



Dear Postdoctoral Scholar:

On behalf of the faculty and administration of the University of South Florida it is our pleasure to welcome you. At USF the postdoctoral experience emphasizes scholarship and continued research training for individuals who have recently completed a doctoral degree. Our postdocs engage in research training under the general oversight of a faculty mentor in preparation for a career position in academe, industry, government or the non-profit sector. In addition, postdoctoral scholars enrich the research community with their expert knowledge and experience, and provide mentorship to graduate and undergraduate students.

The university strives to enhance the postdoctoral experience by providing a stimulating and constructive environment, and by encouraging mutual respect and understanding. Our goal is for you to have an excellent professional and personal development experience during your postdoctoral employment at USF. We hope this guide will help you get off to a great start at USF and in the Tampa Bay community. You will find a lot of practical, useful information and resources to help you settle into your life and work at USF. If you have any questions or concerns, please feel free to contact your immediate supervisor or the Graduate School.

Again, welcome to USF! We are delighted you chose USF and look forward to working with you. We are committed to your success and development during your time with the University of South Florida. If you have any questions on your benefits or employment, do not hesitate to contact Human Resources at (813) 974-2970.

Sincerely,

Dr. Ralph Wilcox

Dr. Ralph Wilcox
Provost and
Executive Vice President, USF System

Dr. Dwayne Smith

Dr. Dwayne Smith
Senior Vice Provost and
Dean, Office of Graduate Studies

Dr. Paul R. Sanberg

Dr. Paul R. Sanberg
Senior Vice President for Research & Innovation and
President, USF Research Foundation

Dr. Charles J. Lockwood

Dr. Charles J. Lockwood
Senior Vice President, USF Health and
Dean, Morsani College of Medicine

The University of South Florida

The University of South Florida is one of Florida's top three public research universities. Established in 1956, it is operated under the laws of the State of Florida and governed by the Florida Board of Governors and the USF Board of Trustees. USF provides undergraduate and graduate students with opportunities to participate in research and to seek solutions to local, national and global problems. USF is committed to providing students with high quality learning opportunities, building community and business partnerships, and research for discovery and innovation. Successes in these endeavors led to dual designations for USF by the Carnegie Foundation for the Advancement of Teaching as a Very High Research and a Community Engaged university.

The USF System serves more than 46,000 students on campuses in Tampa, St. Petersburg, and Sarasota-Manatee. It is focused on these strategic priorities:

- Student Success
- Research and Innovation
- Community Engagement
- Global Literacy and Impact
- Integrated, Interdisciplinary Inquiry

To learn more about USF, we invite you to explore [About USF](#) on our website, review the [USF Strategic Plan](#), and learn about our [Points of Pride](#), including some impressive enrollment statistics and important facts about the university.

Vision

The University of South Florida envisions itself as a pre-eminent research university with state, national and global impact, and positioned for membership in the Association of American Universities (AAU).

Mission

As Florida's leading metropolitan research university, USF is dedicated to excellence in:

- Student access and success in an engaged, and interdisciplinary, learner-centered environment,
- Research and scientific discovery, including the generation, dissemination, and translation of new knowledge across disciplines to strengthen the economy; to promote civic culture and the arts; and, to design and build sustainable, healthy communities, and
- Embracing innovation, and supporting scholarly and artistic engagement to build a community of learners together with significant and sustainable university community partnerships and collaborations.

Values

The University of South Florida values:

- Excellence in teaching and learning; scholarship and research (both basic and applied/translational); together with community engagement and public service based on the highest standards of discovery, creativity and intellectual attainment,

- Outstanding research and scientific discovery, including the application of new knowledge to solve state, national and global problems,
- Recruitment and retention of world-class faculty and high potential undergraduate and graduate students,
- Access to a world-class, globally relevant and affordable education, including utilization of alternative modes of delivery,
- Student competitiveness, success and academic achievement through knowledge, communication and critical thinking skill acquisition,
- Cultural and ethnic diversity and inclusion along with an enhanced global experience, understanding, and appreciation,
- Integrated, interdisciplinary inquiry and collaboration across departmental, college and campus boundaries,
- Facilitating the optimal development of personal and professional potential of students, faculty, and staff, and enriching the quality of an engaged campus community,
- Shared governance structures that empower all USF stakeholders, campuses and entities to reach their full potential,
- The creation and support of a premier university system that adds value to the region, state and nation while ensuring necessary levels of autonomy and preserving the distinctive regional and strategic identities of all member campuses and entities,
- An environment of collegiality based on the principles of academic freedom, respect, integrity, civility, the freedom to engage in debate, the exchange of ideas and intellectual discovery, and professional responsibility,
- Mutually beneficial partnerships and community engagement that increase the understanding of, and present solutions to, local and global challenges, with a mind to strengthening the economy and building sustainable healthy communities,
- An entrepreneurial spirit and innovation with a focus on defining, informing and generating “next best practices”,
- The utility of proven and emerging technologies to enhance instruction, learning, research and engagement, and to improve service quality and efficiencies in institutional business practices,
- Focus and discipline in aligning the budget and fiscal resources with institutional priorities and action, and
- Transparent accountability along with timely and effective communication.

USF system Guide for Postdoctoral Scholars

The goods and services identified here do not necessarily represent specific USF affiliations or endorsements. This guide is not an employment contract and it is not intended to create an expectation of ongoing employment. The benefits contained in this guide are subject to repeal or modification at the sole discretion of the University with or without notice.

Employees funded solely from contracts or grants shall receive benefits equivalent to similar employees on state funding, provided that such benefits are permitted by the terms of the contract or grant, the rules of the funding agency and adequate funds are available for this purpose in the contract or grant.

All premium rates listed in this Guide are subject to change and are dependent upon contractual rates with vendors.

Postdoctoral Employee Benefits

<u>Direct Deposit</u>	All employees at USF are required to participate in the Direct Deposit Program within 30 days of hire. Employees may have their paycheck deposited directly into the financial institution account of their choice. Pay days are every other Friday.
<u>Emergency Closing Pay</u>	Postdoctoral Scholars are eligible to receive their regular biweekly pay in the event of an emergency closing of the university.
<u>Employee Assistance Program</u>	The Employee Assistance Program (EAP) offers a comprehensive suite of services to help you live a better, healthier life. The program is offered through Magellan Health Services and includes services such as qualified child and elder care referrals, adoption information and resources, legal consultation, financial services consultation, family and relationship issues, work/life balance, stress management, health and wellness, grief and loss, depression and anxiety, alcohol or drug concerns, and dealing with conflict or violence. These services are free of charge to all Postdoctoral Scholars and their spouses, domestic partners, dependents and others in their household. To access the EAP program call 1-800-327-8705 or go to the Magellan website <u>www.magellanhealth.com/member</u> 24 hours a day, 7 days a week.
<u>Employee Perks</u>	A variety of local companies and services offer discounts to USF employees with a USF ID card, including area theme parks, cell phone providers, restaurants and much more.
Health Care Benefits	<p>Postdoctoral Scholars and their eligible family members may participate in the health insurance program. You must enroll within 60 days of beginning employment at USF. A portion of the premiums are paid by USF.</p> <p><u>University Sponsored Benefit Plans</u></p> <p>Medical insurance is underwritten by UnitedHealthcare StudentResources, and serviced by Gallagher Koster. USF contributes 80% of the premium for the Postdoc and 50% of the premiums for the spouse and children. For questions regarding medical insurance coverage and how the plan works contact Gallagher Koster at 1-877-539-3492. For questions regarding how to file a claim or to follow up on a claim contact the UnitedHealthcare StudentResources at 1-866-948-8472 or</p>

GKClaims@uhcsr.com. To review the 2018/19 Insurance Plan Brochure, please visit the postdoctoral scholar webpage [here](#).

Premiums are based on an employee's percentage of full-time employment (FTE). A change in FTE will result in a change to employee's premium amount. Employee contributions are paid via payroll deduction. The 2018/19 premiums are as follows:

Coverage	Monthly Postdoc Contribution	Monthly USF Contribution	Total Monthly Premium
Postdoc Only	\$39.52	\$158.07	\$197.59
Postdoc + Spouse	\$138.31	\$256.87	\$395.18
Postdoc + Spouse + One Child	\$237.11	\$355.66	\$592.77
Postdoc + Spouse + Children (2-6)	\$335.90	\$454.46	\$790.36
Postdoc + One Child	\$138.31	\$256.87	\$395.18
Postdoc + Children (2-6)	\$237.11	\$355.66	\$592.77

State Sponsored Benefit Plans

As an employee of USF, Postdocs may receive a benefits enrollment packet from People First, the State of Florida Benefit Administrator, based on verification of an appointment of .75 FTE or an average of 30 hours worked per week.

Eligible Postdocs may be able to enroll in State Group Insurance plans as follows:

- Health Insurance
 - Standard HMO or PPO - \$50 single or \$180 family per month
 - Health Investor HMO or PPO - \$15 single or \$64.30 family per month
 - Spouse Program - \$15 per spouse per month (spouses must both be employed by a state employer and eligible for coverage)
- Tax-favored Accounts
 - Health Savings Account - if enrolled in a Health Investor HMO or PPO, eligible to receive the monthly state contribution of \$41.66 single or \$83.33 family per month, as well as make your own pretax contributions
 - Dependent Care Reimbursement Account
- Life Insurance

	<ul style="list-style-type: none"> ○ Basic life – to participate, you must actively enroll and pay \$4.54 per month; coverage is effective the first of the month following a full payroll deduction ● Dental, vision and other supplemental pretax plans- 100% Employee paid <p>For additional information regarding the State benefit offerings, please visit the My Florida, My Benefits website.</p> <p>Please Note: you may only enroll in one Health insurance option; either the Post-Doc plan or the State plan.</p> <p>For more information, including how to enroll in benefits, contact your Benefits Representative in your Service Center.</p>																																										
<p>Holidays</p>	<p>Postdoctoral Scholars (salaried temporary employees) working their regularly required work schedule are paid for holidays. University offices are closed on the official university holidays.</p>																																										
<p>ID Card (USF ID)</p>	<p>With a valid driver’s license or photo identification, postdoctoral scholars may purchase a USF ID card by visiting the USF Card Center, located in the Marshall Student Center, Room 1505. The USF ID may be used for discounts at a variety of local companies (see <i>Employee Perks</i> above).</p>																																										
<p>Leave – Paid Time Off</p>	<p>Postdoctoral Scholars receive sixteen (16) days of paid time off (PTO) per calendar year. PTO may be used for vacation, sick or personal time off at the discretion of the employee with supervisor approval. PTO may be used in four (4) and eight (8) hour increments only. PTO is not carried over from year to year. Any unused PTO at the end of the calendar year is forfeited. Unused PTO time will not be paid out at the time of separation from employment.</p> <p>Below is a chart that indicates the number of PTO days that you will be eligible for in your first year of employment with the university (dependent upon the month you begin your employment). Every year thereafter, your PTO bank will automatically be credited with sixteen (16) days in January to be used during that calendar year. Postdocs appointed at .50 to .99 FTE will receive a prorated allocation. Postdocs appointed at less than .50 FTE do not receive PTO.</p> <table border="1" data-bbox="771 1356 1312 1808"> <thead> <tr> <th colspan="3" style="background-color: #008000; color: white;">Days of PTO</th> </tr> <tr> <th style="background-color: #d3d3d3;">Start In:</th> <th style="background-color: #d3d3d3;">1.00 FTE</th> <th style="background-color: #d3d3d3;">.50 to .99 FTE</th> </tr> </thead> <tbody> <tr><td>January</td><td>16</td><td>8</td></tr> <tr><td>February</td><td>14.5</td><td>7.25</td></tr> <tr><td>March</td><td>13</td><td>6.50</td></tr> <tr><td>April</td><td>11.5</td><td>5.75</td></tr> <tr><td>May</td><td>10</td><td>5</td></tr> <tr><td>June</td><td>8.5</td><td>4.25</td></tr> <tr><td>July</td><td>7.5</td><td>3.75</td></tr> <tr><td>August</td><td>6</td><td>3</td></tr> <tr><td>September</td><td>4.5</td><td>2.25</td></tr> <tr><td>October</td><td>3</td><td>1.5</td></tr> <tr><td>November</td><td>1.5</td><td>0.75</td></tr> <tr><td>December</td><td>0</td><td>0</td></tr> </tbody> </table> <p>PTO is requested via GEMS Self Service. Visit the HR website here to learn how to request leave.</p>	Days of PTO			Start In:	1.00 FTE	.50 to .99 FTE	January	16	8	February	14.5	7.25	March	13	6.50	April	11.5	5.75	May	10	5	June	8.5	4.25	July	7.5	3.75	August	6	3	September	4.5	2.25	October	3	1.5	November	1.5	0.75	December	0	0
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<p>Life Insurance</p>	<p>Postdoctoral Scholars and their eligible family members may participate in the life insurance program by paying the full premium (based on amount of coverage and/or the age of insured).</p> <p>Whole Life Insurance is a flexible premium life insurance policy that is guaranteed to stay in force throughout the life of the primary insured. As long as the premium is paid consistently on time, the policy will not lapse and premiums will never increase. The plan is portable upon leaving USF with no increase in rates. The plan features Guaranteed Issue Coverage for eligible employees up to four times salary, to a maximum of \$250,000 and for eligible spouses up to \$50,000.</p> <p>You may enroll within 60 days of beginning employment at USF. To enroll contact the Gabor Agency.</p>
<p>Long-Term Disability Insurance</p>	<p>Postdoctoral Scholars may participate in the long term disability insurance program by paying the full premium.</p> <p>Long Term Disability provides a monthly benefit equal to 60% of monthly base salary at the time of the disability, less any benefits from other income and subject to a maximum monthly benefit of \$15,000. There is a pre-existing condition exclusion.</p> <p>The 30-day Long Term Disability option begins at the 31st day after disability, and will cost \$0.85 per \$100 of salary. The 90-day Long Term Disability option begins on the 91st day after disability, and will cost \$0.59 per \$100 of salary.</p> <p>If a period of disability begins before age 62, a monthly benefit is payable until age 65 or to SSNRA*, or 3 years and 6 months, whichever is longest. If a period of disability begins after age 62, monthly benefits are payable according to a schedule. Detailed information about the insurance may be found in the policy brochure.</p> <p>You may enroll within 60 days of beginning employment at USF. To enroll contact the Gabor Agency.</p>
<p>Saving For Your Future</p> <p>Tax Sheltered Annuities and Mutual Funds (403b); Deferred Compensation;</p>	<p>Tax Sheltered Annuities and Mutual Funds (403b) – pre-tax</p> <p>An annuity is a voluntary, before tax payroll reduction plan, whereby you designate an amount of money from each paycheck to be set aside in an account for future retirement use. Dollars may be contributed on a pre-tax basis thus deferring contributions from current federal income taxation. You may authorize or suspend your deferrals at any time without penalty. Any earnings accumulate without current federal income taxation until withdrawn. Loans and certain withdrawals permitted. Annuities consist of two phases: an accumulation period in which payments are made into an account, and the payout period, which is in accordance with options offered by the provider company. You can contribute any amount up to the maximum contribution allowed by the IRS. Each person’s limit is based on individual information.</p> <p>Deferred Compensation</p> <p>The State of Florida offers a deferred compensation plan which allows employees the opportunity to save an amount from each salary warrant and postpone payment of taxes until a later date.</p> <p>For information contact Human Resources: 813-974-2970</p>

	USF St. Petersburg Human Resources: 727-873-4105
Social Security	Postdoctoral Scholars do not participate in Social Security. Instead they are enrolled in the Temporary Employee Retirement Plan (TERP). See information on TERP below. For questions relating to employment and immigration status, contact International Services at internationalservices@iac.usf.edu or 813-974-5102.
<u>Temporary Employee Retirement Plan (TERP)</u>	Postdoctoral Scholars participate in USF's qualified retirement plan for temporary employees not covered by the State Retirement System. Instead of paying 6.2% Social Security taxes post-tax, postdocs contribute 7.5% of their pretax wages into an investment account in their name. Employees are immediately vested; all investments are controlled by the participant and are completely portable when they leave the university. For more information click here .
<u>Unemployment Compensation</u>	All employees are covered by the Florida Unemployment Compensation Law. Unemployment insurance provides income on a temporary basis to workers who have lost their jobs through no fault of their own, and who are available and able to work.
<u>USF Club</u>	The USF Club was established to encourage and promote social contact, good fellowship and the exchange of ideas. Annual Membership is \$75.00. Membership is available to all employees, alumni association members, and retirees.
<u>Workers' Compensation</u>	Employees who are injured or become ill due to work-related circumstances are entitled to certain benefits including treatment for the injury or illness at USF's expense. Under Workers' Compensation Insurance, employees are entitled to five benefits: <ol style="list-style-type: none"> 1. Medical Treatment 2. Light Duty 3. Disability Leave 4. Impairment Benefits 5. Attendant Care

Postdoctoral Employee Resources

<u>Advocacy Program</u>	The Advocacy Program is a service to the USF community to assist individuals who are victims of actual or threatened violence including, but not limited to, battery, assault, stalking, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery. The Advocacy Program was established to assure that victims receive whatever help is needed to deal with the trauma of being victimized. Contact the Advocacy Program at 813-974-5756.
<u>Campus Recreation Center (Health Club)</u>	USF's facility has knowledgeable fitness trainers who can develop workouts and assist members in their workout routines, along with state-of-the-art fitness equipment. Individual monthly membership for postdocs is \$36.30. For more information contact Campus Recreation at 813-974-7084.
<u>Childcare and School Options</u>	Options include Patel Charter Partnership School and Pizzo Elementary plus daycare/after school programs available to USF employees. USF offers 2 different Child Care centers on campus.

	<p><u>USF Family Center</u>*</p> <p>Children from 6 weeks to 5 years of age. Program includes full-time, part-time, and drop-in care. 3125 USF Banyan Circle Tampa, FL 33612 Phone: 813-974-8500 Center E-Mail: usf@brighthorizons.com</p> <p><u>Preschool for Creative Learning</u>*</p> <p>College of Education. Children from 2 to 5 years of age. 11811 Bull Run Drive Tampa, FL 33617 (813) 974-5142 PCLinfo@coedu.usf.edu</p> <p><u>Hillsborough County Public Schools</u> Kindergarten – Grade 12</p> <p>* denotes on-site facility</p>
<u>Computer Support</u>	The IT Help line provides computer assistance. The Information Technology Consultants & Instructors provide free, hands-on, non-credit computer workshops. Call 813-974-1222.
<u>Continuing Education</u>	Continuing Education at USF offers short-term training and noncredit certificate programs for professional development, personal enrichment, computer skills and test preparation. Details on schedules, locations and fees can be found here or contact Continuing Education at 813-974-5201.
<u>Employment and Immigration</u>	For questions relating to employment and immigration status, contact International Services at internationalservices@iac.usf.edu or 813-974-5102.
Libraries <u>Tampa Campus</u> <u>Shimberg Health Sciences</u>	The Tampa Campus Library houses over a million books, journals, newspapers, government documents, micro-format materials and audiovisual resources. Services include reference and information services, interlibrary loans and copying facilities. Contact the Tampa Library at 813-974-2729 or the Shimberg Health Sciences Library at 813-974-2243.
<u>Learning and Talent Development</u>	Offering training, workshops and seminars, Talent Management provides the systems and tools to develop the right people for the right positions to achieve mission success.

Security & Transportation Resources

<u>Campus Motorist Assistance</u>	<p>Parking and Transportation Services and the Division of Public Safety through the Motorist Assistance Program (MAP) are available to provide students, visitors and staff the following services:</p> <ul style="list-style-type: none"> • Providing air in the event of a flat tire • Jump starting your car <p>Contact Parking Services at 813-974-8040.</p>
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<p><u>Campus Parking</u></p>	<p>Any motor vehicle parked on university property must display a valid university parking decal or permit. You'll find information on employee parking here. For detailed parking maps click here.</p> <p>Parking permits may be purchased online using VISA or MasterCard.</p> <p>Postdoctoral Scholars are also eligible to purchase yearly parking permits via payroll deduction for Staff (E), Gold Zone Staff (GZ) or reserved parking. Yearly permits are valid from August to August. Employees who are eligible for payroll deduction will see that option when they go online to purchase their permit.</p> <p>Employees may select either pre-tax or post-tax payroll deduction (note: no refunds are available on pre-tax payroll deduction). Payroll deductions begin in August each year and run for 18 pay periods. Payroll deductions for permits purchased after August are reduced by the number of deductions missed since August.</p> <p>Depending on your termination date, it may be more cost effective to purchase a semester permit rather than a yearly permit. If you anticipate leaving USF during the academic year, contact Parking Services to discuss parking rates and options.</p> <p>For additional information, contact Parking Services at 813-974-3990.</p>
<p><u>Campus Police</u></p>	<p>To reach the University Police call 813-974-2628. For an escort to your car in the evening from 6:30 PM to 1:00 AM call the USF Safe Team at 813-974-7233.</p>
<p><u>Campus Bus Service</u></p>	<p>The USF Bull Runner bus service is available to employees upon showing your USF ID card. This service also has a route that runs just off campus circling around several apartment complexes located on 42nd Street.</p>
<p><u>HARTLine Bus Service</u></p>	<p>Bus fare is discounted using your USF ID card. The HARTLine bus system provides local public transportation in and around Tampa. Click here for route and fare information.</p>
<p><u>Transportation Options</u></p>	<p>Parking & Transportation Services has other options for commuters, including carpools, van pools, bicycle and Emergency Ride Home in conjunction Bay Area Commuter Services.</p>

USF Tampa Campus Resources

<p><u>Athletics – USF Bulls</u></p>	<p>Visit the official website for the University of South Florida Athletic Department for links to all USF sports teams and game schedules. USF Bulls football games are played at Raymond James Stadium. USF is part of the Big East Conference.</p>
<p><u>ATM (Cash Machine) Access</u></p>	<p>ATMs provided by USF Federal Credit Union are located throughout the USF campus. For locations click here.</p>
<p><u>USF Bookstore</u></p>	<p>The USF Follett Bookstore is located next to the Marshall Student Center on the Tampa Campus and provides support to the academic endeavors of the students and faculty as well as enriches the spirit of USF for all who are associated with the university. The bookstore is both a brick and mortar store on campus and a virtual store on the web.</p>
<p><u>USF Botanical Gardens</u></p>	<p>Located on the USF campus, the Botanical Gardens, housed within the Department of Geography in the College of Arts and Sciences, serve the education and research</p>

	needs of the university and provide education, recreation and volunteer opportunities for the university and Tampa Bay Area communities. With over 30,000 visitors annually, the Gardens have welcomed visitors from over 70 Florida cities, 32 states and 13 countries.
<u>Bulls Country Employee Discounts</u>	Bulls Country is designed to increase school spirit and awareness of USF in the neighborhoods surrounding the university. Our Bulls Country partners offer a variety of discounts to USF faculty, staff and students upon presentation of a valid USF ID card.
<u>USF Federal Credit Union</u>	Services include checking and savings accounts, home banking access, overdraft protection, certificates of deposit, money market deposit account, IRAs, loan services, credit cards, mortgages. Contact 813-569-2000 or 800-763-2005.
Campus Activities	What is there to do on campus? <u>Marshall Student Center</u> USF <u>Calendar of Events</u> USF <u>Library Calendar of Events</u> . <u>University Lecture Series</u>
Campus Map	Click <u>here</u> for a map of the Tampa campus.
Campus News	Read all about what's going on at USF in <u>USF News</u> and USF's student newspaper, the <u>Oracle</u> .
<u>College of The Arts</u>	The College of The Arts strives to advance contemporary and new works through learning and research in the arts. Providing outstanding aesthetic and academic leadership, the College offers the university and the surrounding community a unique artistic experience in the visual arts, dance, music and theatre. Contact The College of the Arts at 813-974-2301.
<u>USF Computer Store</u>	The USF Computer Store offers computer equipment, printers, software and accessories. It is located on the first floor in the Marshall Student Center, 813-974-1779, and online 24/7.
Copy Services – <u>FedEx Kinko's</u>	FedEx Kinko's is open extended hours at 2798 E. Fowler Ave., Tampa, FL 33612, 813-977-2679.
<u>Dining Services</u>	From all-you-can-eat buffets to Pollo Tropical, from Einstein's Bagels to Starbucks, you'll find lots of great on-campus dining choices. <i>Beef O'Brady's (Marshall Student Center, 1st floor)</i> USF Dining Services welcomes you to the first ever Beef O' Brady's on a college campus. You will have the convenience of watching the USF Bulls play on 10 LCD TVs! Meet us at Beef's! <i>Jamba Juice (Marshall Student Center, 1st floor)</i> Offers a variety of better-for-you natural beverages & on the go food options. <i>Pollo Tropical (Sessums Mall)</i> Get any of your favorite chicken dishes without leaving campus! Accepts Visa, MasterCard, American Express and Bull Bucks. <i>COBA Café (College of Business Administration)</i>

	<p>Grab a cup of joe, a smoothie, or pastries at the Java City. Also, enjoy fresh made soup or sandwiches from the Boar's Head deli. Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>Einstein Bros. Bagels (Marshall Student Center, 1st floor)</i> A national bagel brand offering bagels, sandwiches, Bagel Dogs, salads, desserts and more. Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>Express Shop (Engineering)</i> Offers a variety of grab-n-go items such as sandwiches, salads, sweet and salty snacks, and beverages. Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>Food Court (Marshall Student Center, 1st floor)</i> The Food Court offers selections such as Chick-fil-A, Subway, Papa John's Pizza, Panda Express, and Moe's Southwest Grill. There is also a Miso Sushi, Noodle and Rice Bowls concept. Accepts Visa, MasterCard, and American Express and Bull Bucks.</p> <p><i>Fresh Food Company (Argos Center)</i> Offers unlimited servings from stations such as American Diner, Mediterranean Kitchen, Fresh Produce and Accents. There is no kitchen – all stations feature exhibition-style cooking using only the freshest of ingredients! Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>Health Science Café (Health Science Bookstore)</i> Choose from a selection of grab-n-go items and get a cup of Starbucks coffee or a smoothie.</p> <p><i>On Top of the Palms (Marshall Student Center, 3rd floor)</i> A sophisticated dining restaurant with a gorgeous view of the campus. Offers buffet selections, carving station, exhibition cooking and assorted desserts. Reservations are recommended; call 813-974-3573. Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>Starbucks (Library and USF Tampa Bookstore)</i> Starbucks Coffee in the USF Library and the USF Follett Bookstore offers high-quality whole bean coffees and fresh, rich-brewed, Italian style espresso beverages, a variety of pastries and confections, and coffee-related accessories. Accepts Visa, MasterCard, and American Express. Library Starbucks also accepts Bull Bucks.</p> <p><i>Subway (Cooper Hall)</i> Get any of your favorite Subway subs right here on campus! Accepts Visa, MasterCard, American Express and Bull Bucks.</p> <p><i>The Hub (The Village)</i> This innovative all you care to eat facility will showcase modern menu concepts such as a Mongolian Grill, True Balance: our Allergen Zone Kitchen, and fresh sushi made daily. Interactive technology will allow you to navigate through the menu, to customize, and enjoy your meal day or night!! Accepts Visa, MasterCard, American Express and Bull Bucks.</p>
<p><u>Mail Services</u></p>	<p>The USF Post Office is located on campus on USF Holly Drive, near the water tower and across the street from the theatre building. Inter-office mail requires a name,</p>

	<p>department and a mail stop. Outgoing mail is processed by the USF Post Office; personal mail must be deposited in a blue mail box or at the Post Office. Postage stamps are available at the USF Post Office. 9:00 AM to 4:00 PM, Monday through Friday. Call 813-974-2606. The following services are provided at the prices charged by the United States Postal Service:</p> <ul style="list-style-type: none"> • Domestic and International Mail • Express Mail • International Express Mail (quickest delivery possible) • Priority Mail • International Priority Mail • All classes of mail (e.g., library, media, parcel) • Permit mailings • Postage Stamps • Accountable mail (Registered, Insured, Certified, and C.O.D.) • Money Orders • Merchandise Return Receipt <p>The USF Post Office accepts debit and credit cards, cash, no checks. Money Orders cannot be cashed. No personal mail may be received at your USF office address. P.O. mail boxes may be rented at the USF Post Office for personal mail.</p>
<p>Pharmacy</p>	<p>The Bulls Country Pharmacy, located in the Marshall Student Center (Tampa Campus), first floor, Room 1500, is open Monday through Friday from 8 AM to 5 PM, providing pharmacy services for USF students, faculty, staff and their families. Call 813-974-2071.</p> <p>The Sweet Bay Pharmacy, located on the first floor of the Morsani Center for Advanced Health Care at the corner of Holly and Magnolia Avenues (Tampa Campus), is open Monday through Friday from 8 AM to 6 PM. The pharmacy also offers many convenience store items. Call 813-978-8163.</p>

Tampa Bay Area Resources

USF is a part of a burgeoning geographic region situated off the Gulf of Mexico referred to as “the Tampa Bay area”. More than half of Florida’s high-tech industries are located along the Interstate-4 corridor. A climate that is consistently sunny and pleasant encourages year ‘round festivals and community activities. Broadway shows and traveling art exhibits stop in Tampa on a regular basis.

Hispanic Magazine rates Tampa the “Top City in the U.S. for Hispanics”. Tampa is also one of the most broadband-wired cities in America, ranking second in a recent AOL poll. Click [here](#) for an overview of the Tampa Bay area.

<p>Banking</p>	<p>A variety of full service banks are located in the immediate vicinity of the university; employees receive special banking privileges at the USF Federal Credit Union.</p>
<p>Driver’s License and Car Registration Information</p>	<p>This website provides answers to frequently asked questions regarding drivers’ licenses and provides a link to office locations in the area. International and out-of-state license holders must visit a Department of Motor Vehicles office to receive a Florida driver’s license.</p>

<p>Local Eateries</p>	<p>Tampa Bay is famous for its fresh Florida seafood, but the area offers a wide variety of cuisines to suit just about any taste. From authentic Cajun cooking to Middle Eastern delights, upscale gourmet to casual family dining, you're sure to find something great to tempt your taste buds! The link is just one option to searching the abundant eateries located in the Tampa Bay area. And don't forget to visit our Bulls Country partners for discounts!</p> <p>Some USF area favorites are:</p> <ul style="list-style-type: none"> • Lenny's Subs • Ichiban Sushi • Panera Bread Co. • Skipper's Smokehouse • Thai Ruby
<p>Radio & Television, Cable, Broadcast, Internet</p>	<p>Local television stations and cable companies</p> <ul style="list-style-type: none"> • Cable TV, High speed internet, telephone service <ul style="list-style-type: none"> ▪ Spectrum ▪ Verizon FIOS • WUSF-TV Channel 16 (PBS) – USF's Public Broadcasting Station • WEDU-TV Channel 3 (PBS) • WFLA-TV Channel 8 (NBC) • WFTS-TV Channel 28 (ABC) • WTSP-TV Channel 10 (CBS) • WTTA-TV Channel 38 (MyTV) • WTVT-TV Channel 13 (MyFOX) • WTOG-TV Channel 44 (TheCW) <p>Local radio stations</p> <ul style="list-style-type: none"> • WUSF 89.7 FM – USF's Public Broadcasting Station. Listen on-line to live and archived programs on WUSF's broadcast station (classical, jazz and news) and digital station, WUSF2 (all news and information). • WBUL 1620 AM - USF Student Radio <p>For more radio stations in the Tampa Bay area click here.</p>
<p><u>Recreation</u></p>	<p>There are many recreational activities available in the Tampa Bay area. Due to the sensational climate, these activities are available year 'round. The link provides a variety of sports and recreational information sites ranging from chartered fishing trips to youth football programs to hot air balloon rides!</p>
<p><u>Tampa Bay Convention and Visitors Bureau</u></p>	<p>The Tampa Bay Convention and Visitors Bureau highlight the area's cultural, natural and family attractions. Museums, state parks, area beaches and theme parks are featured on this site.</p>
<p><u>Tampa Bay Online</u></p>	<p>TBO.com, which represents the interactive media efforts of both WFLA and The Tampa Tribune, provides a source for news, weather, community events, entertainment and dining in the Tampa Bay area.</p>

<u>Tampa Municipal Government Citizens Guide</u>	Find out about community resources, services, activities and programs available to Tampa citizens from kids to seniors. Look here for everything you need to know about living in Tampa.
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Cultural Activities

<u>P. Buckley Moss Museum</u>	The P. Buckley Moss Gallery houses the world's most extensive collection of works by P. Buckley Moss. The collection includes oil paintings, watercolors, drawings, etchings, serigraphs, offset lithographs, porcelain items and collectible gifts. Located in a beautiful setting, the gallery overlooks a small yacht harbor which provides the perfect Florida view. The St. Petersburg Museum of Fine Arts and the Dali Museum are both nearby.
<u>Salvador Dali Museum</u>	Visit the world's most comprehensive collection of works by the Spanish surrealist. Located in St. Petersburg.
<u>St. Petersburg Museum of Fine Arts</u>	The purpose of the Museum is to increase and diffuse knowledge and appreciation of art, to collect and preserve objects of artistic interest and merit, to protect works of art, to provide facilities for research, and to offer instruction and opportunities for aesthetic enjoyment of art. The Museum is dedicated to serving all people by pursuing excellence in art from antiquity to the present through collection, exhibitions and education for its diverse audiences.
<u>Tampa Museum of Art</u>	Located at 2306 North Howard Avenue, the Tampa Museum of Art provides a broad range of art-related experiences for visitors of all ages.
<u>Tampa Theatre</u>	As one of our community's most precious assets, Tampa Theatre is fiercely protected and generously supported. That extraordinary community support fosters the Tampa's nearly 80-year legacy of cultural service through programming, education, membership, fundraising and community events.
<u>The David A. Straz, Jr. Center for the Performing Arts</u>	The Straz Center is located on a nine acre site along the east bank of the Hillsborough River in Downtown Tampa, and provides an environment for a wide variety of performances, concerts and events. The 300,000 square foot state-of-the-art complex is the largest performing arts center in the Southeastern United States.

Entertainment / Sports

<u>Busch Gardens</u>	Busch Gardens is the ultimate family adventure park offering an array of fascinating attractions based on exotic encounters with the African continent. A unique blend of thrilling rides, one of the country's premier zoos featuring more than 2,700 animals, live shows, restaurants, shops and games, Busch Gardens provides unrivaled "real" excitement for guests of every age.
<u>Channelside District</u>	Channelside is a waterfront entertainment and retail complex that features restaurants, clubs, cinemas and shops unique to Tampa, plus the only 3-D IMAX® theatre in the area. The <u>Florida Aquarium</u> is adjacent to Channelside.
<u>Zoo Tampa at Lowry Park</u>	Zoo Tampa at Lowry Park is the number-one family-friendly zoo in the U.S. (Child Magazine). Natural outdoor exhibits for more than 1,600 animals from Florida and similar habitats include a wildlife center and manatee hospital, Asian Domain, Primate World, aviary, Australian themed children's zoo and Safari Africa.

<u>Movie Guide</u>	Provides movie listings for all community theaters as well as news, weather and coming attractions.
<u>Raymond James Stadium</u>	The “crown jewel” of the National Football League, Raymond James Stadium® is the home of the NFL’s Tampa Bay Buccaneers, University of South Florida Bulls’ football and the New Year’s Day Outback Bowl, as well as concerts and special events. Named the NFL’s best stadium in multiple surveys by major publications, as well as the NFL Players Association, Raymond James Stadium hosted Super Bowl XLIII in 2009.
<u>Amalie Arena</u>	Home of the Tampa Bay Lightning, the Amalie Arena is the jewel of downtown Tampa. The arena features state-of-the-art technology and innovative design which combine to make the Amalie Arena one of the finest facilities in North America. In addition to NHL hockey, the Amalie Arena hosts more than 150 events annually, including concerts, family events, ice shows, the circus and indoor sports.
<u>Tampa Bay Rays</u>	The Tampa Bay Rays are a Major League Baseball franchise based in St. Petersburg, Florida, and the reigning 2008 American League Champions. The Rays are a member of the Eastern Division of MLB’s American League. The Rays play in Tropicana Field in downtown St. Petersburg.
<u>Ybor City Activities</u>	Ybor City is Tampa’s National Historic Landmark District. Florida’s Latin Quarter experience beckons you back to another era. Wrought iron balconies, globe streetlights, brick-lined walkways and the majestic architecture of cigar factories, social clubs and other unique buildings, provide a glimpse into an era rich with culture and history. Today, Ybor City is a shopping, dining and entertainment district where the ancient art of premium hand-rolled cigar making lives on. Ybor also boasts nightlife as colorful as their Spanish Flamenco dancers.

Research Resources Available to Postdoctoral Scholars

<u>Office of Research & Innovation (OR)</u>	The <u>Office of the Vice President</u> for Research & Innovation provides research announcements and annual reports; implements research policies and procedures, and provide general oversight of the USF research programs.
<u>Division of Sponsored Research (DSR)</u> Pre Award Services	DSR provides assistance to faculty, staff, students and postdocs in identifying external funding sources, proposal and budget preparation, including pre- and postdoctoral applications, training in electronic research administration (ERA) and electronic funding databases for faculty, staff, students and postdoctoral scholars or associates. The Division also provides information, education, and training to the research community in support of grantsmanship and professional development. For agency funding opportunities and guidelines, forms, policies and procedures click link.
<u>Research Financial Management (RFM)</u> Post Award Services	RFM provides financial services in support of USF sponsored research awards and activities. RFM is the entity that will assist postdoctoral scholars in monitoring, tracking and reporting the financial aspects of any external awards they may receive. For RFM forms, policies, procedures, and responsibilities click link.
<u>Research Integrity & Compliance Programs</u>	This Division administers key research-related assurance and compliance programs required by federal and state agencies and programs for the conduct of research at USF. For an overview of the programs click link.

<u>Biosafety</u>	Training in proper microbiological techniques is required for anyone who works with recombinant DNA, infectious agents, select agents and biological toxins or who works in a laboratory where these materials are used or stored. For training schedules and additional information click link.
<u>Conflict of Interest (COI)</u>	One of the most challenging arenas, the USF Conflict of Interest policies serve as guideposts to help the researcher disclose real and perceived conflicts so that USF, working with the researcher and relevant administrators, can develop management plans that will ensure the ethical conduct of research. For COI reporting guidelines and disclosure forms click link.
<u>Guidelines for the Responsible Conduct of Research</u>	In order to successfully accomplish our research endeavors at USF, it is important that all researchers ascribe to a standard set of ethical principles, and conduct themselves and their work in accordance with these standards. For more information on responsibilities and expectation on the guidelines for the responsible conduct of research click link.
<u>HIPAA Compliance Program</u>	The USF Research Integrity Program requires researchers to protect the privacy of research subjects with the appropriate use, disclosure and security of protected health information. For additional information click <u>here</u> .
<u>Institutional Animal Care and Use Committee (IACUC)</u>	The University of South Florida affirms that respect for all forms of life is an inherent characteristic of scientists who conduct research involving animals, that the respectful treatment, care and use of animals involved in research is an ethical and scientific necessity, and that the use of research and teaching contributes to the advancement of knowledge and the acquisition of understanding. For forms, applications and IACUC deadlines and meeting dates click <u>here</u> .
<u>Human Research Participants Protection Program</u>	The USF Institutional Review Board (IRB) reviews and approves all research at USF involving human participants. The process is an educational and informed one, designed to ensure the safety of participants and the highest standards of ethical behavior on the part of the researchers, staff and students. For forms, applications, IRB deadlines and meeting dates click <u>here</u> .
<u>Diving Safety</u>	The USF Diving Safety Program provides guidance to aquatic researchers and students to ensure ethical, safe and effective diving practices, educate researchers in new technological advances, and provide support for underwater research. For forms, policies, procedures and Diving Safety Committee meeting dates click <u>here</u> .
<u>USF Radiation Safety</u>	The Radiation Safety Office provides licenses and oversight of the uses of radioisotopes for use in research. For information regarding forms, application for license, radiation safety training and laser safety click <u>here</u> .
<u>Patents & Licensing Division (P&L)</u>	Patents & Licensing is responsible for the development, protection and utilization of intellectual rights, as well as the development and coordination of cooperative ventures the University of South Florida undertakes with business and industry in the promotion of technology transfer and commercial exploitation of intellectual property. When a postdoctoral scholar believes that they have discovered/invented a new and useful item, compound or method (any art or process, machine, manufacture, design or composition of matter, or any new and useful improvement thereof), they must disclose the discovery as soon as possible to P&L for evaluation and filing for appropriate documents. For forms, disclosure applications, P&L patents and licensing policy manual click <u>here</u> .

<p><u>Comparative Medicine</u></p>	<p>Comparative Medicine serves as the advocate for animals involved in research at the University of South Florida, and provides a fully accredited, centralized service of pathogen-free animal procurement, husbandry, health and surveillance and quality control, and is the Tampa Bay regional resource for laboratory animal-related services. For IACUC applications, policies and procedures and per diem rates click here.</p>
<p><u>Environmental Health and Safety Laboratory Program</u></p>	<p>The mission of the USF laboratory safety program is to promote the safe use of chemicals in all university teaching and research laboratories by advising and training the USF community on applicable federal, state and local regulations. Postdoctoral Scholars involved in research must participate in laboratory safety training workshops. For training schedules click here.</p>