CASBS Fellowship Manual
2018–19

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Stanford, CA 94305

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Welcome

As our staff welcomes you to the Center, it is with the certain knowledge that you will form new and lasting friendships and gain exposure to new ways of thinking. Our hope is that your CASBS experience will enrich your work and your life.

Creating a vibrant intellectual community that encourages scholars to venture into unexplored territory has been a hallmark of CASBS since its inception. We provide an environment where it is safe for you to stretch yourself, expand your horizons, and grow beyond any disciplinary limits you might have experienced previously. We invite you to take intellectual risks and investigate new research paths. We also encourage you to contribute to the long-enduring CASBS mission of using the behavioral and social sciences to advance understanding of solutions to important social problems.

_I have a very high opinion of the consequences of the Center. I look on it not only as a year of freedom from other responsibilities but also as a shaking-up process – a chance to reflect, but in a situation where one is under pressure to examine other points of view and to understand them._

- Kenneth Arrow, CASBS fellow, 1956-57, recipient of the Nobel Prize in economics

_The Center has a particular value now that couldn’t have been anticipated at its start. It is a place for sustained research, reflection, and conversation in the midst of one of the most dynamic regional economies in the world – close enough to benefit from the culture of innovation, but with its own distinct space for free inquiry._

- Paul Starr, CASBS fellow, 2014-15, recipient of the Pulitzer Prize for non-fiction

When they reflect on their year at the Center, many former fellows emphasize that this is a unique opportunity to create and innovate without the pressures of teaching and administrative responsibilities. We encourage you to take advantage of your time here by participating actively in the intellectual and social life of the community. The success of your year at the Center is contingent upon your willingness to be present (hence the residential requirement) and to engage with your colleagues.

The community at the Center grows organically out of interactions. Lunch at the Center is an important venue for exchanging ideas as are more formal academic activities such as the fellows’ seminars. On Wednesdays and occasional Mondays, one fellow will give a 30-minute talk followed by 30 minutes of discussion. All fellows are expected to participate in these weekly sessions. Many fellows also form working groups that meet regularly as a way to investigate shared interests and problems. Some of these evolve into longer-term projects, which on occasion have continued to be affiliated with CASBS.

The Center also organizes other events and activities in addition to the monthly social hours and expeditions for fellows and their families. The CASBS symposium series annually features several fellows.

Please check the internal fellows’ website for frequently used links, resource information, and answers to frequently asked questions:

https://atcasbs.stanford.edu/fellows

We look forward to getting to know you during your time at the Center. Our hope is that this will be a meaningful, rewarding, and life-changing year for you!
Staff Contacts and Email Lists

Fellows, research affiliates, visiting scholars, and staff:
casbs-todos@lists.stanford.edu

Fellows, research affiliates, and visiting scholars only:
casbs-class2019@lists.stanford.edu

Staff only:
casbs-staff@lists.stanford.edu

Kitchen: (650) 736-0005

Evenings and weekends only:
Mario Corral-Piñon
Resident Caretaker
Cell Phone (650) 333-0443

Drina Adams: (650) 736-0154
Finance Associate
drinaadams@stanford.edu

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Program Director
carugati@stanford.edu

Megan Deason: (650) 736-0104
Administrative Associate
mdeason@stanford.edu

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Special Initiatives Program Manager
christy.duignan@stanford.edu

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Fellowship Program Coordinator
amedward@stanford.edu

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Communications Director
mgaetani@stanford.edu

Jason Gonzalez: (650) 736-0178
Library/Information Manager
casbs-library@stanford.edu

Margaret Levi: (650) 736-0227
Sara Miller McCune Director
mlewi@stanford.edu

Phil Main: (650) 736-0141
Facilities Coordinator
casbs-facilities@stanford.edu

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Dining Program Coordinator
bmayock@stanford.edu

Betsy Rajala: (650) 723-2070
Program Director
rajala2@stanford.edu

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Finance and Research Analyst
angela9@stanford.edu

Sally Schroeder: (650) 736-0114
Associate Director
sally.schroeder@stanford.edu

Ravi Shivanna: (650) 736-0149
Technical Support Specialist
casbs-techsupport@stanford.edu

Darin Spelber: (650) 736-0917
Library Assistant
freda3@stanford.edu

Bruce Young: (650) 736-0146
IT Manager
bdyoung@stanford.edu

* Please note that separate e-mail lists also exist for fellows only, faculty fellows and research affiliates only, and visiting scholars only. If any of these three groups wishes to communicate solely among themselves, please contact Amanda Edwards (amedward@stanford.edu) for those lists. Otherwise, CASBS prefers that you send general announcements and invitations to the “todos” list, which reaches everyone. Also please note that the staff is not included in the class list.
Map of the Center
Address: 75 Alta Road, Stanford, CA 94305

The Center’s Emergency Assembly Point (EAP) is located in the Parking Lot Causeway. Entrances, sidewalks, driveways, and fire lanes should be kept clear. In the event of a drill or an actual emergency, it is important to report to the EAP as soon as you can so that we can account for all personnel.
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, August 31</strong></td>
<td>First day you may occupy studies. Full administrative services and a catered lunch will be available starting today. Please check in at the reception desk. Spouses and partners are welcome to be our guests for lunch, 12:00 -1:00 pm.</td>
</tr>
<tr>
<td><strong>Monday, September 3</strong></td>
<td>Labor Day Holiday Administrative offices and dining service will be closed.</td>
</tr>
<tr>
<td><strong>Tuesday, September 4</strong></td>
<td>Final check-in for class of 2018-19. Spouses and partners are welcome to be our guests for lunch. Orientation in the main meeting room. All fellows, research affiliates, and visiting scholars must attend. Spouses and partners are welcome to attend. (A separate session will be held later for spouses and partners.)</td>
</tr>
<tr>
<td><strong>Wednesday, September 5</strong></td>
<td>Class of 2018-19 introductions – Session I. All must attend. Spouses and partners are welcome to be our guests for lunch. Photos will be taken of class of 2018-19, staff, and groups. All must attend. Orientation in the main meeting room for spouses and partners.</td>
</tr>
<tr>
<td><strong>Thursday, September 6</strong></td>
<td>Class of 2018-19 introductions – Session II. All must attend. Spouses and partners are welcome to be our guests for lunch.</td>
</tr>
<tr>
<td><strong>Friday, September 7</strong></td>
<td>Class of 2018-19 introductions – Session III. All must attend. Spouses and partners are welcome to be our guests for lunch. Opening reception at the Center for fellows, research affiliates, visiting scholars, and families. Activities for children will be provided.</td>
</tr>
<tr>
<td><strong>Monday, September 17</strong></td>
<td>First fellows’ weekly seminar. (All 2018–19 seminar dates and sign-up information will be shared in early September 2018.)</td>
</tr>
</tbody>
</table>
Class of 2018-19 introductions
We have scheduled three sessions (September 5, 6, and 7, from 8:35 a.m. to 12:00 p.m.) for fellows’, research affiliates’, and visiting scholars’ introductions. Please take up to 10 minutes to introduce yourself to your colleagues by sharing: your name, primary discipline, home institution, the project you plan to focus on during your year at CASBS, and what you hope to learn from other fellows and scholars. If time permits, you can also talk about other interests that you have. Since we have a limited amount of time for introductions, please plan to discuss your research interests at greater length with your new colleagues during our daily lunches so that your introduction remains within the allotted 10 minutes. We will strictly enforce these time limits.

General Information

Residency requirement
CASBS is committed to the concept of a residential fellowship. We recognize that occasionally you may need to be away from the Center for brief periods (i.e., a few days or even an entire week). According to the terms of your fellowship, you have agreed to be present for lunch at least three to four days a week or absent no more than one week per month. Attendance at the weekly fellows’ seminars is also expected. Absences beyond that would present a significant problem that could result in withholding your stipend or the cancellation of your fellowship. Please let Sally Schroeder know in advance when you will be away for a few days or longer, and discuss any extended absence owing to illness or other extenuating circumstances with her as soon as possible.

Dining services
Having lunch with your colleagues at the Center is a long-standing tradition and a fruitful venue for lively, scholarly discussions. We recognize that seminars, group discussions, and social occasions are also great opportunities to interact with your new colleagues. The daily lunches, however, are frequently cited as the time when the most beneficial discussions among fellows occur.

Lunch is served every (non-holiday) weekday from 12:00 p.m.–12:30 p.m. The food service concludes promptly at 12:30 p.m., and everyone is asked to bus their dishes by 1:00 p.m.

An automated email will be sent to you each Thursday to remind you to sign up online for lunch for the following week. If you forget to sign up, or you want to add a guest, please call Barbie Mayock at (650) 736-0140 or (650) 736-0005. The cut-off time to use the automated system is 2:00 p.m. the day before lunch. The cut-off time for phoning Barbie is 8:30 a.m. on the day of the lunch.

Anyone with food allergies or special dietary needs should discuss them with Barbie Mayock. We try to accommodate most dietary restrictions. You are also welcome to bring your own food if you would prefer.

For all fellows: Lunches are provided at no cost. Lunches for your guests are available at the subsidized rate of $12.50. If your lunch guest is a Stanford faculty member, the cost of the lunch will be covered thanks to the generosity of the Dean of Research office. Please list the guest name(s) and business purpose in the “Stanford Faculty” section on the on-line lunch form.

In addition for first-time fellows: If the purpose of your lunch is to discuss your research at the Center with your guest (business guests), you may charge the cost of that lunch to your research funds. Please list the guest name(s) and business purpose in the “Research-Related Business” section on the on-line lunch form.
For faculty fellows and research affiliates: Lunches are provided at no cost. Lunches for your guests are available at the subsidized rate of $12.50.

For visiting scholars: Lunches are available at the subsidized cost of $12.50 for you and your guests. If you attend the weekly fellows’ seminar and lunch discussion immediately after, CASBS will cover the cost of this lunch each week (plus the Monday seminars).

Everyone will receive a monthly e-mail notification that invoices are in their mailboxes in the reading room. We appreciate prompt payment of invoices by check or cash—no later than 10 business days from the date of the invoice.

Holiday schedule 2018–19
The holidays that are observed by the Center (and Stanford University) for the 2018–19 academic year are listed below. Fellows, research affiliates, and visiting scholars are welcome to work in their studies on weekends and holidays, but Center administrative offices and dining services will be closed. Please contact Sally Schroeder if you have any questions.

- September 3, 2018: Labor Day
- November 22-23, 2018: Thanksgiving closure
- December 24, 2018–January 4, 2019: winter closure
- January 21, 2019: Martin Luther King, Jr. Day
- February 18, 2019: Presidents’ Day
- May 27, 2019: Memorial Day

Stanford ID
During the first week you are at the Center, you will need to go down to the Stanford campus to get a photo ID. You will need your Stanford ID to access a number of campus facilities and to open the lower gate to the Center for access outside of normal Center hours.

Please take a photo ID such as a driver’s license or passport, and your CASBS offer letter with you to obtain your new Stanford ID.

Fellows’ Stanford ID cards are free for the first card. Research affiliates’ and visiting scholars’ ID cards require a $25 fee, which is covered by CASBS. Spouse/domestic partner courtesy cards also require a $25 fee. Issuance of spouse/domestic partner courtesy cards requires proof of marriage or joint residence and a valid photo ID. Proof of a joint bank account, a marriage certificate, car insurance with both signatures, medical coverage with both signatures, or J-1 Visa documentation (for international guests) are all sufficient proof of marriage/partnership. Digital images of these documents are also acceptable. In addition, your spouse/domestic partner who is also a fellow must accompany you when you apply for a courtesy card, and they must show their valid Stanford ID.

The Stanford ID Card Office is in Tresidder Union at 459 Lagunita Drive, on the 2nd floor. The office is open Monday–Friday, 8:30 a.m.–12:30 p.m. and 1:00 p.m.–5:00 p.m. The phone number is (650) 498-CARD, or 8-2273. There is a parking lot next to the building with metered spots. Directions and a map will be in your orientation binder. For more information please review the card office website: https://uit.stanford.edu/service/campuscard.
Once you have your Stanford ID, please provide Phil Main (casbs-facilities@stanford.edu) with your ID number, and he will coordinate access to the CASBS gate.

If you lose your Stanford ID, you must replace it at the ID card office on campus and pay a $25 replacement fee. All fees can be paid by cash, check or credit card.

Center Events

Several events enhance the intellectual community at the Center and also connect us with the broader communities found on the Stanford campus, in Silicon Valley, and in the global sphere.

Fellows’ weekly seminars
The goal of these weekly seminars is for each fellow to present a specific project to her/his peers for 30 minutes, followed by 30 minutes of discussion. Sharing ideas about work in progress stimulates interaction and can raise provocative new questions. These weekly seminars will take place on Wednesdays (and some Mondays) at 11:00 a.m. and last until lunchtime. During lunchtime, a special table will be available for those who wish to extend the conversation. All fellows will participate in giving a talk during the course of the year.

CASBS symposium series
The symposium series features scholars drawn from the ranks of the Center’s current fellows and ongoing research projects. Each speaker will give a short presentation followed by an exchange of ideas with the audience. This year’s fall symposium on October 23, 2018 will feature fellows Eva Anduiza, Bart Bonikowski, and Maya Tudor. Other dates and speakers will be announced soon.

Board meetings
CASBS holds two annual board meetings during the 2018-19 year, one on Friday, November 16 and another on Friday, March 15. Fellows are expected to be at the Center on those days in order to meet casually with the CASBS board over lunch and discuss their research.

Social activities
The Center will host a monthly social hour, providing an opportunity for fellows, research affiliates, visiting scholars, and their families to become acquainted with one another. During the rest of the year there will be a range of other activities available to you. The Center staff will plan a few group outings to local points of interest. We will ask for volunteers to serve on a social committee that will work with the class to organize and coordinate other events and activities throughout the year.

The graduation dinner and celebration will take place on Friday, May 17, 2019. For decades, it has been a Center tradition for all in the class to attend this event.

Center Services

Calendar
A monthly calendar is available on the fellows internal site, or at the following link:

If you would like to add an activity to the calendar, please email Megan Deason (mdeason@stanford.edu).
Computing and technical support
The Center’s computing and technical support staff maintains the Center’s local area network and shared network printers and provides one-on-one support for basic technical issues. For problems beyond the scope of our support guidelines, we provide recommendations for a number of local technical support services. The Center’s computing team consists of Bruce Young (IT Manager) and Ravi Shivanna (Technical Support Specialist). Ravi is at the Center Monday through Thursday, and Bruce is at the Center Tuesday through Friday.

If you would like to request IT support, please send an e-mail to: casbs-techsupport@stanford.edu. This e-mail account is closely monitored. We would prefer that you send an e-mail rather than calling Bruce or Ravi. If you have sent an e-mail and have not received a reply within a few hours or you need help urgently, it is OK to make a follow-up call to Ravi at (650) 736-0149 or Bruce at (650) 736-0146.

Every study is connected directly to the Center’s Ethernet network, which in turn is connected to the Internet. The connection is transmitted via high-speed fiber optic cable to the Stanford campus. The network connection provides reliable access to e-mail, the web, library services, SSH, FTP, etc. as well as to our shared network printers.

In the past, some fellows have set up class-wide online messaging forums for issues on which they’d like to have more extensive exchanges than can be accommodated by the class e-mail list. Please contact Bruce or Ravi (casbs-techsupport@casbs.edu) for more information about how to do this if you are interested.

For further computing and technical information, click on the link below to access the “Frequently Asked Questions” section of CASBS’s computing and technical support website:

https://atcasbs.stanford.edu/fellows/computing-faq

Duplicating and printing
The Center has two large multi-function printers that can be used for scanning, duplicating, faxing, and printing. One machine is located in the Maybeck building near the lower level studies. A second machine is located behind the reading room. Your facilities key will unlock both doors, and your copy code will work on both machines. To fax, place document(s) in the feeder tray on top. Log-in with your three-digit copier code. For outside of the campus but within Stanford’s 650 area code, dial 9, then the phone number starting with 650. For any numbers outside of Stanford’s area code, dial 9-1, then the phone number. Hit Start. If there are any problems faxing, printing, scanning, etc., please ask someone in the front office for help.

In compliance with the copyright law relevant to photocopying—section 107 on fair use and section 108 on reproduction by libraries and archives—the copying of copyrighted works and other works by a nonprofit library is permitted only where the copying is infrequent and sporadic, and where the quantity copied is small. The law forbids the copying of entire books or journals. It does not satisfy legal requirements to copy a whole book one chapter at a time.

Housing
It should be emphasized that the Center is necessarily neutral in relations between fellows, research affiliates, and visiting scholars and their landlords. We suggest that the rights and obligations of both parties be clearly stated and agreed to in writing at the beginning of the year. If a problem arises in the
course of the year, you should discuss it with the landlord or agent.

**Library services**
The Center’s library services staff offers a variety of reference and information services in support of fellows’ research. Our services and policies are summarized here. A complete introduction to the Center’s library services can be found on the library services webpage at:

https://atcasbs.stanford.edu/library

A short library orientation video is available for viewing on the library services website and explains services offered and how to request and access online materials. Questions can be directed to: casbs-library@stanford.edu.

**Ruth H. and John G. Neukom Reading Room**
Our reading room houses several collections of books, journals, and daily newspapers that may be used by the entire Center community. Please bring copies of your own publications to add to our “Recent works by fellows, research affiliates, and visiting scholars” shelf. It is a great way to help familiarize your colleagues with your work, and to avoid having to request your own work from Stanford if you need to check a citation.

**Reference services**
The CASBS library services staff can provide assistance in finding references and navigating a variety of online catalogs and databases. In addition, our library services homepage offers links to many catalogs and databases. To search the Stanford libraries catalog directly, use SearchWorks. While you cannot make requests to CASBS library services via SearchWorks, by using your SUNet ID login credentials, you will be able to access Stanford's electronic books and databases.

**Borrowing and interlibrary loan (ILL) services**
Fellows, research affiliates, and visiting scholars can use SU libraries and online databases. Additionally, you have the option of using the Center’s library services for book delivery.

All library requests should be submitted using the online forms available at:

https://www-casbs.stanford.edu/local/libraries/requests

Here you will find a searchable request form, with the capability of searching Stanford, CASBS, and WorldCat catalogs. Further down the page, you will find a manual book request form, as well as a manual article request form to use if you already have a citation in mind. Please put as much information as you have about the works into the fields.

Once your request is placed, you will receive an automatic e-mail confirmation. We will notify you via e-mail of any delays in delivering your request. Items may be requested from CASBS, SU libraries or databases, or non-SU libraries through ILL. Depending on the location of your request, processing time can take anywhere from one day to a few weeks. We ask that you plan ahead for your library needs.

You can have up to 80 items checked out at once through CASBS library services. Once you reach that limit, you can get additional items by returning books you currently have out, or by going down to the campus libraries and setting up a personal account.
**Additional library information and policies**

All books must be returned before the end of your fellowship year. Books cannot be taken from the Center when you leave and returned later. To facilitate the end-of-year return process, please consider returning books throughout the year or beginning the process several days before your date of departure. All materials can be returned to the library office or library mailbox.

You will be charged for any items outstanding on your account after June 28, 2019. Please note that you will be responsible for any fines or fees resulting from delinquent returns or lost items.

We ask that the Center’s library service be used for academic work and not general reading. To use SU privileges for general reading, please visit the Green Library privileges desk with your Stanford ID card. The Green Library staff will give you a personal account to use during your stay at the Center, which can be used for general reading purposes.

The CASBS reading room accepts donations in three areas: the Tyler Collection, the General Collection, and the “Recent works by fellows, research affiliates, and visiting scholars” shelf. For details on restrictions and donating procedures, please visit the Reading Room information page at:

https://atcasbs.stanford.edu/library/reading_room

The Stanford University Libraries (SUL) has written regulations governing the use of its libraries. One can access many of these libraries and their related borrowing privileges through the use of either the ID card or library-issued cards. Access to the collections of Hoover Institution, Robert Crown Law, and Stanford Linear Accelerator Center Libraries (each a “coordinate library”) is determined by each coordinate library. Unfortunately, CASBS library staff cannot retrieve materials from the Lane Medical Library because they do not recognize our proxy accounts. To access materials from Lane, fellows, research affiliates and visiting scholars must go there themselves, with their Stanford IDs. While a Stanford ID card may be necessary to gain access to campus library resources, the possession of an ID card does not assure access to any library. If an individual does not have an ID card, or their ID card does not allow the library access or borrowing privileges required in order to complete their Stanford-related work, instructions for requesting such access or borrowing privileges may be found at library.stanford.edu/using.

Please note that, as a rule, we cannot borrow for spouses or partners.

**Access for spouses and partners**

Your Stanford ID can be used to obtain a library identification card for your spouse or domestic partner, which allows checkout privileges at Stanford’s Green Library. For more information, please refer to:

http://library.stanford.edu/using

**Mail**

Boxes for incoming mail are located just inside the door to the reading room, where you will find a mailbox with your name on it. Incoming mail is delivered each weekday—usually before noon. If you require special handling that cannot be done at the Center, the front office staff can direct you to the nearest US Post Office.

Megan Deason or Amanda Edwards are able to stamp outgoing business mail for you, in return for cash or
check payment from you. No change will be provided. Mail is collected from the main office by the US Postal Service daily. Pick up times can fluctuate, so be sure to put your letter out earlier rather than later.

Megan can arrange for Federal Express, DHL, and US Postal Express mail pickups until early afternoon. The cost of these express/premium services must be paid by your credit card.

Outgoing Stanford University interdepartmental mail is distributed postage-free each weekday. Incoming Stanford University interdepartmental mail is distributed to mailboxes daily. The Center’s interdepartmental mail code at Stanford is 8710.

Communications @ CASBS

During your fellowship year, please help CASBS project its name by being proud to associate yourself with CASBS in your various endeavors away from the Center. Mike Gaetani (mgaetani@stanford.edu), CASBS’s communications director, is available for consultation if you have any questions about this section.

CASBS attribution in interactions with media and outside audiences
CASBS strongly encourages fellows to display affiliation with CASBS as part of their email signatures and also that they ask publishers, media outlets, and outside hosting entities to acknowledge the affiliation. The preferred attribution is:

2018–19 fellow, Center for Advanced Study in the Behavioral Sciences at Stanford University
(or visiting scholar, research affiliate, or faculty fellow, as the case may be….)

For purposes of compositional flow, the attribution can be expressed as follows: “She is a 2018-19 fellow at the Center for Advanced Study in the Behavioral Sciences at Stanford University.”

Some publishers and media outlets will only permit a single, and not multiple, affiliations. We understand this. Please start by asking for insertion of the CASBS attribution as well. Some outlets are unyielding, while others will acquiesce to a clearly stated preference.

This applies when fellows appear as speakers, panelists, guests, honorees, etc. at an outside-of-CASBS event of some sort. Please ask for insertion of the CASBS affiliation in related promotional materials and disseminations, whether print-, email-, or web-based. This especially applies to events elsewhere at Stanford. Please ask for the CASBS attribution. You should receive it. If the hosting Stanford entity (school, department, center, institute, etc.) is not receptive to the request, please relay that information to Mike Gaetani.

Use of CASBS logo and letterhead
Fellows are permitted and encouraged to use the CASBS logo and letterhead in promoting their professional activities and appearances outside the Center. To access the logo, navigate to the internal web site for fellows, section 7, or contact Mike Gaetani.

CASBS brochure
We encourage fellows to take copies of the latest CASBS brochure on their travels. Contact Mike Gaetani to obtain a supply.
Photography at fellows’ seminars and on CASBS grounds
We photograph all fellows’ seminars. Typically, one photo of each seminar presenter is tweeted with appropriate accompanying text. Fellows’ seminar photos are available upon request. Please contact Mike Gaetani.

As a courtesy, we provide seminar presenters a link to a shared drive folder of photos taken during his or her seminar. There may be a time delay before such photos become available. For time-sensitive special requests, contact Mike Gaetani.

Outside the seminars, photographs of fellows (typically in small group discussion format, both in formal and informal settings) may be taken at various times in both interior and exterior spaces.

We do not take photos of fellows during daily lunches.

Photography usage
Most photos are for archival purposes only, as it is important that we collect imagery to contribute to the ongoing documentation of CASBS’s institutional memory.

It is possible that a small number of photos will be selected for display on the CASBS website (then likely rotated off the site after a period of time), in an electronic newsletter that we produce, or in a print brochure. Some photos of fellows interacting and engaging during seminar Q&A sessions or in groups in outside spaces are particularly good for these purposes.

If any fellow strongly objects to images of him or herself potentially appearing on CASBS social media, the CASBS website, a CASBS electronic newsletter, or CASBS printed material, or if any fellow has questions or seeks clarifications, he or she should speak with Mike Gaetani.

Access to Stanford studios for interviews (television, radio)
If outside media request to interview a fellow in a studio-quality environment, please contact Mike Gaetani and he will provide guidance on how to arrange for studio time on the Stanford campus.

Media visits to CASBS
For outside media visits to CASBS for fellow interviews, fellows should provide as much advance notice as possible to Mike Gaetani so that the Center has general awareness of the visit. This applies to all media, but especially media that seek to film fellows (and CASBS buildings and grounds). This may require submitting a formal request to film with Stanford University. Contact Mike Gaetani to ascertain whether this applies to a given circumstance. If a media outlet would like to film fellows in interior spaces other than their studies, fellows should request to reserve space with the CASBS front office with as much advance notice as possible.

CASBS social media
The Center’s two principal social media outreach platforms are YouTube and Twitter:

YouTube channel: CASBSBehavSci

Twitter: @CASBSStanford

For those without Twitter accounts, the CASBS Twitter feed can be viewed on the CASBS web site.
We encourage fellows to contribute news and other suitable content for inclusion in the CASBS Twitter feed on a rolling basis. Send news/content to Mike Gaetani.

We strongly encourage fellows to invite people and organizations in their professional networks to follow the CASBS Twitter account.

Financial Information

Questions concerning your stipend award should be discussed with Sally Schroeder (sally.schroeder@stanford.edu).

Disbursement of stipends
Stipend checks are issued at the end of each month and usually arrive at CASBS by the last day of the month. We strongly encourage you to enroll in direct deposit. The direct deposit form is in your welcome packet. The fellowship stipend is paid directly to the fellow and dispersed over a nine-month period beginning in September and ending in May.

Income tax withholding and reporting
Fellowship support payments provided to CASBS fellows are not considered compensation for employment and, as such, you will not receive a tax document reporting these payments. Although it is not reported to you on a tax document, the fellowship support that you receive is likely taxable for you. We encourage you to consult with your tax advisor early in the fellowship year to become familiar with the tax-reporting regulations required on your funding from Stanford/CASBS. Please see a general overview on tax-reporting obligations below:

- **US citizens, permanent residents, and residents for tax purposes**
  Fellowship payments to US citizens, permanent residents, and residents for tax purposes are taxable to the recipient. Stanford does not withhold tax from these payments. We recommend that you retain all documents containing payment information from Stanford for your tax files. It is suggested that recipients make quarterly tax payments to the IRS and the State of California. See Form 1040ES at [www.irs.gov](http://www.irs.gov) and Form 540ES at [www.ftb.ca.gov](http://www.ftb.ca.gov). Following the end of each calendar year, Stanford University Payroll will mail a letter to you that will state the total amount of fellowship support you received from Stanford. The letter is mailed to the address on file at Stanford; it is not filed with the Internal Revenue Service.

- **Non-US residents**
  Fellowship payments to non-US residents are subject to 14% federal tax withholding and are reported on Form 1042-S. Form 1042-S is mailed yearly by March 15. Nonresidents from a country with a tax treaty can claim exemption from withholding by filing Form W-8BEN with Payroll. A Social Security Number or Individual Taxpayer Identification Number (ITIN) is required to claim the tax treaty benefit. It is suggested that recipients make quarterly tax payments to the State of California. See Form 540ES at [www.ftb.ca.gov](http://www.ftb.ca.gov).

Research-expense allowance
First-time fellows are provided with a research-expense account of $600. Note: Any first-time fellows appointed for less than a full term will be allotted $300 for research expenses. Any unused funds will be made available to future classes of fellows. Funds are for direct support of research while in
residence. Examples of reimbursable research-related expenses include: travel to present your CASBS research, books, subscriptions to professional journals, business lunches, computer support/repair, and parking permits for meetings on campus. Examples of non-reimbursable expenses are: memberships in professional organizations, purchases of computing devices and/or peripherals, etc. and the shipping of materials. If you have any further questions about what your research funds may be used for, please contact Angela Schroeder (angela9@stanford.edu) or Drina Adams (drinaadams@stanford.edu). All reimbursements are tax reportable for you.

To receive reimbursement, please complete the online form at this link: https://atcasbs.stanford.edu/fellows/wp-content/uploads/Reimbursement-Request-Form.pdf. Attach original receipts and leave with Drina and Angela in the front office. They will complete a Stanford form for you to sign and return to them. The deadline for submitting reimbursement requests is May 31, 2019.

**Center Facilities**

**Athletic and recreational facilities**
Recreational activities at the Center vary from year to year. The most popular activities are usually jogging, walking to “the dish,” and yoga. Outside there is a ping pong table and a volleyball court (both in the parking lot area). Dressing rooms and showers are located behind the barn, next to the small cottage. Your GM1 key will open these rooms.

There is a small workout room located in the barn, which your GM1 key will open. You must sign a liability-release form before using the equipment. The form is in your welcome packet; please return the signed form to Amanda Edwards in the front office. Whenever you use the workout room, please sign the log on the round table just inside the door.

A path near the Center permits access to “the dish” trail—the extensive system of paths/roads that are available for strolling and jogging. A member of the staff will be happy to show you the approved path that leads to the entrance to the main trail. Carry your Stanford ID card with you to show the University’s patrol officers in case they stop you. To check the hours that the dish trail is accessible, go to the following website: http://dish.stanford.edu

For information on Stanford athletic facilities on the main campus, please refer to: http://www.gostanford.com/facilities/

**Audiovisual equipment**
The Center has a versatile multimedia system built into the main meeting room, consisting of a 90” LCD panel, video conferencing cameras, and wireless microphones for audio conferencing. The system also includes a DVD player, satellite TV for special events, and audio/video connections for computers and other devices. Other items include a flipchart easel and mobile white screens.

For smaller meetings, the Center has a wall-sized Smart Board projection screen in our small conference room. The Smart Board can be used as a digital white board for writing and drawing as well as for computer presentations and videoconferencing for individuals or small groups. Please contact Bruce Young or Ravi Shivanna (casbs-techsupport@stanford.edu) for more information.
Building and study maintenance
Regular janitorial services are performed each weekday in the late afternoon and early evening. Study trashcans are emptied on Monday, Wednesday, and Friday evenings. The study offices are swept and vacuumed every other week. General dusting and cleaning is done on Wednesday evening. Please note that the custodian will not move any of your papers or books. If there are any on the desk, they will refrain from dusting.

In case of emergency after working hours or on weekends, contact our caretaker Mario Corral-Piñon on his cell phone at (650) 333-0443.

Emergency preparedness
Please become familiar with our emergency plans. In case of an emergency during business hours, leave your study and immediately convene in the Center parking lot. There is a blue emergency tower in the parking lot that can connect you directly with 911 operators. You will receive more detailed information on our emergency plans early in the academic year. In addition, you will find instructions in your study for your area of the facility, an emergency kit, and a flashlight. Stanford University holds an emergency evacuation drill in the fall. All fellows, research affiliates, visiting scholars, and staff are expected to participate in this drill. Please be sure to review both the CASBS and the Stanford Emergency Preparedness Plans online, under the fellows section of the CASBS internal website: https://atcasbs.stanford.edu/fellows/emergency-preparedness-2/

If you should have any questions, please contact Phil Main.

Fire hazards
It will be important during your stay to become aware of the fact that fire danger is great in this area, and the Center is in a particularly vulnerable situation. Please exercise great care in disposing of matches or other lighted materials. Make note of the location of the fire extinguisher nearest your study.

Please also see the Center’s policy on smoking on page 24.

Gate access
You will need your Stanford ID card to activate the automatic gate at the bottom of the hill, which is kept closed after hours (6:00 p.m.– 6:00 a.m.) and around the clock on weekends and holidays. Your card is not necessary for gate entry during normal business hours. When exiting the Center after hours, pull your car up close to the gate, and it will open. Bikers or walkers also must use their ID cards to open the gate.

Grounds
The Center is under the care of Stanford’s grounds crew. For many reasons, including preservation of flora, we ask that you follow our pet policy (see page 23). The Center sits in a natural environment with outdoor patios, rock walls, sliding glass doors, stairs, low trees, and a fountain. Naturally, it is not childproof. On the occasions when children are at the Center, please keep both children and the grounds safe and intact.

Many creatures make their homes at the Center, and we are fortunate to witness their daily activities. Most of them are shy and keep away from human beings. These include lizards, king and gopher snakes (both non-poisonous), quail, deer, raccoons, skunks, jackrabbits, cottontail rabbits, mice, tree and ground
squirrels, wild turkeys, and an occasional fox, bobcat, or coyote. Birds often crash into our sliding glass doors and are temporarily dazed. Wild turkeys and deer often roam the parking lot and campus. There should be no attempts to chase or catch any of the wildlife. If you notice a creature in or uncomfortably near your office and would like it removed, contact Phil Main.

The grounds beyond the Center’s borders remain in a natural state. The principal natural hazard to beware of is poison oak. Learn to identify this noxious weed as soon as possible in order to avoid it.

If you choose to stroll through the foothills on your way to or from the Center, please keep to the paved path. Stanford permits public use of its foothills only in accord with its strict conservation regulations. Because a small percentage of ticks may transmit disease, it is a good idea to check for them after your hikes around the Center or anywhere in the Bay Area.

Guides to local flora and fauna are available in the California Collection of the Center’s library.

**Heating and cooling**
Most of the buildings are heated by a radiant heating system in the floor. If we have unseasonably cool weather, first check the thermostat in one of the end studies in your wing (Studies 6, 7, 13, 21, 30, 38, 54). Thermostats in studies 17 through 20 are controlled individually. If the thermostat setting appears inappropriate, or if you cannot get access to it and the problem persists, please contact Phil Main. Our studies are not air-conditioned. For most studies, the cooling system consists of opening some or all of a study’s doors and windows. Most studies have a ceiling fan, and we have a supply of small fans to lend if you are particularly sensitive to heat on warm afternoons. The library is air-conditioned, and on a very hot day can be an attractive refuge. Please do not remove any doors or screens from the doorways in your study.

**Kitchen and dining room**
Self-service coffee and tea is available in the dining room. Iced teas are provided in the wooden cabinet next to the entrance to the dining room and are available after 10:00 a.m.

The dining room is accessible during business hours, on weekend days, and until about 10:00 p.m. on weeknights. Outside of normal business hours, please use the hinged door in the walkway next to the women’s restroom (your GM1 key will unlock this door) and leave the sliding glass doors of the dining room locked.

There is a microwave oven and a hot/cold filtered water dispenser in the dining room for your use during and after business hours.

A small tool kit (can opener, bottle opener, etc.) can be found on a cabinet shelf near the water dispenser. If you use any of the tools, please place them at the busing window so they are washed before they are reused.

The Center’s kitchen is not available for use by fellows, research affiliates, visiting scholars, or guests.

**Meeting rooms**
The principal rooms for group meetings are the main meeting room, the Wilson Lounge (named for O. Meredith Wilson, the Center’s director from 1967 to 1976, and his wife, Marian), and the small conference room (between the library office and study 016). If you wish to use one of these rooms for
meetings or discussions that arise from your stay as a fellow here—even for an impromptu meeting—you must reserve it by contacting Megan Deason. She maintains the master calendar and can let you know if the room you would like to use is available.

If you would like to host an external group meeting at the Center, please be in touch with Christy Duignan or Amanda Edwards. There may be a fee for use of meeting space depending on the agenda and participants, and any staff support necessary for space set-up and audio-visual needs.

Noise
The studies have very little soundproofing. In this era of smart phones, teleconferencing, and digital media, we understand the importance of conversations in your study. As a courtesy, try to keep your voice as low as possible. Please use earphones if you play audio or use video devices with sound in your study. If you or your neighbor finds the noise disturbing, we will do our best to accommodate you both.

If you plan to have a lengthy conversation (by phone, in person, or by videoconference) we recommend you use one of the conference rooms. Please see the audiovisual equipment section above for video and teleconferencing options in the main meeting room and the small conference room. There is also wireless access in the Wilson Lounge (next to the small conference room) if you want to use your laptop. Please check with Megan Deason before using any of these spaces to be sure they are available.

Parking
The Center parking lot is intended for use of fellows, research affiliates, visiting scholars, staff, and their guests. Parking permits are not required in the Center lot, but most parking lots on the campus require parking permits or have parking meters. Please sign the car registration form in your welcome packets and return it to Phil Main’s mailbox in the library.

Directly in front of and closest to the administration building of the Center are parking spaces for designated staff cars and vehicles with handicapped license plates.

For your convenience, one-day “scratcher” permits (which are valid for one-day parking in “A” lots) are available for $13.50 each at the front office. If you expect to be on the main Stanford campus frequently, please speak with someone in the front office about how to purchase a monthly parking permit; this is a more economical parking option than buying daily “scratcher” permits. Parking on campus is free after 4:00 pm on weekdays and on weekends, with the exception of the Oval lot in front of Main Quad, which is free after 6:00 pm on weekdays.

For parking information for the main campus please refer to the Stanford Parking & Transportation Services website: http://transportation.stanford.edu/.

Security
If there is an emergency please dial 911 from your cell phone, or 9-911 from a Center phone. Local police and fire departments have access to our gate and will respond promptly.

To protect the physical property of the Center from damage and theft, and the grounds from trespass, the automatic gate is set to close between the hours of 6:00 p.m. and 6:00 a.m. weekdays and to remain closed all day during weekends and holidays. On occasion, the gate may be left open to accommodate the activities of our neighbors on the hill.
In addition, you are asked to:

- Keep valuable items in the locked file drawers in your study. Routinely back up your computer files and keep an additional copy of them off site. If you have a laptop, take it home with you each night.

- Close and lock your study door and window, and close the shade when leaving your study for any extended period, especially when leaving for the day. Promptly report any missing furnishings or equipment to Phil Main (casbs-facilities@stanford.edu).

You are welcome to use your study and the Center library after hours. Outside lights are left on all night for your safety and convenience. In the event of a power outage at night, emergency flashlights are located in each study. Please replace them after use. If you notice that a light has burned out, please tell Phil Main. If you are here after business hours, please park your car in the main parking lot where it will be visible.

If you use any of the public rooms such as the reading room or the workout room, please relock any door you have opened with your facilities key, unless other Center fellows, research affiliates, visiting scholars, or staff are making use of the space.

The Center has residential caretakers (Mario Corral-Piñon and Gilda Trewin; or, in their absence, Mario’s brother Martin) who are generally on site or accessible by cell phone (6:00 p.m. to 10:00 p.m. weekdays and daily on weekends). They live in the Center’s cottage at the entrance to the parking lot. Each evening around 6:00 p.m. and then again at 10:00 p.m., Mario and Gilda will make rounds to confirm that all doors and windows are locked.

Mario can be reached by calling his cell phone at (650) 333-0443 if you need his assistance during these hours. If you are in your study, be sure to give Mario your cell phone number if you would like him to call you back.

**Spouse and partner workspace**

Spouses and partners are an important part of the culture at the Center, and they are invited to participate in many Center activities. Fellows can have spouses and partners working in their studies if they like. Please contact Sally Schroeder if you have questions about study space. Some Center services are reserved for fellows.

**Studies**

You will sign for keys to your study and Center facilities. Missing keys are a security risk for everyone, so please guard them carefully. There is a $30 replacement fee for a lost key.

Please do not remove furniture or equipment, including doors and screens, from your study or attempt to make other changes without consulting with Phil Main.

The studies have been renovated recently, which included sanding and staining the original redwood walls. We ask that you do not use nails or pushpins to hang items in your study. Phil Main has a supply of non-destructive picture hangers. Please let him know if you need one.
Supplies
Amanda Edwards is currently responsible for ordering basic office supplies. Unfortunately, we are unable to place special orders for you.

Telephones, fax machines, and Stanford University calls
Studies do not have individual phones. There are general use phones in the Wilson Lounge and the small conference room that may be used for calls within the US when you cannot use your cell phone or videoconferencing software from your computer. If you would like the front office to give your cell phone number to people who call the main number at the Center and ask for you, please send them an email with your cell phone number that clearly gives her permission to share it.

The Center’s main fax machine is located in the front office. Incoming faxes are received there and will be placed in your mailbox. If you need to send a fax out, it may be possible to send one from the front office or the printer room behind the reading room. Please check with a front office staff member first.

Most Stanford University office phone numbers begin with the prefixes 723, 725, or 736. The numbers listed in the Stanford Directory omit the first two numbers: 72. To call a Stanford number from a Center phone, dial the last five digits of the number.

Stanford University Policies
The Center’s operations are governed by Stanford University’s administrative policies.

Controlled substances and alcohol
The Center maintains a strong commitment to providing a safe and productive work environment. Because of this commitment, the Center has a strict policy regarding the inappropriate use and possession of drugs and alcohol. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited at the Center, in the workplace, or as part of any Center activities. The only exception to this policy exists at Center-sponsored functions where alcohol may be served. The workplace is presumed to include all premises where the activities of the Center are conducted. As a condition of fellowship and employment, all Center fellows, research affiliates, visiting scholars, and employees are required to follow this policy. Fellows, research affiliates, visiting scholars, or employees who violate this policy are subject to disciplinary action up to and including termination.

Research with human subjects
The Center is seldom used as a base for data collection. In the unusual case where fellows wish to collect data from human subjects locally, the appropriate review committee of their home institution and at Stanford University should approve their research activities before work begins. If you hope to conduct this kind of research during your fellowship, please contact Sally Schroeder.

Patent and copyright agreement
As fellows in residence at Stanford University for longer than three months, Stanford’s policies on intellectual property will apply. You will be asked to sign a Stanford Patent and Copyright Agreement: http://otlportal.stanford.edu/su18a.

Please be assured that, consistent with academic tradition here and elsewhere, Stanford University does
not claim copyright ownership of pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include dissertations, papers, and articles written by Stanford faculty, staff, students, and fellows in residence such as yourself. Similarly, the University claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, un-patentable software, or other works of artistic imagination. The University encourages your creativity and does not wish for its policies to interfere in any way.

As most academic institutions do, Stanford asks that you use its resources, including faculty, staff, facilities, and equipment, for their intended purposes. Our policies in this regard are aimed at avoiding potential conflicts between the teaching and research missions of the university and any proprietary or commercial interests.

Should you invent something potentially patentable while you are here, you will be expected to disclose it to Stanford, and you will have the services of the University’s Office of Technology Licensing to assist in possible patenting and licensing. Stanford’s royalty-sharing policies are comparable to those of other universities.

The University’s policies are also intended to ensure effective technology transfer. CASBS inventors are free to place their inventions in the public domain as long as that does not violate any other agreements. In addition, the policies will not apply to any prior existing property that you may have already created and disclosed at your home institution; nor will it apply to inventions that made only incidental use of Stanford resources, including facilities, equipment, or people. Incidental use is defined as the ordinary use of desktop computers, Stanford University libraries, and limited secretarial or administrative resources. If an invention is assignable to Stanford, and you are remaining fully supported by your home institution, Stanford will share the ownership of inventions created here with your home institution.

**Pets**

As a general rule, pets are not permitted in Stanford University buildings, including the Center, except:

- Animals used in approved teaching, research, and clinical activities
- Assistive animals for persons with disabilities, or those being trained for such a purpose
- Police dogs on duty

If you have any questions, please contact Sally Schroeder.

**Sexual harassment prevention**

Stanford University strives to provide a place of work and study free of sexual harassment, intimidation, or exploitation. Where sexual harassment has occurred, the University will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. This policy applies to all students, faculty, and staff of Stanford University as well as to others who participate in Stanford programs and activities. Individuals who violate this policy are subject to discipline up to and including discharge, expulsion, and/or other appropriate sanction or action. Reports of sexual harassment are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation, and the initiation of grievance and disciplinary processes. These policies and programs represent our commitment to maintaining a safe and healthy campus community and promoting a culture of respect. Fully achieving our goal requires understanding, good will, and effort on the part of the entire University community. For concerns or questions, please contact the Sexual Harassment Policy Office by
Smoking
It is the policy of Stanford University that smoking of tobacco products in enclosed buildings and facilities and during indoor or outdoor events on the campus is prohibited. This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the university community to observe and follow this policy and its guidelines.

• Smoking-prohibited areas
Smoking is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, in university vehicles, during indoor or outdoor athletic events, during other university-sponsored or designated indoor or outdoor events, and in outdoor areas designated by signage as “smoking prohibited” areas. Ashtrays will not be provided in any enclosed university building or facility. “Smoking Prohibited” signs are posted.

• Outdoor smoking areas
Except where otherwise posted as a “smoking prohibited” area, smoking is generally permitted in outdoor areas, except during organized events. Outdoor smoking in non-prohibited areas must be at least 30 feet away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. To accommodate faculty, staff, and students who smoke, vice presidents, vice provosts, and deans may designate certain areas of existing courtyards and patios as smoking areas, and they must provide ashtrays. The specific academic or administrative unit(s) will be responsible for absorbing all costs associated with providing designated smoking areas and ashtrays.

Medical Emergencies and Clinics

We are part of the Palo Alto emergency system, which enables us to dial 911 from cell phones or 9-911 from Center phones to reach police, fire, and emergency medical assistance without delay.

The emergency room at the Stanford Medical Center is open 24 hours a day and can be reached in a few minutes by automobile from the Center. Advance notice by telephone, (650) 723-5111, may expedite treatment. Live wait times are updated on their website:

https://stanfordhealthcare.org/medical-clinics/emergency-department.html

If the emergency is not life threatening, the Palo Alto Medical Foundation has an urgent care and afterhours clinic at 795 El Camino Real, Level 1 of the Lee Building, between University Avenue and Embarcadero Road, open 7:00 a.m. to 9:00 p.m., Sunday through Saturday, and on holidays: (650) 853-2958/Pediatric: (650) 853-6558. For non-emergencies, the Menlo Medical Clinic, (650) 498-6500, and the Stanford Internal Medicine Group, (650) 498-9000, are also nearby.

Simple first-aid supplies, including minor medications (such as aspirin and antihistamines), are kept in the front office. Please advise Sally Schroeder if you have a special susceptibility to medical emergency that we should know about for your safety. All accidents, however minor, should be reported immediately to Sally. The Center is legally required to complete the appropriate accident report form within 24 hours of the accident. Please see Sally for the accident form.
The Stanford Campus

Many of the public activities on the Stanford campus will be of interest to you. A list of campus activities maintained by Stanford is available here:

http://events.stanford.edu/

To subscribe to Stanford’s daily e-newsletter, the Stanford Report, visit the following link:


Fellows at the Center have Stanford fellow status. Your Stanford fellow ID card can be used to access a number of campus facilities. Unfortunately, your Stanford ID card is not valid for the Stanford Faculty Club.

Department of Athletics, Physical Education, and Recreation (DAPER)
Your Stanford ID can also be used to obtain a recreation access card for your spouse/domestic partner or dependents. Proof of dependency (birth certificate, health insurance card, or other guardianship documentation) is required to obtain a recreation card for dependents. Visit the Stanford ID card office at Tresidder Union to get a card. For information, call (650) 498-CARD or (8-2273).

The athletics card will allow access to Stanford’s athletic facilities (swimming pools, weight rooms, etc.) subject to payment of established amounts, if any, for tickets or use fees. Non-holders of IDs may be able to access certain DAPER facilities by purchasing a guest card. Information about guest cards is located on the DAPER Physical Education, Recreation, and Wellness website at:

https://uit.stanford.edu/campuscard/courtesycard

Stanford Community Recreation Association (SCRA)
Your Stanford ID card is not valid for the Stanford Community Recreation Association (SCRA). SCRA is a membership facility on Bowdoin Street featuring tennis and swimming. If you would like more information about joining (there is typically a waiting list), please visit the SCRA website at:

www.stanford.edu/dept/scra/

Stanford golf course
The Stanford ID will provide access to the Stanford golf course for use during off-peak hours. The golf course can be reached at (650) 724-0944.

Transportation

Airport shuttles, taxis, and town cars

Shuttles to SFO (San Francisco International Airport)
Super Shuttle SFO
Shared Van: 1st person: $29, additional persons: $10
Private Van: $54, additional persons free
Suggested gratuity: 18%
Reservations: (800) BLUE-VAN, or (800) 258-3826
https://www.supershuttle.com/locations/sanfranciscosfo/

Shuttles to SJC (San Jose International Airport) or SFO
Super Shuttle SJC
Shared Van: $29 per person
Private Van: $75 (7-10 passengers)
Reservations: (408) 559-9477, (800) 548-4664
https://www.supershuttle.com/locations/sanjosesjc/

Taxis to Stanford
Both major regional airports have taxi hubs at their domestic and international terminals.
Cost from SFO: approximately $110, including a 10% gratuity
Cost from SJC: approximately $60, including a 15% gratuity

Town car airport service from SFO or SJC
Atherton Coach
~$91 per person
(650) 216-7070
www.athertoncoach.com

Barron Limo
~$110 for one or more persons from CASBS to SFO (includes gratuity)
(408) 257-7794

Please note that all prices listed above are subject to change at any time.

Bicycling
The California climate makes cycling an attractive means of transportation, and some fellows, research affiliates, and visiting scholars as well as staff cycle to and from the Center regularly. Because the Center is at the top of a steep, curving road (with a gate that may be closed at the bottom), be careful riding down the hill. Beware of cars on the narrow road. Protective helmets are strongly recommended for all cyclists and are required by law for children. Please note that under the California Vehicle Code (CVC) bicycles are given the same rights and responsibilities as motor vehicles. In particular, this means that traffic violations while riding a bicycle can result in fines.

A bike rack with a motion-detecting light is located near the cottage. Winter months are typically cold and rainy, so if you decide to bike to the Center, you may want to consider a back-up transportation plan.

Driving and Zipcar
Driving your own car is the most common and reliable form of transportation to and from the Center. Carpooling with other fellows, research affiliates, and visiting scholars is also an option.

Zipcar provides a self-service, on-demand car sharing program at Stanford University. For information on becoming a member and reserving a car, visit their website and enter our zip code (94305). (Please note that CASBS does not have a departmental membership, and visiting fellows, research affiliates, and
visiting scholars are not considered Stanford Faculty or Staff.)

www.zipcar.com

Car rental company (recommended by former fellows): https://drivecanvas.com/

Local taxi services
While in residence you may have need of a cab to get around town.

Yellow Checker Cab, (510) 527-8294, is a good local taxi service and knows where the Center is located. http://www.yellowcheckercab.com/#/booking/

You might also try:

Los Altos Yellow Cab
(650) 559-7500
http://losaltosyellowcab.com/

Bay Area Yellow Cab
(650) 450-9955
http://www.bayareayellowcab.com/

Public transportation
Currently, there is no public transportation to the Center. Stanford’s free shuttle system, The Marguerite, does stop near the intersection of Santa Theresa Street and Campus Drive West, which is within 0.6 miles of the Center.

On weekdays, the Marguerite provides free transportation around the main campus, to the Stanford Shopping Center, to two Palo Alto train depots, and to downtown Palo Alto. For more details, visit the Marguerite website.

http://transportation.stanford.edu/marguerite/

Information about other public transit systems is located at the following websites:

www.bart.gov
www.caltrain.com
www.samtrans.com

Both BART (Bay Area Rapid Transit), which runs from Millbrae through San Francisco and Berkeley, and Caltrain, which runs between San Francisco and San Jose, have schedule-planner apps that can be downloaded to a smart phone. CalTrain links up with BART at the Millbrae transfer station. Some people get to the San Francisco Airport by taking Caltrain to Millbrae and then transferring to the BART train going to SFO.

Links for BART, Caltrain, and Stanford’s Marguerite bus system can also be found on the Center’s internal fellows’ website:
Public transit and traffic information for the entire Bay Area is available by calling 511 or visiting 511.org. **Lyft, Uber, etc.**
Lyft, Uber, and other such services are widely available. Once you download the app, you can get a taxi, private car, or rideshare from your mobile phone. They will connect you with a driver in minutes. For more information, visit their websites:

www.lyft.com
www.uber.com