

Resource Guide for

The Perelman School of Medicine

at the University of Pennsylvania



SPRING 2024

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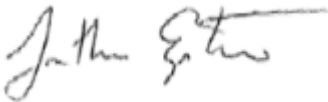
INTRODUCTION

WELCOME!

As the nation's first medical school and home to the first teaching hospital, the Perelman School of Medicine has a long tradition of academic excellence and scientific discovery. Building on this tradition, our innovative, interdisciplinary research programs continue today to pave the way for a future of new paradigms in cutting-edge science. As an internationally renowned community of scientists and physicians, we are dedicated to both advancing knowledge and fostering a culture of excellence in training the next generation of scientific leaders. Our faculty are at the forefront of the biomedical revolution, and we are committed to sustaining a vibrant intellectual environment, with the ultimate goal of translating ground-breaking discoveries into medical therapies that will eradicate disease and improve health care around the world.

I hope you will find this resource guide helpful, and please do not hesitate to contact me or any one of the offices and/or individuals listed in this resource with any questions. I wish you a happy and successful career at Penn Medicine and thank you in advance for the contributions you will make to enriching our scientific community.

My very best,



Jonathan A. Epstein, MD

Interim Executive Vice President, University of Pennsylvania for the Health System & Dean,
Perelman School of Medicine
6th Floor South Pavilion
3400 Civic Center Blvd.
Philadelphia, PA 19104
215.898.8731

PSOM LEADERSHIP



Jonathan A. Epstein, MD

Interim Executive Vice President, University of Pennsylvania for the Health System & Dean, Perelman School of Medicine
William Wikoff Smith Professor



Lisa M. Bellini, MD

Senior Vice Dean for Academic Affairs
Professor of Medicine
Vice Chair, Education and Inpatient Services
Department of Medicine



Deborah A. Driscoll, MD

Senior Vice President, Clinical Practices of the University of Pennsylvania
Vice Dean for Professional Services, Perelman School of Medicine
Luigi Mastroianni, Jr. Professor of Obstetrics and Gynecology



Glen N. Gaulton, PhD

Vice Dean and Director of Global Health
Professor of Pathology and Laboratory Medicine



Roy Hamilton, MD, MS, FANA, FAAN

Vice Dean for Inclusion and Diversity
Professor of Neurology



Dorothy L. Leung

Chief of Staff to the EVP | Dean
Secretary of the Penn Medicine Board
Associate Dean of Administration, PSOM



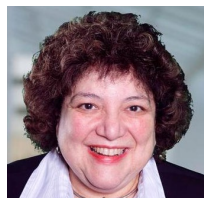
Christopher D. Masotti, CPA, MBA

Vice Dean of Finance and Operations



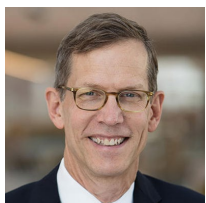
Emma Meagher, MD

Vice Dean and Chief Clinical Research Officer
Director, Clinical and Translational Research Training
Senior Associate Vice Provost, Human Research
Professor of Medicine and Pharmacology



Suzanne Rose, MD

Senior Vice Dean for Medical Education
Professor of Medicine

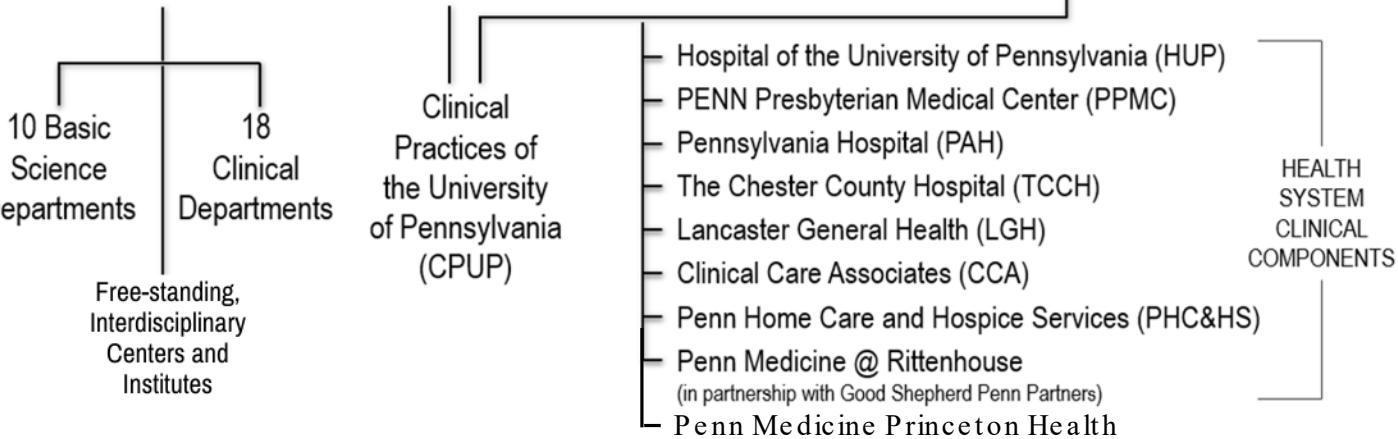


Robert H. Vonderheide, MD, DPhil

Director, Abramson Cancer Center of the University of Pennsylvania
Vice Dean for Cancer Programs, PSOM
Vice President for Cancer Programs, UPHS
John H. Glick, MD, Abramson Cancer Center's Director Professor

PENN MEDICINE OVERVIEW

TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA



BASIC SCIENCE DEPARTMENTS:

- Biochemistry and Biophysics
- Biostatistics and Epidemiology
- Cancer Biology
- Cell and Developmental Biology
- Genetics
- Medical Ethics and Health Policy
- Microbiology
- Neuroscience
- Physiology
- Systems Pharmacology and Translational Therapeutics

CLINICAL DEPARTMENTS

- Anesthesiology and Critical Care
- Dermatology
- Emergency Medicine
- Family Medicine and Community Health
- Medicine
- Neurology
- Neurosurgery
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Otorhinolaryngology
- Pathology and Laboratory Medicine
- Pediatrics
- Physical Medicine and Rehabilitation
- Psychiatry
- Radiation Oncology
- Radiology
- Surgery

PENN MEDICINE by the NUMBERS*

PENN MEDICINE is...

RESEARCH

Recipients of nearly \$1.1B in research funding

Penn Medicine's researchers take an interdisciplinary approach to better understand the fundamental mechanisms of disease and other factors that influence health, which leads to the very best treatments and preventive approaches. Faculty from dozens of institutes, centers, and departments work in multidisciplinary teams spanning 11 other schools at the University of Pennsylvania, including experts in informatics, bioengineering, and health policy.

PATIENT CARE

Home of the nation's 1st hospital, founded in 1751

Penn Medicine's physicians, nurses, and staff provide exceptional, personalized care to patients with medical conditions of all kinds. Guided by real-time data and the latest science, and equipped with leading-edge technology, our care teams work together to ensure that patients' needs are addressed from diverse perspectives. Pharmacists and social workers, as well as nutrition and rehabilitation professionals, for instance, are all part of the team.

EDUCATION

1st medical school in the United States

The Perelman School of Medicine — established in 1765 — offers students an innovative, comprehensive curriculum that prepares them to become leading physicians and scientists in the United States and around the world. Our community numbers more than 26,092 alumni living and working across the globe.

CLINICAL TRIALS

AT PENN MEDICINE

Driving discoveries to advance science & improve health



3,519

clinical research studies in FY22,

with



70,658

enrolled patients,



134,572

active research participants,

and



773

faculty with clinical research awards

CAR T

CELL THERAPY

1st developed by Penn Medicine; 1st cancer gene therapy approved by the FDA



1,150+

patients enrolled in CAR T cell therapy clinical trials



75+

clinical trials in cell therapy



10-year

remissions for numerous patients enrolled in trials

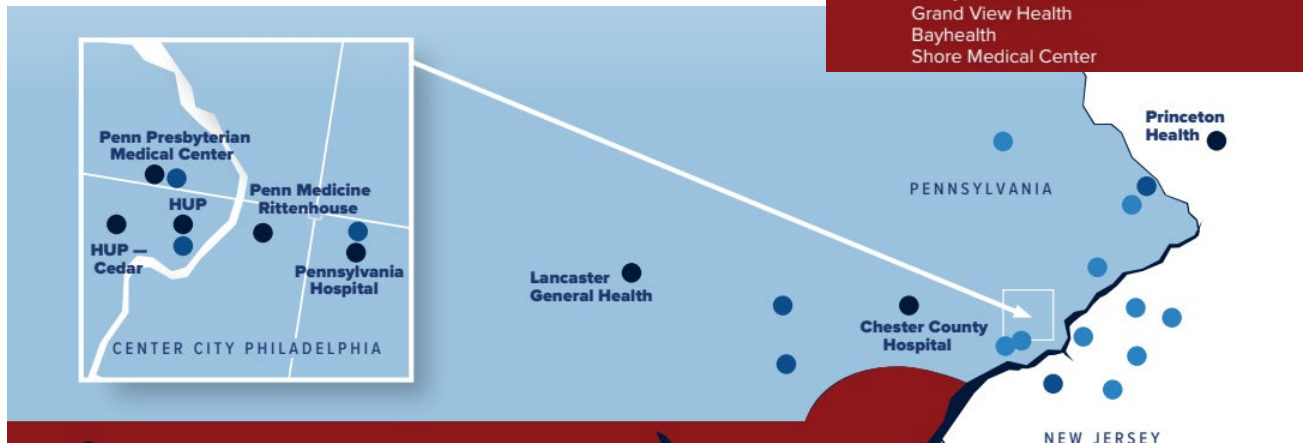


"Of Medicine and Miracles"

documentary about the journey to developing this cancer cure premiered at the Tribeca Film Festival

PENN MEDICINE by the NUMBERS*

A GROWING FOOTPRINT



CLINICAL FACILITIES

SETTING THE STANDARD FOR INPATIENT CARE

Penn Medicine includes six acute care hospitals and hundreds of outpatient locations throughout the region, as well as educational facilities at the Perelman School of Medicine.



THE HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA

is Penn Medicine's largest hospital. HUP is a busy inpatient hub for cancer, neurosciences, cardiac care, and many other specialties. It is also the oldest university-owned teaching hospital in the country, and home to the Pavilion — the largest capital project in the University of Pennsylvania's history — which opened in 2021.



PENN PRESBYTERIAN MEDICAL CENTER

is a renowned center for cardiac care and ophthalmology. PPMC's campus includes the Musculoskeletal Center's outpatient facility at Penn Medicine University City and the Pavilion for Advanced Care, home to Penn Medicine's Level I Regional Resource Trauma Center.



PENNSYLVANIA HOSPITAL

is the nation's first hospital, cofounded by Benjamin Franklin in 1751. Today, PAH's outstanding clinical programs include the Spine Center, the Center for Transfusion-Free Medicine, maternity and newborn services, and behavioral health. The campus includes Penn Medicine Washington Square, the hospital's outpatient facility.



CHESTER COUNTY HOSPITAL

is a hospital complex in West Chester specializing in heart and vascular care, cancer, orthopaedics, and women's health. With satellite locations in Exton, West Goshen, New Garden, Jennersville, Kennett Square, and West Grove, CCH is the largest hospital in Chester County, with a 250,000-square-foot expansion which opened in 2020.



LANCASTER GENERAL HEALTH

is home to central Pennsylvania's only Proton Therapy Center, and includes Lancaster General Hospital (LGH), the Women & Babies Hospital, and a network of nearly 100 outpatient centers and physician practices.



PENN MEDICINE PRINCETON HEALTH

is among the most comprehensive health care systems in New Jersey. PMPH includes facilities offering acute care hospital services, behavioral health care, ambulatory surgery, and wellness services.



Click [here](#) for more 2023 Facts & Figures

*The following figures were reported for 2023

ACADEMIC AFFAIRS

- **Main Contact:** Arberetta Bowles, Executive Director, awbowles@upenn.edu, 215-898-6923
- **Website:** <https://www.med.upenn.edu/oa/>
- **Email:** PSOM-OAA@upenn.edu

The Office of Academic Affairs (OAA) works with the leadership, faculty and administrators of the Perelman School of Medicine and the Health System to support an overarching goal of Penn Medicine - the implementation of the highest standards of excellence in academic medicine. The mission of OAA is to support this goal by facilitating the recruitment and appointment, promotion, and retention of distinguished faculty.

CONTACT OAA FOR HELP WITH:

Recruitment process

- Request to Recruit online application for recruitment of tenure, clinician-educator, research track faculty; full-time academic support staff; Penn Medicine Clinicians
- Offer letter and compensation statement templates
- Faculty search policies and processes
 - Search committee resources
 - Faculty Opportunity Fund and Dual Career Program
 - Diversity Search Advisors and related diversity initiatives in collaboration with the Office of Inclusion, Diversity and Equity.

Faculty appointments, reappointments, promotions, and other faculty actions – Vivian Fisher – 215.898.6403

- Faculty track descriptions
- Guidelines for PSOM Committee on Appointments and Promotions (COAP)
- Departmental COAP guidelines
- Faculty dossier checklists
- Penn's *Handbook for Faculty and Academic Administrators*

Faculty career development – Stephanie Thompson – 215-898-7160

- Reappointment and Promotion
- Expectations, Effectiveness, Evaluations
- Resources, Support, Learning Opportunities

ACADEMIC AND RESEARCH INTEGRITY

Main Contacts:

- Andrew Paskevich, Director of Academic & Research Integrity, Office of the Executive Vice Dean and Chief Scientific Officer apaskevi@upenn.edu, 215-898-0131
- Glen N. Gaulton, PhD, Vice Dean and Director, Center for Global Health gaulton@penncmedicine.upenn.edu, 215-898-0848

The Office of Academic and Research Integrity sits in the Office of the Executive Vice Dean and Chief Scientific Officer and serves as your one-stop-shop for all issues related to research integrity, workplace professionalism concerns, authorship disputes, research misconduct allegations, and any other issue related to research or academic integrity that you might encounter. You can contact Andrew and Glen to have a confidential conversation about your concerns, and we'll either help you directly or triage it to the right office accordingly.

The primary responsibility of the office is to conduct research misconduct investigations in accordance with federal regulations and University policies. Federal regulations define research misconduct narrowly as the falsification, fabrication, or plagiarism of any aspect of the research record. Frequently misunderstood, research misconduct does not include authorship disputes.

The Office of Academic and Research Integrity can help with your questions and help triage any concerns you might have related to any aspect of research integrity. We work closely with the University's Research Integrity Officer, the Office of General Counsel, Information Security, PSOM leadership, and many, many more offices. We welcome confidential conversations with anyone at any level, whether you are a Biomedical Graduate Student, in the Biomedical Postdoctoral Program, a Principal Investigator, Department Chief, or any other student, staff, or volunteer in our institution.

CONTACT the OFFICE OF ACADEMIC & RESEARCH INTEGRITY FOR HELP WITH:

Confidential conversations concerning:

- Any issue or concern related to the falsification, fabrication, or plagiarism of any aspect of the research record
- Workplace professionalism concerns
- Authorship disputes
- All issues related to academic, scientific and research integrity
- Issues related to intellectual property
- Ideas for improvements in data management practices or RCR coursework
- Any and all other compliance or regulatory concerns you have

ANIMAL RESEARCH

Main Contacts:

- F. Claire Hankenson D.V.M., MS, DACLAM, Associate Vice Provost for Research and Executive Director, University Laboratory Animal Resources, fclaire@upenn.edu, 215-898-2434
- Derrick Dow, Associate Director for Vivarial Facilities and Planning, dadow@upenn.edu, 215-898-4755
- Greg Reinhard, Senior Director of Animal Welfare Strategy and Regulatory Support, reingr@upenn.edu, 215-573-4863
- **ULAR Website:** <https://ular.upenn.edu/>
- **IACUC Website:** <http://www.upenn.edu/regulatoryaffairs/>

IACUC/OAW: To assure safety, maintenance, care and use of vertebrate animals and to comply with federal, state, and local laws, prior to initiation, all course work and research projects involving vertebrate animals must be reviewed and approved by the IACUC. Contact the IACUC/OAW with any protocol questions.

ULAR provides veterinary care, animal husbandry, procurement of animals and regulatory support for biomedical research at Penn. ULAR is comprised of veterinarians, veterinary technicians, animal care technicians, facility managers, diagnostic technicians and trainers and totals more than 160 personnel that contribute directly to the animal care program.

CONTACT ULAR FOR HELP WITH:

- Purchasing, importing and exporting animals
- Questions regarding regulatory requirements for the care and use of animals
- Accessing animal facilities
- Husbandry and animal space questions
- Animal health information

PSOM CAMPUS VIVARIA

Location	Facility Type	Animals
BRB	Barrier	Rodents & large animals
CRB	Barrier	Rodents
Hill Pavilion	Barrier	Rodents
John Morgan	Conventional	Rodents
Smilow	Barrier & Conv	Rodents & large animals
Stemmler	Conventional	Rodents & large animals
TRL	Barrier & Conv	Rodents

CHIEF SCIENTIFIC OFFICER

Main Contacts:

- Jonathan A. Epstein, MD, Executive Vice Dean and Chief Scientific Officer, psom-evdco@penmedicine.upenn.edu, 215-898-8731
- Dorothy Leung, Associate Dean of Administration, dorothy@penmedicine.upenn.edu, 215-746-8496
- **Website:** <http://www.med.upenn.edu/evdresearch/>
- **Email:** evdco@penmedicine.upenn.edu

The **Office of the Executive Vice Dean and Chief Scientific Officer** supports the research and research training missions of the Perelman School of Medicine (PSOM) at the University of Pennsylvania. In this regard, the office seeks to promote excellence in research and research education, and to support PSOM faculty in the creation and dissemination of new knowledge and the development of new therapies. The Executive Vice Dean has operational, planning, and financial responsibility for the academic components of all research and research training activities within the School of Medicine.

CONTACT THE EVD/CSO OFFICE FOR HELP WITH:

- Conflict of Interest
- Letters of Support
- Academic Integrity and Misconduct in Science
- Multidisciplinary Proposal Development Support
- Space Allocations
- Strategic Recruitment
- Visiting Scholars

Offices reporting to the Executive Vice Dean and Chief Scientific Officer include: Biomedical Graduate Studies, Biomedical Postdoctoral Programs, Combined Degree and Physician Scholar Programs, Office of Masters Programs, and Office of Clinical Research.

Standing PSOM Research Committees include:

- Animal Research Committee (SOMARC)
- Conflict of Interest Faculty Advisory Committee (COI-FAC)
- Limited Applications Committee
- Research Core Facilities Committee
- Space Committee
- Strategic Research Initiatives Committee

CLINICAL RESEARCH

- **Main Contact:** Emma A. Meagher, MD, Vice Dean for Clinical and Translational Research, emma@upenn.edu, 215-662-2174
- **Website:** <http://www.med.upenn.edu/ocr/>
- **Email:** psom-ocr@upenn.edu

The **Office of Clinical Research (OCR)** is a central office in the Perelman School of Medicine designed to support the management and conduct of clinical research while promoting compliance. This is accomplished through standardizing the approach to clinical research across the various research centers and departments in the Perelman School of Medicine, and supporting investigative teams through regulatory and operational assistance, and enhancements in study management and oversight.

The Office of Clinical Research seeks to promote human research for the advancement of healthcare while ensuring the highest level of research participant safety and facilitating the highest quality research by:

- Realizing the best research standards through adherence to University and government research policies and regulations;
- Supporting investigators and research teams through process improvement, innovative technologies, and education and training initiatives;
- Propagating best operational practices to maximize the efficiencies of research activities;
- Collaborating with University organizations involved with human research.

CONTACT OCR FOR HELP WITH:

- Study preparation
- Protocol design/review
- Informed consent
- HIPAA authorization
- Recruitment plan and guidelines
- Penn IRB review and submission
- Research involving human tissue banks
- FDA regulated drug and device research
- General guidelines of study management
- Research finances, contracts and billing
- Regulatory binder content and organization
- Data management
- Data and safety monitoring
- Consenting, screening and enrollment
- Research visits and subject management
- Study closeout
- Intellectual property

CORPORATE ALLIANCES & PARTNERSHIPS

- **Main Contact:** Lina Axanova, PhD, Interim Director of PCI PSOM Licensing Group, axanova@upenn.edu, 215-573-3445
- **Website:** <http://pci.upenn.edu/>
- **Email:** pciinfo@pci.upenn.edu

The **Penn Center for Innovation (PCI)** helps to translate Penn discoveries and ideas into new products and businesses for the benefit of society by facilitating technology development connections between Penn and the private sector. Whether the end result is a technology license, an R&D alliance, the formation of a new venture, or an integrated combination of any or all of these activities, PCI serves as a dedicated one-stop shop for commercial partnering with Penn.

CONTACT PCI FOR HELP WITH:

- Technology disclosures
- Assessment (recommendations on IP protection strategy and assesses the invention's commercial value)
- Intellectual property
- Corporate contracts and agreements*
- Commercialization strategy
- Corporate partnerships

* For consulting arrangements and conflict of interest matters that arise within the School of Medicine, please contact Kelly Curran, Esq., Compliance Attorney, 215-573-6102, curranks@upenn.edu. Ms. Curran is the PSOM Compliance Attorney, as well as an Associate General Counsel of the University of Pennsylvania.

OTHER PENN CENTERS OF INNOVATION:

- [Penn Center for Cancer Care Innovation](#)
- [Penn Medicine Center for Health Care Innovation](#)

DECISION SUPPORT & ANALYSIS

- **Main Contact:** Lynn Meaney, Executive Director of Decision Support and Analysis, meaney@upenn.edu, 215-898-1969
- **Website:** <http://www.med.upenn.edu/planrep/>
- **Email:** dsa-psom@upenn.edu

The **Office of Decision Support and Analysis** provides support on faculty compensation, including the development and management of policies, practices, systems and processes; data analyses of areas such as sponsored program activity (proposals and awards) and research space utilization (RSU); and management of other school-wide projects.

CONTACT DECISION SUPPORT AND ANALYSIS FOR HELP WITH:

- **Faculty Compensation Data and Systems:** Compensation information for the School's faculty, annual faculty salary increase and survey process, and faculty compensation analysis
- **Decision Supportal:** This system provides online access to School reports to senior School leadership and administration (including chairs)
- **Faculty Analytics dashboard:** This dashboard provides leadership with summary data related to all activities of PSOM full-time faculty. The Office serves as content expert
- **Non-Financial Data Analysis**, including:
 - Sponsored program activity (Proposals and Awards)
 - Faculty salaries – equity analyses, market scattergrams, productivity charts
 - Space and Research Space Utilization
 - Other areas as requested
- **School Academic Planning Process Support:** This comprises support for the school academic planning process including data and analysis for:
 - Department Review Resource Documents
 - Chair Recruitment Information Packages
- **Mission continuity** – Project leader, School of Medicine
- External and internal **requests for school-wide data and survey responses** (ex. AAMC, US News)
- **Liaison to University offices for data warehouses and processes** (payroll, space, PennERA)

EDUCATION

The Perelman School of Medicine is recognized worldwide for its superior education programs and tradition of excellence in training the next generation of leaders in science and medicine. Our medical school is not only the nation's oldest but one of its best. Our research and training programs encompass all basic science and clinical disciplines and, collectively, these contribute to a rich and vibrant intellectual environment that generates wide-ranging innovation and advancement in medical care.

MEDICAL EDUCATION

Main Contacts

- Undergraduate Medical Education, <http://www.med.upenn.edu/admissions/>
 - Suzanne Rose, MD, Vice Dean for Medical Education, suzirose@upenn.edu
 - Anna Delaney, Chief Operating Officer, Curriculum Office, delaneya@upenn.edu
- Graduate Medical Education, <http://www.ups.upenn.edu/gme/>
 - Jeffrey S. Berns, MD, Vice President, Associate Dean for Graduate Education and Designated Institutional Official (DIO), jeffrey.berns@ups.upenn.edu
- Continuing Medical Education, <https://upenn.cloud-cme.com/>
 - Suzanne Rose, MD, Vice Dean for Medical Education, suzirose@upenn.edu

RESEARCH EDUCATION AND TRAINING PROGRAMS

Main Contacts

- Biomedical Graduate Studies (PhD): <http://www.med.upenn.edu/bgs/>
 - Kelly L Jordan-Sciutto, PhD, Associate Dean for Graduate Education, jordank@upenn.edu
 - Judy A. Jackson, Administrative Director, jjackso@penncare.upenn.edu
- Combined Degree and Physician Scholars Programs (MD-PhD, MD-Masters): http://www.med.upenn.edu/educ_combdeg/
 - Skip Brass, MD, PhD, Associate Dean and Director of the Combined Degree and Physician Scholar Programs, brass@penncare.upenn.edu
 - Maggie Krall, Director of Administration, krall@penncare.upenn.edu
- Master's and Certificate Programs: <http://www.med.upenn.edu/masters.shtml>
 - Emma A. Meagher, MD, Associate Dean for Master's Programs, emma@upenn.edu
 - Rachel McGarrigle, MEd, Director, rmcg@upenn.edu
- Biomedical Postdoctoral Programs: <http://www.med.upenn.edu/postdoc/>
 - Maja Bucan, PhD, Associate Dean of Postdoctoral Research Training, bucan@upenn.edu
 - Ana-Rita Mayol-Cabassa, PhD, Director of Administration, Ana-Rita.Mayol@penncare.upenn.edu
- Other Educational Programs: <http://www.med.upenn.edu/othered.shtml>

FINANCE

- **Main Contact:** Michelle Lai, Executive Director, lai88@upenn.edu, 215-898-7677
- **Website:** <https://www.finance.upenn.edu/>

The **Division of Finance** provides leadership for the fiscal stewardship of resources that support the patient care, education and research missions of the Raymond and Ruth Perelman School of Medicine while reporting on financial data and providing analyses to senior leadership and the Trustees of the University of Pennsylvania.

CONTACT FINANCE FOR HELP WITH:

Director of Business and Finance – Paul Umbriac – 215-573-1296

- Fall Planning Process
- Annual Budgeting Process
- Financial Reporting
- Financial Analysis
- Financial Modeling
- Capital projects, equipment, rents and leases

Comptroller's Office – Celestine Silverman – 215-898-7593

- Central Finance function for the school.
- Payroll
- Commitments
- Travel /Concur Support
- Systems Support & Training
- Gifts and Endowments Funds
- Procurement/Purchasing Support
- Asset Management

Other Areas

- Audit Coordination (Internal & External)
- Financial aspects of large initiatives and projects
- Liaison role to Central Penn, CPUP and UPHS on financial issues and fund transfers
- Surveys for AAMC, AAHC and PSOM data for all external requests

GLOBAL HEALTH

Main Contacts:

- Glen N. Gaulton, PhD/Vice Dean and Faculty Director, Center for Global Health
gaulton@penncmedicine.upenn.edu, 215-898-0848
- Megan Doherty, MPH, Director of Operations and Programming,
megand@penncmedicine.upenn.edu, 215-898-0848
- **Website:** <http://www.med.upenn.edu/globalhealth/>

The **Center for Global Health** coordinates the global activities of the Perelman School of Medicine, and supports the international aspects of our research, educational, and service programs. Activities include: (i) placement of PSOM trainees in international research and clinical rotations, and hosting of international medical students at Penn; (ii) facilitation of international research initiatives and sponsored programs undertaken by faculty of the School of Medicine; (iii) coordination of global activities with other schools of the University, and the Office of the Provost; (iv) provision of information for faculty, students, and administration; and (v) representation of the School of Medicine in interactions with international institutions.

CONTACT the **CGH** OFFICE FOR HELP WITH:

- Information regarding PSOM's global education, research and clinical programs
- Facilitation of international research and training collaborations
- Placement of PSOM trainees and hosting of international trainees

GRANT SUPPORT

- **Main Contact:** Marianne Achenbach, Executive Director, achenbac@penntermedicine.upenn.edu, 215-573-8798
- **Website:** <https://www.med.upenn.edu/orss/>

The **Office of Research Support Services (ORSS)** was established in February 2000 to promote the research endeavors of the School of Medicine Faculty and serves as the designated office to provide dean's approval on all extramural grant applications as well as institutional level approval for many applications when faculty collaborate with other universities. Through ORSS's partnership and memorandum of understanding (MOU) with the University's Office of Research Services (ORS), ORSS has access to otherwise restricted University systems which allows ORSS to manage and conduct certain activities for PSOM's grant portfolio.

CONTACT ORSS FOR HELP WITH:

- Providing assistance in developing and submissions of proposals to outside funding agencies
- Providing oversight management of sponsored programs including data analysis on accounts receivables, awards and expenditures
- Ensuring compliance with school, sponsor and University expectations for managing sponsored program funds
- Serving as a resource for the School of Medicine regarding sponsor policies and federal regulations
- Providing training in pre- and post-award grants management, proposal preparation, post-award management, grants management reports, and policies and procedures
- Providing staff resources for departments going through staff turnover or staff absences

HUMAN RESOURCES - SATELLITE OFFICE

- **Perelman School of Medicine Contact:** Robert Dugan, Executive Director for Administration, rdugan@penmedicine.upenn.edu, 215-573-0681

HR Contacts:

- Dewayne Bluford, Senior Staff Recruiter, blufodl@upenn.edu, 215-898-6522
- Albert Johnson, Human Resources Director, alberj@upenn.edu, 215-898-3659
- Cassandra Harris, Benefits & Administrative Support, cbharris@upenn.edu, 215-898-7993
- **Website:** <https://www.hr.upenn.edu/>

The Human Resources Shared Services Team in the Perelman School of Medicine is a satellite office of the University of Pennsylvania's Division of Human Resources. Team members have special areas of expertise which are indicated here:

<https://www.hr.upenn.edu/contact-us/human-resources-staff-contact-list>.

CONTACT HR FOR HELP WITH:

WORKDAY

Workday (<https://www.workday.upenn.edu/>) is the main portal for faculty and staff at Penn. Access the Workday site to:

- Manage position- and job-related training
- Update personal information
- View pay slips
- Enter time and review/approve time for others
- View compensation and benefits
- Request time off and leave and review/approve time off and leave for others
- Apply for new positions within Penn

STAFF BENEFITS AND COMPENSATION

Perelman School of Medicine Health Care Coverage, Saving for Retirement, Compensation and Time Off policies can be found here: <https://www.hr.upenn.edu/for-managers/benefits-and-compensation>

CAREERS AT PSOM

<https://www.med.upenn.edu/psom/careers.html>

INCLUSION, DIVERSITY, AND EQUITY

- **Main Contact:** Roy Hamilton, MD, MS, FANA, FAAN, roy.hamilton@uphs.upenn.edu, 215-662-7810
- **Website:** <http://www.med.upenn.edu/inclusion-and-diversity/>
- **Email:** oid@pennmedicine.upenn.edu

To strengthen the quality of education, and to produce innovative research and models of healthcare delivery by fostering a vibrant inclusive environment and fully embracing diversity, the Office of Inclusion, Diversity and Equity (OIDE) strives to 1) recruit the best talent; 2) retain and ensure the success of a diverse community of faculty, staff, and students; and 3) reaffirm the benefits of inclusion, diversity, and equity.

Anchor Programs:

- [Alliance of Minority Physicians \(AMP\)](#)
- [Penn Center for Health Equity and Advancement \(CHEA\)](#)
- [Focus on Health and Leadership for Women \(FOCUS\)](#)
- [LGBTQ Health](#)
- [Penn Center for Global Genomics and Health Equity](#)
- [Penn PROMOTES Research on Sex and Gender in Health](#)
- [Program for Health Equity in Education and Research \(PEER\)](#)

Other Offices and Resources:

- [CPUP Anti-Racism Committee](#)
- [Inclusion, Diversity, Equity and Learner \(IDEAL\) Research](#)
- [Office of Outreach, Education, & Research \(OER\)](#)
- [Other outreach programs and resources](#)

CONTACT OIDE FOR HELP WITH:

- Increasing student and faculty satisfaction
- Increasing women and diverse faculty compared to 3 year rolling averages
- Enhancing the infrastructure to support the submission of K and R awards among fellows and junior faculty
- Establishing the benefit of return on investment of mentoring and intensive support of specific faculty to achieve their academic goals
- Reviewing the recruitment and appointment process for faculty and determine strategies to streamline
- Enhancing transparency while maintaining confidentiality with regards to key metrics such as space and rates of promotion
- Researching the benefits of a structured vs unstructured approach for Diversity Search Advisor (DSA) engagement
- Developing a database of potential faculty candidates
- Establishing and maintaining an Office of Inclusion and Diversity website listing programs, special interest groups, and community programs
- Developing and implementing a cadre of leadership programs, emphasizing inclusion

INFORMATION & TECHNOLOGY

Main Contacts:

- Meredith Feters, Associate CIO of Research Information Systems, meredith.feters@penmedicine.upenn.edu
- Glenn Fala, Associate CIO of Application Development, glenn.fala@penmedicine.upenn.edu, 215-870-7460
- **Website:** <http://www.med.upenn.edu/pmacs/>

The **Penn Medicine Academic Computing Services (PMACS)** organization is a centralized IT service provider to the PSOM. The PMACS team now consists of 100 information technology professionals providing services such as desktop support, server administration, storage management, high performance computing, software development, data base development, vendor application deployment/support and staff leadership.

PMACS is part of Penn Medicine's Corporate Information Services. As part of the larger department, it can also bring to bear other services such as data analytics, clinical systems and data stores, etc.

CONTACT PMACS FOR HELP WITH:

- Customer support
 - Device support
 - Email and listserv administration and support
 - Network support
 - Server support
- Enterprise applications such as:
 - Laboratory Information Management Systems (LIMS)
 - Remote Data Capture (REDCap)
 - VELOS (Clinical Research Management Suite)
 - High Performance Computing (HPC)
- Application development
- Research solutions
- Web design and hosting
- Consulting
- Security
- Training

ISAAC (Information Service Advisory Center)

Information Services Advisory Center (Isaac) (<http://uphsxnet.uphs.upenn.edu/isaac/>)

The **Information Services Advisory Center** (pronounced “Isaac”) is designed to provide a personalized support experience for the Penn Medicine community. It can be challenging to find the right IS professional to contact and assist you, especially navigating complex issues. Isaac is an IS “concierge service”, where IS experts are available to assist with non-urgent questions related to reporting, IS security and policies, PennChart, clinical research, and other UPHS applications, email, and mobile. The team encompass years of experience across these areas, so you’ll be tapping into their collective wisdom to get the assistance you need.

“Ask Isaac” questions such as:

How do I...?

- Access PennChart tipsheets?

- Find out if there is a report on...?

Who do I contact about...?

- Updating information on a Penn Medicine website?

- Reviewing contracts or completing an EMR questionnaire?

What is the IS policy on...?

- Sending large files to an external user?

- Sending files with HIPAA content to an internal or external user?

- Downloading 3rd party software?

What is the best way to...?

- Access UPHS resources via VPN?

- What are some recommendations to ____ that is supported by Penn Medicine?

Is this possible...?

Users can submit a request by going to the website, and there’s also a link that shares information on how to “Ask Isaac” on their mobile device.

Please send any questions to jennifer.moody@pennteam.upenn.edu

ORGANIZATION EFFECTIVENESS



- **Main Contact:** Charles Haughton, Director, haughton@upenn.edu, 215-898-1968
- **Website:** <http://www.med.upenn.edu/oe/>
- **Email:** psom-oe@upenn.edu

The **Office of Organization Effectiveness** provides training, development, and consulting resources to help Perelman School of Medicine faculty, staff and their organizations work at their fullest potential.

CONTACT ORGANIZATIONAL EFFECTIVENESS FOR HELP WITH:

- **INTERVIEWING & SELECTION:** Tools and training to improve your hiring effectiveness
- **ORIENTATION:** Provide new hires the information they need to get up to speed quickly
- **TRAINING & DEVELOPMENT:** Programs to support job effectiveness and career growth through skill development
- **ENGAGEMENT & RETENTION:** Tools and strategies to cultivate the energy and commitment of your faculty and staff
- **CONSULTING:** Advice on restructuring, team effectiveness, succession planning and other challenging organizational issues

RESEARCH CORE FACILITIES

Main Contacts:

- Yale Cohen, PhD, Assistant Dean of Research Facilities and Resources, ycohen@penmedicine.upenn.edu, 215-898-7504
- April Weakley, Program Manager, Biomedical Research Core Facilities, aweakley@penmedicine.upenn.edu, 215-746-5678
- **Website:** <http://www.med.upenn.edu/cores/>

The PSOM biomedical research core facilities provide state-of-the-art services that galvanize scientists to conduct innovative research utilizing resources for which cost, operational investment, and expertise is most efficiently and effectively supported as shared resource. Core facilities' valuable equipment, scientific knowledge and technical guidance are accessible to a range of researchers.

The PSOM Research Core Facilities Committee, chaired by Dr. Yale Cohen, provides oversight for the School's core facilities and is an advisory committee to the Chief Scientific Officer.

Browse the [Core Facilities Finder](#) to search dozens of core facilities available for your research needs.

Core Facilities Finder

Q Search Core Facility Title or Description

✕ Clear Search

Filter by category



Biostatistics & Bioinformatics



Cells to Animals



Clinical & Community Toolbox



Imaging & Microscopy



Neurosciences



OMICS to Function



Repositories & Pathology



Stockrooms & Shops



Viruses, Vectors, Particles & Chemicals

Show All Categories

RESEARCH INTEGRATION

Main Contacts:

- Lou Soslowsky, PhD, Associate Dean for Research Integration, soslow@upenn.edu, 215-898-8653
- Leigh Gantz, Senior Director of Administration, Office of the Executive Vice Dean and Chief Scientific Officer, rosenlk@penntestmed.upenn.edu, 215-746-8497

Research integration plays a pivotal role in fostering an environment of innovation, collaboration, and excellence at PSOM. A diverse range of research initiatives and programs that fall under this umbrella are designed to break down the silos that often exist between different departments, schools, and disciplines to encourage the type of interdisciplinary studies and projects that lead to groundbreaking discoveries. This integration also facilitates the sharing of resources, expertise, and infrastructure, making the research process more efficient and effective. By promoting a culture of cooperation and exchange, research integration helps PSOM enhance its capacity to address complex scientific questions and tackle global challenges that require a multifaceted approach. This collaborative environment not only accelerates the pace of research but also serves as a catalyst for innovation, allowing investigators to combine their unique perspectives and skills to develop novel solutions and technologies. Ultimately, this synergy fosters a dynamic academic community that is better equipped to contribute to the advancement of knowledge and make significant impacts on society at large.

RESEARCH INTEGRATION PROGRAMS & INITIATIVES:

- [Deans' Distinguished Visiting Professorship Program](#)
- [Internal "Staybbatical" Program](#)
- Research Integration Meeting Group (Basic Science Chairs and Vice Chairs for Research in clinical departments)
- [Synergy Grant Program](#)
- [T32 Best Practices Series](#)

SAFETY & SECURITY | PARKING & TRANSPORTATION

Main Contact

- Darren Johnson, Director of PSOM Safety & Security, darrenj@penmedicine.upenn.edu, 215-898-0196
- Keneisha Adlam, Parking Coordinator, keneisha.adlam@uphs.upenn.edu, 215-222-2603

Website: <https://www.med.upenn.edu/spo/>

The **Office of Safety and Security/Parking and Transportation** oversees the security of the Perelman School of Medicine buildings and grounds, including physical security, closed circuit video surveillance, controlled access and a 24/7 Security Operations Center. Areas of responsibility include all School “main campus” facilities, SCTR, JMEC, SPE8/9, and TRL. This office also serves as a liaison for University parking solutions for the PSOM community and operates the TRL Shuttle.

CONTACT SECURITY FOR HELP WITH:

Safety and Security – Darren Johnson – darrenj@penmedicine.upenn.edu

- Questions
- Reporting of Incidents
- Automatic Door Operators
- TRL Shuttle Operations

Building Access – Darren Johnson – darrenj@penmedicine.upenn.edu

- “Black Key” Activation
- Swipe Card Activation

Parking Services – Keneisha Adlam – keneisha.adlam@uphs.upenn.edu

- Parking Requests

Emergency Numbers

- University Public Safety Emergency Line – 215-573-3333 / 511 (campus phone)
- PSOM Security Operations Center – 215-898-0196
- HUP Security – 215-662-2677
- PCAM Security – 215-662-4000

SPACE PLANNING AND OPERATIONS

- **Main Contact:** Eric M. Weckel, AIA; Executive Director of Space Planning and Operations; weckel@penmedicine.upenn.edu; 215-898-4611
- **Website:** <http://www.med.upenn.edu/spo/>
- **Email:** planops@penmedicine.upenn.edu

The **Office of Space Planning and Operations (SPO)** provides oversight of the Perelman School of Medicine's physical resources and support services, to enable and enhance our academic research and patient care mission. Area of responsibility includes all School "main campus" facilities, SCTR, JMEC, SPE8/9, and all leased sites including TRL and 3535 Market Street.

CONTACT SPO FOR HELP WITH:

Facilities and Capital Planning – Maureen Ward, AIA, 215-898-2876

- Space Inventory, Programming and Planning
- Capital Project Initiation and Management
- Furniture Layout and Specification
- Lease Space Procurement and Management

Building Operations – Susan Fry, 215-573-6786

- Maintenance or Housekeeping Concerns
- Signage
- Internal Moves
- Works Requests for Minor Alterations and Equipment Installation

Management and Distribution Services – Martha Penny, 215-573-8850

- Mail and Distribution Services
- Biowaste Collection and Disposal
- Alcohol Service Center
- SCTR Glasswash and CO2 Services

Scheduling and Events Services – Lori M. Freda, 215-573-5555

- Scheduling of PSOM Shared Meeting Resources
- Academic Scheduling
- Event Coordination and Set-Up
- Catering Specifications

Media Technology and Production – Charles Bears, 215-898-0514

- Audio/Visual and Classroom Technology Services
- Live Streaming, Lecture Capture and Video Conferencing
- AV Technology Specification and Installation Management
- Video/Media Production and Studio Broadcasting Service

UNIVERSITY OFFICES



Environmental Health and Radiation Safety (EHRS)

<http://www.ehrs.upenn.edu/>

ehrs@ehrs.upenn.edu

The University of Pennsylvania's Office of Environmental Health and Radiation Safety (EHRS) promotes health, safety and environmental protection in teaching, research, health care and administrative activities by providing services, advice and compliance assistance. EHRS provides leadership in developing, implementing and supporting high quality programs that allows students, faculty and staff to protect themselves from hazards they may encounter at the University. EHRS provides the expertise needed to direct efforts towards compliance with health and safety laws and regulations.

Facilities and Real Estate Services (FRES)

Anne Papageorge, Senior Vice President, 215-898-7241

<https://facilities.upenn.edu/>

The Division of Facilities and Real Estate Services (FRES) provides the expertise, business process, policies and standards required to plan, design, construct, operate, maintain and renew the physical assets of the University.

Institutional Review Board (IRB)

Jessa Yoos, Director Human Research Protections, jessyoos@upenn.edu, 215-898-8871

<http://www.irb.upenn.edu/>

The mission of the IRB is to promote the rights and welfare of human research participants, to facilitate excellence in human research by providing timely and high quality review of human research, and to provide professional guidance and support to the research community.

Office of Research Services (ORS)

Elizabeth Peloso, Associate Vice President and Associate Vice Provost, epeloso@upenn.edu, 215-746-0234

<http://www.upenn.edu/researchservices/>

ORS provides administrative support to faculty and departmental managers for sponsored project activities. ORS is responsible for proposal submission and agreement negotiation for federal sponsors and non-profit sponsors. ORS is responsible for many post-award activities, regardless of sponsor.

UNIVERSITY OFFICES

Penn Center for Innovation (PCI)

John Swartley, PhD, Chief Innovation Officer, swartley@upenn.edu, 215-573-4511
<http://www.pci.upenn.edu/>

The Penn Center for Innovation (PCI) helps to translate Penn discoveries and ideas into new products and businesses for the benefit of society. It does this by facilitating technology development connections between Penn and the private sector. Whether the end result is a technology license, an R&D alliance, the formation of a new venture or an integrated combination of any or all of these activities, PCI serves as a dedicated one-stop shop for commercial partnering with Penn.

University Laboratory Animal Research (ULAR)

F. Claire Hankenson D.V.M, Associate Vice Provost for Research and Executive Director, fclaire@upenn.edu, 215-898-2434
<https://www.ular.upenn.edu/>

University Laboratory Animal Resources (ULAR) is responsible for the procurement, care, and use of all University-owned animals used for teaching, research, and testing as approved by the Institutional Animal Care and Use Committee (IACUC) and as mandated by federal law and regulations. As an organization of specialists in a university, ULAR has additional responsibilities in the academic areas of teaching and research. In the conduct of its duties, ULAR is responsible to the Vice-Provost for Research, who is designated to the United States Department of Agriculture and the Public Health Service as the "Institutional Official." The Director of ULAR serves as the "Attending Veterinarian" for Penn's research and teaching animals. ULAR Veterinarians participate in the Institutional Care and Use Committee to ensure animal welfare and to oversee the use of animals in research and teaching.

Vice Provost for Research

Dawn Bonnell, PhD, Vice Provost for Research, vpr@upenn.edu, 215-898-7236
<http://www.research.upenn.edu/>

The Vice Provost for Research is an advisor to the Provost and has oversight of the University's vast research enterprise, encompassing a broad spectrum of research support services, regulatory bodies, multi-disciplinary campus-wide Centers and Institutes, and partnerships to further develop investigator inventions. OVPR collaborates with Penn constituents and external partners to promote meaningful scholarship, uphold research integrity, and foster new discoveries, thereby helping to fulfill the University's education and research mission as embodied by the Penn Compact.

MAP



Predominantly Wet Bench Research Space:

- Biomedical Research Building II/III (BRB)
- Clinical Research Building (CRB)
- John Morgan Building (JMB)
- Johnson Pavilion
- Smilow Center for Translation Research (SCTR)
- Stellar Chance
- Stemmler Hall

Predominantly Dry Research and Administrative Space:

- Anatomy Chemistry
- Blockley Hall
- Richards Building

HELPFUL LINKS

UNIVERSITY HUMAN RESOURCES

<https://www.hr.upenn.edu/>

[Careers at Penn](#): How to apply; hiring & recruitment; career development; salary offers

[Benefits & Pay](#): Compensation; health, life & FSA; tuition; saving for retirement; requesting leave

[Penn Community](#): Diversity; University resources; transportation; deals & discounts; awards & appreciation

[Learn & Grow](#): Orientation and onboarding; training; tuition benefit; leadership development; career coaching

[Wellness & Work Life](#): Counseling & referrals (EAP); legal & financial resources; starting & growing your family

UNIVERSITY BENEFITS CALL CENTER

If you don't have online access or are having problems enrolling online, contact the Benefits Solution Center (powered by Health Advocate) at 1-866-799-2329.

COMMUTER BENEFIT

<https://cms.business-services.upenn.edu/transportation/permits-passes/commuter-passes.html>

Penn supports discounts for public transportation use by faculty, staff, as well as postdoctoral researchers and fellows and students, including a [recent benefit increase](#) in the commuter discount.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

<https://www.hr.upenn.edu/PennHR/wellness-worklife/counseling-and-employee-assistance-program>

Penn's Employee Assistance Program (EAP) provides eligible faculty and staff and their families access to free, confidential, 24/7 counseling and referral services for personal and professional life issues from any location.

- Call: 1-866-799-2329
- Schedule an EAP appointment through [Penn Cobalt](#)
- Email: EAPinfo@healthadvocate.com
- Visit: www.healthadvocate.com

RETIREMENT RESOURCES

- To Enroll On-Line - www.hr.upenn.edu/retirement
- Retirement Call Center - 1-877-Penn-Ret (877-736-6738)
- TIAA - <https://www.tiaa.org/public/tcm/upenn>

TIAA Counseling Sessions

You can schedule a meeting with a TIAA retirement plan counselor at no additional cost to you, where a representative can help you with your investment choices.

- Online - <https://www.tiaa.org/public/retire/retirement-advisor>
- By phone - 800-732-8353

TUITION BENEFIT

<https://www.hr.upenn.edu/PennHR/benefits-pay/tuition>

If you're a full-time faculty or staff member in a benefits-eligible position, you, your dependent children, and your spouse can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.

WORKDAY@UPENN

<https://www.workday.upenn.edu/>

Access human resources, payroll, and job-related learning.

HELPFUL LINKS

Academic Departments

<https://www.med.upenn.edu/psom/academic-departments.html>

Centers & Institutes

<https://www.med.upenn.edu/psom/centers.html>

EVD/CSO

<https://www.med.upenn.edu/evdresearch/>

Funding Opportunities

<https://www.med.upenn.edu/evdresearch/funding-opps.html>

Penn Medicine Clinical Research

<https://www.med.upenn.edu/clinicalresearch/>

PSOM Administration

<https://www.med.upenn.edu/psom/administration-az.html>

PSOM Calendar

<https://events.med.upenn.edu/>

PSOM Policies, Procedures, and Guidelines

<https://www.med.upenn.edu/evdresearch/policy.html>

PSOM Resource Guide: Tools & Information to Help You Get Started

<https://www.med.upenn.edu/evdresearch/psom-resource-guide.html>

Research Training Offices

Biomedical Graduate Studies (PhD Program): <https://www.med.upenn.edu/bgs/>

Biomedical Postdoctoral Programs: <https://www.med.upenn.edu/postdoc/>

Combined Degrees - MD/PHD Program: http://www.med.upenn.edu/educ_combdeg/

Master's and Certificate Programs: <http://www.med.upenn.edu/masters.shtml>

Office of Clinical Research (OCR): <http://www.med.upenn.edu/ocr/>

Office of Research Support Services (ORSS): <https://www.med.upenn.edu/orss/>

Other Educational Programs: <http://www.med.penn.edu/psom/othered.html>

Space & Sustainability

<https://www.med.upenn.edu/evdresearch/space-and-sustainability/>

Standing Research Committees (PSOM Animal Research Committee and PSOM Research Core Facilities Committee)

<https://www.med.upenn.edu/evdresearch/standing-committees.html>

HELPFUL LINKS

University Research Offices

Office of Research Services

<https://researchservices.upenn.edu/>

Research & Innovation

<https://www.upenn.edu/research-and-innovation>

U@Penn Research Portal

https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=890

Office of the Vice Provost for Research (<https://research.upenn.edu/>)

The Office of the Vice Provost for Research provides a wide range of services to researchers and coordinates the following offices:

Institutional Review Board

<http://www.upenn.edu/IRB/>

Office of Animal Welfare: IACUC and Compliance

<https://iacuc.upenn.edu/>

Office of Environmental Health and Radiation Safety

<http://www.ehrs.upenn.edu/>

Office of Research Services

<http://www.upenn.edu/researchservices/>

Penn Center for Innovation

<http://pci.upenn.edu/>

Research Integrity Office

<https://research.upenn.edu/compliance-and-training/research-integrity/>

University Laboratory Animal Resources

<https://ular.upenn.edu/>

Penn Center for Innovation (PCI) Venture Services

<https://pci.upenn.edu/entrepreneurs/pci-ventures/services/>

PCI Ventures provides a suite of products and services to incubate the development of early-stage technology-based businesses as they make their way towards commercial success.

Virtual office hours are held every Wednesday from 9am to 12pm.

Notary Services

<https://penncard.business-services.upenn.edu/notary-services>

For your convenience, you can have your important documents notarized right on campus at the PennCard Center. Notary services are typically available from 9:00 am to 1:00 pm and 2:00pm to 4:00pm, Monday through Friday. *Please note that notary services are dependent on the availability of the Notary Public.* You will need to bring either a valid passport or US government-issued photo ID for all notary services. For any questions, call 215-417-2273 or email penncard@upenn.edu.

HELPFUL LINKS

RESOURCES AVAILABLE ON THE OFFICE OF ACADEMIC AFFAIRS (OAA) WEBSITE:

<https://www.med.upenn.edu/oaa/faculty-affairs/>

[Academy of Master Clinicians](#)

[COAP Guidelines](#)

[COAP Member List](#)

[Conflict of Interest Policy for Faculty Members](#)

[Department Business Administrators](#)

[Department COAP Chairs](#)

[Department Chairs](#)

[Departmental COAP Guidelines](#)

[Extensions](#)

[Faculty Handbook](#)

[Faculty Track Descriptions \(Chart\)](#)

[Offer Letter Templates and Compensation Statements](#)

[Preparing for your Promotion: Academic Clinician, Clinician Educator, Research, Tenure Professionalism](#)

[PSOM Department Faculty Development & Faculty Affairs Leadership Teams](#)

[PSOM Diversity Search Advisors](#)

[Request to Recruit](#)

[Search Committee Resources](#)

[Thriving At PSOM: The Podcast](#)

PROFESSIONAL SOCIETIES:

- [Anna T. Meadows Society \(CE Track\)](#)
- [Richards Society \(Tenure Track\)](#)

GLOSSARY

- **BA** – Business Administrator
- **BEN** – Business Enterprise Network (the suite of web-based applications that support University-wide financial functions) (<https://www.finance.upenn.edu/financial-system-access-training/access-ben-financials/>)
- **BGS** – Biomedical Graduate Studies (<http://www.med.upenn.edu/bgs/>)
- **BPP** – Biomedical Postdoctoral Programs (<https://www.med.upenn.edu/postdoc/>)
- **CDP** – Combined Degree and Physician Scholars Program (<http://www.med.upenn.edu/mstp/>)
- **CPUP** – Clinical Practices of the University of Pennsylvania
- **EHR** – Environmental Health and Radiation Safety (<http://www.ehrs.upenn.edu/>)
- **HUP** – Hospital University of Pennsylvania (<http://www.penmedicine.org/hospital-university-pennsylvania/>)
- **IACUC** - Institutional Animal Care and Use Committee. Reviews research at Penn involving animals (<https://iacuc.upenn.edu/>)
- **IRB** - Institutional Review Board. Approves all research at Penn involving human volunteers (<https://irb.upenn.edu/>)
- **ITMAT** – Institute for Translational Medicine and Therapeutics (<http://www.itmat.upenn.edu/>)
- **JMEC** – Jordan Medical Education Center
- **LSP** - Local Support Provider (for desktop, laptop support) (<https://www.med.upenn.edu/pmacs/lsp-tools/>)
- **OAA** – Office of Academic Affairs (<https://www.med.upenn.edu/oaaf/>)
- **OCR** – Office of Clinical Research (<http://www.med.upenn.edu/ocr>)
- **OIDE** – Office of Inclusion, Diversity, and Equity (<https://www.med.upenn.edu/inclusion-and-diversity/>)
- **ORS** – Office of Research Services (<http://www.upenn.edu/researchservices/>)
- **ORSS** – Office of Research Support Services (<https://www.med.upenn.edu/orss/>)
- **OVPR** – Office of the Vice Provost for Research (<https://research.upenn.edu/>)
- **PAH** – Pennsylvania Hospital (<http://www.penmedicine.org/pahosp/>)
- **PCAM** – Perelman Center for Advanced Medicine
- **PCI** – Penn Center for Innovation (<https://pci.upenn.edu/>)
- **PIK** – Penn Integrates Knowledge (<https://pikprofessors.upenn.edu/>)
- **PMACS** – Penn Medicine Academic Computing Services (<https://www.med.upenn.edu/pmacs/>)
- **PSOM** – Perelman School of Medicine (<http://www.med.upenn.edu/>)
- **RFDF** – Research Facilities Development Fund
- **SAS** - School of Arts and Sciences (<https://www.sas.upenn.edu/>)
- **SEAS** - School of Engineering and Applied Science (<https://www.seas.upenn.edu/>)
- **SPO** – Space Planning and Operations (<https://www.med.upenn.edu/spo/>)
- **UPHS** – University of Pennsylvania Health System (<http://www.penmedicine.org/>)
- **VAMC** – Veterans Administration Medical Center (<https://www.va.gov/philadelphia-health-care/>)

