

Mark W. Craven
Program Director

Louise Pape
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December 3, 2018 – 2nd revised stipend rate

Shicheng Guo, PhD
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Marshfield WI 54449
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Dear Shicheng,

On behalf of the Vice Chancellor for Research and Graduate Education and Biotechnology Center at the University of Wisconsin-Madison, we are pleased to offer you an employee-in-training appointment as a CIBM Postdoctoral Trainee. We extend our hearty congratulations to you on this award.

The advisor for your cross disciplinary project on a phenome-wide association study of genetic variation in epigenetic factors to test the role of epigenetics in human complex diseases is Dr. Steven Schrodi. This is a 100% time appointment with a full-time annual stipend rate of \$54,756 beginning July 1, 2019, contingent on receiving permanent resident status. The stipend level is subject to approval by the National Library of Medicine. The source of your traineeship is an NLM grant, number T15 LM007359, titled "Computation and Informatics in Biology and Medicine." The CIBM award will be renewed after the first year on a yearly basis for each additional year, if any, contingent on satisfactory progress and that you continue working with CIBM trainers. In accordance with NIH/NLM policy, any salary supplementation that has been arranged by your advisor must be from a nonfederal source.

In addition to your stipend, the CIBM award also includes an allocation of travel (currently \$1,000/year), supplies (currently \$1,000/year), and benefits. The allocation for travel and supplies may vary from year to year depending on the availability of funds. Please contact Emily Baer at 608-265-5478, emily.baer@wisc.edu about benefit options and enrollment if you are not already enrolled. *Although your appointment as a Postdoctoral Trainee is not considered employment, your stipend may be taxable as income. See the attached sheet for more information.*

You will be permitted to take 2 weeks off with pay per fiscal year for personal reasons. You also will be permitted to take up to 2 weeks off with pay per year if you or an immediate family member is ill.

One of the requirements of the CIBM Training Grant is attending the National Library of Medicine annual meeting, which is typically held each June. The CIBM Training Grant will cover your travel and meeting expenses, and it serves as an excellent opportunity to meet other trainees as well as trainers from all recipient universities. You should plan to attend the X meeting. More information will be provided when it becomes available.

All postdoctoral trainees are required to attend and participate in the CIBM Topics course, "Computation and Informatics in Biology and Medicine" (the course number is BMI 915; it is cross-listed in CS, Gen, Bioch, Chem & Biol Eng, and Biomed. Eng.). Trainers as well as interested researchers on campus will participate in this course. The CIBM course meets fall and spring semesters at 4:00 on Tuesdays in the Biotechnology Center Auditorium. As a postdoctoral trainee, you will not register for credit in this class. Instead, you are only required to attend the seminar.

One requirement of your postdoctoral appointment is to present a seminar in this CIBM Topics course. You will receive more information about this seminar later, but you may wish to contact Dr. Louise Pape at 265-7935 to coordinate your presentation.

Another requirement of the CIBM Training Program is training in scientific ethics. To meet this requirement, you should attend (but not register for) a Scientific Ethics course or seminars that fulfills the NIH requirements for Responsible Conduct of Research training.

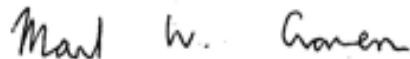
Please acknowledge the NLM Grant that supports the CIBM Training Program in any publications, including meeting abstracts that result from your traineeship. A typical sentence in the acknowledgement section follows: "(Your initials) was supported by an NLM training grant to the Computation and Informatics in Biology and Medicine Training Program (NLM 5T15LM007359)."

Please visit the University's Postdoctoral Scholar web page (<https://postdoc.wisc.edu/>) for information about professional and career development, networking, and resources available to postdoctoral scholars.

If you have any questions or concerns about your appointment with us, please do not hesitate to contact Karen Nafzger at 608-262-4366.

We hope that you will accept this offer and welcome you to the CIBM Training Program. We look forward to following your contributions to this developing field while you are at UW-Madison and in your future positions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mark W. Craven". The signature is written in a cursive, slightly slanted style.

Mark W. Craven, Ph.D.
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UNIVERSITY OF WISCONSIN-MADISON

Office of the Vice Chancellor for

Research and Graduate Education

Tax information for Postdoctoral Fellows/Trainees

A Postdoctoral Fellow/Trainee is not an employee and your stipend is not considered to be wages under federal and state tax law. As a result, you are not subject to social security or Medicare tax. However, the total amount of your fellowship is fully taxable for both federal and state income.

U.S. citizens

If you are a United States citizen, the University will not withhold any federal or state income taxes. You may need to file estimated taxes with the Internal Revenue Service (IRS) and the Wisconsin Department of Revenue (DOR). See IRS Publication 520, Scholarships and Fellowships and IRS Publication 505, Tax Withholding and Estimated Tax, available [here](#), and DOR Publication 112 Wisconsin Estimated Tax, available [here](#), for more information.

Eligibility of Postdoctoral Fellows/Trainees and Research Associates for Various University Benefits

This chart is intended to be helpful as a summary for Research Associates and Postdoctoral Fellows/Trainees in determining the benefits for which they are eligible. However, benefits eligibility is often very complicated. This chart does not replace the more detailed benefits information provided by the university found at:

<http://www.uwsa.edu/hr/benefits/gradben.pdf>

	RESEARCH ASSOCIATE	POST DOCTORAL FELLOW/TRAINEE	LINKS
<i>Insurances/Payroll-Related Benefits</i>			
Health Ins	YES ¹	YES	http://www.uwsa.edu/hr/benefits/gradben.pdf
Life Ins -University Ins Assn (UIA)* -State Group Life -UW Employees* -Indiv & Family* -Accidental Death & Dismemberment* *(no Univ contribution)	YES ² NO YES ¹ YES ¹ YES ¹	YES ² NO YES ¹ YES ¹ YES ¹	http://www.uwsa.edu/hr/benefits/gradben.pdf
Income Continuation Insurance (ICI) (disability insurance)	NO	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Major Medical Insurance (no Univ contribution)	YES ¹	YES ¹	http://www.uwsa.edu/hr/benefits/gradben.pdf
Dental (no Univ contribution)	YES ¹	YES ¹	http://www.uwsa.edu/hr/benefits/gradben.pdf
Long-term Care Insurance (no Univ contribution)	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Wisconsin Retirement System	NO	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Employee Reimbursement Account [ERA] (no Univ contribution)	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Tax Sheltered Annuity [TSA] (no Univ contribution)	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Deferred Compensation no Univ contribution)	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Social Security	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf

	RESEARCH ASSOCIATE	POST DOCTORAL FELLOW/TRAINEE	LINKS
Taxes Withheld	YES	NO ³	http://uwservice.wisc.edu/tax/filing-resources.php
Unemployment Compensation	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Worker's Compensation	YES	NO	http://www.uwsa.edu/hr/benefits/gradben.pdf
Direct Deposit of Check	YES	YES	http://www.uwsa.edu/hr/benefits/gradben.pdf
Leave Benefits			
Paid Sick Leave	VARIES ⁴	VARIES ⁴	
Paid Vacation	VARIES ⁴	VARIES ⁴	
Paid Personal Holidays	VARIES ⁴	VARIES ⁴	
Paid State Holidays	YES	VARIES ⁴	
Paid Jury Duty	YES	NO	
Parental Leave -FMLA (Federal Family and Medical Leave Act) -WFMLA (Wisconsin Family and Medical Leave Act) -Additional University Leave Policy	YES YES VARIES ⁴	NO NO VARIES ⁴	http://www.wisconsin.edu/hr/benefits/leave/fmla.htm
Leave of Absence Without Pay	VARIES ⁴	VARIES ⁴	
Professional and Career Development			
Professional development opportunities: -skills -professional -personal	YES ⁵ YES ⁵ YES ⁵	YES ⁵ YES ⁵ YES ⁵	http://www.grad.wisc.edu/research/postdocs/index.html
Eligible to use Adult Career & Educational Counseling Center	YES	YES	http://www.dcs.wisc.edu/pda/index.html

	RESEARCH ASSOCIATE	POST DOCTORAL FELLOW/TRAINEE	LINKS
Miscellaneous			
Eligible for Interview Expenses	YES ⁵	YES ⁵	
Eligible for Moving Expenses	NO	VARIES ⁶	
Eligible for Parking Assignment	YES	YES	http://www.fpm.wisc.edu/trans/
University ID card	YES	YES	http://wiscard.wisc.edu/
Access to Facilities -library, gym, DoIT	YES (UW ID card required)	YES (UW ID card required)	
Eligible to use Employee Assistance Office	YES	YES	http://eao.wisc.edu/
Protected by Non-discrimination laws and policies	YES ⁷	YES ⁷	http://oed.wisc.edu/
Access to UW Housing	YES	YES	http://www.housing.wisc.edu/universityapartments
Access to UW Child Care Centers	YES	YES	http://occf.wisc.edu/

¹ Must have 1/3 time appointment with expected duration of at least one semester for 9-month appointments or at least six months for 12-month appointments.

² Must meet minimum compensation level set by Board of Regents to be eligible

³ Postdoctoral Fellows/Trainees are not employees; thus the University will not withhold taxes from monthly stipend checks. Stipends, however, are taxable as income; trainees and fellows may be required to pay taxes quarterly on an estimated basis.

⁴ No campus-wide University policy; PI determines whether to provide any benefit to individual.

⁵ Eligible, but requires supervisor or PI approval.

⁶ Some sponsors may provide as part of the fellowship.

⁷ Discrimination laws are quite complicated and may apply differently to Research Associates and Postdoctoral Fellows/Trainees; contact the Equity and Diversity Resource Center (EDRC) for information about specific situations.

Every effort has been made to ensure that the information in this chart is accurate. If the information in this chart should conflict with the law or master contract, the law or master contract must be followed.