BEGINNING APPOINTMENT FORM
(revised 11-21-2016)
Postdoctoral Research Fellow (Job Code 9132)
Research Fellow Trainee (Job Code 9134)
Visiting Research Fellow (Job Code 9136)

Name of appointee: _______________________________________________________
Name of Department & Division, Center or Institute: ______________________________
Mentor/PI: __________________________________________________________________
Current Date: ________________________________________________________________
Administrative Contact Person: ________________________________________________
Contact email: __________________________ Contact Phone: ____________
Campus Mailing Address: _____________________________________________________

If you are a division of the Department of Medicine or the Department of Pediatrics, please follow your department’s instructions.

Instructions for the Departments, Centers, Institutes:

After the postdoc has cleared the Background Check, please scan this completed form, a copy of the offer letter, signed by the PI and Chair and the prospective appointee's updated CV to: faith.t.bishop@vanderbilt.edu.

**Please note signatures are no longer required on this form.

Subject line should state, in caps: REQUEST – APPOINTMENT - Full name of the new postdoc

The appointment letter with the signature of the Associate Dean will be scanned to you in an email. Please allow at least two weeks for turnaround.

If you wish to receive the original appointment letter, please request by return email including your campus address. Otherwise the scanned letter will be considered official.
Section 1. Appointee Information

1. Appointee’s Last Name:

2. Appointee’s First name:

3. Degree(s):

4. Current personal email address (This is necessary for scheduling Vanderbilt Orientation):

5. Current Institution:

6. Current Position:
   - Graduate Student – please attach the results of your Dissertation Defense Form or provide your forthcoming defense date
   - Vanderbilt Postdoc (Appointment to a new Department)
   - Postdoctoral Fellow at another institution
   - Other ____________________________

7. Is the individual a U.S. Citizen or Permanent Resident? ________________
   - Country of citizenship? __________________________________________
   - Visa type: ______________________________________________________

8. Was the applicant a Vanderbilt BRET IGP student?

9. Ph.D. Dissertation Title:

10. Ph.D. Dissertation Mentor:

11. Educational Institution of the Highest Degree (usually Ph.D. or M.D.):

   Please give University/Degree/**Year, Month, and Date of Graduation or Successful Defense.
   **This is a new requirement – will help determine the correct level of stipend for trainees.
Section 2. Information regarding the new appointment request

1. Initial Appointment Begin Date

2. Initial Appointment End Date

Classification/Job Code:

- **Research Fellow – Job Code 9132** (employee paid SALARY-funded from mentor’s grant or contract funding),

- **Research Fellow Trainee – Job Code 9134** (NON employee paid STIPEND-funded by NIH Training Funds or other Fellowships such as American Heart Association or American Cancer Society, etc.)

- **Visiting Research Fellow – Job Code 9136** (NON employee paid directly by home country or institution) **Self-funding not permissible.**

3. Classification Title:

4. Job Code:

5. Salary or Stipend Amount:

(Minimum Salary/Stipend for a new Vanderbilt postdoc is the 0 level on the NIH Chart, currently $47,484)

The following guidelines represent the stipends/salaries in the Basic Sciences.

**FOR TRAINEES (Job Code 9134):** The stipend chart above does not apply to a fellow supported on a previously funded NIH training award. The training grant MUST pay the amount stated on the Notice of the Grant Award (NOGA) from the NIH. If the PI and/or department wish to supplement the amount on the NOGA:

- Supplements are to be paid from non-federal sources for trainees on federal training grants. (Please include the supplement center number below.)

- Supplements above the Dean’s guidelines must be requested through the Departmental Chair and include specific written justification.

6. Source of compensation

(Name of grant, agency. If NIH, please use the NIH prefix such as NIH R01 HL or NIH T32 DK)

For Trainees on Training Grants (job code 9134) – Please include the supplement center number(s) for the Training Grant Coordinators. The inclusion of the center number(s) will save time. Thanks for including the center number!

7. Proposed area of research during this appointment period:

8. Will this fellow have any patient contact?