

POSTDOC PROFORMA FOR BUSM

1. Submit the proforma for any new appointment or resubmit if the position dates and/or salary change.
 2. Please complete all the information of PhD degree, salary, start date, end date. Incomplete information may delay the process. Please allow for 3 to 5 business days for processing. Communicate any urgent requests to postdocs@bu.edu

SECTION 1. CANDIDATE INFORMATION

First Name

Last Name

Personal/Permanent Email

Address

Highest Degree, Year

Candidate Type: New Reappointment Revision Renewal

If the candidate is going to receive the degree, indicate degree, month and year here

SECTION 2. POSITION INFORMATION

Position Title (Choose One)

Postdocs on faculty grants or start up funds are to be appointed as Postdoc Associates. Those on NIH T32, TL training grants or F32s should be appointed as Postdoctoral Associate NRSA. Those postdocs on any other fellowship and who salary is supplemented by BU should be appointed as Postdoc Associate NRSA. Postdoc Associate and Postdoc Associate NRSA are employee postdoc categories. If the postdoc is 100% funded on a fellowship, they should be appointed as a Postdoc Fellow(non-employee postdoc). Please contact postdocs@bu.edu with any questions related to the title.

Work Start Date

Work End Date

Department

Percent Effort:

Please note that the postdoc minimum annual salary needs to be \$65,000 as of Jan 1, 2024.

Monthly Salary/

Stipend:

Annual Salary/

Stipend:

Grant Funding

Source (I/O#):

Grant End Date:

Source of funding

Principal Investigator:

Name and title of Section/Department/Institute, chief/head/Director signing off the appointment

Department Administrator

Type of Visa (If Applicable)

Open Hire: Yes No

Please summarize this individual's role in the laboratory:

Principal Investigator's Signature:

Research Administration and Finance Signature:

Date

Date