



Department: _____ **PI/Contact Name:** _____ **Phone:** _____

Initial Appointment Change (Complete name, SSN, and only that information to be changed) Termination

ADMINISTRATIVE DATA

Person # / Social Security # (if New): _____ Mr Mrs Dr Ms Miss **Last Name:** _____ **First Name:** _____ **MI:** _____

Sex: Male Female **Date of Birth:** _____ **Ethnic Origin:** Alaskan Native Asian Caucasian Hispanic American Indian Black Pacific Islander **Assignment #:** _____

US Address (Local/Primary Address, used for Taxation Purposes):

Street: _____ **Apt #:** _____ **City:** _____

State: _____ **Zip Code:** _____ **Telephone:** () _____ **Ext:** _____

Permanent Address (If different than Local/Primary Residence): US Foreign

Street: _____ **Apt #:** _____ **City:** _____

State: _____ **Zip Code:** _____ **Country:** _____ **Telephone:** () _____ **Ext:** _____

U.S. Citizen Yes No **Country of Citizenship, if not U.S.:** _____ **Visa Type:** F01 J01 J02 PER Other _____ **Student Status:** SUNY Undergrad SUNY Grad **Education Level Reached:** _____ **Check Distribution Code:** _____

ACADEMIC FELLOWSHIP DATA

Fellowship Base/Annual \$ _____ **Fellowship to be Paid \$** _____ **Type of Fellowship** A. Faculty B. Postdoctoral C. Graduate D. Undergraduate

Begin Date: _____ **End Date:** _____ **Project** _____ **Task** _____ **Award** _____ **Sponsor Name** _____

NOTE: If the award is supported by PHS training grant funds, a statement of appointment of trainee - PHS form 2271 or form 4885-2 must be forwarded to PHS prior to the appointment date. A copy of the PHS form MUST be attached to this form. **N. I. H.** Yes No **Fed. Award** Yes No

PARTICIPATION / STIPEND DATA

Begin Date: _____ **End Date:** _____ **Total Stipend: \$** _____ **or** **Hourly Stipend Rate: \$** _____

Project _____ **Task** _____ **Award** _____ **Stipend** E. Vocational Training F. Secondary School Training G. Other Participation Stipend **Sponsor Name** _____

DECLARATION (Required for initial award only)

I acknowledge that no services are required of me in consideration of the stipend provided by this fellowship award. I have read the Patent Waiver and Release Agreement set forth on the reverse side of this form and agree by its terms and understand that as a fellowship recipient engaged in study or research on a State University of New York campus I am subject to this policy and the University's academic policies applying to fellowship recipients.

Fellowship / Stipend Recipient: _____ **Date:** _____

This appointment is permissible under the terms stated by the above sponsor.

Principal Investigator / Co-Principal Investigator: _____ (Signature) _____ (Date) **Chair / Dean / V.P.:** _____ (Signature) _____ (Date)

SPS - Date Stamp	Exp. Type: _____ Bi-Weekly: \$ _____	HRS - Date Stamp
	HRS Signature _____ Date _____ Initials _____	
	SPS Signature _____ Initials _____ Date _____	

PATENT WAIVER AND RELEASE AGREEMENT

I have read the [Patent and Inventions Policy](#) and the [Computer Software Policy](#) of The Research Foundation of State University of New York. I agree to abide by any additional terms and conditions relating to the above policies as required by any sponsor from whom I accept support through The Research Foundation of State University of New York.

In fulfillment of the above, I will promptly report to The Research Foundation or its designee such patentable inventions, discoveries, and computer software and software support materials as may arise out of work supported by the sponsor and will cooperate with the sponsor, the State University of New York, or The Research Foundation in the preparation and prosecution of any patent or copyright applications relating to such inventions, discoveries, and computer software and software support materials, and will execute all documents necessary to such applications. I further agree to assign all patent rights and copyrights applicable to such inventions, discoveries, computer software and software support materials to the sponsoring agency, to the State University of New York, to the State University of New York's designee, or to The Research Foundation in those instances where the applicable sponsor policy or the State University of New York's Patents and Inventions Policy or Computer Software Policy places ownership of such in either the sponsor, the State University of New York, or The Research Foundation.

DEFINITIONS

Academic Fellowship: An award made in furtherance of the education of the recipient and in recognition of his or her promise as a career research or teaching scholar. The recipient must meet whatever academic responsibilities and obligations are required of the fellowship holder by the State University of New York. (PHS training grants are academic fellowships.)

Faculty Fellowships: A fellowship award to a full-time faculty member of the State University of New York.

Graduate Fellowship: A fellowship award for graduate study or research.

Undergraduate Fellowship: A fellowship award for undergraduate study.

Participation Stipend: Payment for participation in vocational and secondary school education and training or other nonacademic programs.

Postdoctoral Fellowship: A fellowship award for study or research beyond the doctoral degree level.

Service: Teaching, research or other work which the recipient of a stipend award must agree to perform in order to obtain the stipend. Service does not include research initiated by the recipient or incidental activity such as preparing progress reports or giving a talk on the results of the recipient's research. (If the terms of the award require the recipient to provide a service, the person must be appointed as a Research Foundation employee.)

Sponsor: The individual or organization making the fellowship award available.

Stipend: A payment made to an individual to defray living expenses while engaged in independent study, research, or a sponsored training program or while participating in a nonacademic program. No services are required in consideration of this payment.

CODES

Education Level Reached

HSS - High School
ASC - Associate's
BAC - Bachelor's
MAS - Master's
PHD - PhD
MDD - MD
Other - See Codes/Terms Manual for complete list

Student Status

N - Not a Full-Time SUNY Student
G - Full-Time SUNY Graduate Student
U - Full-Time SUNY Undergraduate Student