

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

Volume 22 | April 2023

Postdoc Administrator Highlight: Amy Farrell

School of Medicine

Department of Structural Biology



How long have you been in your position? I have been working in Structural Biology for 17 years, and postdoctoral administration has been part of my job for about 15 of those years.

What do you like about postdoctoral affairs? I enjoy knowing that I am helping the postdocs with the administrative part of the job so that they can spend their time focusing on their research.

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? My best advice is, never be afraid to ask questions. There is knowledge to gain if you seek it out.

PI & Mentor in OACD Database

The Primary Investigator (PI) is the owner of the funding source, and the mentor is the individual mentoring the postdoc during their postdoctoral training.

When inputting the information for the PI and Mentor in the database, please start typing the last name in the corresponding field, then allow the dropdown options to generate. Once generated, please select the correct PI or Mentor. When selecting the correct PI, the system will then pre-populate all the grants for that PI.

If the grant does not appear in the pre-populated fields, check if you have the correct PI of the funding source. If you do have the correct PI, select "Other" and put the grant number in the free text box. Also, list the funding source in the comments section. We ask that you to reach out to Kristen Chavis (kmc311@pitt.edu) as well, informing her that the funding sources are not appearing and provide her with the Notice of Award for the funding source. This will help our office investigate why the funding source is not appearing.

Please review this video showing how to create a new appointment and correctly select the PI & Mentor [Create A New Appointment Pre-Approval Video](#)

Please review this video showing how to create a reappointment and correctly select the PI & Mentor [Create A New Reappointment Pre-Approval Video](#)

OneDrive Scholar Packets

When uploading a scholar packet into OneDrive, please email Kristen Chavis (kmc311@pitt.edu) to let her know that you have submitted one. We do not receive notification of these uploads and failure to notify Kristen can cause a delay in processing.

Contingency Statement for Doctoral Degree

Candidates for a postdoctoral position who have not completed their doctoral degrees can be extended an offer with a start date after their expected graduation. In this situation, you **must add** this sentence to the first paragraph. **"This appointment is contingent upon the conferral of your doctoral degree."**

When submitting the final offer in Talent Center, you must include a copy of the diploma or a letter from the program stating they have successfully completed all their doctoral degree requirements and the dissertation/thesis has been approved in final format. This means that they had to have defended their dissertation/thesis and no revisions are needed. If revisions are needed, they will need to make the revisions, and have it approved in final format before they can be appointed.

Appointment Start Dates Prior To Receiving Doctoral Degree

A postdoc candidate can start prior to receiving their doctoral degree. For this to be approved, a letter must be provided by the program stating that the candidate has completed all the requirements for their degree and successfully defended their dissertation which has been submitted in final format. When this graduation certification letter is provided, the postdoc can start prior to receiving their degree at graduation.

Postdoctoral Data & Dine Symposium



**May 24, 2023
4-7pm
Alumni Hall Connolly Ballroom**

The Sixteenth Postdoctoral Data & Dine Symposium is a scientific poster session for University of Pittsburgh postdoctoral associates and scholars to present their research to colleagues, faculty, and administrators, while also networking and enjoying wine and hors d'oeuvres with attendees. Please encourage the postdocs, faculty, and other colleagues from your department to attend. More information can be found [here](#).

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the [OACD Website](#).