

Departmental Checklist – New Appointment – Postdoctoral Research Associate (PDRA)

A guide to accessing and starting a new appointment eForm is [here](#).

Overview

System	Eforms
Timeframe for DOF to Review	5 business days for pre-approval (this does not include recycling time)
Preapproval (Attachments)	<ul style="list-style-type: none"> ✓ CV ✓ Draft Offer Letter
Approval (Attachments)	<ul style="list-style-type: none"> ✓ Signed Offer Letter ✓ HireRight Criminal Background Check ✓ Proof of Education (showing they have a Ph.D.) ✓ Signed PRINCETON UNIVERSITY SEARCH FORM ✓ Search Report Summary <p>Where Applicable:</p> <ul style="list-style-type: none"> ✓ Notify Davis International Center (if status of 'International') ✓ Search Waiver (if there is no Search Report Form and Search Report Summary) ✓ Other (i.e., Email correspondence)

Preapproval

NOTE: Do not send out the offer letter until the preapproval process is completed.

Please allow 5 business days from the time of receipt to review the submission. If you receive a “recycled” notification, please see the comments for what needs to be addressed. Once the comments are addressed and any edits have been made, please resubmit for preapproval.

You will receive an email notification when preapproval has been granted. Then you can send the offer letter to the candidate. Once the candidate has accepted (by signing the offer letter), you can proceed with requesting approval.

For Preapproval, please include the following attachments:

- ✓ CV
- ✓ Draft Offer Letter

Approval

Once the candidate has signed the offer letter, please proceed to attach the following attachments for approval.

- ✓ Signed Acceptance letter
- ✓ HireRight Criminal Background Check
 - Department initiates the background check when applicant accepts the offer and receives proof of "Meets Company Standards" when the background check is

complete. (Contact Erika Casey (ecasey@princeton.edu) in HR if no one in your department is set up to initiate HireRight background checks.)

- ✓ Proof of Education (showing they have a Ph.D.)
 - EITHER HireRight Education Background Check if it shows Ph.D.
 - OR diploma, transcript that denotes Ph.D. was earned, or letter from dean, graduate school or registrar stating Ph.D. has been completed. (Proof of Ph.D. cannot be at the department level. Proof of dissertation acceptance is not proof of Ph.D.)
- ✓ Signed [PRINCETON UNIVERSITY SEARCH FORM](#)
- ✓ Search Report Summary (including EEO table)

Note: If you do not have a Search Report Form and Search Report Summary, a Search Waiver should be submitted.

Where Applicable:

- ✓ If candidate has a US Citizenship Status of 'International', notify [Davis International Center](#)
- ✓ Search Waiver (if there is no Search Report Form and Search Report Summary)
- ✓ Other (i.e., Email correspondence)

IMPORTANT NOTE ABOUT RCR TRAINING: All postdoctoral researchers in the social sciences, natural sciences, and engineering must complete an appropriate Responsible Conduct of Research (RCR) course designated by their department or program typically within the first six months of their initial postdoctoral appointment at Princeton. RCR training as a postdoctoral researcher at Princeton is required even if a postdoctoral researcher received RCR training in their previous career stage as a graduate student. ***Failure to comply with this requirement will impede reappointment.*** Information about the University's RCR program, including the policy, contact information, training decision tree, and available RCR courses, is located at: <https://orpa.princeton.edu/resources/policies-and-procedures/responsible-conduct-research>.