



*Welcome*  
*PENN Postdoc*

*BPP Digital Welcome Packet*



Biomedical  
Postdoctoral Programs  
UNIVERSITY of PENNSYLVANIA





## Welcome!

We are thrilled to have you as part of our dynamic community of over 1,300 biomedical postdocs spanning Penn's Perelman School of Medicine, School of Veterinary Medicine, School of Dental Medicine, School of Nursing, and the Department of Biology at the School of Arts & Sciences, as well as our affiliated researchers at the Wistar Institute, the Children's Hospital of Philadelphia (CHOP), Swarthmore College, and the Monell Chemical Senses Center.

Founded in 1740, the University of Pennsylvania combines a rich history of innovation in both the liberal arts and the sciences, and is seen as a global leader in biomedical research. With over \$1.37 billion in annual R&D expenditures across fields like medicine, technology, business, and science, Penn and our collaborators are driving discoveries that expand knowledge and make meaningful impacts on people's lives every single day. —

The Office of Biomedical Postdoctoral Programs (BPP) plays a key role in fostering this groundbreaking work, by providing administrative support, training opportunities, and career development for all of our postdoctoral scholars, all with a focus on personal well-being. Our mission is to ensure you have what you need to thrive both professionally and personally.


As you begin this exciting next step in your career, we want to make sure you have all the resources necessary for success. In this packet you will find information about how to get started here at Penn and to learn more about the various resources available to you as a Postdoctoral Scholar. Our office also offers regular information sessions and bi-annual campus-wide orientations in collaboration with the Office of Postdoctoral Affairs (OPA). These events will introduce you to Penn's vibrant academic community and essential resources such as Career Services, Human Resources, and International Student and Scholar Services (ISSS), and give you an opportunity to network.

If you are affiliated with CHOP, Monell, Swarthmore, or Wistar, please be sure to review your institution's internal policies, as they may differ from Penn's.

We are excited to have you join us and look forward to supporting you throughout this important chapter of your career. Please don't hesitate to reach out to us by phone, email, or in person—we're here to help!

Janis K Burkhardt, PhD.  
Associate Dean, Postdoctoral Research Training  
Director, Biomedical Postdoctoral Program

Joshua Darfler, MS, MPA  
Administrative Director



Welcome to your postdoc journey at Penn! We encourage you to review all the information below as well as attend an upcoming information session where we will review this information together and have the opportunity to answer any questions. You can also contact us any time with questions or concerns by emailing us at [postdoc@pennmedicine.upenn.edu](mailto:postdoc@pennmedicine.upenn.edu).

### **PennKey and Password**

These will be critical for you access resources and log into many Penn systems. Look for an automated email from [pennkey@isc.upenn.edu](mailto:pennkey@isc.upenn.edu) sent to the email address you used during your application process. Please note that once selected, your PennKey cannot be changed, and that Multi-Factor Authentication is required for all Penn Community members.

### **BPP Appointment System**

As a Penn Postdoc you will now be able to access the BPP Appointment system with your PennKey and Password through this link: <https://www.med.upenn.edu/apps/bpp-appointments/>. Please be sure to delete your cache, cookies, and history if you have any issues accessing the site. You should no longer need to enter your email and password used as a candidate. All postdocs will need to upload their CV and proof of degree, review and sign the participation agreement, and update the personal and education tabs. For international postdocs, we request you to submit your I-94, visa, and passport. For permanent resident postdocs, we request you to submit your green card and passport.

### **Workday**

On your first day of employment, you will receive a series of emails from the [Workday@Penn](#) system notifying you to complete required onboarding paperwork, enroll in direct deposit, elect benefits, and update your profile. Once your Pennkey and password is activated, please make sure Workday has your correct and current contact information and all forms are complete. You will also need to schedule an in-person appointment with the [Onboard@Penn](#) office located at 3601 Walnut St above the bookstore.

### **PennCard**

Your PennCard will grant you access to the building, specific floors, and identify you as a Penn employee. You may apply for your first PennCard [online](#) and then [make an appointment](#) to pick up your card at the PennCard Office. Please make sure to complete all onboarding tasks prior to obtaining your Penn Card. On your first day, you can visit the [PennCard Center](#) located at 3601 Walnut St above the bookstore. You will need a valid photo identification to get your card and it will take 1-2 hours to become activated. For Postdocs at New Bolton Center, please consult with the Business Manager on acquiring a PennCard.

### **Benefits**

All postdoctoral scholars at Penn are eligible to enroll in medical, dental, and vision insurance and for a full list of benefits should look through [Penn HR](#).

Additionally, all postdocs are eligible for:

- Employee Assistance Program (EAP)
- Gym membership discounts
- Life Insurance
- Back-up childcare
- Annual biometric wellness screenings

### **Paid Leave:**

Postdocs at the University of Pennsylvania receive 10 paid time-off days, 8 official holidays, and 15 sick days per appointment year. These days do not carry over from year to year. In addition, the University provides up to 60 calendar days of paid Parental (New Child) Leave per appointment year for postdocs who give birth or adopt a child.

- [Penn Holidays](#): Access the recognized holidays for the Fiscal Year from the University of Pennsylvania Almanac.
- [Parental \(New Child\) Leave](#): Access the details and learn about the key features of the policy.

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## Policies & Code of Conduct

Promoting professionalism and upholding a proper code of conduct is essential for postdocs to maintain the integrity of their work and contribution to the academic and research community. Penn continuously works to review and update its policies as needed, and it is the responsibilities of everyone to ensure they are familiar with and compliant with all policies and guidelines. Please be sure to review the following documents as you begin your time here at Penn:

- [Policy for Postdoctoral Trainees at the University of Pennsylvania](#)
- [R.I.S.E Code of Conduct for the Perelman School of Medicine](#)
- [Misconduct in Research Policy for Non-Faculty Members](#)
- [Overview of Policy on Conflicts of Interest Related to Research](#)
- [Patent and Tangible Research Property Policies and Procedures](#)
- [Policy on Equal Opportunity](#)
- [Principles of Responsible Conduct – Penn: Office of Audit, Compliance and Privacy](#)
- [Perelman School of Medicine Authorship Policy](#)

## Ethical and Inclusive Workplace Practices

In order to continue a safe and inclusive environment, Penn has equal opportunity and affirmative action programs for postdoctoral scholars with disabilities. If you require any workplace accommodations, please register using the forms available through the [Office of Equal Opportunity Programs website](#).

## Important Support Offices

- [Office of Postdoctoral Affairs \(OPA\)](#): the Office of the Vice Provost for Research (OVPR) offers tailored resource for career development, mentoring, and skills enhancement, all while cultivating a vibrant and inclusive community.
- [International Student & Scholar Services \(ISSS\)](#): ISSS is the central office for all visa holders at Penn. Any questions or concerns regarding your visa status can be directed towards your visa advisor listed in iPenn.
- [Office of the Ombuds](#): The Ombuds Office welcomes any member of the Penn community who is experiencing difficulty, conflict, or confusion at work, within their studies, or throughout their life at the University more broadly. They offer an accessible and safe place to resolve differences, explore matters of concern, improve communication, and generate and evaluate options.
- [Penn Postdoc Association \(PPA\)](#): PPA focuses on fostering a sense of belonging and promote work-life balance through community-focused initiatives. They offer resources to help you grow professionally and personally, connect with peers, faculty, and industry professionals, and participate in engaging workshops and training. Become a part of the [PPA community](#) and join the PPA slack through the QR code below:





## ERA Commons Accounts:

If you are a postdoc supported by NIH funding, you must have an [ERA Commons Account](#). If you already have an account, update your profile to list Penn as your primary affiliation. If you need an account, contact your unit's Grant's Manager or Business Administrator (BA).

## Mentorship Compact between Postdoctoral Trainees and their Research Mentors

BPP strongly encourages all postdocs and their faculty members to complete a [mentorship compact](#) within the first three months of the initial appointment to help set expectations and establish an effective and productive mentee-mentor relationship. This compact can serve as a framework to establish open lines of communication, align mentor-mentee expectations, and to establish clear responsibilities of both parties.

## Individual Development Plan (IDP)

A [Individual Development Plan \(IDP\)](#) is required to be completed before each re-appointment. The IDP fosters mentoring and proactive career development by aligning postdocs' scientific and career goals with faculty guidance. There are three parts to the IDP. You complete part one, your mentor completes part two, and together both you and your mentor complete part three. It is *your responsibility* to initiate the IDP and to set a time to meet with your mentor to complete it prior to the start of each reappointment.

## Opportunities for All BPP Postdocs

The Biomedical Postdoctoral Programs (BPP) offer a wide range of opportunities to support the professional growth and [career development](#) of all BPP postdocs. From required [Responsible Conduct of Research \(RCR\)](#) training modules to [grant writing workshops](#), [presentation skills development](#), [ESL courses](#), and more, we encourage all postdocs to take advantage of these resources to enhance their training beyond the lab. A full list of upcoming courses can be found online at: <https://events.med.upenn.edu/postdoc/>

## Explore the Many Resources & Supports Available as a Penn Postdoc:

As a Penn Postdoc, you have access to a variety of valuable resources to enhance your experience and support your daily life:

- [Cultural Resource Centers](#): Community hubs to help promote belonging.
- [Family Center](#): Support for postdocs and their families.
- [National Postdoc Association \(NPA\) Membership](#): Access resources and networking at a national level (PennKey required).
- [Off-Campus Living](#): Guidance for housing and life beyond campus.
- [Penn Campus Map](#): Explore around to help you navigate through Penn's campus.
- [Penn Career Services](#): Tools for professional development and navigating your career.
- [Penn Computing Services and PSOM Computing Services](#): IT tools and support at your fingertips.
- [Penn Environmental Health & Radiation Safety \(EHRS\)](#): Ensuring a safe and compliant workplace.
- [Penn Libraries & Biotech Commons](#): World-class research and study resources.
- [Penn Solution Center](#): Submit a ticket for postdoc assistance.
- [Penn Violence Prevention](#): Access the service to protect postdocs from interpersonal violence.
- [Public Safety](#): Keeping our community safe and secure.
- [Religious Communities](#): Find connection and support across faith traditions.
- [Transportation](#): Convenient commuting options for getting around.

Take advantage of these incredible resources to enrich your experience, connect with the community, and advance your career at Penn!