

A photograph of the National Center for Atmospheric Research (NCAR) building, a large, modern, multi-story structure with a complex, angular design. The building is set against a clear blue sky with a vibrant rainbow arching over it. The foreground is a lush green field of tall grass. The overall scene is bright and clear, suggesting a sunny day.

ADVANCED STUDY PROGRAM KICK-START YOUR FUTURE

The National Center for Atmospheric Research (NCAR) was founded in 1960 as the National Science Foundation's first federally funded research and development center.

Since its inception, NCAR has been managed on behalf of NSF by the University Corporation for Atmospheric Research, a nonprofit consortium of more than 115 colleges and universities.



<https://asp.ucar.edu/>
<https://ncar.ucar.edu/>

National Center for Atmospheric Research

We provide the Earth system science community with state-of-the-art resources that advance basic research, from aircraft and supercomputers to computer models and datasets. We convene the community to facilitate collaboration on the most pressing scientific challenges and provide meaningful education and outreach opportunities, including fellowships, internships, and workshops.

Advanced Study Program

The Advanced Study Program (ASP) provides early career researchers with access to NCAR's world-class research, engineering, and computing facilities with the goal of promoting the advancement of science and innovation, especially in emerging areas of Earth system science.

The ASP strives to have diverse representation of universities and student backgrounds in all of its programs and encourages applications from individuals who are members of a group that has been historically under-represented in Earth system science, including students who are Black or African American, American Indian or Alaska Native, and Hispanic or Latinx, female, LGBTQ, first generation college students, veterans, and people with disabilities.

ADVANCED STUDY PROGRAM

KICK-START YOUR FUTURE

Opportunities:

Postdoctoral Fellowship Program

The ASP postdoctoral fellowship is an excellent opportunity to conduct independent research at NCAR. ASP fellows are part of a collaborative cohort, are mentored by leading NCAR scientists and engineers, and benefit from the breadth of science and training happening at NCAR. Many former fellows now occupy prominent positions in the research community. Atmospheric scientists, physicists, chemists, applied mathematicians, computer scientists, engineers, and specialists from related disciplines such as biology, geology, social sciences, economics, and geography can participate in ASP and contribute to innovation and creativity at NCAR.

Graduate Visitor Program

Apply to the Graduate Student (GVP) Fellowship to spend time at NCAR and work on parts of your thesis, or final project equivalent, with guidance from NCAR scientists and engineers. The GVP is an opportunity to develop research collaborations at NCAR and to participate in professional development workshops and seminars. We sponsor travel costs and a housing allowance for 2- to 12-month visits.

ASP Colloquium

Every year, ASP hosts a colloquium designed for graduate students on new or rapidly developing areas of research for which course material may not yet be available. The colloquium brings together lecturers and graduate students and generally sponsors 25 student participants, and several lecturers from NCAR and the community at large.

Professional Development

The NCAR Fellows Association creates a welcoming and supportive environment for postdocs and graduate students. We offer networking opportunities, social events and seminars on career topics such as writing proposals, preparing materials for job applications, interviewing and negotiating. All visiting graduate students and postdocs are welcome to attend our events.



ASP Colloquia complement university curricula on cutting-edge research.



Graduate students work on thesis projects while at NCAR.



Postdoctoral fellows benefit from career development and supportive cohorts.

6-5 Nondiscrimination in Federally Assisted Programs

<https://operations.ucar.edu/book/export/html/1767>

May 2019

UCAR prohibits discrimination against and harassment of any employee or any applicant for employment because of race, age, creed, color, religion, national origin or ancestry, sex, gender, veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, disability, or any other characteristic protected under applicable federal or state law.

UCAR is committed to fair and equitable treatment not only for our employees but also for the beneficiaries of our federally assisted programs and does not discriminate in its educational programs or activities on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, veteran status, sexual orientation, gender identity or expression, or pregnancy, genetic information, or disability, or any other characteristic protected under applicable federal or state law.

UCAR complies with state and federal laws aimed at protecting employees, applicants for employment and beneficiaries of our federally assisted programs, including: Title IX, Titles VI and VII of the Civil Rights Act; the Rehabilitation Act of 1973, as amended; and the Age Discrimination Act of 1975, as amended.

Any person excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, veteran status, sexual orientation, gender identity or expression, or pregnancy, genetic information, or disability, or any other characteristic protected under applicable federal or state law should promptly report the matter to the UCAR Director of Human Resources, who serves as UCAR's Section 504, Title VI, Title VII and Title IX coordinator.

All complaints will be promptly investigated by Human Resources. Individuals filing complaints will be notified of the results of the investigation as soon as possible following the conclusion of the investigation.

Retaliation against a person who initiates a complaint of or inquiry about discrimination or other unlawful harassment is prohibited. Persons found to have engaged in unlawful discrimination or retaliation is subject to the full range of disciplinary actions, including termination.

This Policy is owned by UCAR Senior Vice President and Chief Operating Officer.

The Director of Human Resources is responsible for interpretation of this policy.

See Nondiscrimination Procedures. See also the following UCAR Policies and related procedures: Equal Employment Opportunity, Workplace Conduct, Sexual Harassment and Ethical Conduct.

Related Policy: Section 6 - Human Resources

COVID Teleworking Tips

- Schedule a lunch break on your Google calendar to make sure you don't miss your mealtime.
- Schedule 15-30 minute breaks between video calls so you are not going straight from one meeting to another. Take time to stretch your legs, take a bio break, refill your water bottle.
- Shorten meetings to 30 minutes. Many are finding that video meetings can be shorter than in-person.
- Consider no-meeting Friday if it works for your group.
- Use the 'speedy meetings' feature on Google calendar preferences to set a shorter standard meeting time.
- If you are the moderator, consider wrapping up a meeting 5 minutes before the scheduled end time.
- If you are the moderator or setting the agenda give participants a 10-15 minute break every hour.
- When asking questions, give participants sufficient time to un-mute or to type their questions into the chat window.
- Use a group chat, Slack channel, or shared Google document to supplement or replace a video meeting.

COVID Principles

- You are not "working from home", you are "at home, during a pandemic, trying to work".
- Your physical, mental, and emotional health is the most important thing right now.
- Don't try to compensate for lost productivity by working longer hours.
- Don't compare your ability to cope with everyone else's, don't judge yourself or others.
- We will get through this.



Teleconferencing Etiquette

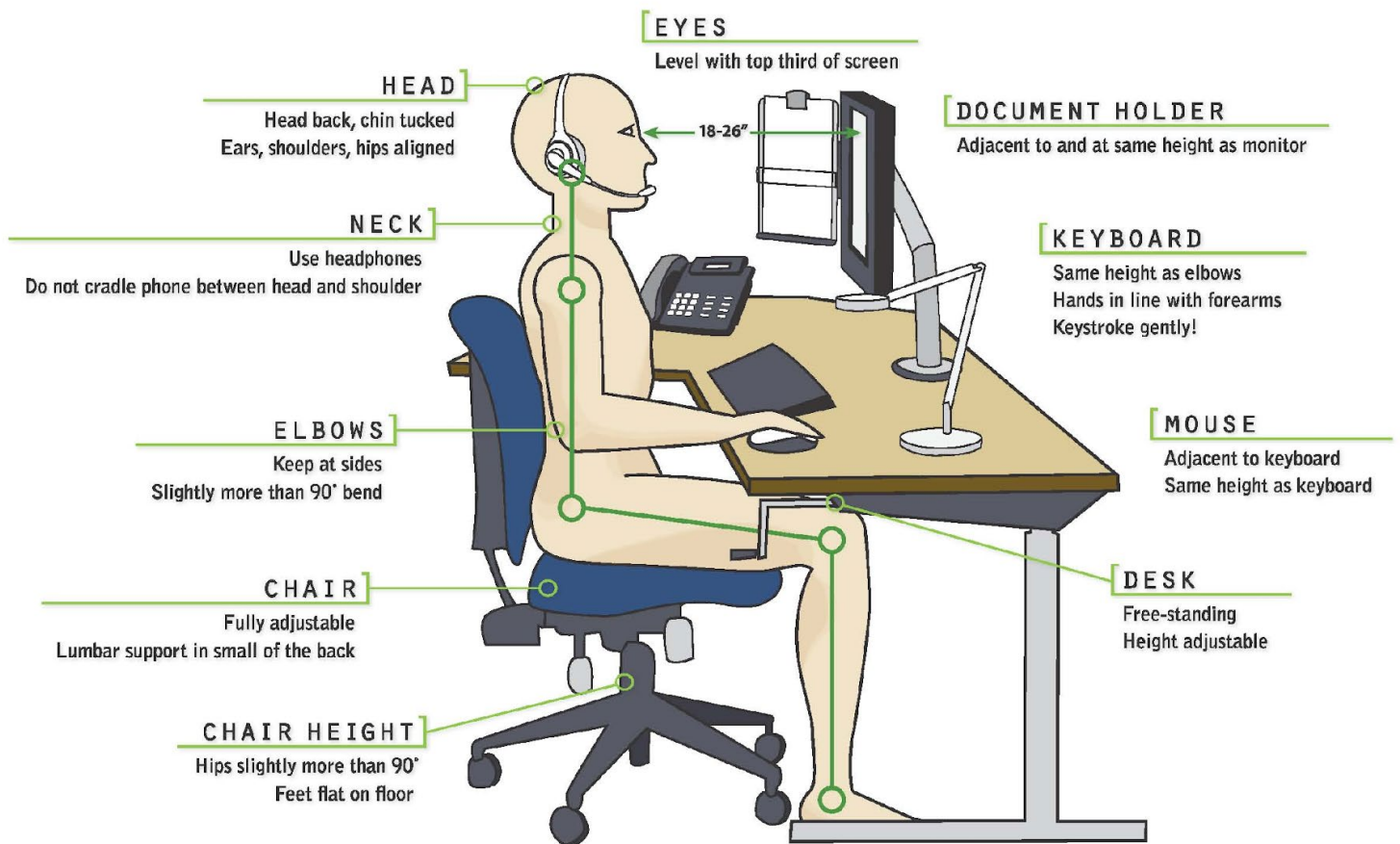
1. Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are *not* speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
2. Consider muting your video (also on the lower left of the screen) if you are eating, scratching, talking with someone else in the room, or anything else that might be distracting to others.
3. Close unneeded applications on your computer to keep the video optimally functioning.
4. You might want to use a headset with an external mic for best hearing and speaking capabilities.
5. When you are speaking, let others know that you are finished by saying one of these sign-offs: “That’s all.” “I’m done.” “Thank you.” So that everyone knows you have finished your comments.
6. If you want to speak, physically raise your hand or use the “raise hand” feature that is available at the bottom center of your screen.
7. You can ask questions and make comments silently if desired using the “Chat” feature (also on the bottom and center of your screen).
8. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
9. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background too.
10. Remember to sign out or “leave the meeting” when the session is finished.

Bonus item! Do not forget that clothing is *not* optional!

Ergonomics

HEALTH, ENVIRONMENT AND SAFETY SERVICES

WWW.FIN.UCAR.EDU/SASS/HSS



An Ergonomics Guide to Computer Workstations

Adapted from AIHA's *An Ergonomics Guide to Computer Workstations*, 3rd edition



With so many people needing to telework these days, AIHA wants to help you stay healthy while working from home.

Follow these guidelines to make your remote office work for you.

- If your feet cannot rest firmly on the floor, use an object such as a large 3-ring binder as a footrest.
- Adjust your chair or use cushions so that your thighs are about parallel to the floor and knees at about a 90 degree angle.
- If you need more back support than your chair provides, use cushions or roll a small towel to place in your lower back area.
- If available, use a separate keyboard and mouse with your laptop so you can adjust your screen to be at the right height.
- Set up the keyboard and mouse so that you are working at about elbow height or slightly lower, with wrists close to straight.
- Elevate your monitor on a box or books so that the top of the screen is eye level or slightly lower.
- Adjust the monitor to be about an arm's-length viewing distance away.
- Move your screen, turn off lights, or close window blinds to avoid glare.
- Change positions often. Move from seated to standing positions.
- Take breaks regularly to move around and to look at objects other than a screen.

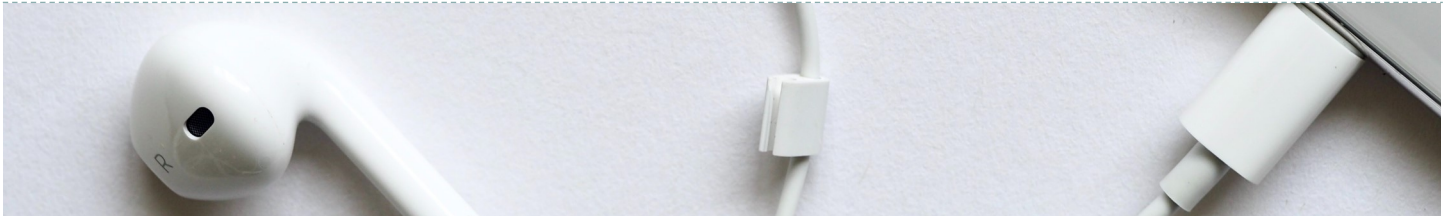
[aiha.org](https://www.aiha.org)

AIHA thanks ergonomics specialists for their input:
Cathy White, CIH, CSP, CPE; Sheree L. Gibson, P.E., CPE;
Mary O'Reilly, PhD, CIH, CPE and; Marjorie Werrell, PT, CIE, CPEE.

 **AIHA**[®]
Protecting Worker Health

Safety Notes

UCAR Health Environment & Safety Services (HESS) office



Virtual Meeting Fatigue: Take care of your ears

In light of all of the recent working from home accommodations, we recognized that the use of earbuds and virtual meetings may be causing people some extra stress. Please feel free to reference the following information and best practices to optimize your working from home experience.

When listening in on meetings or webinars, HESS recommends the following:

- Make sure that you are using an appropriate volume that isn't too loud
- Try to use noise-canceling earphones instead of earbuds
- Exercise variety; alternate use of earbuds and other listening devices such as computer speakers, headphones, or headsets
- Take breaks to rest your ears
- Aftermarket earbud adapters come in various sizes, try to use a smaller or different size
- If you can, invest in a higher-quality set of earbuds or headphones or an over-the-ears headset with a microphone
- The general recommendation from auditory experts for listening to music with headphones is a 60/60 rule: listen for no more than 60 minutes at a time at a maximum of 60% volume.

Concerns with earbud and low-quality headphone usage:

- Earbuds may cause ear wax build-up which can irritate the eardrum
- Most earbuds and basic headphones are low quality and transmit bass poorly leading users to turn up the volume
- The majority of earbuds and basic headphones do not block ambient noise
- Overuse of earbuds may cause the skin around the ear to become irritated or damaged
- Overuse of headphones may irritate ear lobes or temples

Virtual Meeting Etiquette

Many of us have had the opportunity to participate in a virtual meeting since the stay-at-home orders were issued. Whether you are enjoying this format or getting fatigued from it, please consider the following when scheduling or participating in a virtual setting:

- Remember that we're all trying to work during a crisis and that we all need to respect each other's time and personal boundaries
 - * Try to keep your Google Calendar up to date so that it is easy for others to know your availability
 - * When you schedule a meeting, try to leave 15-30 minutes in between meetings for yourself and other participants
- Try to limit the duration of meetings to 2-hours
 - * Meetings of 4-hour durations must include rest periods of 15 minutes to 1/2 hour
- Be aware of external noise or other people in your workspace
 - * Mute yourself when you are not talking
- Speak slowly, and clearly
- Be aware that backlit settings may make it difficult for others to lip read or observe social queues