

# The Office of Postdoctoral Affairs (OPA)

February 2019

THE  
UNIVERSITY OF  
ILLINOIS  
AT  
CHICAGO



# The Office of Postdoctoral Affairs (OPA)

Joseph Lutz, PhD  
Associate Director of Postdoctoral Affairs

Administrative Office Building  
1737 W. Polk St  
Suite 310 (3<sup>rd</sup> floor)  
Room 311E

312-413-0059  
[joelutz@uic.edu](mailto:joelutz@uic.edu)

- Inaugurated in August 2018
- Cooperatively funded by:
  - Vice Chancellor for Research
  - Vice Chancellor of Health Affairs
  - Provost
  - College of Medicine
- Core functions:
  - Administrative support
  - Career development
  - Measuring success
  - Community building



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**Joanna Groden, PhD**  
Vice Chancellor for Research



**Joseph Lutz, PhD**  
Associate Director of Postdoctoral Affairs



**Postdoctoral Association**



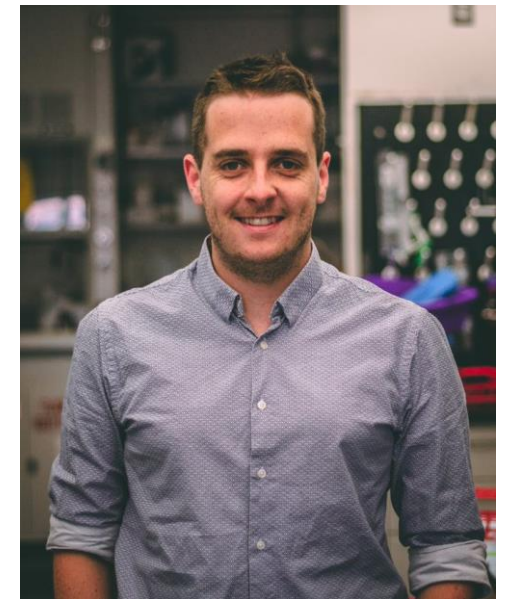
**The postdocs!**



# The Postdoctoral Association (PDA)

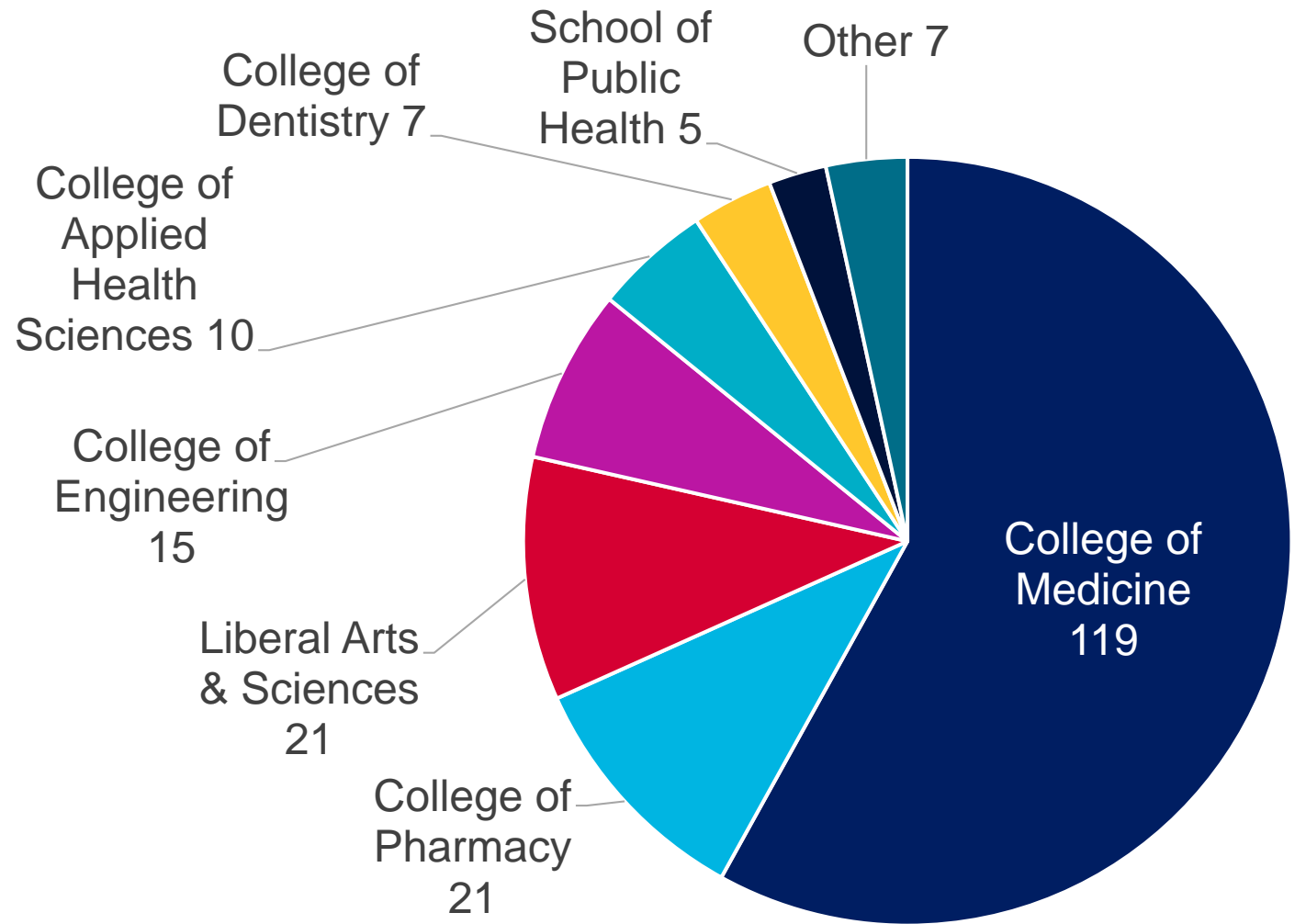
Empowering postdocs,  
building careers

- Started in 2010
- Volunteer organization



# Postdocs at UIC

Total = 205 postdocs



Nov 2018



# What the OPA & PDA actually do!

Date	Title	Type
08/20/18	Inauguration of the OPA	
Aug 2018	PDA Annual BBQ	Social
Sep 2018	Second Annual UIC PDA Career Development Symposium	Symposium
Nov 2018	Job Searching with Purpose	Workshop
Nov 2018	Postdoc Orientation (held quarterly)	Orientation
Nov 2018	CHlentist 4th Annual Connections Matter	Networking
Dec 2018	Holiday party	Social
01/17/19	Finding and securing your academic job ( <i>Your Future in Science collaboration</i> )	Panel
02/04/19	Managing your data and reputation ( <i>kindly coordinated by UIC Library</i> )	Workshop
02/11/19	Postdoc orientation	Orientation



# Career Development Symposium 2018

## In numbers



Postdoctoral Association

### Planning and execution

**9** organizers

**8** volunteers

### Reach

**24** institutions represented

- Abbott
- Agilent Technologies
- AMICULUM USA
- Argonne National Laboratory
- Charles River Laboratories
- DePaul University
- Great Lakes Neuroscience, Inc.
- Illinois Institute of Technology
- Intelligent Medical Objects
- The Jackson Laboratory
- Loyola University
- Midwestern University
- North Shore University
- Northwestern University
- Ortho Dermatologics
- Prescott Medical Communications
- QIAGEN
- Rheaply
- Rosalind Franklin University
- Rush University
- The Tobin Touch, Inc.
- Thermo Fisher Scientific
- University of Illinois at Chicago
- University of Chicago

### Program

**1** keynote speaker

**4** panel discussions

**15** panelists

**>2300** impressions

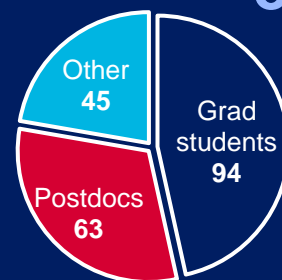
### Participation

**202** attendees

### Sponsorship

**13** sponsors

**89%** satisfaction with keynote speaker



CHientist



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# Upcoming Postdoc events

Date	Title	Type
03/06/19	Women in Science	Panel
03/14/19	Finding funding <i>(in collaboration with Research Development Services)</i>	Workshop
03/28/19	Propel Careers seminar (Life science recruitment firm)	Seminar
04/25/19	Immigration seminar	Seminar
05/17/19	Teaching fundamentals	Workshop
05/15/19	Postdoc orientation	Orientation
07/11/19	Leadership and interpersonal styles	Workshop
09/13/19	Third Annual UIC PDA Career Development Symposium	Symposium



Part of the UIC Postdoc Workshop Series



# OPA current projects and initiatives

## Current

- Workshop series
  - UIC postdoc workshop series
- Developing postdoc hiring procedures with HR
  - Job description, decision tree/checklist
  - Resources for faculty hiring postdocs

## Initiatives

- Postdoc recruitment event
  - Formal recruitment event to interview prospective postdocs
- Postdoc awards
  - Travel awards
  - Development awards
- Postdoc tracking
  - Measuring success



## How will the OPA help you?

- Feel free to bring any postdoc related issue to me!



## How can you help the OPA?



- What do you think is missing for postdocs on campus?
- Looking to engage staff who:
  - Are able to provide career development opportunities for postdocs (e.g. how to interact with an administrator!)
  - Have ideas/suggestions for the administrative support the OPA provides for postdocs

# Questions?

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# Research Development Services (RDS)

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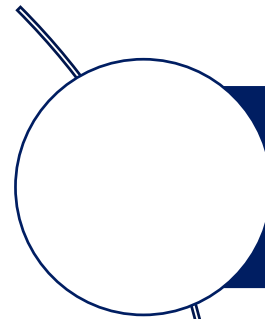
# RDS Team

[RDS@uic.edu](mailto:RDS@uic.edu)

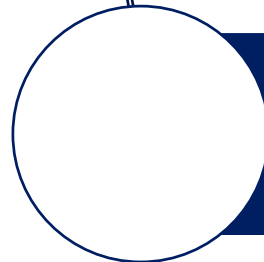
<http://Research.uic.edu>

<http://research.uic.edu/rdsopenlab>

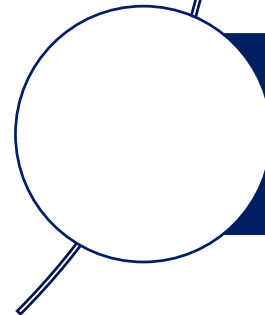
<http://uofi.uic.edu/emailer/newsletter/143380.html>



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**Office of the Vice Chancellor for Research**  
*Joanna Groden, Ph.D.*

**Office of Animal Care & Institutional Biosafety**

**Office of Research Services**

**Biologic Resources Laboratory**

**Research Resources Center**

**Postdoctoral Affairs**

**Research Development Services**

**Conflict of Commitment & Interest**

**Office for the Protection of Research Subjects**



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**Conflict of Commitment & Interest**

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# RDS vs ORS

## RDS

- Identify funding sources
- Build collaborations
- Help evaluate
  - Right team
  - Right time
  - Right opportunity

Idea inception →  
proposal development

## ORS

- Reviews PAF
- Compliance checks
- Review budget
- Negotiate and execute award documents/contracts
- Monitor sponsor guidelines and policy updates

Proposal development →  
award



# RDS Responsibilities

- Direct PIs to sources of extramural funding
- Administer limited submission process for campus
- Identify potential collaborators
- Facilitate large grant applications
- Organize peer reviews
- Facilitate working groups organized around priority research interests
- Celebrate UIC research excellence through Research and Scholar of the Year Program
- Provide educational outreach to campus community through workshops and seminars
- Oversee campus-wide seed grant competitions when funding is available, e.g., DPI





## Operations

- Limited Competitions
- RDS News
- RDS Open Labs
- Maintaining CRB roster
- Red team review for strategic proposals



## Campus engagement

- Institutional proposals, e.g., Carnegie Community Engagement Classification application, NIH Facilities proposal
- Institutional data resources with Library, e.g. Symplectic Elements
- Developing asset maps
- Synching with Corporate and Foundation Relations



## Relationships

- Connecting collaborators
- Facilitating key strategic research programs
  - Helping articulate mission
  - Identifying participants
  - Finding funding opportunities
  - Planning and facilitating meetings
  - Developing communications
  - Communicating with University leadership

# Questions or Feedback?

