

Extend or Renew a Postdoctoral Fellow

SECTION A: POSTDOCTORAL FELLOW INFORMATION

Contract Status (choose one): Extension (1 – 11 months) Renewal (12+ months) New Contract (change in conditions of contract)

Postdoc Citizenship (choose one): Canadian Citizen Permanent Resident International (requires a work permit)

Full Legal Name (as listed on passport):

Family Name (surname/last name) _____

Given Name(s) _____

Email Address (Carleton email preferred)

SECTION B: POSTDOC SUPERVISOR'S INFORMATION

Banner ID

Department/School/Institute

Family Name (surname/last name)

Given Name(s)

Email Address (Carleton email preferred)

SECTION C: FINANCIAL INFORMATION

Term of Extension or Renewal:

Start: _____ _____ _____
Month Day Year

End: _____ _____ _____
Month Day Year

Funding Source(s):

A) **Part or all of funding is coming from postdoc supervisor's research account(s):** Yes No Funding/Grant Agency: _____

i. Supervisor's account details: _____ _____ _____ _____
Fund Org. Account % of salary (if more than one account)

***If more than one account -**
ii. Supervisor's account details: _____ _____ _____ _____
Fund Org. Account % of salary (if more than one account)

B) Will the postdoc receive funding in **their own name** from any **external source(s)?** Yes No **If 'yes', how will the Agency pay the postdoc?** Postdoc will be paid directly Carleton will administer funds on behalf of the agency (enter account details below)

iii. External Funding Account Details: _____ _____ _____
Fund Org. Account

SECTION C: FINANCIAL INFORMATION (continued...)

***Note: Totals below are PER ANNUM. ODP and Payroll will prorate this annual salary for shorter appointments.**

#	Details	Amount	Confirmed Amount (ODP Use Only)
1.	Gross salary offered to postdoc through funds held by Carleton Supervisor (PI) in research account:	\$	
2.	Add 11% of amount listed in (1) above to cover employer portion of statutory deductions:	\$	
3.	Add \$2,856/annum for Postdoc Benefit Plan:	\$	
4.	Amount allocated for postdoc position through <u>external source(s)</u> : *External funding source is any funds not being transferred to supervisor's research account at Carleton External funding source:	\$	
5.	Total amount offered to the postdoc (this is their gross annual salary): (1) + (4):	\$	
6.	Total amount budgeted from internal sources above (add 1 – 3 above):	\$	

SECTION D: DECLARATIONS and SIGNATURES

I certify that the information provided on this form is, to the best of my knowledge, correct and complete, and that I am responsible for current and/or future expenses relating to this fellowship.

Postdoc Supervisor Name (Please Print) Postdoc Supervisor Signature Month Day Year

I have reviewed Section C and confirm that, as of this signature date, there are sufficient funds available in the grant holder's account and/or the external funding agency's account, to support this Postdoctoral Fellowship.

Financial Officer Name (Please Print) Financial Officer Signature Month Day Year

SECTION E: COMMENTS

Blank area for comments.