

Required Documents for Research Appointments

Postdoctoral Scholar Appointments

Postdoctoral Scholar

Postdoctoral Fellow - NRSA

WCAS Research and Teaching Postdoctoral Fellow (*formerly Mellon Postdoctoral Fellows*)

Postdoctoral Fellow - Direct Fellowship

Visiting Postdoctoral Fellow

Required Documents:

- Complete [online Postdoctoral Fellow Appointment Recommendation form](#)

Upload:

- CV
- [Personal Data form](#) (if Dean's Office will set up appointment)
- Letter of affiliation from sponsoring institution* (Visiting Postdoctoral Fellows only)

Research Visitor Appointments

Visiting Scholar

Research Affiliate

Visiting Research Collaborator

Visiting Pre-doctoral Fellow

NAISE Institute Fellow

Required documents:

- Complete [online Research Visitor Appointment Recommendation form](#)

Upload:

- CV
- [Approved Health Insurance Waiver or Application](#)
- Letter of Affiliation from sponsoring institution*
- Letter from sponsoring PI detailing how scholar will contribute to research activity and gain new skills through their collaboration with Northwestern Faculty
- [Personal Data form](#) (if Dean's Office will set up appointment)

***Letters of Affiliation** should be on sponsoring institution's letterhead, confirming 1) the appointee's status per the institution (i.e. employed, retired, etc.) and 2) the intention of sponsorship throughout

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

Research Staff Appointments

Research Associate

Senior Research Associate

Post-Baccalaureate Research Fellow (NEX)

Research Specialist (NEX)

Required documents:

- Complete [online Research Staff Appointment Recommendation form](#)

Upload:

- CV
- [Approved Health Insurance Waiver or Application](#) (if appointment doesn't begin on first of the month)
- [Personal Data form](#) (if Dean's Office will set up appointment)

Research Faculty Appointments

Research Assistant Professor

Research Associate Professor

Research Professor

Senior Research Investigator

Required documents:

- Complete online [Faculty-Level Research Appointment Recommendation form](#)

Upload:

- 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.)*
- Statement of support by the Sponsoring Principal Investigator (for both new appointments and renewals)
- Current CV (for new appointments and renewals)