

Required Documents for Research Appointments

Please note that departments and programs are responsible for distribution of appointment letters as well as the submission of all HR paperwork.

<u>Postdoctoral Fellow Appointments</u>	Postdoctoral Fellow
	NRSA Postdoctoral Fellow
	Postdoctoral Fellow, Direct Fellowship
	Visiting Postdoctoral Fellow <u>**Teaching postdoctoral appointments are handled by Faculty Affairs**</u>

Required Documents:

- Updated CV
- Letter of affiliation from sponsoring institution (**Visiting Postdoctoral Fellows only**)
 - Letters of Affiliation should be on sponsoring institution’s letterhead, confirming:
 - The appointee’s status per the institution (i.e. employed, retired, etc.) and
 - The intention of sponsorship throughout the duration of the specified appointment period (e.g. how much support the appointee will receive for the duration of their appointment.)

The letter should include the name and contact information of an individual from the sponsoring institution who can be contacted for verification.

- **For increases in salary exceeding 7% from the previous salary:** memo providing justification for the increase

<u>Research Visitor Appointments</u>	Visiting Scholar
	Research Affiliate
	Visiting Research Collaborator
	Visiting Pre-doctoral Fellow

Required documents:

- Updated CV
- [Approved Health Insurance Waiver or Application](#)
- Letter of affiliation from sponsoring institution
 - Letters of Affiliation should be on sponsoring institution’s letterhead, confirming:

- The appointee’s status per the institution (i.e. employed, retired, etc.) and
- The intention of sponsorship throughout the duration of the specified appointment period (e.g. how much support the appointee will receive for the duration of their appointment.)

The letter should include the name and contact information of an individual from the sponsoring institution who can be contacted for verification.

- Letter from sponsoring PI detailing how scholar will contribute to research activity and gain new skills through their collaboration with Northwestern Faculty

<u>Research Staff Appointments</u>	Research Associate
	Senior Research Associate
	Post-Baccalaureate Research Fellow
	Research Specialist

Required documents:

- Current CV
- [Approved Health Insurance Waiver or Application](#) (if appointment doesn’t begin on first of the month)
- **For increases in salary exceeding 7% from the previous salary:** memo providing justification for the increase

<u>Research Faculty Appointments</u>	Research Assistant Professor
	Research Associate Professor
	Research Professor
	Senior Research Investigator

Required documents:

- For **both new and renewals:** current CV and statement of support by the Sponsoring Principal Investigator
- For **new** appointments: a letter from the Chair that includes the results of a faculty vote and details about responsibility for salary and space
- For **renewals:** A statement from the Chair that explains the process by which the appointment was reviewed for renewal and confirms details about responsibility for salary and space. *(Note, while not officially required per College or University Policy, many departments provide a faculty vote for renewals as well, which supports the appointment review process.)*