

## Frequently Asked Questions

### ○ What counts toward years/months of postdoctoral experience?

Any mentored postdoctoral research experience which is not clinical; years of experience should be properly documented on the Academic Biography Form.

### ○ What is accepted as adequate proof of degree?

Any of the following

1. A diploma
2. An official transcript
3. A letter from the Dean's Office or Registrar's Office where the doctorate was obtained

### ○ What if the proof of degree is in a foreign language?

Proper translation is needed and cannot be done by the Postdoctoral Scholar; degrees that have not been translated upon receipt may be translated by a representative endorsed by the Postdoctoral Scholar's mentor.

### ○ What if a Postdoctoral Scholar has a new mentor or project?

It is considered a new appointment; along with the Postdoctoral Scholar Form, a new mentor letter is required.

### ○ What are some good rules to follow in regard to funding source justification?

1. Always include the name of the agency or foundation and identify fund type (i.e. research grant, discretionary funds, department funds, general funds, opportunity funds)
2. Proof of funding is required for Paid Direct reappointments.

### ○ Is a retroactive appointment allowed?

No retroactivity will be allowed by OGSR or the SOM Academic Affairs Office.

### ○ Can a Postdoctoral Scholar receive an increase in the middle of his/her appointment?

No – increases will not be approved in the middle of an appointment.