CASBS Fellowship Manual
2020–21
Applicable for Fall 2020

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Welcome

As we prepare this manual for the 2020-21 fellowship year and our staff get ready to welcome you, we are all living with uncertainty in the time of a pandemic. The year is starting in September virtually and--fingers crossed--will be commencing in person in January with the formal ending of the year by May 31, 2021. We aim to provide a CASBS opportunity for you and do what we can to make it the enriching, exciting, and transformative experience that is the mark of CASBS. It will provide an opportunity for us to experiment together with new forms of fellowship and interaction, and we hope that in the end you will have formed new and lasting friendships and gained exposure to new ways of thinking.

We’ve made some assumptions in this manual, and will provide an updated version whenever the residential component begins, with information applicable to being in-person at CASBS.

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 and to engage with your colleagues, whether virtually or in-person.

The community at the Center grows organically out of interactions. Lunch (virtual in the fall) 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, such as the symposium and webcast series which feature fellows.

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

[https://atcasbs.stanford.edu/fellows](https://atcasbs.stanford.edu/fellows)

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

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

Fellows, faculty fellows, research affiliates, and visiting scholars only:  
casbs-class2020@lists.stanford.edu

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

Drina Adams:  
Finance Associate  
drinaadams@stanford.edu

Megan Deason:  
Administrative Associate  
mdeason@stanford.edu

Paola Dios:  
Administrative Associate  
pdios54@stanford.edu

Christy Duignan:  
Special Initiatives Program Manager  
christy.duignan@stanford.edu

Mike Gaetani:  
Communications Director  
mgaetani@stanford.edu

Jason Gonzalez:  
Library/Information Manager  
casbs-library@stanford.edu

Margaret Levi:  
Sara Miller McCune Director  
mlevi@stanford.edu

Ting Liu:  
Fellowship Program Coordinator  
liuting@stanford.edu

Phil Main:  
Facilities Coordinator  
casbs-facilities@stanford.edu

Fatma Massoud:  
Library Assistant  
casbs-library@stanford.edu

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bmayock@stanford.edu

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Angela Schroeder:  
Finance and Research Analyst  
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Sally Schroeder:  
Associate Director  
sally.schroeder@stanford.edu

Ravi Shivanna:  
Technical Support Specialist  
casbs-techsupport@stanford.edu

Zack Ugolnik:  
Program Director  
zugolnik@stanford.edu

Bruce Young:  
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 Ting Liu (liuting@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.
Orientation Schedule for the Class of 2020–21
Here are the key dates for the first few weeks beginning with your year at CASBS:

Orientation and Introductions – All fellows are expected to join:
September 1: Class of 2020-21 Orientation
7:00 a.m. PT. – 8:30 a.m. PT

September 2: Class of 2020-21 Introductions Session I
7:00 a.m. PT – 8:30 a.m. PT
Fellows/visiting scholars will give introductions.

September 3: Class of 2020-21 Introductions Session II
7:00 a.m. PT – 8:30 a.m. PT
Fellows/visiting scholars will give introductions.

September 4: Class of 2020-21 Introductions Session III
7:00 a.m. PT – 8:30 a.m. PT
Fellows/visiting scholars will give introductions.

September 8: Class of 2020-21 Introductions Session IV
7:00 a.m. PT – 8:30 a.m. PT
Faculty fellows will give introductions.

September 9: Class of 2020-21 Introductions Session V
7:00 a.m. PT – 8:30 a.m. PT
Research affiliates will give introductions.

September 15: Orientation about CASBS library services
7:00 a.m. PT – 8:00 a.m. PT
Fellows are encouraged to attend.

September 22: Overview about CASBS programs
7:00 a.m. PT – 8:00 a.m. PT
Fellows are encouraged to attend.

Icebreaker activities – All fellows are expected to join:
Session I: September 14
7:00 a.m. PT – 8:30 a.m. PT

Session II: September 16
7:00 a.m. PT – 8:30 a.m. PT

Research presentations:
September 23: Margaret Levi
7:00 a.m. PT – 8:00 a.m. PT

September 30: Nate Persily
7:00 a.m. PT – 8:00 a.m. PT
Class of 2020-21 introductions
We have scheduled three sessions for fellows’ and visiting scholars’ introductions, and two sessions for faculty fellows’ and research affiliates’ introductions. Please take up to seven 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. You may also wish to address how the events of the past four-five months have changed your thinking on what you want to do in the year ahead. 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 other times so that your introduction remains within the allotted seven minutes. We will strictly enforce the time limit.

Please do not use PowerPoint or other visual aids during your introduction.

General Information

Residency requirement
The information about presence at CASBS is only applicable during the residential component, and may be subject to change due to COVID-19 protocols. However, attendance at weekly fellows’ seminars is expected. If you will not be able to join on a given date, please let Sally Schroeder know in advance.

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
Details about dining services for when the residential component begins will be shared later this year.

Holiday schedule 2020–21
The holidays that are observed by the Center (and Stanford University) for the 2020–21 academic year are listed below.

- September 7, 2020: Labor Day
- November 26-27, 2020: Thanksgiving
- January 18, 2021: Martin Luther King, Jr. Day
- February 15, 2021: Presidents’ Day
- May 31, 2021: Memorial Day

Stanford ID
This information is only applicable once the residential component begins and may be subject to change.
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. Due to the COVID-19 restrictions, the ID Card Office is currently available by appointment only. 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. During the fall, these weekly seminars will take place virtually on Wednesdays (and some Mondays) at 7:00 a.m. PT. During the residential period, it is expected that the seminars will take place at 11:00 a.m. PT and will last until lunchtime. Discussion may continue after the sessions concludes at 60 minutes 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 and webinars
The symposium series is the Center’s public lecture series and features scholars drawn from the ranks of the Center’s current fellows and ongoing research projects. Speakers give short presentations followed by an exchange of ideas with the audience. The 2020-21 symposium series in on hold pending
developments with the coronavirus pandemic.

In May 2020 the Center launched a series of online themed discussions, Social Science for a World in Crisis, that explores how we can confront pre-existing political, economic, and social infrastructure vulnerabilities -- perhaps amplified by the pandemic -- in ways that are realistic, durable, and more equitable. That series continues during the 2020-21 academic year. For details, go to https://casbs.stanford.edu/social-science-world-crisis.

**Board meetings**

CASBS will hold two annual board of directors’ meetings during the 2020-21 year, one on Friday, November 20 and another on Friday, April 30. Fellows may be asked to interact casually with the CASBS board and discuss their research on these days.

**Social activities**

The Center will host a monthly social hour (virtual and, if possible later, in-person), providing an opportunity for all in the class 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. If possible during the residential component, 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, during both the virtual and residential periods.

The graduation dinner and celebration will take place on Friday, May 21, 2021. For decades, it has been a Center tradition for all in the class to attend this event. Please mark your calendars.

**Center Services**

**Calendar**

A monthly calendar of CASBS organized program activities is available on the fellows internal site, or at the following link: https://tinyurl.com/y43ryhv6

If you would like to add an activity to the calendar (something that all are invited to), please email Paola Dios (pdios54@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.

If you would like to request IT support, please send an email to: casbs-techsupport@stanford.edu. This e-mail account is closely monitored. You can also send a direct message to Bruce Young using Slack.

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 email list. Please contact casbs-techsupport@casbs.edu for more information about how to do this if you are interested.
Slack channels can be created within the CASBS TODOS workspace for collaborative messaging. Please contact casbs-fellowships@stanford.edu to create new channels, and include the invitation list.

When in residence at CASBS, 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 email, the web, library services, SSH, FTP, etc. as well as to our shared network printers.

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 GM1 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 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

Due to current COVID-19 measures, in the fall of 2020 CASBS library service will be limited to resources that are available online only. This includes articles and e-books available in electronic databases accessible through the Stanford library system. No physical print materials will be delivered during this period. Some processes outline below are applicable only during the residential component.
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://atcasbs.stanford.edu/library

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 25, 2021. 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, faculty 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/default/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
Mail services are applicable during the residential period only. Information will be shared at a later date.

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:

2020–21 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 2020-21 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. This applies to those occurring on Zoom. Typically, one photo of each seminar presenter is tweeted with appropriate accompanying text. Fellows’ seminar photos are available upon request. Please contact Mike Gaetani.

Beyond seminars, photographs of fellows (typically in small group discussion format, both in formal and informal settings) might 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 images 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.

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, other media)**
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 home page (casbs.stanford.edu). 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 encourage fellows to invite people and organizations in their professional networks to follow the CASBS Twitter account.

Financial Information

Questions concerning your stipend award and other allowances 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. If the fellowship appointment is for less than the full-year, the payment period is adjusted accordingly.

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.


Attach original receipts and leave with Drina or Angela in the front office (only applicable during residential period), or scan and send via email to angela9@stanford.edu. They will complete a Stanford form for you to sign and return to them. **The deadline for submitting reimbursement requests is June 1, 2021.**

**Center Facilities**

**Athletic and recreational facilities**

*This information is subject to change based on safety measures and responses to the pandemic.*

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 Ting Liu 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
This equipment is only accessible during the residential period, and all meeting space may not be available due to COVID-19 safety measures.

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 flip chart easel and mobile white screens.

For smaller meetings, the Center has a large video conferencing display in our small conference room. It can be used for computer presentations and videoconferencing for individuals or small groups less than 10 people. Please reserve the small conference room with the CASBS front desk.

There is a medium sized conference room in the Maybeck building with a projector, screen and white board for medium sized meetings of small groups less than 12 people. Please reserve the Maybeck conference room with the CASBS front desk.

The Maybeck telephone room has teleconference equipment for individuals or small groups less than 4 people. Please reserve the Maybeck telephone room with the CASBS front desk.

Building and study maintenance
Information about building and study maintenance during the residential period will be shared at a later date.

Emergency preparedness
The information below is applicable during the residential period.

Please become familiar with our emergency plans. In case of an evacuation 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 evacuation plans early in the academic year. In addition, you will find instructions in your study for the evacuation route for your area of the facility. An emergency kit, and a flashlight are also supplied for you in your study. 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
fello
ws 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  
The Center is located in an area surrounded by grasses and light brush that can be extremely flammable during the dry, hot summer months. 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  
*This information is applicable to the residential period, and the process is subject to change.*  

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. Please note that you may need to remove your card from your wallet or lanyard so you can physically touch it to the card reader pad in order to make the gate open.  

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, 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
*Information about access to the kitchen and dining room during the residential period, and available amenities, will be shared at a later date.*

Meeting rooms
*This information about access to meeting rooms during the residential period is subject to change.*

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). In the Maybeck building, there is also a phone room and small conference room. 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 Paola Dios. 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 Ting Liu. 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.

This information is subject to change during the residential period. If you plan to have a lengthy conversation (by phone, in person, or by videoconference) we recommend you use the phone room or one of the meeting 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 main meeting room) if you want to use your laptop. Please check with Paola Dios before using any of these spaces to be sure they are available.

Parking
*There will be some forms to sign regarding parking at CASBS when the residential component begins.*

The Center parking lot is intended for use of fellows, faculty 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.

If you plan to leave your car overnight, please contact Phil Main for instructions.

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.

*This section is subject to change by the start of the residential period.* For your convenience, virtual one-day
“scratcher” permits (which are valid for one-day parking in “A” lots) are available for $16.25 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

**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. *(Gate hours could change during the
residential period.)*

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](mailto: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 others in the class 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. Please contact Sally Schroeder if you have questions about spouses and partners in your 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**
Paola Dios is 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, the small conference room, and the Maybeck phone room that may be used for calls within the US when you cannot use your cell phone or videoconferencing software from your computer. During the residential period, 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. *(This is applicable during the residential period only.)*

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, faculty fellows, research affiliates, visiting scholars, and employees are required to follow this policy. Anyone who violates this policy is 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 telephone at (650) 724-2120; by email at harass@stanford.edu; or by visiting their website: http://harass.stanford.edu

Smoking
It is the policy of Stanford University that all smoking, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus. “Smoke-free” refers to an environment that is free of smoke from, among other things, tobacco products and/or vapors from electronic smoking devices. 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)

This information is subject to change.
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
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.

This following information is subject to change.
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:

https://atcasbs.stanford.edu/fellows/transportation/

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