



# HARVARD COLLEGE OBSERVATORY

## RESEARCH APPOINTMENT INFORMATION SHEET

### PERSONAL INFORMATION

Name: *first name* *middle name* *last name* *suffix*

Social Security #: *if applicable* HUID: *if applicable else type "NEW"* Date of Birth: *MM/DD/YYYY*

Gender: Female Male Nonbinary Ethnicity:

Are you Hispanic or Latino? Yes No

Are you a citizen or permanent resident of the United States? Yes No

If not, what is your country of citizenship?

Visa Type: Visa Expiration Date:

### CONTACT INFORMATION

Home Address:

City: State: Zip:

Country:

Home Phone: *home cell*

Personal Email:

Emergency Contact Name: Phone: *home cell*

### APPOINTMENT INFORMATION

Harvard Appointment Type:

Division: Start Date: End Date:

Unpaid Paid Annual Salary:

Billing Code (33-digit): Distribution %:

Billing Code (33-digit): Distribution %:

Administrator: Date:



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## RESEARCH APPOINTMENT INFORMATION SHEET

(continued)

### REQUIRED DOCUMENTS

	Offer Letter/ Letter of Agreement	Candidates Curriculum Vitae	PhD Diploma Verification <i>(if obtained within 1 year)</i>	Risk & Release *	Visitor Participation Agreement **	Job Posting	<a href="#">Affirmative Action</a> ***	Recommendation Letters
<a href="#">Fellows</a>	X	X						
<a href="#">Postdoctoral Fellows</a>	X	X	X			X	X	X (2-3 Letters****)
<a href="#">Research Associates</a>	X	X	X			X	X	X (3 Letters)
<a href="#">Visiting Scholars</a>	X	X		X	X			
<a href="#">Associates</a>	X	X		X	X			
<b>Documents Attached</b>								

\* If working in one of Harvard's laboratories and if not receiving any form of payment from Harvard. More information can be found at: [http://files.vpr.harvard.edu/files/vpr-documents/files/acknowledgement\\_of\\_risk\\_and\\_release\\_form\\_12\\_2014.pdf](http://files.vpr.harvard.edu/files/vpr-documents/files/acknowledgement_of_risk_and_release_form_12_2014.pdf)

\*\* <https://research.harvard.edu/2021/02/17/intellectual-property-policy/>

\*\*\* if exemption exists: please fill out form with the appointee's name, mark the exemption, and sign as administrator

\*\*\*\*For Appointments to be paid through postdoctoral research fellowships or grants awarded directly to the fellow. ( 3 letters of recommendation are required.)

### FOR POSTDOC EXTERNAL OR STIPENDIARY, & VISITING SCHOLARS ONLY

**Appointments with object codes 6450 & 6452 require additional information.** *These are stipend object codes and are not allowable on federal research funds. Stipends are only allowed if there are specific training activities included in the scope of work as proposed and awarded by the federal sponsor. Stipends may be allowable on non-federal research awards. If you have any questions regarding allowability please reach out to your Research Administrator.*

Are the funds compensation for services rendered?

Yes: *this individual cannot be hired into Object Code 6450 or 6452*

No: *please explain  
in the area provided  
or attach an explanation*

Is the funding source a federal award?

Yes: *please confirm that there are specific training activities included in the scope of work as proposed and awarded by the federal sponsor:*

No: *please confirm that the non-federal sponsored funds being used support training or research training:*



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### APPOINTMENT PACKET SUBMISSION

**Electronic Submission** (Preferred Method) - Please send all documents in one email to [sonia.verma@cfa.harvard.edu](mailto:sonia.verma@cfa.harvard.edu) **with the Scholar Name & Appointment as the subject line**

Each document must be submitted as a separate PDF with the following naming convention:

*Start date of appointment YYYY-MM-DD First Name Last Name Document Type.pdf*

Example, 2018-10-01 John Smith Offer Letter.pdf

### I-9 INSTRUCTIONS FOR NEW HIRES

Please instruct scholar to set up an appointment with Sonia Verma to complete the I-9. The I-9 can be completed before the start date to expedite the appointment processing, if not possible per IRS regulations it must be completed within 3 days of the start date. Please see link below:

- [I-9 form and instructions, available on the USCIS website](#) – I-9 is only required for new paid employees or after a break in service of one year or more (Stipendiaries are not considered employees).

### PERSONAL INFORMATION (from page 1)

Suffix Options:

- Jr.
- Sr.
- II-VII

Ethnicity Options:

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White

HUID: to be entered if HUID already exists for appointee; else enter “NEW”

### APPOINTMENT INFORMATION (from page 1)

Harvard Appointment Type:

- Associate (*unpaid*)
- Fellow
- Postdoctoral Fellow
- Research Associate
- Senior Research Fellow
- Visiting Scholar
- Visiting Undergraduate Research Intern

Division Options:

- Black Hole Initiative (BHI)
- Directors Office
- High Energy Astrophysics (HEA)
- Optical & Infrared Astronomy (OIR)
- Origins of Life
- Radio Geoastronomy (RG)
- Science Education Department (SED)
- Solar, Stellar, & Planetary Science (SSP)
- Theoretical Astrophysics (TA)

**Billing Code (33-digit):**

370-314X0-6XXX-XXXXX- XXXXXX-XXX-XXXXX

Please check with your Research Administrator if you need assistance with coding for a Sponsored Program

### OTHER INFORMATION (from page 2)

Doctoral degree verification is required for all incoming post-docs that have received a doctoral degree within 12 months of the start date of his or her appointment. Acceptable verification is either a certification of completion from the degree-granting institution or a letter from the institution’s Registrar. Such documentation should state that all requirements for the degree have been successfully completed and should verify the date the degree has been or will be conferred. If the candidate received his or her degree from Harvard, written verification (on departmental letterhead) from the chair or director of graduate students may suffice

Additional appointment information can be found at - <https://academic-appointments.fas.harvard.edu/13-research-appointments>