the BioGrad Handbook

Everything you need to know about the Biology Department graduate experience, compiled by current graduate students.

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1. WELCOME TO THE DUKE BIOGRAD HANDBOOK!

Dear BioGrads,

Hello! Welcome to the Biology Graduate Student Handbook. Some of us have worked very hard to make this handbook a thorough, complete, and accurate source for information regarding all things BioGrad. In it, you’ll find everything from on-campus resources for your research to dissertation requirements, from restaurant suggestions from current and past BioGrads to advice on what to do during each year of your PhD.

The Handbook is a “Living Document”

It’s pretty much a certainty that some useful tidbit of information got left out of this book, and it’s also very possible that we got something wrong. Lucky for you, the Handbook is not a static document. It is designed to be updated and redistributed every semester, through the work of (1) a Handbook Czar and (2) a public forum for leaving comments and feedback for the Handbook.

The Handbook Czarship

To keep the Handbook updated, the BioGrads will nominate a Handbook Czar each year. The Czar’s job will be to ensure that the information in the handbook is accurate and up-to-date, as well as to incorporate feedback from BioGrads. The duties of the Handbook Czar will include:

- At the beginning of each semester, solicit feedback, additions, and corrections from the Biology community (in particular the BioGrads, but also the Chair, DGS, and DGSA) by sending a department-wide email. Make sure to do things like update the rooms and meeting times for seminars and clubs, ensure that the departmental requirements are up to date, and add in new favorite BioGrad restaurants and bars, though this is by no means an exhaustive list.
- Once new feedback for each semester has been incorporated, circulate a PDF of the new document to the entire department, entitled “BioGradHandbook_Semester_Year.”

Feedback, Comments, Edits, and Additions

We welcome any and all feedback and suggestions regarding the Handbook. If you’d like to make a suggestion, if you find a typo or an error, or if you’d like to write a new section to be added to the handbook, please visit this Google Doc:
On behalf of the entire Handbook Committee, we hope you find this handbook useful! Take good care of it, and it will continue to be useful and relevant, long into the future.

-Eleanor Caves
(Handbook Editor Spring 2016)

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2. GETTING STARTED AS A BIOGRAD/LOGISTICS

ACES
ACES is the self-service site for students to access their academic, financial, and personal data. Students can register for classes through the “Registration” tab by searching for classes in the “class search,” adding them to the bookbag, and then enrolling in the class. Bursar info can also be found in the “Bursars Info” tab. Also, the “Financial Aid” tab contains a summary of your financial aid package.

Bursars
Under the “Bursars Info” tab, students can find information on billing, payment, and taxes. At the beginning of the semester, graduate students will be billed the full amount of attending graduate school including tuition, student health insurance, and various fees. Additionally, a separate bill might appear for student health insurance. DO NOT PAY THESE BILLS. Either the graduate school or the Biology Department (this varies on a case by case basis) will pay them by the next billing cycle. However, contact the DGSA if a bill appears odd.

Taxes
When available, students will be able to access their 1098t tax form under the “Bursars Info” tab. As a first year on fellowship, you will receive a 1099 in your mailbox when the form is available. In subsequent years as a TA, you will receive both a 1099 and W-2. You may receive a courtesy letter from Duke, which indicates taxable income that Duke has not reported to the IRS; you must still report this as taxable income.

As a first year student you have to pay income taxes on your stipend money. You are only able to deduct purchases/expenses directly relating to graduate school that you would not experience if you were not a student. For example, you can deduct the price of textbooks, but you cannot deduct the price of rent/board. You might be able to deduct travel-related expenses for grad school activities (for example, international travel). If you are not sure whether something is deductible, it is wise to consult a tax expert.
Non-Comp/Comp Pay
Non-Compensatory pay is pay that you receive without being required to perform specific duties. All first year biogsreds receive non-comp pay from their first year fellowship. Taxes are not automatically withheld from Non-Comp pay, so one must be careful to save enough (~15-20%) of one’s stipend in order to cover taxes or otherwise specifically request that some income be withheld. Here is a link to the forms that you can fill out to request that part of your income be withheld: http://www.hr.duke.edu/forms/tax.php.

Gym Access
Gym access is available to all graduate students. Note that gym access might not begin until the beginning of the semester according to the Duke Academic Calendar. The Wilson Recreation Center, Card Gym, and Taishoff Aquatic Pavilion are located on west campus. Brodie Recreation Center and Aquatic Center is located on east campus. The gym provides a variety of services such as group fitness classes and personalized training, and intramural sports teams. Visit http://recreation.duke.edu/ for more information and hours. Please note that as of Spring 2016, recreation fees are no longer covered by the Graduate School for students beyond their third year; however, the Biology Department is still covering these fees for students who request it. Contact the DGSA if you have questions, and keep an eye out for updates.

Student Health Insurance
Duke University currently offers graduate students health insurance through Blue Cross and Blue Shield of North Carolina. Insurance cards are mailed, which provide the Subscriber ID. The ID can be used to create an online account to view benefits and other details. This insurance can be used at the Student Health Center located on Flowers Dr. To visit other doctors, check online for service providers in-network to pay the least out of pocket for medical expenses. http://www.bcbsnc.com/

Dental insurance is not provided by the grad school, but can be purchased at a reduced rate. See https://studentaffairs.duke.edu/studenthealth/health-insurance/dental-insurance for more information.

If you have your own health insurance and waive the Duke Grad Student insurance, you will receive an additional $500 in your October paycheck. Note: If you decide to sign up for Duke Grad Student insurance in a subsequent semesters after you have
received the $500 advance, you will need to pay half of the advance back to the Bursar (e.g., You had your own health insurance fall semester and were paid $500, and then you signed up for Duke’s insurance spring semester). You will then need to pay the Bursar $250 because your health insurance is now covered through the graduate school.

Want to know what happens to your student health insurance after you graduate? Check out this link:
https://gradschool.duke.edu/sites/default/files/documents/policy_phd_health_insurance.pdf

**Parking**

Graduate students are not guaranteed a parking permit. Graduate students must place themselves on the waitlist for the specific lot in which they wish to park. It is recommended that you place yourself on the waitlist **ASAP** to be able to purchase a parking permit during your time at Duke University. To do so, visit the parking website (link below). However if you can carpool and wish to bypass the waiting list, you may apply for a carpool permit. Pricing for the permit varies depending on how many people are in your carpool. If you get four people in a carpool, the permit is FREE! Additionally, each member of a carpool receives two free daily passes per month.

Students committed to finding free parking can find several daily options near West Campus. All on-campus parking is free after 5 PM and on weekends, although you need to get a night parking permit in order to park in many of the gated lots after hours. Additionally, watch out for on-campus events (such as basketball and football games) which can make parking unavailable in certain areas.
http://parking.duke.edu/parking/permits/students/graduate_students.php

**Biking Commuter Program**

You can register as a full-time bike commuter and receive 2 free daily parking passes per month. Note that you cannot obtain a parking/carpool permit at the same time that you are registered as a full-time bike commuter
http://parking.duke.edu/commuting/bicycling/
**Sakai**

Sakai is the online classroom resource at Duke University. It provides a space to upload/download class resources, a gradebook function, a section to upload assignments, and forum space.

[https://sakai.duke.edu/](https://sakai.duke.edu/)

**Duke Box**

Duke Box allows students to store up to 50 GB of files and data on the cloud (quite a bit more than Drop Box free option). You log in to Duke Box with your NetID and password.

[https://box.duke.edu/](https://box.duke.edu/)

**OIT, Printing, & Software**

Both the Duke Office of Information Technology (OIT) and departmental OIT provides service through an online ticket system. To gain access to the resources and services such as the Duke Compute Cluster (DSRC) and printing, the PI must submit a ticket for the graduate student to gain access.

Printing is done through an ePrint system. Students are initially allocated $32 (1600 pages) for printer per semester, but when that balance drops below $8, it is automatically reset to $75. To print, download the ePrint software at [https://oit.duke.edu/comp-print/printing/](https://oit.duke.edu/comp-print/printing/). The location of printers controlled by Duke University is available at [https://swat.oit.duke.edu/fp/index.php/printers](https://swat.oit.duke.edu/fp/index.php/printers). The list of printers controlled by the biology department is available at [http://wiki.biology.duke.edu/it/Printing](http://wiki.biology.duke.edu/it/Printing). In order to get registered with biology e-print, file an IT help request ([https://biology.duke.edu/about-us/departmental-it/request-it-help](https://biology.duke.edu/about-us/departmental-it/request-it-help)). Requests filed by PIs receive accelerated attention.

Free and discounted software through Duke University is available at [https://software.oit.duke.edu/comp-print/software/license/index.php](https://software.oit.duke.edu/comp-print/software/license/index.php) with your NetID. Currently, Duke University has contracts with multiple companies to provide students with software such as the Adobe Creative Cloud, EndNote, and Microsoft Office for free. Contracts with companies may change from year to year and thus software availability may vary.
**Have a partner?**

In most cases, spouses/partners are treated as equivalent to graduate students by the grad school. Spouses/partners can register as such at the Duke Card office and receive a Spouse/Partner card. This card will get them into pretty much any event that requires a grad student ID (including all GPSC events, Campout, Sporting Events, etc.)


**FREE TABLE!**

The free table is located in the basement of BioSci in the southeast side of the building. Feel free to add and take from the table.

**Where can I shower?**

Are you dripping with sweat after biking into work in the summer? Showers are located in the basement and third floor bathrooms of BioSci.
3. AFFILIATING WITH BIOLOGY AFTER ENTERING THROUGH ANOTHER PROGRAM/DEPARTMENT

This section is designed to help student who did not enter the Duke Graduate School through the Biology Department but rather have affiliated with Biology or joined a Biology Lab through a different program such as UPE, DSCB, UPGG, or CMB.

Below is a chart to help you determine if you should consult the Biology handbook or your Program/Department handbook guidelines in regards to rules governing teaching, committee formation, prelim, and dissertation among others.

If you have come in through a non-degree granting program such as DSCB or CMB, joined the lab of a PI who is affiliated with Biology, and chosen to affiliate with Biology, you should consult the relevant sections of the Biograd Handbook. If you are a UPGG or UPE student who has chosen to affiliate with Biology, please consult the Biograd Handbook; if you have chosen to remain unaffiliated please consult the resources from your program.

Now that you know which set of rules apply to you, here is a timeline showing the general progression of students through the graduate program based on the program they matriculated through. The color of the arrows indicates the program you affiliated through. The arrows indicate the general timeframe in which you should complete the requirements listed on the column on the right. Note that these are general guidelines and will vary from student to student and lab to lab.
Program in Cell and Molecular Biology and Program in Developmental and Stem Cell Biology

For more information on the program in Cell and Molecular Biology, visit http://cmb.duke.edu/
For more information on the program in Development and Stem Cell Biology, visit http://sites.duke.edu/dscb/

These programs are non-degree granting programs and require affiliation with a degree granting program at the end of your first year. If you choose to affiliate with the Biology department, you will find useful information in this section. Recall that your entering program may have additional requirements that you must fulfill such as publishing a first author paper, or requirements to earn a certificate independent of the graduation requirements.

Paperwork

In order to officially join the department from a program you must fill out two forms which can be obtained from your program’s Director of Graduate Studies Assistant
(DGSA) and the Biology DGSA. The advisor agreement form is turned in to the Biology DGSA and requires the signature of your PI and the Biology Department Chair. The second form is the affiliation form and is turned in to your program’s DGSA. This form requires the signature of the Biology Director of Graduate Studies (DGS), and your program’s DGS. The Biology DGSA can be a great help in this transition and can help you contact the Biology DGS to get their signature.

Committee requirements
The Graduate School requires that you have three committee members from your department, so no matter what program you entered through, your committee must have three members that are affiliated with the Biology department. In general, this procedure is the same for all Biology graduate students; see the Departmental Requirement section of the handbook.

Orientation
The Biology department holds an orientation for incoming BioGrads in the fall. This is useful for program students to attend despite being in their second year in order to meet the DGS and DGSA, as well as receive important information and documents.

Coursework and Timelines
Because you have now affiliated with the Biology department you now have to fulfill Biology degree requirements (see Chapter 5). There are no strict coursework requirements, however you are required to take two semesters of a seminar and to have a minor, with two courses in the minor area chosen by you and your committee. The CMB 764 seminar and/or the Dev. Colloquium count towards the seminar requirement. Your minor can be chosen by your and can be the same as the program you entered through. One of your committee members must represent your minor and will be designated on future paperwork. You will follow the same trajectory as all BioGrad students in terms of the timing for setting up your committee and completing your preliminary exam. You are also required to TA for two semesters prior to defending. More details on this can be found in the Departmental Requirements section of the handbook (Chapter 5).

Integrating into the Biology Department
Now that you have joined the department you will want to make sure that you are aware of all that is happening and that you can take advantage of all of its resources. You can join the BioGrad listserv by talking to the Biology DGSA, and you can gain
access to the BioGrad Wiki by going to https://wiki.duke.edu/display/BIOGRAD/Biograd+Wiki+Home. Log in with your net ID. It won’t work the first time (yes this is on purpose). Once it has failed to recognize you, contact the Wiki Czar (see Chapter 9).

University Program in Ecology
https://sites.duke.edu/upecology/

Degree requirements:
Entering students: Meet with the Director of Graduate Studies (DGS) and your major professor before registration.

First semester: Meet with your major professor before registration for spring semester classes. International students whose native language is not English must pass the English proficiency test or take Composition and Oral Communication listed as Graduate Studies 200 A & B in the first year. Web-resource: http://gradschool.duke.edu/academics/english-international-students. Make sure to take the required fall semester Ecology Class (semester 1 of 2).

Second semester: Begin to identify potential faculty members for your PhD committee. Consult with major professor. Meet with major professor before the end of the semester for progress review and for request of continuation of financial aid.

Third semester: Take required fall semester Ecology Class (semester 2 of 2). By now you will have identified your Ph.D. Committee, with at least 3 members from the Duke Ecology Program. Hold a certification meeting for a proposed program of study with your committee before registration for spring term. The report of the certification meeting to your committee should include a plan for your major and minor courses and a proposed dissertation topic. As a program requirement, you have to fill out this form, have your committee sign it, and then turn it in to the Director of Graduate Studies Assistant (DGSA), Danielle Wiggins.

To officially form your committee, fill out this form. To fill out this form, enter the date, your name, the department name (Ecology) and the list of committee members. You must put one of the committee member names on the last line directly above “minor area representative.” E-mail this document as an attachment to the Ecology DGSA.

Fourth semester: Meet with your PhD committee before the end of the semester for progress review (and for request of continuation of financial aid, if appropriate). Email written progress report to the DGSA (see Form at the end of this document), major professor, and committee members.
Fifth semester: Take oral preliminary exam (normal time). Formal notice in writing must be sent to the DGSA two weeks prior to the exam. This list should include a list of your committee members who will be in attendance, their email addresses, and the time and location of your exam.

Sixth semester: Oral preliminary exam must be completed. If it is not, a request for extension must be sent to the Graduate School by the DGS and student advisor. Normally, this is the last semester of coursework. Be sure that minor area proficiency and departmental (or committee) course requirements have been met. Email your progress report to DGSA, major professor, and committee members.

Seventh semester: Ensure that all TA requirements are fulfilled. TA requirements include conducting teaching services for one semester as a TA assigned to a course.

Eighth semester: Email progress report to DGSA, major professor, and committee members.

Tenth semester: Normally all PhD students should be finished by the end of the semester.

Committee requirements
University Program in Ecology requires a total of four committee members, and three must be affiliated with UPE. The list of faculty can be found here. You must have your committee approved by the DGS and the graduate school.

Orientation
The Nicholas School of the Environment will hold an orientation for all of the PhD programs in before the first week of school. It is recommended that you attend this orientation as well as Biology’s orientation if possible. The Nicholas School Orientation will be useful for understanding how UPE is set up, although your home department will be in Biology.

Listservs
In addition to joining the biology listservs (to do so email the Biology DGSA), make sure to join the following:

- Ecology faculty and students: ecologysocial@duke.edu
- Ecology Phd students: grad-eco@duke.edu
- Graduate students in the Nicholas School: grad-lsrc@nicholas.duke.edu
- PhD students in the Nicholas School: nic-phds@duke.edu
Czarships
Having access to the resources in the Biology department and University Program in Ecology also comes with responsibilities. In addition to holding czarships in the Biology department (see Chapter 9), it is strongly recommended that you participate in UPE’s form of czarships by helping to organize UPE breakfast, UPE weekly seminar series, or other offices.
4. USEFUL INFORMATION FOR INTERNATIONAL GRADUATE STUDENTS IN BIOLOGY

BioGrad/American Culture

Durham is a quaint little city in North Carolina. If you are moving here from a big city, it will feel very different. The pace of life is slower, and people will stop and chat and generally be very friendly. In terms of American and BioGrad culture, don’t freak out if you feel like an outsider in the beginning. The first year in a new country will likely feel weird and it is normal to experience a culture shock. Even if you know American culture well, there will be things that you don’t expect that will shock you. You will feel homesick, but know that it gets better as you make new friends and build a social life in Durham.

It is understandable to have an accent or to not speak perfect English, and there might be people who make fun of you. Don’t be offended; people usually think the accent is cute and charming. Even if you think you sound funny, you don’t! Don’t let the language barrier prevent you from socializing within and outside the department and making new friends. Speaking English in a social setting is very different from speaking in an academic setting, and it will take you some time to get used to it. But you won’t master it if you don’t practice! So just go ahead and engage.

Another thing to note is that BioGrad parties and many other social activities will involve drinking (maybe more than you’re used to). Don’t feel the need to keep up with others if this is new to you. You won’t be judged or thought less of if you don’t drink as much as others or at all.

International House

International House is a Duke organization aimed at providing resources and support for international students. Being able to spend time with other international students can be helpful as you adjust to a new culture, as you might be going through similar difficulties and they can provide support.

International House hosts a variety of workshops, ranging from topics like American traditions (e.g. the Super Bowl) to organizational skills (e.g. how to better manage your time) to how to file your taxes. They organize trips to the DMV so you can get your driver’s license, and to the Social Security office. They have conversation hours, which are a great way to meet other international students. They even have an English conversation hour so you can practice your English in social situations. They also host events showcasing different cultures and traditions.
Note that they are not associated with Visa Services! Visa Services only handles paperwork. Visit International House’s website to see the whole range of activities and resources they offer. Through their website you can also sign up for their listserv, so you can be up to date on the events they are hosting.  
https://studentaffairs.duke.edu/ihouse

General paperwork

If you are here on a visa

Biology does not have a required class list; it is on each student and their committee to decide the list of courses they should take in the first few years. As an international student, there is a minimum amount of credits you need to take to maintain full time student status. This can be easily adjusted by changing the amount of credits that Tutorials are worth, or by taking a research class with your advisor. You can talk to the DGSA (Anne Lacey) about this at beginning of the semester. Once you pass your prelim, you will be a student doing full time research and you will not need to worry about course credits.

Some important details related to visa documents and maintaining status are highlighted below. A more detailed summary of rights and requirements can be found on the Duke Visa Services website:
https://visaservices.duke.edu/category/student_responsibilities.php

General visa document information

The visa documents I20 (for F1) and DS2019 (for J1) need to have valid ending dates into the future at all times. Even if your visa stamp (on your passport) expires, you can legally stay in the US as long as you have valid visa documents. However, you cannot re-enter the US unless you have a valid, non-expired visa stamp. If your visa stamp has expired, you need to renew it in your country of residency using your I20 or DS2019. Visa documents need to be signed by your Duke Visa Services contact before traveling. The signature must be less than 12 months old when you re-enter the US.

More details can be found at the Duke Visa Services website:
J1: https://visaservices.duke.edu/category/j1/j1_students.php
F1: https://visaservices.duke.edu/category/f1/index.php
Travel: https://visaservices.duke.edu/travel/travel_abroad.php
Work authorization

For both the F1 and J1 visa status, you can work during your studies. If you are working on campus, you can work for 20h/week when classes are in session, and 40h/week during summer and holiday breaks. Remember that even though this is on campus, it does require some paperwork from Visa Services. If you plan to work off campus, you need to get an authorization letter from Duke Visa Services and then get your work authorization certified by the USCIS. Plan ahead and get in touch with Visa Services early to get all the necessary paperwork done. Off campus work will be counted towards the total time allowed for you to work, whether you use it while still in school or after graduation (OPT or Academic Training).

F1 - OPT
This is a very long subject matter so we will refer you to the Visa Services website. In short, you can get a work authorization for up to 12 months. If you want to work off-campus before you graduate, you will have to use up some of these months. Any remaining months (or all 12 of them if you did not work off-campus while still being a student), you can use after you graduate.
https://visaservices.duke.edu/category/f1/opt.php

J1 - Academic Training
Similar to OPT, J1 students can work in the US for 18 to 36 months in the case of ‘post-doctoral’ training. Details can be found in the Visa Services website.
https://visaservices.duke.edu/category/j1/j1_academic_training.php

Getting an ITIN or SSN
Depending on your visa and employment status you will need to get an ITIN or SSN. F1 and J1 students that are not employed will get an ITIN. Once you start TA’ing or get an on-campus job you will need to apply for an SSN.
Here are resources describing the process step by step (through International House):
SSN: https://studentaffairs.duke.edu/sites/default/files/u110/SSN_0.pdf
ITIN: https://studentaffairs.duke.edu/sites/default/files/u110/ITIN%20_June%202015.pdf

Funding
All internal fellowships and grants are available to international students (see the Funding section, Chapter 6, for details). There are some fellowships that are specific to international students and fellowships that don’t require citizenship or permanent residency; they are listed below.
AAUW - International Fellowships

International Fellowships are awarded for full-time study or research in the United States to women who are not U.S. citizens or permanent residents. Both graduate and postgraduate studies at accredited U.S. institutions are supported.

**Due Date:** December 1  
**Amount:** $20,000  
**Eligibility:**
- Have citizenship in a country other than the United States or possession of a nonimmigrant visa if residing in the United States. Women holding dual citizenship in the United States and another country are not eligible.
- Intend to return to her home country to pursue a professional career

**Required Materials:**
- Provide three recommenders from professors or professional colleagues. When possible, recommenders should be professors or professional colleagues in the applicant’s home country who can speak about the applicant’s qualifications and about the country’s need for the specialized skill or knowledge she plans to acquire with her proposed research.
- Official Transcript
- Proof of bachelor’s degree
- Official report of TOEFL test scores or waiver request
- CV
- Narratives
- Budget

**Website:**  

HHMI International Student Research Fellowships

HHMI is committed to the development of the most talented researchers studying in the US graduate institutions regardless of their country of origin. The HHMI International Student Research Fellowships support outstanding international graduate students who have the potential to be research pioneers and scientific innovators. The fellowships will support the research training of international pre-doctoral students who are ineligible for fellowship training grant support through federal agencies in the biomedical and related sciences, including physical and mathematical sciences.
INSTITUTIONAL LIMITATION: HHMI is inviting 57 research universities that either host an HHMI Investigator, or are the recipients of a current HHMI Graduate Training Grant, to submit nominations. Duke University will be allowed to nominate seven (7) students.

HHMI policy states that students cannot be supported by another fellowship or scholarship concurrently with the International Pre-doc Fellowship and may not defer the HHMI award to increase the number of funded years.

Due Date:
- Duke Internal: Early October
- Nominations due to Sponsor: Mid November
- Applications due to Sponsor: Early February

Amount:
- Up to Three years
- Supports years three, four, and five of a PhD program
- 2016-2017 fellowship year: $43,000

Eligibility:
- Students eligible for nomination are international graduate students in the biomedical or related sciences (including physical and mathematical sciences) who have demonstrated exceptional talent for research, are currently in the second (or third) year of graduate study, have entered a laboratory in which they will conduct their dissertation research, and are not U.S. citizens, non-citizen nationals, or permanent residents of the U.S.

Materials required:
- Internal nomination:
  - A letter of support from thesis advisor listing applicant’s proposed graduate degree, and date of entry into graduate program. This letter should specifically address the applicant’s potential to be a scientific leader and innovator.
  - A summary of proposed dissertation research including discussion of significance and innovation. (Two pages)
  - CV that includes all sources of your existing external funding, either from the home country, or an external award. Also list funding from the institution if competitively awarded.
- External application:
  - Unofficial graduate transcripts
  - Description of intended dissertation research, including a brief discussion of the significance and innovation of the intended research project, a limited bibliography of key references.
Personal statement reflecting career goals in relation to the applicant’s thesis work and how the fellowship will affect attainment of the goals.

Letters of reference (three are required, four are permitted). One letter must be from the applicant’s dissertation advisor.

**Websites:**
http://www.hhmi.org/programs/international-student-research-fellowships
https://researchfunding.duke.edu/international-student-research-fellowships-doctoral-students

**Josephine De Karman Fellowship**

The Josephine de Karman Fellowship Trust was established in 1954 by the late Dr. Theodore von Karman, world-renowned aeronautics expert and teacher, and first director of the Guggenheim Aeronautical Laboratory at the California Institute of Technology, in memory of his sister, Josephine, who died in 1951. The purpose of this fellowship program is to recognize and assist students whose scholastic achievements reflect Professor von Karman’s high standards.

**Due Date:** Late January

**Amount:** $22,000

**Eligibility:**
- Open to students in any discipline, including international students, who are currently enrolled in a university or college located within the United States.
- Planning to defend the following year of the application year

**Required Materials:**
- Official transcript (Get this in an envelope from the registrar; you can order through ACES website)
- Two reference letters. Each letter of recommendation must be in a sealed envelope with the signature of the letter writer across the outside flap.
- Application form
- CV (optional) (2 pages)
- Statement of intellectual interest (500 words). Please comment on your motivation for selecting this project. Graduate applicants should emphasize their current and proposed research.

**Website:** [http://www.dekarman.org/](http://www.dekarman.org/)
Mental Health Resources
CAPS is the Counseling and Psychological Services center at Duke servicing students. They provide training programs, workshops and discussions, as well as individual therapy. Adjusting to a new culture can be very difficult, so take advantage of this resource. That being said, sometimes the counselors at CAPS might not be well qualified to help you adjust to your new life because they are not as well aware of what it is like to be an international student. If you feel like your counselor is not addressing your problems, you can ask for a referral from CAPS so that you can visit a full time therapist outside of CAPS, who will see patients besides Duke students and might have more exposure to different issues international students might face. CAPS has a list of therapists whom they work closely with, and your referral will be to one of these trusted therapists.

For more information on CAPS and the services they offer, visit: https://studentaffairs.duke.edu/caps

Student organizations
The following are some of the international student organizations at Duke:
- Asian Students Association
- Association for India’s Development
- Buddhist Community at Duke
- Chinese Folk Dance Club
- Diya
- DukeAFRICA
- Hillel
- Hindu Students Alliance
- International Association
- Mi Gente: Asociacion de Estudiantes Latinos
- Muslim Student Association
- NAACP
- Taiwanese Student Association

Food—Restaurants & Markets
There are several international markets and restaurants in the Durham area. Ask other students if there’s something you can’t find! Here is a list of a few of them (for a more extensive list see Chapter 16).
Restaurants

- **Epa Chamo** (Venezuelan): 730 9th St, Durham, NC 27705
- **Alpaca Peruvian Chicken**: 302 Davidson Ave, Durham, NC 27704
- **Guanajuato Restaurant** (Mexican): 2103 N Roxboro St Durham, NC 27704
- **La Vaquita** (Mexican): 3409 Hillsborough Rd # G, Durham, NC 27705
- **Palace International Restaurant** (African): 1104 Broad St, Durham, NC 27705
- **Tallula’s** (Turkish): 456 W Franklin St, Chapel Hill, NC 27516
- **Bosphorus** (Turkish): 329 N Harrison Ave #A, Cary, NC 27513
- **Mediterranean Deli** (Greek): 410 W Franklin St, Chapel Hill, NC 27516

Markets

- **Li Ming’s Global Mart**: grocery store specializing in Asian food, but they also carry some Latin American ingredients, especially Mexican
  - 3400 Westgate Dr Durham, NC 27707
- **Taiba Market**: Grocery shop specializing in middle-eastern food. Also has halal meat shop section.
  - 1008 W Chapel Hill Street, Durham, NC 27701
  - [http://www.yelp.com/biz/taiba-market-durham](http://www.yelp.com/biz/taiba-market-durham)
5. BIOLOGY GRADUATE DEGREE REQUIREMENTS

General philosophy of the Biology Ph.D. Program
Biology is the most diverse of all the disciplines in the natural sciences. Consequently, the allied fields to which the various sub-disciplines in Biology share natural affinities differ. For example, molecular biology makes connections with physical chemistry, biomechanics with engineering and physics, and ecology and evolutionary biology with statistics, mathematics, geology and atmospheric sciences. The goal of the Biology Doctoral Program is to train young scientists who:
• Excel at research and teaching in their own sub-disciplines;
• Demonstrate competence in fields allied to their sub-disciplines; and
• Display a breadth of knowledge in Biology as a whole.
Features of the Program that are designed to balance the needs for breadth and specialized training include: coursework required by an initial advisory committee; the requirement that students take seminars in two different areas in Biology; the five-person dissertation committee (one more than is required by the Graduate School); and the required minor. These features are described in detail below.¹

Trajectory through the program

Before first semester begins
• The DGS will assign to each beginning graduate student a temporary advisor (typically the sponsor of that student’s admission).
• Before registering for the first semester, new students should discuss with their temporary advisors the courses they need to take.
• The DGS will convene an initial advisory committee with faculty representatives from all areas in the department, who will meet with each incoming student to review the student’s past coursework and prescribe courses (typically 1-3) the student must take to make up any deficiencies prior to the preliminary exam.

First year
• During the first three semesters, students will be required to take up to three tutorials with different faculty members in the department. The tutorial requirement is waived as soon as the student declares an advisor, though tutorials may still be taken if desired.
Second year

- May take a graduate seminar (students must take two graduate seminars in any areas of biology prior to the preliminary exam)
- By the end of the third semester, the student must choose an advisor and a dissertation committee, and must convene the initial committee meeting (Program of Study meeting).
- May take prelim exam (Preferably by the end of the second year (fourth semester) but no later than the end of the third year (sixth semester)).

Third year

- Preliminary exam (Preferably by the end of the second year/fourth semester but no later than the end of the third year/sixth semester). If you already took your preliminary exam, then you must have a committee meeting before November 15.

Fourth year

- Committee meeting before November 15

Fifth year

- Committee meeting before November 15 (unless defending/graduating this year)
- May submit dissertation, defend, and graduate

Sixth year

- Dissertation and defense

Advisor and committee

Choosing an advisor and committee

By the end of the third semester, the student must choose an advisor, and the advisor must convene an initial meeting of the dissertation committee. Dissertation
committees will consist of five faculty members, at least one of which will represent the student’s minor, and at least three of which must be from the Duke Biology Department.¹

**Steps to forming a committee²**

1) You formally select your advisor by sending the DGSA an email and copying the chosen advisor on that email.
2) You and your advisor discuss which faculty would be appropriate for your committee.
3) You speak with these faculty and they agree to serve on your committee.
4) You choose a minor and have at least one committee member representative of that minor.
5) You formally form your committee by filling out the “Forming a Committee” form, and emailing it to the DGSA (currently Anne Lacey).
6) You give this information to the DGSA in writing, and indicate what your minor is and which faculty represents that area.
7) The DGSA puts that information into a grad school form, the DGS signs it, and it gets signed by the dean. When this is finished you will see your committee members listed on ACES.

**First committee meeting (Program of Study meeting)**

The goals of the initial meeting (the Program of Study meeting) are:¹

- To assess the novelty and feasibility of the proposed dissertation topic
- To ascertain whether the student needs to take any additional courses to demonstrate preparedness for the preliminary exam
- To decide the format of the written dissertation proposal.

If a student fails to meet with his or her committee before the end of the third semester, the DGS will notify the student of this fact in writing, and will discuss with the student’s temporary advisor ways to resolve any difficulties.¹

**Requirements for Program of Study meeting**

1) Form your committee (see above) and schedule a 1-hour meeting before the end of your third semester. Schedule your meeting well ahead of time as faculty are extremely busy and it can be hard to find an hour when your full committee is available even months ahead.
2) Fill out the Proposed Program of Study Form (see details below) and send it to all your committee members at least 1 week prior to the meeting.

3) Many advisors/committees expect you to write a Progress Report and send it to all your committee members at least 1 week prior to the meeting. These vary widely, so consult with your advisor and committee about what they expect.

4) Present your progress to your committee at the meeting. Your advisor will continue filling out the Proposed Program of Study Form and get signatures from your committee members at the meeting.

5) Turn in the signed Program of Study Form (and the Progress Report if your advisor requests this) to the DGS office.

Tips for filling out the Proposed Program of Study Form

You will fill out the Program of Study Form and distribute it to each member of your committee one week prior to your first meeting (also called Program of Study Meeting, for obvious reasons).

Here are instructions on how to properly fill out this requisite form for your first committee meeting:

1) Fill out the first page of this form completely. You can either write in your courses or attach a transcript if you prefer.

2) Fill out the top portion of the second page, ignoring the "proposed" section at the bottom. Again you can either write in or attach a transcript if you prefer.

3) One week before your committee meeting, disseminate the partially complete form to each member of your committee.

4) Bring a printed copy of your partially completed form to your committee meeting. As your meeting progresses, you and your committee will review the information you filled in and subsequently decide (a) any proposed graduate courses you will need to take; (b) an approximate date when you will take your Preliminary Examination (prelim); (c) the format of your major essay; (d) an approximate date for your Final Examination (defense); and (e) a proposed title for your dissertation.

5) As your committee makes these decisions with you, fill in the rest of the form until it is complete.

6) Once completed, the committee members must all sign the form.

7) You can make a copy of this completed form for your own records, but the original must be given to the DGS for your file.

You are allowed to change your committee members, but any changes for any reason must be put in writing, submitted to the DGSA, who will then get the approval of the DGS and of the dean.2
Committee meeting requirements
To ensure that students who have passed the preliminary exam are making good progress toward completing the dissertation, all students who have completed their preliminary exam (some third years, all fourth years, and all students in their fifth or later years who are not planning to complete the dissertation in the current academic year), are expected, prior to November 15, to present to their committees a written report on the progress made over the previous year, and on any difficulties encountered. Before the end of the final exam period in December, the advisor will then convene a meeting of the committee to discuss the progress report with the student. By January 31, the advisor must send a letter to the DGS summarizing the discussion in the meeting, providing the committee’s evaluation of the student’s progress, and recommending whether the student should receive continued support from the department. All faculty members not on the student’s committee will also be able to submit to the DGS any written commentary on the student’s performance (e.g., as a student or teaching assistant in a course taught by that faculty member). After January 31, the DGS, in consultation with the Graduate Affairs Committee as needed, will review the written materials to determine whether the student shall be granted departmental support for the following academic year. Students will receive letters from the DGS if any remedial measures need to be taken. The student’s written progress report, the advisor’s letter to the DGS, any letters from faculty not on the student’s committee, and any letters from the DGS will be placed in the student’s folder as a record of the student’s annual progress and evaluation.¹

In short, you are not required to have a committee meeting if you are in your first year, if you are taking your prelim this fall (not spring), or if you are defending your dissertation this year. Otherwise, you must have one each fall.

Steps to an annual committee meeting²
1) Schedule a 1-hour committee meeting before November 15 each fall. You must have at least 4 of your 5 committee members present for the meeting.
2) Prepare an Annual Progress Report and send it to all your committee members (even if they will not be at the meeting) at least 1 week prior to the meeting. Progress reports vary widely, so talk to your advisor and committee about what they expect, and get examples from other lab members if you are unsure of what to include.
3) Present your progress to your committee at the meeting. Your advisor will fill out the Dissertation Committee Meeting Report and get signatures from your committee members at the meeting.
4) Your advisor will turn in the Committee Meeting Report and the Annual Progress Report to the DGS office. This will fulfill your meeting requirement for the year.

Preliminary Examinations

Preferably by the end of the second year (4th semester) and by no later than the end of the third year (6th semester), students must pass an oral preliminary examination to establish candidacy for the Ph.D. One week prior to the exam, students must present to their committee members a written essay describing their proposed dissertation research. The exam itself will be both specific and wide-ranging. That is, it will cover the specific research areas addressed in the student’s proposal, but it will also test both the student’s depth of knowledge in his or her area of specialty and the student’s breadth of knowledge in Biology as a whole.¹

The graduate school will not recognize as valid a prelim that is held less than one month (30 days) after the committee request is approved by the dean. The “date” a committee is formed is the date on which the dean signs the form, not the date you turned in your committee forms to DGSA. Give well over a month from the time you form your committee to the time you take your prelim to make sure the paperwork goes through. If you are curious about whether the dean has approved your committee or who your committee is, you can look at it online in your ACES profile, and refer any questions to the DGSA.¹

Prelim Checklist²

- Make sure your course requirements are complete.
- Make sure your committee is formally formed and approved no later than 1 month prior to your prelim exam date or you will not be allowed to take your exam.
- By the end of your third year, schedule a 3-hour preliminary exam meeting with your full committee present. Your prelim can be scheduled for any day within a fall or spring semester.
- Turn in a Pre-Preliminary Examination Information Form to the DGSA no later than one week before the prelim. The DGSA will use this form to create your Preliminary Exam Form and give it to you before your exam date.
- Write your dissertation research proposal and send a final copy to your committee no later than 1 week before your preliminary exam.
- Bring your Preliminary Exam Form to your prelim and take your preliminary exam. At the end, your committee will ask you to leave the room and will
discuss your performance and determine whether you advanced to candidacy. Whether or not you advanced to candidacy, they will give you back your completed Preliminary Exam Form to turn in immediately to the DGSA.

Remote Participation
The student and the advisor must be physically present for the preliminary exam. If another committee member will be absent, your DGS must request prior permission from the associate dean to have the missing member participate via videoconference or teleconference. Discuss this with your DGSA as soon as possible in the scheduling process.  

Retaking a Prelim
Should the student fail a preliminary exam, he/she may apply, with the consent of the examining committee and the Associate Dean, for the privilege of a second examination to be taken no sooner than 3 months and no later than 6 months after the date of the first. The original examining committee must conduct the second examination. Successful passage of the examination must still occur by the end of the third year; students are encouraged to schedule their initial attempt to allow time for a retake if necessary. The standards of the second examination must be no lower than the first. For the student to pass this second examination, the committee’s vote must be unanimous. A second failure will render the student ineligible to continue in the doctoral program.  

Dissertation and defense
(See Chapter 13 for a detailed Dissertation Defense Checklist)
When the dissertation research is completed, the student must present the written dissertation to the committee no later than two weeks prior to the dissertation defense. Students are also required to present their results in a public seminar. Students will be expected to complete the degree requirements as soon as possible, ideally by the end of the 5th year (10th semester).  

Defense and Graduation Process
1) Applying for graduation is completed on ACES the semester you plan to graduate. The Graduate School has strict deadlines for applying to graduate, so
check the Graduate School website for up-to-date information (https://gradschool.duke.edu/academics/preparing-graduate).

2) When the student is close to finishing the PhD work, a dissertation seminar and dissertation defense date can be set by the committee and student at any time during any semester.

3) The initial submission of electronic dissertation must be done at least two weeks before your defense and must be submitted by 5:00pm on the deadline date. The submitted document must be complete. The Graduate School will check the formatting of this version of the document and send you an email about fixing any issues with the document. The email will provide a link for scheduling a meeting with a Graduate School staff member to help resolve formatting issues.

4) Your advisor must also submit a letter to the Graduate School to confirm that your dissertation is complete and ready for defense.

5) The department must formally announce your dissertation defense to the Graduate School. To do this, send an email with the time, place, and date of your defense, the names of your committee members, and the title of your dissertation to the DGSA. The DGSA will draft an email for you to approve announcing your defense and then send it to the Graduate School. Note that this is the information for your defense, not your public seminar.

6) Once the Graduate School has received the letter from your advisor (step 4) and the defense announcement (step 5) from the DGSA, you can schedule an appointment to pick up your Final Exam Certificate. You will be responsible for picking up the certificate from the Graduate School before you defend.

7) Make sure to tell Caroline Usher the date, time, place, and title of your public seminar at least the week before your talk so she can send it out with the seminar list.

8) Give your 1-hour public dissertation seminar and 3-hour private dissertation defense.

9) You must finalize your dissertation and submit the final version to the Graduate School by the appropriate deadline.

10) Congrats Doctor!

Please see Graduate School webpage for up-to-date graduation deadlines the year you plan to defend and graduate:
https://gradschool.duke.edu/academics/preparing-graduate/graduation-deadlines
<table>
<thead>
<tr>
<th>Deadline month (check Grad School for date each year)</th>
<th>September Graduation</th>
<th>December Graduation</th>
<th>May Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for graduation</td>
<td>June</td>
<td>October</td>
<td>January</td>
</tr>
<tr>
<td>Electronic submission of dissertation</td>
<td>July</td>
<td>November</td>
<td>March</td>
</tr>
<tr>
<td>Dissertation defense</td>
<td>late July</td>
<td>late November</td>
<td>early April</td>
</tr>
<tr>
<td>Electronic submission of final dissertation</td>
<td>early August</td>
<td>early December</td>
<td>mid April</td>
</tr>
<tr>
<td>Electronic submission of final dissertation</td>
<td>early August</td>
<td></td>
<td>mid April</td>
</tr>
</tbody>
</table>

Committee meetings, exams, and defenses during summer

Scheduling committee meetings, preliminary exams, and dissertation defenses during the summer is strongly discouraged, because faculty members typically have research or other travel plans that must take precedence during this time. Summer meetings, exams, and defenses can only be scheduled by agreement of all members of the committee. In accordance with Graduate School regulations, such meetings can only be held while the summer semester is actually in session, and the student must be registered for the summer semester.¹ From the DGS Handbook: “With the consent of the student’s committee, exams CAN be conducted during breaks, between terms, but only if the student is registered for the term on either side of the break.”

Minors

All graduate students will be required at the time the dissertation committee is formed to declare a minor. At least one member of the dissertation committee must represent the minor field, and will be charged with assessing the student’s knowledge in the minor during the preliminary exam. The goal of the minor is to ensure that each student acquires a breadth of knowledge beyond his or her immediate specialty, either in a different area of Biology or in an allied field. Given the wide range of research areas represented in the Biology Graduate Program, dissertation committees will have the freedom to determine the specific nature of the minor, so as to tailor it
to the needs of the individual student. However, to ensure that the chosen minor truly lies outside of the student’s specialty, minors are subject to approval by the DGS and the Graduate Affairs Committee.¹

The minor may:

1) Lie entirely outside Biology (e.g. Statistics, Mathematics, Computer Science, Chemistry, Engineering, Atmospheric Sciences, Geology);
2) Require the student to acquire knowledge about a group of organisms that differs from those on which the student’s dissertation research focuses; or
3) Represent a biological sub-discipline that is distinct from the student’s own sub-discipline. For example, a student whose advisor is in the Evolution, Ecology, and Organismal Biology group might choose Developmental, Cellular, and Molecular Biology (DCMB) as a minor, with appropriate representation by a DCMB faculty member on the preliminary exam and dissertation committees.¹

Registration requirements

Before passing prelims

Before you pass your preliminary exam, you are required register for course credits and register for continuation (CTN) each semester. A normal course load is anything from 9 to 12 units, including Continuation, which carries one unit. Credits may be filled by courses or by research credits with your advisor or tutorial mentor. You are also required to discuss your course plans with your advisor prior to registration each semester and obtain his/her approval, then send your final course list to the DGSA prior to registering.² This involves:

1) By email, list the courses you will take, the section numbers, and the number of credits for each course. The section numbers are on ACES.
2) Send that email to your advisor and ask that they read/approve it, and then
3) Your advisor must forward the list to the DGSA with a note saying that they approve the courses. The DGSA and the DGS will look over the courses and respond about whether your list is approved.
4) After your courses are approved, go online and register for your courses on ACES.²

After passing prelims

After you pass your preliminary examination, you are only required to take one credit of continuation (CTN) each semester until you graduate. You are certainly
allowed to take courses if you want to, but you are no longer required to take graded research or courses unless your committee has told you to do so.²

Summer session

During summer sessions, you must be enrolled for continuation (CTN) during Summer Term 1 if you are being paid as a Research Assistant or are on a Fellowship (external or internal). If you do not, you will not be paid.²

Permission numbers

Permission numbers are required for some courses during registration. You get permission numbers from the faculty member teaching the course. If your faculty member has forgotten where the permission numbers live, they are on ACES where the faculty can access them.²

Auditing courses

Graduate students are permitted to audit courses and to take undergraduate courses. With the approval of their DGS, graduate students may enroll in undergraduate courses to round out their programs of study. Students pursuing a master’s degree are limited to two undergraduate courses; doctoral students may take as many as required. In either case, students must receive a grade of B or better to have such courses counted as part of their earned graduate credit. In order to audit a course, a student must have the approval of the instructor of the course. There is a form for auditing on the Grad School website under documents, then policies and forms, and this must be turned into the Registrar to complete registration for an audit course. Any student registered full-time in a degree program may audit courses without charge during the fall and spring semesters; otherwise an audit fee is charged.²

Course requirements

Responsible Conduct of Research requirements

RCR stands for “Responsible Conduct of Research.” At Duke, RCR training embodies the full range of ethical responsibilities of those engaged in research and teaching. It encompasses not only the obligation to conduct research and teach with integrity, but also to ensure that the rights and interests of original sources, human subjects,
and/or animal subjects are protected. All PhD students in Biology are required to attend 12 contact hours of RCR training.³

Course requirements

The Biology program does not have specific courses that are required; rather, each student discusses their course history with their committee during their first meeting (the Program of Study meeting) and determines which courses are needed for that particular student.⁴

Each student will be required to take the following courses before becoming eligible to take the preliminary exam:

- Any prescribed courses specified by the initial advisory committee;
- One to three tutorials; and
- Two graduate seminars, in different areas of biology.¹

Tutorials

During the first three semesters, students will be required to take up to three tutorials with different faculty members in the department. The tutorial requirement is waived as soon as the student declares an advisor. Tutorials may involve laboratory work, directed reading in the primary literature, greenhouse or field studies, mathematical or computer modeling, or any other activity that would assist the student in identifying a suitable dissertation topic. Other goals of the tutorials are to expose students to the diversity of faculty research interests in their specialty and to help them to identify an appropriate advisor and dissertation committee.¹ Note that tutorials replace what are sometimes called “rotations” in other departments, but last for a full semester.

Seminars

Students must take two graduate seminars in any areas of biology prior to the preliminary examination. To increase exposure to the breadth of biology, at least one of these seminars must be outside the student’s area of specialty (as verified by the DGS and the Graduate Affairs Committee).¹

Grades

The Graduate School policy is that a grade of F in a major course normally occasions withdrawal from a degree program no later than the end of the ensuing semester or term; a grade of F in any other course occasions at least academic probation.⁵ In
order to be certified as making satisfactory progress towards the degree, graduate
students must maintain at least a 3.0 (B) cumulative grade point average.5

Teaching requirements
All graduate students will be required to serve as a teaching assistant for two
semesters. Teaching is not simply a mechanism to provide financial support to
graduate students. Rather, it is an integral part of each graduate student’s
professional development as both an educator and a researcher.1

Scholarly productivity
To become recognized as independent scientists and to have an impact on their
fields, graduate students must communicate their findings to their colleagues.
Therefore, all students are strongly encouraged to begin submitting the results of
their research to refereed journals as soon as possible (ideally well before the
dissertation is completed). It is expected that, in order to give their committee
members an opportunity to comment on them, manuscripts that are intended to be
included in the dissertation will be given to all committee members at least two
weeks prior to submission. Each student should submit copies of papers accepted for
publication to the DGS, to be included in the student’s file.1

Confidentiality Agreement
Every Biology student and program student must print and sign the Duke
Confidentiality Agreement and turn it in to Anne.2 To access the form, go to:
https://www.hr.duke.edu/managers/forms/Confidentiality_Agreement.pdf

Unforeseen circumstances
Leaves of Absence5
A leave of absence for a total period of time no longer than two semesters may be
granted because of medical necessity, family obligations, receipt of an external
award, employment related to the student’s research project, or other acceptable
reasons. A request for a leave of absence in a given semester should originate with
the student, be endorsed by the student’s faculty advisor and director of graduate
studies, and be submitted to the associate dean of the Graduate School for
consideration prior to the beginning of the semester for which the leave is requested.
Leaves are normally granted for only one semester, but a second semester’s leave may be requested. A student is eligible to request a leave of absence only if in good academic standing and only after having completed at least one semester at Duke. Time limitations which pertain to the various degrees and the completion of courses that have received a grade of I (incomplete) are not waived.5

Students contemplating leaves of absence for reasons other than medical necessity (as indicated in a letter from the treating physician) should be aware that, for financial purposes, all guarantees of financial support are calculated from the date of initial matriculation. For example, if a graduate program has stated that a student will be supported through the fifth year of graduate study and the student takes a leave of absence for one of those years for reasons other than medical emergency, the student would forfeit a year of institutional support.

Health insurance during a leave of absence
Students who terminate their Ph.D. studies or take a personal leave of absence will have the option to continue their health insurance coverage for the remainder of the plan year at their own pro-rated expense. Graduate School payment of the premium will continue through the last day of the month during which the termination or leave became effective. If a student chooses to maintain his/her Duke medical insurance coverage, the student will be charged for, and expected to pay, the balance of the plan term premium through his/her Bursar’s account. If the student wishes to terminate his/her Duke insurance plan, he/she must complete the Petition to Terminate Coverage form and submit it to the Student Health Insurance Manager in the Student Health Center. Ph.D. students who transition to a terminal Master’s degree, and students on medical leave of absence, will continue to be covered under the Duke SMIP through the remainder of the plan year at the Graduate School’s expense. The Graduate School will not cover premiums beyond the sixth consecutive year of study if a student takes a personal leave of absence during years 1-6.2

Maternity Leave
The Graduate School parental accommodation policy can be found here: https://gradschool.duke.edu/sites/default/files/documents/policy_parental_accommodation.pdf. It is recommended that new parents remain enrolled while on maternity leave to ensure the continuation of all benefits. Additionally, the Biology Department offers one-semester fellowships to several students each year, and this is a good option for new parents to be relieved of teaching duties. The fellowship application is emailed out by the DGS at the end of spring semester each year, and if awarded can be used in the
fall or spring semester of the following academic year. You must have passed your prelim in order to apply for the fellowship.

**Terminal Masters Degree**

Applicants who express a desire to obtain a Masters degree only will not be admitted to the program. However, students who decide after enrolling to pursue a Masters en route to the Ph.D., or who decide to leave the program with a Masters, will be permitted to do so. Biology Masters degrees will follow the standard regulations as described in the Bulletin of the Graduate School. Please consult the DGS manual (Chapter 8) for information about how to pursue a Master’s Degree. ([https://gradschool.duke.edu/sites/default/files/documents/dgs_manual_ch08.pdf](https://gradschool.duke.edu/sites/default/files/documents/dgs_manual_ch08.pdf))

**Voluntary Withdrawal from the Graduate School**

If a student wishes to withdraw from the Graduate School for any reason, he or she must send written notice to both the Director of Graduate Studies in his or her department and to the Associate Dean for Academic Affairs prior to the date of anticipated withdrawal. Students may request subsequent reinstatement to the Graduate School, but such reinstatement requires the approval of the graduate faculty of the degree program and the Associate Dean. If reinstated, the student must pay tuition for all the terms she or he was not registered plus a $200 reinstatement fee. A student who has successfully completed a minimum of one semester of graduate study before the completion of a graduate program may, with the approval of the major department, be issued a Certificate of Graduate Study.

**Involuntary Withdrawal from the Graduate School**

You may be withdrawn for the Graduate School for:

- Failure to make satisfactory progress toward the degree or to maintain the minimum GPA of 3.0, or receipt of a grade of "F" in a major course (A student who earns two grades of "F" is ineligible for probation and will be administratively withdrawn from the degree program.)
- Failure to pay debts to the University.
- Failure to comply with the State of North Carolina immunization laws.
- For students who have placed into English language proficiency courses: Failure to make satisfactory progress in English proficiency requirements during the initial year of residence may not be allowed to register for a second year.
6. FUNDING OPPORTUNITIES: THE DEPARTMENT, GRAD SCHOOL, AND BEYOND

Grants are listed in alphabetical order under each category. Please note that this was compiled in 2016 and it is important to make sure deadlines have not changed when applying for grants.

Funding Listservs and Databases

The ORS Funding Listserv
Duke Funding Alert is an online newsletter produced by the Office of Research Support Funding Opportunities Team to bring you the latest funding news and information. Duke Funding Alert is published on the Duke Funding Opportunities website. You can sign up for the funding alert listserv here: https://researchfunding.duke.edu

Pivot: A searchable funding database
COS Pivot is an excellent, searchable database. It is user friendly and has features that allow you to search for funding, save or share your searches, see who on Duke University’s campus might also share the same research interests. Pivot’s tutorials are very short and user friendly. You can choose to use the Quick Start Guide PDF or YouTube tutorials that can be found at the ORS website. You will need to use your Duke email address when creating your Pivot account.
ORS: https://ors.duke.edu/cos-tutorial
COS Pivot: http://pivot.cos.com/home/index

Duke Internal Fellowships

Aleane Webb Dissertation Research Fellowship
Through the generosity of the Aleane Webb Endowment, The Graduate School provides small grants for dissertation research projects. This award was created to help graduate students fund miscellaneous projects associated with their research. The Graduate School will award up to $500 per project.

Due date: late November (early internal deadline late October)
Amount: $500 maximum
Eligibility:
• Applicants must have completed the preliminary exam by the end of the spring semester before the period covered by the award (e.g., if you are applying for
the award for the 2016-2017 academic year, you must complete the preliminary exam by the end of the spring 2016 semester).

- Eligible projects include the purchase of microfilm, photographic development of slides, and graphic reproduction. Travel and typing costs will not be considered for this award.

**Required materials:**
- Department approval from your DGS
- CV + transcript
- Information about the amount you are requesting, proposed use of funds, and sources and amount of other funding for your project
- A brief statement (in PDF format) that includes: the dissertation title, a description of the dissertation research project, the amount of funds requested, the specific way in which the funds will be used, and an explanation of the importance of the proposed project to the dissertation research. This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font. OPTIONAL: You may also include an additional 1-page bibliography.

Website:
https://gradschool.duke.edu/financial-support/find-funding/aleane-webb-dissertation-research-fellowship

**Bass Instructional Fellowships**

Created through an endowment gift from the family of Anne T. and Robert M. Bass, the Bass Instructional Fellowship Program supports high-quality teaching experiences for Ph.D. students where normal means of funding are unavailable. It also helps students become more knowledgeable in online college teaching. Bass Instructional Fellows will receive compensatory payment at the level of Arts and Sciences teaching assistants and a scholarship covering full or partial tuition and fees for their semester of participation.

The program offers fellowships for **instructors of record** (Bass IORs), **instructional teaching assistants** (Bass TAs), and **online apprentices** (Bass OAs).

**Due Date:** late November

**Eligibility:**
- You must be in good academic standing.
- You must have completed the preliminary exam by the end of the spring 2016 semester.
- You must have completed any teaching or TA duties/assignments required by your home department.
- (For IORs) There must be undergraduate interest/demand for the course you are proposing.
- Participation as a Bass IOR, TA, or OA must not be at the cost of your home department’s teaching or TA needs.

**Required Materials:**
- Your CV (PDF)
- A copy of your current Duke transcript or ACES report (PDF)
• (For IORs) A syllabus (PDF) for the class you propose to teach
• A one-page statement (PDF) describing:
  • Your professional development activities, particularly related to pedagogical training. This might include
  • Your status in the Certificate for College Teaching or Preparing Future Faculty
  • Coursework you have completed in college teaching/pedagogy
  • Departmental instructional training you have had
  • Any leadership activities you have undertaken in your department around pedagogical training (organizing workshops, being a lead TA., etc.)
  • Your professional and career goals, and how you would benefit professionally from this fellowship
• (Dor IORs and TAs) your teaching interests:
  • For IORs: Discuss the class you propose to teach.
  • For TAs: Describe the specific disciplinary fields in which you could be a teaching assistant. If possible, let us know if there are specific classes or faculty you might like to work with or have been in communication.
• (For OAs) what you would be able to contribute to students, faculty, and staff you would work with; please include any experience you have had with online or hybrid education, which is desirable but not a fellowship requirement
• Two letters of recommendation, one from your DGS that states 1) you are making satisfactory dissertation progress, 2) you have completed any required teaching in your department, and 3) serving as a Bass Instructional Fellow would not interfere with your department's teaching/TAing needs. The other letter should be from your primary faculty adviser OR another faculty member with knowledge of your proposed instructional activities if you prefer not to ask your adviser. You can make this request from within the fellowship application system, and the request will be emailed to the recommenders.

Website: https://gradschool.duke.edu/financial-support/find-funding/bass-instructional-fellowships

Conference Travel
The Graduate School provides up to $525 for domestic and $700 for international travel for advanced students who have passed all parts of the preliminary examination and are presenting a paper or poster at a national conference.

Due Date: Rolling
Amount: $525 and $700
Eligibility: All years
Required materials:
  • Application form
  • Letter of intent
  • Abstract
Website: https://gradschool.duke.edu/financial-support/find-funding/conference-travel
Dissertation Research Travel Award - Domestic

The Domestic Dissertation Research Travel Award from The Graduate School provides funding for Ph.D. students to travel within the United States in order to conduct pre-dissertation or dissertation research. Actual award amounts will vary from $500 to $2,000 depending on the research project and the number of proposals funded. Funding generally includes travel costs, some living expenses, and direct research expenses.

Due Date: late November (early internal deadline late October)

Amount: $500 to $2,000

Eligibility: All years

Required materials:

- Approval from your department
- Your CV (PDF)
- A copy of your current Duke transcript or ACES report (PDF)
- Information about your trip (sites, departure and return dates, amount and sources of other funds for the trip)
- A PDF that includes, in the following order,
  - A detailed budget for your dissertation research travel
  - A brief statement:
    - the dissertation title or proposed subject,
    - a description of the research project,
    - the specific research location or resource to be visited,
    - research plans while abroad, and
    - the significance of the trip to the proposed research.

Website:
https://gradschool.duke.edu/financial-support/find-funding/dissertation-research-travel-award-domestic

Dissertation Research Travel Award - International

The international Dissertation Research Travel Award from the Graduate School provides funding for Ph.D. students to travel outside the US in order to conduct pre-dissertation or dissertation research. Actual award amounts will vary from $500 to $3,000 depending on the research project and the number of proposals funded. Funding generally includes travel costs, some living expenses, and direct research expenses.

Due Date: late November but department approval is required before applying

Amount: $500 to $3,000

Eligibility: All years

Required materials:

- Approval from your department
- Your CV (PDF)
- A copy of your current Duke transcript or ACES report (PDF)
- Information about your trip (sites, departure and return dates, amount and sources of other funds for the trip)
- A PDF that includes, in the following order,
A detailed budget for your dissertation research travel

- A brief statement
  - the dissertation title or proposed subject,
  - a description of the research project,
  - the specific research location or resource to be visited,
  - research plans while abroad, and
  - the significance of the trip to the proposed research.

**Website:**
https://gradschool.duke.edu/financial-support/find-funding/dissertation-research-travel-award-international

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**DTRI Pilot Program Voucher**

The School of Medicine departments, institutes and centers oversee a wide range of research core facilities. To enable investigators to access these services for exciting new studies that are not yet externally funded, we offer the Core Facility Voucher Program. This is a joint program with the School of Medicine (SOM), the Duke Translational Research Institute (DTRI) Pilot Program, and the Office of the Provost. The program offers vouchers in amounts ranging from $500 to $10,000, redeemable for provision of services at School of Medicine core facilities/shared resources.

All core facilities/shared resources that provide services open to faculty members on a fee-for-service basis are eligible for participation in this program. No more than two facilities can be included in a single proposal. Biostatistics Shared Resource (DTMI/DCI) is not a fee for service core and is not eligible for this program.

**Due Date:** Fall Cycle- Mid October and Spring Cycle-?
**Amount:** $500 - $10000 to be used in a core facility at Duke
**Eligibility:** Your advisor needs to apply to this for you
**Required Materials:**
- A one-page proposal describing the research question to be investigated, rationale, proposed plan, and justification for amount requested (11 pt font, 0.5” margins).
- A brief letter from the core facility director attesting to the availability of the proposed technical service.

**Website:**
https://www.dtmi.duke.edu/about-us/organization/duke-translational-research-institute/pilot-program/voucher

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**Graduate School Administrative Internships**

The Graduate School offers three administrative internships. These are nine-month internships, running from September 1 to May 31. Each internship provides an annual stipend (equivalent to the Graduate School-recommended Arts and Sciences nine-month stipend established each year), as well as tuition and mandatory fees. In addition, The Graduate School will pay the health insurance premium for recipients who enroll in the Duke Student Medical Insurance Plan.
Each intern will work an average of approximately 19 hours per week, conducting research on topics related to graduate education and administration. The topics will change each year but may be related to:

- gathering and analyzing benchmarking data on stipends, graduate student benefits, tuition, or other administrative costs related to graduate education;
- investigating degree requirements for new or existing programs; or
- analyzing the impact of legislation on graduate education.

Two interns will work through the Dean’s Office on projects related to academic programs, finance, or graduate admissions and enrollment, and one intern will work directly with Graduate Student Affairs on research and programmatic initiatives related to assessing students’ needs and developing support services for graduate students.

**Due Date:** late November (no internal deadline)

**Eligibility:**

- Applicants must be in good academic standing.
- Applicants must have completed the preliminary exam by the end of the spring semester before the period covered by the award (e.g., if you are applying for the award for the 2016-2017 academic year, you must complete the preliminary exam by the end of the spring 2016 semester).
- Applicant must expect to spend the majority of their time during the academic year funded by this award writing their dissertation.
- All positions require ability to work independently and efficiently, reliability, excellent research and communication skills, and the ability to work well with other staff members.
- No other award (whether fellowship or service-related) may be held concurrently with this internship without special permission from the dean.
- As part of the application process, top-ranked candidates will be invited for an interview with Graduate School administrative staff.

**Required materials:**

- Approval from your department (see step 1 below)
- Your CV (PDF)
- A copy of your current Duke transcript or ACES report (PDF)
- A PDF that includes, in the following order,
  - An application letter that includes a statement of why you are interested in the internship and a description of your research skills and experience. This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font.
  - A list of three references

**Website:**

[https://gradschool.duke.edu/financial-support/find-funding/graduate-school-administrative-internships](https://gradschool.duke.edu/financial-support/find-funding/graduate-school-administrative-internships)

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**Jo Rae Wright Fellowship for Outstanding Women in Science**

The Jo Rae Wright Fellowship for Outstanding Women in Science was created in memory of our dear friend and colleague who served as dean of The Graduate School from 2006 until
2011. This fellowship is funded through an endowment given in her name to recognize two Ph.D. students—one in the biomedical sciences and one in the natural sciences—whose research shows particular creativity and promise.

**Due Date:** late November (early internal deadline late October)

**Amount:** $5000

**Eligibility:** Applicants must be in good academic standing.

**Required materials:**
- Department approval from your DGS
- CV + transcript
- A brief statement of research (in PDF format). This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font.  
  OPTIONAL: You may also include an additional 1-page bibliography.

**Website:**
[https://gradschool.duke.edu/financial-support/find-funding/jo-rae-wright-fellowship-outstanding-women-science](https://gradschool.duke.edu/financial-support/find-funding/jo-rae-wright-fellowship-outstanding-women-science)

**Katherine Goodman Stern Fellowship**

The Graduate School is offering several competitive fellowships for advanced graduate students in the write-up stage of their dissertation. These fellowships are funded in part from a generous endowment established by Katherine Stern. The fellowship provides an annual stipend (equivalent to the Graduate School-recommended Arts and Sciences nine-month stipend established each year), as well as tuition and mandatory fees. In addition, The Graduate School will pay the health-insurance premium for recipients who enroll in the Duke Student Medical Insurance Plan.

**Due Date:** late November (early internal deadline late October)

**Eligibility:**
- Students are not eligible for this award if they have already received one of the following: Evan Frankel Fellowship, Anne Firor Scott Fellowship, Rubenstein Library Internship.
- Applicants are expected to be in their final year at Duke University.
- Applicants must have completed the preliminary exam by the end of the spring semester before the period covered by the award (e.g., if you are applying for the award for the 2016-2017 academic year, you must complete the preliminary exam by the end of the spring 2016 semester).
- No other award (whether fellowship or service-related) may be held concurrently with this fellowship without special permission from the dean of The Graduate School.

**Required materials:**
- Department approval from your DGS
- CV + transcript
- Research Statement: A brief description (PDF) of your dissertation project and a timetable for completion. This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font.  
  OPTIONAL: You may also include an additional 1-page bibliography.
Myra and William Waldo Boone Fellowship for Canadian Graduate Students

Through the generosity of the Myra and William Waldo Boone Endowment, The Graduate School is offering two or three competitive fellowships for Canadian students in the departments within The Graduate School. This support provides an annual stipend (equivalent to The Graduate School-recommended Arts and Sciences nine-month stipend established each year), as well as tuition and mandatory fees. In addition, The Graduate School will pay the health insurance premium for recipients who enroll in the Duke Student Medical Insurance Plan.

Due date: late November (no internal deadline)

Eligibility:

• Applicants must be in good academic standing.
• Applicants must be Canadian citizens.
• No other award (whether fellowship or service-related) may be held concurrently with this fellowship without special permission from the dean.

Required material:

• Approval from your department (see step 1 below)
• Your CV (PDF)
• A copy of your current Duke transcript or ACES report (PDF)
• A brief statement of research and interests (in PDF format) that explains how the award will be used and the need to be free of service obligations. This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font. OPTIONAL: You may also include an additional 1-page bibliography.

Website:
https://gradschool.duke.edu/financial-support/find-funding/myra-and-william-waldo-boone-fellowship-canadian-graduate-students

Summer Research Fellowship for First- and Second-Year Ph.D. Students

In addition to summer tuition and fees, the fellowship awards a summer stipend. Applicants must also be currently enrolled in a PhD program that does not already guarantee 12-months of financial support. Students may receive up to $1,850 for the summer from other funding sources. Students must submit to their directors of graduate studies a brief proposal outlining how the summer funding will be used to advance their educational pursuits.

Due Date: Unknown, email DGS
Amount: $5500 for summer stipend
Eligibility: At this time, Ph.D. students in classical studies and in the Nicholas School of the Environment are not eligible for guaranteed summer research fellowships from The Graduate School. Ph.D. students in ecology and environmental policy, which are partially funded by the Nicholas School of the Environment, are eligible.

Required materials: Students must submit to their directors of graduate studies a brief proposal outlining how the summer funding will be used to advance their educational pursuits.

Website:
https://gradschool.duke.edu/financial-support/find-funding/summer-research-fellowship-first-and-second-year-phd-students

Summer Research Fellowship for Third-Year Ph.D. Students and Beyond

The Summer Research Fellowship will pay a stipend of $5,500 for the period from June 1 to August 31, plus summer tuition and health fee. Preference will be given to students who have not previously received a Summer Research Fellowship.

Due Date: late November with departmental approval required before applying

Amount: $5500 summer stipend

Eligibility:
- Applicants must be currently enrolled in a Ph.D. program that does not already guarantee 12 months of financial support.
- Students may receive up to $1,850 for the summer from other funding sources. Dean’s Graduate Fellows, NSF GRFP fellows on tenure, and students who will be working as research or teaching assistants during the summer are not eligible.

Required materials:
- Department approval from your DGS (only need to let them know)
- CV + transcript
- A brief description (in PDF format) of research, interests, and why it would be particularly important to be free of service obligations. This should be no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font. OPTIONAL: You may also include an additional 1-page bibliography.

Website:
https://gradschool.duke.edu/financial-support/find-funding/summer-research-fellowship-third-year-phd-students-and-beyond
External Fellowships

AAUW - American Dissertation Fellowships

Dissertation Fellowships offset a scholar’s living expenses while she completes her dissertation. The fellowship must be used for the final year of writing the dissertation. Applicants must have completed all course work, passed all preliminary examinations, and received approval for their research proposals or plans by the preceding November. Students holding fellowships for writing a dissertation in the year prior to the AAUW fellowships year are not eligible. Open to applicants in all fields of study. Scholars engaged in science, technology, engineering, and math fields or researching gender issues are especially encouraged to apply.

**Due Date:** Mid-November  
**Amount:** $20,000  
**Eligibility:**
- American Fellowship candidates must be U.S. citizens or permanent residents of the United States as of application due date.  
- American Fellowships are open to women scholars in all fields of study.  
- The American Dissertation Fellowship must be used for the final year of writing the dissertation. Applicants must have completed all coursework, passed all preliminary exams, and had the dissertation research proposal or plan approved by application due date. The doctoral degree/dissertation must be completed between April 1 and June 30 of the following year of the application. Degree conferral must be between April 1 and September 15 of the following year of application.  
- Students already holding a fellowship or grant for the purpose of supporting their final year of writing or completing the dissertation the year before the fellowship year are not eligible to apply.  
- Applicants may apply up to two times for a fellowship for the same dissertation project.  
- The fellowship is intended for applicants who are completing their first doctoral degree.

**Required Materials:**
- Provide three recommenders who are the applicant’s advisers, colleagues, or others well acquainted with her project or work. One of the three recommendations must be from the applicant’s dissertation director. Standardized or form letter recommendations are discouraged.  
- Submit official transcripts for all graduate work and courses listed in the application.  
- Submit a form verifying the completion of all required coursework and qualifying examinations for the doctorate and approval of your dissertation research proposal (plan of research) signed by the department chair, graduate dean, or dissertation director. No substitutions for this form will be accepted.  
- If you will conduct your project at an institution other than your own during any part of the fellowship year, submit a letter indicating permission from, invitation by, or
arrangements with the institution or other location where study will be carried out and the authority with whom the work will be done, as well as verification that you will receive laboratory or office space, library privileges, and institutional affiliation during the fellowship year.

- CV
- Budget
- Narratives


**AAUW - International Fellowships**

International Fellowships are awarded for full-time study or research in the United States to women who are not U.S. citizens or permanent residents. Both graduate and postgraduate studies at accredited U.S. institutions are supported.

- **Due Date:** December 1
- **Amount:** $20,000
- **Eligibility:**
  - Have citizenship in a country other than the United States or possession of a nonimmigrant visa if residing in the United States. Women holding dual citizenship in the United States and another country are not eligible.
  - Intend to return to her home country to pursue a professional career
- **Required Materials:**
  - Provide three recommenders who are professors or professional colleagues. When possible, recommenders should be professors or professional colleagues in the applicant’s home country who can speak about the applicant’s qualifications and about the country’s need for the specialized skill or knowledge she plans to acquire with her proposed study or research.
  - Official Transcript
  - Proof of bachelor’s degree
  - Official report of TOEFL test scores or waiver request
  - CV
  - Narratives
  - Budget

**Website:** [http://www.aauw.org/what-we-do/educational-funding-and-awards/international-fellowships/](http://www.aauw.org/what-we-do/educational-funding-and-awards/international-fellowships/)

**Environmental Protection Agency STAR Graduate Fellowships**

EPA's Science To Achieve Results (STAR) graduate fellowship program supports masters and doctoral candidates in environmental studies. Each year, students in the United States compete for STAR fellowships through a rigorous review process. Students can pursue degrees in traditionally recognized environmental disciplines as well as other fields such as social
anthropology, urban and regional planning, and decision sciences. Since the program began in 1995, EPA has awarded approximately 1,884 STAR fellowships to students in every state and most territories. Fellowships have helped educate new academic researchers, government scientists, science teachers and environmental engineers. STAR fellowships are intended to help defray the ever-increasing costs associated with studies leading to advanced degrees in environmental sciences. The actual amount awarded per year will vary depending on the amount of tuition and fees and the number of months the stipend is needed.

Due date: end of May
Eligibility: Dissertation research must meet qualifying areas of research, which change yearly
Amount: $44,000 per year, which includes $12,000 per year for tuition and fees, $27,000 per year in a monthly stipend, and an annual expense allowance of $5,000.

Required materials:
• Application for Federal Assistance, Standard Form (SF) 424
• EPA Key Contacts Form (5700-54)
• Front Page
• Personal Statement
• Proposal Description
• Background Information:
• Education & Relevant Experiences
• Publications & Presentations
• Course Work
• EPA Human Subjects Research Statement (HSRS)
• Letters of Recommendation (sent by reference letter writers)

Website: http://www.epa.gov/research-fellowships/star-graduate-fellowships

HHMI International Student Research Fellowships
HHMI is committed to the development of the most talented researchers studying in the US graduate institutions regardless of their country of origin. The HHMI International Student Research Fellowships support outstanding international graduate students who have the potential to be research pioneers and scientific innovators. The fellowships will support the research training of international predoctoral students are ineligible for fellowship training grant support through federal agencies in the biomedical and related sciences including physical and mathematical sciences.

INSTITUTIONAL LIMITATION: HHMI is inviting 57 research universities that either host an HHMI Investigator, or are the recipients of a current HHMI Graduate Training Grant, to submit nominations. Duke University will be allowed to nominate seven (7) students. HHMI policy states that students cannot be supported by another fellowship or scholarship concurrently with the International Predoc Fellowship and may not defer the HHMI award to increase the number of funded years.

Due Date:
• Duke Internal: Early October
• Nominations due to Sponsor: Mid November
• Applications due to Sponsor: Early February

Amount:
• Up to Three years
  • Supports years three, four, and five of a PhD program
  • 2016-2017 fellowship year: $43,000

Eligibility:
• Students eligible for nomination are international graduate students in the biomedical or related sciences (including physical and mathematical sciences) who
  ▪ have demonstrated exceptional talent for research,
  ▪ are currently in the second (or third) year of graduate study,
  ▪ have entered a laboratory in which they will conduct their dissertation research, and
  ▪ are not U.S. citizens, non-citizen nationals, or permanent residents of the U.S.

Materials required:
• Internal nomination:
  ▪ A letter of support from thesis advisor listing applicant's proposed graduate degree, and date of entry into graduate program. This letter should specifically address the applicant's potential to be a scientific leader and innovator.
  ▪ A summary of proposed dissertation research including discussion of significance and innovation. (Two pages)
  ▪ CV that includes all sources of your existing external funding, either from the home country, or an external award. Also list funding from the institution if competitively awarded.

• External application:
  ▪ Unofficial graduate transcripts
  ▪ Description of intended dissertation research, including a brief discussion of the significance and innovation of the intended research project, a limited bibliography of key references.
  ▪ Personal statement reflecting career goals in relation to the applicant’s thesis work and how the fellowship will affect attainment of the goals.
  ▪ Letters of reference (three are required, four are permitted). One letter must be from the applicant’s dissertation advisor.

Websites: [http://www.hhmi.org/programs/international-student-research-fellowships](http://www.hhmi.org/programs/international-student-research-fellowships)  
[https://researchfunding.duke.edu/international-student-research-fellowships-doctoral-students](https://researchfunding.duke.edu/international-student-research-fellowships-doctoral-students)

Josephine De Karman Fellowship
The Josephine de Karman Fellowship Trust was established in 1954 by the late Dr. Theodore von Karman, world renowned aeronautics expert and teacher and first director of the Guggenheim Aeronautical Laboratory at the California Institute of Technology, in memory of his sister, Josephine, who died in 1951. The purpose of this fellowship program is to recognize
and assist students whose scholastic achievements reflect Professor von Karman’s high standards.

**Due Date:** Late January  
**Amount:** $22,000  
**Eligibility:**  
- Open to students in any discipline, including international students, who are currently enrolled in a university or college located within the United States.  
- Planning to defend the following year of the application year

**Required Materials:**  
- Official transcript (Get this in an envelope from the registrar, can order from aces)  
- Two reference letters. Each letter of recommendation must be in a sealed envelope with the signature of the letter writer across the outside flap.  
- Application form  
- CV (optional) (2 pages)  
- Statement of intellectual interest (500 words). Please comment on your motivation for selecting this project. Graduate applicants should emphasize their current and proposed research.

**Website:** [http://www.dekarman.org/](http://www.dekarman.org/)

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**National Defense Science and Engineering Graduate Fellowship Department of Defense**

As a means of increasing the number of U.S. citizens and nationals trained in science and engineering disciplines of military importance, the Department of Defense (DoD) plans to award approximately 200 new three-year graduate fellowships in April 2015, subject to the availability of funds. The DoD will offer these fellowships to individuals who have demonstrated the ability and special aptitude for advanced training in science and engineering. National Defense Science and Engineering Graduate (NDSEG) Fellowships are awarded to applicants who will pursue a doctoral degree in, or closely related to, an area of DoD interest within one of the fifteen following disciplines:

- **Due date:** Typically in December  
- **Eligibility:** Must apply in your first two years of graduate school.  
- **Amount:** $102,000 over 36 months (~$2,833/month)  
- **Additional Funds:** Covers tuition, fees, and $1000 towards health insurance.  
- **Length:** Three years (36 months)  

**Required materials:**  
- Proposed Area of Study  
- Summary of Goals (3,000 characters)  
- GRE scores  
- Three References  
- CV information including research, leadership, and mentoring experiences  
- Graduate and Undergraduate Transcripts

**Website:** [https://ndseg.asee.org/](https://ndseg.asee.org/)
National Institutes of Health, F31 NRSA (PA 14 147)

The purpose of the Kirschstein-NRSA predoctoral fellowship (F31) award is to enable promising predoctoral students to obtain individualized, mentored research training from outstanding faculty sponsors while conducting dissertation research in scientific health-related fields relevant to the missions of the participating NIH Institutes and Centers. The proposed mentored research training must reflect the applicant’s dissertation research project and is expected to clearly enhance the individual’s potential to develop into a productive, independent research scientist.

**Due date:** Three deadlines a year, typically the 8th of December, April, and August

**Eligibility:** NRSA Applicants must have completed their preliminary exam by the award date. Although not a requirement, it is important to have a significant amount of preliminary data on your research. This award is typically applied for in the second or third year of study.

**Stipend:** $23,376/year

**Additional Funds:** $21,000 for tuition and fees, $4,200 for training related expenses, and $4,200 in institutional allowances.

**Length:** 2-3 years of support

**Required Materials:**
- Specific aims
- Research strategy
- Respective contributions
- Selection of sponsor and institution
- Responsible conduct of research
- Applications for concurrent support
- Goals for fellowship training and career
- Activities planned under this award
- Doctoral dissertation and other research experience
- Sponsor and Co-sponsor letter of support
- Biographical sketch
- Additional education information
- Three letters of recommendation

**Website:** [http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html](http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html) - Section II. Award

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**NSF Doctoral Dissertation Improvement Grant**

The National Science Foundation awards Doctoral Dissertation Improvement Grants in selected areas of the biological sciences. Proposals must fall within the scope of any of the clusters in the Division of Environmental Biology (DEB) or the Behavioral Systems Cluster in the Division of Integrative Organismal Systems (IOS). These grants provide partial support of doctoral dissertation research for improvement beyond the already existing project. Allowed
are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research.

**Eligibility:** Students must have passed preliminary exam
**Due date:** October 13 (but see website for changes)
**Amount:** $13000 maximum for two years
**Special notes:** The proposal must be submitted through regular organizational channels by the dissertation advisor(s) on behalf of the graduate student.

**Required materials:**


**Website:** [https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234)

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**NSF Graduate Research Fellowship Program**

The NSF Graduate Research Fellowship Program recognizes and supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based Master's and doctoral degrees at accredited United States institutions.

**Due Date:** Typically in October or November
**Eligibility:** Must apply before you have completed 12 full months of graduate study, this means by the fall of your second year of graduate school. This 12 month limit includes previous graduate studies such as a masters program, but there is an exception if it has been two years since completion of those graduate studies, see linked page for details.
**Stipend:** $34,000/year
**Additional Funds:** $12,000 for tuition and fees paid to Duke.
**Length:** Three years of support.

**Required materials:**

- Statement of Personal, Relevant Background, Future Goals (3 pages) - This should include past personal, educational, and professional experiences as well as future goals and how graduate school will help you toward those goals
- Graduate Research Plan Statement (2 pages) - lay out relevant background to your project, research idea and approach, and expected/potential outcomes.
- Three Letters of Reference
- Graduate and Undergraduate Transcripts

**Website:** [https://www.nsfgrfp.org/](https://www.nsfgrfp.org/)
Small Research Grants

Animal Behavior Society Research Grants

The Animal Behavior Society offers the following grants to support graduate student research: ABS Student Research Grants, George W. Barlow Award, E.O. Wilson Conservation Award, Amy R. Samuels Cetacean Behavior and Conservation Grant, David S. Tuber Award, and Developing Nations Research Grant (for students and other researchers).

Eligibility: Applicants for student grants must be enrolled in a graduate program and must be active members of the Animal Behavior Society. Members of the Association for the Study of Animal Behavior are eligible for the Cetacean Behavior Conservation grant. The ABS also offers the Developing Nations Grant to support students and other researchers from developing nations.

Amount: $2000 to $5000
Due Date: November 15

Required materials:
- Research Proposal (Pages 1-4 | 4 pages max)
  - Summary of Proposed Work
  - Introduction
  - Hypothesis(es) to be tested
  - Proposed Research
  - Predicted Outcomes
  - Importance of Proposed Research
  - Bibliography
- Budget and Justification (Pages 5 | 1 page max)
- Curriculum Vitae (Pages 6-7 | 2 pages max)
- Animal Care Questionnaire (Page 8 | 1 page max)


Botanical Society of America Graduate Student Research Awards

The purpose of these awards is to support and promote graduate student research in the botanical sciences. The award was originally made possible in 1997 by a gift from the late Dr. John Sidney Karling. Dr. Karling started his career at Columbia and moved to Purdue as a full professor where he was head of Biological Science for more than a decade. His research interests were in cytology, marine fungi, and tropical biology. He was an active member of both the Torrey Botanical Club and the BSA.

Eligibility: Faculty advisor must be a member
Due Date: March 15
Amount: $500

Required materials:
- Title page
• Abstract
• Narrative (must include: a description of the research, including appropriate conceptual background, purpose or objective, brief outline of methodology, and potential contribution or significance to an area of the botanical sciences
• Budget
• Bibliography
• Biographical sketch
• A letter of support

Website: http://cms.botany.org/home/awards/awards-for students/bsagraduestudentresearchawards.html

Duke University Green Grant
Executive Vice President Tallman Trask has committed $50,000 each year to fund student, staff and faculty sustainability projects. The fund has been used to put on conferences, conduct research, provide education and training, and seed new programs. Grants are for projects or activities that will reduce the environmental impact of Duke’s campus or health system.

Due Date: Rolling
Amount: Variable
Required materials:
  • Complete application form

Website: http://sustainability.duke.edu/campus_initiatives/greengrant/

The Exploration Fund Grant
This grant provides grants in support of exploration and field research for those who are just beginning their research careers.

Due Date: Around Oct 15
Amount: $500 to $5000
Required materials:
  • One page description of your project with attention to scientific objectives.
  • Description of qualifications of your project associates and the specific sites of your proposed research.
  • One paragraph description of your career objectives and aspirations and how this project fits into that plan.
  • Letter of recommendation from your supervisor
  • Copy of a current student ID.
  • Budget outline.

Website: https://explorers.org/expeditions/funding/expedition_grants
Garden Club of America Scholarships
The GCA now offers 27 merit-based scholarships, fellowships and awards in the areas of horticulture and its related disciplines, botany, including medicinal and tropical, native bird habitat, conservation and ecological restoration, desert studies, landscape architecture, urban forestry, garden history and design, coastal wetlands, and pollinator re

Due Date: January to March depending on scholarship
Amount: Maximum of $5000
Website: https://www.gcamerica.org/scholarships

Graduate Women in Science National Fellowships Program
GWIS fellowships include the Sigma Delta Epsilon, Eloise Gerry, Ethel K. Allen, Vessa Notchev, Jean Langenheim, Monique Braude, Nell I. Mondy, and Adele Lewis Fellowships. Funds can be used for expendable supplies, small equipment, publication of findings, travel and subsistence in the field or during collaboration.

Due Date: January 15
Eligibility:
• Must be a woman, holding a degree from a recognized institution of higher learning
• Outstanding ability and promise in research
• Performing research at any institution in the U.S. or abroad
• Career level (e.g. grad student vs. assistant professor) IS considered when reviewing proposals
• Active SDE/GWIS Membership is encouraged at the time of and throughout the duration of funding (including both chapter and national dues)

Amount: $10,000
Required materials:
• If animals are to be used, an animal subjects committee at GWIS must evaluate the work
• Application form
• Abstract (max 200 words)
• Project Description (no more than four typed pages)
• Proposed budget and justification up to $10,000 ONLY
• Recommendation letters (two, one from advisor or department head plus one other)
• Copies of Animal/Human Subjects Approval OR Collecting Permits
• Contact Information for Institutional Official
• Application Fees

Website: http://www.gwis.org/?page=fellowship_program
Herb Society of America

The Herb Society of America, Inc. (HSA) offers annual research grants to students, professionals, and individuals engaged in research on the horticultural, scientific, and/or social applications or use of herbs throughout history, based upon the HSA definition of an herb. The defining characteristic for herbs is their usefulness, past or present, including their value for flavoring, medicine, ornament, economic, industrial, or cosmetic purposes.

**Due Date:** January 31  
**Amount:** Maximum of $5000  
**Required materials:**
- Application form  
- Professional vita, listing qualifications for this project, academic degrees and honors. Not to exceed two pages.  
- Methodology: an explanation of how you plan to complete the project, where the work will be done, what facilities and equipment are available. Not to exceed 500 words.  
- Budget: a detailed listing of all anticipated costs.  
- Schedule: a specific timeline for the project.

**Website:** [http://www.herbsociety.org/resources/research-grants.html](http://www.herbsociety.org/resources/research-grants.html)

IDEA WILD

Each year, IDEA WILD distributes over $300,000 worth of equipment - including digital cameras, spotting scopes, mist nets, tents, binoculars, and GPS units - to over 400 conservation projects worldwide. IDEA WILD receives equipment requests daily and prioritizes these requests based on conservation impact, recipient need, and project location. Additional consideration is given to projects in areas identified as critical biodiversity hotspots. IDEA WILD focuses its support on professionals working in developing countries where other sources of support are limited or nonexistent, and where a $750 equipment grant is often equivalent to several months’ salary.

**Due Date:** Rolling  
**Amount:** $1500 Maximum  
**Required materials:**
- IDEA WILD application form  
- Project proposal in your native language (please also include an English version if available)  
- One page summary of your project proposal in English  
- Your resume or curriculum vitae  
- A letter of recommendation from your advisor  
- Photo of the target species or habitat

**Website:** [http://www.ideawild.org/history.html](http://www.ideawild.org/history.html)
Journal of Experimental Biology Travelling Fellowship

The Company of Biologists’ journals - Development, Journal of Cell Science, Journal of Experimental Biology and Disease Models & Mechanisms - offer Travelling Fellowships of up to £2,500 or currency equivalent to graduate students and post-doctoral researchers wishing to make collaborative visits to other laboratories. These are designed to offset the cost of travel and other expenses. There is no restriction on nationality.

**Due Date:** Annually on April 30, August 31, and December 31

**Description of Eligibility:**
- Applicants should be intending to visit another laboratory.
- Applicants must be graduate students or post-docs.

**Description of Award Offered:** Up to £2500 GBP

**Required materials:**
- Application Form (including budget proposal, etc.)
- Letters of support from your Head of department and Supervisor
- Letter of Support from Host Laboratory
- Curriculum Vitae
- Publication List

**Website:** [http://www.biologists.com/travelling-fellowships/](http://www.biologists.com/travelling-fellowships/)

Lerner-Gray Fund for Marine Research

The AMNH Grants Program offers modest short term awards to advanced students, postdoctoral trainees, and scientific researchers who are commencing their careers in the fields covered by AMNH.

**Due Date:** March 15

**Eligibility:**
- Provides support for projects dealing with systematics, evolution, ecology, and field-oriented behavioral studies of marine animals
- Projects can be conducted at AMNH or in the field
- Grant must be spent between July 1 of the application year and June 30 of the year following

**Amount:** Between $500 and $2000

**Required materials:**
- Online application form (must be submitted BEFORE you begin to upload other documents)
- Project Description (Title, Location, Narrative Description Max 2 Pages, Lit Cited 1 page)
- Itemized Budget and Justification
- Curriculum Vitae
- Letters of Recommendation (2)

The Lewis and Clark Fund for Exploration and Field Research

The Lewis and Clark Fund (initially supported by the Stanford Ascherman/Baruch Blumberg Fund for Basic Science, established by a benefaction from the late Stanford Ascherman, MD, of San Francisco) encourages exploratory field studies for the collection of specimens and data and to provide the imaginative stimulus that accompanies direct observation. Applications are invited from disciplines with a large dependence on field studies, such as archeology, anthropology, biology, ecology, geography, geology, linguistics, paleontology, and population genetics, but grants will not be restricted to these fields.

Due Date: February 1
Amount: $5000 Maximum

Required materials:
• Application form including budget and project proposal
• Letters of support
Website: https://www.amphilsoc.org/grants/lewisandclark

Libbie H. Hyman Memorial Scholarship

This grant provides assistance to students to take courses OR carry on research on INVERTEBRATES at a marine, freshwater, or terrestrial field station.

Due Date: February 15

Eligibility:
• Must be a first or second year graduate student currently enrolled in a degree program OR an advanced undergraduate
• Do NOT have to be a member of SICB to apply

Amount: $1500-$3000

Required materials:
• Application form
• Proposal
• Two reference letters from faculty members
• Copies of undergraduate and graduate transcripts
Website: http://sicb.org/grants/hyman/

National Geographic Young Explorer's Grant

Young Explorers Grants (YEG) offer opportunities to individuals ages 18 to 25 to pursue research, conservation, and exploration-related projects consistent with National Geographic's existing grant programs, including: the Committee for Research and Exploration (CRE), the Expeditions Council (EC), and the Conservation Trust (CT).

Eligibility: Must be between the ages or 18-25
Due Date: Eight months before fieldwork
Amount: $2500-$5000

Required materials:
North Carolina Native Plant Society Shinn Grant

The Native Plant Society sponsors two Tom & Bruce Shinn Grants for the purpose of supporting basic or applied research on native plants in botanical or horticultural areas that fulfill the mission and/or objectives of the North Carolina Native Plant Society.

**Due Date:** Last day of February  
**Amount:** $100-$1000 

**Required materials:**
- Name, address, phone number and e-mail address and date submitted. 
- A short statement explaining your specific interest in native plants. 
- A concise project description (no more than two pages). Include a summary, then describe why this project is needed, location, objectives, hypotheses where appropriate, data collection and analysis methodology, who benefits and how and names of other organizations involved. Highlight aspects of the work that you believe are important and creative and how the project will advance the knowledge of North Carolina’s native plants and vegetation. It is acceptable to include brief but relevant references to published literature within the two page description. Successful grants have made the relevancy of the project understandable to the reviewers. Academic status with a letter of recommendation from a sponsor, such as an academic supervisor or major professor. (one page limit) 
- Project schedule must be submitted (normally one-year) 
- Budget  

**Website:** [http://www.ncwildflower.org/about/shinn/](http://www.ncwildflower.org/about/shinn/)

Phipps Conservatory Botany in Action

The Botany in Action Fellowship program at Phipps Conservatory and Botanical Gardens fosters the development of the next generation of plant-based scientists who are committed, first, to excellent research, and second, to educational outreach. Open to PhD students enrolled at US graduate institutions and conducting plant-based scientific research, the program provides each fellow with: 1) $5,000 for use towards research-related expenses at sites in the US or abroad*, 2) an all-expenses paid trip to Phipps, to engage in science outreach training and opportunities to translate and communicate his or her research to non-scientific, public audiences through written, visual and/or oral means, and 3) subsequent opportunities to connect his or her research with the public through programs, exhibits, and other outreach venues.

**Due Date:** January 31  
**Amount:** $5000  

**Required materials:**
The Rosemary Grant Graduate Student Research Awards

The Society is pleased to announce the annual Rosemary Grant Graduate Student Research Award competition. These awards are to assist students in the early stages of their Ph.D (first two years) programs by enabling them to collect preliminary data (to pursue additional sources of support) or to enhance the scope of their research beyond current funding limits (e.g. by visiting additional field sites, or working at other labs). Students will need to demonstrate how the proposed work is outside any related funding for the project already held by the student or advisor.

**Due Date:** February 1

**Eligibility:** Only Ph.D. students in their FIRST TWO YEARS are eligible. Funding is not limited to any particular aspect of research.

**Amount:** $1500-$2500

**Required materials:**
- A curriculum vitae (one page)
- A brief research proposal, with (a) title page (must include: title of proposal, name of student, student’s email address, mentor’s name and mentor’s email address, student’s institutional and departmental affiliation, year of student’s study, and statement of student and mentor’s affiliation in SSE) and (b) objectives, methods, significance, and schedule, as well as an explanation that this work is independent from the mentor or the student’s funding (max. two single-spaced pages including literature cited and any figures and tables)
- Budget (1 page; no justification necessary, just a clear budget). (Please note, the requirement for a letter of reference has been removed)

**Website:**

SICB Grant-in-aid-of-Research

The Grants-in-Aid of Research (GIAR) program was established in 1996 to provide supplemental awards to graduate students in support of their research in the fields of integrative and comparative biology. Students may apply to ONLY ONE program, either the Fellowship for Graduate Student Travel or Grants-in-Aid of Research.

**Due Date:** October 16

**Eligibility:**
- Previous recipients of any SICB award are not eligible
- Must be a graduate student currently enrolled in a degree program
- Must be a member of SICB; non-members must become members of the current year to be eligible
Description of Award Offered: $1000 in support of research in the fields of integrative and comparative biology

Required materials:
- Proposed investigation proposal (3000 characters maximum). Suggestions for writing this can be found on the website
- Literature cited
- Brief description of the location of proposed research (500 characters max)
- Dollar amount of funding request
- Budget justification (500 characters max)
- Pending applications and previous grants
- Brief description of the facilities, supplies, and financial support provided to you by your institution and major advisor

Website: http://www.sicb.org/grants/researchgrant.php3

Sigma Xi Grants-in-Aid of Research Program
The Sigma Xi Grants-in-Aid of Research (GIAR) program has provided undergraduate and graduate students with valuable educational experiences since 1922. By encouraging close working relationships between students and mentors, the program promotes scientific excellence and achievement through hands-on learning. The program awards grants of up to $1,000 to students from all areas of the sciences and engineering. Designated funds from the National Academy of Sciences allow for grants of up to $5,000 for astronomy research and $2,500 for vision related research. Students use the funding to pay for travel expenses to and from a research site, or for purchase of non-standard laboratory equipment necessary to complete a specific research project.

Due Date: October 15 and March 15

Eligibility: All graduate students but Sigma Xi membership of advisor helps

Amount: $400 to $1000

Required materials:
- Application form
- Letters of recommendation

Website: https://www.sigmaxi.org/programs/grants-in-aid/apply

Torrey Botanical Society Graduate Student Research Fellowship
The Torrey Botanical Society supports student research with three annual awards. These amounts will be awarded to the first, second, and third-place applicants, respectively, as judged by members of the selection committee. Graduate students of plant science who are members of the Society are eligible to apply for an award. This award must be used to help pay the costs of field work. Applications will be judged by a committee of the Council of the Society, and recipients will be announced before 1 April each year.
Due Date: January 15
Eligibility: Torrey Botanical Society Members
Amount: $1000, $1500, $2500
Required materials:
- Title page with proposal title, applicant’s name, address, and e-mail address
- Body of the proposal of no more than two pages
- Literature cited page
- Budget, including brief justification for each item
- A current C.V
- A letter from the major professor detailing the current status of the applicant and his/her qualifications.
Website: https://www.sigmaxi.org/programs/grants-in-aid/apply

Women Divers Hall of Fame Scholarships and Training Grants
Due Date: Annually around November 23
Eligibility: Eligibility varies between the individual scholarships and grants; see website
Amount: Varies; see website
Required Materials:
- Online application form
- Letters of recommendation (for most of the awards)
- Some grants require a proposal
Website: http://www.wdhof.org/scholarships/scholarships.shtml
7. ADMINISTRATIVE STUFF THAT BIOGRADS SHOULD KNOW: BOOKING ROOMS, PRINTING, AND MORE

Booking a Room
In order to book a room, contact Jo Bernhardt (jcbernha@duke.edu, room 139D BioSci) either by email or in person. Make sure to include in your message the room number, date and time of the reservation. If the room is available she will make the reservation for you. Some rooms do not fall under the biology department (i.e. the French atrium and basement). If this is the case Jo will put you in contact with the appropriate person. Reservations in French Family Science Center must go through the Chemistry department and information can be found here: https://chem.duke.edu/about/facilities/room-reservations. Class reservations get priority and are made prior to the start of a semester. In the case that you are reserving a lecture hall you must wait until the class reservations have been made. If Jo is unavailable Jill Foster is a great resource and can also make reservations (jill.foster@duke.edu). For large scale reservations (i.e. for a happy hour) there is paperwork that needs to be filled out including a p-card number, date and duration of the event. You are responsible for the cost of the janitorial staff required to clean up after your event. If you need a large space, particularly in a different building on campus, you can also use the website https://25live.collegenet.com/duke/. It is not the most user friendly website, but it lists available rooms in many buildings on campus, and you can submit requests to reserve a room.

Janitorial Staff Contacts
We are currently without a Housekeeping Supervisor (as of Feb. 2016) so Thomas Kelly (Housekeeping Management, thomas.kelly@duke.edu) is our contact. The area Housekeeping Supervisor’s office is located one the first floor of French near the stairs behind the loading dock. To contract for Housekeeping services for events an IR needs to be obtained from Jim Tunney (jtunney@duke.edu), completed, and sent to Thomas Kelly. There is a cost.

Minor Building Repairs
Report any issues like dead light bulbs, leaky faucets, etc. to Randy Smith (rrsmith@duke.edu) or Eric Fulk (eric.fulk@duke.edu).
Departmental Vehicles

Biology has a Ford Ranger truck (1999) parked behind the Phytotron. Duke University requires drivers to have a valid driver’s license, to pass the Duke Fleet Safety Training, to pass an online Defensive Driver Training course ($35 fee), and pass a DMV background check (The lawyers got involved). The truck is scheduled through an online Outlook Calendar and keys are held by Michael Barnes (michael.barnes@duke.edu, in the greenhouse), Norm Hill (normhill@duke.edu, in the Phytotron) and Randy Smith (rrsmith@duke.edu, BioSci, room 139A). There is a mileage log in the truck and users are charged the going IRS rate per mile. The funds collected go into funding truck maintenance.

Keys

In order to get keys for the Biology and French buildings you must contact Jo Bernhardt (jcbernha@duke.edu). You will need email authorization from your supervisor or lab manager. Once you have received authorization the keys can be picked up in Jo’s office in room 139D in the Biology building. Each key requires a $10 deposit, which will be returned when you turn in your keys. If you are rotating in a lab, the keys should be returned promptly at the end of the rotation. If you have undergraduate students in the lab the same procedure applies.

Mail

The mailroom is located in room 137 in the Biology building. You will be given a mailbox upon joining the department. Mail is also picked up daily. There is a metal cart for Fed-ex packages in front of the door as you walk in. On the far wall, under the mailboxes are trays for mail going through USPS. There are two trays for mail: one is for stamped mail and one is for mail whose postage will be paid via a fund code. If you wish to pay via fund code, there is a department code stamp in the mailroom that may be used only for departmental business mail; otherwise, write your own fund code on the mail. This room also has some stationary supplies and a fax machine should you need one. In the cabinets below all the mailboxes, you can find different FedEx shipping materials including packing peanuts and paperboard / bubble wrap envelopes.

Your lab should have access to the departmental FedEx shipping account; if not, Ivalee Forehand (ivalee.forehand@duke.edu in room 134 BioSci) can give your lab access to that information. By inputting all the relevant shipping information at http://www.fedex.com/us/ you can generate FedEx shipping labels. Print out two copies, one goes on the package that you leave on the aforementioned cart. The other copy
goes to Ivalee, there is a manila folder explaining the extra information that she needs to be able to bill your lab for the shipping costs. If you need stamps or other shipping materials not found in the mailroom, or would like to send larger packages through USPS, there is a USPS station in the basement below the gift shop in the Bryan Center. They have miscellaneous paper, pens, folder, tape, envelopes, boxes, etc. available for purchase.

**Printing and Copying**

Copy cards are issued by Ivalee Forehand (ivalee.forehand@duke.edu in room 134 BioSci). You can use your lab’s copy card for making photocopies. If you are TA-ing a class you can request a copy card; a reminder email will be sent prior to the start of the semester regarding this. In addition to campus-wide E-print stations, there are department-specific print stations listed here: [http://wiki.biology.duke.edu/it/Printing](http://wiki.biology.duke.edu/it/Printing). You can be granted access to this via the IT Help Desk (they have an office in room 150 BioSci), or you can submit a help ticket here: [http://biology.duke.edu/about-us/departmental-it/request-it-help](http://biology.duke.edu/about-us/departmental-it/request-it-help). Across from the mailroom is a general room that has a departmental printer as well as a photocopying machine, special staplers, paper cutters, etc. There is also a scanner and computer workstations in the IT Help Desk (room 150, Biology). Paper for lab printers can be picked up from Ivalee in her office, room 134 Biology. Simply provide your lab, fund code and number of reams that you take.

**Purchasing and Reimbursements**

- **Purchasing on a lab P-card:** If you are given your lab’s P-card to make a purchase, save all receipts. Lab managers will likely have specific procedures to deal with this, but generally they are handled by Margaret Wilbur (mrwilbur@duke.edu) in room 132 Biology.

- **Purchasing on the department P-card:** Each BioGrad receives $500 upon joining the department and $500 more upon passing your prelim (your GSR account). This money is for research supplies (excluding a computer), travel, conferences etc. To access this money you can use Jim Tunney’s departmental P-card (j tunney@duke.edu, room 141 Biology). Tell him what the money is for and where it will be coming from and he will give you his P-card number and billing address in order to complete your transaction.
• **Setting up fund codes for department sponsored events:**
  If you are hosting a large event (i.e. Symposia) money from the department and outside vendors can be set aside and designated a separate fund code. This is done via Jim Tunney (jtunney@duke.edu, room 141 Biology). Money and checks can be given to him to be deposited. Likewise, purchases made can then be refunded from this account or charged to it with the designated fund code.

• **Large-scale Reimbursements:** If you need to be reimbursed for a large purchase, the receipts must be turned in to Jim Tunney (jtunney@duke.edu, room 141 Biology) and will be reimbursed to your pay check. If the reimbursement is for travel, the trip must be complete prior to being reimbursed. Jim will enter the receipts into Duke@Work and send you an email requiring you to approve the cost and the reimbursement will be added to your next paycheck.

• **Small-scale Reimbursements:** Small-scale reimbursements will come out of petty cash and will be handled by Ivalee Forehand (ivalee.forehand@duke.edu, room 134 Biology). The receipts will be given to her and you receive cash.

**The DGS Handbook**

The Graduate School publishes a handbook for all DGS’ in various departments. Various helpful pieces of information may be found in this handbook, the link to which is here:

https://gradschool.duke.edu/academics/director-graduate-studies-manual
8. JOURNAL CLUBS AND DISCUSSION GROUPS

There is a plethora of journal clubs, seminar series and discussion groups in Biology and throughout Duke! Below is a list of the ones that exist in Biology. If there’s something you’re interested in and it’s not here, try looking at other departments or schools (e.g. the Nicholas School) who might have what you’re looking for. If you think there’s a need for a new journal club based out of Biology and you have a few students interested in it, you can start your very own group; Biology loves to sponsor these types of academic activities, so talk with the department chair if you’d like to start your own.

The meeting times listed below are subject to change from semester to semester, so ask around to get the most up to date information.

**BEAM - Behavioral Ecology and Morphology**

What it is: Review club  
General area of interest: Behavioral ecology and morphology, but anything that falls under that gist (e.g. biomechanics)  
Listserv: beam_regulars@duke.edu  
Meeting schedule: Every other Monday from 2:30-3:30PM  
Other info: BEAM is a group for graduate students, postdocs, and faculty to review unfinished work (i.e. grant proposals, manuscripts) or to observe and give feedback on practice talks. At each meeting, we break into groups that discuss whatever else is being presented, and then re-convene to discuss our ideas with the presenter. We have requisite snacks, and try to celebrate all our successes - BEAM-presented items have been accepted for publication, awarded grant money, and people giving practice job talks have even gotten faculty jobs! BEAM is a great venue for meeting and interacting with faculty, getting practice giving constructive feedback and reviewing manuscripts, and getting your own work critiqued (and ultimately improved!)

**Biology Departmental Seminar**

What it is: Seminar series  
General area of interest: General biology  
Listserv: emails will be sent out to biology@duke.edu  
Meeting schedule: Roughly biweekly on Mondays from 1:15pm-2:30pm  
Other info: This seminar series is hosted by the Biology Department. It brings in post-doc and faculty speakers to present on their research in subjects over a wide range of
research in biology. The schedule can be somewhat sporadic, so check for weekly emails announcing when it is actually happening.

**BLeRG**

*What it is:* Review group for graduate students and postdocs (just no faculty!)
*General area of interest:* All postdocs and grad students, all fields of biology
*Listserv:* blerg@duke.edu
*Meeting schedule:* Bi-weekly on Wednesdays from 10:00-11:00am
*Other info:* BLeRG is a way for graduate students and post-docs to get experience reviewing and editing grants, see what makes a good job or conference talk, and get your own work improved by feedback from biologists with a wide array of interests. We're a review group composed of grad students and post-docs for graduate students/post doc work- no faculty! We meet to review posters, talks, papers, grants, figures- anything! BLeRGers are encouraged to both attend meetings to give feedback, as well as submit their own work for feedback. We also provide free breakfast (sometimes Monuts!) at every meeting.

**EvGen**

*What it is:* Discussion group
*General area of interest:* Evolutionary genetics in general: population genetics, quantitative genetics, genetics of adaptation, molecular evolution, etc.
*Listserv:* evgen@duke.edu
*Meeting schedule:* once weekly, timing varies by semester and depends on people’s schedules
*Other info:* This is a joint-lab discussion on evolutionary genetics. Faculty, post-docs, grad students, techs and all are welcome! We read a recent paper once a week and meet to discuss it, with a different discussion leader for each meeting who is in charge of picking the paper for that week.

**EvoDevo Seminar**

*What it is:* Seminar Series
*General area of interest:* Evolutionary Development
*Listserv:* evodevo@duke.edu
*Meeting schedule:* Weekly on Thursdays from 12:00pm-1:00pm
*Other info:* EvoDevo is a seminar series allowing students, post-docs and faculty to present their research on evolutionary development. It is an informal setting where
people can bring their lunch, and ask questions while the presentation is happening. The series is joint with SDG.

Phylophiles
What it is: Journal Club
General area of interest: Systematics and bioinformatics
Listserv: phylophiles@duke.edu
Meeting schedule: Weekly on Wednesdays from 3:30pm-4:30pm
Other info: Phylophiles is a journal club focusing on systematics and bioinformatics. Discussion leaders change each week, and the leader is in charge of picking a paper for the group to read each week. It is also possible to discuss specific methods, so we might read a chapter from a textbook and meet to go over any issues and questions we had. We focus on methods more so than systems, so anybody interested in systematics is welcome (we won’t go into the nitty gritty of how the newest phylogeny finally resolves a polytomy in a small group of Amazonian vines).

Plant Forum
What it is: Seminar Series
General area of interest: plant-related research at Duke (and the Triangle)
Listserv: pbio@duke.edu
Meeting schedule: for Spring 2016 - every other Friday
Other info: The goal of Plant Forum is to foster discussion, share research ideas and interests, and open avenues to collaborations amongst students, post-docs, and possibly faculty interested in plant systems in general

PopBio Seminar
What it is: Seminar Series
General area of interest: Population Biology
Listserv: popbio@duke.edu
Meeting schedule: Weekly, with timing varying by semester depending on people’s schedules
Other info: The PopBio group meets to listen to talks in the general areas of population ecology, population genetics, reproductive ecology, molecular evolution, experimental evolution and evolutionary genetics, among others.
**Systematics Discussion Group (SDG)**

**What it is:** Seminar Series  
**General area of interest:** Systematics and Evolutionary Biology  
**Wiki page:** [https://wiki.duke.edu/pages/viewpage.action?pageId=75959365](https://wiki.duke.edu/pages/viewpage.action?pageId=75959365)  
**Meeting schedule:** Weekly on Thursdays from 12:00pm-1:00pm  
**Other info:** SDG is a seminar series allowing students, post-docs and faculty to present their research on systematics or evolutionary biology, usually on a more macro scale. It is an informal setting where people can bring their lunch, and ask questions while the presentation is happening. The series is joint with EvoDevo.

**UPE Seminar**

**What it is:** Seminar series  
**General area of interest:** Ecology  
**Listserv:** emails will be sent out to biology@duke.edu and ecologysocial@duke.edu  
**Meeting schedule:** Weekly on Tuesdays from 3:30pm-4:30pm  
**Other info:** This seminar series is hosted by the University Program in Ecology and brings in post-doc and faculty speakers to present on their research in subjects related to ecology.
9. BIOLOGY STUDENT GOVERNMENT (A.K.A CZARSHIPS)

Many aspects of the Duke Biology Department are student lead and organized. The following Czarships are positions that biograds can volunteer for. You can volunteer to be the sole or co-czar of one or more of these committees, events, or discussion groups, etc. Every year at the beginning of the fall semester the Steering committee czars organize a short meeting (usually with pizza and drinks) where the biograds meet to volunteer for czarship positions for the upcoming academic year. Participation in biology czarships is expected of all BioGrads!

Below are descriptions of each Czarship, written by the 2015-2016 czars themselves!

Steering Committee Czars

The primary responsibilities of the steering committee czars are to assign czarships, plan orientation week events, and serve as intermediaries between the graduate students in biology and the chair, DGS, and administrators of Biology. To assign czarships, we run a meeting at the beginning of the academic year, usually early to mid-September, and help fill czarships. The czarship meeting has food, so we are also responsible for getting bagels or pizza, depending on the meeting time. For orientation/welcome week, we pick up food for the department’s welcome breakfast (usually on Monday); pick a day for and get head counts for the Bulls game and communicate that information to Jim Tunney, who usually picks up the tickets himself; and plan the Saturday night welcome back party, which includes finding someone to host the party as well as getting the entree for the party.

There is no set procedure for meeting with the chair/DGS/administrators; instead, we reach out to them on behalf of the biograds when needed or are in some cases contacted by them to reach out to the biograds for feedback. New Steering committee czars are nominated directly by the previous committee and then can choose to accept or turn down the nomination, because the position needs to be filled at least a month before new students arrive for orientation in August.

In 2015-‘16 the majority of the things we have discussed are ways that we can improve the department through things like new czarships and events (e.g. donuts for diversity), more venues for student/faculty interactions, seminar series timing, etc. Also, anyone can suggest a new czarship at any time but I think to make it “official” it goes through the steering committee. So any ideas about new leadership positions, whether from students or the chair, can get routed through steerers to officially get on the list of czarships for future years.
Recruitment Czars

All first years are automatically Recruitment Czars. As such, you are in charge of organizing the group activities that happen during recruitment weekends, as well as keeping other BioGrads informed about them. Organizing the activities will require gathering information about the people visiting, so you'll have to be in touch with the DGSA and the host labs. There are typically two recruitment weekends. Pre-planning should be divvied up and should take you each about 6-8 hours. The weekend of the recruitment weekend you'll be occupied Thursday evening, Friday breakfast and evening, and most of Saturday. A common pitfall is for a few people to be overburdened with tasks; delegate! Remember to send out information to the BioGrads about the schedule as soon as you have it, and to send out email reminders a few days before the visit actually happens. For more information, see Chapter 10: Recruitment.

SciREN Czars

SciREN Triangle (http://www.thesciren.org) is a non-profit outreach organization that involves partnerships between graduate students at Duke (historically two BioGrads, also the SciREN czars), UNC, and NC State, as well as the North Carolina Museum of Natural Sciences in Raleigh (http://www.thesciren.org/networking-events/sciren-triangle/). SciREN recruits local researchers and helps them to write lesson plans based on their own research that meet North Carolina curriculum standards. We then hold a networking fair each September, at the museum in Raleigh, at which educators can talk to scientists about the lesson plans and how to implement them in their classrooms. After the networking fair, all of the lesson plans are available online to any educator through the SciREN website. The time commitment for SciREN varies a lot throughout the year. We work in partnership with other grad students, in a team of about 8 people, and each winter, the team gets together to assign specific jobs. In the spring semester, the time commitment is fairly light, maybe one hour every couple of weeks. Late spring and early summer, the time commitment ramps up to a couple of hours a week, and by the late summer and early fall, just before the networking event, it can take several hours of time per week. Any BioGrad interested in participating in SciREN should send an email to sciren.outreach@gmail.com for more information.

Outreach Czar

The outreach czar serves as a contact point between the biograds and community outreach opportunities. The outreach czar disseminates information about upcoming outreach opportunities via the biograds listserv, helps to recruit Biograd volunteers for specific outreach events as needed, and keeps the Biology outreach web page
updated in coordination with Randy Smith. The outreach czar may also organize workshops aimed at preparing biograd students for specific outreach events, write or help others to write Duke Center for Science Education outreach grants, and organize departmental or inter-departmental outreach programs.

**BEAM Czar**

BEAM - Behavioral Ecology and Morphology. What is it? A review club. Basically, someone will send out a manuscript draft, grant proposal draft, or give a practice talk. The group gives feedback. Being a BEAM Czar mostly entails emailing and bugging people - it's pretty hard to get the schedule to fill up. We do have a BEAM Super-speaker come every year, so you're able to get nominees for and choose that visitor. Overall, it's relatively low input for a good experience interacting with faculty both at Duke and beyond. BEAM is attended by grad students, postdocs, and faculty. At each meeting, we break into groups that discuss the manuscript, etc. with each other, and then we re-convene to discuss our ideas with the presenter.

**PopBio Czar**

The PopBio group meets every Thursday during the academic year to listen to talks by graduate students and faculty (mostly from Duke, with a guest speaker / super-speaker or two from elsewhere, depending on the budget) in the general areas of population ecology, population genetics, reproductive ecology, molecular evolution, experimental evolution and evolutionary genetics, among others. We meet at 4:30pm in Duke's French Family Science Center room 4233. Weekly jobs: Make sure the speaker's name and talk title and picture all get to Caroline Usher (cpu@duke.edu) for next week's talk. Send out an email or three to popbio@duke.edu advertising this week's talk. Day of - chill the beer, arrive in time to help the speaker set up the AV, get the speaker's CV so you can introduce them, make sure the talk runs smoothly. Periodic tasks: Every semester, harass people until the schedule's full. Schedule a room and a time. Buy beer. If there's a regular guest speaker (not a super-speaker), make sure meetings with grad students / faculty and dinner get arranged. To get a super-speaker, conduct a poll, contact possible super speakers, set date, arrange travel, arrange hotel, arrange meetings, advertise extensively, arrange reception including catering. Common pitfalls: do things early! Otherwise there are no talks for the first month of the semester and/or no super-speakers.
**SDG Czar**
Systematics Discussion Group (SDG) is a seminar / discussion forum that focuses on study of the diversification of living forms, both past and present, and the relationships among living things through time. Relationships are visualized as evolutionary trees (cladograms, phylogenetic trees, phylogenies). Responsibilities include inviting speakers, preparing coffee/food occasionally, contacting speakers for title/introduction information, sending out reminder to Caroline Usher (cpu@duke.edu) and to listserv (dukesdg@duke.edu), helping the speaker setup the laptop/projector. Usually the time commitment is low, About 1.5-2 hrs a week (1hr the seminar time + help set up and sending out email etc.). Inviting external speakers: We don’t have a specific system for inviting external speakers right now, since there have not been a lot of requests. Usually people just tell you they want to invite a person, and ask if SDG can help to pay the flights/accommodations. It’s important to note the PI/student who invited the speaker should be the ones (or at least they should designate someone in their lab) to deal with airfare, etc. and organize meetings for the speakers. Of course we can help, but it shouldn’t be completely on us.

Other notes: For the past few semesters, the most difficult part was to get enough speakers before the fall semester started since we didn’t even remember to invite people until returning from summer vacation. The empty schedule right at the beginning of the semester was scary when we saw other seminars already had full schedules. It would be great to meet and come up with a plan before the summer.

The SDG seminar now is jointed with the Evo-devo group. It has been a great success in general. People have been thinking about a new name for the joint seminar (e.g. "SEDG" (pronounced as "sedge") - aka Systematics and Evolutionary Developmental Group).

**EvoDevo Seminar Czar**
Responsibilities are pretty similar to any other seminar group: Recruit and host relevant local (Duke, UNC, NC State) speakers at all career levels. If the budget can do it, I try to have 1 local PI and 1 visiting PI or postdoc each semester and local students and postdocs fill the rest of the slots. It will take some time to fill up the semester so start early and ask around.

Visiting speakers will require extra attention. I book a hotel, budget for travel and food, figure out transportation, arrange meetings with Duke professors (ask the person who they want to meet and ask Bio profs who wants to meet them), prepare a written schedule, and clear my day so I can be an escort and point of contact for all parties. To keep costs down, I try to host dinners at someone's house; going out to a
restaurant means limiting the number of people who can attend, so in that case I set a number in advance and stick to it.

Folks from the Triangle area but not Duke will need a parking pass. You may also want to treat them to coffee or lunch on campus. It’s good to ask them if they want to meet anyone while they’re on campus, or invite biogads for a pay-your-own-way lunch.

Track the budget and buy stuff/get reimbursed as needed. Bringing coffee/snacks helps get people to the seminar room but it’s cheaper to make it yourself than get takeout. The department wants to know who attended a given event, so I usually jot down the names on the back of any restaurant receipt so I remember for later.

Run the actual seminar. Make sure you know how to use the AV equipment in the seminar room. Find the speaker’s CV or chat with them beforehand. I take them to the room ~20 minutes before the seminar to set up and get comfortable. I also make coffee and set out snacks during this time. Decide which lights should be on/off; close/open blinds, etc. Make sure they know where the restroom is, have water, etc. before. Introduce them. If people are really excited, moderate the Q & A and wrap it up if it goes over time.

Because Evolutionary Developmental Biology is such an intersectional and interdisciplinary field, I try to build bridges with other seminar and discussion groups, and to recruit a variety of speakers who illustrate the field’s breadth. I try to make sure that the non-local speakers will appeal to many members of the biology department, not just developmental biologists. If I think a speaker might appeal to another group as well, I reach out about sharing hosting responsibilities.

Recently we have begun coordinating with the Systematics Discussion Group to roughly alternate weeks. It has been wonderful because each group is introduced to unfamiliar topics and approaches, and potential attendees of both groups don’t have to make room for 2 weekly seminars or decide which to attend. Also, since our budget was approximately halved we had to cut down on outside speakers and it became hard to fill a weekly slot on the topic with local speakers.

**GPSC Representative / Czar**

As GPSC Rep you serve in the Graduate & Professional Council General Assembly. This is essentially the student government of graduate students here at Duke, which meets roughly monthly (Tuesday nights, 6:30-8:30, dinner is provided) or slightly more frequently. Along with this seat comes membership on one caucus, the small group of grad students that I work alongside to try and tackle issues that we decide are important, and one committee, a University-wide group that meets and decides things about the school. My caucus is University Services and my committee is Transportation, and I’ve largely spent time on both of these working towards making
parking and commuting better (or trying). There aren't too many requirements; you
more or less have a 2 hour meeting to attend once every 2-3 weeks and it is a great
place to interact with other grad students. You can enjoy this a lot if you really like
student government and you can devote multiple hours per week to a cause,
alternatively I don't think anyone will fault you if you just show up at meetings and
keep the biograds updated on big happenings as you hear about them (health care,
student fees, etc.).

Superspeaker Czar
Every year, the BioGrads (any graduate student in a Biology Department lab)
nominate and vote for the speakers they would like to invite to give a talk at our
Biology Seminar Series. As Superspeaker czars, we double check with Randy Smith
(rrsmith@duke.edu) and Jim Tunney (jtunney@duke.edu) early April to see if we have
enough money to invite a speaker per semester (for a total of two speakers each
academic year). After that confirmation, we send out a call for nominations and send
out a poll for a vote. Hopefully, this gets done by early May so that we can invite the
speaker with the most votes as soon as possible. We send e-mail invitations to the
speakers, arrange their travel and accommodations, set up the interview schedule
during their visit (which usually lasts 2 days), and organize the reception. Prior to the
visit, most of the time is spent emailing the speakers. When the visit is approaching,
the work becomes a bit more intense, but it is only for a short moment. Some
common pitfalls include getting the room setup for the talk, but otherwise, it's
helpful to get many graduate students to help out as much as possible.

New Superspeaker Czars should contact past Superspeaker Czars to get access
to a google doc with relevant information (travel agent contact, draft e-mail
invitation, etc).

Women in Science Czar
Duke Biology Women in Science (Bio WiS) is an organization comprised of Duke Biology
graduate students committed to providing programs that raise such awareness specific
to women and underrepresented groups across STEM fields. We are an inclusive group
open to all students, faculty, and staff, at Duke, and our objective is to create an
open dialogue around these particular social themes. We are dedicated to promoting
diversity within STEM. We strive to encourage and connect with science students
locally at Duke and Durham more generally, providing them with guidance and
support. Mainly, our efforts to achieve these goals have consisted of holding at least
one discussion group per semester in which we distribute a non-science piece of
writing (e.g. newspaper or magazine article) on a particular topic of interest to the
department, develop discussion questions to draw attention both to large-scale issues and lived experiences of individuals in our community, and organize small breakout groups to have discussions about topics spurred by our questions. We usually have these "brown bag" sessions at lunchtime and provide additional snacks and drinks as incentives to attend. They have been well-attended by students, faculty, and staff, and, I think, well-received by the department. Basically, we want to create supportive spaces for people to share their experiences with what are often challenging issues and brainstorm ways in which we can improve science as a field and our community at Duke specifically based on what we learn from each other.

We also did a lunch specifically on impostor syndrome that was co-sponsored by the Bio department so we were able to buy pizza and salad for everyone. Faculty were encouraged to share stories about times in which they experienced hardship or failure early in their careers in attempt to demonstrate how widespread impostor syndrome is. If repeated in the future, this event would benefit a lot from developing predetermined discussion questions, as I don't think all of the faculty were primed adequately on how to best approach this topic.

The other major event that will happen in 2016 is a special discussion of scientific ethics with Sally Otto, specifically focused on the ethical implications of underrepresentation of women and minorities in scientific fields. This will likely be a catered lunchtime event with about 70% of the time spent on pre-selected questions for a panel of Sally and 2-3 faculty/admin from Duke (some of these questions will come from a survey distributed to students in advance of the event, and some will be generated internally by WiS czars) and 30% open q&a with attendees of the event. This event is funded by the Kenan Institute for Ethics and co-sponsored by the Biology seminar series, since Sally will also give an academic talk during her visit.

The WiS czarship is pretty open-ended**, and the amount of commitment and time it takes as a czar varies a lot based on individual people's level of investment. The goals of this czarship are to organize and coordinate activities that promote and support women, diversity, and equality for grad students of all kinds in the sciences. We typically plan at least one and at most a few events per semester, and the amount of time invested varies a lot based on how close we are to these events and who has taken charge of them. We have at least one, 1-hour group meeting per semester and more as needed for planning. This year we have taken a "divide and conquer" approach where different individuals spearhead initiatives, but last year when we had fewer people involved the co-czars planned all activities together as a team. Within this range of commitment levels, there are czars who have put in many hours of work planning events for the department and czars who have put in little to no time outside of our group meetings. Even czars in the latter category are very helpful in generating ideas of useful initiatives to bring to the department (although it does always help to have people who can actually help put ideas into action, too). This
czarship is totally self-motivated and there are no actual expectations from the department to deliver.

The department has a small grant supporting WiS that was funded by a non-renewable award made by the Avon Foundation to czars in previous years. We try to be as frugal with that budget as possible since it will not be replenished when it is depleted, and have in the past mostly used it to buy small snacks and coffee for discussion groups. We have been fairly successful in getting supplemental funding from other sources, too, including the Chair’s fund, the departmental seminar series, and other on-campus grants (e.g. Kenan Institute for Ethics), which keeps our spending of dedicated WiS funding to a minimum. We also created a Facebook page for our group which anyone can "follow". We use it primarily to share articles relevant to WiS issues.

** This group is different than WiSE (Women in Science and Engineering) which is a group with similar aims, but encompassing scientists and engineers from other departments at Duke, whereas WiS is specific to the Biology department. WiSE and WiS occasionally work together to host or promote events.

**Evgen Czar**

The job of the Evgen Czar is to organize a discussion group about evolutionary genetics. Make a schedule for people to sign up on at the first meeting per semester, organize a time where people can meet, come to each meeting and (if need be) help the discussion along. Very minimal commitment: just a read a paper and buy department subsidized snacks once per week.

**Faculty Meeting Czar**

Faculty Meeting Czar has the responsibility of attending faculty meetings (approximately 1 per month, usually 1-1.5 hours) and taking meeting notes, particularly points relevant to the graduate community. A lot of the faculty meetings are spent discussing 'Big Duke' issues (i.e. IT security comes up a lot) and undergraduate concerns (curriculum and cheating have come up a lot). Very occasionally, you must speak on behalf of the graduate community, and this may require polling grad students or holding a meeting to discuss an issue (i.e. degree requirements for grad students). Overall, the job is not very much work, but the meetings are usually given at very short notice (sometimes the day of), and because they so rarely relate to graduate student issues, they can be a bit tedious to sit through. On the rare occasions that you must present a cohesive graduate student opinion, be prepared to field a lot of questions and points of clarification. People interested in this czarship should consider themselves patient, should be able to
represent a cohesive graduate student opinion (even when it is NOT YOUR OWN!), and should have the ability to stay calm and level-headed in the rare situation that you may have to answer a ton of questions/defend the cohesive graduate student.

**BIOCC Czarship**

This is a czarship liaison between BioGrads and the IT staff. It involves attending a 1 hour meeting of faculty and IT staff where relevant IT and computer issues are discussed. The BIOCC Czar should send out an email before the meeting to biograds to ask if they have any questions/concerns, and respond to those questions/concerns. Overall, this is a low-commitment czarship: just once a semester go to an hour long meeting where you pretend to know things about computers.

**Happy Hour Czar**

This czarship has a minimal time commitment outside of attending happy hour. At the first happy hour of the year, the czars should send around a sign-up sheet for graduate students to host future happy hours. Each week, only one czar is responsible for organizing happy hour with the graduate student host. On Monday or Tuesday of that week, the happy hour czar sends an email to the graduate student host reminding them about Friday and letting them know how many drinks we already have from left-over happy hours. On Friday afternoon, the czar is responsible for helping the graduate student host chill the drinks, set-up, and cleanup. Aside from helping the graduate student host with happy hour, czars are responsible for the free happy hour sponsored by the Biology Department each semester.

**Christmas Party Czar**

The commitment is a few meetings in the month or so before the party (usually held the Monday after finals end) and setting up/cleaning up on the day of. Randy leads a team of staff, faculty, and grad student czars to put this together. Grad student duties may include: decorating before the party, helping Jenny in the greenhouse make centerpieces, putting out trays of food, organizing the silent auction, picking up beverages (beer keg) before the party, helping plan entertainment, setting up kids activities, and cleaning up everything when the party ends.

**Semiformal Czar**

The time commitment is very concentrated but not huge. The primary responsibilities are securing a location on campus, ordering kegs and buying food, figuring out how to get speakers and music set up, painting backdrops and procuring other decorations.
(many of which are free or donated), and convincing Paul Durst to bring his polaroid camera. I think we also bought the film paper for him with some of the funds. The committee usually sells tickets in advance so that they can accumulate a little extra cash money for buying things. But the department provided funds for the semi-formal. The exact amount isn’t easily accessible, but there’s a spreadsheet floating around somewhere. The most difficult aspects of this czarship are getting the venue on campus, and figuring out/anticipating the various fees and costs they charge us to rent the space. I distinctly remember them wanting to charge housekeeping fees regardless of whether we cleaned up after ourselves.

**Pig Pickin’ Czar**

Pig Pickin’ is a wonderful fall gathering of grad students and faculty at the Carolina Friends School to partake in some delicious NC BBQ. In past years we have rented a giant gas grill and roasted an entire pig. In 2015 we opted to have the BBQ catered in by The Pit. The jobs of the czars are to schedule the festivities, rent the tables and chairs, reserve the space, order the food, and gather the people. There are documents on the Biograd wiki that detail when things need to be done (basically, right away after you volunteer to be czar), and where to get everything. The time commitment is not huge, and is mostly concentrated in the few weeks beforehand, as all the planning and reservations need to be done well ahead of the actual date. If you or a wonderful volunteer plan to cook the pig, you must get up quite early the morning before the shindig and get the grill fired up and get roasting. The pig can be over 100lbs, and requires a lot of time over a slow flame to get cooked through. After the marathon roast (with help from loads of volunteers) you serve the chopped pork topped with Clint’s Famous Sauce. At this point you get to enjoy the BBQ and any potluck foods folks have shared, and bask in the glory of being done with your czarship duties for the year. It is a lot of fun to see all the folks who come out to enjoy the beautiful NC fall weather with their families and significant others.

**Campout Czar**

This is a front-loaded czarship which constitutes lots of work around one weekend in September or October and then far less afterwards. This entails 1) convincing BioGrads to attend campout, 2) organizing said campout event, 3) divvying up tickets to all those who campout. Without going into too much detail here’s what it includes: First you gather those interested in camping out and attending basketball games and determine how big the group is. If the group is on the larger side of things we try to rent a truck (UHaul) to drive to campout. Regardless of group size we try to get everyone there and have enough beer and snacks to last the weekend. Also, you need...
to keep everyone on top of registering on time and the various rules of campout. Often times we send out emails and solicit visitors to campout to drink and hangout while we wait for the time to pass.

**Office Czar**
It’s totally easy. Every year, usually right after the czarship meeting (because it’s on mine and everyone else’s brain), I send an email to the biograds to get updated office information 1.) If they’ve moved from the previous year, and 2.) Get the new first year’s office locations. Then I just update the excel spreadsheet in the biograd wiki, removing the students who have since left us (“sniff sniff”), and adding the new information. Boom. Easy as that. In previous years, I would go down to Jo’s office and write all the new office location on her giant map of the building, but the past 2 years she’s already had that done (it probably gets updated when the new students get their keys). But, it’s always nice to check in with her and see if she needs it done. The only pitfall is having to hound people to respond. Usually, the first years are really good, since they’re all bright-eyed and bushy-tailed and still read all their emails, but I just keep a running tally to make sure that they all respond.

**Sustainability Czar**
The sustainability czarship requires an extremely low time commitment. The main requirement is disposing of used batteries. Czars also serve as a sounding board for additional sustainability proposals, maintain the reusable plates/cups/cutlery (i.e. are in charge of making such items available at desired departmental events, and ensuring items are cleaned and returned to the appropriate storage area), and ensuring recycling is available at happy hour. As a novel position, this czarship is open to expansion.

**Dance Czar**
Dance Czar’s primary responsibility is to begin dancing at biograd parties so that other, more inhibited biograds will also begin dancing. The usual time commitment is about 5 hours per month, mostly on Saturday nights. Common pitfalls include not drinking enough to dance enthusiastically and dancing so well that other biograds become too intimidated to go out on the dance floor. A good Dance Czar becomes drunk early and dances poorly but with great gusto, raising the energy in the room and making it easier to appear to be a good dancer by comparison.

**Grill Tools Czar**
As the czar you keep a bag of grill tools for the department. It takes 0 units of time, and usually the bag is taken by the pig pickin’ group and not returned within the first few months of school, anyway. It is easier than even the bike pump czar.

**Bike Pump Czar**

Bike pump czar is a pretty low time commitment job, probably a total of 30 min a year. I usually send an email at the beginning of the academic year to remind everyone that there is a bike pump in the mailroom if needed, and then check every month or so to make sure it’s still there. If needed, part of the job would also be finding or replacing the pump if it’s missing or broken.
10. BIOLOGY DEPARTMENT RECRUITMENT: INFO FOR RECRUITMENT CZARS AND HOSTS

Biology hosts two recruitment visits during weekends in February during which the majority of prospective students both interview with the department, and see whether Duke and Durham are a good fit academically and socially. The University Program in Ecology (UPE) is usually also a part of these recruitment weekends. There are several group activities organized during the weekend. The first-year Biology and UPE students serve as “recruitment czars” and are thus in charge of organizing these activities. The main events remain the same from year to year, and there is no need to reinvent the wheel. The recruitment czars are in charge of buying food, making necessary reservations, and emailing out information about recruitment to the department.

Recruitment Weekend Schedule Outline

The general outline of the schedule is the following: (See below the schedule for a symbol key)

Thursday:
4:30pm(ish) - For students who arrive during the afternoon, there is usually a seminar series (often PopBio) that they can attend with their host
6:30pm - Dinner with prospective lab% OR orphan dinner with the BioGrads*
8:30pm - After dinner drinks*

Friday:
9:00am - Welcome breakfast+
10:00am–5:00pm - Break room staffed all day by recruitment czars+
10:00am - Interviews with faculty and/or grad students%
12:30pm - Lunch organized by prospective lab%; sometimes there is a UPE welcome lunch
2:00pm - More interviews with faculty and/or grad students%
5:00 - Happy hour+
7:30 - Dinner with prospective lab% OR orphan dinner with the BioGrads*
9:30pm - After dinner drinks*
Saturday:
9:30am - Tour to the Farmer’s Market and downtown Durham & OR hike at Eno State Park &
12:00pm - Lunch with the BioGrads*
2:00pm - Tour to the Lemur Center & OR time with host%
4:00pm - Coffee shop visit* OR time with host%
6:30pm - Potluck dinner and house party+

Symbol Key:
• Items marked with “%” are organized by the lab hosting that particular prospective student. For dinners, if the lab is not organizing a lab dinner, that student can join the ‘orphan’ dinners.
• Items marked with “*” are group outings. Recruitment czars can decide which venues they want to go to. For example, Lilly’s Pizza is popular for Thursday orphan dinner and The Green Room is a usually the choice for Friday after dinner drinks.
• Items marked with “+” are group activities that recruitment czars need to organize and that require food and/or drinks.
• Items marked with “&” need to be organized by the recruitment czars, but don’t require purchasing anything in advance.

Timeline for Organizing Recruitment
In order to organize group activities, you need a headcount to know whether people have lab dinners, and which activities recruits wish to participate in. Below is general timeline of how to go about gathering this data and organizing recruitment.

• Early January - Ask the DGSA (Anne Lacey) to confirm the dates for the two recruitment weekends. The DGSA will inform the faculty of the visit dates, but it can be a good idea to send an email to BioGrads letting them know to put the dates on their calendar. This also allows them to start talking with their advisors about whether or not their lab will be hosting students.
• Mid-January - Once you know the dates for recruitment, go ahead and contact the Lemur Center about a tour (see below for tips).
• Late January/early February - Ask the DGSA to confirm attendance of prospective students.
• Late January/early February - Meet with the first year Bio/UPE cohort. Decide which venues you want to go to and divide up the tasks to be carried out (e.g., Google Docs is a helpful tool for delegating tasks). Please note, UPE has a
separate budget and therefore UPE recruitment committee must contact Danielle Wiggins (DGSA).

- **Early February** - Email out the schedule of events to the BioGrads so they know what’s happening and can join in on events.
- **Early February** - Email out a survey (sample survey at the end of this section, with a link to create your own) to all of the host labs and to the BioGrads. The survey should gather the general information for the recruit, when they’re visiting, whether they will be attending lab dinners or group dinners, and which group activities they prefer to attend.
- **Throughout February** - Pester labs and hosts (and sometimes faculty that haven’t designated a student host) if they haven’t filled out the survey!
- **Monday before the weekend of the visit** - Make welcome folders for the prospective students: get Duke folders from the University Store, add a campus map, and a map of Durham (a copy of The Chronicle is also nice!). Ideally print out each recruit’s schedule of interviews.
- **Monday before the weekend of the visit** - Confirm with your fellow cohort members to make sure everyone knows what they’re in charge of. Send an email to the department letting them know there will be a free happy hour that Friday, and make especially sure to encourage faculty, post-docs, and staff to attend.
- **Mid-week before the weekend of the visit** - Email the BioGrads reminding them of events they should come to (Happy hour, Friday night after-dinner drinks, Saturday potluck dinner and house party).
- **Thursday of weekend visit** - Ask for the P-Card from Jim Tunney so you can pay for outings and food. Jim will provide information about the use of the P-card and how to collect receipts and names.
- **Friday of weekend visit** - Send a reminder email to the department about free happy hour, and again encourage faculty, post-docs, and staff to attend.
- **Monday after weekend visit** - Make sure to give the P-Card back to Jim Tunney, along with receipts and the lists of who went to each of the events.

**Tips and Things to Consider**

- Book a tour to the Lemur Center as early as possible! Overestimating attendance is better. If you’re having trouble, use our special contacts (i.e. students who work at DLC) and talk to Anne Yoder.
  - Link to book tours for DLC (if you cannot get a tour through the contacts!): [http://lemur.duke.edu/visit/tours/](http://lemur.duke.edu/visit/tours/)
- Keep a list of the people that come to each of the events, along with their affiliation (i.e. BioGrad, Bio recruit, UPE Grad, UPE recruit). You’ll need to
hand this list in along with the receipts. You don’t need to do this for the Welcome Breakfast or for Happy Hour.

- Each host lab is in charge of organizing the recruit’s schedule!! You should **not** be emailing people about making their schedules! You are also **not** responsible for organizing activities for people coming on off-weekends, and you are absolutely **not** required to host any students if a faculty member cannot find a host within their own lab—this is their responsibility to sort out. Running recruitment does not mean that you are not **allowed** to host; if you have available space and are willing to host, it is a great way to meet a possible future BioGrad! If you’re unsure about what you are responsible for and what you are not, ask the DGSA.

- Make sure to confirm the Welcome Breakfast with the DGSA, so they can let the head of the department and the DGS know when to be there.

- Some common restaurants for group outings during recruitment and that require reservations are:
  - Lilly’s Pizza—810 West Peabody Street Durham, NC - (919) 797 2554
    - This is probably the number one option because they take reservations, can handle large groups, and have crowd-pleasing food.
  - Nanataco—2512 University Drive Durham, NC - (919) 489 8226
    - **Note:** Parking can be difficult and you can be towed for parking in lots of nearby stores, so **PLAN AHEAD** and carpool!
  - Bull City Burger—107 East Parrish St. Durham - (919) 680 2333
    - **Note:** You can only make reservations for dinner starting at 8:15pm or later!
    - You have to order at the counter and BCB gets pretty crowded, so perhaps choose this restaurant for a small orphan dinner.

- If you are holding an event at the Green Room, call Michael (the owner) and ask him to reserve a couple of pool tables for that night; he’s done this for us for years, so he will know what you’re talking about!

- Google Docs is a great tool for organization! For example, the following link can be used to create a new spreadsheet for future recruitments:
  https://docs.google.com/spreadsheets/d/14sV7AMcYrFhU122kMnLp6ldX5oEqxE14vs5ibQDR24/edit?usp=sharing
  (Just go to “File” on the toolbar and select “Make a copy...” and voilà! You have a new spreadsheet to which you can add new information following the same format as previous recruitment committees)

- **Don’t** be afraid to ask for help from BioGrads and UPE students in the other cohorts! They can provide a wealth of information, having themselves hosted recruitment in the past.
• Don’t forget to have fun and give it your all! You too were once a recruit, and if your decision to come to Duke was in any way influenced by recruitment, it indicates just how important and representative recruitment is, for the Duke BioGrad and UPE communities.

Tips if you/your Lab Are Hosting
• Confirm the prospective student’s attendance as soon as possible, and gather the information you need to fill out the survey; reach out to them by email, welcome them, and offer to answer questions. It is also a good idea to EARLY ON ask your recruit to peruse the department website and let you know if there are any faculty members with whom they would especially like to meet.
• Begin to make your recruit’s interview schedule AS EARLY AS POSSIBLE. A good tool for this is a Google spreadsheet—lay out the possible interview times, and then send it out to faculty to ask them to fill themselves in on the schedule. Your recruit must meet with three members of the Graduate Advisory Committee (which changes each year; ask the DGSA for who is on the GAC for this year), and should additionally meet with a mixture of faculty and graduate students, both in and out of your lab.
• Fill out the survey from the recruitment committee as soon as possible!! The recruitment committee works off of this, and no responses means no events.
• Figure out who is hosting the prospective student, and how you’ll be splitting responsibilities among the members of the lab.
• Contact the DGSA about the guidelines for hosting. A sample of this document can be found here.
• Figure out lab dinners (if they are happening) and Friday lunch for your recruit.

Sample Recruitment Survey
Link to edit this form to create a new one for recruitment: http://goo.gl/forms/NiN7vuVNy1

Prospective Recruit Tracking — 2016
If you are hosting a recruit, please fill out the following pertinent information.
If you are hosting multiple recruits, please fill this form out for each of them separately
* Required

⇒ Select Recruitment Weekend *
  o Feb. 4-7
⇒ Your Name *
⇒ Your Lab *
⇒ Recruit's Name *
⇒ Recruit Host * (who will be quartering and chauffeuring the recruit around)
⇒ Contact number for host * (cell phone number please)
⇒ Recruit is arriving by *
  o Plane
  o Train
  o Car
  o Other (please specify)
⇒ Is your Recruit traveling internationally? *
  o Yes
  o No
⇒ Recruit is coming from * (City or Airport)
⇒ Date, day, and time of arrival * (For flights, please list actual arrival times)
⇒ Date, day, and time of departure * (For flights, please list actual departure times. We'll email those of you who might be able to carpool with each other)
⇒ Thursday Night Dinner for my prospective student will be *
  o at a lab dinner
  o at the orphan dinner (sans host)
  o at the orphan dinner (and of course, as the host, I am attending as well)
  o Other (please specify)
⇒ Friday Night Dinner for my prospective student will be *
  o at a lab dinner
  o at the orphan dinner (sans host)
  o at the orphan dinner (and of course, as the host, I am attending as well)
  o Other (please specify)
⇒ The Saturday morning activity of my prospective student's choice is *
  o Eno River State Park Hike (Naturalist Included; Host responsible for breakfast beforehand)
  o Farmer's Market & Walking Tour of Downtown Durham
  o Other (please specify)
⇒ Saturday Lunch *
  o Foster's (Feb. 6)
  o Parker & Otis (Feb. 20)
  o At a lab lunch (during either weekend)
  o Other (please specify)
The Saturday early afternoon activity of my prospective student's choice is *
  o Duke Lemur Center
  o Duke Lemur Center and I (the host) will be joining
  o Host (Walk around the Chapel and Duke Gardens; Downtime in hosts' house)
  o Other (please specify)

My prospective is *
  o 21 and over
  o under 21

My prospective has certain dietary restrictions *
  o Vegetarian
  o Vegan
  o Gluten Free
  o Other (please specify)

Warning: I may need assistance caring for my prospective in the following way *
  o I have no car
  o UPE
  o UPGG
  o None
  o I am busy and need assistance during the listed times below (please list under "Other")
  o Other (please specify)

My recruit is leaving late or late-ish on Sunday, and so needs breakfast on Sunday *
  o Yes, and I will be buying breakfast for my prospective
  o No
11. DOING YOUR RESEARCH: RESOURCES ON CAMPUS AND IN THE TRIANGLE

Below you can find links and brief outlines for a variety of research resources both within the biology department and across Duke. The majority of these resources have well-developed websites that can provide more information. The vast majority also have very helpful staff that will work with you to answer your questions and provide further resources.

Shipping

Domestic (FedEx)
Duke has an account with FedEx which Biograds can use to get discounted rates. Instructions for logging in with this account when setting up a shipment can be found at https://wiki.duke.edu/display/BIOGRAD/Departmental+Resources. Also make sure to communicate with Ivalee Forehand about your shipment since she is the one who deals with FedEx. Also check with Jim Tunney since shipping is a cost that may not be covered by a grant unless specifically stated in the original budget!

Duke Office of Export Control (International Shipping)
(https://ors.duke.edu/export-controls)
Although it’s counterintuitive, this office also deals with importing specimens, samples, etc. into the country, so contact them for any and all research-related import/export needs. If you are planning on exporting either goods or technical data out of the country, it is worth contacting the Duke Office of Export Control to determine how to proceed. Typically, you are exempt from export regulations if your work qualifies as “fundamental research.” As per the university website: fundamental research is “research that is conducted with a clear intent to publish, and to do so without restriction or required approval, and research that does not voluntarily exclude the participation of foreign nationals or contain other national security controls.” When in doubt at all, you should always err on the side of contacting the Office of Export Control.
Permits

Field Work
If you want to collect biological specimens from somewhere other than your literal backyard, you probably need to ask someone for official permission. Allow plenty of time before your planned collection date to find out what organization owns the field sites you’re interested in and to work your way through the bureaucratic chain of command until you find the person who can actually get you the permit you need.

Duke Forest is usually pretty quick in approving requests for minor collections, but you still are supposed to ask permission. They want records of all research activity in the forest, no matter what it is. You can find information about research use of Duke forest and a link to the registration instructions here:
http://dukeforest.duke.edu/research/information-for-researchers/.

To collect from private land, contact the landowner for permission. Especially in more rural areas this can be well worth your time, as there are plenty of stories of graduate students being chased off by landowners they hadn’t contacted.

Most public lands (such as state and federal parks, national forests, etc.) are clearly managed by a government agency. It is typically illegal to collect or perform field work without the appropriate permits. Find out who manages the land you’re interested in, and contact the branch of that agency local to your site for information on how to proceed legally. More than just providing permits, local managers can often have useful information and resources such as keys to unlock access roads and other resources. Some agencies will want you to follow up with a report for their records on your collections and how you used them.

Requirements for Animal Research
(http://vetmed.duhs.duke.edu/SoYouWantToUseAnimals.html)
The above website provides a good overview of how to get started working with animals and the kind of considerations you need to make. Working with animals is no small commitment, so to get started make sure you’re aware of what animals have what requirements (e.g. fruit flies vs cephalopods vs lemurs), and to allot ample time to researching and meeting animal use requirements. When in doubt, you can e-mail IACUC@DUKE.EDU for more information.

Institutional Care & Use Committee (IACUC)
(http://vetmed.duhs.duke.edu/IACUC.html)
If you are planning on doing just about any research with vertebrate (and even some invertebrate) animals, be sure you are well acquainted with the Institutional Animal Care & Use Committee before you begin. If your lab currently works with animals, they will likely be able to help you get started with IACUC, otherwise you can contact IACUC for guidance at IACUC@duke.edu. Please be aware that protocol approval can be a lengthy, intensive process, so budget plenty of time for any new protocols or protocol adjustments.

Human Research
(https://ors.duke.edu/research-with-human-subjects)
Much like animal research, beginning research with human subjects can mean plenty of time and energy spent on making sure your protocols are approved by the appropriate groups. If you plan on interacting directly with live humans, or observing private behavior, you will need to work with the Institutional Review Board for Non-Medical Research. You can schedule an appointment to meet with the IRB through a link on the following website:
https://ors.duke.edu/irb-ors-west.

Resources for Research

Herbaria
(http://herbarium.duke.edu)
“The Herbarium contains over 800,000 specimens of vascular plants, bryophytes, algae, lichens, and basidiomycete fungi, including more than 1900 types. The collection is especially rich in specimens from the southeastern United States, but has synoptic representation worldwide.” (herbarium.duke.edu) If you are interested in using or perusing any of the herbarium’s resources, contact the appropriate member of the herbarium, listed at http://herbarium.duke.edu/about/contact-us. The herbarium also houses part of Duke’s Library collection and these books can be checked out directly from the herbarium.

Greenhouse
(https://biology.duke.edu/facilities/research-greenhouses)
To get started working in the greenhouse you first need to contact Michael Barnes, the greenhouse manager, to gain key card access and set up a time to receive pesticide safety training. After watching a short video and taking a quiz you’ll have easy access to the greenhouse. Michael and other greenhouse staff are useful
resources for organizing greenhouse space if your lab doesn’t already have space rented. The greenhouse support staff are extremely helpful, especially in terms of day-to-day plant care and fertilization / pesticide application. Let them know directly if you plan on using any transgenic materials and how to handle / dispose of them properly.

Phytotron

[https://biology.duke.edu/facilities/phytotron](https://biology.duke.edu/facilities/phytotron)

The phytotron provides various controlled growth chambers and seed storage spaces. These spaces provide a number of different types of environmental control. Typically, routine plant care is provided by the phytotron staff. The phytotron can fill up quickly, so be sure to reserve space ahead of time and get in touch with the phytotron manager, Norm Hill, if you have any questions.

Shared Microscopy Facility

[http://microscopy.duke.edu/](http://microscopy.duke.edu/)

Sam Johnson is a very helpful contact person to get more information about scopes and get training and even experimental planning. The core facility has a number of different microscopes for different purposes ranging from scopes with climate controlled chambers to do time-lapse movies to imaging slides. The scopes are also distributed around the campus (mainly in French and LSRC). The popular microscopes like the Deltavision Elite system are booked very quickly and you can only book 1-week in advance. They have reasonable hourly rates but still cost a lot of money, it is important to talk to them in advance to decide what instrument to use and how to plan your experiments. You need to get training before you get access to the microscope rooms and the booking system.

Genome Sequencing Shared Resource


For Sanger sequencing:

They have a specific dye they use in sequencing reaction (BigDye) and they sell this in batches. They also have a protocol on how to use it. You drop off samples in a designated freezer after entering the order into the online ordering system [https://dugsim.net/announcements](https://dugsim.net/announcements) and they upload the sequences in a timely manner. If you submit your samples by 3:00 pm, they will usually be run that day and you will receive sequences the next day. They do have a competitive price but you need to do all the sample preparation (running the BigDye reaction). Most outside companies only pick up your amplified DNA and do the secondary PCRs etc. on their own.
For other sequencing (NGS, whole genome, RNAseq...etc.):
They do provide consultation in case you are not sure what sequencing platform to use or how to prep samples. Their library prep costs are a little higher than what an in-house prep with a commercial kit would cost but they do have the necessary equipment for quality control and it will be included in the library prep cost most of the time. They have several sequencing platforms and machines available.

**Skill Training Courses**

**Duke Libraries**

([https://library.duke.edu/course-support/training-workshops](https://library.duke.edu/course-support/training-workshops))
The library has a wealth of resources on how to find things in the library, how to properly cite resources and avoid plagiarism, and other topics. The librarians and other research assistants are very helpful and easy to contact by visiting the Perkins Library or e-mail through the library website. General information can be found at the library website: [https://library.duke.edu](https://library.duke.edu).

**Duke Center for Genomics of Microbial Systems**

([http://microbialgenomics.mgm.duke.edu](http://microbialgenomics.mgm.duke.edu))
From their website:
“The mission of the Duke Center for the Genomics of Microbial Systems (GeMS) is to provide an intellectual environment that brings together Duke University investigators who apply genomic approaches to study basic aspects of microbial sciences including, but not limited to, evolution, host-pathogen interactions, ecology, and the dynamics of complex microbial communities.”
“GeMS also provides bioinformatic support to the Duke University microbiology research community and resources to foster collaborations and translational applications of genome technologies through pilot grant awards to cross-disciplinary teams.”

**Duke Center for Genomics and Computational Biology**

([https://www.genome.duke.edu](https://www.genome.duke.edu))
One of the most useful resources of the Center for Genomics and Computational Biology is the GCB academy. There are trainings available through GCB every semester that are very helpful to learn details about sequencing technologies, library preparation and data analysis. They are free to graduate students but a $100 fee is
charged for no-shows. More information, including current class offerings, at [https://www.genome.duke.edu/gcb-academy](https://www.genome.duke.edu/gcb-academy).

**Statistical Consulting Center**  
[https://stat.duke.edu/statistical-consulting-center](https://stat.duke.edu/statistical-consulting-center)  
The Duke Department of Statistical Science offers consultation on how to properly apply statistical methods to analyze your research data. To schedule an appointment, send an email to scc@stat.duke.edu with a brief description of your problem and some times when you are available.

**Network Analysis Center**  
[https://dnac.ssri.duke.edu/](https://dnac.ssri.duke.edu/)  
From their website:
“The purpose of the Duke Network Analysis Center is to build a world-class network science & analysis program at Duke to: (a) help make visible the cutting-edge network scholarship currently ongoing on campus, (b) promote new collaborations in network science, (c) introduce new researchers to network science and train them in its methods and applications, (d) provide a research service in network analysis methods to the wider Duke community, and (e) enhance Duke’s position as a leader in the research triangle and throughout the nation in this exciting interdisciplinary field.”

To this end the Network Analysis Center offers a number of training sessions and puts together a seminar series to display network-related research. Schedules for both can be found at their website.

**Computing Cluster**  
[https://wiki.duke.edu/display/SCSC/DSCR](https://wiki.duke.edu/display/SCSC/DSCR)  
From their website:
“The Duke Computing Cluster consists of machines that the University has provided for community use and that researchers have purchased to conduct their research. At present, the cluster consists of more than 460 nodes, mostly Dell M600-series blades in Dell M1000-series chassis. Thus, the cluster itself is a project of the University community, with the hardware provided by individual researchers and the University.”

The cluster is an amazing shared resource, but it can take a little bit of know-how to use to its full potential. More information is available through their website and specifically the “gaining access” page: [https://wiki.duke.edu/display/SCSC/Gaining+Access](https://wiki.duke.edu/display/SCSC/Gaining+Access).
Supply sources

VWR Store
The storeroom is hidden in the basement of LSRC. You can call ahead to ask if they have the item you need in stock. This is the only place where graduate students can directly buy basic lab supplies with their fund codes. Otherwise, you need to get a non-graduate student (post-doc, lab manager, etc.) to order supplies for you since students do not have access to Buy@Duke.

Cell Culture Facility
(http://ccis-ccf3.duhs.duke.edu)
The Cell Culture Facility can provide cell lines and laboratory reagents at significant discount, with no additional shipping charges to any Duke researcher. Before ordering from the CCF you will need to set up and online account through their website.
12. MENTORING UNDERGRADUATES

Undergraduates working in the lab can be a great resource, and mentoring them can provide research management experience that we grad students would not otherwise get. Undergraduates may do work from basic dishwashing and maintenance to self-designed independent research projects. Many biograds serve as primary mentors of undergraduates working in their labs and sometimes oversee those students in senior thesis projects. Research can be directly related to the biograd’s dissertation or offshoot projects driven by student interests. Whether you mentor undergraduates and in what capacity will likely vary quite a bit based on your PI and how he or she manages the lab.

How Undergrads and Labs Find Each Other

Some professors will independently recruit students for the lab. Sometimes they will find them in classes they teach. Sometimes students will initiate the exchange and approach the professor about the possibility of working in the lab. Some labs have success posting job advertisements on Duke List: http://dukelist.duke.edu/. There are also summer research programs that graduate students can participate in that will pair them with undergraduates for a project. One venue for this is the Biological Science Undergraduate Research Fellowship (B-SURF) program:
https://undergraduateresearch.duke.edu/urs-programs/biological-sciences-undergraduate-research-fellowship-b-surf

MUSER: Matching Undergraduates to Science and Engineering Research

(https://muser.biology.duke.edu/)

This website is a relatively new project that is trying to centralize the process of undergraduates and labs finding each other. This system allows graduate students (as well as professors, postdocs, and techs) to write advertisements for undergraduate research positions and receive applications from interested students. There are rounds of applications around the bookbagging period for each semester and one last minute one at the beginning of fall semester. If you would like to post an advertisement, you have to sign up with the system and get your project request approved by your advisor. Volunteer, independent study, and paid positions are all accepted on this site.
Senior Thesis Projects
If an undergraduate is doing a senior thesis project in your lab, you may want to familiarize yourself with the guidelines and timeline for these projects: https://biology.duke.edu/undergraduate/graduation-with-distinction.

Advice for Mentoring
Mentoring an undergraduate can be a very informative, helpful, and rewarding experience, but it also is a significant time commitment. From your fellow biograds, here are some things to be aware of when mentoring.

Set Clear Expectations
It is important when you first start working with an undergrad to be clear about what you expect from them and to find out what they expect to get out of the experience. You should both know what you signed up for!

Set a Schedule
When you start work with your undergrad, set a regular schedule so you both know when you will be meeting. Be respectful of their time but also make sure they are respectful of yours. Be aware of any particular time requirements of their position, for example, independent study students need to have at least 8 hours per week in the lab to get their credit. Always make sure you have tasks planned for your undergraduate to work on before they arrive.

Set Clear Checkpoints
Many undergraduates will be happy to work independently once you have trained them, but that does not mean you should set them loose with absolutely no structure. You will likely have a much more productive relationship with the student if you give them some deadlines to motivate them and mark their learning progress.

Be Organized
Make sure that your undergrad(s) know how to contact you, who to ask for help if they cannot find you, and where to find important information. It is useful to type up protocols and put them in a designated binder so everything the undergrad needs is in one place. Make sure to set up a way for the student to log his or her work and work with them to make sure their records are clear. If you need to collect notes or data from the undergrad, set up a system for exchanging information. DukeBox
(https://duke.app.box.com/login) can be a very useful tool for keeping track of and transferring data files and information.

**Share the Background**
The best undergrads want to understand what they're doing. Take the time to explain your project and why they do each experiment. This will help them succeed and develop as scientists; just telling them to pipet things or do dishes with no clear reason will not. If your professor is ok with it, you can invite your undergrad to attend lab meeting or reading group so they can learn more about the field they are working in. Giving the students opportunities to present about the project they worked on to the rest of the lab can be great too- the other members of the lab like to find out what they have been doing and the student gets to intellectually engage more with their work.

**Build Good Communication**
This should go without saying and is covered in the other advice topics here, but it is very important! Also, don’t be afraid to be honest if a student is not meeting expectations.
13. DISSERTATION TIMELINE AND CHECKLIST

One Year Prior to Defense

☐ Check Graduate School Requirements
  o https://gradschool.duke.edu/academics/academic-policies-and-forms/phd-degree-requirements

☐ Check Departmental Requirements
  o Biology: https://biology.duke.edu/graduate/phd-requirements
  o Check with your DGSA if you’re in other programs

☐ Let your advisor know you’re planning on graduating
  o Seriously, talk about it even though you don’t feel like you’re ready. Put it in your advisor’s head that you’re even considering it. Just say “What would I need to do do to graduate in a year.”

☐ Decide whether a one-year graduation is feasible and reassess

☐ Consider your TA schedule for the next year and adjust accordingly

☐ Write down the FOUR important deadlines for graduating: applying through ACES, initial submission to ProQuest, Defense, and final submission to ProQuest
  o https://gradschool.duke.edu/academics/preparing-graduate/graduation-deadlines
  o Note, the deadlines are actually much sooner than you might expect.

☐ Start thinking of your research as chapters and begin writing.

☐ Print out a copy of the dissertation guide (or keep the digital copy handy)

☐ Try out the Graduate School’s dissertation template
  o https://gradschool.duke.edu/academics/theses-and-dissertations/etd-technical-help

☐ START WRITING or converting papers to chapters.

Six Months to Go

☐ Check that all defense committee members are listed on ACES

☐ SCHEDULE COMMITTEE FOR DEFENSE
  o Ideally, do this before the semester begins. Professors tend to fill up their schedules once the semester starts.

☐ Announce your plans to friends and family.
  o Sometimes public statements are better motivators than deadlines

☐ Double check that you satisfy graduate and departmental requirements
  o This could be the last semester you have to fix any issues with TA, RCR, minor credits, etc.

☐ Write.
Write.
Revise.
Write.
Ask people for copies of their dissertations or find them online at ProQuest.
  It’s good to have a few references for things like what sections you need, what does an intro/conclusion chapter look like, where do figures/tables go, and other general questions.

Three Months to Go

Double check committee is correct, and fix if necessary
APPLY FOR GRADUATION THROUGH ACES
  No harm in applying early, no penalty for applying and not graduating in anticipated term. If you don’t graduate in anticipated term, you must apply for graduation through ACES again.
Notify friends and family to begin planning their trips to see you
Get feedback from your committee on chapters if they’re willing to look at it
  The more you can anticipate their thoughts, the smoother the defense will go
  At the very least, get feedback from your advisor
Remind yourself of your dissertation submission deadline (less than 3 months from now)
  Important to always keep these deadlines in sight
Schedule room for defense
Schedule room for public seminar
  Note: no committee members are required to be at your seminar (helps with scheduling) and seminar MUST happen before defense. This can be the day of, or days before.

One Month to Go

Check dissertation for formatting. Need to make sure everything conforms to the guideline’s standards
Send your completed dissertation to your advisor **TWO WEEKS** before the deadline of initial submission to ProQuest
  Advisor must approve of dissertation before submission to ProQuest. 2 weeks gives you enough time to make any change as necessary
Ask DGSA for a departmental defense announcement
  See dissertation guideline doc
Ask advisor for a letter to the graduate school
Two Weeks to Go

☐ SUBMIT DISSERTATION TO PROQUEST
  o http://www.etdadmin.com/cgi-bin/school?siteld=17
☐ Wait for the graduate school to email you with formatting revisions
☐ Schedule an Exam Card appointment with the person who checked your submission
  o https://examcard.gradschool.duke.edu/grad.html
  o You’ll meet with a staff member and receive all the forms you need to have signed. They’ll walk you through what things you need to do and when you need to have them done by. Do this ASAP. Don’t lose the things they give you.
☐ PRINT OUT A COPY OF DISSERTATION TITLE PAGE
☐ PRINT OUT A COPY OF THE DISSERTATION ABSTRACT TITLE PAGE
☐ Work on seminar talk and get as much feedback as possible
☐ Email your committee and remind them when and where your defense is

One Week to Go

☐ Email your committee and remind them when and where your defense is
☐ Read through dissertation to keep things fresh
☐ Work on talk

One Day to Go

☐ Email your committee and remind them when and where your defense is
☐ SLEEP WELL

Defense Day!

☐ Defend
☐ GET EXAM CARD SIGNED BY COMMITTEE
☐ GET DISSERTATION TITLE PAGE SIGNED BY COMMITTEE
  o They may opt to sign this page only after seeing revisions of manuscript
☐ GET DISSERTATION ABSTRACT TITLE PAGE SIGNED BY COMMITTEE
  o They may opt to sign this page only after seeing revisions of manuscript
☐ SLEEP
One Week Out

- GIVE EXAM CARD TO DGSA for DGS signature
- Get advisor to sign Duke Licensing Agreement
- Do the online SED survey and print out certificate of completion
- Return all required signed documents to the graduate school ASAP
  - Exam card, licensing agreement, signed title page, signed abstract page, SED completion certificate

Two Weeks-One Month Out

- Submit final version of dissertation to ProQuest
- Email graduate staff member to confirm submission is final
- You did it, Doctor.

Commencement and Hooding Ceremony Links

- https://gradschool.duke.edu/student-life/calendar-events/commencement/phd-hooding-ceremony
- https://commencement.duke.edu/commencement-ceremony
14. RESOURCES FOR PERSONAL AND PROFESSIONAL ISSUES ON CAMPUS

DGS and DGSA
You are encouraged to contact the Department’s Director of Graduate Studies (DGS) and Assistant to the Director of Graduate Studies (DGSA) in the event of any personal or professional issues. A list with the current DGS and DGSA by department is available here: [https://gradschool.duke.edu/academics/director-graduate-studies-manual](https://gradschool.duke.edu/academics/director-graduate-studies-manual).

Sexual Misconduct Training (Not Anymore)
Duke University offers sexual misconduct training through an online program entitled *Not Anymore*. The program provides information about, but is not limited to: consent, bystander intervention, sexual assault, dating and domestic violence, and stalking. You may access the program at [https://www.studentsuccess.org/SP/duke](https://www.studentsuccess.org/SP/duke) by logging on with your NetID.

Division of Student Affairs
Student Affairs provides programs and services that support the optimal growth of Duke students, enhance their intellectual, social, cultural and physical development, and complement Duke’s academic excellence by providing opportunities for students to experience education and explore interests beyond the classroom. Student Affairs is divided into houses DukeReach, Counseling and Psychological Services (CAPS), and Gender Violence Prevention and Intervention, which are outlined below. [https://studentaffairs.duke.edu/graduate-professional-students](https://studentaffairs.duke.edu/graduate-professional-students)

DukeReach
DukeReach provides outreach services to students in need. DukeReach works with departments and groups across campus to direct students to resources available for managing all aspects of wellbeing, such as Housing, CAPS, Student Health, community health providers, and the Academic Resource Center. In addition, they provide case management services including coordination, advocacy, referrals, and follow-up services for students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment. [https://studentaffairs.duke.edu/dukereach1](https://studentaffairs.duke.edu/dukereach1)
Duke Counseling and Psychological Services (CAPS)

Counseling and Psychological Services is a short-term care clinic for Duke undergraduate, graduate, and professional students. They offer services such as brief individuals counseling/psychotherapy, consultation, and couples and groups counseling. Staff include psychologists experienced in working with college-age adults. CAPS may also assist with referral to a longer term or more specialized type of care offered by community providers.

CAPS offers a variety of programs and workshops geared towards students’ everyday lives such as “Putting off Procrastination” and “The Stress of Pursuing Success” on campus. The CAPS website also provides several self-help resources for students to gain a better understanding of their mental health.

To schedule an appointment, students can call (919) 660-1000 or visit 214 Page Building and inform the receptionist that they would like to schedule an “initial assessment” appointment. https://studentaffairs.duke.edu/caps

Gender Violence Prevention and Intervention

Support for victims of gender violence can be found through the Duke University Women’s Center. Gender violence includes rape, sexual assault, relationship violence, sexual harassment, stalking, prostitution and sex trafficking. The Women’s Center provides confidential assistance and support for gender
violence victims through counseling, medical care accompaniment, and legal accompaniment. Appointments are not necessary. The Women’s Center is located on West Campus in 107 Few Federation. 
https://studentaffairs.duke.edu/wc/gender-violence

Office of Graduate Student Affairs
The Office of Graduate Student Affairs (GSA) works with students, faculty, and other campus offices to develop programs, resources, and services to meet our graduate students’ needs in areas such as health, safety, childcare, mentoring, and professional development. We also work to address the needs of students from various ethnic backgrounds, international students, women, LGBTQ, students with disabilities, and other groups.
https://gradschool.duke.edu/student-life/tell-us-what-you-need

Rapid response plan for harassment by a visiting speaker
Visiting speakers are usually professional and courteous, although there have been situations in the past in which speakers have harassed graduate students during meetings. If you have been criminally assaulted or harassed you may choose to submit a report to the Duke or Durham Police Departments. You may also choose to report harassment to a number of agencies on campus (listed below), to the departmental chair, DGS, and/or to the departmental administrator. Understandably, students may feel overwhelmed at the prospect of reporting inappropriate behavior and may fear reprisal because threat of reprisal is implicit in the nature of harassment. (According to the Duke University Sexual Harassment Policy, harassment includes a person using a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of an individual’s employment or education. See: http://studentaffairs.duke.edu/conduct/z-policies/harassment)

This document provides a list of suggestions to guide students and seminar organizers in the event of visiting speaker misconduct. It is important that new and current students are aware of the resources available to them in these situations.
For seminar organizers

Prior to arranging a visit for an outside speaker, contact faculty in the visitor’s research area and ask if the potential visitor is a good choice for giving a seminar and interacting with faculty and graduate students.

As the student host, make it clear that you are the primary contact for students who have meetings with the speaker. Provide your contact information on the final schedule and/or in an email to all those involved in the speaker’s visit.

If someone reports a problem with a visiting speaker

1. Ensure that the student has the information in this document and ask what they would like to do (some options are outlined below). The first priority is making them safe and preserving their options.

2. Contact the seminar coordinators and/or departmental administrators as soon as possible. Please be aware that faculty are not confidential sources, and are obligated to report the incident to the Office for Institutional Equity (OIE). Please view the resources below for more information on confidential and non-confidential sources. An informal conflict resolution, such as changing the speaker’s schedule, neither requires nor precludes a formal action or investigation.

3. Evaluate options for protecting other students on the speaker’s schedule. The best course of action may be to modify the speaker’s schedule.

Possible responses to harassment by a visiting speaker

Depending on the situation, different modifications to the speaker’s schedule may be appropriate. Some interventions might identify the complainant either within the department or to the visitor, so proceed in accordance with the complainant’s wishes while also minimizing risk to other students. Some interventions would best be accomplished with the cooperation of the department chair or DGS. Some options include:

• Combine meetings so no graduate student is left alone with the speaker. In addition, make sure that there is more than one person in the car when driving the speaker to/from hotels, meals, and the airport. (Please note: it is not appropriate to respond in a discriminatory manner. If it is potentially unsafe for some students to meet with the speaker, then treat all students as equally at risk.)

• Inform all students on the speaker’s schedule that there has been an allegation of harassment; ask if they would still like to meet with the speaker and, if so,
what conditions would make them feel comfortable (e.g. keep the meeting, arrange/join a group meeting, choose a meeting location that makes them feel safe).

- Cancel the speaker’s remaining appointments with students.
- Terminate the speaker’s visit. Return them to their hotel room and arrange taxi service to the airport for their return flight. The Department of Biology faculty have committed to protecting students in this way. In this case, the executive committee of the department will ask the speaker to leave or take other steps to meet the complainant’s wishes and protect other students as necessary.
- OIE has offered that they are willing and able to lodge a complaint with the speaker’s home institution if the complainant wishes.

For more information about informal conflict resolution, refer to page 7 of Duke University’s Harassment Policies and Procedures.

**Resources for information, counseling, and reporting relating to harassment**

**Duke Harassment Policies are available here:**
https://web.duke.edu/equity/harassment.html

This site explains what is considered to be harassment, a short description of laws that apply to issues of discrimination (Title IX), policies and procedures for registering a grievance at Duke, and instructions on how to file a complaint. They outline several options for reporting and mediation.

**Confidential Resources:**

**Duke Counseling and Psychological Services (CAPS):**
http://studentaffairs.duke.edu/caps
This is a confidential resource, but see exceptions here:
https://studentaffairs.duke.edu/caps/about-us/confidentiality-and-privacy

**Duke Women’s Center:**
If you are a student at Duke University (of any gender) and are a victim of gender violence, you can utilize resources at the Women’s Center: Monday-Friday, 9am-5pm: call 919-684-3897, email WCHelp@duke.edu, or walk in - no appointment necessary.
Women’s Health Services:
After-hours, weekends, holidays: call 919-970-2108 or email WCHelp@duke.edu.

Duke Student Health:
http://studentaffairs.duke.edu/studenthealth

Non-confidential resources:

- While you may go to any faculty member to report or discuss a situation, please note that all faculty are mandatory reporters of harassment.
- Departmental Administrator:
  Randy Smith (919) 684-5828 rrsmith@duke.edu
- Departmental Chair:
  Mohamed Noor 919-613-8156 noor@duke.edu
- Ombudsperson:
  Ada Gregory in the Office of Interdisciplinary Programs (email: ada.gregory@duke.edu phone: 919-684-6334) is the ombudsperson serving students at Duke, providing private or confidential discussion, referral to resources, mediation, and other help for conflict resolution.
  *Please note that ombudsperson confidentiality does not extend to criminal acts, including sexual harassment or assault. However, there are options for private reporting, including anonymous “shuttle diplomacy.”*
- Office for Institutional Equity:
  https://web.duke.edu/equity/
  This office handles all issues of diversity with respect to gender, race, nationality, sexual orientation, etc., including harassment, discrimination, and title IX complaints. Anyone can consult directly with the Office for Institutional Equity for guidance at (919) 684-8222. OIE says they will not escalate a report further than the complainant wants.
- Duke Office of Student Affairs: This office provides information about campus resources available to you and how to best contact these resources. For general information on the services they provide, visit the site online:
  https://studentaffairs.duke.edu/about-us-student-affairs

For specific issues such as emergencies, student welfare, gender violence, and biases, see a list of contacts and resources at:
https://studentaffairs.duke.edu/get-help-student-affairs
15. PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Duke's Graduate School has several professional development programs that focus specifically on teaching. Here is a link to the website:
https://gradschool.duke.edu/professional-development/programs

Preparing Future Faculty (PFF)
https://gradschool.duke.edu/professional-development/programs/preparing-future-faculty
PFF Fellows visit non-R1 teaching institutions at several locations in Raleigh, Durham, Greensboro, and Elon. At each visit Fellows tour the facilities and interact with faculty and administrators to get a feel for the culture and expectations unique to each institution. Each Fellow is also assigned a Mentor at one of the institutions. Fellows and Mentors meet several times throughout the year to get additional personalized career guidance and professional development opportunities. For example, past fellows have attended education conferences, audited two classes, and have been invited to teach guest lectures or even semester-long courses. Mentors often stay in touch with Fellows after PFF, and can be a great connection for adjunct faculty positions.

Certificate for College Teaching (CCT)
https://gradschool.duke.edu/professional-development/programs/certificate-college-teaching
The CCT requires that you take at least two courses and participate in a Teaching Triangles peer review of classroom teaching techniques. The Graduate School (GS) offers a whole list of eligible classes. Occasionally you can cross-list a department-specific offering, such as "Teaching College Biology," but there are also regularly-offered GS courses that help you design a syllabus, an online course, etc., etc.

Bass Instructional Fellowships
https://gradschool.duke.edu/professional-development/programs/bass-instructional-fellowships

Instructor of Record
Design and teach your own undergraduate course

Online Apprentice
Coursework and experience in online teaching technologies
Traditional teaching assistant
Not generally an option for Biology students, because the department provides TA-ships. However, this could be very useful if you are in a program that does not provide teaching experience.

Informal workshops and seminars
Even apart from these three long-term commitments, the Graduate School also sponsors several workshop series and recurring lunch-time seminars.

Professional Development Series
Workshops and talks focus on a specific range of topics that rotate on a two-year cycle.
https://gradschool.duke.edu/professional-development/programs/professional-development-series

Teaching IDEAS
Annual workshop series; speakers draw on their experiences relevant to classroom teaching, dealing with students, or faculty life and career paths.
Many of these offerings have synergistic overlap. For example, many skills learned in Teaching IDEAS workshops can be applied in the classroom during departmental or Bass Fellowship teaching. Teaching Triangles peer review (for CCT) can be completed while you are teaching during a TA-ship or a Bass Fellowship.
16. LIFE IN DURHAM (& THE TRIANGLE)

Eat and Drink

Coffee

On Campus
- Dolce Vita (in the French Family Science Center)
- Joe Van Gogh (http://www.joeyangogh.com - in Bryan Center, best coffee on campus)
- Saladelia @ The Perk (Von der Heyden Pavilion off Perkins Library)
- Twinnie's (in the CIEMAS Engineering Building) Serves Starbucks Coffee
- Gross Hall, 2nd Floor (Espresso and coffee machine for free!)

Off Campus
- Cocoa Cinnamon (http://www.cocoacinnamon.com/- 420 W Geer St. Durham) Coffee shop in the Rigsbee/Foster area - open later than most other coffee shops!
- Cocoa Cinnamon II - (2627 Hillsborough Rd., Durham) The new Cocoa Cinnamon Location
- George’s Java- (at the corner of 9th Street and Markham)
- Guglhupf (http://www.guglhupf.com - 2706 Durham-Chapel Hill Blvd.) German Bakery / Café with great Sunday brunch
- Mad Hatter’s (http://www.madhatterbakeshop.com - 1802 W Main St.)
- Monuts (http://www.monutsdonuts.com/- 1002 9th St., Durham) Coffee, biscuit and bagel sandwiches, and DONUTS!
- Francesca’s (http://www.francescascaffe.com/- 706 9th St.) Coffee and desserts; open late
- 9th Street Coffee house and Juice Bar (714 9th St.) Lots of seating downstairs
- Joe Van Gogh (http://www.joeyangogh.com - 1104 B Broad St.)
- Fosters Market (http://www.fostersmarket.com - 2694 Durham-Chapel Hill Blvd.)
- Loaf - (111 W. Parrish St, Durham)
- Open Eye Café (http://www.openeyecafe.com - 101 S. Greensboro St, Carrboro)
- Parker and Otis (http://www.parkerandotis.com - 112 S. Duke St.)
- Panera Bread (http://www.panerabread.com - 9th Street)
- Café Driade (http://www.caffedriade.com - 1215 E. Franklin St, Chapel Hill)
- Counter Culture (http://www.counterculturecoffee.com - no coffee shop, but this nationally-renowned roaster/importer is based in Durham and has free “cuppings” for you to learn about coffee and taste their selection - like a wine tasting but for coffee!)
- Scratch (http://piefantasy.com/ - 111 Orange Street) - bakery that also serves down-home brunch, good coffee
- BrewMoo Café - (5420 Durham-Chapel Hill Blvd., on the way to Chapel Hill along US15/501.) Has tons of space.

Food

BBQ
• Chamas (http://www.chamas.us - Brightleaf Square) Brazilian steak house - this is the Brazilian version of barbecue - be prepared to gorge on meat, check prices before going
• Hog Heaven BBQ (http://www.hogheavenbarbecue.com - 2419 Guess Rd)
• Allen and Sons (6203 Millhouse Rd, Chapel Hill) Pit-cooked BBQ
• BBQ Joint (630 Weaver Dairy Rd, Chapel Hill) NC style BBQ
• The Original Q-Shack (http://www.theqshackoriginal.com/ - 2510 University Dr., Durham)
• Bullock's BBQ (http://www.bullocksbbq.com/ - 330 Quebec Drive, behind the Rite Aid at intersection of Lasalle St. & Hillsborough Rd. in Durham)

Mexican
• Torero's (http://www.torerosmexicanrestaurants.com - 2 locations: 800 W Main and 4125 Durham-Chapel Hill)
• Cosmic Cantina (1920 Perry St.)
• Chubby’s Tacos (Now Guacamaya Fresh Mexican) (9th St.)
• Supertaqueria (2842 N Roxboro St)
• El Cuscatleco (http://www.elcuscatleco.com - 4212 Garrett)
• Carrburritos (http://www.carrburritos.com - 711 W. Rosemary St., Carrboro)
• Azteca Grill (1929 Chapel Hill Rd)
• Taqueria La Vaquita (http://lavaquitanc.com - 2700 Chapel Hill Rd., 3409 Hillsborough Rd.)
• Los Potrillos (220 W Rosemary St, Chapel Hill)
• Dos Perros (http://dosperrosrestaurant.com/ - 200 N. Mangum, Durham)
• Gonza Tacos y Tequila (http://www.gonzatacosytequila.com/ - 604 Fernway Ave)

Top Five Places BioGrads Go for a Quick, Cheap Meal

Asian
• Thai Café (http://www.thaicafenc.com - 2501 University Dr.)
• Bahn’s Cuisine (750 9th St.) Vietnamese food - go on Wednesday or Saturday to get the specials. Closes at 8pm!
• Mt. Fuji (in Brightleaf)-Great sushi, Buy one get one free!
• Lantern (http://lanternrestaurant.com - 423 West Franklin Street, Chapel Hill)
• Eastern Lights (4215 University Dr.)
• Sushi Blues (http://www.sushibluescafe.com - 301 Glenwood Ave, Raleigh)
• Shiki Sushi (http://www.shikisushionline.com - 105 W NC Highway 54) Buy one get one free!
• Neo-China (http://www.neo-china.com - 4015 University Dr.)
• Chai’s (http://www.chai-noodles.com - 2816 Erwin Rd.)
• Penang (http://www.penangnc.com - 431 W. Franklin St, Chapel Hill) Malaysian
• Twisted Noodles (http://www.twistednoodles.com - 4201 University Dr.)
• China Palace (http://www.mychinapalace.com - 5210 Garrett Rd.) Authentic Chinese from the specials menu!
• Hong Kong (http://www.hongkongdimsumindurham.com/ - 3003 Guess Rd.) Great Dim Sum
• Dashi (415 E. Chapel Hill St.) Ramen in Durham; also has an upstairs section for Japanese-inspired “tapas”
• Juju (http://www.jujudurham.com/ - On 9th St.) Asian-inspired small plates
• Pad Thai (2425 Guess Road) Good, cheap Thai food that’s great for take-out
• Gourmet Kingdom (http://www.thegourmetkingdom.com - 301 E. Main St. Carrboro) Szechwan Chinese, family style portions, deliciously spicy!
• Thai Spoon (3808 Guess Road, Suite G. Durham) Pretty new Thai place getting rave reviews!

Indian

• Sitar (http://www.sitarindiapalace.net - 3630 Durham Chapel Hill Blvd) Decent bountiful lunch buffet and better à la carte dinner
• Dale’s Indian Cuisine (http://www.dalesindiancuisine.net - 811 9th St.)
• Spice and Curry (2105 E NC Highway 54)
• Udipi Café (590 E. Chatham St., Cary) Vegetarian
• Vimala’s Curryblossom Cafe (431 W Franklin St., Chapel Hill)
• Kashmir (2511 Durham Chapel Hill Blvd.)
• The Tower (144 Morrisville Square Way, Morrisville) The best Indian places are in Cary, where there is a huge Indian community
• Biryani Maxx (http://biryanimaxx.com/ - 590 E Chatham St., Cary NC) Yeah, it’s in Cary, but it’s SO delicious and worth the drive

For a Sit-Down Meal, BioGrads Go To...
Fine Dining

- **Watt’s Grocery** ([http://www.wattsgrocery.com](http://www.wattsgrocery.com) - 1116 Broad St.) Mainly Southern food made with local ingredients
- **Four Square** ([http://www.foursquarerestaurant.com](http://www.foursquarerestaurant.com) - 2701 Chapel Hill Rd.)
- **Vin Rouge** ([http://www.ghrestaurants.com/vinrouge/vinrouge.html](http://www.ghrestaurants.com/vinrouge/vinrouge.html) - 737 9th St)
- **Piedmont** ([http://www.piedmontrestaurant.com](http://www.piedmontrestaurant.com) - 401 Foster St.) Farm to fork.
- **Rue Cler** ([http://www.ruecler-durham.com](http://www.ruecler-durham.com) - 401 E Chapel Hill St.)
- **Pulcinella’s** ([http://www.pulcinellasdurham.com](http://www.pulcinellasdurham.com) - 4711 Hope Valley Rd., Durham)
- **Nana’s** ([http://www.nanasdurham.com/](http://www.nanasdurham.com/) - 2514 University Dr., Durham)
- **Mateo bar de Tapas** ([http://mateotapas.com/](http://mateotapas.com/) 109 W Chapel Hill St., Durham) SO GOOD!
- **Revolution** ([http://www.revolutionrestaurant.com](http://www.revolutionrestaurant.com) - 107 W. Main Street, Durham)
- **411 West** ([http://www.411west.com](http://www.411west.com) - 411 W. Franklin St., Chapel Hill) Reasonably priced good Italian food
- **Panciuto** ([http://www.panciuto.com/](http://www.panciuto.com/) 110 S. Churton St., Hillsborough) In Hillsborough, worth the trek! Farm to fork, changing menu nightly. Extremely good. Call ahead if you are a vegetarian, they will make you a great meal too!

**Favorite BioGrad Places for a Fancy Meal or Special Occasion...**

Other

- **The Parlour Ice Cream** ([https://theparlour.co/](https://theparlour.co/) - 117 Market St., Durham) In the Five Points district downtown. Best Ice Cream in Durham
- **Lilly’s Pizza** ([http://lillyspizza.com/](http://lillyspizza.com/) - 810 W. Peabody St., Durham) Delivers (unlike Toro) and is quite nice and inventive pizza.
- **Pompiere** ([http://www.pompierepizza.com/Pompiere_Pizza/Home.html](http://www.pompierepizza.com/Pompiere_Pizza/Home.html) - 102 City Hall Plaza, Durham) Cut your pizza with giant scissors.
- **Mellow Mushroom** ([http://www.mellowmushroom.com](http://www.mellowmushroom.com) - 410 Blackwell St., Durham, American Tobacco District)
- Randy’s pizza (http://www.randyspizzartp.com - 5311 S. Miami Blvd., Durham) NY style pizza
- International Delights (740 9th St.) Middle Eastern - no ketchup allowed! (well. maybe)
- The Palace (www.thepalaceinternational.com/ - 1104 Broad St.) Delicious African cuisine
- Local Yogurt (http://localyogurt.com - several locations) For local, seasonal ingredients in frozen yogurt
- Goodberry’s (http://goodberrys.com - several locations in the triangle) for frozen custard
- Loco Pops (http://www.ilovelocopops.com - several locations in the triangle) Also on campus!
- Elmo’s Diner (http://elmosdiner.com - 776 9th St.)
- Talullas (http://www.talullas.com - 456 W. Franklin St., Chapel Hill) Mediterranean
- Queen of Sheba (http://www.queenofshebachapelhill.com - 1129 Weaver Dairy Road, Chapel Hill) Ethiopian
- Dame’s Chicken & Waffles (http://www.dameschickenwaffles.com - 317 W. Main, Durham)
- Bagels on the Hill (B.O.T.H.) - (630 Weaver Dairy Rd, Chapel Hill) Rumored to have the best (NY-style) bagels in the Triangle despite the grungy environment and lackluster service.
- Bruegger’s Bagels - (626 9th St., Durham) Decent bagels much closer by with a much cleaner environment than B.O.T.H.
- Oval Park Grille - (http://www.ovalparkgrille.com- 1116 Broad St., Durham)
- Luna (http://lunarotisserie.com/ - 112 W. Main Street, Durham) Delicious Peruvian-Southern Fusion
- Black Twig Cider House (2812 Erwin Road) Cider-focused restaurant

Also check out this guide for Durham & Chapel Hill:  

Food Trucks!

There are regularly “food truck rodeos” or food trucks that pop up around campus. Some of the more popular include:
- Parlez-vous Crêpe
- Kokyu (Korean BBQ)
- Only Burger
- Pie Pushers (pizza)
- Chirba Chirba (Chinese)
- Locopops (Mexican-style paletas)
- LoYo on the Go (local frozen yogurt outfit)
- and lots more! see more at: http://carpedurham.com/food-trucks/
Bars & Nightclubs
Downtown Durham

- Tyler’s Taproom (http://www.tylerstaproom.com) - 324 Blackwell St # 400 at American Tobacco
- Federal (http://www.thefederal.net) - 914 West Main St.) Surprisingly good food!
- James Joyce (http://www.jamesjoyceirishpub.com) - 912 W Main St.) Irish Pub
- Satisfaction (http://www.satisfactionrestaurant.com) - 905 W Main St. # 37) Pizza venue, more of an undergrad hangout, but has outdoor seating in back
- Bull McCabe’s (427 W Main St.) Irish Pub. In the summer, has a huge amount of outdoor space in their fenced-in area. Try their Elizabeth burger.
- West End Wine Bar & Billiards (http://www.westendwinebar.com) - 601 W Main St.) One side has a fancy lounge feel, the other is more of a bar with pool, shuffle-board, bocce, etc.
- Alley 26 (320 E. Chapel Hill St.) Upscale cocktail bar, frequently has live jazz.
- Bull City Burger & Brewery (http://bullcityburgerandbrewery.com) - 107 E. Parrish St., Durham)
- Fullsteam Brewery (http://www.fullsteam.ag) 726 Rigsbee Ave., Durham)
- Motorco Music Hall (http://motorcomusic.com) 723 Rigsbee Ave., Durham)
- Geer Street Garden (http://www.geerstreetgarden.com) 644 Foster St., Durham)
- Surf Club (703 Rigsbee Ave., Durham) Awesome outdoor patio
- Shooters II (827 W. Morgan St., Durham, NC) Bar complete with mechanical bull, and packed with undergrads
- The Bar (http://thebardurham.com) 711 Rigsbee,Ave., Durham) LGBTQ focused
- Bar Virgile (105 S Mangum St., Durham)
- Ponysaurus Brewing (http://ponysaurusbrewing.com) - 219 Hood St., Durham) Brewery with TONS of outdoor space. Affordable flights and scoops of snacks are $1!
- Bull City Ciderworks (http://www.bullicityciderworks.com) - 113 S. Elizabeth St.)
- The Durham Hotel Rooftop Bar (315 E. Chapel Hill St., Durham) Classy rooftop bar
- Atomic Fern (http://www.atomicfern.com) - 108 E. Parrish St., Durham) Relaxed atmosphere, lots of board games, tables that seat pretty large groups
- Bar Lusconi (117 E. Main Street, Durham)

Ninth Street/Broad Street

- Green Room (1108 Broad St.) Pool tables and shuffle board
- Dain’s Place (http://www.dainsplace.net) - 754 9th St., Durham) Great burgers and beer
- The Tavern (http://www.thetaverndurham.com) - 1900 W. Markham) Darts, pool, etc...

Off the Beaten (Durham) Path...

- Top of the Hill (http://www.topofthehillrestaurant.com) - 100 E. Franklin St # 3, Chapel Hill)
Top BioGrad Places For A...
...Casual Drink with Friends

Top BioGrad Places For A...
...Outdoor Drink When the Weather is Nice

Top BioGrad Places For A...
...Fancy Cocktail

“Hopping” Districts
Durham

• American Tobacco District (http://www.americantobaccohistoricdistrict.com) - roughly bordered by NC-147, Mangum St., Ramseur St., and Chapel Hill St.) Features stores, exhibits, the Durham Performing Arts Center and the Durham Bulls ballpark (http://www.dbulls.com)

• Brightleaf Square (http://www.historicbrightleaf.com) - Block of 900 West Main St. and surrounding area) Restored tobacco warehouses with plenty of stores, bars and restaurants

• 9th Street - (Between Duke’s West and East campus) Many cafés, bars, restaurants and stores

• Five Points - Between Brightleaf and American Tobacco District downtown (intersection of Main and Chapel Hill), near the Carolina Theater and Durham Arts Council, many new businesses and cafés have opened in the past 5-10 years, with more coming.
• **Rigsbee/Foster** - Further north, a slew of brand new bars, bakeries, and breweries have sprung up in the area around Durham’s popular Farmer’s Market and Central Park.

**Outside Durham**

• **Franklin Street** - “That Street” in the college-towniest part of Chapel Hill, to which Durham doesn’t quite have an answer. Many bars, restaurants, cafés, and people on the street. (15-20 minutes by car / 30 minutes from West Campus by hourly Robertson bus)

• **Downtown Carrboro** - Where UNC’s alternative crowd hangs: great coffee shops, music venues, thrift stores, and organic food. For some local character, hit up Open Eye café ([www.openeyecafe.com](http://www.openeyecafe.com)) and Weaver Street Market ([http://www.weaverstreetmarket.coop/](http://www.weaverstreetmarket.coop/)). (20-25 minutes by car)

• **Downtown Hillsborough** - historic southern town with up-and-coming bars and restaurants. (20-25 minutes)

**Shopping**

**Books**

• **Regulator Bookshop** ([http://www.regulatorbookshop.com](http://www.regulatorbookshop.com) - 720 9th St., Durham)

• **Books DO Furnish A Room** ([http://www.booksdofurnisharoom.com](http://www.booksdofurnisharoom.com) - 1809 W. Markham Ave.) Used books

• **Barnes and Noble** ([http://www.barnesandnoble.com](http://www.barnesandnoble.com) - 5400 New Hope Commons)

• **Durham Public Libraries** ([www.durhamcountylibrary.org/](http://www.durhamcountylibrary.org/))

• **Letters Bookshop** ([http://www.lettersbookshop.com/](http://www.lettersbookshop.com/) 313 W. Main St., Durham) Nice used and new books in downtown Durham

**Music**

• **Chaz’s Bull City Records** ([http://www.bullcityrecords.com](http://www.bullcityrecords.com) 2600 Hillsborough Rd., Durham)

• **CD Alley** (Franklin St., Chapel Hill)

• **Nice Price Books** (811 Broad St) Used CDs

**Farmer’s Markets**

• **Durham** ([http://www.durhamfarmersmarket.com](http://www.durhamfarmersmarket.com) - 501 Foster St.) Saturdays 8am to 12pm (December through March 10am to 12pm) and Wednesdays 3:30pm to 6:30pm (May through September)

• **Duke campus** 11:00 am - 2:00 pm, Friday afternoons through the end of July and alternate Fridays August 10 - September 24. Near the Bryan Research Center on Research Dr.

• **Chapel Hill** - Chapel Hill Farmer’s Market ([http://www.thechapelhillfarmersmarket.com/](http://www.thechapelhillfarmersmarket.com/)) on A Southern Season’s parking lot Saturdays 8am-12pm (organized by Eno River Market)

• **Southern Village Market** on Market St. Thursdays 3:30pm to 6:30pm (organized by Carrboro farmers market) and **Carrboro** ([http://www.carrborofarmersmarket.com](http://www.carrborofarmersmarket.com) - 301 W. Main St) Saturdays 7am to 12pm and Wednesdays 3:30pm to 6:30pm
• **Hillsborough** [http://hillsboroughfarmersmarket.org](http://hillsboroughfarmersmarket.org) - parking lot on NC86 and I-85) 8am to 12pm during the Spring and Summer months

• **Eno River Farmers' Market** [http://orangencfarmersmarket.org](http://orangencfarmersmarket.org) - Downtown Hillsborough) Saturdays 8am to 12pm and Tuesdays 4pm to 6pm (April through Thanksgiving - 1st and 3rd Saturday of the month from 10am to 1pm rest of the year)

• **Raleigh** [http://www.ncfarmfresh.com](http://www.ncfarmfresh.com) - 1201 Agriculture St.) State farmers market, year round Monday through Saturday 5am to 6pm, Sunday 8am to 6pm. Website also has links to many other NC markets and to road-side pick ups, CSA, pick your own, etc.

**Grocery Stores**

• **Whole Foods** [http://www.wholefoodsmarket.com](http://www.wholefoodsmarket.com) - 621 Broad St., Durham)


• **Trader Joe’s** [http://www.traderjoes.com](http://www.traderjoes.com) - 1800 E. Franklin St. # 29, Chapel Hill)

• **Southern Season** [http://www.southernseason.com](http://www.southernseason.com) - University Mall, 201 S. Estes Dr., Chapel Hill) Locally owned gourmet market

• **Harris Teeter** [http://www.harristeeter.com](http://www.harristeeter.com) - 9th Street in Durham

• **Kroger** [http://www.kroger.com](http://www.kroger.com) - closer to campus at 3457 Hillsborough, and further north at 1802 North Pointe Dr., Durham)

• **Food Lion** [http://www.foodlion.com/](http://www.foodlion.com/) - 2 locations fairly close to campus: 2930 W. Main St. or 2000 Chapel Hill Rd., Durham) less expensive grocery chain

• **Li-Ming’s Global Market** (3400 Westgate Drive, Durham, near Target off US15/501)

• **Asian Market** [http://www.grandasiamarket.com](http://www.grandasiamarket.com) - 1253 Buck Jones Rd., Raleigh)

• **Oriental Supermarket** (3738 Durham Chapel Hill Blvd.) Much smaller, mainly imported processed foods and some produce

• **La Vaquita** [http://lavaquitanc.com](http://lavaquitanc.com) - 2700 Chapel Hill Rd.) Tienda operated by the taqueria

• **Food World** (401 E. Lakewood Ave.) - Mainly Korean and Mexican

• **Little India** [http://www.littleindiastore.com](http://www.littleindiastore.com) - 4201 University Dr.)

• **Robinson’s Tom Carolina Seafood** (207 Roberson St., Carrboro) Place to get Sashimi Grade fish

• **Produce Stand on Pickett Rd. and Chapel Hill Rd.** - Right behind the La Vaquita, selling fresh produce from the area at cheaper than farmer’s market prices

**Thrift Stores/Cheap Things for Your Home**

• **TROSA Thrift Store** (3500 N. Roxboro St., Durham)

• **Durham Rescue Mission** [https://www.durhamrescuemission.org/thrift-stores/](https://www.durhamrescuemission.org/thrift-stores/)

• **Chapel Hill PTA Thrift Store** (off Franklin St. next to Whole Foods; smaller, good for books, some housewares)

• **Cause for Paws** (off Saunders Street in Raleigh; adorable animals PLUS clothes, books, furniture)

• **Habitat for Humanity REStore** (off US15/501; furniture, housewares)

• **Bargain Box** (Raleigh, Cameron Village Shopping Center; good for women’s clothes, including formal clothes)

• **Salvation Army** (Hillsborough Road)
• **The Scrap Exchange** - [http://scrapexchange.org/](http://scrapexchange.org/) - 2050 Chapel Hill Rd.) Awesome reuse-arts center (think: craft/art/school/home improvement supplies) with a flea market, vintage sections, and small art gallery; also offers crafting classes and venue for kids’ parties

• **Move Loot** - [https://www.moveloot.com/rdu](https://www.moveloot.com/rdu) - upscale consignment furniture (they also have excellent pictures and very detailed descriptions of every scratch on a piece) website; free delivery on orders over $100 and a giant warehouse sale twice a year

• **Classic Treasures** (2659 Durham-Chapel Hill Blvd., Durham) Local consignment shop

• **Carolina Consignment Shop** (1116 Broad St. #101, Durham) Local Consignment Shop

• **Duke List** Like Craigslist for the Duke community only; use your NetID to log in

• **The Free Table!!** BioSci Basement Level, random assortment of free stuff

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**Entertainment**

**Festivals and Special Events**

• **Eno River Festival** ([http://www.enoriver.org/Festival](http://www.enoriver.org/Festival)) over 4th of July weekend - music, arts and crafts

• **Beaver Queen Pageant** ([http://beaverlodgelocal1504.org/](http://beaverlodgelocal1504.org/)) Join local Durham residents for Peace, Love, and Beaver at the annual Beaver Queen Pageant in June in the Duke Park Meadow.

• **Hopscotch Music Festival** ([http://hopscotchmusicfest.com/](http://hopscotchmusicfest.com/)) Early September in Raleigh

• **Art of Cool Fest** - ([http://aocfestival.org/](http://aocfestival.org/)) major jazz festival in Durham in Spring

• **Merlefest** ([http://www.merlefest.org](http://www.merlefest.org)) Bluegrass in the spring

• **Brickside Music Festival** WXDU spring music festival, held on East campus

• **Shakori Hills Festival** ([http://www.shakorihills.org](http://www.shakorihills.org)) Music and dance festival in October

• **Bull Durham Blues Festival** ([http://www.buldurhamblues.org](http://www.buldurhamblues.org)) September, Durham Bulls park

• **Sanford Pottery Festival** ([http://www.sanfordpottery.org](http://www.sanfordpottery.org)) First weekend in May

• **World Beer Festival** ([http://www.allaboutbeer.com/wbf/home.html](http://www.allaboutbeer.com/wbf/home.html)) Durham in October

• **Centerfest** ([http://centerfest.durhamarts.org](http://centerfest.durhamarts.org)) Arts festival in downtown Durham

• **Lazy Daze** ([http://www.townofcary.org/depts/prdept/events/lazydaze/lazydazehome.htm](http://www.townofcary.org/depts/prdept/events/lazydaze/lazydazehome.htm)) Cary Arts and Craft fest

• **American Dance Festival** ([http://www.americandancefestival.org/](http://www.americandancefestival.org/)) At Duke and in Durham for 6 weeks each summer, mid-June to late July

• **NC State Fair** ([http://www.ncstatefair.org](http://www.ncstatefair.org)) in Raleigh every October

• **Retrofantasma** ([http://www.carolinatheatre.org/onscreen/festivals.html](http://www.carolinatheatre.org/onscreen/festivals.html)) Bi-weekly horror movies at the Carolina Theater (also hosts the Gay and Lesbian film fest mid-late August [http://www.carolinatheatre.org/ncglff/](http://www.carolinatheatre.org/ncglff/) and others)

• **Full Frame Documentary Film Festival** ([http://www.fullframefest.org](http://www.fullframefest.org)) In April

• **Oval Park 4th of July Parade**

• **Durham Christmas parade**

• **GPSC Basketball Campout** - 48 hours of camping on campus and drinking games only for gaining the right to enter a lottery for Basketball season tickets at Duke? Everybody does it

• **Halloween Party on Franklin Street** - Crazy party, beware! Police block entry after certain hours to reduce crowds, which number in the tens of thousands.
• **NC Science Festival** ([www.ncsciencefestival.org](http://www.ncsciencefestival.org) - downtown Raleigh) Every spring, science for all ages!

• **Durham Arts Council** - ([http://www.durhamarts.org/](http://www.durhamarts.org/)) - find events or classes and workshops

### Live Music Venues

#### Durham

• **Duke Performances** ([http://dukeperformances.duke.edu](http://dukeperformances.duke.edu)) Several venues on campus, $5-10 Student tickets are an awesome deal for a wide variety of shows throughout the year

• **Duke Chapel** - Free organ concerts throughout the year, as well as many others.

• **Durham Performing Arts Center** ([http://www.dpacnc.com](http://www.dpacnc.com) - 123 Vivian St., Durham) Wide variety

• **Carolina Theater** ([http://www.carolinatheatre.org](http://www.carolinatheatre.org) - 309 W Morgan St., Durham) Not just for movies, live music and shows as well.

• **Music on the Lawn** ([http://www.americantobaccohistoricdistrict.com](http://www.americantobaccohistoricdistrict.com)) Every Thursday evening in the summer.

• **Motorco Music Hall** ([http://motorcomusic.com](http://motorcomusic.com) - 723 Rigsbeen Ave., Durham)

• **The Casbah** ([http://casbahrh@hotmail.com](http://casbahrh@hotmail.com) - 1007 W. Main St., Durham, near Brightleaf) private music club and bar

• **Beyu Caffe** ([http://beyucaffe.com/](http://beyucaffe.com/) - 335 W. Main St.) Good jazz venue with food and drinks

#### Chapel Hill

• **Local 506** ([http://www.local506.com](http://www.local506.com) - 506 W. Franklin St.) Smallish place in Chapel Hill

• **Carolina Performing Arts** ([http://www.carolinaperformingarts.org](http://www.carolinaperformingarts.org)) UNC equivalent to Duke Performances, but without the student ticket benefit (for us)

• **Nightlight** ([http://www.nightlightclub.com](http://www.nightlightclub.com) - 405 ½ W. Rosemary St.) Another small club in Chapel Hill, looks more like an underground café than a music venue

• **The Cave** ([http://www.caverntavern.com/](http://www.caverntavern.com/)) - 452 ½ W. Franklin St. Go below street level to this tiny club that looks and feels almost like a real cave. Not for the claustrophobic.

#### Raleigh

• **Lincoln Theater** ([http://www.lincolnteat.e.com](http://www.lincolnteat.e.com) - 126 E. Cabarrus St.) Nice concert venue in central Raleigh for not-huge national touring acts

• **The Pour House Music Hall** ([http://www.the-pour-house.com](http://www.the-pour-house.com) - 224 S. Blount St.) Smaller venue with local and national acts in downtown Raleigh

• **Berkeley Café** ([http://www.berkeleycafe.net](http://www.berkeleycafe.net) - 217 W. Martin St.)

• **Walnut Creek amphitheater** ([http://walnutcreekamphitheatre.com](http://walnutcreekamphitheatre.com/) - 3801 Rock Quarry Rd.) Nice amphitheater with large names on the bill every summer


• **North Carolina Symphony** ([http://www.ncsymphony.org](http://www.ncsymphony.org))

• **Progress Energy Center for the Performing Arts** ([http://www.progressenergycenter.com](http://www.progressenergycenter.com) - 2 E South St.)
• North Carolina Museum of Art (http://ncartmuseum.org/events/concerts.shtml - 2110 Blue Ridge Road) Live music in an outdoor amphitheater during the summer

Carrboro
• Cat’s Cradle (http://www.catscradle.com - 300 East Main St.) Venue in a Carrboro strip mall
• Carrboro Arts Center (http://www.artscenterlive.org - 300 East Main St.) Same mall as the cat’s cradle, but a sit-down venue

Other
• Koka Booth Amphitheater (http://www.boothamphitheatre.com - 803 Regency Pkwy., Cary) Another summer open air venue

Cinemas
• Duke campus, East and West - various themed film series sponsored by Screen Society (http://ami.duke.edu/screensociety) or Freewater Presentations (http://duke.org/movies/). Most campus films are FREE! Screenings are usually in Griffith Film Theater in the Bryan Center on West Campus or White Lecture Hall on East, but may be in other locations, too.
• Carolina Theater (http://www.carolinatheatre.org - 309 W. Morgan St., Durham) 3 screens, large theater has shows and concerts as well
• Chelsea Theater (http://www.thechelseateater.com - Timberlyne Shopping Center, 1129 Weaver Dairy Rd., Chapel Hill)
• Northgate Stadium 10- (http://www.eastcoastmovie.com/- 1058 W. Club Blvd., Durham, NC at Northgate Mall)
• Rave Cinema Southpoint 17 + IMAX (http://www.streetsatsouthpoint.com/movies- at Southpoint Mall, 8030 Renaissance Pkwy., Durham)
• IMAX Theater at Marbles Kids Museum (http://www.imaxraleigh.org - 201 E. Hargett St., Raleigh) 3D

Museums and Art
• Museum of Life & Science (http://www.ncmls.org - 433 W. Murray Ave., Durham) Butterfly conservatory is awesome. Wednesday afternoons are free for Durham residents
• Nasher Museum of Art (http://www.nasher.duke.edu - 2001 Campus Dr., Durham)
• Marbles Kids Museum (http://www.marbleskidsmuseum.org - 201 E. Hargett St., Raleigh)
• NC Museum of Art (ncartmuseum.org - 2110 Blue Ridge Rd., Raleigh) good art museum with excellent travelling exhibits
• NC Museum of Natural Science (naturalscience.org - 121 W. Jones St., Raleigh) excellent museum that just opened a new wing
• NC Museum of History (http://www.ncmuseumofhistory.org- 5 E. Edenton St., Raleigh)
• First Friday Gallery Walk in Raleigh (http://www.godowntownraleigh.com/first-friday-raleigh) Walk around downtown Raleigh and duck into galleries and spaces open late to showcase lots of art!
Dance

- **Montas International Lounge** (2223 E. US Hwy 54, Durham) Salsa dancing on Fridays.
- **American Dance Festival Samuel H. Scripps Studios** (721 Broad St., Durham) - newly opening venue for dance lessons for all ages. [http://www.americandancefestival.org/studios/ClassDescriptions.html#Adult](http://www.americandancefestival.org/studios/ClassDescriptions.html#Adult)
- **Ninth Street Dance** ([http://www.ninthstreetdance.com/](http://www.ninthstreetdance.com/)) 920 ½ Perry St., Durham, across the hall from Cosmic Cantina
- **Cuban Revolution** - ([http://www.thecubanrevolution.com/](http://www.thecubanrevolution.com/)) - 318 Blackwell St., Durham) - free salsa lessons and $5 salsa dancing every Thursday

Get Outside and Active!

On Campus

- **Sarah P Duke Gardens** ([http://www.hr.duke.edu/dukegardens](http://www.hr.duke.edu/dukegardens)) - 426 Anderson St., Durham) Great for taking a walk, looking at the flowers and studying outside
- **Central Campus Pool** - Open April 1 - October 1 throughout the summer, off Yearby Ave between Anderson Ave and Alexander Ave
- **Climbing Wall** -- Wilson Gym
- **On-campus gym** Weight-lifting room, cardio equipment, lots of exercise classes available to graduate students for free (BioGrads LOVE Yoga, spin, HIIT, and Muscle Pump classes!)
- **Pickup Basketball** Lots of pickup basketball around campus; an intense group plays Saturdays at East Campus, if you can handle them!

Close to Durham/Triangle Area

- **Eno River State Park** ([http://www.ncparks.gov/Visit/parks/enri/main.php](http://www.ncparks.gov/Visit/parks/enri/main.php)) - 6101 Cole Mill Rd., Durham) - Nice shorter hikes and the Quarry is great for swimming during the summer months (April through October)
- **Little River Regional Park and Natural Area** ([http://orangecountync.gov/deappr/little_river_regional_park_and_natural_area.php](http://orangecountync.gov/deappr/little_river_regional_park_and_natural_area.php)) Miles of hiking and biking trails, butterfly garden, picnic area
• Umstead State Park (http://www.ncparks.gov/Visit/parks/wium/main.php - 8801 Glenwood Ave., Raleigh)
• Horton Grove Nature Preserve (https://www.triangleland.org/explore/nature-preserves/horton-grove-nature-preserve) Hiking trails near Bahama, NC
• Duke Forest (http://www.dukeforest.duke.edu) - divided into 6 main tracks, plenty of trails for biking and hiking as well as picnic locations available for rent
• Eno Rock Quarry (http://www.enotrails.com/quarry-trail.htm) Great swimming hole on the Eno; beware though—in the summer, parking can be a nightmare
• Occoneechee Mountain State Natural Area (http://www.ncparks.gov/occoneechee-mountain-state-natural-area)–Not really a mountain, but nice hiking in the Hillsboro area
• UNC Botanical Garden (http://www.ncbg.unc.edu - 100 Old Mason Farm Rd., Chapel Hill) - Nature trails plu.
• Crabtree Park (http://www.wakegov.com/parks/lakecrabtree/default.htm - 1400 Aviation Parkway, Morrisville) - good for biking
• American Tobacco Trail (http://www.triangletrails.org/ATT.HTM) 22 miles of biking and running trails through Durham
• Disc golf - Two courses in Durham - Cornwallis Park and Valley Springs Park. Duke’s East Campus also has a moveable course. Discs available at the Brodie Recreation Center.
• Ultimate Frisbee (www.tfda.org) - There are leagues throughout the year and many club teams in the area
• Bike to Maple View Farms (http://mapleviewfarm.com/) A nice, beginner-level bike ride can take you all the way from Durham to some delicious ice cream in Hillsborough
• Pearl Mill Nature Preserve (http://www.ellerbecreek.org/explore/pearl-mill.html) Part of the Ellerbee Creek Trail; a walking or jogging trail that can link Old West Durham and the Geer St. Area
• Ellerbee Creek Trail Walking or jogging trail that you can pick up near the Old West Durham neighborhood

Day Trips
• Raven Rock State Park (http://www.ncparks.gov/Visit/parks/raro/main.php - 3009 Raven Rock Rd., Lillington) - About 90 minutes South East of Durham
• Uwharrie National Forest (http://www.fs.usda.gov/recarea/nfsnc/recarea/?recid=48934); 2 hours
• Pilot Mountain State Park (http://www.ncparks.gov/pilot-mountain-state-park); 1.5 hours
• North Carolina Zoo (Asheboro) (http://www.nczoo.org/); 1.5 hours
• Wilmington (http://www.wilmingtonnc.gov/quick_links/visitors.aspx) - Coastal town with great beaches and the NC Battleship, closest beaches to Durham; 2 hours
• Hanging Rock State Park (http://www.ncparks.gov/hanging-rock-state-park); 2 hours
• Jordan Lake State Recreation Area (http://www.ncparks.gov/jordan-lake-state-recreation-area); 30 minutes

Weekend Trips in North Carolina
• Blue Ridge Parkway (http://www.blueridgeparkway.org) Scenic drive connecting the Shenandoah and Great Smoky Mountain National Parks; 3-5 hours
• Smokey Mountain National Park (http://www.nps.gov/grsm) In the Appalachian Mountains between North Carolina and Tennessee; 4-5 hours
• South Mountains State Park (http://www.ncparks.gov/south-mountains-state-park); 3 hours
• Stone Mountain State Park (http://www.ncparks.gov/stone-mountain-state-park) Hiking, camping, fly-fishing, rock-climbing; 3 hours
• Mount Mitchell State Park (http://www.ncparks.gov/mount-mitchell-state-park); highest mountain east of the Mississippi; 4 hours
• Dismal Swamp State Park (http://www.ncparks.gov/dismal-swamp-state-park); 3.5 hours
• Croatan National Forest (http://www.fs.usda.gov/recarea/nfsnc/recreation/natureviewing/recarea/?recid=48466&actid=63); 3 hours
• Grandfather Mountain State Park (http://www.ncparks.gov/grandfather-mountain-state-park); 3.5 hours
• Linville Gorge Wilderness (http://www.wilderness.net/NWPS/wildView?WID=319); 3.5 hours
• Asheville - Laid back, picturesque mountain town; good hiking, shopping, eating, and drinking; 4 hours
• Hot Springs, NC The only natural hot springs in North Carolina, book a private hot spring soak for a really good price; about 20 minutes from Asheville
• Boone, NC Smaller than Asheville, picturesque mountain town with good hiking, and an increasingly good bar and eating scene; 3 hours
• Sugar Mountain, Appalachian Ski Resort, or Beech Mountain Skiing! 2.5 hours
• NC State Parks (http://www.ncparks.gov/Visit/parks/by_map/main.php) various locations
• National Parks in North Carolina (http://www.nps.gov/state/nc/index.htm?program=all)

Weekend Beach Trips

• Hammocks Beach State Park (http://www.ncparks.gov/hammocks-beach-state-park) Canoeing, swimming, camping; 3 hours away
• Beaufort Home of our Nicholas School Marine Lab, good beach town for lounging and swimming; 3.5 hours
• Outer Banks (http://www.outerbanks.org/) 200 mile long string of barrier islands off of the Northern NC coast; 5-7 hours depending on where you go
• Kure Beach (http://www.visitkurebeachnc.com/) Great beach to rent a house with friends; walking, swimming, lounging; 3 hours
• Topsail Beach (http://www.topsailbeach.org/) Great beach to rent a house with friends, dog friendly; 3 hours
• Emerald Isle (http://www.emeraldisle-nc.org/) Watch the sun set on the water, even on the East Coast! 3.5 hours
• Harker’s Island Good for camping, fishing, boating, swimming; 3.5 hours
• North Carolina Aquariums (http://www.ncaquariums.com/) 3 locations on the NC coast

Weekend Trips Outside of North Carolina

• Roan Mountain, Tennessee (http://www.hikewnc.info/trailheads/pisgah-national-forest/appalachian-ranger-district/roan-mountain/); 3-4 hours
- Charleston, South Carolina ([http://www.charlestoncvb.com/](http://www.charlestoncvb.com/)) Fun town with good shopping, eating, and beaches; 4.5 hours
- Savannah, Georgia ([http://visitsavannah.com/](http://visitsavannah.com/)) Beautiful historic town, easy to explore on foot, and great food; 5 hours
- Charlottesville, Virginia ([http://www.visitcharlottesville.org/](http://www.visitcharlottesville.org/)) Mountain trails, dog friendly, fruit orchards, vineyards; 3 hours
- Shenandoah National Park, Virginia ([http://www.nps.gov/shen/index.htm](http://www.nps.gov/shen/index.htm)); 3-4 hours
- Washington, D.C. Museums, government, sight-seeing
- Backpacking in North-Central Florida; 8 hours
19. BEING A BIOGRAD, YEAR BY YEAR

First Year

Make friends and meet people...

“Invest in social connections - might not seem like it, but these are just as valuable as doing lab work (sometimes more so)”

“My first year I spent a lot of time going out drinking and dancing. This is the most important time in terms of making friends, so I would advise all new students to put themselves out there, even if it’s hard at first (it certainly was for me).”

“Befriend the older grad students! They have a wealth of knowledge on how to be a BioGrad, how to be a Dukie, and how to be a Durhamite, with everything in between. They’re always willing to share their past grants with you, their secret spots and their hacks to bureaucracy. Also they’re fun.”

“Find a support system in or out of the department because the transition to Graduate School can be difficult and stressful in addition to being in a new city away from family or friends.”

“Live with roommates your first year so you have some other folks to talk to at the end of the day. It can be lonely living alone.”
Form a support network; be prepared for emotional ups and downs...

“It was definitely an emotional roller coaster”

“I found support in a variety of resources from friends back home and at Duke, to meeting with counselors at CAPS. By opening up to my advisor and DGS/DGSA, I was able to make executive decisions that made the remainder of the semester easier to manage. In other words, dropping a class won’t be the end of your graduate career. Don’t be afraid to ask for what you need. Everyone here wants to see you succeed.”

“I also spent a lot of time worrying about whether I had made the right decision to come to grad school, whether or not people actually liked me and wanted to be my friend, what I wanted to do with my life, and what research topics I would settle on. None of it really seemed to come together until close to the end of the first year, and by that time I felt fairly settled and supported both socially and in my lab. I think that it’s really important for first-years to know that it is OK to feel like you’re floundering a little bit; just keep trying and don’t take things too seriously. Give yourself goals toward which you can make MEASURABLE progress.”

Learn new things by attending seminars, taking classes, and taking chances...

“Academically speaking, there are a LOT of opportunities (journal clubs, seminars, tutorials)--try out anything that you think *might* be worth your time, especially if you are getting outside encouragement to do so (advisor, peers), but trust your gut if something doesn’t feel like a worthwhile use of your time.”

“Talk to faculty about your ideas, and try lots of stuff. The more clearly you think, the more you read, the more stuff you try, the better it’s going to be.”

“Don’t be afraid to try things out of your comfort zone.”

“Explore the resources available. Go to a variety of seminars, workshops and journal clubs, and find the things that spark your interest. It’ll also help you figure out what you want to work on for your dissertation.”

Read, read, read, read, read, read, read...

“Don’t freak out if you don’t have a project- try to spend the year upping your knowledge of theory and relevant/classic literature for your interests”
“your job as a first year is to be a sponge. Soak up as much knowledge about your field and how people do science in it as possible. You don’t have to be able to do it all right away! Start learning the pieces you will probably need and getting used to thinking about your field. Get familiar with the literature in your field; it is really important (if you are designing your own project from scratch) to know what has and has not been done already.”

Try writing some small grant applications (or maybe even a GRFP)...

“Try writing grant applications, but don’t worry if you don’t get the grants- it’s good practice at this stage.”

“Apply for small grants, so you have money and experience.”

Enjoy having free time, and learn about work/life balance...

“Work hard to try to figure out a project, but there is no way this is going to take up all your time, so enjoy the free time while you have it.”

“work hard and do your best not to stress about starting a project. The more you understand the better your project will be.”

“I would advise a first year grad student to take time for themselves, establish a hobby, a routine that allows time for physical exercise and some activity with friends/fellow classmates as well as getting involved in departmental events/clubs. I think that in the first year it is very important to establish these habits so that you set yourself up well for having a happy/healthy graduate career.”
Focus in on a dissertation topic and collect preliminary data...

“Try to focus in on a dissertation project and get some preliminary data.”

“Lay the foundation for your dissertation. This is the time to get preliminary data to show that what you want to do in your dissertation can actually work.”

“This is a good time to try things when it’s not as high stakes.”

“Very few people have collected and/or are collecting data that will go into their final dissertation-most of it is still preliminary. Don’t sweat it.”

“The focus of my research changed a lot between first and second year; this is normal. It means you shouldn’t get too attached to anything your first year and that you should keep being open to new ideas. But you should also work on things as if they will matter down the line--no need to procrastinate the years away.”

“Have more than one project going: projects don’t always work out.”

Learn new techniques, make connections in the department...

“Send emails and ask around to find out who is already using techniques you’d like to use. (Don’t re-invent the wheel; get help if you can!) This can also put you in touch with faculty who would be good committee members.”
Form your committee...

“I would advise students to be proactive in getting their committee set up and to have their first meeting in their spring semester so that they are poised to take their prelim at the start of their 3rd year.”

“Start asking prospective committee members early because popular ones will get taken and then decline yours. If your project changes substantially, you can change committee members out if necessary. Plan your first meeting early too, schedules fill up and trying to get 5 faculty members in a room at the same time is like herding cats.”

Think about taking your prelim exam early if you can...

“I did my prelims in my second year, which I would recommend to others if they have enough preliminary data.”

“If you can, try to take your prelim at the end of this year - the earlier, the better!”

“I took my prelim in the second semester of my second year (partially due to advisor’s sabbatical schedule) which I would recommend over third year. You are expected to have less data so it doesn’t hurt you to do it sooner and it gives you more time to write a DDIG in the fall. Plus more feedback early on from your committee helps a lot.”

“The prelim can seem very daunting and mysterious, this is the time to try to develop good communication practices with your advisor and your committee members. Getting advice early from them on your prelim ideas or document can be invaluable. Seek out other students in the department that are recently post-prelim to ask for formatting and editing advice.”

…but don’t rush it if you’re not ready!

“I took my prelims in my second year. Don’t do that! I know I wasn’t ready and my impression is most of us just aren’t ready at that point. Even if research has gone pretty well up until then, I think it’s hard to have enough background to think critically about putting together a cohesive thesis that makes sense given where it fits in the overall spectrum of research.”
And keep up your support group and good work habits...

“TALK TO YOUR FRIENDS (and older BioGrads) about your feelings and experiences. I think it is really common to feel like (even if you have made a lot of progress) you somehow are behind schedule in your second year, like you should have made more progress “by now.” Maybe that’s true and I’m actually just a huge slacker, but I get the impression that this sentiment is pretty common unless you’re steam-rolling through your dissertation. At least if you’re honest about your insecurities you will probably learn from others that you are not the only one experiencing some lapses of confidence.”

“Keep yourself on a schedule and communicate with your PI when you feel things need to be done.”

“Try to keep good habits up, because it starts becoming a little more overwhelming with preliminary exams. Also, try not to get sucked up in the stressful talk of prelim exams.”

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Third Year

Start to collect and analyze data that isn’t just preliminary...

“This is when I finally started to feel a bit more settled in grad school in terms of feeling comfortable with my work load and the quality of my research.”

“Find your main project and really get going on it. Do not work on more than two projects, or you will be stretched thin.”
“Start working on your project as early as you can. It will change over time, but this is not something you can rush last minute. Ask friends/lab mates/your advisor for help.”

Write grants...
“Try to get a DDIG in (so in case you don't get it, you have more years to try) work on getting data for the dissertation, and don't worry if your plans change.”

Start writing...
“Start writing up what you're doing even though you don't have the data yet. When I had my committee meeting at the beginning of 4th year, everyone wanted to know why I hadn't drafted up introductions and methods for manuscripts yet. Don't wait until you've finished analyzing data before drafting the chapter it will go in.”

Pace yourself and plan ahead...
“Make sure to schedule committee meetings early- this is the most difficult part.”

“Have a clear road map for what you need to do to satisfy your dissertation goals. You still have time to try risky stuff and dabble in side projects, but you need to have a clear idea of what your advisor and your committee expect for you to graduate.”

“Start figuring out you want to do with your life. If you want an R1 job, start to familiarize yourself with what that kind of life looks like. If you're curious about something else, start asking people who have those jobs for advice. Find out what skills you need to secure the job you want and start developing them now.”

Motivate yourself during times of slump and BE KIND to yourself (you’re halfway through!)...
“The post-prelim slump is a real thing. Try to be kind to yourself.”

“Do something productive everyday to get through the slump. Find motivation to keep you going through difficult periods. Research does not proceed in a straight line, and there are often twists and set-backs, focus on the wins and what you can do.”
Fourth Year

Keep on top of your own research and timeline...

“My advice about the post-prelim committee meetings is to remember that most of your committee hasn't thought about your work for a year, so you have to remind them. Also, it is a chance for you to ask them questions about sticking points in your work, so prepare those questions. And if your adviser tells you that you don't need to prepare materials for the meeting, you probably shouldn't believe him or her.”

“This is a good time to re-evaluate where you are. Are you on track for your timeline? What needs to be done if not? It is important to do this on your own and then with your PI. Granted this is what committee meetings are for, but it's nice to do outside of the requirement too.

Time management has become essential.”

Collect data, collect data, collect data, and work, work, work...

“Really work on getting data for the dissertation, have solid ideas of what your chapters are, but don't be afraid to go with the flow.”

“Try and get as much research done so that you are not in the lab in your final years of grad school.”

“WORK WORK WORK. This is the year it all comes to a head. PLEASE stay sane and actually sleep.”
“This is the point at which I was staying in the lab until 8 or 9 most nights and coming in all weekend. The data was starting to happen, but was taking longer than I thought to come in. It was really demoralizing and I felt like I was never going to get anywhere. Don't despair--as long as you are making forward progress, the data starts to come together around now or in the next year!”

Start to publish...

“My advice would be try to publish something by this point.”

“Try to be doing experiments that will go toward your dissertation, and see if you can start publishing by now.”

STOP doing too many things outside of your dissertation research...

“Don't spread yourself too thinly with lots of side projects, or you’ll always be distracted from your thesis research.”

“Try to sleep and take breaks.”

Start to think about the future...

“Now is the time to focus on what your future career might be and start tailoring your skills and experiences to support that career goal. There is a lot of flexibility in what you can learn during your time in graduate school (in and out of the lab) make the most of the great resources and people here.”

“If you haven’t already, figure out what you want to do with your life.”

“The world is big, with many opportunities! Look around and ask questions. Try to find the career path(s) that fit your interest(s), so you know all of your options.”
Fifth Year

Start tying up research projects...

“Take some time to think hard about your project and what kinds of analyses make sense given what is already known about your topic. Analyze your data as quickly as possible so that you can think about it and reanalyze it as much as you need, to get at those interesting questions. If you don't have preliminary analyses done, you can't figure out what interesting questions your data can answer!”

Draw connections between projects...

“Start thinking big picture, finish tying all your side projects together into a cohesive story.”

Publish, go to conferences, and practice talking about your research...

“Publish and keep working on experiments! This should be kind of cruise control by now - still thinking, but also having a clear knowledge of what your experiments are and how they work.”

“Practice giving talks about your research in the department or at conferences. Public speaking practice is not fun, but getting feedback on your ideas and presentation will help you when you sit down to write your thesis.”
Focus, engage in some professional development, and think about the future...

“Start thinking about postdocs!”

“Don’t take classes.”

“This is a good year to do things like PFF (preparing future faculty) and CCT (certificate in college teaching) stuff if those are your goals.”

Sixth Year

Hunker down, focus, and WRITE, WRITE, WRITE...

“Reanalyze, reanalyze, write write write. Writing is isolating. At this point you don’t know anyone in the department, half your friends are gone, and no one invites you to any social events. Although it can make you really sad, just make sure you remember that you’ll be moving on soon too and that you’ve got to get this done! I tried to work task by task (rather than writing 200 words a day, for example) to get things done. Again, try to be kind to yourself and figure out a method of writing that works for you--rather than what you see others doing around you. Find mentors and if at all possible, try to publish as you go.”

“Don’t give up! The lead-up to your dissertation defense may be the most stressful aspect of graduate school, and the part that comes with the least guidance. It’s not an impossible task, stay motivated and keep writing!”
18. GENERAL WORDS OF WISDOM FROM BIOGRADS

One of the major advantages of being a grad student is that you get to manage your own time. **Work hard, but don’t be busy for the sake of being busy.** Enjoy the free time, travel, do new things, spend time in the field.

Science is not a 9-5 job, so don’t push it to be. **There are times of heavy time investment and times where being in the lab is less important,** so go with the natural flow of your work. Making connections is one of the most important things you can do, so take the time to come to happy hour/hang out with fellow BioGrads.

This is not like undergrad. Most deadlines are off in the foggy far future and you are responsible for figuring out how to structure your time. It can be particularly difficult to feel like you’ve made any progress when the goals are so big and long term. **Find ways to remind yourself of how much you have learned and done** along the way.

Don’t forget that **work-life balance is key.** It can be easy to forget how much more important your mental health is than your research.

**Start working hard EARLY!**

**Try not to compare yourself with others.** It’s so hard but it’s such a waste of time. No one is doing it exactly like you, and that’s ok! But at the same time, make sure you are contributing to the lab and the department at least at a bare minimum. Nothing engenders ill will like lab members who don’t care about their colleagues.

Take a least one day off on the weekend to **recharge your batteries,** even when dissertating and preparing for your prelim!

Think a lot, repeatedly, about what you’re doing! This counts for your research and your life - are you on the right track? Question yourself and why you’re doing what you’re doing, but don’t doubt yourself. There’s always time to **re-assess and make sure you’re on the right track!** Set daily and weekly and semester-ly goals!

**Start writing up things early and often.** Getting papers out before you are done will help one infinitely in all aspects of your life (defending, getting a postdoc, getting a job) plus it is one of the few things that is an external validation of your work.

Block off time for goals, instead of having a big blank chunk of time. Don’t try to force yourself to write if you have something else you could do (i.e. analyze data).
Otherwise, you'll just stare at the page and no words will come out. That's just frustrating. **Figure out some time or activity when you can break from academia.** I run or swim - and sometimes, when my mind goes blank, that's when the pieces click.

**Talk to your potential advisor about their expectations** and work with them to explore different topics throughout the semester, in the hopes that you find one that you are really passionate about. Try outlining possible questions to explore or even projects to plan. It's all about exploring first year.

Things pile up because life happens. **Do your best not to beat yourself up about it, and be sure to take the time you need for yourself.** Grad school isn't about who can work the hardest. Find "smart" solutions that work for you and your well being.

**Guard your time and say 'no' to things** - research comes first, and the heck with everything else.

Grad school is a marathon and you will constantly have a lot of ongoing projects. It's rare that you ever "finish" anything in a day. So **set mini goals** (send one grant proposal; read X number of papers etc.) and feel good about accomplishing them.

**Tell your adviser explicitly what you need from him/her.** I feel like I spend a lot of time "managing" my PI, which maybe is frustrating in theory, but once I get over that in principle I end up getting a lot more out of our meetings because I know how to explicitly ask him for the type of advice/conversation/feedback I am looking for.

**Don't spend too much time on classwork:** research is your priority!

Just keep swimming! **Try to find balance,** it's a marathon not a sprint. Reach out to others (friends, advisor, DGS, etc.) if you need a pick-me-up; **we all deal with impostor syndrome or setbacks at some point.**

We all struggle at some time or another, and stresses outside of graduate school can compound with stresses of research, TAing, etc. **Find someone you can talk to, to decompress and who will help you find solutions or ways forward:** CAPS, other grad students, friends, anonymous blog, meditation, exercise, whatever works best for you to vent frustrations and stress.