

## **Fellowship Office Processing Requirements**

### **Pre award**

- ❑ Copy of the Program Announcement or sponsor instructions
- ❑ Housestaff Verification Form (Housestaff only)
- ❑ Appointment Verification (Prospective only)
- ❑ Complete application (including face page, budget, signature page, Scientific Summary, and abstract)
- ❑ SU-42FL
- ❑ Conflict of Interest Supplemental Form

### **New Award Activation**

- ❑ Verification of Appointment & PeopleSoft entry
- ❑ Verification of Visa Status
- ❑ Sponsor Award Notice (including terms and conditions)
- ❑ Approval of use of Human Subjects (Contact Alice Haskett 723-5244 for approvals) if applicable.
- ❑ Approval of use of Animal Subjects (Contact Valerie Fratus 723-4550 for approvals) if applicable.
- ❑ Activation notice (if applicable)

### **Activating Continuation Years**

- ❑ Approval of use of Human Subjects (Contact Alice Haskett 723-5244 for approvals) if applicable.
- ❑ Approval of use of Animal Subjects (Contact Valerie Fratus 723-4550 for approvals) if applicable.
- ❑ Verification of visa status
- ❑ Copy of Progress Report
- ❑ Verification of Appointment Status

### **No Cost Extension**

- ❑ Written request made directly to sponsor by Faculty Mentor and Postdoctoral Scholar citing reason for the extension and expected research completion.
- ❑ Written Approval from Agency citing terms and approved budget
- ❑ Approval of use of Human Subjects (Contact Alice Haskett 723-5244 for approvals) if applicable.
- ❑ Approval of use of Animal Subjects (Contact Valerie Fratus 723-4550 for approvals) if applicable.
- ❑ Verification of visa Status
- ❑ Copy of progress report
- ❑ Verification of Appointment status

### **Institutional Transfers (incoming):**

- ❑ Relinquishing Statement from prior host institution / verified (if applicable)
- ❑ Copy of original fellowship application and proposal
- ❑ Signed SU-42FL
- ❑ Sponsor Award Notice (incl. terms and conditions)
- ❑ Verification of Visa status
- ❑ Verification of Appointment Status
- ❑ Approval of use of Human Subjects (Contact Alice Haskett 723-5244 for approvals) if applicable
- ❑ Approval of use of Animal Subjects (Contact Valerie Fratus 723-4550 for approvals) if applicable
- ❑ Activation notice (if applicable)
- ❑ Conflict of Interest Supplemental Form

### **Termination / Institutional Transfers (outgoing):**

- ❑ Termination letter to Sponsor (if termination)
- ❑ Relinquishing Statement (if outgoing transfer) (if applicable)
- ❑ Termination form (<http://postdocs.stanford.edu/admin/pdf-forms/change.pdf>)

### **Contact Information:**

Postdoctoral fellowships and graduate student fellowships -  
<http://med.stanford.edu/rmg/fellowships.html>

### **Fellowship Office-Research Management Group**

1215 Welch Road, Modular A                      Fax: 650-736-1304

Jessica L. Jones, Fellowship Coordinator

[Jessica.jones@stanford.edu](mailto:Jessica.jones@stanford.edu)

725-4368

Debra Porzio, Fellowship Manager

[dporzio@stanford.edu](mailto:dporzio@stanford.edu)

650-736-0767