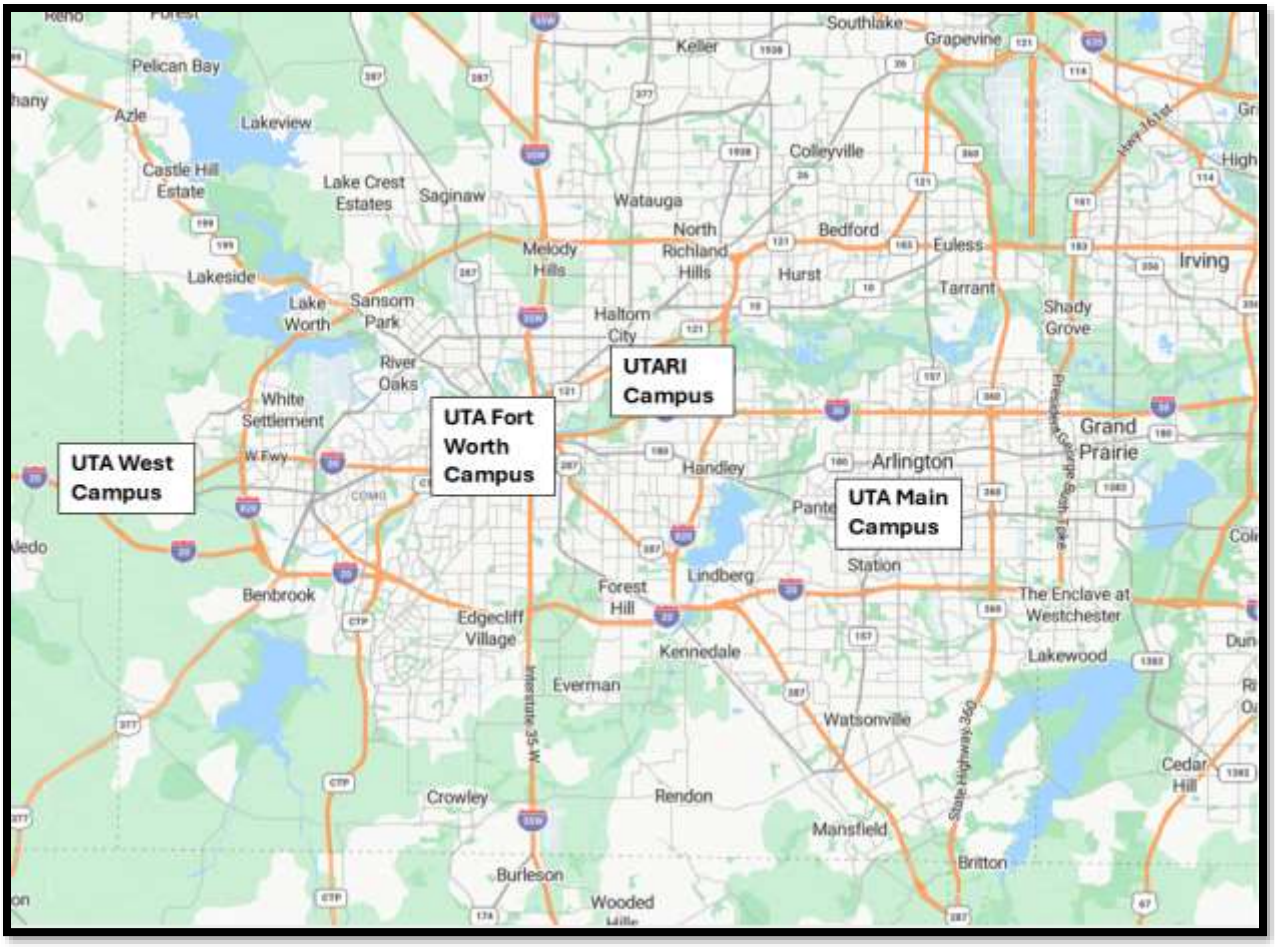
Dean of the Graduate School
Distinguished Professor of Biology
University of Texas at Arlington
Arlington, TX 76019-0198

# 2. Welcome to UTA

*UTA Tower*

*Research at UTA*

**1. Welcome to the University of Texas at Arlington (UTA):** The University of Texas at Arlington (UTA) is a Carnegie R1-designated research institution recognized for its commitment to high-impact research activity, scholarship, graduate education, and innovation. The university's research enterprise continues to grow exponentially, offering postdoctoral scholars and advanced researchers access to state-of-the-art resources, a supportive academic community, opportunities for interdisciplinary collaboration, and a dynamic intellectual environment for researchers dedicated to advancing knowledge and addressing complex global challenges.




*UTA Campuses*

- **UTA campuses:**
  - The main campus located in Arlington comprises the College of Architecture, Planning and Public Affairs, College of Business, College of Education, College of Engineering, Honors College of Liberal Arts, College of Nursing and Health Innovation, College of Science and the School of Social Work. Postdocs work largely out of this campus.
  - The UT Arlington Research Institute (UTARI) specializes in applying cutting-edge technologies to real-world engineering problems. Some postdocs work at this campus.
  - UTA Fort Worth satellite campus offers fully accredited bachelor's and master's degree programs for professional and lifelong learners.
  - UTA West is a new satellite campus being built west of Fort Worth.
- **UTA campus services:**
  Dining
  Post office
  Parking and shuttle service

Well-being and recreation
Campus store
Campus security: UTA Police Department
Library services (Research help, Reserve a study space, Borrow technology, Creative spaces and services)
Campus maps

**2. General information:** In many respects, most postdocs (unless otherwise specified) are hired as members of the staff and are subject to overarching policies and procedures that apply to staff employees. At the same time, since postdocs work in academic units with faculty mentors and students, postdocs are subject to department-level policies and policies of academic units that apply to faculty. These include policies pertaining to academic research and dissemination. As a postdoc, you must remain aware of your institutional position when reviewing any guidelines that apply to your role. Listed below are some resources to help you get acquainted with campus resources and policies.

- General information about University's schools and academic programs for students, faculty, staff and postdocs can be found on the UTA website.
- Information relating to postdoctoral professional development and research support can be found on the UTA Postdoctoral Success website.
- The UTA Handbook of Operating Procedures outlines the policies and procedures that govern the entire campus community.

**3. Moving to Arlington**

- **Location, size, population:** The city of Arlington in Tarrant-County, Texas, is one of the major cities in the Dallas-Fort Worth (DFW) metroplex region. With a land area of 99.5 sq miles, Arlington is estimated to have a population of approximately 392,304 (Source: American Community Survey- US Census Bureau, 2021 5-year Estimate).
- **Weather:** Arlington climate is characterized by hot summers and mild winters. Summer temperatures average around 95°F and winters temperatures average at around 36°F. April and May tend to be the rainiest months of the year.

- **Things to do in the Dallas Fort Worth (DFW) metroplex:** Arlington and the greater Dallas–Fort Worth (DFW) metroplex offer a variety of attractions and activities. To learn more about things to do in Arlington, visit: Tourism in Arlington.
- **Cost of living calculator:** Your first paycheck will be disbursed at the beginning of the month subsequent to your start date. Please come prepared to support yourself financially between your arrival and until the disbursement of your first paycheck. You can use online cost of living calculators to estimate the cost of living in Arlington before your move:
    - Bankrate.com
    - Numbeo.com
- **Housing:** Only enrolled students are eligible for University Housing. By way of being staff employees, postdocs are not eligible to apply. However, there are a number of off-campus housing options in Arlington that postdocs can explore: Housing | theshorthorn.com.
- **Transportation:** There are multiple transportation options to explore in Arlington
    - Microtransit: Via Arlington
    - Lyft and Uber
    - Getting your Texas Driver's License: Texas Department of Public Safety
- **Family Support:**
    - Childcare: UTA does not provide childcare services on campus. The childcare resource outlined below comes recommended by UTA Parent and Family Services and they offer discounted rates for UTA faculty, staff, and students:
      Center for Transforming Lives Arlington Child Development Center
      1120 UTA Blvd, Arlington, TX 76013
      +18172625910
    - School districts: The city of Arlington is served by five independent school districts which include:
      Arlington Independent School District
      Kennedale Independent School District
      Mansfield Independent School District
      Fort Worth Independent School District

Hurst-Euless-Bedford Independent School District

**4. International postdocs**

- **The Office of International Education (OIE):** Is an important resource for F-1 (OPT) and J-1 visa holders regarding what they need to know about visa status maintenance and travel advisories. Please consult OIE prior to undertaking international travel.
- **Talent Culture and Engagement (TCE) - Office of International Employment:** The International Office of Employment provides support to postdocs hired on H1-B visas. Please consult the Office for any questions pertaining to H1-B visas and prior to undertaking international travel.

# 3. Postdoctoral Training

**1. What is a Postdoc:** The National Postdoctoral Association (NPA) in collaboration with the National Science Foundation (NSF) and the National Institutes of Health (NIH), adopted the following formal definition of a postdoc in 2007:

"A postdoctoral scholar ('postdoc') is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing."[1]

Postdocs work under the supervision of a faculty mentor, engaging primarily in advanced research and scholarship. While one of the goals of the postdoc is to prepare for a research career in academia or outside, it is the responsibility of the postdoc to ensure that institutional stipulations regarding research activity and outputs are met. These requirements can vary across institutions, funding agencies and even faculty PIs.

UTA emphasizes progress on research deliverables and scholarship as the main goal of postdoctoral training. It is the primary responsibility of postdocs to meet key expectations of faculty PIs, institutions and funders, and generate outputs in a timely manner. While professional development is a recommended priority for postdocs, unless specified by the funding agency as a dedicated component of postdoctoral training, it must be pursued on one's own time. Even when this is the case, UTA strongly encourages postdocs to engage in professional development opportunities that work for them.

**2. Postdoc goals:** Research development and scholarly deliverables are the primary goal of the postdoc, with preparation for career transition as a close secondary aim.

**3. Core competencies for postdocs:** The National Postdoc Association (NPA) recommends six core competencies to guide postdocs as they engage in scholarship, professional development and skill-building. UTA supports postdoctoral training with the goal of achieving those competencies in the following ways:

- **Self-assessment and goal-setting workshops by the Office of Postdoctoral Success for using online tools such as:**

[1] https://www.nationalpostdoc.org/general/custom.asp?page=What_is_a_postdoc

- Science Careers MyIDP: A free online career-planning tool for STEM PhD students and postdoctoral scholars
- Imagine PhD: A free online career-planning tool for PhD students and postdoctoral scholars in the Humanities and Social Sciences

- **Professional and career development:** UTA postdocs are encouraged to undertake purposeful and structured professional development that addresses the various competencies outlined by the NPA. Professional development will better position postdocs in the competitive global job market.
  - Office of Postdoctoral Success: UTA has established a dedicated Office of Postdoctoral Success that offers professional development programming and career support for postdoctoral scholars to equip all postdocs with the skills required to navigate an increasingly competitive academic and non-academic job market (See Chapter 6 to learn more about the Office).
  - Institutional memberships: UTA offers free institutional memberships to networks and organizations like:
    a. National Postdoctoral Association (NPA): Offers resources and organizes events and workshops that are central to postdoctoral professional development, well-being, and community-building. The NPA also provides toolkits and hosts discussions on topics specific to international postdocs. As a UTA postdoc, you can use your institutional email address to register for an account with the NPA and access these resources and workshops.
    b. Center for the Integration of Research, Teaching and Learning (CIRTL): Provides professional development focused on developing future faculty who advance evidence-based teaching practices. As a UTA postdoc, you can access programs from CIRTL through your institutional membership.
    c. National Center for Faculty Development and Diversity (NCFDD): Provides online career development resources suitable for faculty, postdocs as well as PhD students. These resources include academic professional development workshops, and writing and mentoring programs that can be helpful for research productivity. Your institutional membership allows you access to these NCFDD resources.
  - Campus resources, seminars and workshops: UTA postdocs must connect with UTA's Office of Postdoctoral Success to learn more about upcoming professional development programs. Postdocs are also encouraged to explore the career development opportunities and resources offered by the Edge Center, Graduate School, Career Services, Center for Research on Teaching and Learning Excellence (CRTLE), and Talent Culture and Engagement.

**4. Postdoc journey:** To maximize the impact of your journey as a postdoc, plan your research and professional development in three phases. Keep in mind that research progress and your well-being must be prioritized throughout the process:

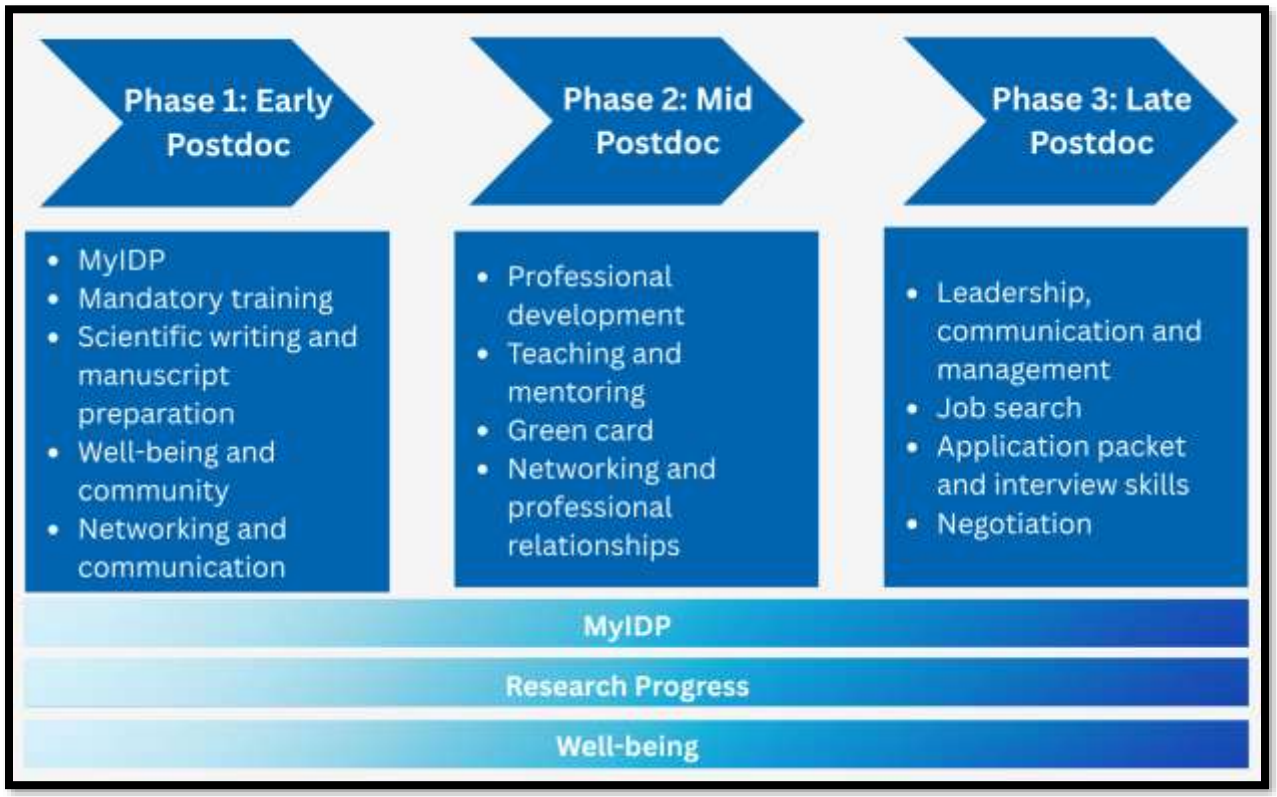
- **Phase 1: Onboarding and integration (early postdoc)**
    - **Individual Development Plan (MyIDP):** Develop your Individual Development Plan (IDP) with your advisor to define goals, targets, and career plans. The IDP helps guide and track your progress throughout the postdoc.
    - **Mandatory training:** Complete required training modules (e.g. Responsible Conduct of Research (RCR), Institutional Review Board (IRB), lab safety, etc.).
    - **Scientific writing and manuscript preparation:** Initiate manuscript writing, grant proposals, and other scientific communication.
    - **Well-being and community:** Work on personal well-being as you adapt to the new location, workplace, and local community.
    - **Networking and communication:** Cultivate productive relationships with your advisor, mentors, and research team members.

- **Phase 2: Career preparedness (mid-postdoc)**
    - **Professional development:** Proactively seek professional development opportunities (seminars, networking, conferences); seek feedback on writing (grants and scholarly publications), presentation skills, and research progress; expand your skillset.
    - **Teaching and mentoring:** Participate in teaching and mentoring graduate and undergraduate students, attend pedagogy workshops and programs offered by networks like CIRTL to build academic teaching skills.
    - **Green card (international postdocs):** Explore options and begin preparing documents for permanent residency applications if applicable.
    - **Networking and professional relationships:** Strengthen professional networks through academic collaborations, volunteering on committees and active participation in events and workshops organized by the UTA Office of Postdoctoral Success.

- **Phase 3: Completion and career transition (late-postdoc)**
    - **Leadership, communication and management:** Take on formal and informal leadership roles including lab management and supervising junior researchers. Demonstrate improved communication by presenting findings, and publishing while meeting training goals.
    - **Job Search:** Actively search for academic, industry, or alternative career roles based on your IDP and interests.

- **Application packet and interview skills:** Prepare your application materials (CV, cover letter, research/teaching statements) and practice for interviews.
- **Negotiation:** Learn negotiation strategies for job offers and contracts.

## Maximize the impact of your postdoc journey




*Postdoc Journey: Research and well-being should be priorities throughout the process. Refer to the IDP to keep track of goals and progress throughout the postdoc journey.*

**5. Postdoctoral training at UTA:** UTA attracts postdoctoral talent from around the world to work with faculty mentors. At UTA, postdocs have access to cutting edge technology, resources, excellent mentorship, a collaborative research environment, dedicated professional development, and well-being and recreational facilities to support the whole postdoc.

- **Postdoctoral community:** At present, UTA has a dynamic community of approximately 100 postdocs across multiple disciplines including Engineering, Kinesiology, Physics, Mathematics, Biology, Education, Social Work and History.

- **Employment term:** The duration of postdoctoral training at UTA is limited to 5 years. The term for which a postdoc can be hired can vary and contract renewals (although contingent) are possible as long as they remain within the 5-year term limit.
- **Annual reviews:** Postdocs should be prepared for annual reviews with their faculty PI. Postdocs must ensure that faculty mentor, funding agency and university conditions are met in good time. To prepare for the annual review, postdocs are advised to schedule regular meetings with their faculty mentor to assess progress and set targets to ensure that expectations are met in accordance with established criteria. Postdocs should also maintain thorough documentation of their accomplishments, including successful completion of goals and any notable achievements.

# 4. Appointment, Onboarding and Separation

**1. Appointment**

- **Finding a postdoc position at UTA:** If you are a current PhD student or hold a PhD and are in search of a postdoctoral research position, here are some steps you can take to find a suitable postdoctoral position at UTA.

    - Reach out directly to faculty: To inquire about possible open postdoctoral positions, please direct inquiries to faculty with whom your research aligns.
    - Browse UTA Careers postings: You can also find postdoc job postings on the UTA Careers webpage.
    - Explore RISE 100: RISE 100 is yet another avenue to consider for obtaining a postdoc at UTA.
    - Leverage networking: Attend academic conferences, seminars, and workshops to build connections that may lead to postdoc openings.
    - Monitor university platforms: Keep an eye on UTA's departmental websites and research centers for emerging postdoc opportunities. Please note: The Office of Postdoctoral Success website does not advertise open postdoctoral positions.
- **Eligibility, appointment and onboarding:** Be sure to review the university eligibility criteria (including required paperwork and degrees) carefully before applying. Please note, you will be required to complete onboarding paperwork upon your arrival. Any questions pertaining to onboarding must be directed to: The UTA Office of Talent Culture and Engagement (TCE).
- **Outside employment/activities:** For information on outside employment, conflict of interest and conflict of commitment, please see UTA Handbook of Policies and Procedures.

**2. Onboarding checklist**

- **Prior to and immediately upon your arrival**:
    - Review the cost of living in Arlington
    - Look up housing resources (in addition to rent, also keep in mind distance from campus, transport options and cost of travel as you choose your housing)
    - Read welcome emails from UTA Onboarding
    - Claim and activate your NetID

    - IMPORTANT - Complete your MavJourney onboarding checklist
    - Complete your Form I-9: A crucial step in your onboarding process
    - Schedule your in-person appointment at the Onboarding Center
    - Register for your MavJourney New Employee Orientation
    - Purchase a UTA parking permit
    - International postdocs (visit the International Student and Scholar Services Office; apply for a Social Security Number – if applicable)
    - Set up a bank account (if applicable)
- **Your first day**
    - I-9 Onboarding appointment
    - IMPORTANT - Set up Direct Deposit and finalize payroll details
    - Get Your Mav ID: Your official UTA identification card
    - Attend your MavJourney New Employee Orientation
    - Complete your MavJourney Onboarding Checklist: A crucial first day task!
    - Meet with your manager and co-workers
    - Tour your department and building
    - Set up university email access
    - Enter your contact information into Workday
- **Your first week**
    - Complete your Timesheet (TCP) training
    - Benefits overview
    - Retirement benefits overview
    - Prior state service (if applicable)
    - Key control (if required)
    - Supervisor meeting
    - Create your professional UTA email signature (You can set up your email signature to include your name, job title, department and address on MS Outlook. This signature will be appended to your outgoing emails.)
    - Review essential policies and procedures
    - Make transport arrangements
- **Your first month**
    - Mandatory compliance training
    - Canvas MavJourney New Employee Orientation class
    - REMINDER - Review retirement options
    - REMINDER - Complete benefits elections
    - Complete recommended trainings
    - Familiarize yourself with UTA Postdoctoral Success
    - Register with a local primary care provider
    - Take steps to obtain driver's license and register your car (if applicable)
    - Familiarize yourself with how to use equipment in your lab, etc.

- **Your first year**
    - Review important policies and procedures (holidays, overtime, sick leave, remote work, probation period, conflict of interest and outside activities and standard of conduct)
    - Learn about professional development resources that are available to you on campus
    - Utilize institutional memberships to organizations like the National Postdoc Association (NPA), National Center for Faculty Development and Diversity (NCFDD) and Center for the Integration of Research, Teaching and Learning (CIRTL) You can register your account using your institutional (uta.edu) email address.
    - International postdocs need to plan your progress keeping in mind the requirements and timeline of your visa. Make sure to be up to date with visa renewal deadlines, etc.
    - Complete required performance reviews

**3. Tenure and separation**

- **Length of employment:** The maximum length of employment for postdocs is 5 years. Postdoc contracts may not be renewed beyond this limit. Postdocs may apply for faculty positions at UTA if they become available and may continue as a faculty after the completion of the 5-year term. For options to continue employment as a faculty or researcher at UTA, please reach out to your faculty PI.
- **Separation:** For information on UTA's separation procedures please consult the Employee Release and Clearance Process.

# 5. Compensation, Taxes and Benefits

**1. Compensation**

- **Payday:** Information on payroll processing dates and paydays can be found here.
- **Compensation levels:** UTA does not enforce the NIH minimum salary for postdoctoral scholars, in other words, postdocs who are paid as employees of the university will be paid in keeping with the university pay scale. Compensation for postdocs who are supported by external grants (for e.g. NIH) will follow the specified pay scale of the funding institution.
- **Merit increases:** Postdocs *may* be eligible for merit-based salary increases on an annual basis depending on decisions by the university and/or faculty mentors. In cases where postdocs are funded by external agencies, salary increases will be contingent on provisions of the extramural agencies.
- **Postdoctoral scholar review:** Postdocs must expect an annual review by their faculty mentors. To remain prepared for the review, postdoctoral scholars must set up regular meetings with their PIs to review their research, plan targets and assess progress. In addition to these regular meetings, it is recommended that postdocs meet annually with their faculty PIs to review research progress and career goals.

**2. Taxes:** As a postdoc, it is important to know your tax residency status and income source (university-funded, external institution/ grant-funded, etc.) to understand how taxes need to be deducted/ paid and what your role is in the process. Please reach out to Payroll if you need clarity regarding this information. Please note, the Office of Postdoctoral Success does not provide tax advice. For tax advice, it is recommended that you seek paid help from a reputable external source. The annual Internal Review Services (IRS) deadline for taxes and filing returns is April 15th.

- Tax and residency status information for employees
- Taxes, exemptions and other deductions

**3. Benefits:** UTA provides a range of benefits for employees. Benefits eligibility for postdocs is based on percent of employment (full-time, part-time, etc.) and source of funding (university-funded, external institution/ grant-funded, etc.). You may be eligible for the following benefits depending on the terms of your employment.

- **Medical benefits (Dental, Vision and Other):** Postdocs who are not university employees and are funded by external entities may be eligible to obtain UT-SHIP

Health insurance utilized by students. Some students on J-1 visas are also eligible for this benefit.

- **Retirement benefits**
- **Leave (sick leave, medical leave, parental leave, etc.)**
- **Official university academic calendar**
- **University holiday schedule**
- **Additional information for J-1 status holders:** J-1 status-holders (whether students or scholars) must maintain health insurance that meets given minimum coverages requirements. The U.S. Department of State defines adequate coverage as:

  Coverage of at least $100,000 per accident/illness, with no more than a $500 deductible.

  Coverage of at least $25,000 for repatriation of remains in case of death.

  Coverage of at least $50,000 for medical evacuation to the home country.

  UTA employee insurance does not include repatriation or medical evacuation, so even if you are included in the UTA health insurance package you would need to purchase this additional coverage to ensure that all the Department of State conditions are met. You could reach out to your department and it is possible that your department may help cover this, but that may not be standard practice and in that case, you will be expected to purchase this out-of-pocket. You are expected to maintain this level of coverage throughout your time here (including dependents) on J-1 status. For more information please reach out to the Office of International Education.

  Postdocs have the option of purchasing UTA's student health insurance (UT-SHIP), which includes repatriation and evacuation services. The repatriation and evacuation services can also be purchased as a separate package.

# 6. Postdoctoral Office

**1. Office of Postdoctoral Success:** Established in 2024, the UTA Office of Postdoctoral Success serves as a centralized resource for postdocs, faculty and administrators who work on policies and issues that shape the postdoctoral experience. The Office provides professional development training, networking and community-building opportunities, advocacy for postdoctoral needs and resources for improving the postdoctoral experience. The core responsibilities of the Office are guided by the following vision and mission:

- **Vision:** UTA Postdoctoral Success strives to ensure innovative and diverse experiences that support research and career development for the postdoctoral community while building and supporting high-quality research for the University and its stakeholders.
- **Mission:** Postdoctoral Success promotes research and advancement of postdocs through career development, networking connections, community-building, information about on-campus and off-campus resources, and advocacy for postdoc needs.

**2. Resources**: UTA postdocs are encouraged to engage in structured professional development offered by the Office of Postdoctoral Success to further their career goals and to better position themselves in a highly competitive job market. To this end, The Office of Postdoctoral Success offers several opportunities including:

- **Postdoc to the professoriate:** Seminars and workshops for successfully navigating the academic job market
- **Professional development series:** Seminars and workshops on non-academic career exploration and skill-building
- **Individual Development Plans (MyIDP) workshops:** MyIDP is a unique, free, online career-planning tool that helps postdocs identify their skills, values and interests and set career goals in alignment with them. MyIDP also helps create actionable plans and allows you to monitor progress over time. You may also want to consult with your faculty mentor to check if they require you to draw up an IDP at the outset of the postdoc journey. The Science Careers MyIDP caters to the STEM fields and Imagine PhD can be used by postdocs from the Humanities and Social Sciences.
- **Special fellowship opportunities:** Information on extramural funding opportunities (as and when they arise)
- **Resume and Curriculum Vitae (CV) review service:** One-on-one resume and CV review for postdocs on the job market

**3. Communication:** Stay connected with the UTA Office of Postdoctoral Success through these key channels.

- **Email**
- **Listserv** (email us with your request to sign-up for the newsletter)
- **Website**
- **Newsletter** (email us with your request to sign-up for the newsletter)
- **LinkedIn**
- **Facebook**
- **X**

# 7. Research and Publishing

Postdoctoral scholars must ensure compliance with all established University, department and research group policies and procedures for research and publishing. Campus resources on research and publishing compliance include but are not limited to:

**1. Responsible research:** It is the responsibility of faculty PIs to ensure that those under their supervision are trained in responsible conduct of research. As a postdoc, it is best to discuss research training requirements with your PI at the very outset. Here are some university resources on the topic of ethical conduct of research:

- **Responsible Conduct of Research (RCR):** Led by UTA's RCR Workgroup, the RCR Institute provides educational programming and a certification to support efforts by departments, faculty and postdocs in delivering RCR training to graduate and undergraduate researchers. Participation in RCR certifications and conferences/symposia can aid postdocs in strengthening their understanding of emerging trends and best practices in RCR.
- **Institutional Review Board (IRB) (for research on human subjects):** The Institutional Review Board (IRB) reviews all research on human-subjects that is conducted or supported by UTA faculty, postdocs, students, and staff to ensure that participants' rights and welfare are fully protected. Postdocs whose research involves human subjects must have IRB approval.
- **Institutional Animal Care and Use Committee (IACUC) (for research on animal subjects):** IACUC reviews all research involving animal subjects at UTA. Postdocs whose research involves animal subjects must comply with stipulations for responsible conduct of research and must necessarily have approval from IACUC for their research.
- **Additional regulatory services:** The Office of Regulatory Services at UTA ensures research compliance with policies and regulatory standards for research activities. Visit this page to also learn about guidance provided in the areas of: Research Conflict of Interest, Export Control, Dual Use Research of Concern, Recombinant DNA - IBC.

**2. Research and funding resources**

- **Grant writing/ Proposal development:** As a postdoc you may be the PI of extramural grants or may work on them with faculty. Postdocs may want to apply for

extramural awards independently (for e.g. NIH K) or with faculty. If you are applying for extramural funding either independently or with faculty, here are some resources that UTA offers for preparing grant applications. Keep in mind that if you decide to apply for external funding, you must first discuss with your faculty mentor.

  - Office of Grants and Contract Services (OGCS): The OGCS is the central resource and expert partner on research administration providing support and oversight of sponsored projects. OGCS represents UTA as the institutional official for proposal submission and award acceptance ensuring compliance with federal regulations, sponsor requirements and University policies. OGCS resources can help postdocs to learn about research policies and procedures, finding funding, submitting proposals, management of awards in keeping with sponsor and institutional requirements, obtaining prior approvals, managing the budget, and so on.
  - Center for Proposal Development (CPD): The CPD provides comprehensive project management and proposal development services in grant writing, external consulting, review and editing of funding proposals while securing other external forms of specialized proposal support. Postdocs can reach out to CPD staff for support in preparing funding proposals.

- **Funding and fellowships/ Research funding resources:** Through this link, postdocs can review curated lists of funding opportunities sourced through Pivot-RP (which is an online tool for finding funding opportunities). Postdocs can also explore department-specific funding within their colleges using the available resources.

**3. Intellectual property and data management:** As a postdoctoral researcher, one of your main roles is to publish and/or support patent applications. In many cases this may be along with your faculty mentor and/or others from your research group. When doing this, it is important to have a clear definition of your role in the process. Make sure to gain an understanding of when you will be the primary author, what your role as primary author/collaborator might entail and gain a clear definition of the role of others who might be your collaborators. UTA offers resources and consultations to navigate complex regulations around intellectual property and data management as listed below. These resources can aid postdocs to produce research outcomes while remaining in regulatory compliance.

- **Intellectual property (patents, trademarks, copyright):**
  - Intellectual Property Handbook: Provides information on the protection process with regards to the rights and interests of the inventor(s) and the University.
  - Patent and Trademark Resource Center (PTRC): The PTRC offers public service that provides free access to patent and trademark information,

helping inventors, researchers, entrepreneurs, and the public navigate intellectual property systems in English and Spanish. UTA Libraries PTRC is part of a nationwide network supported by the United States Patent and Trademark Office (USPTO), offering access to patent and trademark search tools, guidance on the application process, and educational resources. Postdocs can reach out for one-on-one consultations.

- **Data management resources:** As a postdoctoral researcher, collection and management of research data is an important responsibility. Additionally, many funding agencies now require a detailed data management plan outlining how data will be collected, analyzed, shared, etc. to be submitted with grant applications. UTA Libraries offer support through one-on-one consultations and tools to prepare a data management plan.

**4. Publishing**

- **Copyright:** While the PTRC does not support copyright questions or issues, support regarding copyright inquiries is available through the Day Family Research Lab (DFRL) - primarily through one-on-one consultations. Postdocs may also find useful guides to understanding UTA and UT System policies and procedures pertaining to copyright and fair use through UTA Libraries.
- **Open access publishing:** UTA supports open-access publishing. This enables authors to gain more visibility for their work. Many reputed journals that maintain high standards with respect to peer-review and scholarly publishing offer open access options. However, there are an increasing number of predatory journals that charge authors a fee but offer little genuine editorial support or peer-review. Make sure to avoid such predatory journals and consult faculty and librarians to inquire about credible journals in your field.
- **Data publishing:** Is an increasingly important step in promoting data transparency and dissemination. It involves making your research data available to the public, other researchers, or specific audiences in a structured, accessible, and reusable format when the research is complete. In some cases, journals mandate that full papers be accompanied by a separate data publication. When publishing scholarly work that references existing datasets from other studies, be sure to understand the data citation requirements specific to the publication. Some journals place significant emphasis on data and require proper citation of the database used. Be sure to discuss these requirements and options with your faculty mentor prior to submitting your work for publication.
- **Keeping up with publication practices:** Publication practices vary across fields of study and are changing rapidly. Postdocs should always discuss publication options

with their faculty mentor/supervisor for advice on practices expected in a particular field of research.

- **Library resources:** Additional library resources for the research and publishing process including citation management, advanced searches, scholarly impact, etc. are available through the library.

**5. Preparation for leaving the postdoc:** Because the postdoc is a temporary position, you will eventually have to leave it, and usually you will leave UTA in doing so. UTA asserts ownership of research data produced here and assigns stewardship of the data to the faculty PI who supervises research. Usually, this means that the primary data records from a project will remain at UTA. As the end of your postdoc approaches, you should discuss with your PI what copies of data you may take with you, and what specific collaborations with your PI or other UTA personnel will continue. You should also discuss plans for publications and conference presentations to be produced from the data and ongoing collaborations, including who can expect to be an author, and in what role (first author, senior author, etc.). Before leaving, you should have solid plans for what work will continue and what your role will be. After leaving, you should stay in touch with your PI to discuss any changes in these plans. You should also update them periodically about your new work and accomplishments, because it is likely that you will be asking them to write recommendations for you as your career proceeds.

# 8. Support and Advocacy

**1. Support and advocacy**

- **Grievance support:** UTA Employee Relations handles staff grievance complaints about proceedings that affect terms of employment/ other university policies.
- **Title IX:** UTA Title IX handles sex-based discrimination and sexual misconduct complaints.
- **Lab safety:** To ensure regulatory compliance with UTA's lab safety requirements, please consult the Lab Safety Manual and Research and Laboratory Safety Administration and Campus Operations.
- **Office of International Education (OIE):** The OIE provides guidance regarding F-1 (OPT) and J-1 visa status maintenance, renewal, travel advisories, etc. International postdocs are encouraged to stay up-to-speed with the OIE's updates and announcements. Make sure to consult with OIE before undertaking international travel.
- **Office of International Employment:** H-1B visa holders can reach out to the International Office of Employment for any inquiries regarding visa status maintenance, travel advisories, etc. Please consult the Office prior to undertaking any international travel.
- **Family Support:** UTA does not provide on-campus childcare services. However, the Center for Transforming Lives Arlington Child Development Center offers discounted childcare services for UTA faculty, staff, postdocs and students. Postdocs with children might find this resource to be useful.
  Center for Transforming Lives Arlington Child Development Center
  1120 UTA Blvd, Arlington, TX 76013
  +18172625910
- **Campus Safety:** Contains detailed information on campus safety measures and services. Listed below are some important emergency and service facilities:

| | |
|---|---|
| UTA Police (Emergency) | 2-3003 |
| UTA Police (Administrative) | 2-3381 |
| City of Arlington Emergency Despatch | 9-911 |
| Environmental Health and Safety Office | 2-2185 |
| Facilities Management (Service Requests) | 2-2000 |
| Custodial Services | 2-2000 |
| Inclement Weather Info | 866-258-4913 |
| Campus Operator | 2-2011 |

- **Talent Culture and Engagement (TCE):** Oversees employee life cycle (hiring, onboarding, benefits, employee relations, etc.) and ensures that university values become part of everyday practice.

# 9. Keep in Touch!

We wish you all the best for your postdoctoral journey at UTA. Don't forget to keep us posted on your next steps when you transition to your next role – stay connected with us on LinkedIn!