

**Research Visitor Appointment Recommendation Form  
Northwestern University**

*This form must be approved at the department and school or center level(s) before being submitted to the Office for Research for final review and approval. An executed copy of this form will be returned to the initiating dean's office; only then may the candidate be notified of the appointment. The International Office should be contacted early in the appointment process for any foreign national appointees.*

**Appointee Name:** \_\_\_\_\_ **Employee ID #:** \_\_\_\_\_  
Last/ First If Applicable  
**Appointee Citizenship<sup>1</sup>:** \_\_\_\_\_ Declaration of citizenship is required

**Association/Sponsorship Entity:** \_\_\_\_\_

**Appointee's current CV and sponsoring entity letter must be submitted with this recommendation.**  
 Required for all new appointments and reappointments.

**School/Center:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Appointment start date<sup>2</sup>:** \_\_\_\_\_ **Appointment end date:** \_\_\_\_\_

Title Requested (Job Code):  
 Visiting Scholar, 100007  
 Research Affiliate, 103074  
 Visiting Research Collaborator, 106624  
 Visiting Pre-doctoral Fellow, 100016

Action Requested:  
 New appointment  
 Reappointment  Rehire  
 Change of Dates  
 Other : \_\_\_\_\_

**Living Allowance *paid by NU* (if applicable)<sup>3</sup>:** \$ \_\_\_\_\_ /month; \$ \_\_\_\_\_ /Year

**Living Allowance start date:** \_\_\_\_\_ **Living Allowance end date:** \_\_\_\_\_

Title Requested (Job Code):  
 Visiting Scholar, Supplement 106384  
 Visiting Pre-doctoral Fellow, Supplement 106382

Action Requested:  
 New Allowance  End Allowance  
 Change of Dates  Change of Amount

**Source of funds:** (optional, may be required for Departmental/School reviewing process)

University: \_\_\_\_\_ Sponsored: \_\_\_\_\_  
 University: \_\_\_\_\_ Sponsored: \_\_\_\_\_

**Appointment/Living Allowance:**

Please refer to the MyHR/FASIS Procedure: <http://www.northwestern.edu/hr/managers-administrators/myhr-administration/documentation/process-guides/Apts-Postdoctoral-Student-ResearchVisitor.pdf>

**Human and Animal Research:**

Policies and training are applicable to Research Visitors engaged in research utilizing human participants or animals in research. Visit the [Institutional Review Board Office](#) and [Institutional Committee on Animal Use and Care Office](#) for additional information.

**Appointee's research will involve working with**  human/  animal subjects. **Please specify PI's name/Protocol Project#:**

**Compliance with Northwestern Policies:**

Appointee has been informed that he/she is subject to all [Northwestern University policies](#) and provided with a copy of the [Research Visitors Policy](#).

**RECOMMENDATION: I recommend this appointment and certify that the proposed position is in accord with University policies. This appointment has received Department/Center approval, and the Department/Center takes full responsibility for the appointee.<sup>4,5</sup>**

Sponsoring Principal Investigator \_\_\_\_\_ SIGN/DATE \_\_\_\_\_ Department Chair or Center Director \_\_\_\_\_ SIGN/DATE \_\_\_\_\_  
 PRINT Name \_\_\_\_\_ PRINT Name \_\_\_\_\_

Dean \_\_\_\_\_ SIGN/DATE \_\_\_\_\_ Office for Research \_\_\_\_\_ SIGN/DATE \_\_\_\_\_  
 PRINT Name \_\_\_\_\_ PRINT Name Claire Landis/Beth Abbott/Barbara Beeuwsaert

Prepared by: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ @ northwestern.edu

<sup>1</sup> All foreign nationals will be screened against U.S. government "Restricted Party Lists" prior to appointment approval.  
<sup>2</sup> Appointment start date must not precede the Office for Research approval date. The initiating department/school or center is responsible for communicating all date changes to OR as soon as known.  
<sup>3</sup> A Living Allowance is never tied to services rendered to Northwestern and is usually paid from non-restricted funds. A Living Allowance may be paid from restricted funding only when explicitly allowed by the sponsor or donor.  
<sup>4</sup> Full responsibility involves provision of facilities and equipment throughout duration of appointment, but does not involve an obligation of salary, benefits and health insurance provision per Research Visitors Policy.  
<sup>5</sup> The appointee will be directed to complete the Department of Children and Family Services (DCFS) Mandatory Reporting form, acknowledging their status as a mandated reporter, and Northwestern's online course, *Preventing Sexual Misconduct & Sex Discrimination*  
<sup>6</sup> Appointment start date must not precede the Office for Research approval date. The initiating department/school or center is responsible for communicating all date changes to OR as soon as known.