

## Cover Sheet for Postdoctoral Scholar Appointment Request

(Please keep a copy in the department file with PI and Chair signature. The original form will be retained at the Dean's Office)

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Department:		Candidate's Name:	
Postdoctoral Scholar Employee %	Postdoc. Paid Direct %	Postdoc. Fellow %	
<b>Attach Documentation if the postdoctoral Scholar appointment is a paid direct or postdoc fellow appointment (or a combination of any of the above):</b>			
Total annual salary based on 100% Salary of all combined Postdoctoral Scholar appointments:  <b><i>Note: Beginning June 1, 2011 the postdoctoral scholar experience-based salary/stipend minima shall apply for new appointments (based on the NIH Salary Table). (MOU, Article 4)</i></b>			
UCR Fund Source for Postdoctoral Scholar Employee appointment:			
List a brief description of the anticipated research project(s):			
<p>The following training language is included in all postdoc letters:</p> <ul style="list-style-type: none"><li>• You will be required to attend a number of certification and training programs administered by Environmental Health and Safety. Information pertaining to these requirements can be found at: <a href="http://www.ehs.ucr.edu/training/online/Iso/modules.html">http://www.ehs.ucr.edu/training/online/Iso/modules.html</a> or <a href="http://www.ehs.ucr.edu/training/index.html">http://www.ehs.ucr.edu/training/index.html</a></li><li>• Depending on the requirements of your research program you may be asked to: <a href="#">Complete UCR Animal Use Training and review your lab's Animal Use Protocol (AUP)</a>; Complete a protocol for the use of human subjects in research and secure approval for proposed research from the UCR Human Research Review Board; Review the UCR Policy and Procedures for Responding To Allegations of Research Misconduct; Read information about Responsible Conduct of Research Training and complete the Responsible Conduct of Research course during the first year.). <u>If the research is supported by the NIH the Postdoc is REQUIRED to complete this training.</u></li></ul> <p><b>Optional:</b> List additional PI or project specific certification or training requirements (include URL address):</p>			
<p><b>Optional:</b> List other details of the program such as fellowship, research goals, training opportunities, seminars, and other program or research specific information:</p>			
<p><b>Optional:</b> List seminars or course offerings you would like the Postdoc to attend: <i>[include the name of lab hosting seminars and/or appropriate URL]</i></p>			

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Initial appointments shall be for a minimum of one year (MOU, Article 2). The MOU allows for multi-year postdoc appointments. BCOE Dean's policy is that appointments shall normally be made for no more than one year at a time. If the initial appointment is proposed for more than one year, please provide the reason here :

### PI CURRENT GRADUATE STUDENT INFORMATION (Optional if PI is in a Research Title)

#Current graduate students	As MS Advisor	As PhD Advisor	As MS Co-Advisor	As PhD Co-Advisor

*There is an expectation that each faculty member will supervise/support 5 – 6 graduate students. If you are currently supervising less than 5 graduate students, please explain:*

1) Why can't you hire a graduate student instead of the proposed candidate?

2) What effort is being made to attract future graduate students to your research program?

How will hiring this individual help or enhance your graduate student activities? (Optional if PI is in a Research Title)

Principal Investigator (PI)

PI Signature:

How will this appointment affect the department graduate program? (To be completed by the Department Chair):

Department Chair Name:

Department Chair Signature:

### Below this line is for Dean's Office use only

Comments:

Jr. Specialists

Number of currently supported research appointments:

Number of current WOS appointments

Postdocs.	Jr. Specialists	Visiting Titles	Other Non-Visiting	WOS Jr. Specialists	WOS Jr. Specialists with Supplements	Visiting Titles	Other Non-Visiting
BCOE Dean's Office Staff Name (Print):				BCOE Dean's Office Staff Signature		Janna Le Blanc (initial):	Pat Hartney (initial):