

ACADEMIC TRAINING OFFICE - POST DOC 3252 AND 3253 APPOINTMENT FORM

TRAINEE NAME:		<i>Department Administrator:</i>	
CONTACT PHONE #:		ADDRESS:	
EMAIL ADDRESS:		<i>Continue Address:</i>	
FACULTY MENTOR:		BIRTHDATE:	
Research Title:			

POSTDOCTORAL SCHOLAR APPOINTMENT DETAILS

POST TITLE CODE (select one for each appointment form filled):

3252 - PD Employee	☐	Main Appointment:	☐	Appt. Start Date:					
3253 - PD Fellow	☐	Supplement:	☐						
Appt. Start Date:		UCLA Level:		Starting Base:	<table border="1"> <tr> <td><i>Yearly Pay</i></td> <td><i>Monthly Pay</i></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<i>Yearly Pay</i>	<i>Monthly Pay</i>		
<i>Yearly Pay</i>	<i>Monthly Pay</i>								
Appt. End Date (auto):		NRSA level:		NRSA Max:					
T32 Budget Start Year:		NRSA Career:		Coverage:					

Status	Pay Annual	Pay Month	Coverage	Begin Date	End Date
<i>Initial/Start Salary:</i>					
<i>10/1 Increase:</i>					
<i>Anniversary Increase:</i>					
<i>**Please verify and validate the projected amount to ensure it is accurate and applicable**</i>					

All 3253 FAUs must be linked to 78/43

For 3253: Please note, appointment dates must match the duration of the funding.

3253 - PD FELLOW FAU DISTRIBUTION OF CHARGES

Associated FAU	Start Date	End Date	% Dist.	Monthly Pay	Fund Name	FM Approval
FAU	START DATE	END DATE	%	MONTHLY	FUND NAME	FM APPROVAL

3252 - PD EMPLOYEE FAU DISTRIBUTION OF CHARGES

FAU	START DATE	END DATE	%	MONTHLY	FUND NAME	FM APPROVAL
FAU	START DATE	END DATE	%	MONTHLY	FUND NAME	FM APPROVAL
FAU	START DATE	END DATE	%	MONTHLY	FUND NAME	FM APPROVAL

Please ensure that the following are attached:

☐ Proof of doctoral degree ☐ Statement of Objective ☐ Graduate CV/Resume ☐ Post Doc Pre-appointment Questionnaire

PRINCIPAL INVESTIGATOR APPROVAL

Principal Investigator Name: _____ **Principal Investigator Email:** _____

PI Signature: _____ **Date:** _____

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3252 - PD EMPLOYEE DISTRIBUTION (Additional Entry List)

<i>Associated FAU</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Dist.</i>	<i>Monthly Pay</i>	<i>Fund Name</i>	<i>FM Approval</i>

PLEASE MAKE NOTE OF THESE ITEMS

Appointment as a Postdoctoral Scholars requires a doctoral degree (e.g., Ph.D., M.D.) or the foreign equivalent.

Postdoctoral Scholars total **appointment must be full time with FTE 100%**

Postdoctoral Scholars must be **paid at least minimum salary of their experience level.**

Postdoctoral Scholars appointments may not exceed five years:

This included postdoctoral service or other postdoctoral -equivalent mentored research at other institutions.

Start date: *Dates must start on the 1st of every month. No retro dates will be accepted.*

MAIN APPOINTMENT

Serves as the portion that mainly funds the entire appointment. The amount is part of the entire base salary.

SUPPLEMENT

Serves as the portion covering any shortfall or additional funds. The amount is part of the entire base salary.

INSTRUCTIONS FOR FILLING THE FORM

1. Enter the appointment "*Start Date*" and "*End Date*"
2. The appointment start date is entered twice
3. Enter the T32 budget/award start date in cell - start date of the award budget year
4. Enter the UCLA postdoc level
5. Enter the NRSA postdoc experience level
6. Enter the NRSA career level (this is limited to "postdoctoral" for this form)

The "Coverage" is the difference between UCLA PD salary and NRSA stipend - to be covered by mentor

3253 POSTDOCTORAL FELLOW

Appointment duration must match the duration of the funding Appointment duration must match the duration of the funding Fellowship or traineeship for postdoctoral study by an extramural agency

3252 POSTDOCTORAL SCHOLAR EMPLOYEE

An appointment is made when the agency funding the salary requires or permits the appointee to be an employee of the University or whenever General Funds, Opportunity Funds or other discretionary funds are used to support the positions

REQUIRED: 2 year appointment. No exceptions. *This form is built for 1 year appointment increments*

***** Postdoctoral Scholars must have their degree prior to their start date *****