



**Instructions:** Complete this REQUIRED form and submit to the Graduate School along with the Appointment/ Reappointment Letter and other required paperwork to initiate a candidate's appointment.

**SECTION I: IDENTIFICATION OF CANDIDATE**

<input type="checkbox"/> Postdoctoral Fellow	<input type="checkbox"/> U.S. Citizen	Name (Last, First and Middle)
<input type="checkbox"/> Visiting Research Scholar	<input type="checkbox"/> Foreign National	
TU School/College		Department

**SECTION II: APPOINTMENTS SCHEDULED BY DEPARTMENT BUSINESS MANAGER**

Appointment	Contact Information	Required of Candidate?	Appointment Date
University Orientation with Department of Human Resources	Kimberly Sakil, Training Coordinator ksakil@temple.edu 215-926-2218	<input type="checkbox"/> Yes	
Environmental Health and Radiation Safety (EHRS) Training	Kisha Grady, Training Programs Coordinator kgrady@temple.edu 215-707-7697	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Health (begin Hepatitis B vaccination series or sign declination form)	Main Campus 215-204-2679	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Institutional Review Board (IRB) Training	Collaborative Institutional Training Initiative <a href="http://www.citiprogram.org">http://www.citiprogram.org</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Institutional Animal Care and Use Committee (IACUC) Approval	<a href="http://www.temple.edu/research/login.asp?val=iacuc">http://www.temple.edu/research/login.asp?val=iacuc</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION III: REQUIRED CLEARANCES FOR CANDIDATES LIKELY TO WORK WITH MINORS**

Clearance	Contact Information	Required of Candidate?	Date of Receipt
Child Abuse Clearance	<a href="http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf">http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pennsylvania State Police Criminal Background Check	<a href="http://www.temple.edu/grad/pfo/forms.html">http://www.temple.edu/grad/pfo/forms.html</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
FBI Fingerprint Check	<a href="https://www.pa.cogentid.com/index_dpw.htm">https://www.pa.cogentid.com/index_dpw.htm</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION IV: CONFIRMATION BY FACULTY MENTOR/PRINCIPAL INVESTIGATOR**

Signature of Faculty Mentor/Principal Investigator	Name of Faculty Mentor/Principal Investigator	Date / /
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**Return completed form to:**  
Nina Marie Campellone  
Project Manager for Postdoctoral Affairs  
Graduate School  
[campello@temple.edu](mailto:campello@temple.edu)