

Postdoc Fellowship Appointment Form

All Postdoc Fellowship appointments need prior approval before actions for hire are taken. After approval is granted, a position should be created and routed through PeopleAdmin*. Once the fellowship hire is approved, this form and Hiring Packet should be sent to The Graduate School, prior to Postdoc Fellowship appointment start date, for entering in the HR system by The Graduate School ONLY.

Fellowship Type

Paid Postdoc Fellowship (P795)

No Pay Postdoc Fellowship (N795)

Action Requested

New Award

Existing Award Extension

Existing Award Change

Appointment information

Postdoc Name _____ Employee ID _____

Fellowship Name _____

Project/Grant # _____ Dept ID _____

Start Date _____ End Date _____

Stipend Amount _____ Annualized Stipend _____

FTE _____ Position # _____ 9 or 12 Month Appointment _____

Other Positions on Campus

Job Title _____ FTE _____

Start Date _____ End Date _____

The budget and benefits for this position have been calculated and approved by the appropriate Budget Officer.*

PI/Adviser Approval _____ Date _____

Hiring Packet Checklist:

Postdoc Appointment Form

Offer Letter

PIF

Resume/CV

Patent Agreement

Background Check Email

Approved Postdoc Fellowship Email

Approved Hiring Proposal Email*

Postdoc Med Form*

* Required only for PAID Postdoc Fellowship appointments.