

**INTENT TO APPOINT A POSTDOCTORAL FELLOW (PDF)**

Information on Prospective Postdoctoral Fellow	
Surname:	Given Names:
Address:	E-mail:
Citizenship: <input type="radio"/> Canadian   / <input type="radio"/> Permanent Resident   / <input type="radio"/> Work Permit, Citizen of: _____ <i>NB: If the PDF has a work permit, a copy will need to be sent to Payroll</i>	

Supervisor Information	
Surname:	Given Names:
Department/School/Institute:	E-mail:

PDF's Education Information	
University that Doctoral Degree was received from: (include country)	Month and Year that Doctoral Degree was received:

Teaching	
Will the PDF be teaching?	<input type="radio"/> Yes <input type="radio"/> No   _____

Financial/Administrative Information	
Term of Appointment (Start and End Dates):	Grant Amount (per annum): [please do not include any teaching salary (if applicable) in this figure] \$ _____
Source of Funding: (Please check one) <input type="checkbox"/> Research Fund <input type="radio"/> NSERC <input type="radio"/> SSHRC <input type="radio"/> CIHR <input type="checkbox"/> Externally or Self Funded (please specify below) _____ <input type="radio"/> Other (please specify) _____	
<small>PDF appointments paid in whole or in part from Tri-Council grants at Carleton are subject to eligibility requirements. The Supervisor is responsible for ensuring that these requirements are met. Information on eligibility and stipends can be obtained from Research Accounting.</small>	

Sponsoring Faculty Member: Please print and sign <b>OR</b> digitally sign and email this completed form from your <a href="mailto:fgpa.ea@carleton.ca">Carleton email account</a> to <a href="mailto:fgpa.ea@carleton.ca">fgpa.ea@carleton.ca</a>		
Name: (Please Print)	Signature:	Date:

**Please send completed form to FGPA, 512 Tory Building OR email to [fgpa.ea@carleton.ca](mailto:fgpa.ea@carleton.ca)**

April 2016

This form is to register a Researcher's intent to appoint a Postdoctoral Fellow. The information on this form will be used to generate the Dean of Graduate and Postdoctoral Affairs' official letter of welcome/appointment.	FGPA Dean Signature: _____	<table border="0" style="width:100%;"> <tr> <td align="center" colspan="3"><b>For FGPA Office Use Only</b></td> </tr> <tr> <td style="font-size: small;">Copy to HR with letter:</td> <td style="font-size: small;">Chair/Director Approval:</td> <td align="right" style="font-size: small;">yes   no</td> </tr> <tr> <td></td> <td style="font-size: small;">Faculty Dean Approval:</td> <td align="right" style="font-size: small;">yes   no</td> </tr> <tr> <td></td> <td style="font-size: small;">Dean of FGPA Approval:</td> <td align="right" style="font-size: small;">yes   no</td> </tr> </table>	<b>For FGPA Office Use Only</b>			Copy to HR with letter:	Chair/Director Approval:	yes   no		Faculty Dean Approval:	yes   no		Dean of FGPA Approval:	yes   no
<b>For FGPA Office Use Only</b>														
Copy to HR with letter:	Chair/Director Approval:	yes   no												
	Faculty Dean Approval:	yes   no												
	Dean of FGPA Approval:	yes   no												