

Guest Researcher Assignment – Instructions

1. Check appropriate box indicating whether this request is new or a renewal.
2. Enter the guest researcher's first name.
3. Enter the guest researcher's last name.
4. Indicate the from and to dates of the guest researcher's assignment.
5. Enter the guest researcher's street address.
6. Enter the guest researcher's city.
7. Enter the guest researcher's state/country.
8. Enter the guest researcher's zip/postal code.
9. Enter the guest researcher's citizenship.
10. Enter the guest researcher's date of birth.
11. Enter the guest researcher's education.
12. Enter the guest researcher's present employer.
13. Enter the guest researcher's present position title.
14. Enter the guest researcher's health insurance coverage.
15. Enter the source of stipend.
16. Enter the amount of stipend.
17. Enter the outside sponsor.
18. Enter a brief description of the work to be performed; space occupied. Attach a Curriculum Vitae.
19. Enter the supervisor's first name.
20. Enter the supervisor's last name
21. Enter the supervisor's organization.
22. Enter the supervisor's telephone number.
23. Enter approval name.
24. Enter approval signature.
25. Enter approval date.
26. Enter the building and room numbers of the laboratory or program location.
27. Enter any pertinent information (i.e., telephone number if known or indicate unknown at this time).
28. Enter the guest researcher's local street address.
29. Enter the guest researcher's local city.
30. Enter the guest researcher's local state.
31. Enter the guest researcher's local zip code.
32. Enter the date the assignment is not to exceed.