

## Checklist for PDRF (Postdoctoral Research Fellow) Reappointments

Please submit the following to the DOF DropBox:

- PDRF Form (signed and scanned an *IMAGE*)
- CV
- Award/Grant notification in English
- Currency Conversion if award is not in U.S. dollars

Please allow a minimum of five business days for review.

**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>.