

The University of Chicago

Office of the Provost

8/26/2010

Re: Policy & procedure regarding “External Postdoctoral Researchers”

Occasionally we need to arrange for a postdoc at another institution to visit here for a time, typically for the purpose of learning a technique or participating in an experiment. We will designate such individuals, “External Postdoctoral Researchers.” They may come to the University through an agreement between the University and the “Sending Institution” where they hold a postdoctoral position like our PDR positions. The EPR does not, however, become a Chicago PDR. The “Sending Institution” is expected to maintain the EPR’s compensation and benefits, including medical insurance.

- 1 EPR’s may visit for no more than one year. Extensions may be requested but approval is not assured.
- 2 EPR’s will have access to University facilities, and networks, subject to applicable policies.
- 3 There must be a programmatic justification for the visit.
- 4 The “Agreement for External Postdoctoral Researcher” form, with all signatures, and a current CV from the proposed EPR should be sent to the office of the Provost *at least one week prior* to the start of the visit.
- 5 Requests for retroactive approvals will not be considered.