

BioMed Postdoc Action Form (PDAF)

Please include this PDAF in all postdoc-related requests and submit via the [google form](#). Note that all gray areas are dropdowns, select the appropriate field from each.

Information About Request

Date of Request:

Submitted By:

Department Chair:

Department:

**If new, is this the result of a search?*

Type of Request:

Yes - Search #

No — Please provide a statement from the mentor on the reason for the search waiver:

Information About Postdoc

Name (First Last, Degree):

Proposed Title:

Name of Mentor (First Last, Degree):

Start Date:

End of Appt. Date:

**If re-appointment, original start date at Brown:*

Citizenship (Name of Country):

**If international:*

Visa Type:

Visa Status:

Visa Exp. Date:

Research Project: Brief statement/description of Postdoc's work –specific to research project:

Financial Support Information

Proposed Salary (based on NRSA Stipend Level):

**If different than "level" rec, indicate proposed salary:*

Please provide the reason for this salary IF it's not at standard level:

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<i>Costing Breakdown</i>	<i>Effort/Percentage Toward Salary</i>	<i>Worktag (CC & PRGcodes)</i>	<i>Worktag Description (PI, Funding Agency, Grant Type)</i>	<i>Dates of Support (if split)</i>
Brown Worktag 1				
Brown Worktag 2				
Brown Worktag 3				

Onboarding Supplement for New Employees

If the postdoc will receive the \$3,000.00 one-time onboarding supplement payment, please provide the costing information below.

<i>Costing Breakdown</i>	<i>Worktag (CC & PRG codes)</i>	<i>Worktag Description (PI, Funding Agency, Grant Type)</i>
Brown Worktag 1		
Brown Worktag 2		
Brown Worktag 3		

Notes/Special Instructions

Please provide any additional notes/special instructions: