

**Required Documentation for Fellow Appointments:  
Post-Doc Fellows/ Visiting Post-Docs  
Research Fellows/Visiting Research Fellows**

*\*\*Use the following checklist before and as you collect the materials for the fellow packet\*\**

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**Process Reminders:**

- Please allow 1-2 business days for an email response. 3-5 days for processing after initial email response, including review and approval

(**Please note:** the processing time is contingent upon the submission of all documents and revisions)

Packets should be submitted prior to the proposed effective date, allowing sufficient time for review, revisions, and approval. Retroactive appointments should not be requested.

- All fellow documents submitted to OAA should be in **one pdf document**
  - The candidate's legal name (name that will be entered in the eUMB System) and degree must be consistent throughout all documentation.
  - Please include the first and last name of the fellow in the subject line of the email for review/approval request
  - (**Optional but helpful**): Name the applicant file as such: yyyy-mmdd-last name-first name-title.  
i.e. – 2022-0601-smith-john-FELL
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**Required Document & Quality Checklist**

**Offer Letter**

- All offer letter templates can be found at :  
<https://www.medschool.umaryland.edu/AcademicAdmin/Fellow-Appointments/Scholar-Fellow-Appointment-Process/> Include ALL required language.  
Please note: Fellows are not permitted to 'supervise' others
- All offer letters **must be signed** by the Department Chair or Director prior to submission to OAA.
- Date change: If a fellow's effective date changes by more than **90 days from the original effective date**, we will require a new packet. The old packet will be removed from the system

**Transfer Letter (if applicable)**

- Must be provided from Chair or Director of the current Dept/Prog/Ctr/Inst

**Curriculum Vitae**

- CV should be dated the same date as the CV verification or before the CV verification date. **Typed signatures not accepted.** Live/wet or verified signatures (via DocuSign or Adobe Acrobat) are acceptable
- Do not include personal information, such as date of birth, nationality....
- An explanation of any gaps, no matter the time frame, would need to be provided on a separate page within the packet. The title of this page should say **“An explanation of gaps.”**
- The proposed fellow position must not be listed anywhere on the CV
- Start and end years under education, post-graduate training, and employment are **required** (in yyyy-yyyy format)

**Degree Documentation**

- When a degree was received less than 6 months before the start date, an official transcript or proof of degree conferral is required
- For international degrees the original and translation, if applicable
- Provisional degrees are acceptable. A copy of the final degree will be needed once the degree is finalized.

**CV Verification Form (date must be the same or later than date on CV)**

**Salary Sheet**

- Effective date must match effective date on Offer Letter
- If part-time post-doc paid by UMB, salary must be consistent with current NIH minimum stipend. If Research Fellow paid by UMB, salary must be no less than current FLSA minimum.

**Home Institution letters**

- only needed if paid by home institution; there is no minimum or maximum if paid by home institution; include currency conversion if original amount is not in US dollars
- All letters should include the fellows effective start and end date and the specified amount of funding that covers the fellow’s tuition
- Please note:** if the fellow is reappointed, an updated letter from the home institution is needed with the new dates, if those dates are not provided on the original letter

**Demo Form**

- For citizenship status: Visa type and expiration should be provided
- For a fellow whose visa is pending, enter pending next to “type” (e.g. “J1 pending”)

**FINAL REMINDERS:**

- All documents in the packet should be in the same order as listed on this checklist
- Visa/ passport documents should NOT be in the packet
- Personal bank statements should NOT be in the packet
- Packet name: use the year, month, day (yyyy-mmdd) the appointment will be effective, followed by the candidate’s last name, first name (all lower case) Example: 2023-0701-smith-john (packet is requesting a fellow appointment for John Smith effective July 1, 2023)

- Fellows who are self-funded are identified as volunteers. Volunteer fellows require justification. A volunteer template letter will be provided upon request

**All questions and concerns regarding fellows and reappointments, please contact China Lee (china.lee@som.umaryland.edu)**

Revised 03/27/2023