

Office of Postdoctoral Affairs Handbook



Welcome

The **Office of Postdoctoral Affairs** would like to welcome you to the University of Kansas Medical Center (KUMC)! We are excited to have you join KUMC and are here to assist in making your postdoctoral scholar fellowship valuable and rewarding.

The Office of Postdoctoral Affairs is a unit under the Office of Academic Affairs. Dr. Allen Rawitch, Ph.D., Vice Chancellor for Academic Affairs and Dean of Graduate Studies heads up the Office of Academic Affairs.

This Postdoc Handbook provides key information about KUMC, local area information, and resources both on and off campus. We hope that you find this information helpful. Please contact us if you have any suggestions to make this handbook more useful to you.

Allen Rawitch, Ph.D.
Vice Chancellor for Academic Affairs and
Dean of Graduate Studies

Kelly Magaha
Senior Coordinator
Office of Postdoctoral Affairs

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Office of Postdoctoral Affairs

5015 Wescoe Pavilion
3901 Rainbow Blvd. - Mail Stop 1040
Kansas City, KS 66160
Phone: 913-945-6845
Fax: 913-588-5242

E-Mail: [Postdoctoral Office@kumc.edu](mailto:PostdoctoralOffice@kumc.edu)
<http://www2.kumc.edu/aa/pa/>

Staff Support:

Kelly R. Magaha, BS
Phone: (913) 945-6845
Fax: (913) 588-5242
E-Mail: kmagaha@kumc.edu

The responsibilities of the office are:

- Maintain a database for all postdoctoral scholars that:
 - contains a listing of current and former postdoctoral scholars as well as electronic version of their Curriculum Vitae;
 - tracks the duration of postdoctoral scholars appointments;
 - tracks the placement of postdoctoral scholars for a period of 5 years following termination of their appointment at KUMC.
- Maintain a personal data form for all postdoctoral scholars.
- Coordinate communication, events, and other interactions with and among postdoctoral scholars.
- Coordinate the meetings of the postdoctoral scholar advisory committee.
- Establish and maintain an institutional postdoctoral scholar website.
- Support the recruitment of postdoctoral scholars to the university.
- Sponsor or facilitate activities that provide professional development for postdoctoral scholars.

Postdoctoral Advisory Board

Members of the Postdoctoral Advisory Committee shall be appointed by the Vice Chancellor for Academic Affairs, and shall serve staggered three-year terms. The roles of the Postdoctoral Advisory Board are to:

- Establish guidelines relating to postdoctoral training at KUMC.
- Prepare and maintain a postdoctoral scholar handbook, which includes policies, guidelines, rules and regulations, and reference/resource materials for postdoctoral scholars.
- Develop opportunities and programs to prepare postdoctoral scholars for their careers.
- Surface and advocate issues related to postdoctoral scholars and their training at KUMC.
- Provide advice and guidance to the Vice Chancellor for Academic Affairs on questions/concerns that arise related to the postdoctoral experience at KUMC.

The membership of the current Postdoctoral Advisory Board includes:

Allen Rawitch, Ph.D.	Vice Chancellor for Academic Affairs	arawitch@kumc.edu
Marjorie J. Bott, RN, PhD	School of Nursing faculty member	mbott@kumc.edu
Jeff Burns, MD	School of Medicine clinical faculty member	jburns2@kumc.edu
John A. Ferraro, PhD	School of Allied Health faculty member	jferraro@kumc.edu
Leslie L. Heckert, PhD	School of Medicine faculty	lheckert@kumc.edu
Lauren Aleksunes, Ph.D.	Postdoctoral Scholar member	laleksunes@kumc.edu
Laura Martin, Ph.D.	Postdoctoral Scholar member	lmartin2@kumc.edu
Shirin Sundar, Ph.D.	Postdoctoral Scholar member	ssundar@kumc.edu
Kelly Magaha	Office of Postdoctoral Affairs coordinator	kmagaha@kumc.edu

University of Kansas Medical Center (KUMC) Campus Information

University of Kansas Medical Center Overview

The University of Kansas Medical Center (KUMC) is split into several different entities. Postdoctoral scholar positions will mostly fall under **KUMC** and the **State of Kansas**. The **University of Kansas Hospital** is a separate entity, which pays those that work in the hospital. **KU Physicians Inc.**, referred to as **KUPI** is another unit. KUPI employs those that work in the clinical setting (clerical staff, nurses, technicians, physicians, etc.). **The University of Kansas Medical Center Research Institute, Inc. (RI)** is a private, not-for-profit 501(c)(3) corporation established to promote and support medical research and faculty invention disclosures. The Research Institute administers federally-funded and privately-funded research projects and clinical trials within KUMC with a major objective of enhancing the research capability of the faculty for the benefit of the public.

KUMC consists of three different schools including Allied Health, Medicine and Nursing, and graduate programs associated with each of the schools. "**Allied health**" refers to a diverse collection of the health science fields including rehabilitation therapies, laboratory science, health information management, dietetics and many others. The **School of Medicine** is proud of its rich legacy as Kansas' only medical school and its international reputation as a leader in biomedical research. Every day, medical students learn basic and clinical sciences from those on the cutting edge of discovery. Other degrees offered by the school include a Masters in Public Health, a Masters in Health Policy Management, and a MD/PhD degree. Basic science programs called [Interdisciplinary Graduate Program of the Basic Sciences \(IGPBS\)](#) offer graduate degrees in the following programs: microbiology, molecular genetics and immunology; anatomy and cell biology; biochemistry and molecular biology; neuroscience, pharmacology, toxicology, and therapeutics; pathology laboratory medicine; and molecular and integrative physiology. The School has 10 basic science departments, 18 clinical departments, and 14 centers. The **School of Nursing** offers baccalaureate, master's and doctoral degrees as well as a clinical doctorate (DNP). In addition, the School of Nursing offers statewide continuing education programs.

The [Graduate Medical Education \(GME\)](#) in the School of Medicine prepares physicians for practice in a medical specialty. The single most important responsibility of the GME Office is to provide residents and fellows in programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) with organized educational support, guidance, and supervision in order to ensure their professional and personal growth while also ensuring safe and appropriate patient care. The quality of the GME Office is directly related to the quality of patient care. The GME Office oversees 22 residency programs and 17 fellowship programs accredited by the ACGME

[KU Medical Center Continuing Education](#) is nationally accredited by the Accreditation Council for Continuing Medical Education and the American Nurses Credentialing Center. Clinical and scientific conferences and symposia cover the latest advances in research, diagnosis and treatments in many clinical areas.

[KUMC Maps \(directions, campus, parking\)](#)

[Organizational Chart of KUMC](#) – click on link to access

Definition of a Postdoctoral Scholar

The designation of "postdoctoral scholar" is used at the KUMC to identify those individuals who have received their terminal doctorate degree (such as PhD, MD, DDS, DVM, OD, DO, Pharm.D.), and who have opted to pursue further training. This period of training is a standard component in the preparation of performing research in the sciences. A postdoctoral scholarship is a time-limited appointment, the primary purpose of which is to provide research and/or scholarly training for an academic or research career. Postdoctoral scholars may be funded by training grants, research grants, or institutional resources.

A postdoctoral scholar at KUMC is expected to:

- participate in a regimen of advanced training and research;
- train under the supervision and direction of a faculty research mentor who will provide the opportunity for collaborative and independent research, as well as promote publication of findings and preparation of research grants as determined by a mutual agreement between the postdoctoral scholar and the mentor;
- have an appointment for a minimum of one year with the possibility of annual re-appointment for up to four additional years, for a total not to exceed five years unless by exception of the Vice Chancellor for Academic Affairs or his/her designee;
- have a Fellowship, Traineeship or equivalent support for studies at the postdoctoral level.

Training as a postdoctoral scholar includes all relevant academic activities related to the preparation for a career in research or academia. These are typically: manuscript preparation of research findings, reading the literature, manuscript reviewing, presentations at meetings, attendance and presentation at seminars, organization and attendance at training related activities (including grantsmanship workshops) and limited training in teaching related activities. All of these activities should have the objective of enhancing the performance of the fellow in the pursuit of the research-related projects from which they draw their support. In many cases the training component of a postdoctoral scholarship may involve the joint preparation and development of proposals for extramural funding.

It is strongly recommended that a person who falls into one of the following categories NOT be appointed as a postdoctoral scholar:

- Registered students or candidates for a degree at KU/KUMC even if they already hold a doctoral degree.
- Registered residents.
- Individuals whose primary responsibility is to serve in an administrative or technical capacity for a project and/or laboratory.

The title for a postdoctoral scholar used by Human Resources and the department may vary. Some of the titles include research fellow, postdoctoral research fellow, research assistant, research associate and fellow (postdoc research).

[National Research Service Award \(NRSA\)](#)

The National Research Service Award (NRSA) program provides support to promising postdoctoral applicants who have the potential to become productive and successful independent research investigators in scientific health-related fields relevant to the missions of the participating NIH Institutes and Centers.

The Appointment Process

All of the following steps are required to complete the appointment process.

- Recruitment
 - Apply online at <http://www.kumc.edu/guides/jobguide.html>
 - Department reviews applications
 - Department schedules interviews and contacts references
 - Department chooses final candidate
 - Department and Human Resources determine salary and perform background check
- Offer
 - Department creates offer letter and sends a copy to Office of Postdoctoral Affairs
 - Department contacts International Programs (if postdoc is international)
 - International Programs sends postdoctoral scholar visa information
 - Department sends approved offer letter to postdoctoral scholar candidate
 - Postdoctoral scholar candidate signs offer letter and sends back to department
 - Department copies signed offer letter and sends copy to Office of Postdoctoral Affairs
- Employment
 - During orientation, postdoctoral scholars completes I-9 form in Employment Office (1024 Murphy) and provides photo identification
 - If the postdoctoral scholar starts on a day where orientation is not held, they need to report to the Employment Office to complete the I-9 paperwork and obtain a photo ID badge, and they need to sign in with Payroll Office to complete payroll forms
 - Department schedules postdoctoral scholar for orientation.
 - After postdoctoral scholar begins employment, the Office of Postdoctoral Affairs will contact them for a brief orientation to this office

Recruitment

All recruitment and selection activities undertaken by KUMC must comply with the laws and regulations governing [Equal Opportunity and Affirmative Action](#). All hiring decisions must be based upon valid, reliable, and nondiscriminatory criteria which are consistently applied. The budget must be approved. It must support hiring of this position and obtain appropriate managerial/executive approval. A position description is created or updated, which includes a summary of the position, specific duties and/or responsibilities, and the required and preferred qualifications. It is then sent to Human Resources (HR) and posted online at <http://www.kumc.edu/guides/jobguide.html>. Applicants are screened through an assessment of each applicant's job related knowledge, skills and abilities. A decision is made on which applicants should be interviewed. After the candidates are narrowed down, references and personnel files (if applicable) are reviewed. Human Resources will be notified of the chosen applicant finalist and a salary will be determined as well as a background check performed. An offer letter will then be created by the department.

Federal law requires all new hires to prove their identity and legal right to work in the United States. This is relatively easy for US citizens and permanent residents. Non-citizen professionals may be eligible for employment provided they obtain, often with our assistance, the proper documentation of Visa status and/or an Employment Authorized Document (EAD).

Offer Letter

The department will create a detailed offer letter on KUMC letterhead to be signed by the department chair. In many cases, the letter of offer needs to be sent several weeks or months prior to the actual starting date (especially if international) and will specify the following:

- Department and/or division to which the fellow is assigned,
- Effective date of appointment,
- Duration of appointment,
- Appointment/re-appointment contingencies related to funding source(s) and duration,
- Assigned mentor,
- Annual award/stipend amount, and
- A brief description of research and training activities in which the fellow will be involved and the qualifications needed by the fellow to complete these activities.

A copy of the accepted offer with the postdoctoral scholar's signature must be kept in the Office of Postdoctoral Affairs. The department will keep the original letters. Postdocs are considered unclassified employees per the [KUMC Faculty and Unclassified Staff Handbook](#) and are subject to the policies described for unclassified staff in this handbook.

International Applicants

International candidates that need assistance in entering the United States, the department will contact [KUMC Office of International Programs](#) office when the letter of offer is being considered. International Programs will process visa information and forward it to the fellow.

Appointment Term

Postdoctoral scholars are appointed for an initial period of one year, with the possibility of being re-appointed annually for an additional four years. Cumulated appointment as a postdoctoral scholar shall not exceed five years unless there are extenuating circumstances as determined by the Vice Chancellor for Academic Affairs.

Non Re-Appointment Letter

When a postdoctoral scholar receives a letter of non re-appointment, the Office of Postdoctoral Affairs **must** be copied and receive this letter.

Human Resources

Postdoctoral scholar positions are considered employees and are hired through KUMC Human Resources. Appointments must be compliant with the State of Kansas statues and regulations. Human Resources provide the following:

- [Benefits](#) (health insurance, dental, vision, prescription, life, retirement, flexible spending accounts, educational savings programs, etc.),
- Computers to access KUMC job listings,
- [Employee discounts](#) (Jack Miller Jeep Kia, CarX, Legends 14 Theatres at Village West, Starlight Theatre, cell phones services, Sam's Club, Parking Spot at KCI Airport, Thrifty Car Rental)
- Employment verification

- [Events](#) (American Heartland Theatre, KC Chiefs, KC Brigade, KC Royals, Music Hall, Worlds of Fun, etc.)
- [Forms](#)
- ID badges
- I-9 form completion and verification
- [Policies and procedures](#) (disciplinary, grievances, ethics, inclement weather, non-reappointment, overtime, leaves, etc.)
- [Relocation services](#)
- State holidays
- [Tuition assistance](#) and
- W-4 (tax withholding forms)

[HealthQuest](#)

HealthQuest is a free service provided by the State of Kansas. It's mission is to partner with employees to improve their health and well-being and to better manage health care costs. Some of the resources available online include nutrition, physical activity, disease and conditions, weight control, prevention, mental health and stress management, health organizations links, and workplace health and wellness. It also has an online health calculator and tools, and health and wellness handouts available online at <http://www.khpa.ks.gov/healthquest/default.htm>.

[Life Line](#)

The **LIFELINE** Employee Assistance Program (EAP) is a special service provided for State of Kansas benefits eligible employees and their dependents at no charge. **LIFELINE** provides information, short-term counseling, advice, and referrals from licensed professionals who understand the typical stresses we all face day in and day out. **LIFELINE** counselors are available 24/7 at 800-284-7575 to provide immediate care, concern, and assistance because life's questions don't always come between 8 and 5. TDD/TT 800-766-3777.

LIFELINE EAP counselors provide short-term counseling (up to four sessions per issue) and/or referral for the concerns that affect most employees in today's hectic world. A few of the most common examples include the following:

- Marriage and relationship concerns
- Family and parenting questions
- Domestic violence
- Emotional and stress related issues
- Alcohol and drug problems
- Grief and loss
- Work-related concerns

If long-term counseling appears necessary after the initial visit(s), your **LIFELINE** counselor will advise you of additional counseling benefits that may be available through your health plan or other community resources. **LIFELINE** also provides childcare information and referral, eldercare information and referral, personal money management assistance and information, healthy weight program, life coaching, and grab-a-cab program.

Human Resources Orientation

The department administrator will contact Human Resources to schedule you for [New Employee Orientation](#). Information regarding orientation can be found online at <http://www2.kumc.edu/hr/training/orientsc.html>. If you start on a week where are not scheduled to attend orientation, postdocs will need to go to the [Employment Office](#) (1024 Murphy or 913-588-5080) to complete the I-9 Form and obtain photo identification badge prior to the first day of employment. New hires must present **original** documents required to complete I-9 Form. A photo I.D. badge is provided only after HR approves the I-9 Form. The employee should also sign in with the [Payroll Office](#) at 120-R Support Services, 2100 W. 36th Street. For additional information, or questions about payroll, call 913-588-5100.

Registration with the Office of Postdoctoral Affairs

In addition to the Human Resources orientation, postdoctoral scholars will be contacted by the Office of Postdoctoral Affairs to schedule a short orientation to the office and its functions. A registration form is required for postdoctoral scholars. Postdocs will be registered in the Registrar's Office. The benefits of this process include an official registration of the postdoctoral scholars, a certificate upon completion of the postdoctoral training, and future verification of the postdoc training period. A fee will be assessed for the postdocs each semester. This fee will be paid for by the departments.

Postdocs are responsible for any tuition and campus fees for any courses taken through the Registrar's Office.

Since postdocs are registered through the Registrar's Office, they require postdoctoral scholars to have health insurance. Postdocs need to complete a verification form and provide a copy of their health insurance card to the Office of Postdoctoral Affairs. Postdocs are eligible for student health insurance if not already covered by either employee insurance or another insurance policy.

Professional Conduct

Professional conduct is expected at all times. The expectations, policies and procedures, grievance and complaint procedures are available in the [KUMC Faculty and Unclassified Staff Handbook](#). A section in this handbook, "Professional Conduct (IX.);" covers "Guidelines for Conduct of Research and Publication" (D), "Guidelines for Dealing with Allegations of Scientific and Other Scholarly Misconduct" (E), and Conflict of Interest (F, G, H).

Resignation

When a postdoctoral scholar chooses to resign from their position, a resignation letter (<http://www2.kumc.edu/hr/docs/resign.doc>) must be processed. A copy of this letter should be sent to the Office of Postdoctoral Affairs. Postdoctoral scholars need to notify the Office of Postdoctoral Affairs as well as International Programs. Once they are notified, the Office of Postdoctoral Affairs will provide information regarding the exit survey that they are required to complete. Upon completion of the exit survey, the postdoctoral scholar can complete a form to receive a certificate documenting their postdoctoral scholarship training at KUMC.

The postdoctoral scholar also **must notify Payroll** with a current forwarding address so they can send you W2, benefit information, etc. On the last day of your employment, you must return your ID badge and keys to your supervisor and/or the department administrator. Employees may resign at any time of their choosing. It is customary to provide two-week notice when terminating employment.

The provisions for ending employment of a postdoctoral fellow are not different than for other unclassified staff.

On funding, if more than half of the funding for a position is no longer available then the individual's employment may be ended. You might check this with Steve Ruddick as this is a legal interpretation.

An unclassified staff member may be non-reappointed.

During the first six months of employment the employer may elect to dismiss the individual in a Kansas Board of Regents unclassified position provided the employee has not transferred to us from another Kansas Board of Regents in which s/he had more than six months of employment.

There may be dismissal for cause which is recommended by management to the Director of Human Resources who if he concurs proposes dismissal with an appeal procedure.

We remove employees from the payroll who do not maintain timely their legal eligibility to work in this country.

We do the same should an employee be absent with no call or no show for work for five consecutive work days subsequent to a process in which we attempt to contact the employee to find why s/he has not reported or called to report absence.

There are also situations in which an individual is medically unable to perform the duties of the position. Each of these situations is handled on a case by case basis and may result in removal from the payroll.

[Office of International Programs](#)

4016 Student Center

(913) 588-1480

The Office of International Programs, a division of the Office of Academic Affairs, is your advocate and resource for: immigration and visa information and immigration compliance. By providing cultural programs and English language resources, the Office of International Programs strives to facilitate your acclimation to the United States and foster your knowledge and understanding of the culture and peoples of the United States.

Specific services provided by the Office of International Programs include: advising on immigration-related issues; English language resources; immigration workshops; assistance in filing Federal income tax; and cultural programs. Our cultural programs include: "Life in the USA", a monthly presentation with an expert speaker; "Lucky-Pot", community dinners; visits to area locations and events such as the City Market and the annual Ethnic Festival; housing, social security numbers, and other community information.

[Campus Communication](#)

The University has many tools, including a number of technology-based tools, to facilitate communication among the members of the campus community.

The KUMC Events Calendar at <http://www2.kumc.edu/calendar> is the central record for all scheduled events and activities sponsored by KUMC. Members of the Campus Community may post either to the Campus Events Calendar (directly) or to a calendar maintained by his or her school or department. All postings are reviewed prior to their appearance on the calendar. University staff and students can sign up for either daily or weekly emails with a link to the week's events through myKUMC.

Campus announcements can be found at <http://www.kumc.edu/news/publish/index.shtml>.

The **campus newsletter**, *Center Express* is a weekly publication designed to provide timely news and information about people, programs and events of interest on the KUMC campus. The University of Kansas Hospital's Communications Services Department publishes the newsletter every Thursday. The url to their site is <http://www2.kumc.edu/publications/centerexpress/>.

[Email](#)

GroupWise is the email client used at KUMC. All postdoctoral scholars can check their email account anywhere with internet access via webmail. The url is <http://webmail.kumc.edu/>. Postdocs will receive announcements regarding lectures, seminars, and training session via email, as well as any other correspondence from the Office of Postdoctoral Affairs. Other correspondence via email includes broadcasts (university events or correspondence), “emergency alert” or “critical information”.

ListServes

The Office of Postdoctoral Affairs has created a listserv for all the postdoctoral scholars. The email address of the list is postdoc-1@listserv.kumc.edu.

Emergency Text Messaging

Postdoctoral scholars are required to provide emergency contact information online at <https://sa.ku.edu/>. This information is kept confidential.

[Personal business, surplus furniture and equipment, lost and found items](#)

- Select personal business (items for sale, services, etc.) may be conducted via the online Classified Ads at <http://www2.kumc.edu/classifieds/>.
- Furniture and other equipment to be given away can be listed on the online Equipment Exchange at <http://www2.kumc.edu/classifieds/EquipExchange/>.
- An [online “lost and found”](#) enabling anyone in the community to post a lost or found item.

University Lost and Found: 913-588-1010

The University Lost and Found is located at Dykes Library Public Services Desk. An attempt will be made to contact the owner of a lost item(s). Items are retained no longer than 60 days.

Hospital Lost and Found: 913-588-1234

The Hospital Lost and Found is located at the Senior Resource Center (G043 just off the hospital lobby). An attempt will be made to contact the owner of a lost item(s). Items are retained no longer than 60 days.

Postdoc Resources

University of Kansas Medical Center
[Office of Postdoctoral Affairs](#)
[International Affairs](#)
[Biomedical Research Training Program](#)

National

[American Association for the Advancement of Science \(AAAS\)](#)
[National Postdoctoral Association \(NPA\)](#)
[National Institute for Health \(NIH\)](#)
[National Science Foundation \(NSF\)](#)

Mentoring resources

[AAMC Compact Between Postdoctoral Appointees and Their Mentors](#)

Resources for writing grant proposals and fellowship applications

[ScienceCareers.org](#)
[FoundationCenter.org](#)
[PhDs.org](#)
[Funding Opportunities for Postdocs - NIH K Awards](#)

Grants

[National Science Foundation Funding Page](#)
[Grants.net](#)
[Grants.gov](#)
[FoundationCenter.org](#)

Fellowships and training opportunities outside traditional research

[National Institutes of Health \(NIH\) Tech Transfer Fellowship](#)
[AAAS Science and Technology Policy Fellowship](#)
[National Academies of Science \(NAS\) Fellowships](#)
[National Institutes of Health](#)
[National Science Foundation \(NSF\)](#)

Professional Presentations

<http://www.phds.org/graduate-school-success/essential-skills/communication-skills/>

<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/2006_10_20/mastering_your_ph_d_giving_a_great_presentation/

<http://www.cs.berkeley.edu/~jrs/speaking.html>

[KUMC Resources](#)

[Occupational Health Clinic](#)

G110 Delp Pavilion

(913) 588-6512

The Occupational Health Clinic is committed to providing a healthy work environment for all employees. The clinic for the Department of Occupational and Environmental Health provides the following services to its clients:

- New employee health evaluations and immunizations
- Treatment of employees with a work related illness or injury
- Medical surveillance examinations for employees who work with toxic or hazardous materials
- Ability-to-work evaluations for personal or work-related illness and injury
- Surveillance of medical conditions, for example, monitoring blood pressure
- Preventive medicine services, including education and counseling and a smoking cessation program
- Computerized tracking systems
- Epidemiological evaluation of data for workplace injury, illness prevention, and outcome analyses

New Employee Examinations

New employee examinations can be tailored to the individual employers needs. This examination would typically include some or all of these services: health history forms, immunization update and tracking, tuberculosis skin tests, drug testing, and any type of medical surveillance exams. There is no cost for immunizations provided as part of employment. Immunizations provided through the clinic are Tetanus and Diphtheria (TD), Measles, Mumps, and Rubella (MMR). Based upon your job duties, you may be eligible for Hepatitis B, Chicken Pox Vaccine, and Hepatitis A.

The Occupational Safety and Health Administration (OSHA) requires **annual** TB Surveillance in hospital settings. To maintain a healthy working population, KUMC has adopted a policy to **annually** skin test EVERY employee at the medical center.

[Dykes Library](#)

2100 W. 39th Avenue

(913) 588-7166

<http://library.kumc.edu/>

Dykes Library, located on the University of Kansas Medical Center (KUMC) campus in Kansas City, Kansas, is one of the most complete medical libraries in the Midwest. The Library is open to the public for those seeking health information or conducting medical research. Borrowing privileges are available to all faculty, staff and students of the KU Medical Center. Other services are also available such as the Library's licensed databases (MEDLINE, PubMed, etc.), copyright compliance, and access to online journals and computers.

[Environment, Health and Safety Office](#)

(913) 588-1081

The Environment, Health and Safety (EHS) Office provides leadership and guidance for the University's environmental protection activities, health and safety programs and regulatory compliance. The EHS Office assists in developing, implementing and supporting high quality programs that allows students, faculty and staff to protect themselves from hazards they may encounter at the Medical Center. The EHS Office provides the expertise needed to direct efforts towards compliance with environmental, health and safety laws and regulations.

[Equal Opportunity Office](#)

1040 Wescoe Pavilion

(913) 588-1206

The Equal Opportunity Office at KUMC provides information and educational programs regarding student rights and responsibilities, receives disability accommodation requests from students and applicants for admission, and administers the university's discrimination complaint procedure. KUMC is committed to assuring that all programs and activities are readily accessible to all eligible persons. The university prohibits discrimination on the basis of race, color, religion, creed, national origin, ancestry, sex, age, disability, sexual orientation, or veteran status. The University of Kansas also extends equal opportunity regardless of marital or parental status. All forms of illegal discrimination, including sexual, racial, and ethnic harassment, are prohibited by university policies. The equal opportunity policies, reasonable accommodation procedures, and KUMC's discrimination complaint procedure are on the KUMC Web site in their entirety; see <http://www.kumc.edu/eoo/>.

[Graphics Services](#)

G015 Sudler

(913) 588-7163

Graphic Services prepare materials for a wide variety of media, including print, projection, exhibit, and electronic. Graphic Services develops educational, informational and promotional materials to support faculty, staff and students including posters for scientific meetings and creating figures for publications. They also offer various forms of visual communications. Graphic Services has knowledge of both the Microsoft Windows and Macintosh System operating platforms and related software. Graphic Services also offers consulting regarding graphic related matters.

[Kirmayer Fitness Center](#)

Olathe and Rainbow Blvds.

(913) 588-1532

The Kirmayer Fitness Center is a two-story, 50,000 square foot facility designed to promote physical fitness and wellness among members of the University of Kansas Medical Center. It is located at the southeast corner of Rainbow and Olathe Boulevards. Membership is available at employee rates. Details can be found online at <http://www.kumc.edu/kirmayer/>.

KUMED Bookstore

**Ground Floor Orr-Major, 39th and Rainbow
(913) 588-2537 or (800) 262-7509**

The KUMED Bookstore offers a variety of items ranging from health related textbooks or reference books, medical instruments, parts or repairs for medical instruments, lab coats, scrubs, protective wear, collectibles and gifts, footwear, jackets, t-shirts and sweatshirts, and a variety of items with the KU logo. The bookstore also sells tickets to some of the social activities in the area. On a regular basis (in season), tickets to Worlds of Fun, Oceans of Fun, Silver Dollar City, White Water, KU ALL SPORTS Tickets (limited supply), and others as they become available.

Mail Services

**G046 Delp Pavilion
(913) 588-7966**

Campus mail is delivered to departments daily. When sending campus mail, it is helpful to use the department name and mailstop code. Mail Services also accepts outgoing UPS. Helpful hints on presorted mail, mail preparation and addressing tips, service options (includes first class, priority, express mail, FedEx, certified, registered, insured and packaging services) are available on their website at <http://www2.kumc.edu/mail/>.

Office of the Registrar

**3001 Student Center
(913) 588-7055**

The Office of the Registrar maintains the official records of postdoctoral scholars when they are registered and will provide verification. This Office will also provide certificates upon completion of the postdoctoral scholarship training through the Office of Postdoctoral Affairs. Postdocs can take courses offered depending on prerequisites, but they are responsible for tuition and campus fees.

Student Health Services

**1012 Student Center
(913) 588-1941**

Postdocs are eligible for student health insurance. If interested in the student health insurance, please contact Student Health Services.

Parking Services

**Support Services Building
2100 W. 36th Ave. (next to Post Office)
(913) 588-5175**

Courtesy Call-In or use online form at <http://www.kumc.edu/parking/courtesyform.html>
Shuttle Service - [University of Kansas Color Zone and Shuttle Stop Map](#)

Parking lot shuttle service is provided between 6:00 a.m. and 11:00 p.m., Monday through Friday.

Between 6:00 a.m. and 9:00 a.m., priority is placed on transporting riders from the outer parking lots to the main complex as quickly as possible. In order to accomplish this one bus is assigned to service the yellow parking lots on the West Side of Rainbow Blvd (lots 88, 89 and 95). A round trip normally takes approximately 10 minutes. For those parking lots on the East Side of Rainbow Blvd and north of KU Hospital (lots 99, 90, Support Services, Landon Center and 98), two buses are assigned. One bus will be a KUMC Parking Services bus while the other will be a contract vehicle. These two buses are deployed with the goal of arriving approximately 10 minutes apart.

Between 9:00 a.m. and 4:00 p.m., one bus will be in operation serving the entire established route on a 20-minute round trip schedule. The bus should be at the front of KU Hospital on the hour, 20 minutes past the hour, and 40 minutes past the hour.

Between 4:00 p.m. and 6:00 p.m., two KU shuttle buses will be in operation. One bus will service the lots on the west side of Rainbow Blvd from the front of KU Hospital. The other services the lots on the north side of 39th Street. Riders may be picked up in front of the KUMC Bookstore as the bus returns from the lots in route back to the front of the Hospital. Both operate on the 20-minute round trip schedule leaving the front of KU Hospital on the hour, 20 minutes past the hour and 40 minutes past the hour.

Between 6:00 p.m. and 8:00 p.m., the KU bus will pick up only at the front of KU Hospital, transporting riders to their requested parking lots and return to the front of the Hospital. Service will be "on demand" rather than an established route. The bus driver will remain in the lot until the rider(s) is safely in their car and under way. Normally no one should have to wait more than 5 - 10 minutes for a ride.

Between 8:00 p.m. and 11:00 p.m., the contracted bus will pick up at the front of KU Hospital and transport in the same manner as the KU bus does between 6:00 p.m. and 8:00 p.m.

The shuttle bus will only stop at the designated shuttle stops. Please do not ask the driver to stop to pick up or drop off in the middle of a lot or street. The exception is that the driver will stop at the north end of lot 98 as needed as well as at the bus shelter. Intent of early morning is to get riders from their vehicles to their destination in approximately 10 minutes. Intent in late afternoon and evening is to again get riders to their destination in approximately 10 minutes.

Scheduled times may be affected by weather and load demand.

The Shuttle does not operate on state holidays.

A Shuttle Bus accessible for the disabled is available upon request.

[Payroll](#)

120-R Support Services
2100 W. 36th Street
Mail Stop: 2010
(913) 588-5100

Payroll is responsible for address changes, direct deposit, employee paychecks, stipend payments, timekeeping, and W-2 and W-4 forms. Postdocs **must** contact this office to update an address change when leaving KUMC.

[Photo Services](#)

GO17 Sudler
(913) 588-7217

Photo Services offers a wide range of services including professional portraits, tabletop products, gross specimens, and environmental portraits. They also provide documentation of patients, procedures, specimens or gels for education research, patient records and publication in both traditional and digital formats. Other services include disk to film (i.e. PowerPoint conversions), scanning, manipulation, printing, storage, copying, film processing and printing (black and white or color). Photography also provides services for dinner receptions, luncheons, guest speakers, conferences, award ceremonies, and departmental groups.

[Police](#)

115 Support Services Facility
2100 West 36 Avenue
(913) 588-5030

The University of Kansas Police Department is a full service police department. The department is open 24 hours a day, year-round. The department is separated into two locations on campus. The patrol services squadroom and communications center is located in the basement of the University of Kansas Hospital located at 3901 Rainbow, Kansas City, Kansas.

The command staff, investigations unit, special enforcement unit and community policing unit, are located at 2200 West 36th Ave., Kansas City Kansas. The Police Department can be contacted by dialing 588-5030 for non-emergencies and 911 (on campus) for emergencies. In any emergency, regardless of your location, dial 911. All area police and rescue departments use the 911 system for emergencies.

[Your Identification Card \(ID Badge\)](#)

All Medical Center employees and students are issued identification cards (badges) during orientation. This card will also serve as your key to enter specific buildings even during normal working hours. It is extremely important that you safeguard this card.

University Policy: All employees and students are required to wear proper identification badges.

After Hours Access

For your safety the Medical Center is closed after normal duty hours. Entry is restricted to a limited number of after hour access points. As you view the card reader, there is a light that indicates the security status of the door.

Red Light - Door is locked. You must use your card to gain access.

Green Light - Door is open. No card is needed.

Alternating Red/Green - The system is checking to see if you are authorized in the area.

NOTE: If the light does not change or alternate as in the checking mode, there is a problem with the card. If you have problems, contact the Police Dispatcher at extension 8-5030 or use any direct line blue telephone.

Care of Your Card

1. Report lost or stolen identification cards to your department's coordinator immediately. If they are not available, report the loss to the Police (ext. 8-5030).
2. The only stickers that should be attached to your identification card are the Student Validation sticker, a bar code from Dykes Library or a bar code from the Kirmayer Fitness Center. Care should be taken not to cover the magnetic stripe on the rear of the card.
3. Do not put any type of pin through the card. Do not bend the card.
4. Lost, stolen or damaged cards may be replaced. There is a charge for a replacement card. University employees need to contact the State Employment Office at ext. 8-8012 or Room 1052 Wescoe Pavilion. Hospital employees need to contact Human Resources at ext. 8-5627 or Room 5040 Delp Pavilion.
5. If a specific reader does not work or the door will not open or close properly, a system hardware problem may exist. Contact Facilities Operations Production Control (ext. 8-7928) or the Police Dispatcher (ext. 8-5030) for repairs.

Please note that the Police Department does not determine access to each of the card access areas. Your department administrator determines the buildings to which you need access.

Police Escort Service

During the hours of 6:30 pm to 6:30 am, employees, students and visitors of the university will be escorted to or picked up from residences, parking lots and the garage within the boundaries of **Chester to the north, State Line Road to the east, 43rd Street to the south, and Fisher to the west**. In order to expedite service, the KU Hospital main entrance has been designated as the main escort pickup and drop-off point. Request may be made by dialing extension 8-5030.

The University Police Department will provide callers with an approximate arrival time as each escort request is received. While the University Police will make every effort to perform escorts within ten minutes after the request is received, priority police assistance will be given preference.

- *Escort service cannot be provided into the state of Missouri.*
- *Escort service will not be provided during the hours the Shuttle Bus is running, ie. 6:30 am to 6:30 pm, Monday through Friday.*

Problems and or questions concerning the escort service should be directed to the on duty supervisor at extension 8-5030.

[Printing Services](#)

**G001 Eaton Hall
(913) 588-7095**

Printing Services is dedicated to providing the printing needs of the University of Kansas Medical Center complex. Graphic artists provide quality layouts, and trained and experienced press operators to print jobs to the specifications.

[Research Institute, Inc.](#)

**6003 Wescoe Pavilion
(913) 588-1261**

The Research Institute, Inc. (RI) is a private, not-for-profit corporation established to promote and support medical research and faculty invention disclosures. RI administers federally-funded and privately-funded research projects and Clinical Trials within the KUMC with a major objective of enhancing the research capability of the faculty for the benefit of the public. The Research Institute assists research by administering and serving as the recipient of grants, coordinating a sponsored scientific research program, promoting and aiding in the fulfillment of medical research and using all income for the support of scientific, educational and charitable purposes

[Clinical Research Administration](#)

Clinical Research Administration, formerly known as the Division of Clinical Trials, is the central liaison between the funding agency, Institutional Review Board and principal investigators at the University of Kansas Medical Center. Our goal is to provide timely and efficient clinical trial initiation by managing the administrative aspects of the trial.

KUMC's 387 faculty investigators represent 226 subspecialties, offering expertise in all areas of clinical trials. Over 100 experienced study coordinators in various departments assure quality care and reliable case reports. As a regional health center treating 30,000 emergency patients, 18,000 inpatients, and 350,000 outpatients KUMC provides a large, diverse patient population for highly successful subject recruitment.

Clinical Research Administration markets the University of Kansas Medical Center to potential research sponsors, receives and manages protocol initiation, and provides ongoing administrative support to ensure timely and cost-effective completion of clinical trials.

[Finance and Administrative Services Overview](#)

The Division of Finance and Administrative Services serves as the depository and administrator for funds received. The Division of Finance and Administrative Services works directly with principal investigators to insure that the management of funds from granting agencies are made available with minimum loss of time and effort. The goal is to conduct research at the lowest overhead cost possible with the maximum flexibility to the principal investigator. The accounting records of the Research Institute are audited annually by an external audit firm.

Office of Compliance

1040 Wescoe

(913) 588-1206 or (877) 588-5757

This office is responsible of assuring that federal and state requirements in the areas of Basic Sciences, Animal and Human Research, Equal Opportunity, HIPAA, conflict of interest and Environmental and Radiation Safety. Required annual training is tracked through this office including safety, animal welfare, computer security awareness, and human subjects protection as well as conflict of interest paperwork. The website for these training and quiz modules is found at <http://www2.kumc.edu/chalk/>.

Sponsored Programs Administration Overview

The Division of Sponsored Programs Administration (SPA) has as its primary responsibility with facilitation of research-related activities in each of the schools – Allied Health, Medicine – Kansas City and Wichita, and Nursing. This includes serving as a resource to the research faculty for all aspects of their research programs. The goals of SPA are to provide services to faculty and staff with an improved understanding of regulations, policies, and procedures; to strengthen internal controls; and to provide staff with access to important resources and contacts when they need help. Pre- or post-awards contact information can be found at <http://www2.kumc.edu/researchinstitute/spa/spastaff.html>.

Technology Transfer, Intellectual Property & Commercialization Office

3047 Wescoe

(913) 588-5713

The Technology Transfer, Intellectual Property and Commercialization office was established to enhance the research capacity of the University of Kansas and facilitate the transfer of technology from the university to the commercial marketplace for the public good. The division moves the research discoveries from the laboratory to the marketplace by recruiting commercial-sector partners to help develop new products.

The Writing Center

The KU Writing Center has trained peer consultants available to help you brainstorm, draft or edit your writing. The Writing Center consultants work with writers from all disciplines. These qualified consultants are prepared to look at papers from architecture to zoology. They are also able to work with students at any level and at any stage of their writing process, from first draft to final product. Online consultation is available.

KUMC postdocs can utilize the Writing Center services too! Getting a Lawrence KU Online ID is necessary (it's free). With your KU employee ID, [click here](#) and then click "Create a KU Online ID".

Computers and Technology

The Virtual Training Center incorporates campus reference resources and offers links to training materials including computer training, PowerPoint templates, and web development resource guide. Computer training classes (GroupWise, Microsoft Office products, EndNote, and information can be found at <http://www2.kumc.edu/comptraining/events.html>. Web-based learning is also available. Details are available online at <http://www2.kumc.edu/comptraining/webcourses.html>.

[GroupWise Webmail Access](#)

All students and employees can check their GroupWise email accounts anywhere with internet access through webmail. The url is <https://webmail.kumc.edu/gw/webacc>. The main channel of communication for announcements related to lectures, seminars, and training sessions is via GroupWise email.

[Other Campus Resources](#)

[ATM Machine](#)

ATM machines are located west of the Hospital Cafeteria, near the Courtyard Cafe on the basement of Orr-Major, and Commerce Bank west side of Rainbow, south of 39th Avenue.

[Cafeteria/Cafes and Vending Machines](#)

The Hospital Cafeteria is located on the ground floor of the Hospital. The Courtyard Café is located in the basement of Orr-Major. Jazzman's Café is located at the front of the hospital main entrance on the ground floor of the heart hospital. Menus are located under “**Online Tools**” at <http://www.kumc.edu/faculty.html>. **Vending machines** with water, soda, and snacks are located throughout the campus, including in the basement of the School of Nursing, Orr-Major, Student Center, and in the Hospital Cafeteria.

[Donate Blood](#)

The Community Blood Center has times available for anyone who wants to donate blood on campus. Most of the donations are held outside of the KUMC Bookstore in the Stoland Lounge. Call Clinical Labs at 913-588-1711 to find out more information and eligibility or check on the **Community Blood Center** website under blood drives at <http://www.savealifenow.org/>.

[Gift Shops](#)

Lobby Giftshop - G412 KU Hospital, M-F: 9:00 a.m. to 7:30 p.m.; Sat & Sun: noon to 5 p.m.
Sunflower Giftshop - 1014D Olathe Pavilion, M-F: 9:30 a.m. - 2:00 p.m.

[Hair Salon/Barber](#)

The Hair Quarter and Barber are located on the ground floor of the Hospital across from the Hospital Cafeteria. They provide hair cutting, styling and manicure services to men and women. Call for an appointment at (913) 588-2518.

[myFILES](#)

myFILES is a way for you to access documents located on the KUMC network's file servers (such as the G: drive) from off campus. The instructions are listed on <http://www2.kumc.edu/ir/myfiles.html>.

[myKUMC](#)

myKUMC is an institutional portal that provides authentication and authorization to web-based services for KUMC students, faculty, and staff. Its goal is to provide a framework for delivering online services based on users' roles on campus. myKUMC provides access to pay stub information, benefits, KUMC News, course schedules and grades, and more.

[Newspapers](#)

[Kansas City Star](#), [Topeka Capitol Journal](#) and [St. Louis Post Dispatch](#) are located outside of the main cafeteria. [Kansas City Star](#), [USA Today](#) and [Kansas City Kansan](#) are located on the 1st Floor Sudler.

[Notary](#)

Notaries are available in the [KUMC Credit Union](#) and Bookstore.

[Support Groups and Hotlines](#)

- [Free Addictions Treatment Group](#) - <http://www2.kumc.edu/hr/employ/eresources.html#freeadd#freeadd>
- [Autism and Asperger Resource Center \(AARC\)](#) - <http://www.kumc.edu/hospital/huntingtons/groups.html>
- **Cancer Hotline** - 816-932-8453
- [Caregiver Support Groups](#) - http://www2.kumc.edu/coa/Senior_Press_Article/Sr-NeedCaregiverSupportGroup.htm
- **Drug Information Center at KUMC**, 913-588-2328
- [Genetic and/or Rare Conditions](#) - <http://www.kumc.edu/gec/support/>
- **LIFELINE**, 1-800-284-7575 - <http://www.khpa.ks.gov/healthquest/lifeline.htm>
- **Kansas Legislature Hotline** - 1-800-432-3924
- [Support Groups and Disease Organizations](#) - <http://www.khpa.ks.gov/healthquest/lifeline.htm>
- [Support Groups and International HD Organizations](#) - <http://www.kumc.edu/hospital/huntingtons/groups.html>
- [Support Group for Chromosomal Conditions](#) - <http://www.kumc.edu/gec/support/chromoso.html>

[Training](#)

- [Chalk](#) is an online source where all faculty and employees are required to complete annual trainings in harassment, animal welfare, computer awareness, HIPAA, human subjects protection, and safety training as well as to complete conflict of interest paperwork.
- [HR e-Learning Courses](#) - This module provides employees an opportunity to identify techniques and strategies for promoting excellent service to both our external and internal customers, and includes guidelines to improve communication, create positive public impressions, and deal effectively with issues of confidentiality and difficult situations.
- [Computer classes](#) - MS Office: (Word, Excel, Access, Powerpoint, FrontPage, Visio 2002), Windows XP, etc.
- [Self Help Guides](#) - Dreamweaver, FrontPage, Contribute, Mail Forms, Web Statistics, Google Search, Server Side Includes, Adobe Acrobat (PDF files)
- [Supervisory Classes](#)
- [Virtual Training Center](#) - Instructional Development, Business Processes, Personnel Issues, Self-Improvement, etc.

[Tuition Assistance](#)

The University of Kansas Medical Center, like other state agencies, is authorized by Kansas's statute (K.S.A. 75-5519) to provide tuition assistance to full-time state employees who meet the eligibility requirements of the program.

Off-Campus Resources/Services

Car registration is issued by the state of residence, and regulations differ state by state.

[Kansas Department of Revenue](#)

[Kansas Department of Revenue Forms and Publications](#)

[Missouri Department of Revenue](#)

[Missouri Department of Revenue Vehicle Title Instructions](#)

[Banking near KUMC](#)

There are several financial institutions located in the vicinity of the KUMC campus which provide banking services. We are providing information about these organizations. *However, you are free to choose any financial institution for your banking services. This is not an endorsement for any of these institutions.* Make inquiries with financial institutions to find the one that can best provide the services you need at the lowest cost. You will need to show your driver's license or passport and possibly provide proof of your current address to open an account.

[KUMC Credit Union](#)

Main Branch
3901 Rainbow Blvd., 1037 Delp Pavilion
(913) 588-5375
creditunion2@kumc.edu
<http://www.kumccu.org/>

Monterey Office Park
12510 W. 62nd Terrace #104
Shawnee, KS 66216
(913)962-8144

[Bank of America](#)

331 Westport Rd
Kansas City Missouri
(816) 979-6780
<https://www.bankofamerica.com/index.jsp>

[Bank of America](#) (cont.)

4720 Jefferson
Kansas City Missouri
(816) 714-7010

3100 Main St
Kansas City Missouri
(816) 979-6710

4724 West 60th Street
Mission, KS 66205
(816) 979-8235

[Bank Midwest](#)

3500 Rainbow Blvd
Kansas City, KS
(913) 236-7700
<https://www.bankmw.com/default.aspx>

Bank Midwest (cont.)

4600 Shawnee Drive
Kansas City, KS 66106
(913) 831-4184

Commerce Bank (cont.)

4604 Wornall Rd
Kansas City Missouri, 64111
(816) 234-2000

Commerce Bank

4020 Rainbow Blvd
Kansas City, KS 66103
(816) 234-2000

118 W. 47th Street
Kansas City, MO 64112
(816) 234-2000

<http://www.commercebank.com/>

1906 W. 43rd Ave
Kansas City, KS 66103
(913) 362-5350

Other Local Banks

Bank Name	Address	City, State	Phone #
<u>Central Bank of Kansas City</u>	3600 Broadway, Ste. A	Kansas City, MO	(816) 931-1957
<u>Country Club Bank</u>	2001 Shawnee Mission Pkwy	Shawnee Mission, KS	(816) 931-4060
<u>Country Club Bank</u>	3434 Belleview	Kansas City, MO	(816) 931-4060
<u>Country Club Bank</u>	414 Nichols Rd	Kansas City, MO	(816) 931-4060
<u>First Bank of Kansas City</u>	3901 Main	Kansas City, MO	(816) 561-8866
<u>UMB Bank</u>	4001 Mill St	Kansas City, MO	(816) 502-7363
<u>UMB Bank</u>	4900 Main Street	Kansas City, MO	(816) 860-7600
<u>US Bank</u>	4901 Main Street	Kansas City, MO	(816) 360-6172
<u>US Bank</u>	1 W Armour Blvd	Kansas City, MO	(816) 360-6198
<u>Valley State Bank</u>	5115 Roe Blvd	Shawnee Mission, KS	(913) 362-1400
<u>Valley View Bank</u>	4550 Belleview Ave	Kansas City, MO	(816) 381-3311

Child Care

The Office of Postdoctoral Affairs cannot warrant accuracy of information nor the quality of any child care agencies referred below. The choice of your child's care is solely the responsibility of the parent or legal guardian.

Kansas Association of Child Care Resource and Referral Agency (KACCRRRA)

KACCRRRA and its member agencies and the Child Care Resource and Referral (CCR&R's) are regulated as a child care referral agencies.

State of Missouri, Department of Health and Senior Services – Child Care Facilities in Missouri
<http://ccregu.dhss.mo.gov/smcc/pnpdefault.aspx>

Missouri Child Care Resource and Referral Network

The primary task of the Network is to coordinate the activities and services of the child care resource and referral ("CCR&R") agencies in Missouri.

Catholic Charities

2220 Central Ave Kansas City KS 66102
(913) 621-1504

Services provided to individuals of all ages and religious backgrounds: child care for children with special needs.

Family Conservancy

The Family Conservancy helps families and early educators prepare children to enjoy lifelong success by:

- Offering parenting resources and education on caring, effective parenting techniques to encourage a child's healthy development and well-being
- Providing access to quality early learning programs through child care referrals, our Head Start partnership sites and quality improvement initiatives
- Helping improve the quality of area early education by providing professional development opportunities, coaching and technical assistance, plus grant opportunities to help programs work toward accreditation or participation in the Quality Rating System

Child Care Resource Center (national)

The Child Care Resource Center (CCRC) is a private, not-for-profit agency dedicated to the promotion of higher standards in child care and early education through the quality, support, development *and* education of children, parents, providers and the community.

Courier Services

United States Postal Service (USPS)

The US Post Office in the vicinity of the KUMC campus is located at 2200 W 36th Avenue, Kansas City, KS. The Post Office is adjacent to the KUMC Support Services Building and just north of the yellow zone parking lot on West 36th Ave.

Post Office	Street Address	City, State & Zip Code
Rosedale	2200 W 36th Ave	Kansas City, KS 66103
Westport	200 Westport Rd	Kansas City, MO 64111
Plaza Finance	5104 Main St	Kansas City, MO 64112
Packers	628 Kansas Ave	Kansas City, KS 66105
Kansas City Main Office	300 W Pershing Rd	Kansas City, MO 64108
Kansas City MO Retail	30 W Pershing Rd Ste 112	Kansas City, MO 64108
Stockyards Kansas City	1600 Genessee St	Kansas City, MO 64102

FedEx

Fed Ex has the fastest next day service. It offers guaranteed delivery service.

Services available:

- FedEx First Overnight - Next business day delivery by 8:00 a.m. or 8:30 a.m.
- FedEx Priority Overnight - Next business day delivery by 10:30 a.m. to most areas
- FedEx Standard Overnight - Next business day delivery by 3:00 p.m.
- FedEx 2day - Second business day delivery by 4:30 p.m. to most areas.

Special Service:

FedEx Same Day - Delivery the same day you call, depending on flight availability. Call 1-800-463-3339 to schedule a pickup.

Mail Services has an area for drop off of FedEx only. FedEx will pickup each day by 3:00 p.m.

The closest FedEx drop-box locations are:

- between ER entrance and Sudler Building,
- corner of State Line Road and Olathe Blvd, and
- Outside the U.S. Postal Services office on 36th Street.

Normal pick-up times for these drop-boxes are 6 p.m.

UPS

Authorized Service Centers

- Mail & More, 4318 Rainbow, Kansas City, KS 66103, (913) 262-7667
- UPS Store, 4741 Central, Kansas City, MO 64112, (816) 561-7411
- UPS Store, 5427 Johnson Dr, Mission, KS 66205, (913) 722-1146
- UPS Store, 6320 Brookside Plaza, Kansas City, MO 64113, (816) 363-3456

UPS Drop Boxes

- I-35 & Cambridge Circle, 1200 Cambridge St, Kansas City, KS 66103
- Stateline 47, 1901 W. 47th Pl, Westwood, KS 66205
- Old Westport Shopping Center, 1002 Westport Road, Kansas City, MO 64111
- Valley View Bank, 4550 Belleview, Kansas City, MO 64111

DHL - Shipping Centers and Drop-Off Locations

- MAIL & MORE – DHL Authorized Shipping Center is located at 4318 Rainbow Blvd
- BANK MIDWEST- 3500 Rainbow Blvd on the ground floor
- STATE LINE 47 - 1901 West 47th Place in Westwood KS 66205
- DROPBOX - 4550 Belleview, Kansas City MO 64111

[Driver's License in Kansas or Missouri](#)

[State of Kansas](#)

The [Kansas Department of Revenue Division of Motor Vehicles](#) issues driver's licenses in Kansas.

- You have to take a written exam. Study the handbook before taking the test.
- You will have to pass a driving **and** vision exam.
- You will have to present proof of your identity. This will include your passport and I-94 card as well as another document such as a driver's license from your home country or your birth certificate.

Kansas [proof of identity](#) requirements

[State of Missouri](#)

The [Missouri Department of Revenue Division of Motor Vehicles](#) issues driver's licenses in Missouri.

- You have to take a written exam. Study the handbook before taking the test.
- You will have to pass a driving **and** vision exam.
- You will have to present proof of your identity. This will include your passport and I-94 card as well as another document such as a driver's license from your home country or your birth certificate.

Here is a [checklist](#) of documents that you need to have with you when you apply and pay for a Missouri driver license.

State Identification Cards

- Both Kansas and Missouri issue state identification cards.
- If you do not apply for a driver's license, it is helpful to have a state identification card.
- State identification cards are widely accepted, and you can use this for identification instead of or in combination with your passport.
- You apply for the identification cards in the same offices as the driver's license. You will have to pay a fee and present your passport and other identification.

[Voter Registration](#)

Kansas

http://www.kssos.org/elections/elections_registration.html

Missouri

http://www.sos.mo.gov/elections/s_default.asp?Id=voter

Housing

KUMC Student Counseling provides website space to post **housing ads** that are available and typically close to campus. Housing ads can also be found in newspapers such as *The Pitch* or *The Kansas City Star*. There are published “Apartment Guides” which can usually be found in neighborhood grocery stores. Others have had success finding housing by checking with apartment complexes in the neighborhood and following “For Rent” signs.

Libraries

Public libraries are free. You do need a library card to check out materials. If you return items late, there is a charge for the overdue materials. Typically you can apply and receive a card on the same day. You will need proof of identification and your address to apply for a library card. Some of the local libraries include the following:

<u>Kansas City Kansas Public Libraries</u>	<u>Kansas City Missouri Public Library</u>
Main Branch	Central Library
625 Minnesota	14 West 10th Street
Kansas City, KS	Kansas City, MO
(913) 551-3280	(816) 701-3400
Argentine Public Library Public	Westport Branch
2800 Metropolitan Ave	118 Westport Rd
Kansas City, KS	Kansas City, MO
(913) 722-7400	(816) 701-3635
West Wyandotte Library	Plaza Branch
1737 N. 82 nd St.	4801 Main Street
Kansas City, KS	Kansas City, MO
(913) 596-5800	(816) 701-3481
Mr. and Mrs. F.L. Schlagle Library	Irene H. Ruiz Biblioteca de last Americas
4051 West Drive	2017 W Pennway
Wyandotte County Lake Park	Kansas City, MO
Kansas City, KS	(816) 701-3655
(913) 299-2384	
Turner Community Library	
831 S. 55 th Street	
Kansas City, KS 66106	
(913) 596-1404	

[Other Libraries](#)

Children's Mercy Hospital Health Sciences Library	2401 Gillham Rd	Kansas City, MO	(816) 234-3800
Dykes Library	2100 W 39th Ave	Kansas City KS	(913) 588-7166
The Health Sciences Library of the University of Missouri-Kansas City	2411 Holmes	Kansas City, MO	(816) 235-1880
Johnson County Public Library	Main Branch: 9875 W 87th St.	Overland Park, KS	(913) 495-2400
Kansas City Art Institute – Jannes Library & Learning Center	4415 Warwick Blvd	Kansas City, MO	(816) 472-4852
Leon E Bloch Law Library Law	5100 Rockhill Rd	Kansas City, MO	(816) 235-2271
Linda Hall Library of Science, Engineering and Technology Reference library only; may not check out books	5109 Cherry Street	Kansas City, MO	(816) 363-4600

[Maps](#)

Most streets in Kansas City are laid-out in a grid pattern. There are exceptions, and it can be difficult to find streets that are named instead of numbered. You can find the location of an address and directions for getting there by using maps and searches offered through sites like Yahoo and Map Quest. You enter the address you are looking for, and the site will produce a map of the address. You can also request directions from the site where you are. These searches are not infallible, and they may not always show you the shortest route to a location. They serve as a convenient guide.

[Yahoo Map Search](#)

[MapQuest Search](#)

[Public Schools \(K-12\)](#)

Some of the public schools in the area around KUMC include:

[Kansas City, Kansas Schools](#)
[Kansas City, Missouri Schools](#)

[Blue Valley Schools](#)
[Shawnee Mission Schools](#)

[Social Security](#)

All employees, including citizens of other countries, must have a Social Security number (SSN) or must produce a receipt for having applied for a SSN in order to start work at KUMC. If you arrive from outside the U.S. and do not have a SSN, the Social Security Administration (SSA) advises that you wait 10 days before applying for a number. This will ensure that your entry and status information has been entered into the database that many federal agencies share and will result in the quickest processing of your SSN, which is typically two to three weeks after application. Once you have applied for your Social Security number but you do not receive it within three weeks, please notify the Office of International Programs.

A list of required documents, forms, and instructions are available on the SSA web site at <http://www.socialsecurity.gov/>. Note that all applicants **MUST** apply **in person**, with **original** documents. **Applications and supporting documents are not accepted via post, fax or email.**

Additionally, it is not possible to apply for a SSN from outside the U.S.

In addition to the standard application requirements, non-citizens must provide proof of legal status in the U.S. and proof of employment eligibility. In general, this includes original proof of identity (e.g., passport) and Form I-94. For specific visa types, further proof of employment eligibility will be necessary. Listed below are the most common types of non-citizens employed at KUMC and the additional documents that may be required of them. Please contact the SSA to confirm application requirements.

Be aware that the SSA will not issue numbers to any non-immigrant that cannot demonstrate a need for one. Additionally, the SSA will not issue numbers to anyone in a status that is, by definition, ineligible to work, e.g., F-2, H-4. If a federal identification number is needed for filing tax returns or other financial reasons, dependents may apply to the U.S. Internal Revenue Service (IRS) for an **ITIN: Individual Taxpayer Identification Number**.

If a federal identification number is needed for dependents for filing tax returns or other financial reasons, they may apply to the U.S. Internal Revenue Service (IRS) for an **individual taxpayer identification number (ITIN)**.

Directions to the Social Security Office

**850 Nebraska Ave
Kansas City, KS 66101
(913) 621-0265**

The building is located on the northeast corner of 9th Street and Nebraska Avenue. It is 20 minutes from KUMC to reach the Social Security Administration.

1. Drive north on Rainbow Boulevard/U.S. 169, which becomes 7th Street.
2. Follow 7th Street to Nebraska Avenue, which is one block north of State Avenue.
3. Turn left onto Nebraska Avenue, and drive two blocks to 9th Street.

Hours are 9:00a.m. to 4:00p.m., Monday through Friday. Parking is available in the lot next to the building or on the street in front of the building.

Transportation

- **Kansas City Area Transportation Authority** (KCATA) is the bus system that serves the metro area. There is also additional service for the Johnson County area provided by Johnson County Transit.
- **Licensed Kansas City, Missouri Taxi Companies**

Local Area Information or Guide/Attractions

- [*Online Tour of Greater Kansas City*](#) - provided by the Kansas City Area Development Council
- [*Experience Kansas City – Tour Kansas City*](#)
- [*Kansas City Convention and Visitors Association*](#)
- [*Greater Kansas City Chamber of Commerce*](#)
- [*Lodging – Hotel and Motel Association of Greater Kansas City*](#)
- [*Kansas City Area Development Council*](#)
- [*Kansascity.com*](#) – Kansas City guide and Kansas City Star (daily newspaper)
- [*Sprint Center*](#)

Local Culture and Lifestyle

[Discover Mid-America state calendar listing](#)

[Kansas City Star event listing](#)

[Attractions and events in Kansas City](#)

[Media - Radio \(Kansas City Radio Listing\)](#)

Radio Station	Type of Station (i.e. Music, Talk)
KLJC 88.5 FM	Calvary Bible College, Christian Contemporary
KCUR 89.3 FM	University of Missouri-Kansas City, Public Radio
KKFI 90.1 FM	Community Radio, variety
KJHK 90.7 FM	KU Student Radio. Alternative, World, and Urban.
KTBG 90.9 FM , "The Bridge"	Central Missouri State University, Pubic Radio
KANV 91.5 FM	National Public Radio at the University of Kansas.
KWJC 91.9 FM	William Jewell College
KMXV 93.3 FM , "Mix 93"	Top 40, Popular Hits
KFKF 94.1 FM	Country music
KCMO 94.9 FM , "Oldies 95"	Oldies music
KCHZ 95.7 FM , "The Vibe"	Top 40, Urban, Rhythm and Blues, and Hip Hop
KRBZ 96.5 FM , "The Buzz"	Popular Alternative
KZPL 97.3 FM , "The Planet"	Modern Rock
KUDL 98.1 FM , "Cuddle"	Adult Soft Continuous Rock, Adult Contemporary
KQRC 98.9 FM , "The Rock"	Rock and Heavy Metal
KYY5 99.7 FM , "KY"	Classic Rock
KCFX 101.1 FM , "The Fox"	Classic Rock, Home of the Kansas City Chiefs
KSRC 102.1 FM , "Star 102"	Adult Contemporary, 80's, 90's and today
KPRS 103.3 FM , "Hot 103 Jamz"	Urban Contemporary, Hip Hop and Rap
KBEQ 104.3 FM , "Young Country Q104"	Country
KCJK 105.1 FM , "Jack FM"	Classic Hits 80's and 90's
KKJO 105.5 FM , "K-Jo"	Contemporary
KLZR 105.9 FM "The Lazer".	Modern and Alternative rock
WDAF 106.5 FM , "Country Super Station"	Country
KMJK 107.3 FM , "Majic 107"	Adult Urban Contemporary
KCSP 610 AM	Sports Radio
KCMO 710 AM	Talk Radio
WHB 810 AM	Sports Radio
KMBZ 980 AM	News/Talk Radio
KEXS 1090 AM	Southern Gospel, religious
KCXL 1140 AM	Talk Radio and Blues
KPHN 1190 AM , "Radio Disney"	Children's Radio Disney
KKHK 1250 AM , "La Super X"	Espanol
KCKN 1340 AM	All Comedy Radio & Home of the T-Bones baseball
KKLO 1410 AM , "Love 14"	Christian
KCZZ 1480 AM	Spanish Radio
KPRT 1590 AM	Gospel
KXTR 1660 AM , "Kansas City Arts Connection"	Classical Music/Cultural

Newspaper and Publications

[Kansas City Star](#) (Local, National)
[Kansas City Kansan](#)
[The Call](#) (African American/Urban)
[Dos Mundos](#) (Spanish/English)
[The Pitch](#) (Entertainment)
[Kansas City Magazine](#) (Monthly)
[Kansas City Business Journal](#)

Local Sports (Professional)

[Kansas City Brigade](#) (indoor arena football)
[Kansas City Chiefs](#) (football)
[Kansas City Royals](#) (major league baseball)
[Kansas City T-Bones](#) (minor league baseball)
[Kansas City Wizards](#) (men's soccer)
[Kansas Speedway](#) (NASCAR)

Television

[KCPT Public 19](#)
[CBS KCTV Channel 5](#)
[ABC KMBC Channel 9](#)
[NBC KSHB Channel 41](#)
[Fox WDAF Channel 4](#)
[KSMO Channel 62](#)

Frequently Called Numbers

Department/Unit name	Number
Directory Assistance and Information	913-588-5000
Dykes Library (web site)	913-588-7166
Equal Opportunity Office (web site)	913-588-1206 or TDD: 913-588-7963
Emergency Repair Service (Facilities Management)	913-588-7928
Emergency Room	913-588-6500
Graphics (web site)	913-588-7163
Human Resources (web site)	913-588-5080
International Programs (web site)	913-588-1480
Kirmayer Fitness Center (web site)	913-588-1532
KU MedBookstore (web site)	913-588-2537
Lost and Found (web site - post lost and found items)	913-588-5177
Occupational Health Clinic	913-588-6512
Office of Postdoctoral Affairs (web site)	913-945-6845
Office of the Registrar (web site)	913-588-7055
Parking Services (web site)	913-588-5175
Patient Information (Hospital Information Desk, patient room numbers)	913-588-5800
Payroll (web site)	913-588-5100
Physician Referral (web site)	913-588-1227
Printing Services (web site)	913-588-7095
Registrar's Office (web site)	913-588-7055
Research Institute (web site)	913-588-1261
Student Services (web site)	913-588-4698
University Police (web site)	913-588-5030